

Vision, Mission, and Values of Saddleback College

Saddleback College is the largest member of the South Orange County Community College District, and the College offers educational opportunities and support services to a diverse and growing population in southern Orange County.

Our Vision:

To inspire and develop through excellence in education a community of diverse learners dedicated to achieving their full potential in our global society.

Our Mission:

To provide access to learning opportunities that promote student success; to foster intellectual growth, and individual expression; and to support a dynamic and diverse environment of innovation and collegiality.

Our Purpose:

The primary purpose of Saddleback College is to provide a comprehensive postsecondary education and a full range of student services. Emphasis is placed on open access to all students, including a changing and diverse student population. Academic success and student achievement are joint responsibilities of the students, the staff, and the College. To this end, the College will:

- Provide educational programs leading to the Associate in Arts and Associate in Science degrees.
- Provide a comprehensive, broad range of high-quality courses and programs to enable students to pursue their educational objectives and career goals.
- Provide a meaningful general education program including baccalaureate-level transfer and occupational curricula.
- Provide necessary developmental, remedial, and basic skills instruction so that students may be successful in their chosen course of study.
- Provide access for the community to the educational, cultural, and recreational resources of the College.
- Provide counseling and other support services which are responsive to the needs of students.
- Provide opportunities in continuing education and community services, including courses for skills upgrading and retraining for professionals and life-long learning for older adults.
- Provide opportunities for the promotion of economic development within the scope of the mission of the District and the College.

To fulfill this purpose, Saddleback College offers:

General Education

The purpose of general education is to introduce students to the various ways in which people comprehend the world. This philosophy of general education reflects the conviction that those who complete the courses will have had an opportunity to learn basic principles, concepts, and methodologies both unique to and shared among the various disciplines. Students who successfully complete the general education requirements will be better prepared to evaluate and appreciate physical, cultural, and social environments. Successful completion of the courses will contribute to a better self-understanding.

Associate Degrees

Associate degrees are awarded upon the successful completion of a prescribed program of study. Associate degrees are designed to provide opportunities for students to develop skills to communicate clearly and effectively, both orally and in writing; to use computational skills; to demonstrate the modes of inquiry of the major disciplines; to demonstrate awareness of other cultures and times; to gain insights relative to ethical problems; to think critically; and to develop the capacity for self-understanding.

Career/Technical Education

Career/Technical Certificates of Achievement and Occupational Skills awards are designed to prepare students to qualify for positions in business and industry, technical fields, and selected professions and careers.

Lower-Division Transfer Education

Baccalaureate-level transfer courses, which include general education and transfer major preparation courses, are provided for those students who wish to earn higher degrees after transferring to four-year universities and colleges.

Counseling and Student Services

The college provides a wide range of counseling and support services to meet the needs of students from diverse backgrounds. Our rapidly changing and complex society poses many challenges to students when making decisions about education objectives, career opportunities, and life changes. Counseling and student support services are available to assist students in making these decisions.

Community Education

The College provides not-for-credit educational opportunities for the community through fee-based classes and programs for adults and children. Classes are self-supporting and do not receive funding through state or local taxes or the College's budget.

Our Values:

Saddleback College embraces:

- Quality education
- Academic freedom and the open exchange of ideas
- Student access and success
- Innovation and creativity
- Collaboration, collegiality, and teamwork
- Integrity and respect
- Equity and diversity
- Commitment to the College's mission

Información en español

La información se ha traducido al español para que la comunidad hispanohablante del distrito de Saddleback pueda informarse acerca del proceso de matrícula en la universidad comunitaria de Saddleback. Los/las estudiantes que necesiten ayuda o tengan preguntas favor de llamar a la Oficina de Matrícula y Archivos al 949-582-4555 ó a la Oficina de Consejería al 949-582-4572. La Oficina de Matrícula (Admissions and Records) está situada en el Edificio de Servicios para Estudiantes.

Información para matricularse

ELEGIBILIDAD PARA ASISTIR A UNA UNIVERSIDAD COMUNITARIA:

— Tener 18 años de edad o ser graduado/a de la escuela secundaria.

— Estudiantes desde el 9 al 12 año de la escuela secundaria podrán matricularse en clases recomendadas por el/la director/a de su escuela (director del distrito escolar para los estudiantes que aprenden en casa "home schooled") pero que no excedan 11 unidades. Si desea más información, consulte con la Oficina de Matrícula.

—NO-RESIDENTES: Son personas que han permanecido menos de un año (en California) antes del inicio del semestre o personas que mantienen visa inmigratorias las cuales impiden establecimiento de residencia. Para mayor información, comuníquense al 949-582-4344 en la Oficina de Residencia.

Debido a una reciente legislación (California AB 540) algunos/as estudiantes que no tengan los documentos de residencia y que se hayan graduado de una escuela secundaria de California, podrían calificar para una "exención" de la matrícula de no-residente. Por favor llame al 949-582-4344 para obtener más información acerca de esta exención.

FECHAS DE INSCRIPCIONES: Las personas que asistan por primera vez deben completar su solicitud antes de que empiece el semestre para asegurarse de que todos sus requisitos estén en orden y listos para empezar el primer día de clases.

Fechas de entrega de su solicitud para los siguientes semestres:

1 de abril — otoño (fines de agosto)

1 de octubre — primavera (principios de enero)

1 de abril — verano (fines de mayo)

CÓMO HACER UNA CITA PARA INSCRIBIRSE: Los/las estudiantes que asistan por primera vez a la universidad y los/las que ya hayan asistido y regresan, deben completar una solicitud. La Oficina de Matrícula y Archivos documentará su información y le dará un permiso con la fecha y la hora para que se inscriba a través de la red (Internet). Solamente los /las estudiantes en el programa de Emeritus tienen la opción de inscribirse vía telefónica, en persona, o por la red (Internet). Es muy importante que asista a clases el primer día.

CÓMO AÑADIR Y CANCELAR CLASES: Los/as estudiantes pueden añadir clases hasta el día antes de su comienzo. Una vez que la clase haya empezado o que no tenga cupo, los/as estudiantes deberán pedirle permiso al/a la profesor/a para añadir la clase. Si se les da permiso, deberán tener un número llamado (APC), un código que les permitirá matricularse. Lo puede hacer por medio de la red (internet) o en persona antes de la fecha límite que tenga el código APC. Deberá pagar en el momento que se matricule.

Nota: Es de suma importancia que el/la estudiante lea el horario de clases para informarse de las fechas exactas para dejar clases. Puede usar el internet para dejar una clase.

Cobros

El día en que el/la estudiante se matricule debe pagar por todos los servicios tales como seguro médico, excursiones, estacionamiento, como también por la matrícula.

COBRO DE INSCRIPCIÓN: Se cobrará lo siguiente:

No residente: \$190.00 (por unidad) y en adición \$20.00 por unidad. Al no-residente que es ciudadano/residente extranjero adicionalmente se le cobrará \$25.00 por uso de facilidades (por unidad) y \$54.00 (sin devolución), para procesar su solicitud al tiempo de solicitar.

Residentes: Al residente de California se le cobrará \$20.00 por unidad.

Las clases de inglés como segunda lengua (ESL) que no tienen unidades "0 units" son gratuitas. Estos cobros pueden cambiar cada semestre. Para más información llame al 949-582-4555.

COBRO DE ESTACIONAMIENTO: Para el coche es \$30 por semestre, \$15 por la sección de verano, ó \$60 por un permiso anual el cual incluye: el semestre de otoño, la primavera y el verano. Permiso para motos cuesta \$10 cada semestre, \$10 por la sección de verano ó \$30 por un permiso anual. El permiso anual solamente se puede comprar durante la matrícula en el otoño. Siempre hay que colocar su permiso dentro de su coche, colgándolo en el espejo retrovisor.

COBRO DE SERVICIOS DE SALUD: Debe pagar \$17 por semestre (en otoño y primavera) para cubrir servicios de salud personal. El costo en el semestre de verano es de \$14 y les permite a los/las estudiantes que aprovechen varios servicios médicos. (Este servicio se cobrará aunque tome "0" unidades).

ENFERMERIA: La enfermería de Saddleback le ofrece al estudiantado servicios de enfermeras, doctores/as, sicólogos/as, y consejeros/as que le ayudarán con su salud tanto física como emocional, para ayudarles a tener éxito tanto personal como educacional.

Se incluyen servicios limitados de doctores/as, de consejeros/a en caso de una crisis emocional, exámenes de visión y audición, primeros auxilios, algunas vacunas, exámenes de sida, de enfermedades venéreas y de tuberculosis. También durante el año escolar, se informará acerca de los riesgos del uso de drogas y alcohol y otros comportamientos de alto riesgo.

La enfermería cuenta con información de varios temas tales como asalto sexual y cómo reportarlo (California Education Code, Section 67385).

Las consultas médicas son gratis y los exámenes de laboratorio, vacunas y algunas medicinas son de bajo costo. Para obtener más información, llame al 949-582-4606 ó vaya a la página www.saddleback.edu/ss/shc

Matrícula (Exámenes de inglés y matemáticas)

La Oficina de Matrícula ofrece servicios que incluyen exámenes de inglés y matemáticas, inglés como segunda lengua (ESL), análisis de los resultados de los exámenes, consejo académico y orientación análisis de reporte de calificaciones de otras instituciones. Está ubicada en el edificio de servicios para estudiantes, salón 225B. Nuestro número de teléfono es 949-582-4970.

Ayuda financiera

Los estudiantes de la universidad comunitaria pueden ser elegibles para una variedad de programas de ayuda financiera incluyendo ayuda federal, ayuda estatal y becas de la comunidad. Si Ud. está interesado/a y piensa que puede calificar, llene una solicitud en la Oficina de Ayuda Financiera (SFAO), localizada en el Edificio de Estudiantes "Student Services Center", oficina 106. Su número de teléfono es el 949-582-4860.

Programa de EOPS

El Programa de Servicios y Oportunidades de Educación Extendida (EOPS) sirve a personas que califican bajo todos los siguientes requisitos: 1. Residentes legales de California. 2. Bajos recursos económicos. 3. Desventaja de no tener una educación formal. 4. Estar matriculados/as en doce o más unidades (tiempo completo). El programa (EOPS) ofrece los siguientes servicios gratis para las personas que califican: orientación académica, ayuda con los libros de texto (si hay fondos), prioridad en la matrícula y ayuda de tutores/as en inglés y matemáticas.

La oficina está en el Edificio de Servicios para Estudiantes, salón 126. El número de teléfono es 949-582-4620.

Tutoría (LAP)

El programa de tutoría (LAP) proporciona servicios de tutores gratis. Hay tutores de diferentes cursos académicos para satisfacer las necesidades de cada persona. Hay instrucción privada y en grupo. LAP está situada en el primer piso del edificio de la biblioteca. LIB 114 – Tel. 949-582-4519.

Admission Requirements

Eligibility for Admission

Admission to Saddleback 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.

Students enrolled in elementary through high school may attend Saddleback College as special admits. Special admits may enroll in the classes recommended by their school principal and are required to submit a completed "Special Admission Request Form" (available online) each semester. Students in grades 9-12 are limited to 11 units per semester; K-8 students are limited to 6 units per semester. K-12 students are not permitted to enroll in Kinesiology (PE) classes. Questions regarding admission to Saddleback College may be sent via e-mail to scadmissions@saddleback.edu or by calling the Office of Admissions and Records at 949-582-4555.

Application for Admission

Students who are enrolling in Saddleback College for the first time or are returning after an absence of a semester or more (not including summer) must submit an application for admission online. Computers and assistance with the application are available in the Office of Admissions and Records. The online application is available at www.saddleback.edu/admissions/

The application for admission is available online beginning the following dates:

Fall semester:	April 1
Spring semester:	October 1
Summer semester:	April 1

Residency

The Office of Admissions and Records determines the residence status of all new and returning students for nonresident tuition purposes. Responses to the Application for Admission and, if necessary, other evidence furnished by the student are used in making this determination. A student who fails to submit adequate information to establish a right to classification as a California resident will be classified as a nonresident.

Establishing Residency

"Nonresident students" are those who have not established residency in the state for at least one year prior to the residence determination date or those who hold certain non-immigrant visas which preclude them from establishing residency. Foreign students admitted to the United States under student visas are classified as nonresidents.

The following statement of the rules regarding residency determination for nonresident tuition purposes is not a complete discussion of the law, but a summary of the principal rules and their exceptions.

Legal residence may be established by an adult who is physically present in the state and who, at the same time, intends to make California his or her permanent home. Steps must be taken at least one year prior to the residence determination date to show an intent to make California the permanent home with concurrent relinquishment of the prior legal residence. The residence determination date is that day immediately preceding the opening day of instruction each semester during which the student proposes to attend classes at Saddleback College.

The steps necessary to show California residency intent will vary from case to case. Included among the steps may be: filing resident California state income tax forms on total income, registering to vote and voting in elections in California, ownership of residential property or continuous occupancy or renting of an apartment on a lease basis

where one's permanent belongings are kept, maintaining active resident membership in a California professional organization(s), maintaining California vehicle plates and operator's license, maintaining active savings and checking accounts in California banks, for military service personnel -maintaining permanent military address in California on the Leave and Earning statements (L.E.S.). The burden of proof to clearly demonstrate both physical presence and intent to establish California residence lies with the student.

Exemptions

The California Education Code allows certain non-residents an exemption from non-resident tuition. The criteria for these exemptions are listed below. Students who believe they are eligible for an exemption based on any one of the following criteria should inform the Office of Admissions and Records when they apply.

- Student under two-year care and control of adult
- Dependent of member of the U.S. armed forces
- Member of the U.S. armed forces
- Armed forces members remaining in the state following discharge
- Dependent of California resident of more than one year; parent residing in California for one year and contributing court ordered support for student
- Graduate of California school operated by the United States Bureau of Indian Affairs
- Student holding teaching credential; other conditions apply
- Employee or child or spouse of employee of institution or state agency
- Student attended a California high school at least 3 years and graduated from a California high school or earned an equivalency (GED) in California (AB 540)

Other conditions may be required to meet these criteria. Please call 949-582-4344 for more information.

Reclassification:

Reclassification to resident status must be requested by the student. Financial independence during the current year and preceding two years will be considered at the time the student requests reclassification. Information regarding requirements for reclassification is available in the Office of Admissions and Records. Students should allow ten working days after submitting their documents for a decision.

International Students (F1-Visa)

To be considered for admission to Saddleback College, international students (residents of countries other than the United States who hold or are applying for student or F-1 visas) are required to submit the following documents:

1. Admissions application and a non-refundable fee of \$54.
2. A one-page personal statement on your current educational goals and goals upon completion of studies at Saddleback College. Describe the reason Saddleback College was selected for the pursuit of higher education.
3. A recent Test of English as a Foreign Language report with evidence of at least a score of 470 on paper base test, 150 computer base, and 52 internet base. In addition Saddleback College **will** consider the Society for Testing English Proficiency STEP for students from Japan with evidence of at least 2A level score, and an acceptable placement of English as a Second Language administered at Saddleback College
4. Evidence of academic achievement equivalent to an American high school education. Official transcripts and a notarized/ official translation are required.

5. Official bank certification of sponsor's available funds. Bank certification forms and sponsorship forms are available at the Office of International Students and at www.saddleback.edu/iso/.
6. A letter of recommendation from an instructor or school official addressing the applicant's character and motivation.

Students transferring from other institutions in the United States must submit the following in addition to the above requirements:

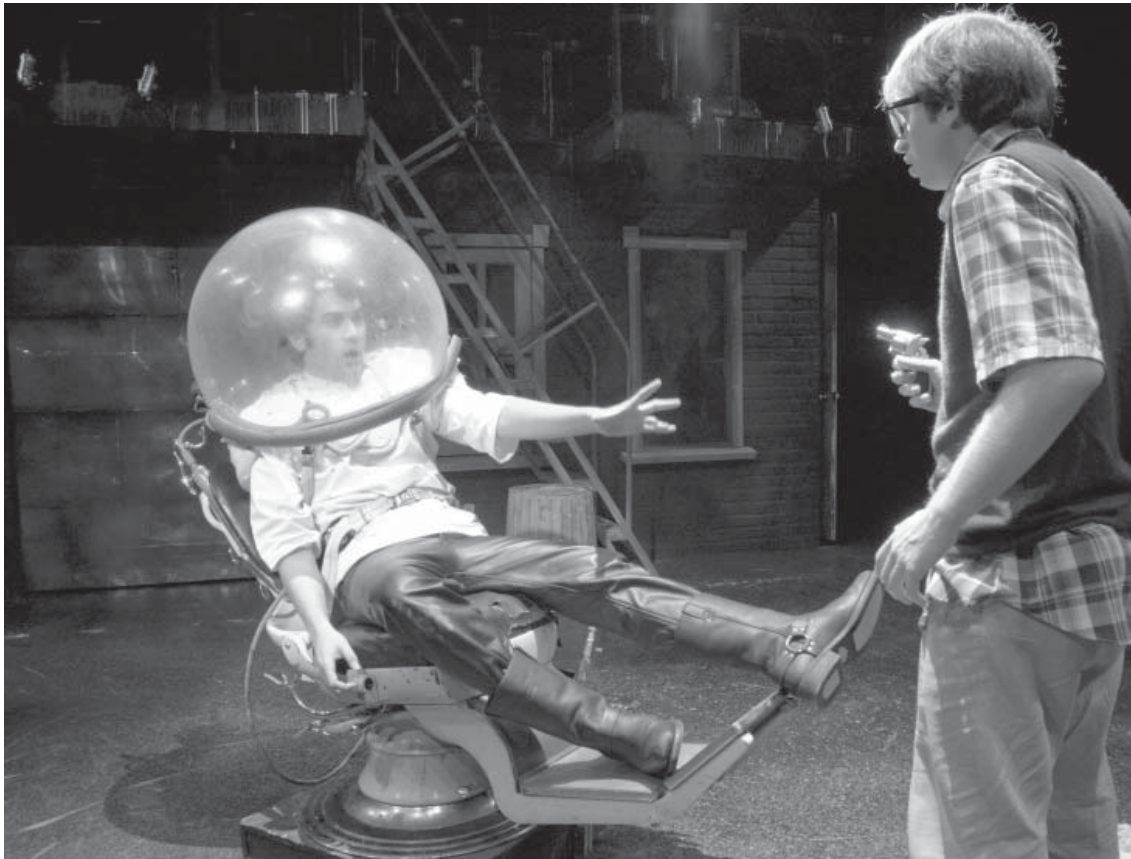
1. Transfer form completed by prior institution verifying the student's current status.
2. Copy of the SEVIS I-20 provided by prior institution.
3. Copy of passport information (i.e., name, photo, date of birth, etc), visa, and form I-94.
4. Official transcripts from prior institutions attended in the United States.

All documents must be received by the Office of International Students at Saddleback College by July 15 (for the fall semester) and November 15 (for the spring semester).

Prior to application for admission, international student applicants must request an International Student Application packet available by telephone (949-582-4637), mail (Office of International Students, Saddleback College, 28000 Marguerite Parkway, Student Services 102, Mission Viejo, California 92692), or online www.saddleback.edu/iso/. For student fees, refer to the Saddleback College International Students web page or contact 949-582-4637.

Upon acceptance to Saddleback College, international students are expected to maintain at least 12 units each semester, a grade-point average of 2.0 or higher, and have a valid health/accident insurance policy. For additional information, contact the Office of International Students at 949-582-4637.

Note: The Nursing Program at Saddleback College is an impacted program, therefore students who hold F-1 (student visas) will not be considered for admission to the Nursing Program.



Matriculation Services

Philosophy

Saddleback College acknowledges the importance of maximizing the student's abilities to make individual choices based on accurate, relevant information and is committed to developing, implementing, and refining policies and procedures which are in the best interest of the student. Matriculation is a process that brings the student and Saddleback College into a partnership.

In this partnership the student agrees to:

1. Establish an educational goal
2. Attend classes
3. Discuss academic goals with a counselor
4. Use support services as needed
5. Make progress toward achieving the goal
6. Consider recommendations given by counselor/instructor

Saddleback College agrees to provide:

1. Resources and support services
2. Assessment and college orientation
3. Counseling and advisement
4. Courses in basic skills
5. Individual student educational plans
6. Career, learning, and transfer centers
7. Continued monitoring of academic success

Steps in the Matriculation Process

Matriculation is designed to assist students achieve their educational goals at Saddleback College. The process includes assessment, orientation, counseling/advisement, and follow-up services. Students required to matriculate must complete the following steps prior to registering for classes.

1. **Assessment** may include, but is not limited to, information regarding the student's English language and reading proficiency, math skills, educational goals, academic history, and possible need for special services.
2. **Orientation** provides students with information about the many resources available at Saddleback College. Students learn about student services, special programs, and other student support programs. They are introduced to MySite, the student individual information system, and to the procedures for registration.
3. **Counseling/Advisement** assists students to determine their educational goals, plan their first semester schedule, and prepare a "student educational plan." Students learn about transfer, degree requirements, and vocational programs.

Follow-Up services monitor the students' progress throughout the academic year. Students on either academic or progress probation are notified of their academic standing so they can seek assistance from Division of Counseling and Special Programs. The Early Alert Program notifies students of their academic standing each semester.

Students at Saddleback College are encouraged to follow the matriculation procedures at their campus of attendance. If they attend Irvine Valley College they should be aware that some procedures may be different.

The Matriculation Office is located in the Student Services Center (SSC) Room 225B. You may call us at 949-582-4970 or visit our website at www.saddleback.edu/matriculation.

Exemptions

There are special circumstances for which a student may be exempt from the matriculation process. If you would like to determine if you are eligible for exemption please contact the Matriculation Office at 949-582-4970.

Retest Policy

Reading: Students may repeat the Nelson-Denny test in three months or during their last semester before graduation.

English: Students may retake the English assessment every 12 months.

Mathematics: Students are allowed to retake the same level math test once every three months. Students may take a different level math test at the next available testing session.

Alternative Matriculation Services

Students may be referred to alternative services for the matriculation process if they indicate the following:

1. English is not their primary language, and the student does not feel proficient enough in English to take the regular English Placement Test
- OR
2. They have a disability which creates educational or functional limitations that require academic accommodations.

All students are welcomed and encouraged to participate in the matriculation process.

Prerequisites/Corequisites/Limitation on Enrollment/Recommended Preparation

Saddleback College is committed to helping students select appropriate level courses in order to provide the greatest chance for their academic success. Information relating to prerequisites, corequisites, limitation on enrollment, and recommended preparation are printed in bold as part of the course descriptions in the catalog and with an asterisk by the ticket number in the schedule of classes.

Students are responsible for meeting the prerequisite, corequisite, limitation on enrollment, or recommended preparation prior to registering for any course with these restrictions.

Prerequisite:

Mastery of a certain body of knowledge is necessary for students to be successful in the target course (the course that has the prerequisite). Most commonly, such knowledge is measured by successful completion of the prerequisite course listed in the class schedule. "Successful completion" is defined by a grade of "A," "B," "C," or "P" (formerly CR) in the prerequisite course. Grades that are not acceptable are "C-," "D," "F," or "NP" (formerly NC).

Corequisite:

Concurrent (simultaneous) enrollment in a companion course is required. The information presented, or the practice gained in the corequisite course, is considered necessary for success in the target course.

Limitation on Enrollment:

A condition of enrollment which limits how students qualify for a particular program. Limitations apply to courses that include public performance or intercollegiate competition where a tryout or audition is necessary. Some courses require formal admission to a particular program in order to enroll (e.g., Nursing, EMT, Paramedic).

Recommended Preparation:

Certain course preparation is advised before students enter the target course. These recommendations indicate preparation that is considered advantageous, but not essential, to success in the target course.

How to Clear a Prerequisite

1. Complete the course(s) at Saddleback College with a satisfactory grade—that is, a grade of “A,” “B,” “C,” or “P” (formerly CR).

Note: Grade of “C-” is not satisfactory.

OR

2. Provide grade transcripts from another college. Such transcripts must demonstrate satisfactory completion of the prerequisite course—that is, completion of the course with a grade of “A,” “B,” “C,” or “P” (formerly CR).

Note: Grade of “C-” is not satisfactory.

OR

3. Complete an assessment exam at Saddleback College for English and/or math.
4. Provide evidence of completion of an assessment exam administered at another California community college. (In some cases, students may clear prerequisites in reading, writing, and mathematics if they have received recommended course placements from another community college. Students must check with the Matriculation Office regarding the acceptability of such assessments and placements.)

Students must bring copies of their scores or transcript(s) to the Matriculation Office in the Student Services Center, Room 225B, to waive the placement test portion of the assessment.

To clear an English or math prerequisite using a transcript: Present a copy of college transcript(s) and college catalog description(s) to the Matriculation Office for evaluation. Complete the College Prerequisite Form, attach transcripts and submit them to the Matriculation Office for evaluation. For all other prerequisites please go to the division office where the course originates.

NOTE: Please submit evaluations a minimum of two weeks prior to your registration date. Delays in processing transcript evaluations will affect student's ability to enroll in target courses. Specific information regarding procedures, timelines, and transcript evaluation notification is available in the Matriculation Office. Courses offered for “zero unit” credit cannot be used to satisfy a prerequisite.

Course Prerequisite and Corequisite Appeal Procedure

State regulations require the enforcement of prerequisites. A student may file an appeal based on the following criteria.

1. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
2. The student is able to succeed safely despite prerequisites established to protect health and safety standards.
3. The prerequisite or corequisite course is not reasonably available.
4. The college cannot provide alternatives to the course requiring performance standards as a prerequisite.
5. The prerequisite is discriminatory or is being applied in a discriminatory manner.
6. The prerequisite is not valid because it is not necessary for success in the course for which it is required.

Students wishing to appeal a course placement based on one of the criteria listed above must file an Appeal Petition which can be picked up in the Matriculation Office, SSC 225 or in the appropriate division office. Students will be eligible to enroll in the higher level course while the appeal is under review. An Appeals Committee will review the petition and make a decision within five working days. If the appeal is approved the student will be allowed to remain in the higher level class. If the appeal is denied, the student will be disenrolled from the higher level class.

English Composition Appeal Process

Students who receive a recommended placement in a basic-skills writing course, rather than a college-level writing course as a result of the initial assessment process and who wish to be considered for placement in college-level writing should take the Writing Sample. During the Writing Sample session students will complete an Appeal Petition and will be allowed to enroll in the higher level course.

An Appeals Committee will meet and review the writing sample within five working days. If the appeal is approved the student will be allowed to remain in the higher level course. If the appeal is denied the student will be disenrolled from the higher level course.

Dates and times of the Writing Sample sessions are available in the Matriculation Office, SSC 225B.

Mathematics Appeal Process

A student who desires placement in a higher level mathematics course than resulted from the usual assessment process must complete an “Appeal Petition” and return it to the Mathematics, Science, and Engineering Division Office, SM 334. The following documents must be attached to the petition:

1. The student's high school transcript.
2. College transcript and college catalog description of each mathematics courses on the transcript.
3. The results of the appropriate Saddleback College mathematics placement test. Students seeking enrollment in MATH 251 must complete either the level 1 or level 2 mathematics placement test. Those seeking enrollment in MATH 253 or 255 must complete either the level 2 or level 3 mathematics placement test. Students who wish to enroll in MATH 7, 8, 9, 10, 11 or 124 must complete the level 3 placement test. All other students must complete the level 4 mathematics placement test.

Once the completed Appeal Petition with required attachments has been submitted to the Mathematics, Science, and Engineering Division office, SM 334, the student will be allowed to enroll in the higher level course if space is available.

An Appeals Committee will meet to review the Appeal Petition and the attached supporting documents within five working days. If the appeal is approved the student will be allowed to remain in the higher level course. If the appeal is denied the student will be disenrolled from the higher level course.

Students' Rights

Any student who feels they have experienced discrimination regarding the matriculation process has the right to file a grievance. Information may be obtained in the Office of the Vice President for Student Services, SSC 107.

Registration for Classes

Open Enrollment Policy

Pursuant to the provision of Title 5 of the California Code of Regulations, commencing with Section 58102, the Governing Board of the South Orange County Community College District affirms a policy of open enrollment. Unless specifically exempted by statute, every course, course section, or class, wherever offered and maintained by the district and where state apportionment is reported, shall be fully open to enrollment and participation by any person admitted to the college and who meets such prerequisites as established by the Board in accordance with the above-referenced section of Title 5.

Registration for Classes

Students may register online or in person. Telephone registration is available for enrollment in Emeritus Institute classes only. Payment is due by the deadline stated on the internet or telephone session. Payment for in-person registration is due at the time of enrollment. After selecting classes and paying all required fees, registration is completed. Consult the Class Schedule for the most current registration information. Students must have officially enrolled and paid for classes during the registration period in order to receive a grade for the course. Classes cannot overlap, i.e., students may enroll in only one course in a time period. Please be aware that proof of prerequisite completion or alternative evidence may be required.

New and Former Students

New students are those who have never filed an application or enrolled in classes at either Saddleback College or Irvine Valley College. **Former students** are those who have previously filed an application or attended either Saddleback College or Irvine Valley College but have been absent from the college for one semester or more, excluding summer.

Once an application is submitted, a registration permit is issued indicating a student's assigned registration time for Internet registration. Telephone registration is limited to enrollment in Emeritus Institute classes only. Students who apply online receive their registration permits by email. Those who apply in person are issued their permits when they submit their application.

Most students new to Saddleback College, except those who have already earned an associate degree or higher degree, should participate in an assessment and orientation session prior to registering for classes. Students who are advised to participate in assessment and orientation will be notified at the time their application is submitted. Students who are not advised to participate are encouraged to take advantage of an assessment session for assistance in selecting courses. The assessment process is described further under "Matriculation Services."

Continuing Students

Continuing students are those who have been registered during the previous semester (including or excluding summer). Continuing students need not file an application. Continuing students may view their assigned registration period at the MySite web portal. Registration permits are not mailed to continuing students except for students enrolled in Emeritus Institute classes. Students are able to access their information online. Registration times are determined by the number of units the student has completed at the college. Those who have already completed more than 80 units are given appointments toward the end of registration. Students should refer to the Class Schedule for the most current information about continuing student registration.

If the post office reports a forwarding address that the student has filed, the college records will automatically be updated to reflect that change unless the student notifies the college in writing that the change should not be made.

Repeating Courses

(Also see Academic Regulations and Announcement of Courses sections of this catalog)

The number of repetitions allowed for each course is listed in the college catalog following the course description. Students may not exceed the number of course repetitions as determined by state regulations. Students registering in a course not identified as repeatable or repeating a course more often than permissible will be withdrawn from the course.

Adding Courses

Students may add open classes through the day prior to the start day of the class. Once the class has started or has become full, students must request permission to add the course from the instructor. If permission is given, an Add Permit code will be issued. Students are required to add the course on-line or in-person by the expiration date on the Add Permit Code form. Payment is required at the time of enrollment. Students who miss the deadline to add are encouraged to enroll in late-starting classes.

Withdrawal From Courses

It is the student's responsibility to officially withdraw from courses for refund purposes and to avoid receiving a substandard grade. Students are limited to a total of four withdrawals in a given course. Students may withdraw from courses:

- online through MySite
- by telephone for Emeritus Institute classes only, when the system is available

Although it is the student's responsibility to withdraw from courses, instructors have the authority to drop students who miss the first class meeting.

Deadlines for Dropping or Withdrawing from Classes

In accordance with state regulations, the deadlines for grading purposes are as follows:

- 30 percent of the course based on ticket number-drop without a "W" on the transcript
- 65 percent of the course based on ticket number-drop with a grade of "W" on the transcript

It is the student's responsibility to consult the online class schedule for specific course deadlines as they may vary.

NOTE: Only student initiated or no-show drops completed prior to the refund deadline are eligible for refund consideration. (See Student Fees/Refunds/Credits for further information regarding refunds.)

Student Fees/Refunds/Credits

All fees are subject to change

Associated Student Body (ASB) Fee

The \$10 ASB stamp fee provides privileges to the individual student and supports, as part of the total student ASSC budget, a variety of student programs and services, such as Athletics, Fine Arts, Scholarships, Recreation Room, and many other student-sponsored activities. All students are encouraged to purchase the ASB stamp fee and participate in the variety of programs and services it provides. The ASB fee is non-refundable. The ASB stamp fee can be purchased in SSC 211, in the Game Room.

Enrollment Fee

The Enrollment Fee is \$20 per unit with no maximum. This fee is subject to change by the State of California.

Health Fee

All students who enroll in classes held at Saddleback College are required to pay \$17 per regular semester and \$14 for the summer session. This health fee entitles students to a variety of health services. Students enrolled only in off-campus classes at community instructional centers need not pay the health fee, but may elect to do so in order to use the Health Center services. Health fees may be subject to change during the academic year.

State law provides the following exemptions from the health fee. Students must submit proof for these exemptions at the time they register:

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

Material/Lab Fees

Many courses require a fee for materials and supplies. Such fees are noted in course descriptions in the Schedule of Classes.

Parking Fees

Students who intend to park in a student lot must purchase a parking permit each semester. The cost of an automobile permit is \$30 per semester and \$15 for Summer or \$60 for an annual permit which includes Fall, Spring, and Summer (to be purchased in the Fall only); the cost of a motorcycle permit is \$10 per semester and \$5.00 for Summer. If the student has a current automobile permit, the motorcycle permit fee is \$1.00. Additional information can be found in the Parking section.

Returned Check Fee

Non-Sufficient Funds and Stop-Payment Check Charge Policy

In accordance with California Civil Code Chapter 522, Section 1719, the District hereby establishes a processing fee for handling non-sufficient funds (NSF) and stop-payment checks. The amount of the fee will be reviewed and approved annually by the Board of Trustees.

Each check dishonored by your bank for whatever reason is subject to a processing fee.

A \$20 processing fee will be charged for all returned checks.

The Saddleback College bookstore is a contract service and is not subject to this policy. Please contact the bookstore for their check return policy.

Transcript/Verification Fees

Each student who completes work at the college is entitled to transcripts as follows:

Transcripts: \$3 each (the first two copies requested are free, in any combination with verification). **PLEASE NOTE:** Transcripts no longer include grades from Irvine Valley College. Students must request those grades from Irvine Valley College.

Emergency Transcripts: \$5 each, in addition to the \$3 transcript fee if the student has previously requested two transcripts and/or verifications. Emergency transcripts are processed within 24 hours of the request, when available, during normal business hours.

Verification of enrollment: \$3 each (the first two copies requested are free, in any combination with transcripts).

Transcript and enrollment verifications may be requested online by choosing "transcripts or verification" from the Office of Admissions and Records website a www.saddleback.edu/admissions/. Students may also complete the appropriate forms in the Office of Admissions and Records or submit a written request by mail.

Written requests must include full name (the name used while attending Saddleback College), birth date, social security number, student I.D. number, and the address where the transcript and/or verification is to be mailed. Students requesting a verification must also specify the information—grade-point average, dates of attendance, number of units completed, etc.—they wish to have verified. Students must sign their full name at the bottom of their request letter to authorize the release of transcripts and verifications. Requests may be mailed to the following address:

Saddleback College
Office of Admissions and Records
Transcripts/Verification
28000 Marguerite Parkway
Mission Viejo, CA 92692

Verification of Fees Paid: \$3 each (no charge for the receipt provided at time of payment). To request a verification of fees paid, please call the College Student Payment Office at 949-582-4870 or 582-4871.

Non-Resident Fees

•Application Fee

Non-resident students who are citizens and residents of a foreign country will be charged a non-refundable fee of \$54 at the time the application is submitted and each time an application is submitted. Non-resident/non-citizen students who can validate asylee/refugee status or who are evaluated to have a financial hardship may be exempt from this fee.

•Capital Outlay Fee

Non-resident students who are citizens and residents of a foreign country will be charged an additional fee of \$25 per unit at the time of registration. Non-resident/non-citizen students who can validate asylee/refugee status or who are evaluated to have a financial hardship may be exempt from this fee.

•Tuition Fees

Non-resident students will be charged a tuition fee of \$190 per semester unit for the 2009-2010 school year. Out-of-state residents must also pay the enrollment fee and health fee. Tuition may be changed without notice; changes will be published in the class schedule. Certain non-residents who have graduated from a California high school may qualify for an exemption of non-resident tuition due to recent legislation (California AB 540). Please call 949-582-4344 for information regarding this special exemption.

Refunds/Account Credits

Student must officially drop classes through on-line, telephone or in-person registration within the established refund deadline dates in order to be eligible for a refund of fees paid. There are no refunds for classes added or dropped after these refund deadline dates.

It is the student's responsibility to drop classes prior to the refund deadline date to ensure a refund. *After the refund deadline date, students who drop classes, or students dropped from classes by instructors, or students dropped from classes due to non-payment, are NOT entitled to a refund of those fees.* An exception to this regulation is when the college cancels the class. In this instance, fees charged for the cancelled class will be refunded.

Dropping classes within the refund deadline dates will generate a credit on the student's account. These credits can be kept on the student's account, or can be refunded. Refunds are not automatically sent to students. They must be requested by submitting a completed refund request form to the Student Payment Office. These forms are available in the Student Payment Office or on-line. To access refund forms on-line, go to www.saddleback.edu/spo and click on the refund form link.

Money in a student's account is considered the student's property, and is returned only to the student. The only exception is when the funds were provided by an organization which the college has an existing refund return policy with, such as the California Department of Rehabilitation.

Refund deadline dates are different for different classes. The refund deadline date for each class can be found in the details section of the class schedule on the homepage of the college website. Please allow 2 weeks for processing credit card refunds and 30 days for processing check refunds. Additional information on refunds is available on the Student Payment Office web page, which can be found on the college website as noted above. Students can also call the Student Payment Office at (949) 582-4870 for additional information.

There are no refunds for classes added or dropped after the class refund deadline dates. The refund deadline date for each class can be found in the details section of the class schedule on the homepage of the college website.

Associated Student Body (ASB) Fee Refund/Credits

The Associated Student Body (ASB) stamp fee is non-refundable.

•Enrollment Fee Credits

Students are eligible for an enrollment fee credit if the class is dropped prior to the published refund deadline date for that class, or if the class is cancelled by the college.

•Health Fee Credits

Students are eligible for a health fee credit only if all on-campus classes are dropped prior to the applicable deadline date for each class, or if the student's class(es) have been cancelled by the college.

•Material/Lab Fee Credits

Students are eligible for a material/lab fee credit if the class is dropped prior to the refund deadline date for that class, or if the class is cancelled by the college.

•Parking Fee Credits

Credits on parking fees will be given only when all of the following conditions are true:

1. When a class is canceled and the student is not attending any other classes on campus during the semester, or if the student officially withdraws from all of their classes during the first two weeks of a regular term, or during the first week of eight-week terms.
2. The student Parking Decal is turned in to the Campus Police Department. During the first two weeks of a regular semester or during the first week of an eight-week session.

•Non-Resident Tuition Credits

A request for credit of non-resident tuition may be made in any of the four categories listed below:

1. Non-resident tuition fees collected in error. In such cases, 100 percent of the non-resident tuition will be credited.
2. Non-resident tuition fees refundable as a result of the cancellation of a class or some similar action on the part of the college, clearly beyond the control of the student and for which the fees have been paid. In cases of cancellation of a class, 100 percent of non-resident tuition will be credited.
3. Non-resident tuition fees refundable as a result of a student's reduction of units prior to the class(es) refund deadline date.

Student Support Services

Bookstore

A variety of reading materials, personal-use items, new and used textbooks, a large selection of college logo items, class supplies, and packets are available at the college bookstore. The college bookstore is operated by Follett College Stores under contract with the district and Saddleback College.

The Saddleback College bookstore is located in the Student Services Center, Room 133. Call 949-582-4715 for additional information.

California Work Opportunity and Responsibility for Kids (CalWORKS)

The CalWORKS program provides counseling, and support services such as referrals for childcare, as well as work experience/work study opportunities for students currently receiving TANF (Temporary Aid to Needy Families) and CalWORKS benefits. This program assists students preparing for immediate and successful employment. CalWORKS is located in the Student Services Center, Room 126. For more information, please call 949-582-4207.

Campus Preview Tours

Guided tours are available to any individual or group interested in viewing the campus. Tours depart from the Matriculation Office in the Counseling Center in the Student Services Center, Room 211C. Reservations are necessary. Please call the Outreach Department 949-582-4218 to schedule a tour.

Center for Career and Life Development (CCLD)

CCLD services includes: Career Guidance Services, Job Services, and Re-Entry Services. The CCLD provides a comprehensive approach to career and life planning. The CCLD is located in the Student Services Center, Room 140. Individual assistance is by appointment. Lab and library resources are available when groups are not scheduled. Additional services and resources are available on our website. Visit www.saddleback.edu/ss/ccld/. Appointments can be scheduled by calling (949) 582-4575.

Career Guidance Services are open to anyone who needs assistance with making career decisions. Educational and occupational information is available to explore at student's own pace. The resource materials include career information that describes duties, responsibilities, future career trends, and salary ranges; college catalogs; and transfer information. In addition, computerized programs with comprehensive demographic information and assessment tools are available, free or at a nominal fee.

Job Services assists students and recent graduates with resume writing, interview preparation, and job search techniques. Job services utilizes web-based programs including Gaucho Jobs, online student employment system, Perfect Interview (the online interview training system), and social media to connect students with current tips, techniques, and opportunities. Campus-wide Career/Job fair events are also held annually. Workshops and presentations are held at the CCLD, in classes, and campus club meetings. Individual appointments are available.

Re-Entry Services helps men and women who are searching for ways to return to school, change careers, or find new direction in their lives. The center provides advisement and referral to community resources, workshops, support groups, scholarships, and a yearly conference. The program is particularly committed to expanding community awareness of opportunities for those who are returning to complete educational training or are seeking employment.

Child Development Center

The Child Development Center offers educational opportunities and services primarily for registered pre-school children of Saddleback College students. Faculty and staff of SOCCCD and community members may also utilize the center. This program recognizes and supports the fact that parents with children are enrolled at the college. Furthermore, proper care for a child is often a determining factor in a parent's decision to attend and succeed in entering college or a career. The center provides an educational experience and includes activities such as art, music, cooking, language arts, and science. Children eligible for enrolling in the pre-school program must be fully toilet-trained, a minimum of 2.6 years and may remain in the program up to their entrance into kindergarten.

Priority is given to parents who have first registered at Saddleback (for 6 or more semester units). Additional to the program for children of Saddleback College students, space is available for faculty and staff of SOCCCD and community (non-student) members seeking a positive educational child development environment for their children. All interested parents from throughout the community are encouraged to contact the center for further information, including program options and current fee schedule.

The center is located at the south end of the campus on College Drive East (Parking Area 1A). For more information call 949-582-4582.

Counseling Services

Saddleback College provides complete counseling and career development services. These services include individual and/or group counseling for personal concerns and career decision-making; assistance with educational program planning and course selection; preparation for transfer, a degree, or a specific job; and assistance with beginning or returning to school. Students are encouraged to avail themselves of these services.

A major function of counseling is to provide students with information about themselves to assist them to succeed in their studies. Accurate information is essential in planning. Counselors serve as valuable resources in this process.

Counselors are available day and evening, either by appointment or on a drop-in basis. Appointments are especially recommended well in advance of registration periods. Online advising is available at www.saddleback.edu/counseling/advisor. Online advising may not be used for such tasks as evaluating transcripts or personal counseling, but can be very useful for obtaining answers to a wide variety of counseling-related questions.

Saddleback College students wishing to make an appointment may call or stop by the Counseling Office located in the Student Services Center, Room 167. The number is 949-582-4572.

Credit courses listed under Applied Psychology are offered to assist students in gaining the most from college. For example, APSY 140 is a course designed to help orient the student to college life and assist them in education and vocational planning. In addition, there are opportunities for students to enroll in courses in Applied Psychology in such areas as career planning, study skills, testing, decision-making, and the helping relationship. Seminars and workshops on many related topics are also available.

Escort Service

Saddleback College provides a Security Escort Service between classrooms and other areas of the campus. Students wishing to use this service should phone 949-582-4585 or *80 on any on-campus payphone to make arrangements for a security escort.

Extended Opportunity Programs and Services (EOPS)

EOPS is a state-funded program which serves students who are educationally and financially-disadvantaged. A main objective of EOPS is to insure participants equal access to success while achieving a certificate, Associate of Arts or Science (AA/AS) degree, and/or meeting four-year university transfer requirements. This special program provides services that assist qualified students in overcoming obstacles to college education. These services may include academic, career, and personal counseling; book service; priority registration; tutoring; college and financial aid application assistance; and assistance in transferring to four-year colleges and universities. Interested students should apply at the EOPS office in the Student Services Center, Room 126, or call 949-582-4620 for information

Cooperative Agencies Resources for Education (CARE)

As a supplement program of EOPS, CARE provides educational support services for EOPS-eligible students who are single heads of households receiving CalWORKS (California Work Opportunity and Responsibility to Kids). More information is available at the EOPS office in the Student Services Center, Room 126, or call 949-582-4620 or visit our website at www.saddleback.edu/eops/eopscare.

Student Payment Office

The Student Payment Office is located in the Administration and Governance Building, Room 131. This office disburses financial aid checks; processes refund requests; and collects fees, fines, deferral payments, and returned check fees. For questions regarding student account payments, please contact the office between 8 a.m.- 7:15 p.m. Monday -Thursday, and 8 a.m.- 4:45 p.m. on Friday at 949-582-4870 or 582-4871.

Food Services

The Saddleback College Cafeteria/Food Court is located in the Student Services Center and provides students with a full range of food services. Vending machines and coffee/food carts are located throughout the campus. Students' suggestions for food service may be submitted through participation on the Food and Beverage committee, Student Development Office, or directly to the cafeteria manager. Catering of special events is also offered by the cafeteria.

Health Services

The Student Health Center provides health care and personal counseling to all students enrolled in on-campus classes during the current semester in order to facilitate the physical, emotional and social well-being of students in ways that will increase their potential for educational success.

A team of health professionals comprised of physicians, registered nurses, and psychologists and counseling interns provides care. Services include limited medical intervention and treatment, personal and crisis counseling, general health assessment and education, vision and hearing screenings, emergency first aid, insurance for college-related injuries, limited immunizations, and HIV, STD, and TB testing. Special programs and activities conducted throughout the year address issues related to substance abuse and other high-risk health behaviors.

The student health fee is state mandated for all students who take on-campus classes and may be voluntarily paid by student taking off-campus or distance education classes who want to use these services.

The Student Health Centers maintains literature on a wide variety of health topics, including the Saddleback College publication, *Sexual Assault Education, Victim Survival Guide and Campus Reporting Protocol* (California Education Code, Section 67385).

Visits with our health care providers are free. Charges for lab tests, vaccines, and medications are available at a very low cost. For more information, call 582-4606 or check out our web page at www.saddleback.edu/ss/shc.

Interdisciplinary Computer Center

An interdisciplinary computer center located in Library, Room 111 is free to all students. Call 949-582-4441 for hours and other information. Computers for student use are also available on the 2nd floor of the library in the main reading room.

International Students Office

The International Students Office provides services to international students who hold F-1 (student visas) by assisting them in the admissions, assessment, and orientation processes and with home-stay and visa applications as well as in the preparation of documents required by the United States Citizenship and Immigration Services. The International Students Office also coordinates events on campus to promote global awareness and cooperates with community organizations in international friendship programs. The office is located in Student Services, Room 102. For more information, please call 949-582-4637.

Learning Assistance Program (LAP)— Tutoring

The Learning Assistance Program provides free tutoring for Saddleback College students. Varied tutoring services are available to satisfy student needs: one-to-one, small group, drop-in, and study-skill workshops.

The LAP, located on the first floor of the Library Building, Room 114, is open Monday through Thursday from 8 a.m. to 8 p.m., on Fridays from 8 a.m. to 2 p.m., and is closed weekends. Hours are subject to change, and, may be confirmed by calling 949-582-4519 or visiting our website at www.saddleback.edu/lap.

Library Services

The James B. Utt Memorial Library's mission is to assist students and faculty with their research and personal information needs. The collection of approximately 86,000 volumes is supplemented by thousands of hardcopy and electronic publications (periodicals and e-books), audio-visual aids, and reserve materials. The online catalog reflects the collections of both Saddleback and Irvine Valley College Libraries, which are available to students at both campuses.

Library hours are Monday-Thursday, 8 a.m. to 9 p.m., Friday, 8 a.m. to 4 p.m., and Saturday, 11 a.m. to 5 p.m. For more information visit our website at www.saddleback.edu/library, or call 949-582-4314.

Library Computers

Computer workstations for educational and research use are available to currently enrolled district students on the main floor of the library and in the Interdisciplinary Computer Center in LIB 111. These computers access library databases, MySite, and Microsoft Office software.

Borrowing and Renewing Materials

District students, faculty, and staff may borrow circulating materials with a valid photo ID. Valid users may check out up to nine items in the circulating collection for a period of three weeks. Items (not overdue or for which there is a hold by another user) may be renewed once, in person or by phone.

Fees, Fines, and Holds

Overdue items result in a “hold” on student records that prevents students from registering, adding, dropping classes, and/or receiving grades, transcripts, or diplomas (California Education Code §72337). To remove the “hold,” a \$5 fee will be charged for each overdue item. Fees for lost or damaged items will include the cost of the item plus a processing fee of \$10. Fines for some overdue reserve materials will include a per day fine of \$5 to a maximum of \$150.

Special Services for Students with Disabilities

The Special Services Program at Saddleback College provides support services and specialized instruction for students with disabilities. Documented verification of disability is required, and students must apply in the Special Services Office to determine eligibility. Students with a disability who believe they may qualify for a course substitution should contact a Special Services (DSPS) counselor or specialist in SSC 113.

The following support services are available for eligible students at Saddleback College: academic, personal, and career counseling; priority registration; accommodated testing; mobility orientations and campus-accessibility maps; notetaking, reader, and transcription services; printed enlargement; alternative media production; adapted computer labs; sign-language interpreter services; and liaison with faculty and community agencies. In addition, Special Services offers specialized courses in strategy training, basic skills, lipreading, and adapted computer and adapted kinesiology (formerly physical education). Arrangement for support services must be made in advance. Access and medical parking permits can be obtained at the Campus Safety Office.

For further information on services and instruction for students with disabilities at Saddleback College, contact the Special Services office in the Student Services Center, Room 113, or call 949-582-4249 or Telecommunication Device for the Deaf 949-582-4833 or visit our website at www.saddleback.edu/dsps

Any concern regarding access to programs and services should be directed first to the Director of Special Services (949-582-4885), second to the Dean of Counseling and Special Programs (949-582-4573) and finally, if not resolved, to the Vice President of Student Services (949-582-4567) who is the 504 Officer/ADA Coordinator, Saddleback College, 28000 Marguerite Parkway, Mission Viejo, CA 92692.

Student-Faculty Conferences

The faculty members of Saddleback College maintain office hours to consult with students concerning class assignments, methods of studying in particular courses, review of test results, other measures of academic achievement, and advisement for program planning when appropriate. Check with the division office for faculty members' scheduled office hours.

Student Financial Assistance Program

For students needing help with the costs of attending Saddleback College, the Student Financial Assistance and Scholarship Office (SFASO) may be able to help.

The basic premise of financial aid is that no student should be denied access to the educational experiences offered because of lack of funds. The awarding of these funds is closely regulated by laws designed to direct educational support funds to those who need them most. In order to determine a student's need and decide if a student qualifies, the applicant must complete steps one through three on the application for financial aid which is available at www.saddleback.edu/fao. Students should be patient with the application process and give correct information. Remember, a goal of financial aid is to be certain that everyone is given equal opportunity.

The completed application is the “Free Application for Federal Student Aid” (FAFSA). Information from the FAFSA form makes it possible to determine each student's “need level.” (“Need” is the difference between the total cost of attendance and the available resources from the student and/or the student's family.) Once a need figure has been established and verified, an award package designed to meet the applicant's needs can be offered.

In order to receive financial aid, the student must:

1. Be a national of the United States, or be in the United States for other than a temporary purpose and intend to become a permanent resident thereof, or be a permanent resident of certain Pacific Islands. Holders of student visas are not eligible for aid.
2. Be accepted for enrollment as a regular student or, in the case of a student already attending the institution, be enrolled and in good standing .
3. Be enrolled in an eligible degree or certificate program that only admits students who have a high school diploma or a recognized equivalent.
4. Regular students who do not have a high school diploma or equivalent may be eligible, if they demonstrate that they have the “ability to benefit” from the training offered and are beyond the age of compulsory school attendance. Further information may be obtained from the SFASO.
5. Maintain satisfactory progress in the course of study according to the standards and practices of the institution.
6. Not be in default on any loan made from a student loan fund and not owe a refund on grants previously received.
7. Be in need of financial assistance in order to pursue a course of study at Saddleback College and complete required file documentation.

Financial Assistance Programs offered through Saddleback College include the following:

- Federal Pell Grant
- Board of Governors Fee Waiver Program (BOGFW)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Extended Opportunity Program and Services Grant (EOPG)
- California Grant Program
- Bureau of Indian Affairs Grant (BIA)
- Saddleback College Scholarship Program
- Federal Work/Study (FWS)
- Federal Perkins National Direct Student Loans (Formerly NDSL)
- Federal Stafford Loan (Both subsidized and unsubsidized)
- Saddleback College Emergency Loan Program
- Academic Competitiveness Grant (ACG)
- California Chafee Grant Program
- Child Development Grant Program

Return of Title IV Funds (HEA)

When a recipient of Title IV grant or loan assistance totally withdraws from Saddleback College prior to 60% of the enrollment period, federal law “Return of Title IV funds” will require repayment of Title IV funds, (Federal Financial Aid).

Drug Conviction—A student is ineligible to receive Title IV, HEA program funds if the student has been convicted of an offense involving the possession or sale of illegal drugs.

For additional information on Title IV requirements, please contact the Student Financial Assistance Office, in the Student Services Center, Room 106, phone 949-582-4860.

Warning: Applying for a loan is serious business. A loan is not a gift. Students must maintain and complete at least a 1/2 time enrollment

status for the loan period. It must be repaid with interest after they finish or withdraw from school. Failure to repay will hurt their credit rating and may prevent them from securing a car, house, or other credit at a future date. It is easy to borrow but much harder to repay. Think carefully before you borrow—will you be able to pay it back?

Student Permanent Photo IDs

Student photo for IDs can be taken in Admission and Records during normal business hours. To be issued your one-time permanent photo ID, you must have your student number, be currently enrolled, have Saddleback College as your college of record, and bring a picture ID for verification (e.g., driver's license or passport). The first student ID is free. All replacement IDs are \$7.50, paid in the Student Payment Office, Administration and Governance Building Room 131. Your student ID is used for college services including the library. If you have any questions, please contact the Student Development Office at 949-582-4616.

Transfer Center

The Transfer Center provides information and services and sponsors special events for students who are preparing to transfer to four-year colleges and universities. The center provides information about transfer programs and general education requirements and arranges appointments with representatives from four-year colleges and universities. Assistance with online applications for admission to California State University (CSU) and University of California (UC) is available in the Transfer Center. The Transfer Center sponsors mini-fairs each semester, a Transfer Day in the fall semester with representatives from colleges and universities throughout California and out-of-state universities, and conducts workshops on the transfer process. Preparing for a Career in Teaching (PACT) provides counseling and resources for future teachers. The Teacher Preparation Pipeline Grant (TPP) offers field experience and a transferable teaching methodology class in the Career Technical Education (CTE) area. Resources available for student reference are college catalogs, articulation agreements, online computer resources, and transfer counseling. The Transfer Center office is located in the Student Services Center, Room 139. For more information, phone 949-582-4328 or visit our website at www.saddleback.edu/transfer or email tco@saddleback.edu.

Veterans Administration (VA) Education Benefits

The Veterans Office provides assistance to students by completing the paperwork required for VA education benefits. Students who qualify for VA education benefits are encouraged to take advantage of their entitlement. In addition to providing education benefits to veterans, education benefits are provided to dependent children and spouses of veterans who died or are permanently and totally disabled due to a service-connected disability.

The Veterans Office is located in the Administration and Governance Building, Room 131, 949-582-4871. This is a college service office, not a branch of the federal government.

The Tuition Assistance (TA) program for active duty military personnel is processed through the Veteran Office. Active-duty military personnel using the TA program must submit a Military Tuition Assistance form to the Veterans Office. This form must be signed by the person's Commanding Officer, and by the base Joint Education Officer. This form is available on-base at the base Education Office.

Student Activities/College Life

Alumni Association

The mission of the Alumni Association is to help re-establish old friendships while supporting the College. The Alumni Association hosts a variety of events and activities throughout the year that bring former and current students together. For more information, contact the Alumni Association Office at 949-582-4284.

Associated Students of Saddleback College

Saddleback College supports the organization of students known as the Associated Students of Saddleback College. The association promotes the following objectives:

1. To serve as an active student voice in the operation of the college, including both shared governance and the management of student activities.
2. To provide an opportunity for leadership experience and training for students.
3. To enhance, wherever possible, the general excellence of the college, uniting the interests of all persons—faculty, administration, local residents, and students.

Associated Student Government/Shared Governance

Since virtually all major decisions made at Saddleback College affect students in some way, student input into the various decision-making bodies is relevant, necessary, and welcomed. The Associated Students have adopted a constitution which establishes an organized "student voice" at Saddleback College. The "voice" is facilitated by the Associated Student Government and is a critical constituency among the college governance structure.

The Associated Student Government's Executive Cabinet, Student Senate, and Inter-Club Council hold regular meetings typically in the ASG Conference Room, Student Services Center, Room 208. Meeting days and times are arranged at the beginning of each semester and agendas are posted 72 hours in advance. Meetings are open to the public and college community. Additional information regarding student government is available through both Associated Student Government 949-582-4517 and Student Development Office 949-582-4616, Student Services Center, Rooms 207 and 210 respectively.

Associated Student Services and Activities

With the support of the student body, the Associated Student Government plans, organizes, promotes, sponsors, and finances a comprehensive program of activities and services for all Saddleback College students. The activities program is organized to achieve the following objectives:

1. To provide opportunities for the development of the social and cultural interests of the entire college community.
2. To provide opportunities for the enrichment of each individual's life through sharing and enjoying a group spirit of mutual responsibility, leadership, and creativity.
3. To promote college spirit and community awareness. The variety of departments, clubs, and facilities permits a student to express a broad spectrum of interest, including but not limited to music, art, drama, sports, ecology, community service, and business.

Associated Student Body Stamp

The Associated Student Body provides an excellent program of activities and services. The funding for this program comes, in part, from the sale of the ASB stamp, which students are encouraged to purchase during registration. This stamp provides the holder with free admission to athletic events as well as, special discounts on many other college events. The stamp can be purchased online and at the Recreation Room ticket office, SSC 211, during posted hours. The stamp is placed on the ASB student ID when picked up from the Recreation Room, SSC 211. For additional information, please contact Student Development, SSC 210 at 949-582-4299.

Athletics and Related Activities

Saddleback College fields 19 intercollegiate athletic teams which compete in the most competitive community college conferences in the nation. Participation on these intercollegiate athletic teams is open to any Saddleback College student enrolled in 12 or more units (other eligibility rules apply).

Men's intercollegiate teams include: Baseball, basketball, cross country, football, golf, swimming and diving, tennis, track and field, and water polo. Women's intercollegiate teams include: Basketball, cross country, golf, fastpitch softball, swimming and diving, tennis, track and field, volleyball, water polo, and soccer.

The athletic programs are supported in part by the Associated Student Body at Saddleback College. Revenue generated from attendance at athletic events helps support the entire student activities program.

For more information on the athletic program, please contact either the Athletic Department 949-582-4547 or the Sports Information Office 949-582-4490.

College Student Organizations/Clubs

Saddleback College offers a wide spectrum of special interest and program-related clubs and associations for student participation complementary or additional to class enrollment.

Information on how to organize a new club or join an existing one is available in the Student Development Office, SSC 210. College clubs include Alpha Gamma Sigma (Honor Society), Biological Society, International, Psychology, and many others from which to choose.

An Inter-club Council (ICC), consisting of representatives from each club, exists to coordinate events and activities and to share ideas. A "Clubs Information Week" is held near the beginning of each semester. Further information is available in SSC 210.

Cultural Activities

The Associated Student Government cooperates with and supports departments and special-interest groups to contribute to the cultural awareness of all persons on the campus. Typical programs include: Black History, Latin Heritage, Native American Awareness, Multicultural Experience, musical and dramatic programs, art shows, and many other outstanding cultural programs. These programs are all open to people from the college and community and are supported through the sale of ASB stamps and ASG funding.

Fine Arts

The Fine Arts program at Saddleback College is the place where the right brain gets to exercise and no constraints are placed on the imagination. As one of the largest and most progressive community college programs nationwide, Saddleback College prepares graduates for careers in every aspect of the visual and performing arts. Instruction also is designed to prepare students for transfer to four-year schools, as well as for employment in a specialized field upon graduation. Our major academic programs are Art, Music, Photography, Speech, and Theatre, and this year we are proud to introduce an Entertainment and Theatre Technology certificate curriculum. This certificate program provides students with career preparation for entry-level positions in the professional entertainment and exhibition industry. The Division's state-of-the-art studio facilities include modern ceramics, sculpture, and investment equipment, a dark room, an electronic piano lab, Pro Tools HD recording studio and soundproof practice rooms, live video and audio editing and mixing, a high-tech theatrical lighting and sound system with intelligent fixtures, and Mac-platform design/drafting and imaging computers.

Students are given the opportunity to audition and perform in several choral and instrumental music ensembles and five student theatrical productions per year. Our 405-seat McKinney Theatre provides the largest performance space in the area featuring recently upgraded state-of-the-industry lighting and sound technology allowing production students hands-on experience with the same quality equipment used in the work force. The Division is proud of its comprehensive Art History curriculum as well as a variety of two- and three-dimensional Studio Art classes. The Photography program provides experience in both the traditional darkroom setting and state-of-the-art digital imaging. In addition, the Art Gallery features student, faculty and international guest artist exhibitions, as well as instruction in gallery display/exhibition, and a yearly student art sale. Students can compete in speech and debate tournaments on a national level as part of an Intercollegiate Forensics team. Saddleback College Fine Arts students receive valuable "real world" experience at the undergraduate level. For more information on academic programs, visit our website at www.saddleback.edu/arts or call 949-582-4747.

Foundation

Gifts to benefit Saddleback College and students may be made through the Saddleback College Foundation. Contributions fund....

- Scholarships
- Needed instructional equipment and supplies
- Improvement of classroom and facilities
- Innovative instructional projects and programs
- Athletic and cultural offerings

Contributions of cash, personal property, insurance, or securities are welcome.

The Foundation can establish endowments to ensure the perpetuity of gifts, bequests and gift annuities. A matching gift opportunity for scholarships endowments has been made available by the Bernard Osher Foundation. A gift annuity program allows individuals to make a gift while increasing their income and reducing their personal tax bill.

The Foundation is organized exclusively for charitable and educational purposes as a 501 (c) (3) organization of the Internal Revenue Code.

For further information or to make a gift, call 949-582-4479 or email the Foundation at scfound@saddleback.edu.

Honor Societies

As part of its commitment to academic excellence, Saddleback College is home to a growing number of prestigious student honor societies. These honor societies are national organizations with local chapters on campus.

The two campus-wide honor societies, Alpha Gamma Sigma and Phi Theta Kappa, are involved in community and college service activities, scholarship fund-raising, social activities, and leadership development. They are open to day and evening students of all majors, whether part-time or full-time. Within each society, scholarships are available from the local chapter, from the parent society, and from four-year colleges and universities who reserve scholarship monies for society members. Membership and officer service are noted on Saddleback transcripts.

Alpha Gamma Sigma, the California community-college honor society, was established in 1922 as an extension of the California Scholarship Federation. It has had a strong presence on the Saddleback campus for many years. Students who have completed 12 semester units and have a cumulative GPA of 3.0 may apply to join Saddleback's Sigma Epsilon chapter. In order to maintain membership, students must apply and pay dues each semester.

Phi Theta Kappa, the international community-college honor society, was established in 1918 and now has over 1200 chapters. Chartered in December 1996, Saddleback's Beta Epsilon Beta chapter was the largest at induction in the society's history. Students with a minimum 3.50 cumulative GPA on at least 12 units are invited to join. Phi Theta Kappa offers lifetime membership; upon paying initial dues, students remain members so long as their cumulative Saddleback GPA does not fall below 3.25 for more than one semester.

Discipline-specific honor societies on campus include Lambda Alpha Delta, the anthropology society, and Psi Beta, the psychology society.

Students should note the difference between these honor societies and the Saddleback Honors Program. The Honors Program provides advanced coursework and transfer opportunities to qualified students.

For further information about these societies or the Honors Program, contact the Honors Program Office (LIB 317) at 949-582-4853.

Media and Publications

Several publications are available to the College and community. The "Lariat", a standard-size newspaper published by journalism students, is distributed weekly during the regular academic year. Journalism program students also publish a magazine, "Orange Appeal" once a year in the spring semester. In addition, the Liberal Arts division publishes "Wall", a literary journal featuring the creative writing and artwork of Saddleback English students. Once yearly, the ESL (English as a Second Language) department produces "International Voice", a compendium of student-written essays.

Students' Rights and Responsibilities

Rules and Regulations for Student Behavior

Saddleback College students are responsible for regulating their own conduct and for respecting the rights and privileges of others in accordance with the Code of Conduct set by the district Board of Trustees (AR 5401). Saddleback students are expected to conduct themselves in a manner compatible with the function of the college as an educational institution and respect and obey all civil and criminal laws. Failure to show respect for the standards as set forth by Saddleback College is cause for disciplinary action.

Code of Conduct

In compliance with California Education code Section 66300 and in keeping with the above, the following regulations have been established to effectively and efficiently guide the approved educational programs, approved student activities, and community services.

Students may be disciplined for one or more of the following causes related to college activity or attendance:

- A. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, district or college personnel.
- B. Assault, battery, or any threat of force or violence upon a student, district or college personnel, or an authorized college visitor.
- C. Willful misconduct resulting in injury or death to a student or college or district personnel or an authorized college visitor, or willful misconduct resulting in cutting, defacing, theft, or other injury to any real or personal property owned by the District, college personnel, or students in attendance at the colleges or programs of the District.
- D. The unlawful use, sale, or possession on district property of or presence on district property while under the influence of any controlled substance or any poison classified as such by state or federal law.
- E. Willful or persistent smoking in an area where smoking has been prohibited by law or by policy of the Board of Trustees or administrative regulation.
- F. Disorderly, lewd, indecent, or obscene conduct on district-owned or controlled property or at district sponsored or supervised functions.
- G. Sexual assault (as defined in Board Policy 5404) on any student, faculty or staff member of the South Orange County Community College District, upon on-campus or off-campus grounds or facilities maintained by the District, or upon grounds or facility maintained by affiliated student organizations.
- H. The possession or use of any firearms, explosives, dangerous chemicals, deadly weapons, or other potentially harmful implements or substances while on district property or at a college-sponsored function without the prior authorization of the college President.
- I. The obstruction or disruption, on or off campus, of the District's educational or administrative process or any other district function.
- J. Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse when related to a district or college program or activity.
- K. Misrepresentation of oneself or of an organization as an agent of the District or college.
- L. Soliciting or assisting another to do any act which would subject a student to discipline.
- M. Theft of, or non-accidental damage to, campus property, or property in the possession of or owned by a member of the campus community.
- N. Use, possession, or distribution of alcoholic beverages and/or illegal narcotics/drugs on district premises, or at district-sponsored events, or appearance on district property or at district

sponsored events while under the influence of alcohol or illegal narcotics/drugs unless otherwise provided by law and district policy.

- O. Unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium, including, but not limited to, handwritten or typewritten class notes.
- P. Actions of force or threat of force to injure, intimidate, oppress or threaten because of the other person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or because of the perception that the other person has one or more of these characteristics.
- Q. Academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication, which compromises the integrity of an assignment, a college record or a program.
 1. Falsification involves any conduct in academic work, records or programs that is intended to deceive, including, but not limited to, the following acts:
 - a. forging signatures on official documents such as admissions cards and financial aid applications.
 - b. changing or attempting to change official academic records without proper sanction.
 - c. misrepresenting or falsifying successful completion prerequisites.
 - d. providing false information, such as immigration materials, during the admission or matriculation process.
 - e. falsifying one's identification or falsely using another identification.
 - f. logging in or otherwise gaining access to a computer, computer network or protected web site using the password or identity of another.
 - g. citation of data or information not actually in the source indicated.
 - h. including in a reference list of works cited a text or other information source which was not used in constructing the essay, paper or other academic exercise.
 - i. submission in a paper, lab report or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
 - j. submitting as the student's own work any academic exercises (e.g., written work printing, sculpture, etc.) prepared totally or in part by another.
 - k. taking a test for someone else or permitting someone else to take a test for a student.
 2. Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas or data as one's original work, including, but not limited to, the following:
 - a. intentionally representing as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
 - b. taking sole credit for ideas and/or written work that resulted from a collaboration with others.
 - c. paraphrasing or quoting material without citing the source.
 - d. submitting as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill or internet derived products).
 - e. sharing computer files and programs or written papers and then submitting individual copies of the results as one's own individual work.

- f. submitting substantially the same material in more than one course without prior authorization from each instructor involved.
 - g. modifying another's work and representing it as one's own work.
3. Cheating is the use of any unauthorized materials, or information in academic work, records or programs, the intentional failure to follow express directives in academic work, records or programs, and/or assisting others to do the same including, but not limited to, the following:
- a. knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
 - b. completing, in part or in total, any examination or assignment for another person.
 - c. knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another (e.g., take-home exams or on-line assignments which have been completed by someone other than the student).
 - d. copying from another student's test, paper, lab report or other academic assignment.
 - e. copying another student's test answers.
 - f. copying, or allowing another student to copy, a computer file that contains another student's assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one's own.
 - g. using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.
 - h. storing answers in electric devices and allowing other students to use the information without the consent of the instructor.
 - i. employing aids excluded by the instructor in undertaking course work.
 - j. looking at another student's exam during a test.
 - k. using texts or other reference materials (including dictionaries) when not authorized to do so.
 - l. knowingly gaining access to unauthorized data.
 - m. altering graded class assignments or examinations and then resubmitting them for regarding or reconsideration without the knowledge and consent of the instructor.
- R. Violation of copyright laws
 - S. Violation of District Board Policies and Administrative Regulations

Recommended Range of Sanctions and Disciplinary Actions

In matters of alleged academic dishonesty, the responsibility for initiating disciplinary proceedings rests with the instructor and the instructor's academic division. The Vice President for Student Services will assist if the student or the instructor so requests, or if such action is deemed necessary by the Vice President for Student Services. The following disciplinary actions and procedures are not meant to be a comprehensive list, but are guidelines. Students should be notified, verbally or in writing, in regard to unacceptable behavior, and potential disciplinary action. For matters involving stronger disciplinary sanctions, the faculty member is advised to file a written report with the Vice President for Student Services.

For Matters Requiring Mild Discipline

- The student is given a verbal or written warning about some unacceptable behavior.
- The student is moved to another seat and warned.
- Advise the student that all future work will be closely monitored.

Stronger Disciplinary Actions

- Assign additional work, or have the student rewrite the assignment, or take another version of the test, paper, etc. This must be completed by the student or the faculty member may move to a stronger disciplinary action.
- Lower the grade on the assignment or test.
- Give the student a zero or an "F" on that assignment or exam. If there is an option to drop the lowest grade, the option will not apply in this case.
- Assign an "F" for the course.
- Expulsion from the course.
- Request that the Vice President for Student Services suspend or expel the student from the institution.

Removal from Class by Instructor

An instructor may remove a student from class for the day of the incident and the next class meeting for any of the causes set forth in the South Orange County Community College District Student Code of Conduct, Article II (printed in the student handbook), which includes cheating, plagiarism, class disruption, etc. The instructor shall immediately report the removal to the Vice President for Student Services. The Vice President will take the appropriate action, including any necessary parent conference if the student is a minor. During the period of suspension, the student shall not be returned to the class from which he or she was removed without the concurrence of the instructor (Administrative Regulations 5401, IV, and the California Ed. Code, Section 76032).

Disciplinary Grievance

A due process procedure has been adopted by the Board of Trustees (BP 5401). These procedures are printed in the Student Handbook and are available in the office of the Vice President for Student Services.

Faculty Code of Ethics and Professional Standards

The following Ethical Principle and Standard of Conduct relating to the professional responsibility of faculty for students is endorsed by the Saddleback College Academic Senate. Conduct that departs from these principles is viewed by faculty as unacceptable because it is inconsistent with the mission of the college, and with the highest standards of professional conduct which we, as a faculty, are committed to maintain.

Ethical Principle:

"As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their disciplines. They demonstrate respect for students as individuals, and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom." (American Association of University Professors Statement, 1990)

Standards of Conduct:

- Faculty treat all students with fairness and respect.
- Faculty encourage the free exchange of ideas between themselves and students.
- Faculty conscientiously strive to be fair and balanced in their evaluation of student work.
- Faculty should not exploit their students for personal gain.
- Faculty should be fair and objective when providing references for students.

- Faculty shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- Faculty-student personal relationships are unethical when they hinder any student's academic progress or create a situation in which any student is either favored or negatively impacted on grounds other than academic performance.
- Because a teacher-student relationship is inherently unequal, a member of the faculty should not enter into a sexual relationship with his/her student while engaged in a professional relationship.
- Faculty have the obligation to meet classes as scheduled, to maintain office hours, and to provide reasonable means for student access to course information.

The complete Faculty Code of Ethics and Professional Standards is available in the Administration and Governance Building (AGB), Room 121 or at www.saddleback.edu/asenate/documents_resources_links.

Drug-Free Workplace Policy

The purpose of this regulation is to implement the provisions of the Drug-Free Workplace Act of 1988 (Public Law 100-690, 41 U.S.C. 5151, et seq.), which requires federal grant recipients to provide a drug-free workplace.

The Chancellor shall:

1. Distribute the following statement to all employees:

You are hereby notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as defined in Schedules I-V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), is prohibited in the workplace.

You are further notified that, as a condition of your continued employment in this district which accepts federal grants, you will abide by the terms of this statement, and will notify the district of any criminal drug statute conviction (including a plea of nolo contendere), occurring in the workplace. Said notice shall be delivered no later than five (5) days after such conviction.

The district will take appropriate personnel action, up to and including dismissal, against any employee found to have violated the provisions of this statement.

2. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The district's policy of maintaining a drug-free workplace;
 - c. Drug counseling, rehabilitation, and assistance programs available to eligible employees through the Employee Assistance Program; and
 - d. The penalties that may be imposed by the district on employees for drug abuse violations.

Nondiscrimination and Harassment Policy

The South Orange County Community College District prohibits discrimination on the basis of race, color, sex, religion, national origin, ethnic group identification, ancestry, age, physical or mental disability, medical condition, military service, sexual orientation, marital status, pregnancy, or any other basis prohibited by law. The district is committed to providing equal opportunities for all individuals in employment and in all programs and activities which it conducts. Therefore, no student enrolled in or employee employed by the South Orange County Community College District or applicant for enrollment in or employment with the South Orange County Community College District; or others who might receive the benefits of college activities, programs, and services shall be excluded from

participation in, denied benefits of, or be subject to discrimination in any process, position, program, service, or activity, on any basis prohibited by law.

Individuals who feel they have been subjected to discrimination or harassment, including sexual harassment, may want to file an informal complaint. [Note that using the informal process is not a prerequisite for filing a formal complaint. Any person may directly file a formal complaint as set forth below.] Individuals wishing to file informal complaints and/or seeking additional information pertaining to the district's policies and procedures should contact the Vice President of Student Services for Saddleback College, SSC Room 107, 949-582-4566.

As stated above, whenever possible, complaints should be resolved informally. If the informal process does not resolve the matter and/or if the complainant wishes to pursue formal procedures, then he or she may file a formal complaint with the Director of Human Resources located at the Office of Human Resources, 28000 Marguerite Parkway, HS/District Offices Room 316, Mission Viejo, California 92692-3635.

Harassment Policy and Complaint Procedures, Family Medical Leave Act and California Family Rights Acts Procedures, and Whistle Blower Hotline are available on the district website located at www.socccd.edu/humanresources/hr_misc.html.

ADA Academic Adjustments

Students with verified disabilities who believe they have not been given reasonable academic accommodations are urged to immediately contact Special Services, 949-582-4885 (voice) or TDD 949-582-4833 to see if their concerns or issues regarding accommodation and/or district policies can be satisfactorily resolved. A copy of the Saddleback ADA Academic Adjustment Procedure is available on request.

Formal complaints may be filed in the Office of the Vice President for Student Services, ADA/504 Officer, Student Services Center, Room 107, 949-582-4566.

According to the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities may file a complaint with the Office for Civil Rights, U.S. Department of Education.

Sexual Harassment

Sexual harassment is a form of sex discrimination. Sexual harassment is unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment or learning environment, unreasonably interferes with an individual's performance, or creates an intimidating, hostile, or offensive work or learning environment. Sexual harassment may include but is not limited to unsolicited written, verbal, physical, and/or visual contacts with sexual overtones (examples: jokes, slurs, epithets, assaults, cartoons, posters, or pictures) or implying or actually withholding grades earned or deserved as acts of reprisal.

Individuals who engage in the behavior identified in this statement of nondiscrimination are in violation of state and federal statute and district policy and are subject to disciplinary action up to and including student suspension and/or expulsion and employee termination.

Individuals who feel they have been subjected to discrimination or harassment, including sexual harassment, and want to file a charge of discrimination or would like additional information should contact the Director, Human Resources, HS 316, 949-582-4349 or the Vice President for Student Services, SSC 107, 949-582-4566.

Office of Human Resources
 South Orange County Community College District
 28000 Marguerite Parkway, HS 316
 Mission Viejo, CA 92692
 949-582-4349

Students may also obtain additional information about their rights or the procedure to file a charge of discrimination pursuant to federal law with the:

U.S. Department of Education
 Office for Civil Rights
 Post Secondary Education Division
 Old Federal Building
 50 United Nations Plaza, #329
 San Francisco, CA 94102

Remedies may be available to individuals who have been found to be victims of unlawful discrimination or harassment.

Disability Discrimination

Students who have specific questions related to disability discrimination are encouraged to contact Special Services at 949-582-4885, Student Services Center, Room 113. Formal complaints may be filed in the Office of the Vice President for Student Services, ADA/504 Officer, Student Services Center, Room 107, 949-582-4566.

Grade Grievance Policy

I. General Provisions

A. Grade Grievance

By law, the instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by California Education Code, Section 76224(a).

B. California Education Code Section 76224(a)

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, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.

This policy provides the procedures for challenging grades given in any course of instruction offered in the District. This policy does not apply to the following:

1. The challenge process for prerequisites, corequisites, advisories, and limitations on enrollment.
2. Student discipline.
3. Employee discipline.
4. Challenges to established district policies and administrative regulations.
5. Financial claims against the District.

II. Definitions

- A. Mistake: an unintentional act, omission or error by the instructor or the college.
- B. Fraud: a deception deliberately practiced in order to secure unfair or unlawful gain.
- C. Bad Faith: an intent to deceive or to act in a manner contrary to law and/or a grade assigned because of a student's protected characteristics contrary to Education Code Section 66250 et. seq. (including, but not limited to, Section 66270) and Title 5, California Code of Regulations, Section 593000 et. Seq. If, pursuant to the discrimination and harassment complaint procedure it is determined that a grade was the results of discrimination or harassment the grade may be changed as a remedy for the discrimination or harassment.
- D. Incompetence: a lack of ability, legal qualification, or fitness to discharge a required duty.
- E. Day: Unless otherwise provided, day shall mean any day on which the District administrative offices are open for business. The deadlines contained herein may be modified by mutual agreement of the parties.

- F. Student: A currently enrolled student or a former student. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a) and the provisions herein.
- G. Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.
- H. The College President: The President of the College or a designated representative of the College President.
- I. Ombudsperson: The College President shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called an ombudsperson.

III. Informal Resolution

Any student who believes he or she has a grade grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to resolve the problem with the faculty member with whom the student has the grievance or that person's dean or designee. If informal resolution of the problem is not possible, the student may elect to pursue a formal grievance pursuant to the procedures herein.

IV. Formal Grievance Process

A. Written Statement of Grievance

Any student who believes he or she has a grade grievance shall file a written, signed Statement of Grievance form stating the basis for the grade grievance with the appropriate dean or designee no later than 45 days after the student knew or should have known of the grade in the course. The dean or designee shall provide a copy of the written Statement of Grievance form to the affected faculty member within 5 days after the form has been filed. The Statement of Grievance must be filed whether or not the student has initiated efforts at informal resolution, if the student wishes the grievance to become official. The faculty member shall not engage in any conduct that may be construed as retaliation for filing the grievance. Filing a grievance is a protected activity.

B. Request for a Grievance Hearing

The student may request a grievance hearing after the written Statement of Grievance form has been filed. A request for a grievance hearing shall be filed with the appropriate dean or designee on a Request for Grievance Hearing form within 30 days after filing the Statement of Grievance.

The student may withdraw his/her written Statement of Grievance and/or Request for a Grievance Hearing at any time. The notice of withdrawal shall be in writing and filed with the appropriate dean or designee. The dean or designee shall notify the affected faculty member in writing within 5 days that the student has withdrawn the grievance and no further action may be taken.

C. Grievance Hearing Panel

1. The Grievance Hearing Panel shall consist of the appropriate dean or designee, a representative appointed by the Associated Student Government and a faculty member appointed by the Academic Senate.
2. Within 15 days following receipt of the Request for Grievance Hearing, the Hearing Panel shall meet to select a Chair and to determine on the basis of the Statement of Grievance whether there is sufficient grounds for a hearing.
3. The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:
 - a. The Statement of Grievance contains facts which, if true, would constitute a grievance under these procedures and;
 - b. The grievant is a student as defined in these procedures and;
 - c. The grievant is personally and directly affected by the alleged grievance and;

- d. The grievance was filed in a timely manner and;
- e. The grievance is not, based on the allegations contained in the written grievance, frivolous, without foundation or filed for the purposes of harassment. In determining whether a grievance is frivolous, without foundation or filed for purposes of harassment, the panel shall not at this phase, consider facts outside the grievance.
4. If the Grievance Hearing Panel determines that the written Statement of Grievance does not meet each of the aforementioned requirements, within 5 days of the Hearing Panel decision, the Chair shall notify the student in writing that the Request for a Grievance Hearing has been rejected. The notice shall contain the specific reasons for the rejection of a hearing and the procedures for appeal (See Section V.A. 1 herein).
5. If the Grievance Hearing Panel determines that the written Statement of Grievance meets each of the aforementioned requirements, the Chair shall schedule a grievance hearing no later than 45 days from the decision of the Hearing Panel. All parties to the grievance shall be notified in writing by the Chair of the date, time and location of the grievance hearing 10 days prior to the grievance hearing.
- D. Hearing Procedures
1. The decision of the Grievance Hearing Panel Chair shall be final on all matters the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.
 2. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues alleged in the grievance. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. The parties shall exchange exhibits and lists of witnesses 5 days prior to the hearing.
 3. Unless the Grievance Hearing Panel determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant shall make the first presentation, followed by the respondent. The grievant may present rebuttal evidence after the respondent's evidence. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established as specified above.
 4. Each party to the grievance may represent himself or herself or may be represented by a person of his or her choice. A party shall not be represented by an attorney unless notification is presented to the Chair 10 days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The Chair of the Hearing Panel may continue the hearing in order to accommodate counsel upon a showing of good cause. The Hearing Panel may also request legal assistance through the College President. Any legal advisor provided to the Hearing Panel sits in an advisory capacity but shall not be a member of the Panel nor vote with it.
 5. Hearing shall be closed and confidential. Witnesses shall not be present at the hearing when not testifying.
 6. The hearing shall be recorded by the Hearing Panel Chair by recording or stenographic recording and this document shall be the only recording made of the proceedings. No witness who refused to be recorded may be permitted to give testimony. At the onset of the hearing the Chair shall ask each person present to identify themselves by name and thereafter shall ask witnesses to identify themselves by name. The recording shall remain in the custody of the College at all times, unless released to a professional transcribing service. Any party may request a copy of the recording at their own expense.
7. All Testimony shall be taken under oath administered by the Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.
- E. Hearing Panel Decision
- Within 15 days following the close of the hearing, the Grievance Hearing Panel shall prepare a written decision which shall include specific factual findings regarding the grievance and the specific conclusions regarding whether a grievance has been established as defined above. Where appropriate the decision shall articulate the factual basis for any credibility determinations necessary to the panel's decision. The Hearing Panel decision shall also include a specific statement regarding the relief to be afforded the grievant if any. The Hearing Panel decision shall be based only on the record of the hearing, and not on matters outside the record. The record consists of the written Statement of Grievance, any written response by the respondent and the oral and written evidence produced at the hearing.
- V. Appeal Process
- A. Written Statement of Appeal
1. Within 10 days following the Grievance Hearing Panel decision regarding the merits of the grievance, any party to the grievance may file a written Statement of Appeal with the College President. The written Statement of Appeal shall state the specific basis for the appeal and shall be sent to all parties.
 2. All parties may submit a written response to the appeal to the College President within 10 days of the filing of the written Statement of Appeal.
 3. The College President shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside the formal record. The College President may decide to sustain, reverse or modify the decision of the Grievance Hearing Panel. The College President's decision shall be in writing and shall include a statement of reasons for the decision. The College President's decision shall be final.
 4. The decision on appeal shall be reached within 20 days after receipt of the appeal documents. Copies of the College President's decision shall be sent to all parties.
 5. Within 10 days following the Grievance Panel's decision regarding whether the Statement of Grievance warrants a formal Grievance Hearing, any party to the grievance may file a written Statement of Appeal with the College President. The College President shall review the Statement of Grievance and the Request for a Grievance Hearing in accordance with the requirements for a grievance provided herein but shall not consider any other matters. The College President's decision whether to grant a grievance hearing shall be final and not subject to further appeal. The filing of an appeal pursuant to this provision shall stay all proceedings on the underlying grievance until a decision is reached by the College President. If the College President's decision is that the matter shall proceed to a hearing the time lines shall be extended by the period of time the matter was under consideration with the College President.

Catalog Rights and Continuous Enrollment (effective Fall 2009)

Catalog Rights

Because course requirements for degree and certificate completion may change from one catalog year to the next, students may establish "catalog rights" when they first take classes at Saddleback. Establishing catalog rights protects the student from being held for additional requirements that may be added to a later catalog. Policies printed in the college catalog are in effect for the academic year, Fall, Spring, and Summer.

Beginning in Fall 2009, the number of years allowed for students to complete a certificate or degree program and maintain catalog rights from when they first took classes at Saddleback College will be no more than six years.

Students who were enrolled prior to Fall 2009 shall be afforded the catalog rights from when they first took classes at Saddleback College, if they have met the standards for continuous enrollment given below.

For the purposes of meeting graduation or certificate requirements, students may elect to meet the requirements of any of the following, provided they maintain continuous enrollment and meet the six year time frame for certificate and degree program completion:

1. The catalog was in effect at the time they began taking courses at Saddleback College, or
2. Any catalog that is or has been in effect during the time that they have maintained continuous enrollment before graduation, or
3. The catalog that is in effect at the time they file an application for a degree or certificate.

Continuous Enrollment

Students maintain catalog rights by maintaining continuous enrollment in the South Orange County Community College District- that is by receiving a letter grade of "A", "B", "C", "D", "F", "P"(C), "NP" (NC), "RD", "W", "MW", or "I" on their transcripts for at least one course per academic year.

Catalog rights apply only to Saddleback College graduation and program requirements. If other institutions change their requirements for entrance, graduation, satisfaction of general education patterns, or in other ways, it may be necessary for the student to meet the new requirements upon transfer, even if continuous enrollment has been maintained.

Unless otherwise requested by the student on the Petition for Graduation, the catalog used to determine eligibility will be the catalog in effect at the time the student began continuous enrollment at Saddleback College.

Documented military or medical leave will not be considered an interruption of enrollment. Absence related to an approved educational leave or for attendance at another accredited institution of higher learning is not considered an interruption, providing the absence does not exceed two years.

Some programs require that students complete specific courses within an established time frame. In such cases, recency requirements supersede catalog rights.

Student Right-to-Know Disclosure

In compliance with the Student Right-to-Know and Jeanne Clery Act, it is the policy of Saddleback College to make available its completion and transfer rates to all current and prospective students.

Information about Student Right-to-Know rates for Saddleback College and how they should be interpreted can be found at the California Community Colleges' "Student Right-to-Know Information Clearinghouse website" located at www.cccco.edu/divisions/tris/mis/srtk.

Parking

Complete parking rules and regulations are available in the Campus Police Department (Parking Lot 2).

The following portion of these parking regulations provides important information.

Article III: Speed Regulations

Section 301: No person shall operate a motor vehicle or bicycle within the confines of Saddleback College campus at a speed greater than 15 miles per hour or as posted, except for emergency vehicles.

Section 302: No person shall operate a motor vehicle or bicycle at a speed greater than is reasonable or prudent.

Article IV: Parking Regulations

Section 401: Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed. The following color code is adopted:

- a. Red Zone - indicates no parking or stopping anytime whether the vehicle is attended or not.
- b. Yellow Zone - indicates an area for loading and unloading of vehicles and the parking of service vehicles.
- c. Green Zone - indicates a parking time limit of 15 minutes.
- d. Blue Zone - indicates handicapped person's parking area only by permit.

Section 402: No person shall park in an area posted or marked "Handicapped Parking by Permit Only" unless a valid handicapped permit is properly displayed on the vehicle.

Section 403: No person shall park in an area posted or marked "Parking by Permit Only" unless a valid parking permit is displayed on the vehicle.

Section 404: No student, faculty or staff member shall park in an area posted or marked "Visitor Parking Only."

Section 405: No person shall stop, park, or leave standing any vehicle in any area posted or marked "No Parking," regardless of whether or not the vehicle is attended.

Section 406: No person shall stop, park, or leave standing any vehicle in any area where the curb is painted red, regardless of whether or not the vehicle is attended.

Section 407: When signs or markings which prohibit or limit parking are erected on any street, road, or area, no person shall park or leave standing any vehicle upon such a street, road, or area.

Section 408: No person shall park or leave standing a motor vehicle on the interior of any campus or on any sidewalk, pathway, landscaped area, or field that is not designed for parking.

Section 409: No person shall park or leave standing on any campus a motor vehicle that blocks any traffic lane, roadway, or parking lot.

Section 410: Motorcycles and bicycles must be parked in designated areas.

Section 411: All vehicles shall be parked clearly within a designated parking stall.

Section 412: All vehicles shall be parked heading into a parking stall.

Section 413: Meter payment is required for parking in metered spaces during the hours posted on the meters. Parking permits do not authorize parking in metered spaces.

Section 414: No vehicle shall be left parked on campus after 11 p.m. or before 6 a.m., except by special permit.

Article V: Abandoned Vehicles

Section 501: No person shall abandon or leave standing any vehicle on any campus for 72 or more consecutive hours. All such vehicles will be stored under authority of Section 21113A of the California Vehicle Code.

Section 502: Any person who abandons a motor vehicle on any campus will be responsible for all towing and storage charges.

Parking Permits

Section 601: All parking permits will be issued under the authority of the Department of Campus Safety and Security.

Section 602: A valid parking permit must be visibly displayed and securely attached on any vehicle parked in a numbered parking lot (metered spaces excepted) during posted hours: Sunday through Saturday, 7 a.m. to 10 p.m. Students may exchange hanging permit for static-clip permit at Campus Safety.

Section 603: Staff Parking Permits for automobiles and motorcycles will be issued to employees of the South Orange County Community College District, excluding student help and college work/study students. All employees who qualify for Staff Parking Permits will be required to renew their staff parking permits annually/semester, not later than the first day of classes each semester. These parking permits will allow parking in areas posted or marked "Staff Parking by Permit." These permits are not valid in metered areas. Staff Parking Permits may be purchased from the Department of Campus Safety and Security at Saddleback College or from the Office of Student Services at Irvine Valley College.

Section 604: Student Parking Permits will allow parking in areas posted or marked "Student Parking by Permit." These permits are not valid in metered areas. Student Parking Permits may be purchased during the student registration process or from the Department of Campus Safety and Security at Saddleback College or from the Office of Student Services at Irvine Valley College.

Section 607: Disabled Parking Permits—Persons who are disabled will be issued a disabled parking permit. The disabled parking permit will allow persons to park in the restricted handicapped areas or in any other legal parking stall on campus. Application for a disabled parking permit may be obtained from the Special Services department. Applications or renewal of these permits shall be supported by a statement of the physician indicating probable time of disability. Upon the approval of an application by the Special Services department of Saddleback College, the Special Services department will issue a disabled parking permit. Application for this permit must be made each semester and a new parking permit obtained by the first day of class each semester.

Section 608: Medical Parking Permits—Persons who are not disabled, but have medical problems that would require special parking, may apply for a medical parking permit at the Special Services department of Saddleback College. Applications or renewal of these permits must be supported by a statement of the physician indicating probable time of the medical problem. Upon the approval of such an application by the Special Services department of Saddleback College, Special Services will issue the medical parking permit. This medical parking permit allows parking in areas posted "Staff Parking by Permit." Application for this permit must be made each semester and a new parking permit obtained by the first day of class each semester. These permits are not valid in metered areas.

Section 609: Parking Permits—Every vehicle which occupies a space designated for an automobile, motorcycle or motor scooter must display a valid permit during posted hours of control.

For students who have a convertible or open top jeep vehicle, go to Campus Police and your vehicle will be recorded on our 'auto soft top' list. You must purchase a valid parking permit, but will not be required to display your permit when the top is down. Permits must be available if requested by an officer.

Section 611: Permit Issuance—There is a charge for parking permits. Applications for permits are available in the Department of Campus Safety and Security at Saddleback College or in the Office of Student Services at Irvine Valley College. Permits will be issued upon receipt of a completed parking application and the appropriate fee by the Department of Campus Safety and Security at Saddleback College or the Office of Student Services at Irvine Valley College. Parking fees are subject to change.

Article VII—Schedule of Parking Fees

1. Student vehicles:
 - (a) Automobiles
 - \$30/Fall Semester
 - \$30/Spring Semester
 - \$15/Summer Session
 - \$60/Annual--Only available for purchase during the Fall semester. If a student plans to enroll for the Fall and Spring semesters and for the Summer session within the same academic year, the student may elect to purchase an annual parking permit. Annual parking permits are valid throughout the academic year.
 - (b) Motorcycles
 - \$10/Fall Semester
 - \$10/Spring Semester
 - \$5/Summer Session
 - \$1/with current auto permit
 - (c) Short-term Parking-- all motor vehicles
 - \$2.00/Day Permits can be purchased at the Daily Parking Permit dispenser machines located in lots 1, 5A, 10, and 13.
2. Parking Meters:
 - (a) 1-Hour Meters—\$0.50 per hour
 - (b) 4-Hour Meters—\$0.50 per hour

Public Transportation

The Orange County Transit District operates several bus routes to and from Saddleback College. Monthly passes may be purchased from the college bookstore. Special rates are available for the physically handicapped.

Academic Regulations

Grading Policy

In Sections 55020 to 55025 of the California Code of Regulations (Title 5), the Board of Governors of the California Community Colleges mandates a grading policy for all California Community Colleges. In compliance with this mandate, the South Orange County Community College District Board of Trustees has established the following provisions under Board Policy 5300 entitled "Grading Policy."

Academic Record Symbols and Grade-point Average (GPA)

Evaluative Symbol	Meaning	Grade-point Value
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P (C)	Pass (Credit) (equivalent to A, B, or C; units earned but not counted in GPA)	
NP (NC)	No Pass (No Credit) (equivalent to D or F; however, no units earned and units not counted in GPA)	

Non-Evaluative Symbol

- I** Incomplete academic work for unforeseeable and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" and the grade to be assigned in lieu of its removal is stated by the instructor in a written record at the conclusion of the class. A copy of the record is given to the student and the original is filed in the Office of Admissions and Records. A final grade is assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. A student may petition for an extension of time due to unusual circumstances before the time limit has passed. Petitions may be submitted to the Office of Admissions and Records.

The "I" grade is not used in calculating the grade-point average but excessive "I's" are used as a factor in progress probation and dismissal procedures.

- W** Withdrawal from class or classes shall be authorized through 65% of a term. The academic record of a student who remains in a class beyond 65% of a term must reflect a symbol as authorized in this section, other than a "W." Students are limited to a total of four withdrawals in a given course.

No notation ("W" or other) shall be made on the academic record of a student who withdraws during the first 30% of the course.

Withdrawal between the end of the fourth week and 65% of a term, shall be recorded as a "W" on the student's record.

The "W" shall not be used in calculating grade-point averages, but excessive "Ws" shall be used as factors in progress probation and dismissal procedures.

A student may request permission to withdraw from a class after 65% of the length of the class by following the petition procedure in the Office of Admissions and Records. All requests for this exception shall include complete written details of the circumstances and only extreme emergency reasons clearly beyond the control of the student shall be considered.

Petitions for this exception must be received **within the 45 day window** for grade appeal after final grades are posted for a given semester.

MW The "MW" symbol shall be used for students who are members of an active or reserve military service and receive orders compelling a withdrawal from courses. Upon verification of such orders, this symbol may be assigned at anytime during the term with no adverse impact on the student's academic record or enrollment status. This grading option is retroactive to January 1, 1990.

IP The "IP" symbol is used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," and that assignment of a substantive grade must await its completion. The appropriate evaluative grade and unit credit appear on the student's record for the term in which the course is completed. The "IP" is not used in calculating the grade-point average.

Grade Notification

Grades are available online soon after they have been submitted to the Office of Admissions and Records. Students may view their grades on "MySite". Grades are not available by mail or telephone.

Pass/No Pass (Formerly Credit/No Credit)

Students have the option to be evaluated on a Pass/No Pass (Credit/No Credit) grading basis except in courses restricted from use of these evaluative symbols and so designated in the college catalog. Students must declare the Pass/No Pass option within the first 30 percent of the class by changing the Pass/No Pass option through online registration. Nursing courses may not be taken for a Pass/No Pass grade unless no other grading option is available.

Certain courses may be evaluated only on a Pass/No Pass grading basis. Such courses will be so designated in the college catalog and clearly indicated in the Schedule of Classes.

A "Pass" (P) grade indicates satisfactory ("C" or better) work in the class and units awarded with such a grade. No grade-points are assigned, however, and the grade is not used to compute the grade-point average.

A "No Pass" (NP) grade indicates less than satisfactory work ("D" or "F") and with such a grade, no units are earned nor is the grade used to compute the grade-point average.

Note: In lieu of the traditional letter grade, the "P/NP" option is offered so that students may explore subject areas of interest outside of their major areas of competence or known abilities without being overly concerned by a grade or jeopardizing their grade-point average. There are a number of factors to consider before making the decision to opt for completion of a course on a Pass/No Pass basis especially for transfer students:

- Taking a course on a Pass/No Pass basis is not similar to auditing. Students are held to attendance regulations and must complete all examinations and required coursework.
- Some colleges and universities specify that courses required for a major or general education be completed on a graded (A-F) basis.
- Students transferring to a UC campus who are required to complete 60 units of coursework with a grade-point average of 2.4 prior to admission must complete at least 42 of the required units on a graded (A-F) basis. Courses to remedy a University of California admissions deficiency are not acceptable if completed on a "pass" (credit) basis.
- Students planning to apply to competitive admissions programs should complete specifically required courses on a graded basis.
- No Pass (NP) (No Credit) grades are considered by the South Orange County Community College District in determination of progress probation (refer to regulations describing proba-

tion/dismissal under scholarship standards).

- Students planning to graduate from the South Orange County Community College District must establish a minimum 2.0 grade-point average of 12 units in residence.
- Standards for Dean's List or other academic honors are based on letter-graded courses.

Course Repetition

(Also see Registration and Announcement of Courses sections of this catalog)

State regulations govern the number of times a course may be repeated. Students who receive a "W" (withdrawal) may repeat the course provided they have not received four withdrawals for that particular course. Students with an "Incomplete" grade in a course may not register for the course again.

Non-Repeatable Courses

Most courses are designated as "non-repeatable," and are limited to only one enrollment. However, a student who has received a substandard grade of D, F, or NP (NC), in a course taken at Saddleback College, may repeat the course again. If a student repeats the course and receives a satisfactory grade, then they may not repeat the course again. If the student repeats the course and receives another substandard grade they may repeat the course one additional time. Under no circumstances may a student repeat a course more than two times.

Repeatable Courses

Some courses in which skill development may require more than one semester may be repeated. These courses are designated with an "R" code and a number indicating the number of times the course may be repeated. This code is listed in the college catalog following the course description. If a course is identified as a repeatable course and a student earns a grade of D, F, or NP (NC), the course repeat limitations do not change.

Grade Alleviation

To alleviate a substandard grade in calculating the GPA, the student should retake the same course at Saddleback College or take an equivalent course at Irvine Valley College. Course equivalency will be determined by Saddleback College.

A student may request to have the substandard grade disregarded in the computation of their GPA by submitting a Request for Course Repeatability Update to the Office of Admissions and Records. The previously recorded course will remain on the student's transcript and the transcript will show which course was excluded for purposes of grade-point calculation. Only the most recent course grade earned will be used in calculating the student's grade point average.

If a course is identified as a repeatable course and a student earns a grade of D, F, or NP (NC), the course repeat limitations do not change.

Mandated Training Requirement

Course repetition is permitted, without petition, in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade-point average.

Petition for Special Circumstances

Under special circumstances, repetition of credit courses may be permitted. In order to be considered under special circumstances, the student must file a [Petition for Course Repeat through the Office of Admissions and Records prior to the start of the semester](#). A student may request to have the original grade disregarded in the computation of their GPA by submitting a Request for Course

Repeatability Update form to the Office of Admissions and Records after completion of the second enrollment.

Scholarship Standards

Dean's List

Students who achieve a grade point average of 3.25 or higher in 12 units* or 3.5 in at least 6 units of letter-graded courses in any one semester will be eligible for the honor of being placed on the Dean's List. Continued excellence in scholarship may result in graduation with honors. Check with the Office of Instruction for Dean's List certificate at 949-582-4795.

*For DSPS students full-time equivalency may differ, please contact the DSPS office at 949-582-4750.

Academic Honors At Graduation

In recognition of academic excellence, students are awarded graduation honors as follows:

Summa Cum Laude:	4.0 GPA
Magna Cum Laude:	3.75 to 3.99 GPA
Cum Laude:	3.50 to 3.74 GPA

Graduation honors are calculated using all academic work completed. This includes all work completed within the South Orange County Community College District and all work for which an official transcript has been received from other accredited institutions. In addition, in order to qualify, students must have completed 24 semester units of letter-graded work at Saddleback College.

Graduation honors will be indicated in the commencement program and on the student's diploma and transcript. However, for candidates (those students with final grades pending), the commencement program will note "candidate," as their degrees and honors have not yet been confirmed. When final grades are determined, a recalculation of grades will be completed and, if the student qualifies, the graduation honor will be noted on the degree.

Probation

•Academic Probation

A student who has attempted at least 12 semester units at Saddleback College and/or Irvine Valley College is placed on an academic probation when the earned grade point average in all units attempted is less than 2.0.

•Progress Probation

A student who has enrolled in at least 12 semester units at Saddleback College and/or Irvine Valley College is placed on progress probation when the percentage of all units in which he/she has enrolled and for which entries of "W," "I," and "NP" (NC) are recorded reaches or exceeds 50 percent.

It is the responsibility of the student who has been placed on academic or progress probation to confer with a counselor regarding the probationary status and/or to use the services provided by the college including basic-skills courses, tutoring services, and faculty conferences. The college reserves the right to require counseling and regulation of the student's program on the basis of his/her achievement.

Removal From Probation

•Academic Probation

A student on academic probation for a grade-point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

•Progress Probation

A student on progress probation because of an excess of units in which entries of "W," "I" and "NP" (NC) are recorded shall be removed from probation when the percentage of units in this category drops below 50 percent.

Dismissal

A student whose cumulative grade point average falls below 1.75 in three consecutive semesters at Saddleback College and/or Irvine Valley College shall be subject to dismissal.

A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I" and "NP" (NC) are recorded in three consecutive semesters reaches or exceeds 50 percent.

A combination of low scholarship and continued progress probation for three consecutive semesters also may result in dismissal.

Veterans Dismissal

Saddleback College enforces a policy relative to standards of conduct and progress expected by the Department of Veterans Affairs (DVA). The Veterans' Office is required to notify the Department of Veterans Affairs of veterans and/or eligible dependents who complete three consecutive semesters on academic or lack-of progress probation. Also, VA students who complete three consecutive semesters on academic or lack-of-progress probation will not receive VA education benefits until they have satisfied minimum standards of progress. Please call the Veterans' Office at 949-582-4871 for details.

Readmission After Dismissal

Students who have been dismissed from may apply for readmission after one semester of non-attendance by following the petition procedure in the Office of Admissions and Records. Students who are readmitted and fail to maintain a grade point average of 1.75 or higher during the semester following readmission shall be subject to permanent dismissal.

If circumstances warrant, exceptions may be made by recommendation of a special committee appointed to review such cases and by approval of the college president.

Academic Renewal

Under certain circumstances, students may elect to have previously completed courses from consecutive terms disregarded in the computation of their cumulative grade point average (GPA). This process is known as academic renewal, defined in accordance with Title 5, California Code of Regulations, Sections 55763, 55765. Various restrictions apply, including the following:

1. A petition must be filed in the Office of Admissions and Records.
2. Accompanying the petition must be evidence that (a) previous work in question was substandard (less than C or the equivalent), and (b) the previous substandard work does not reflect the student's current performance or capabilities.
3. Previous substandard work will be disregarded only by the term, not by the individual course—that is, all courses completed in a given term will be disregarded, including those for which the student received a passing grade.
4. No more than two semesters or three quarters of full-time work or 30 units of part-time work may be disregarded.
5. Only work completed three years or more before the date of petition may qualify for academic renewal.
6. The student must have completed a minimum of 30 semester units at regionally accredited colleges or universities with a 2.50 GPA subsequent to the substandard work in question.
7. When coursework is disregarded in the computation of the cumulative GPA, the student's academic record will be annotated; all coursework remains legible, ensuring a true and complete academic history.
8. Academic renewal by the South Orange County Community College District does not guarantee that other institutions will

approve such action. This determination will be made by the respective transfer institutions.

9. A student may request academic renewal only once.

Load Limit

Students will be allowed to carry a maximum of 19 units, not including work experience or independent study. In order for a student to be considered for an overload, he/she must have a cumulative 3.0 grade point average and must petition the Counseling Office beginning the first day of classes each semester. Petitions are available in the Counseling Office.

Saddleback College does not specify a minimum load except when the student must meet certain eligibility requirements such as financial aid, student employment, Social Security certification, Veteran's enrollment certification, insurance eligibility or athletic eligibility. Eligibility for Veteran's benefits requires enrollment in the required units for each week of the certification period. The load requirement is as follows:

Full-time	12 or more units
Three-fourth time	9 - 11.5 units
One-half time	6 - 8.5 units

An average of 15-16 units each semester is necessary for a student to graduate within a two-year period.

Remedial Coursework Limit

No more than 30 semester units of credit may be awarded to a student for remedial coursework. Courses in this category include English reading and writing courses one level below transfer-level composition (ENG 1A) and mathematics courses below beginning algebra (MATH 251).

The following students are exempted from this limitation:

1. Students who are enrolled in one or more courses of English as a Second Language.
2. Students identified as having a learning disability.

The college may grant a waiver to the 30-unit remedial course limitation to any student who demonstrates significant and measurable progress toward the development of skills needed for successful enrollment in college-level courses. Waivers are given only for specified periods of time or specified numbers of units.

Students who have exhausted the unit limitation will be referred to appropriate noncredit adult-education programs.

Access to Records and Release of Information

The congressional legislation entitled The Family Educational Rights and Privacy Act is designed to protect the privacy of student information.

In compliance with this law, the college provides students access to specified official records directly related to the student and an opportunity to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate, while providing for the challenge of the actual grade received.

The college will not release, except by subpoena from state, local, and federal government officials, personally identifiable data about students without their prior written permission. The following directory items are exceptions to this policy.

Saddleback College regards as public information:

1. Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members.

2. Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.
3. Dates of attendance.

Students who do not wish to have the above directory information released must submit a written request to the Director of Admissions, Records, and Enrollment Services.

Students wishing to challenge information in their files should contact the Vice President for Student Services, who will cause a hearing to be held.

A standard fee has been established to cover the cost of furnishing copies of some college records to the student. Students wishing to have a copy of other records will be furnished copies at the actual reproduction cost except when copies of transcripts of coursework completed at other institutions must be obtained from those institutions.

The act applies to educational records only and does not include administrative records.

Attendance

Students are expected to attend classes regularly. Failure to attend classes may be taken into consideration by instructors in assigning grades.

Students who fail to attend the first meeting of any class for which they have officially enrolled may be dropped by the instructor unless prior arrangement has been made with the instructor.

Students who officially enroll in a class and never attend may be dropped by the instructor no later than the completion of 65% of the class.

Instructors *may* drop a student from a class when he/she is absent for a total of six cumulative instructional hours.

It is the student's responsibility to drop classes he/she is no longer attending.

Final Examinations

Final examinations of at least two hours are held in all subjects according to the schedule that is published by the Office of the Vice President for Instruction each semester. No student will be excused from any final examination without approval from the Office of the Vice President for Instruction.

Honors Program

Philosophy and Rationale

Saddleback College seeks to serve a broad range of student needs, abilities, and interests. The rationale for an Honors Program is thus firmly rooted in the commitment of the college to provide high quality educational opportunities to students at all levels, including those students who have demonstrated or show promise of high academic achievement.

Characteristics

The Honors Program consists of enriched coursework specifically designed to develop exceptional talent and ability in highly motivated students. Honors courses provide greater flexibility in format and instructional methodologies through close interaction with Honors Program faculty and mentors.

The Honors Curriculum

The Honors Program offers a variety of courses to meet both academic and occupational needs. Honors students are required to complete a minimum of 15 units of honors courses, including three core courses and special honors sections. Honors students are individually guided in putting together a selection of courses that suits their particular needs and satisfies the requirements of the Honors Board.

Core courses: ENG 1A (Principles of Composition I) OR
ENG 1B (Principles of Composition II) 3 units each (Honors Sections)
HUM 10 A (Culture, Science, and Society I)
HUM 10B (Culture, Science, and Society II):
3 units each. Team-taught courses involving two or more instructors from a diversity of disciplines. The topic/theme of the courses changes yearly.

In addition to the core courses required of all honors students, two (or more) courses (six units) must be chosen from Honors course offerings. Successful completion of the program will result in a certificate of completion, a special honors designation on the transcript, and special recognition at commencement. Honors courses are specified as such on all Saddleback College transcripts whether or not a student completes the entire program. The program has the following offering in its growing portfolio as of August 2008. Check the schedule of classes for availability of courses designated as "Honors" in any given semester:

ANTH 1 (Biological Anthropology)
ANTH 2 (Cultural Anthropology)
ART 25 (Survey of Art History: Ancient Worlds to Gothic)
BIO 20 (Introduction to Biology)
BUS 1 (Introduction to Business)
BUS 135 (Elements of Marketing)
ECON 4 (Principles—Micro)
ENG 4 (Fiction Fundamentals)
ENG 15A (Survey of American Literature: 1620-1860)
ENG 15B (Survey of American Literature: 1860-Contemporary)
ENG 17A (Survey of English Literature: Beowulf to Romantic Movement)
ENG 17B (Survey of English Literature: Romantic Movement to the Present)
ENG 21A (World Literature—Ancient to 17th Century)
ENG 25 (Introduction to Literature)
ENG 27A (Introduction to the Novel)
GEOL 7 (Weather and Climate)
GEOL 20 (Introduction to Earth Science)
HIST 4 (World History to 1750)
HIST 9 (Diplomatic History of the United States)
HIST 11 (Perspectives of Peace Studies)
HIST 12 (Revolutions and Revolts)
HIST 16 (History of the United States to 1876)
HIST 17 (History of the United States Since 1876)

HIST 19 (United States Since 1945)
LIB 101 (Information Competency Skills)
MATH 3A (Analytic Geometry and Calculus)
MATH 26 (Introduction to Linear Algebra)
MS 20 (Introduction to Oceanography)
PS 1 (American Government)
PS 10 (Introduction to Political Theory)
PSYC 1 (Introduction to Psychology)
PSYC 2 (Research Methods in Psychology)

Activities

The honors student participates in a variety of activities that include special cultural events and field trips, independent study projects, colloquia, opportunities for social interaction with Honors Program faculty on a regular basis, and special events at four-year colleges and universities.

Enhanced Transfer Opportunities

Students who complete the Honors Program in good standing are eligible for priority or guaranteed admission to certain four-year colleges and universities. As of August 2008 transfer agreements exist with Azusa Pacific University, California State University Fullerton, Chapman University, Occidental College, Pitzer College, Pomona College, University of California Irvine, University of California Los Angeles, University of California Riverside, University of California Santa Cruz, and Whitman College. Agreements vary by school; some include scholarships.

Requirements for Admission to the Program

1. For entering freshmen, an overall minimum GPA of 3.25 in all high school work or in college work; for continuing students who have completed at least 12 units of college-level courses, a GPA of 3.25 in college work.
2. Completed Honors Program application.
3. Two letters of recommendation.
4. Copies of transcripts of previous academic work. Unofficial copies will be accepted. Entering freshmen submit high school transcripts; continuing college students submit college transcripts.
5. All applicants must be ENG 1A-eligible.

Students who do not meet the GPA-minimum criterion yet still feel they belong in the program are welcome to apply. All applications are evaluated on an individual basis by the Honors Board.

All application materials are available in Library 317 and must be returned to:

Honors Program
Saddleback College/Library 317
28000 Marguerite Parkway
Mission Viejo, CA 92692

Requirements for Admission to a Single Honors Course

1. Minimum GPA of 3.25 or instructor permission.
2. Completed student information sheet.

Students need not be program members to take honors courses; students may register for an honors course during regular registration and complete an application during the first week of class. Each honors course taken is recorded as such on transcripts, whether or not a student completes the Honors Program.

Requirements for Program Completion

1. Complete a minimum of five Honors Program courses (minimum of 15 units), including the Core courses.
2. Maintain a minimum GPA of 3.25 in all honors courses and a minimum overall GPA of 3.25.

For further information, please visit the Honors Program page at the Saddleback College website at www.saddleback.edu/ap/hon, e-mail: honors@saddleback.edu, or contact Professor Alannah Rosenberg or Jennifer Hedgecock, Honors Program Chairs, 949-582-4853.

Credit by Exam

Credit by Examination—Specific Course Credit

Currently enrolled students may qualify for credit by examination for courses in the current Saddleback College catalog for which they appear to be reasonably qualified by training or experience, and for which they have not received previous college credit, attempted credit by examination, or ever enrolled in the course. However, the course in which the student seeks credit by examination should be one in which the course content can be tested by examination in the opinion of the department and of the instructor assigned. A student may not receive credit by examination for any course which is prerequisite to one for which credit has been received. A minimum 2.0 grade-point average in at least 12 units completed at Saddleback College is required to enroll in credit by examination. Units earned through credit by examination shall not be counted in determining the 12 semester-unit minimum required in residence for graduation.

The procedures for securing permission to obtain Credit by Examination for a course are as follows:

1. The student obtains a Credit by Examination petition form from the Office of Admissions and Records which will determine eligibility.

2. The student contacts an instructor who teaches the course for which Credit by Examination is requested. If it is the judgment of the instructor that the course content can be tested by examination, and that the student possesses sufficient background, previous training, and/or skills to attempt the examination, the instructor signs the form.
3. The student, following policies and procedures developed within the department, obtains the signature of the appropriate division dean.
4. Following division endorsement, the request is forwarded to the Vice President for Instruction for signature.
5. The initiating instructor prepares, administers, and grades the examination.
6. A grade of Pass (P) (Credit (CR) or No Pass (NP) (No Credit) will be assigned and the course will be identified as "Credit by Examination" on the transcript.

Note: Students should be aware that some universities will not recognize credit through course completion, or through credit by examination, for languages other than English in which they have received formal schooling in that language.

Alternative Credit Options

Advanced Placement Examination Program

Saddleback College will grant credit for each Advanced Placement (AP) Examination satisfactorily passed with a score of 3, 4, or 5. For AP credit to be awarded, an official score report must be on file in the Office of Admissions and Records prior to the Counselor review. Students can make an appointment to see a Saddleback College counselor for review of their AP exam scores and processing of an Advanced Placement Examination Credit Petition. Admissions and Records evaluators will assign AP Exam credit as applicable when a student applies for a degree, CSU G.E. or IGETC certification.

Credit will be given for AP exams passed with a score of 3 unless otherwise noted below:

Advanced Placement Exam	Saddleback College AA/AS Credit Awarded for GE, Major and/or Elective Units	CSU GE Certification Area/Semester Units	CSU Minimum Admission Semester Units	IGETC Certification Area/Semester Units	UC Admissions Semester Units
Art History	5 units towards Fine Arts GE requirement	Area C1 or C2 3 Units	6 Units	Area 3A/3B 3 Units	5.3 Units
Art Studio	5 Units of elective Art Studio credit for either Drawing or General Portfolio [5-unit maximum credit for both exams]	N/A	3 Units	N/A	5.3 Units (Max for all Studio Art Exams)
Biology	Credit for BIO 20	Area B2 and B3 4 Units	6 Units	Area 5B with Lab 4 Units	5.3 Units
Chemistry	Credit for CHEM 3	Area B1 and B3 4 Units	6 Units	Area 5A with Lab 4 Units	5.3 Units
Chinese - Language & Culture	3 units towards Humanities GE requirement	Area C2 3 Units	6 Units	Area 6A & 3B 3 Units	5.3 Units
Computer Science A Exam	N/A	N/A	3 Units (Only one CS Exam may be applied)	N/A	1.3 Units
Computer Science B Exam <u>Only</u>	Credit for CS 1A with a score of 3. Credit for CS 1B with a score of 4 or 5.	N/A	6 Units (Only one CS Exam may be applied) Only applies if taken before F'09	N/A	2.7 Units Max
Economics - Macro Exam	Credit for ECON 20 with a score of 3 or 4. Credit for ECON 2 with a score of 5.	Area D2 3 Units	3 Units	Area 4B 3 Units	2.7 Units
Economics - Micro Exam	Credit for ECON 20 with a score of 3 or 4. Credit for ECON 4 with a score of 5.	Area D2 3 Units	3 Units	Area 4B 3 Units	2.7 Units
English - Language and Composition	Credit for ENG 1A and Matriculation placement in ENG 1B	Area A2 3 Units	6 Units	Area 1A 3 Units	5.3 Units (Max credit for both English Lang/Comp & Lit/Comp)
English - Literature and Composition	Credit for ENG 1A and 2 elective units and Matriculation placement in ENG 1B	Area A2 and C2 6 Units	6 Units	Area 1A or 3B 3 Units	5.3 Units (max credit for both English Lang/Comp & Lit/Comp)
Environmental Science	3 Units towards Natural Sciences GE requirement including lab	Area B1 and B3 (If taken prior to Fall 2009) or Area B1 and B3 (Regardless of when taken) 4 Units	4 Units	Area 5A with Lab 3 Units	2.7 Units

Advanced Placement Exam	Saddleback College AA/AS Credit Awarded towards GE, Major and/or Elective Units	CSU GE Certification Area/Semester Units	CSU Minimum Admission Semester Units	IGETC Certification Area/Semester Units	UC Admissions Semester Units
French – Language	3 units towards Humanities GE requirement	Area C2 3 Units	6 Units	Area 6A & 3B 3 Units	5.3 Units
French – Literature	3 units towards Humanities GE requirement	Area C2 3 Units (Only applies if taken before F'09)	6 Units (Only applies if taken before F'09)	Area 6A & 3B 3 Units	5.3 Units
German - Language	3 units towards Humanities GE requirement	Area C2 3 Units	6 Units	Areas 6A & 3B 3 Units	5.3 Units
Government and Politics – United States	3 Units towards Social/Behavioral Sciences GE requirement	Area D8 and US-2 3 Units	3 Units	Area 4H 3 Units	2.7 Units
Government and Politics - Comparative	3 Units towards Social/Behavioral Sciences GE requirement with a score of 3 or 4. Credit for PS 12 with a score of 5.	Area D8 3 Units	3 Units	Area 4H 3 Units	2.7 Units
History – United States	5 Units towards Social/Behavioral Sciences GE requirement with a score of 3. HIST 22 and 2 more elective credits with a score of 4 or 5.	Area C2 or D6 and US-1 3 Units	6 Units	Area 3B or 4F 3 Units	5.3 Units
History – European	5 Units towards Social/Behavioral Sciences GE requirement	Area C2 or D6 3 Units	6 Units	Area 3B or 4F 3 Units	5.3 Units
History – World	3 units towards Humanities GE requirement. Credit for HIST 5 and 2 more elective units with a score of 4 or 5.	Area C2 or D6 3 Units	6 Units	Area 3B or 4F 3 Units	5.3 Units
Human Geography	3 units towards Social/Behavioral Sciences GE requirement	Area D5 3 Units	3 Units	Area 6A & 3B 3 Units	2.7 Units
Italian – Language & Culture	3 units towards Humanities GE requirement	Area C2 3 Units	6 Units	Area 6A & 3B 3 Units	5.3 Units
Japanese – Language & Culture	3 units towards Humanities GE requirement	Area C2 3 Units	6 Units	Areas 6A & 3B 3 Units	5.3 Units
Latin – Vergil	3 units towards Humanities GE requirement	Area C2 3 Units	3 Units	Areas 6A & 3B 3 Units	2.7 Units
Latin – Literature	3 units towards Humanities GE requirement	Area C2 3 Units (Only applies if taken before F'09)	6 Units (Only applies if taken before F'09)	Areas 6A & 3B 3 Units	2.7 Units
Mathematics - Calculus AB Exam	Credit for MATH 2 and Matriculation placement in MATH 3A with a score of 3. Credit for MATH 3A and Matriculation placement in MATH 3B with a score of 4 or 5.	Area B4 3 Units	3 Units (Only one Calculus AP exam applied toward degree)	Area 2A 3 Units	2.7 Units

Advanced Placement Exam	Saddleback College AA/AS Credit Awarded for GE, Major and/or Elective Units	CSU GE Certification Area/Semester Units	CSU Minimum Admission Semester Units	IGETC Certification Area/Semester Units	UC Admissions Semester Units
Mathematics – Calculus BC Exam	Credit for MATH 3A and Matriculation Placement in MATH 3B with a score of 3. Credit for MATH 3A and MATH 3B and Matriculation placement in MATH 3C with a score of 4 or 5.	Area B4 3 Units	6 Units (Only one Calculus AP exam applied toward degree)	Area 2A 3 Units	5.3 Semester Unit max credit both exams.
Music Theory	5 units towards Fine Arts GE requirement	Area C1 3 Units (Only applies if taken before 09)	6 Units (Only applies if taken before F'09)	N/A	5.3 Units
Physics - (B Exam)	Credit for PHYS 2A	Areas B1 and B3 4 Units Max towards GE for all three physics exams	6 Units Max towards GE for all three physics exams	Area 5A & Lab 4 Units	5.3 Units max for all three physics exams
Physics C – Mechanics	3 units towards Natural Science GE requirement including lab	Areas B1 & B3 4 Units	4 Units	Area 5A & Lab 3 Units	2.7 Units
Physics C – Magnetism	3 units towards Natural Science GE requirement including lab	Areas B1 & B3 4 Units	4 Units	Area 5A & lab 3 Units	2.7 Units
Psychology	3 units towards Social/ Behavioral science GE requirement with a score of 3 or 4. Credit for PSYC 1 with a score of 5	Area D9 3 Units	3 Units	Area 4I 3 Units	2.7 Units
Spanish – Language	3 units towards Humanities GE requirement	Area C2 3 Units	6 Units	Areas 6A & 3B 3 Units	5.3 Units
Spanish – Literature	3 units towards Humanities GE requirement	Area C2 3 Units	6 Units	Areas 6A & 3B 3 Units	5.3 Units
Statistics	Credit for MATH 10 with a score of 3 upon proof of MATH 253 or 255 or equivalent, (e.g., two years of high school algebra) completed with a "C" or better	Area B4 3 Units	3 Units	Area 2A 3 Units	2.7 Units

Note: Requests for faculty review for specific course credit for AP exams and scores not listed above are to be made through the Articulation Officer in the Counseling Office.

CSU: General Education Certification—AP Exam Credit

All California State University (CSU) campuses will accept the minimum units as stipulated above toward full or partial CSU-GE certification. The CSU campus to which the student is transferring determines the applicability of the examination to other campus-specific graduation requirements including the major.

UC: IGETC—AP Exam Credit

Acceptable Advanced Placement test scores may be applied for IGETC course credit only when the Saddleback College faculty recognize the AP exam and score as equivalent to an IGETC-approved course. Requests for faculty review of IGETC course credit for AP exams and scores not listed above are to be made through the Articulation Officer in the Counseling Office.

Other Colleges & Universities—AP Exam Credit

AP credit granted by Saddleback College for either elective or specific course credit does not necessarily transfer as such to other colleges or universities, although policies on course credit are generally consistent with those of University of California (UC) campuses. Students planning to use AP credit toward transfer requirements will need to consult with appropriate campus representatives of the transfer institution for specific information regarding its policies and procedures.

College-Level Examination Program (CLEP)

Saddleback College does not accept CLEP as a waiver for the English Placement examination or for credit for General Examinations.

Subject Examination: Each academic division of the college may recognize the Subject Examination if a single examination measures the competency associated with the successful completion of a specific Saddleback College course. Generally, however, specific course credit by examination will be attained through the Credit by Examination—Specific Course Credit Policy.

CLEP scores will not be used for general education certification for the California State University, nor certification of Intersegmental General Education Transfer (IGETC) requirements.

English Equivalency Examination

Students who have passed the California State University English Equivalency Examination are awarded three semester units of ENG 1A (Principles of Composition) and three semester units of ENG 25 (Introduction to Literature) upon completion of one semester in residence.

California Registered Nurse License

Holders of current Registered Nursing Licenses completing the graduation requirements described in the Nursing Program will be given full credit for the nursing major. Refer to Degrees, Certificates, and Awards section of this catalog for details.

Military Service Credit

Six semester units of general elective credit toward an Associate degree will be awarded for a minimum of one year of active honorable service. In the first semester of attendance, veterans who are collecting V.A. educational benefits must submit their DD-214 to the Veterans Office to be evaluated for these credits. Other veterans who are not collecting V.A. educational benefits, will be evaluated by the Office of Admissions and Records.

In addition, credit will be awarded for work completed successfully in military service schools, not to exceed 15 semester units, according to the recommendations of the American Council on Education as stipulated in the Guide to the Evaluation of Educational Experiences in the Armed Services. Military Service credit will be evaluated only upon completion of 12 units in residence and application for an evaluation for an associate degree. Military evaluation forms may be obtained from the Office of Admissions and Records.

Military service credit may not necessarily apply toward minimum admissions requirements for other colleges or universities. Credit is generally given only after the student is fully matriculated and enrolled at the university upon submission of Form DD-214 or DD-295.

Servicemen's Opportunity College

The American Association of Community and Junior Colleges has designated Saddleback College as a Servicemen's Opportunity College. In order to meet the unique educational demands of active duty service personnel and their dependents, the college provides the following services:

- Contract for degree
- Special counseling services
- Special tutorial services
- Special service-oriented entrance, residency, transfer and credit requirements

Contact the Counseling Office, SSC 167, 949-582-4572.

Tech Prep Articulation: High School/Regional Occupational Program

Saddleback College maintains faculty-approved formal course and Tech Prep program high school articulation agreements with Capistrano Unified School District, Laguna Beach Unified School District, Saddleback Valley Unified School District, Capistrano-Laguna Beach Regional Occupational Program, and Coastline Regional Occupational Program. Fifteen disciplines have been articulated: Accounting, Architecture, Automotive Technology, Business, Child Development, Communication Arts, Computer Information Management, Computer Maintenance Technology, Drafting, Fashion Design, Foods and Nutrition, Graphic Design, Horticulture, Interior Design and Theatre Arts.

These agreements permit students to earn a Saddleback College Tech Prep Articulation Certificate and receive college credit for selected high school or Regional Occupational Program (ROP) coursework completed with a grade of "B" or better. After enrollment at Saddleback College, students should make a counseling appointment for verification and approval of their high school or ROP Tech Prep Articulation Certificate and for assistance in completing the Tech Prep Credit Petition form. The Office of Admissions and Records will process and post Tech Prep course credit to their transcript once verified and approved by a Saddleback College counselor or the Tech Prep Articulation Coordinator. Contact the Counseling Services office for further information.

Contract Education

Contract education provides an option for a student whose special needs preclude regular enrollment and attendance in courses outlined in the catalog or when it becomes necessary to meet particular curricular needs of one or more students. The student, an instructor, and the appropriate dean prepare a learning contract whereby the learning content will be specified as well as the methodology of study and means and criteria for evaluation. The kinds of contract education are the following:

•Independent Study—Regular Course

A student may, because of special circumstances, petition to take a course listed in this catalog on an individual independent study basis. A petition must be approved by the instructor who will supervise the contract study as well as by the division dean and Vice President for Instruction. Petitions for independent study are available in division offices. Completed petitions shall be filed no later than the 10th day of classes in the Office of Admissions and Records to complete enrollment.

•Independent Study—Individual Project

A student may pursue advanced study after completing the courses offered in a particular field. Students, in cooperation with the instructor and the division dean, prepare and execute a petition for contract education that includes a written academic contract outlining a description of the project or study; specific student objectives and responsibilities; and instructor responsibilities for conference and evaluation of the individual learning project. The independent study petition (petition for contract education) is available in division offices. Completed petitions shall be filed no later than the 10th day of classes in the Office of Admissions and Records to complete enrollment. In unusual cases, enrolled students may add an independent study beyond the 10th day of instruction with the written approval from the Vice President for Instruction.

•Special Studies Workshops

Special Studies Workshops may be requested by groups of students who wish to pursue advanced study with an instructor after completing an introductory offering; for non-traditional educational experiences where regular course offerings are not available; for non-department interdisciplinary study; to experiment with pilot courses; or to meet particular community education needs. A learning contract between the instructor and a group of students is entered into whereby the contracted hours and areas of study are clearly delineated as well as the means by which students will master the subject matter and be evaluated. Special Studies Workshops require the approval of the appropriate division dean and the Vice President for Instruction. Approval is dependent upon adherence to district policy on minimal class size as well as conformity to established standards of academic rigor. Independent Study/Special Study Workshop forms are available only in the division office and shall be filed no later than the 10th day of classes in the Office of Admissions and Records to complete enrollment.

•Cooperative Work Experience

A well-directed Cooperative Work Experience or "internship" program with measurable objectives and results is a method of education that combines work experience gained by students on the job with regular academic instruction. It is a unique plan of education designed to develop skills and knowledge as well as to improve self-understanding by integrating classroom study with planned and supervised experience outside of the formal classroom environment. Cooperative Work Experience credit is available when stipulated in the catalog as a requirement for completion of an Occupational Certificate Program or by petition to a faculty member within the department of the student's major. Applications are available in the Division of Advanced Technology and Applied Science office.

Other College Programs

Emeritus Institute

The Emeritus Institute is a dynamic and comprehensive academic program designed to provide courses which will be of interest and value to persons of all ages, particularly the midlife and older adult. This program is open and flexible, allowing an individual to select any courses that they wish for lifelong learning challenges or in preparation for a second career. The Emeritus Institute offers courses in 30 off-campus locations, convenient to the older adults of the Saddleback College community.

The Emeritus Institute curriculum is offered in both credit and non-credit modes. These courses are all designed to meet the academic and critical-thinking challenges of each discipline. Disciplines include Accounting, Art, Communication Arts, Computers, English, Fashion, Foreign Language, Geology, Gerontology, History, Health, Kinesiology (formerly Physical Education), Music, Philosophy, Photography, Political Science, and Theatre.

For further information regarding the Emeritus Institute program call 949-582-4936 or 770-9669 or access our website at www.saddleback.edu/AP/emeritus.

Community Education

The College provides not-for-credit educational opportunities for the community through fee-based classes and programs for adults and children. Classes are self-supporting and do not receive funding through state or local taxes or the college's budget.

The Community Education brochure "Spectrum" is mailed three times per year. The "Spectrum" details all class offerings and special events. For further information regarding Community Education, call 949-582-4646 or access our website at www.ce.saddleback.edu.

Study-Abroad Programs

Saddleback College offers study-abroad opportunities for students seeking college-credit learning experiences in other nations. In recent years programs were scheduled in Oxford, England; Florence, Italy; and Salamanca, Spain. Trips to China; France; and Greece are being considered. A London Theatre program is often scheduled for spring vacation.

For more information and brochures contact division offices or the Office of Instruction at 949-582-4795.

Graduation Requirements

Responsibility for filing a Petition for Graduation in the Office of Admissions and Records rests with the student, and all transcripts for all prior college work attempted must be on file for the petition to be considered. The deadline to file a Petition for Graduation is March 1 for spring graduation, July 1 for summer graduation, and November 1 for fall graduation.

Associate in Arts Degree

Upon completion of the following requirements, the South Orange County Community College District Board of Trustees will confer the Associate in Arts degree.

- I. Unit Requirement: Units of Course Credit — minimum 60 units.
- II. Scholarship Requirements: A minimum grade-point average of 2.0 in all units attempted at Saddleback College and an overall grade-point average of 2.0 for all units attempted.
- III. Residence Requirement: Of the 60 semester units required, at least 12 units must be completed in residence at Saddleback College.
- IV. General Education Requirement: Complete the requirements stated below under "Associate Degree General Education Requirement."
 1. Students may apply only one course below transferable freshman composition ENG 1A toward the Associate Degree.
 2. A single course may be used to satisfy both a general education and a major requirement.
- V. Major Requirement: (All courses must be completed with a grade of "C" or better. Title 5 section 55063)
 1. Complete an Associate degree program as described in the Saddleback College catalog.

Associate in Science Degree

Upon completion of the following requirements, the South Orange County Community College District Board of Trustees will confer the Associate in Science degree.

- I. Unit Requirement: Units of Course Credit — minimum 60 units.
- II. Scholarship Requirements: A minimum grade-point average of 2.0 in all units attempted in the South Orange County Community College District and an overall grade-point average of 2.0 for all units attempted.
- III. Residence Requirement: Of the 60 semester units required, at least 12 units must be completed in residence at Saddleback College.
- IV. General Education Requirement: Complete the requirements stated below under "Associate Degree General Education Requirement."
 1. Students may apply only one course below transferable freshman composition ENG 1A toward the Associate Degree.
 2. A single course may be used to satisfy both a general education and a major requirement.
- V. Major Requirement (satisfy one. All courses must be completed with a grade of "C" or better. Title 5 section 55063):
 1. Complete an Associate degree program in one of the natural sciences (Astronomy, Biology, Chemistry, Computer Science, Geology, Oceanography, or Physics) as described in the Saddleback College catalog.
 2. Complete the Associate degree program in Engineering as described in the Saddleback College catalog.

3. Complete an occupational (certificate) program as described in the Saddleback College catalog.

Associate Degree General Education Requirement

PHILOSOPHY OF GENERAL EDUCATION

The philosophy underlying "general education" is that no discipline is an isolated endeavor; instead, each relies upon and in turn reflects a common body of knowledge, ideas, intellectual processes, cultural traditions, and modes of perception. General education is a framework in which to place knowledge stemming from many sources. The general education experience allows the associate degree graduate to analyze, understand, appreciate, and modify the global society in which we live. Combined with an in-depth study in a selected field of knowledge, general education will contribute to and support the pursuit of lifelong learning. The Saddleback College general education curriculum provides both core and breadth requirements. Core requirements prepare students with fundamental knowledge and skills needed in all other coursework. Effective reading, writing, speaking, and critical thinking skills are, therefore, curriculum threads in each of the Saddleback College general education courses. Breadth requirements for general education expose students to each of the broad disciplines (the natural and social sciences, the humanities, and the arts) within which the human search for knowledge is carried out.

Core Requirements

Core requirements provide foundational skills and knowledge that allow students to think critically, to communicate clearly and effectively in speaking and in writing, and to use mathematics.

1. LANGUAGE AND RATIONALITY

Courses which develop the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication.

(One course in each category with a grade of "C" or better.)

A. Written Communication

ENG 1A

B. Oral Communication

SP 1

SP 5

BUS 102

2. MATHEMATICS COMPETENCY

Students should complete either option A or option B.

A. Completion with a grade of "C" or better of any mathematics course offered within the Mathematics Department, other than MATH 251, 251A *and* B, 351.

B. Evidence of one of the following standardized examination scores:

1. 3 or above on the College Board Advanced Placement Exam
2. 530 or above on the Mathematics section of the SAT
3. 23 or above on the ACT Mathematics Test
4. 520 or above on the College Board Math Achievement Test

3. READING COMPETENCY

Students should complete one of these options:

- A. Completion with a grade of "C" or better of ENG 1B or 170 or 180.
- B. Evidence of one of the following standardized examination scores:

1. 400 or above on the Critical Reading section of the SAT
 2. 19 or above on the ACT Reading Test
 3. 35-39 percentile on the Comprehension section of the Nelson-Denny Reading Test, Form H, or on an equivalent test. The Nelson-Denny Reading Test may be repeated once only, starting with the semester in which the student will have completed a minimum of 45 units.
- C. Completion of ENG 340 with a grade of "C" or better. Skills developed in ENG 340 meet Reading Competency requirements. Units earned do not apply to the associate degree.

4. INFORMATION COMPETENCY

Information competency is the ability to find, evaluate, use, and communicate information in all its various formats. It combines aspects of library literacy, research methods, and technological literacy. Information competency includes consideration of the ethical and legal implications of information and requires the application of both critical thinking and communication skills.

Courses in this category may also apply to Core, Breadth, or major requirements.

One of the following courses completed with a grade of "C" or better:

ANTH 2*, 3*, 4*, 6, 8
 BUS 102
 CIM 1, 10
 CCS 1*, 2*, 10*
 DANC 64
 ENG 1B, 170
 ENV 1, 18
 FCS 115
 FN 50
 HIST 4, 5, 12*, 16, 17, 32
 LIB 2, 100, 101
 N 176
 PSYC 1, 2, 7
 SP 1, 2, 3

Note: Courses used to fulfill any competency requirement may also apply toward Core or Breadth requirements

Breadth Requirements

Breadth requirements provide students with the knowledge they need:

- to understand and use modes of inquiry in the major disciplines (including the humanities, fine arts, natural and social sciences);
- to be aware of and appreciate the diversity of other cultures and times as well as American institutions and ideals;
- to develop the capacity for self understanding and the relationship between mind, body, and the environment.

1. FINE ARTS AND HUMANITIES

Those courses which study the cultural activities and the artistic expressions of human beings.

Group A. The Arts, Music, Theatre

One course from the following:

ARCH 12
 ART 4, 20, 21*, 22*, 23*, 24*, 25, 26, 28, 29*
 CA 29*, 30
 DANC 64
 FASH 144*
 FA 27
 HORT 115
 ID 110, 122, 125

MUS 1, 20, 23*, 24, 25, 26, 27, 28, 29*
 PHOT 25
 SP 32/TA 32
 TA 20, 22, 25, 26, 110*

Group B. Literature, Philosophy, History, Religion, and Foreign Language

One course from the following:

ARAB 1*, 2*, 21*
 CHI 1*, 2*, 21*
 ENG 3, 4, 5, 15A, 15B, 17A, 17B, 18, 19, 20, 21A*, 21B*, 23A*, 24*, 25, 27A, 27B, 27E, 44, 50*, 52, 142
 FR 1, 2, 3, 4
 GER 1, 2, 3, 4
 HIST 4, 5
 HUM 1, 3, 10A, 10B, 21/IDS 1, HUM 22/IDS 2, HUM 25/IDS 5
 ITA 1, 2, 3, 4, 21
 JA 1*, 2*, 21*
 KOR 21*
 PRSN 1*, 2*, 3*, 4*
 PHIL 1, 10*, 15
 SL 1, 2, 3, 4
 SPAN 1* (or 1A* and 1B*), 2*, 3*, 4*, 20A, 20B, 21A*, 21B*, 21C
 SP 30/TA 30

2. NATURAL SCIENCES

Those courses of study which deal with matter and energy as it applies to physical and/or life sciences and their interrelations and transformations.

One course from the following:

ANTH 1 and 1L (ANTH 1L must be taken concurrently with ANTH 1 or within one year after completing ANTH 1)
 ASTR 20 and 25 combined
 BIO 3A, 3B, 11, 15, BIO 19/ENV 19, BIO 20, 113
 CHEM 1A, 3, 108, 120/ENV 120
 ENV 18, 24
 GEOG 1 and 1L (GEOG 1L must be taken concurrently with GEOG 1 or within one year after completing GEOG 1)
 GEOL 1, 20, 23/ENV 23
 HORT 20
 MS 4, 20
 PHYS 2A, 4A, 20
 (Course used to fulfill this requirement must include a lab.)

3. SOCIAL AND BEHAVIORAL SCIENCES

The body of knowledge that relates to the human being as a member of society or component of society, such as state, family, or any systematized human institution.

Group A. Social/Behavioral Science

One course from the following:

ANTH 2*, 3*, 4*, 5, 7*, 8, 9, 10, 11, 17, 20*/ SP 20*, ANTH 21*, 42
 BUS 1
 CD/PSYC 7+, CD 15/SOC 15, CD 117
 CCS 1*, 2*, 10*
 ECON 2, 4, 20
 ENV 1
 GEOG 2*, 3
 HIST 12*, 19, 20*/SOC 20*, HIST 21*, 27*, 28*, 30*, 33*, 61*/PS 61*, HIST 62, 63, 70*, 71*, 72*, 74*, 75*/PS 75*, HIST 80*/PS 80*, HIST 81*
 HS 100, 120, 131, 186
 JRN 1/CA 1
 PS 4, 11/ECON 11; PS 12*, 14*
 PSYC 1, 16*, 21*
 SOC 1, 2, 4*, 5*, 6*, SOC 7/CD 710, SOC 15/CD 15, CD 21*, 25
 WS 10*, 40*

Group B.American Institutions

(Nursing students who possess a Bachelor's degree are not held to the American Institutions requirement, per SB 1393)

HIST 7 or 8 or 16 or 17 or 22 or PS 1

4. LIFE SKILLS/CRITICAL THINKING

Life skills is study to equip human beings for lifelong understanding and development of themselves as integrated physiological, social, and psychological entities. Critical thinking courses develop the principles and applications of language toward logical thought and critical evaluation of communication.

(One course from Group A or Group B.)

Group A. Life Skills

ACCT 120
 APSY 1, 140,150, 151, 160
 BUS 116
 CD/PSYC 7+, CD 112
 FASH 141
 FCS 115, 142
 FN 50, 64
 GERO 101
 HLTH 1, 3
 HS 170, 175
 PSYC 5, 33
 SPS 115, 205
 WS 120

Group B. Critical Thinking

CD 120
 ENG 1B, 170
 PHIL 12
 SP 2, 3

+CD/PSYC 7 meets either Social & Behavioral Group A or Life Skills Group A, not both.

5. PHYSICAL FITNESS ASSESSMENT

Non-activity courses that assess physical fitness and develop an awareness about appropriate exercise.

One course from the following:

KNES 107
 KNEA 107 (This course is designed to meet the needs of disabled students.)

6. *CULTURAL DIVERSITY

Courses fulfilling this requirement aim to provide students with a broad educational perspective by addressing such issues as the historical, cultural, sociological, and political aspects of one or more of the following: (a) cultures other than Western European; (b) one or more of the American minority groups, who, because of their physical or cultural characteristics, are singled out from others in the society for differential treatment. Courses fulfilling this requirement should therefore develop a sensitivity to and appreciation of cultural differences; improve cross-cultural understanding and communication; provide exposure to non-dominant views of the world and widen perspectives; and foster a deeper awareness of the interdependence of nations, people, and cultures in today's world.

***CULTURAL DIVERSITY REQUIREMENT:** All AA/AS degree candidates must make certain that one course taken in Fine Arts and Humanities, or in Natural Sciences, or in Social and Behavioral Sciences fulfills the Cultural Diversity Requirement. Courses that will satisfy this requirement are marked with an asterisk (*). A student may petition a faculty member who teaches a course meeting the Cultural Diversity Requirement for a waiver of the requirement based on documented life experience.

Graduation requirements are subject to change. Students will be subject to graduation requirements in effect at the time of initial enrollment unless they opt for a subsequent catalog in effect during their enrollment within the South Orange County Community College District.

Associate in Arts Degree- Transfer Option

Completion and certification of either the CSU General Education or IGETC pattern may substitute for Saddleback College general education requirements.

Credit Transferred From Other Institutions

The Board of Trustees of the South Orange County Community College District has mandated that full reciprocity shall exist for courses completed at either Irvine Valley College or Saddleback College. Saddleback College grants credit for college units earned at any regionally accredited institution of higher education. Course equivalencies are determined by the Office of Admissions and Records in accordance with the policies and requirements set forth in this catalog. It is the student's responsibility to arrange to have transcripts sent to the Office of Admissions and Records and to apply for evaluations. No more than four units may be awarded for sectarian courses.

A student who has completed a Bachelor's degree or higher at a regionally accredited college or university, or its equivalent as determined by an approved credentials evaluation service, has met the Saddleback College General Education requirements for the Associate degree; however, transcript evaluation must verify completion of a course conducted in English equivalent to ENG 1A with a grade of "C" or higher, as well as an equivalent to a course applicable to the American Institutions requirement.

Certificate of Achievement

The awarding of a Certificate of Achievement acknowledges to the recipient and the potential employer that all courses in an approved occupational program have been completed. The courses are chosen by the faculty on the basis of determination of educational experiences which lead to vocational competency.

Students with previous educational or vocational experience who wish to waive a course on the certificate list may be expected to verify equivalency through examination. Petitions for course waivers or substitutions are available in both the Office of Admissions and Records and the Counseling Office. When waivers and substitutions have been approved, a minimum of 18 units must be included in the certificate program. The Certificate of Achievement is issued upon the completion of the following:

1. The required courses in the certificate area.
2. A minimum of twelve (12) units in residence at Saddleback College. At least one course required in the certificate must be completed at Saddleback College.

It is the student's responsibility to make a formal application for the Certificate of Achievement to the Office of Admissions and Records.

Certificate of Completion

The curriculum in the English as a Second Language Completion Certificate is designed to provide the students with the opportunity to achieve increased fluency in English while enrolled in non-credit coursework. Students who successfully complete the hours required for a certificate expand their employment and educational options.

It is the student's responsibility to make a formal application for the Certificate of Completion to the Office of Admissions and Records.

Occupational Skills Award

Occupational Skills Awards acknowledge to the recipient and the potential employer achievement of a set of vocational skills in a specific field. These awards may contain from 6 to 17.9 units and do not appear on the student transcript. All courses for the Occupational Skills Award must be completed at Saddleback College.

It is the student's responsibility to make a formal application for the Occupational Skills Award to the Office of Admissions and Records.

Multiple Majors

Within the units required for the associate degree it is possible for a student to complete the requirements for more than one major or certificate program, providing that minimum requirements are met for each major or certificate and that a minimum of 12 units applies exclusively to each program.

Second Associate Degrees

1. First degree completed elsewhere, other than at Saddleback College:

Students seeking an associate degree after having received a baccalaureate degree may qualify for graduation upon completion of a minimum of 12 units in residence and the requirements in the major field of study.

2. Students seeking an associate degree after having received an associate degree from another institution may qualify for graduation upon completion of the following:
 - a. General education requirements for which equivalents have not been completed.
 - b. The requirements in the major field.
 - c. Residence and scholarship requirements.

3. Second Associate Degrees from Saddleback College

The student may qualify for an additional associate degree under the following circumstances:

- a. The second major is offered in a different field of study.
- b. At least 12 units are earned in residence after conferral of the first degree.
- c. All requirements of the major are fulfilled.