2014-2015 IMPORTANT DATES

FALL SEMESTER 2014

First day applications accepted for New and Former Students .......................................................... March 1
Internet Registration ........................................ By appointment – Check registration time in MySite>MyInfo>Appts.

INSTRUCTION BEGINS .................................................................................................................. August 18

Labor Day Observance – classes not in session ........................................................................... September 1
Last day to petition for Fall Graduation ......................................................................................... November 1
Veterans Day Observance – classes not in session ..................................................................... November 11
Thanksgiving Observance – classes not in session ....................................................................... November 27 – 28
Final Exams ................................................................................................................................. December 14 – 20
Winter Break ................................................................................................................................. December 21 – January 19

See the online Schedule of Classes for all “drop” dates, P/NP, and refund deadlines.

SPRING SEMESTER 2015

First day applications accepted for New and Former Students ..................................................... September 1
Internet Registration ........................................ By appointment – Check registration time in MySite>MyInfo>Appts.

INSTRUCTION BEGINS ................................................................................................................ January 20

Lincoln’s Day Observance – classes not in session ...................................................................... February 13
Presidents’ Day Observance – classes not in session .................................................................... February 16
Last day to petition for Spring graduation ..................................................................................... March 1
Spring Recess – classes not in session .......................................................................................... March 22 – 28
Final Exams .................................................................................................................................... May 15 – 21
Commencement – Saddleback College ......................................................................................... May 22

See the online Schedule of Classes for all “drop” dates, P/NP, and refund deadlines.

SUMMER SESSION 2015

First day applications accepted for New and Former Students ..................................................... March 1
Internet Registration ........................................ By appointment – Check registration time in MySite>MyInfo>Appts.

INSTRUCTION BEGINS ................................................................................................................ May 26 – Aug 14

Memorial Day Observance – classes not in session ....................................................................... May 25
Last day to petition for Summer graduation ................................................................................... July 1
Independence Day Observance – classes not in session ............................................................... July 3

See the online Schedule of Classes for all “drop” dates, P/NP, and refund deadlines.

Saddleback College has made every reasonable effort to ensure that the “important dates” published in the Student Handbook are accurate. However, these dates are subject to change.
# Saddleback College

## Student Handbook

The Division of Counseling Services  
Saddleback College  
28000 Marguerite Parkway • Mission Viejo, CA 92692  
(949) 582-4500  
www.saddleback.edu

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### SPECIAL THANKS
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Deadlines or policies are subject to change. Every effort has been made to ensure the accuracy of the information presented in this publication at the time of printing. It is the individual student’s responsibility to be aware of current college policy as stated in the college catalog.

© 2014 Saddleback College, All Rights Reserved.
About Saddleback College

Our number one priority is the success of all of our students. Whether they are just beginning college or are well into their studies, our students find that Saddleback College’s outstanding education and training programs help them fulfill their goals and aspirations.

Contained in the pages of this student handbook you will find excellent information on our wide variety of services for students, including counseling, financial aid, transfer requirements, and job search assistance. Our faculty, staff, and administrators are fully committed to helping you succeed. In addition, our counselors are a tremendous asset to Saddleback College and provide students with one-on-one support to help them create their academic plans or resolve personal issues.

To assist student veterans, Saddleback College’s Veterans Education and Transition Services (VETS) program seeks to help students and their families who were in combat become acclimated to the college environment through such services as a special “boots to books” course, an active veterans campus club, assistance with identifying available veterans benefits, and services for students who require special accommodations.

Saddleback College offers a huge selection of student clubs and activities that contribute to our vibrant campus life. From Associated Student Government and Model United Nations, to performing arts productions and athletic teams, students find that there are numerous ways to get involved on campus and enhance their college experience. Our campus newspaper, the award-winning Lariat, gives students the opportunity to report on campus news and events, and students working on our radio and television stations, KSBR-FM and Channel 39, learn broadcasting techniques from our excellent faculty and staff. Students follow their interests through our wide selection of campus clubs and activities, and enterprising students are always welcome to introduce new clubs to our campus community.

Since Saddleback College first opened its doors to students in 1968, more than half a million students have made us their first choice in higher education, and we’re happy that you have also made this wise choice. To learn more about all of our academic programs, counseling services, and clubs and activities, please visit our website at www.saddleback.edu. We look forward to seeing you on campus and thank you for becoming a member of our Saddleback College family!

Go Gauchos!
Tod A. Burnett, Ed.D.
President

Welcome to Saddleback College

Saddleback College works every day to better the lives of its student population through its impeccable resources, devoted faculty, hard-working staff, and unified diverse student body that create an atmosphere that inspires, motivates, and equips students with the necessary tools to be successful.

The outstanding academic curriculum at Saddleback College stretches beyond the classroom and enables students to build necessary skills for a career. Students are empowered to foster relationships with professors, staff, and other students to build a connective network that branches through into their bright future.

Saddleback is the place to reach for the stars and be given the tools to build your ladder. Embrace the community whose sole mission is to brighten the future of young minds. I encourage all students to get involved on campus, beyond the classroom. Here at Saddleback, you are empowered to exemplify high moral value to enrich the quality of your own life, as good things come to those who embody positivity.

As your Associated Student Government President, I pledge to advocate for student rights, and execute any decisions with the best interest of the students as my driving force. I will serve our diverse student body honorably and with pride. Your voice is important, so please take the time to say hi when we see each other around campus! Thank you for making Saddleback College a stronger community!

Sarvy Pahlavan
Associated Student Government President, 2014-2015

A Letter from the ASG President
SADDLEBACK COLLEGE – A BRIEF HISTORY

On Valentine’s Day in 1967, residents of the rural southern half of Orange County approved the creation of a community college, dubbing it the “Sweetheart of South Orange County.” The local press noted that “Saddleback JC, already a reality, will open its doors next fall, another event that will shape the lives of many people in the years to come.” Following a 54-day construction marathon, Saddleback College was ready to welcome 1,546 freshmen for the start of the fall 1968 quarter. Now, over 40 years later, thriving suburban communities dot the hillsides where cattle used to roam. Saddleback College has developed into one of California’s finest community colleges, with students ranging in age from teenagers to centenarians.

During the 1970s and ’80s, Saddleback College carried on a major construction program, beginning with the James B. Utt Library, completed in 1973. The Math/Science building (1974) was next followed by the Physical Education/Athletics and Fine Arts complexes (1977), the Business/General Studies building (1986), the Technology/Applied Science building (1989) and the Student Services Center (1990). More recently the Health Sciences/District Offices building was opened in spring 2005.

Since the 1970s, the college has experienced a dramatic growth in enrollment – burgeoning from 3,025 to nearly 40,000 students. As Saddleback College grew, so did its reputation for excellence, attracting teachers and administrators from throughout the United States. Together they have created a dynamic, constantly evolving learning environment where students are challenged to fulfill their potential and encouraged to achieve their goals. The excellence of Saddleback College’s programs and faculty can best be measured by the success of the college’s alumni in their academic pursuits at four-year universities and in the professional world.

In addition to being a center of learning, Saddleback College has developed into one of south Orange County’s premier cultural and recreational sites. The campus hosts film festivals, music and dance concerts, lectures by renowned newsmakers and scholars, and is home to an award-winning theatre arts program. Its men’s and women’s intercollegiate athletic teams have achieved a solid reputation for success and hold more than 100 conference, state and national titles. On-campus sports facilities include a golf driving range and putting greens, aquatics complex, football stadium, baseball and softball fields, gymnasium and fitness facilities, tennis courts, and all-weather track.

Saddleback College has become an integral part of the south Orange County landscape, linking education with community growth and vitality. After four decades, Saddleback College continues to strengthen its ties with the communities it serves and to help residents fulfill their dreams and aspirations.

Saddleback College Mission

Saddleback College enriches its students and the south Orange County community by providing a comprehensive array of high-quality courses and programs that foster student learning and success in the attainment of academic degrees and career technical certificates, transfer to four-year institutions, improvement of basic skills, and lifelong learning.

About our Logo

Saddleback College adopted its name from the slump (or saddleback) between the twin peaks of Santiago and Modjeska in the Cleveland National Forest. Our logo depicts this prominent geographical feature, which provides a dramatic backdrop to our campus and to the whole of the Saddleback Valley.
STEPS TO ENROLLMENT AND THE MATRICULATION PROCESS

Admission and Steps to Enrollment

Step 1: APPLY ONLINE at www.saddleback.edu or at the Admissions and Records Office, located in Student Services Center 102. After you have applied through CCCApply you will receive your Permit to Register e-mail usually within 24 hours which will list your pre-registration requirements and instructions to locate your registration date and time. Please contact the Admissions and Records Office at (949) 582-4555 if you do not receive your e-mail.

Step 2: NEW STUDENT ORIENTATION of student services and special programs is available online at www.saddleback.edu/matriculation

Step 3: ASSESSMENT in reading, English, and mathematics will provide students with appropriate course placement. Information and appointment schedules are available through your MySite, at the Matriculation Office (949) 582-4970 or online at www.saddleback.edu/matriculation

ALTERNATIVE EVIDENCE – Students who have completed and passed a math and/or English course at another college or university or have passed the AP English and/or Calculus exams with a 3 or higher can submit transcripts and/or score reports for evaluation in place of the assessment exams. Please visit www.saddleback.edu/matriculation for procedures to submit Alternative Evidence.

Step 4: ADVISEMENT helps students determine their educational goal and create a First Semester Educational Plan. The Advisement session occurs online after the student completes the Assessment exams and/or the evaluation of Alternative Evidence.

Step 5: REGISTER online through your MySite student portal. MySite is a service of the South Orange County Community College District. MySite accounts allow students to register, manage and review their academic information while attending one of the SOCCCD campuses. Detailed instructions on how to use MySite are published on Page 5.

Step 6: ATTEND classes.

Step 7: SEE A COUNSELOR for follow up counseling after the semester begins to refine your Educational Plan and discuss your goals. Students are required to complete a Comprehensive Ed Plan and have it reviewed and locked by a counselor once they have completed 15 units or by the end of their third semester – whichever comes first. Failure to do so will delay your registration

Step 8: TAKE RESPONSIBILITY for your success in college. Be aware of deadlines and due dates, instructors’ office hours, and the many resources available at Saddleback College to help you succeed. The most successful student is the one who takes responsibility for himself or herself.

MATRICULATION
A Process Leading You to Student Success

1 ONLINE ORIENTATION
Student Services and Programs, Campus Involvement

2 ASSESSMENT OR ALTERNATIVE EVIDENCE
Reading, English and Mathematics or Alternative Evidence

3 ADVISEMENT/ED PLAN
Preliminary First Semester Educational Plan

4 REGISTRATION
Online Enrollment through MySite

5 FOLLOW-UP
Attend Workshops, See a Counselor, Probation, Comprehensive Ed Plan

6 STUDENT SUCCESS
Achieve Your Goal, Obtain a Certificate, Finish Your AA/AS Degree, Transfer to a 4-Year College or University

STUDENT EMAIL

IMPORTANT NOTICE: Student email privileges are designed solely for educational purposes. District policy forbids personal, recreational or commercial use of college computers, email and Internet services.

Upon enrolling in a course, students automatically receive a college email account. User names are assigned automatically and accounts are continued with no interruption in services so long as the student remains enrolled in contiguous semesters.

Students’ assigned college email addresses may be found on “MySite” at www.saddleback.edu. Click on “Email” in the left-hand column. Email addresses are available within three days of registration.

Email accounts will be deleted approximately three weeks after the start of the semester for students who do not enroll in at least one class for that semester. Accounts will be deleted along with any unread messages.

EXAMPLE: If your name is Jane Deer, your assigned student email address is jdeer0@saddleback.edu. Your username is jdeer0

NOTE: All student email names always end in a number. Your default email password is your PIN plus two zeros.
USING YOUR MySITE ACCOUNT

1. Open your Internet web browser and go to www.saddleback.edu
2. Click on the button link that reads MySite
3. Log-in with your Saddleback student ID number and PIN

If you do not know your student ID number or PIN you will need to show a photo ID at the Admissions and Records Office (SSC 102) to obtain them!

1. Completing your Online Orientation
   • Click on the menu link that reads My Information
   • Click on the menu link that reads Matriculation
   • Click on the Online Orientation link to start the program
     You must complete all six sections of the orientation and answer all 10 questions. Average time for completion is about 1.5 hours.

2. Obtaining your Assessment and Placement results
   • Click on the menu link that reads My Information
   • Click on the menu link that reads Matriculation
   • Click on the menu link that reads Assessment & Placement

3. Completing your Advisement & First Semester Ed Plan
   • Click on the menu link that reads My Information
   • Click on the menu link that reads Matriculation
   • Click on the Online Advisement link to start the program
     You will need to have your official placement results prior to starting the advisement. Complete all sections of the advisement and then click on the First Semester Ed Plan link from the Advisement completion page. Create your Ed Plan and add your placement courses to the plan. (You will finalize your Ed Plan with a counselor prior to completing 15 units.)

   ✷ NOTE: If you forget to click on the First Semester Ed Plan link at the end of the Online Advisement, you can access it directly by clicking on the menu link under My Academic Plan.

4. Viewing prerequisite evaluation & challenge/appeal results
   • Click on the menu link that reads My Information
   • Click on the menu link that reads Matriculation
   • Click on the menu link that reads Placement Info

5. View your registration appointment
   • Click on the menu link that reads My Information
   • Click on the menu link that reads Appointments
   • Select the semester in the drop-down menu and your registration appointment will be listed. If you DO NOT have an appointment posted, please check the Admissions & Records website for the posting date

6. Creating a My Academic Plan (MAP)
   • Click on the menu link that reads My Academic Plan
   • Click on the menu link that reads New Plan
   • To Review Plans, click on the menu link that reads My Plans

7. Register for classes
   • Click on the menu link that reads My Classes
   • Click on the menu link that reads Register For Classes
   • Click on the Add/Drop button in the term box you wish to enroll in
   • Follow the on-screen instructions to add classes
   • Pay for classes and print a copy of the receipt

8. Student E-mail
   • Click on the menu link that reads My E-mail
   • Click on the menu link that reads Student E-mail
   • Log-in and check your e-mail or forward it to a preferred e-mail address
MATRICULATION ASSESSMENT AND PLACEMENT

Reading and English Placement Procedures
1. Students who have completed the reading and English assessment exams will find their placement results in MySite under My Information > Matriculation > Assessment and Placement. The Placement Letter displays a reading and English placement recommendation.
2. If a student believes that the placement recommendation is not indicative of his/her abilities, the student may appeal their placement by taking the Writing Sample Appeal.
3. Students may retake the reading and English sections of the placement exam after a 6 month waiting period.

Reading Placements
- English 345: Building Basic Reading Skills
- English 340: Reading Skills for College
- English 180: Speed Reading and Comprehension Training
- English 70: Reasoning and College Reading, IGETC approved!

Note: Please review your reading course placement with your counselor to ensure you are taking the correct reading course.

English Placements
- English 300: Beginning Writing
- English 200: Fundamentals of Composition
- English 1A: Principles of Composition I (transfer level)

Mathematics Placement Procedures
There are four different levels of math assessment exams provided through Saddleback College’s Matriculation Office. Students should evaluate their own skill level to determine which math assessment exam is most appropriate for them. Sample test questions can be found online at www.saddleback.edu/matriculation

1. Students who have completed the math assessment exam will find their placement results in MySite under My Information > Matriculation > Assessment and Placement. The Placement Letter displays a math placement recommendation.
2. If the student believes that the placement recommendation is not indicative of his/her abilities, the student has the option to take a different level test and/or attempt the high school math challenge.
3. Students may retake the same math test level after three months have passed.

Math Test Levels and Placements
Test Level 1: Math 351, 251
Test Level 2: No Placement or Math 251, 205, 253
Test Level 3: No Placement or Math 205, 253, 7, 8, 10, 112, 124, 11
Test Level 4: No Placement or Math 2, 3A

Writing Sample Appeal
The Writing Sample allows the student to appeal their English placement recommendation if they believe the initial placement does not indicate their current English proficiency. The Writing Sample Appeal requires you to construct a clear and persuasive response to a specific prompt. After carefully reading the provided passage, you will respond to the topic by writing an essay that is controlled by a central idea (your thesis) and specifically developed. The Writing Sample Appeal is given by appointment only at the Matriculation Office.

Math Placement Challenge
Students may challenge their math placement by submitting official or unofficial high school transcripts showing completed coursework in Algebra I, Algebra II, Trigonometry, Pre-Calculus or Calculus with a grade of C or better. Math courses with a grade of C- or courses taken in adult education, summer school or continuation schools will NOT be accepted. High school transcripts can be used as a challenge only after the student has completed one of the math assessment exams.

**ENGLISH & READING COURSE SEQUENCE**

**PRINCIPLES OF COMPOSITION II**
- English 1B

**PRINCIPLES OF COMPOSITION I**
- English 1A

**FUNDAMENTALS OF COMPOSITION**
- English 200

**ADVANCED ACADEMIC SKILLS**
- ESL 350
- Advanced Multi Skills ESL 345
- Advanced Writing 1

**BEGINNING WRITING**
- English 300

**READING SKILLS FOR COLLEGE**
- English 340

**PHONETIC STRUCTURE**
- For Reading & Spelling SPS 340

**MATH COURSES**

**ELEMENTARY DIFFERENTIAL EQUATIONS**
- Math 24

**LINEAR ALGEBRA**
- Math 26

**CALCULUS**
- Math 33

**COLLEGE ALGEBRA**
- Math 11

**INTRO TO STATISTICS**
- Math 10

**MATH FOR ELEMENTARY SCHOOL TEACHERS**
- Math 112 Not UC Transferable

**TRIGONOMETRY**
- Math 104

**BEGINNING ALGEBRA**
- Math 251

**COMPUTATIONAL SKILLS**
- SPS 205

**PRE-ALGEBRA**
- Math 122

**SPS courses are offered through the DSPS department. These courses are designed for students who may benefit from more specialized instruction prior to transitioning to the next English/Math course sequence. Placement is provided by Saddleback College, another accredited college or counselor/specialist recommendation.**
## English as a Second Language (ESL) Course Sequence

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Core Class</th>
<th>Prerequisite</th>
<th>Co-requisite</th>
<th>Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-College Level</strong></td>
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<tr>
<td>ESL 350*</td>
<td>Essential Academic Skills</td>
<td>✓</td>
<td>ESL 340 or 345</td>
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<td>3</td>
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<tr>
<td>ESL 354</td>
<td>Vocabulary Skills for College</td>
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<tr>
<td>ESL 355</td>
<td>ESL Reading for College: American Literature</td>
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<tr>
<td>ESL 356</td>
<td>Academic Success Strategies for ESL Students</td>
<td></td>
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<tr>
<td>ESL 357</td>
<td>Grammar Review for College</td>
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<td>ESL 902</td>
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<tr>
<td>ESL 358</td>
<td>Listening and Notetaking Skills for College</td>
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<tr>
<td>ESL 359</td>
<td>American Language and Culture through Film</td>
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<tr>
<td><strong>Advanced 2</strong></td>
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<tr>
<td>ESL 340</td>
<td>Advanced Multi-Skills</td>
<td>✓</td>
<td></td>
<td></td>
<td>3</td>
<td>6</td>
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<tr>
<td>ESL 342</td>
<td>Advanced Conversation</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>3</td>
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<tr>
<td>ESL 343</td>
<td>Advanced Pronunciation</td>
<td></td>
<td></td>
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<td>2</td>
<td>3</td>
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<tr>
<td>ESL 344</td>
<td>Idioms and Expressions</td>
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<tr>
<td>ESL 345</td>
<td>Advanced Writing I</td>
<td></td>
<td>ESL 331 or 336</td>
<td>ESL 802</td>
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<tr>
<td>ESL 346</td>
<td>Advanced Writing for Work</td>
<td></td>
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<tr>
<td>ESL 347</td>
<td>Advanced Grammar Review</td>
<td></td>
<td></td>
<td>ESL 901</td>
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<td><strong>Advanced 1</strong></td>
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<tr>
<td>ESL 330</td>
<td>Intermediate Multi-Skills I</td>
<td>✓</td>
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<td>ESL 331</td>
<td>Intermediate Multi-Skills II</td>
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<td>ESL 332</td>
<td>Intermediate Conversation</td>
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<td>3</td>
</tr>
<tr>
<td>ESL 333</td>
<td>Intermediate Pronunciation</td>
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<td>3</td>
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<td>ESL 335</td>
<td>Intermediate Reading and Writing I</td>
<td></td>
<td>ESL 321 or 325</td>
<td>ESL 801</td>
<td>3</td>
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<tr>
<td>ESL 336</td>
<td>Intermediate Writing II</td>
<td></td>
<td>ESL 330 or 335</td>
<td>ESL 801</td>
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<tr>
<td><strong>Intermediate</strong></td>
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<tr>
<td>ESL 320</td>
<td>Beginning Multi-Skills I</td>
<td>✓</td>
<td></td>
<td></td>
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<td>6</td>
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<tr>
<td>ESL 321</td>
<td>Beginning Multi-Skills II</td>
<td>✓</td>
<td></td>
<td></td>
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<td>6</td>
</tr>
<tr>
<td>ESL 322</td>
<td>Beginning Conversation</td>
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<tr>
<td>ESL 323</td>
<td>Beginning Pronunciation</td>
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</tr>
<tr>
<td>ESL 325</td>
<td>Beginning Reading and Writing</td>
<td></td>
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<td></td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

**Please note:** ESL titles printed in **RED** above are the “core” courses for each level.

### English as a Second Language Placement Procedures:

1. The ESL test will result in one of the ESL course placement recommendations listed above.
2. If a student believes that the placement recommendation is not indicative of his/her abilities, the student may take the ESL Writing Sample Appeal or wait 3 months to take the ESL test again.
3. Dates and times for the ESL test are available in the Matriculation Office (Village 8-5) or on the Matriculation website [www.saddleback.edu/matriculation](http://www.saddleback.edu/matriculation)
got map?

All students are required to have an Educational Plan on file. Don’t wait, get started now!

Starting Fall 2014, new students must have a reviewed and locked Educational Plan (MAP) by the time they are to enroll in their 16th unit or at the end of their third semester, whichever comes first.

- Students who want a Saddleback College certificate, a two-year degree, or students who want to transfer to a four-year university must have a Comprehensive Ed Plan locked by a counselor.
- If you don’t have a major, attend an “Undeclared Majors Workshop,” conducted in counseling or enroll in Counseling 140, 160 class during your first semester. Students must have a major by the time they enroll in their second semester.
- Contact Saddleback College Counseling Office at (949) 582-4572 or go to www.saddleback.edu/counseling

**Steps to Enrollment/Matriculation**

**Step 1:** Go to www.saddleback.edu

**Step 2:** Click on the MySite link and log in with your student ID number and pin.

**Step 3:** Students that have completed the Matriculation process will have already started a plan when they did their First Semester Plan. You can continue that plan by clicking on the link that reads “My Plans” and then click on the plan name to open it.

**Step 4:** If you have not completed a First Semester Plan, you can start your plan by clicking on either the First Semester Plan link or the New Plan link.

**Step 5:** Once you have completed your plan, attend a MAP workshop or see a counselor to have your plan reviewed and locked.

* Remember, students who do not complete their Comprehensive Educational Plan will lose their “place in line for registration”

---

**AVID**

**AVID for Higher Education**

Empowering Every Student’s Potential

**BENEFITS TO STUDENTS:**

- Guaranteed counseling appointments
- Priority tutoring services to improve reading/writing
- Peer-to-peer mentoring with ASG and Honors students
- Strategies to improve your college and career success
- Connections with the Saddleback College community
- Support towards your certificate, degree, and/or transfer goals.

All students must be Pell eligible and enroll in an AHE - Counseling 140 course. For more information please visit the AVID website at www.saddleback.edu/avid
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 is printed in bold as part of the course descriptions in the catalog. Courses with a mandatory prerequisite have a padlock symbol printed on the course details section in the schedule of classes.

Students are responsible for meeting or clearing the prerequisite, corequisite, limitation on enrollment, or recommended preparation courses 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 in the prerequisite course. Grades that are not acceptable are C-, D, F or NP.

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
Students can clear their prerequisite requirement by completing one or more of the following:

1. Saddleback Course Completion
Complete the course(s) at Saddleback College with a satisfactory grade of A, B, C or P.

   Note: Grade of C- or lower is not satisfactory.

   Note: Grade of C- or lower is not satisfactory.

2. Alternative Evidence
Provide Matriculation (if courses have a math or English prerequisite) or the appropriate division offices (if courses have other prerequisites) with transcripts from another accredited college or university. Such transcripts must demonstrate satisfactory completion of the prerequisite course – that is, completion of the course with a grade of A, B, C, P or CR.

   Note: Grade of C- or lower is not satisfactory.

3. Saddleback Assessment Exams
Earn the appropriate score on the English assessment exam (excluding English 1B), or earn the appropriate score on the math assessment exam (excluding Math 3B, 3C, 26 and 24).

4. Other California Community College Assessment Exams
Provide evidence of completion of an assessment exam administered at another California community college. In some cases, students may clear prerequisites in English and mathematics if they have received the appropriate score on the MDTP math assessment exam and recommended course placement on the English assessment exam. Students must have the Matriculation Office evaluate their assessment exams for acceptance.

5. AP Exams
Provide Matriculation (Literature/Language, Composition or Calculus AP) or the appropriate division offices (other than math or English exams) with the original College Board test results.

   Note: A satisfactory score of 3 or higher is required on AP exams for prerequisite clearance.

Prerequisite Evaluation Procedures
Math and/or English Prerequisites

1. Complete the Saddleback College Math and English Prerequisite Evaluation Form. The form is available in the Matriculation Office or online at www.saddleback.edu/matriculation

2. Attach a copy (official or unofficial) of your previous college coursework, California community college assessment results, or AP test scores. Unofficial copies must include the student’s name, college name, and the course with a final grade.

3. Fax (949) 582-4789, email (scmatric@saddleback.edu) or drop off all documentation to the Matriculation Office (Village 8-5).

Prerequisites Other than Math or English
For all other prerequisites, please contact the division office where the course originates for their evaluation procedures. Please see www.saddleback.edu/academics for division office contact information.

Evaluation Processing
Given the large amount of prerequisite evaluations, please allow a minimum of five working days for evaluations to be processed. Students should submit evaluations a minimum of two weeks prior to their registration date to avoid enrollment delays. Specific information regarding procedures, time lines, and transcript evaluation notification is available in the Matriculation Office or online at www.saddleback.edu/matriculation
COUNSELING SERVICES

Your enrollment at Saddleback College entitles you to receive the following services from Counseling Services and Transfer, Career and Special Programs divisions at Saddleback College.

Academic Counseling
Counselors are available to discuss and help you plan your educational program, to advise you about college or university entrance requirements, major requirements, General Education Certification, and the application process. Successful students see a Counselor at least once a semester.

Career Counseling
Choosing a career is one of the most important decisions a person can make. Career Counseling professionals are available to assist you in choosing a career that will match your interests, skills, values, and personality.

Personal Counseling
We all have our share of problems. Sometimes these problems interfere with our ability to do well in college, sometimes they interfere with our ability to continue in class, and sometimes they interfere with our emotional well-being. Personal counseling is available from professional Counselors who may help you find solutions to your problems.

Workshops
Various workshops are offered throughout the year. How to Choose a Major, How to Apply to the UC and/or CSU, How to Write a Personal Statement are just some of the many useful workshops offered. Visit the Counseling Department or Transfer Center for dates and times of up-coming workshops.

My Academic Plan – MAP Your Future!
MAP or My Academic Plan is a computerized academic planning program that allows students to develop a complete semester-by-semester academic plan for their specific educational goal. The Counseling Department encourages students to use MAP prior to meeting with a counselor and registering for classes. Visit MAP in MySite at www.saddleback.edu

Counseling Services: www.saddleback.edu/counseling
To schedule appointment call: (949) 582-4572
or visit the website
Location: SSC-167

Transfer Center: www.saddleback.edu/transfer
To schedule appointment call: (949) 582-4328
Location: SSC 225B
Email: sctco@saddleback.edu

Disabled Students Programs and Services: www.saddleback.edu/dsp
To schedule appointment call: (949) 582-4885
Video Phone: (949) 482-4430
Locations: SSC 113
Fax: (949) 347-1526

Extended Opportunity Program & Services and CARE: www.saddleback.edu/eops
To schedule appointment call: (949) 582-4620
Location: SSC 126
Fax: (949) 364-6949
Email: sceops@saddleback.edu

Career Center: www.saddleback.edu/career
To schedule appointment call: (949) 582-4575
Location: SSC 140

Veterans Education & Transition Services: www.saddleback.edu/vets
To schedule appointment call: (949) 582-4252
Location: SSC 207
Email: vetsoutreach@saddleback.edu
ACADEMIC COUNSELING

What Courses Do I Take?

Selecting courses for the first semester can be frustrating and difficult. Here are some suggestions you may find helpful:

Decide how many units you want to take.

Make a list of possible courses, which might include:

• **Career Planning, College Orientation or Educational Planning courses** such as Counseling 1, 140, 160, or Women’s Studies 120

• **Basic Skills courses:** It is important to begin with any basic skills courses in Mathematics, Reading or English. These courses do NOT transfer to four-year colleges and universities.

• **General Education courses:** All students working towards a college degree need these courses. You will find lists of courses required for the Saddleback College Associate Degree (non-transfer) as well as those for the California State University and the University of California in this handbook. (see Pages 19, 25 and 26).

• **Major Preparation courses:** Courses that you are required to take at Saddleback College for an Associate Degree are listed in the Saddleback College Catalog. For Transfer major requirement see www.assist.org

• **Personal Interest and Exploration:** Many students enjoy taking an introductory course in a major they are considering or courses they have always wanted to take such as music, art, computer programs, etc.

Determine how many courses you will need from your list to equal the number of units you want to take. If you want to take nine units, you will probably want to select three courses with three units each.

Review each course you have selected to make sure you have any required prerequisites. All prerequisites are being enforced.

After the semester begins, make an appointment with a counselor so that you can do some long-range academic planning. Counselors will help you explore majors, careers, and programs of study during your appointment. Multiple appointments can be made if needed.

Time Management

When deciding how many units to take, it is very important to plan time for reading, studying, and preparing for those classes. No time is given “in class” for study. You are expected to be ready for each class before the class period begins.

The recommended formula to determine expected amount of TOTAL TIME required for success in a class is as follows:

\[
\text{Schedule 2-3 hours per unit, per week for studying.}
\]

**Example:**

\[
\text{3 unit class –} \\
\text{In-class time = 3 hours per week} \\
\text{Study time = 6 hours per week} \\
\text{(3 units x 2 hrs/unit study = 6 hours)}
\]

**TOTAL TIME: 9 HOURS PER WEEK FOR A 3-UNIT CLASS**

If you take 12 units, total time to budget is 36 hours per week.

That is why 12 units is considered full-time student status.

You may take as little as .5 units or as many as 19 units during a single semester. To take more than 19 units (not including work experience or independent study) you are required to obtain special permission from the Counseling Department. You must have a cumulative 3.0 grade point average to gain permission to enroll in more than 19 units.

College Units

• A college “unit” is a term used to define the time value of a course, or a “unit” of time involved in class instruction.

• A one-unit class typically requires one hour of instruction per week for a 16-18-week semester. Lab units are calculated differently.

• A three-unit class requires three hours of instruction per week for a 16-18-week semester.

Managing Work and School

Recommended combination:

**Work**

5-15 hours per week .............. 12-15 units
20 hours per week ................. 9-12 units
30 hours per week .................. 6-9 units
40 hours per week .................. 3-6 units

**School**

Do not overload yourself when you register for classes. Design a course load that is reasonable for your level of energy and motivation.
# CAREER COUNSELING PROCESS

The Career Planning Process is a lifelong process that is fluid rather than chronological. One stage does not necessarily need to be completed to move to the tasks of another stage, and you may move back and forth between two or more stages at any given time.

## 1. Self Assessment:
(Finding out who you are and what you want)
- What are your skills, interests, values and personality?
- What is your idea of work and a career?
- What do you want your career to be?

## 2. Exploration:
(Finding out more about the world of work and education)
- Investigate possible career fields and talk to people who work in careers that interest you.
- Use internships, volunteer jobs, and part-time work to sample jobs and careers that interest you.
- Research majors and careers that match your self-assessment.

## 3. Decision Making:
(Analyzing the information)
- Begin to define your specific career goals.
- Make tentative career decisions.
- Set short and long term goals that allow you to reach your chosen career.

## 4. Educational Planning:
(Developing a Plan for Success)
- Researching two year and four year college programs that will allow you to reach your career goals.
- Decide on the amount of time you are willing to attend college or program.
- Establish a plan that allows you to complete your education and training in a time frame that works for you.

## 5. Job and Career Search:
(Looking for a job)
- Develop a job search plan of action.
- Establish and use job search resources and contacts.
- Overcome barriers and keep motivated.
- Manage your career with an up-to-date cover letter and resume.

---

### Useful Websites and Resources:
- www.careercafe.com
- www.cacareerzone.org
- www.cacareerbriefs.com

### Complete Career Exploration from:
- www.onetonline.org
- www.bls.gov/ooh

### Complete one of the following classes:
- Coun 1 – Academic Planning
- Coun 140 – Educational & Vocational Planning
- Coun 160 – Career & Vocational Exploration
- WS 120 – Women & Careers

### Make an Academic and/or Career Counseling Appt. – Visit Counseling Services:
www.saddleback.edu/counseling

### Visit Career & Guidance Services:
www.saddleback.edu/career/decision-making-stage

### MAP – My Academic Plan
www.saddleback.edu/counseling/my-academic-plan

### Saddleback College Catalog
www.saddleback.edu/cc

### Transfer Information
www.assist.org
www.aicc.edu
www.csumentor.edu
www.universityofcalifornia.edu

### On Campus Resources
www.saddleback.edu/career/jobcareer-search-links
www.saddleback.edu/jobs

### Off Campus Resources
www.bestjobsusa.com
www.job-hunt.org
www.snagajob.com
PERSONAL COUNSELING

College offers many new experiences and challenges. This can be an exciting time in your life – it can also be a stressful time if you, or someone you know, feels overwhelmed. Sometimes problems interfere with our emotional well-being. As a result, our ability to continue with classes or do well in college will diminish.

Personal Counseling is available on campus from trained counselors and psychologists who can help you find solutions. These services are free to all currently enrolled students. All counseling appointments are confidential. Our program offers short-term counseling, as well as crisis intervention counseling. The Counseling Program welcomes students of all cultural and ethnic groups, ages, lifestyles, and diverse value systems.

COUNSELING SERVICES
(949) 582-4572
SSC 167
M-Th 8 am - 7 pm
F 8 am - Noon

Generalist Counselors may help students with:
• Individual counseling
• Personal growth
• Maximizing potentials
• Relationship problems
• Values clarification
• Stress management
• Referrals to other agencies or practitioners

Students can also meet with a counselor from the TCSP Division.

HEALTH CENTER
(949) 582-4606
SSC 177
M-Th 8 am - 7 pm
F 8 am - 3 pm

Advanced graduate school interns under the direct supervision of a licensed clinical psychologist will provide:
• Individual Therapy
• Couple Therapy
• Family Therapy
• Drug & Alcohol Prevention & Intervention
• Group Support
• Psychological Testing
• ADHD Testing

REMEMBER, COUNSELING WORKS!

www.211oc.org

2-1-1 Orange County offers a comprehensive information and referral system linking Orange County residents to community health and human services and support. Callers seeking assistance can dial 211 (toll-free) 24 hours-a-day and be connected to trained, multilingual Information and Referral specialists.

Simply put, 2-1-1 is to health and human services what 9-1-1 is to emergency services. 2-1-1 Orange County also serves as a crucial public information system during local emergencies such as earthquake, fire or other disaster.

IN THE EVENT OF A CRISIS, IMMEDIATELY CONTACT THE CRISIS INTERVENTION TEAM (CIT):

Student Health Center ......................... (949) 582-4606
Counseling Services ............................ (949) 582-4572
Campus Safety or Campus Police .......... (949) 582-4444 or 911
DSPS is committed to providing quality support services and specialized instruction to students with verified disabilities which enables them to access and participate in all programs at Saddleback College. Visit us at www.saddleback.edu/dsps

What is a Disability?
A disability is a physical or mental condition which limits one or more major life activities, having a record of such a condition, or being regarded as having such a condition. Disabilities include: Mobility, Learning, Speech, Hearing, Visual, Acquired Brain Injury, Developmental, Psychological, and Other disabilities such as ADHD and Autism Spectrum Disorders.

Applying for DSPS
Students must fill out an application in the DSPS Office to determine eligibility for services. Please bring copies of any educational, psychological, therapeutic, or professional documentation, including scores from assessment or diagnostic reports. This information is needed to verify your disability and to authorize appropriate accommodations. Students with disabilities who do not have recent and complete assessment results must complete either the California Community College Eligibility Process or provide sufficient documentation which establishes objective disability verification. Students must self-identify and give reasonable notice to DSPS in order to verify their disability and receive authorized accommodations. PLEASE complete your DSPS Application as soon as you receive your Saddleback College student ID number.

Learning Disability Assessment: Testing is provided for students who suspect that they may have a learning disability or who were previously assessed, but have outdated testing. Students who qualify for services will be authorized academic adjustments that relate to their educational limitations.

High Tech Center and Alternate Media: Specialized computer hardware and software are available to assist students with access to computer information. Alternate Media services are provided to those students who have difficulty accessing and utilizing print and digital media.

Special Services Classes: Special Services classes utilize specialized basic skills instruction and facilitate success in regular classes. These classes are listed under Special Services in the college catalog and class schedule.

Adapted Kinesiology Classes: Classes provide an opportunity for adults with physical and health-related disabilities to improve their strength, coordination, stamina and mobility. Classes are individualized to address student needs.

Counseling: Counseling services are provided by professional counselors specifically trained to assist adults dealing with disability-related issues and to help them reach their academic, career and personal goals. We encourage all eligible students to use DSPS counselors to plan appropriate course selections and support services prior to enrollment each semester at Saddleback College.

Suspension of Services
DSPS services may be suspended if you fail to meet one or more of these requirements:
1. Responsible use of services and adhere to written procedures adopted by DSPS including the college code of conduct.
2. Fail to meet measurable progress towards your goals established in your Student Educational Contract.
3. Fail to meet academic standards established by the college and/or district.

You have the right to appeal suspension of services within 10 days of notification. A copy of the Student Responsibilities, located on your DSPS application, may be obtained in SSC 113.

Location and Hours
DSPS Office is located in the SSC 113. Phone (949) 582-4885 (voice), (949) 582-4833 (TDD) or (949) 482-4430 (videophone). Any questions related to disability discrimination or academic adjustment should be directed to the DSPS Counselor/Coordinator or the campus ADA/504 Officer. A copy of Saddleback College's Academic Adjustment Procedure may be obtained in DSPS or in the office of the Vice President for Student Services (AGB 127).

Brook Sauter – Senior Administrative Assistant in TC & SP Programs Divisions
2014 California Community College Classified Employee of the Year
Vocational Certificate
Major courses only – number of units required varies. A series of special major courses, all related to a particular occupational skill. Offered by community colleges, university extension programs, and private educational organizations. Can be helpful in obtaining or upgrading employment.

Associate Degree
Major courses plus general education and electives, **60 units** required. Usually referred to as AA or AS (Associate in Arts or Science) Degrees. Normally requires two years of full-time study but may take longer. Associate degrees are offered by community colleges, and at Saddleback College courses numbered 1-299 count towards AA/AS degrees.

Bachelor’s Degree
Major courses plus general education and electives, approximately **120-132 total units** required. Usually referred to as BS (Bachelor of Science) or BA (Bachelor of Arts) Degrees. Normally requires 4-5 years of full-time study. Students may complete the Freshman and Sophomore years (lower-division courses) at a community college and then transfer to a four-year university for Junior and Senior years (upper-division courses). Saddleback College courses numbered 1-199 transfer to CSU and courses numbered 1-99 transfer to UC (with some exceptions).

Master’s Degree
Bachelor’s Degree plus graduate courses in specialized area. Bachelor’s Degree units (120-132) plus **36-56 units**, depending on major. Usually referred to as MS (Master of Science) or MA (Master of Arts) Degrees. Normally requires two additional years of full-time study after completion of Bachelor’s Degree.

Doctorate Degree
Advanced training beyond a Bachelor’s or Master’s degree. Units vary, depending on field of study. Usually referred to as Ph.D. (Doctor of Philosophy) or Ed.D. (Doctor of Education). It usually takes 4-5 years of full-time study beyond a Bachelor’s Degree.
<table>
<thead>
<tr>
<th>SYSTEM:</th>
<th>THE UNIVERSITY OF CALIFORNIA (UC)</th>
<th>THE CALIFORNIA STATE UNIVERSITY (CSU)</th>
<th>THE CALIFORNIA COMMUNITY COLLEGES (CCC)</th>
<th>INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMPUSES:</td>
<td>10</td>
<td>23</td>
<td>112</td>
<td>75</td>
</tr>
<tr>
<td>ADMISSION REQUIREMENTS</td>
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<tr>
<td>FRESHMEN</td>
<td>Upper 12.5% of California High School graduates based on: (1) High School GPA in required a-g courses; and (2) ACT or SAT I score. (3) Three specific SAT II subject tests are required: writing, math, a third test in science, foreign language, English literature or social studies.</td>
<td>Upper 33.3% of California High School Seniors based on: (1) High School GPA in grades 10-12, excluding P.E. and military science courses; and (2) ACT or SAT I score; (3) Required pattern of courses.</td>
<td>High School Diploma or High School Equivalency or 18 years of age at time of admission or High School Juniors and Seniors with approval of Principal and parent.</td>
<td>Refer to individual college catalog or request information on the independent California colleges and universities from: Association of Independent California Colleges and Universities (AICCU) 1100 Eleventh Street, Suite 10 Sacramento, CA 95814 (916) 446-7626 See: <a href="http://www.aicca.edu">www.aicca.edu</a></td>
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<td>TRANSFER</td>
<td>Students need 60 UC-transferable units with minimum GPA of 2.4 (higher for most campuses). Completion of all lower division major preparation and general education is considered essential especially for selective majors and campuses. The UC-transferable course list is available at <a href="http://www.assist.org">www.assist.org</a>. See also: <a href="http://www.ucop.edu">www.ucop.edu</a></td>
<td>Students need 60 CSU-transferable units with a minimum GPA of 2.0 (higher for some campuses). Completion of all lower division major preparation and at least 30 units of CSU General Education courses is essential especially for transfer to selective majors and campuses. Saddleback College courses numbered 1–199 are certified as CSU-transferable. See: <a href="http://www.CSUnort.edu">www.CSUnort.edu</a></td>
<td></td>
<td>Variable units and other transfer admission requirements.</td>
</tr>
<tr>
<td>ACADEMIC CALENDAR</td>
<td>Eight campuses on the quarter system. UC Berkeley and UC Merced are on the semester system.</td>
<td>16 on semester system; 6 on quarter system; 1 on (4-1-4) system.</td>
<td>Refer to individual college catalog.</td>
<td>Refer to individual college catalog.</td>
</tr>
<tr>
<td>DEGREES AWARDED</td>
<td>Bachelors, Masters, Doctorates, and Professional (law, medicine, dentistry, etc.)</td>
<td>Bachelors, Masters, Some Doctorate Programs</td>
<td>Associate Degrees Vocational Certificates Transfer Programs</td>
<td>Associates, Bachelors, Masters, Doctorates, Professional (varies from campus to campus).</td>
</tr>
<tr>
<td>TUITION / FEES (subject to change)</td>
<td>Residents of California – Approximately $13,300/year. Non-Residents – Approximately $36,000/year. $70 application fee first campus; $70 each additional campus. $80 application fee for non-resident/international.</td>
<td>Residents of California – Approximately $6,700/year. Non-Residents – Approximately $16,000/year. $55 application fee, first campus – includes alternate campus. $55 per campus application fee for international.</td>
<td>Residents of California – $46 per unit.* Non-Residents – $190 per unit**# Foreign students – $257 per unit*, plus an application fee of $5/# Non-Residents and Foreign students must also pay the $46 per-unit tuition. * Subject to change # At Saddleback College and subject to change</td>
<td>Variable – See individual college catalog Vanguard .................................................. $29,989* Chapman University .................................. $48,003* Loyola Marymount .................................... $40,683* USC .................................................. $47,562* Azusa Pacific .................................. $32,515*</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>Scholarships, grants, loans and work-study employment are the principal forms of financial aid. Nearly all are awarded on the basis of financial need. A limited number of honorary scholarships awarded on the basis of academic achievement are available. Application for financial aid is separate from application for admission.</td>
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</table>
The Associate Degrees

Major
Total units vary by major. At least 18 units are required.

General Education Courses
Between 23 to 39 units required. Designed to allow students to experience courses in a variety of academic disciplines.

Electives
Electives give students the opportunity to explore a wide variety of subjects or to focus more on an area of special interest. Units may vary.

Designed for students who do NOT wish to transfer to a CSU or UC campus.

 Associate in Arts Degree
To earn an Associate in Arts Degree (non-transfer) from Saddleback College, a student would complete the Saddleback College General Education requirements shown on Pg. 19 and the requirements for a major. Major requirements can by met by completing an Associate Degree program listed in the Saddleback College Catalog.

A minimum of 60 units is required with an overall grade-point average of 2.0 for all units attempted.

Note: Saddleback College courses numbered 1-299 count toward the Associate Degree.

 Career Technical Education (CTE) Transitions Program for High School & Regional Occupational Program (ROP) Students

Students who complete a CTE Transitions articulated class offered through a partnering high school or ROP district, and receive a grade of A or B, will be eligible to have Credit by Exam units for the corresponding Saddleback College class posted to their official transcript. Eligible students should make an appointment with a Saddleback College counselor once they are enrolled at the college. The counselor will verify their Articulation Certificate and/or high school transcript, assist them in completing a CTE Transitions Petition form and submit the form to the Admissions and Records Office for processing. Contact the Counseling Department for further information.

 Associate in Science Degree
To earn an Associate in Science Degree (non-transfer) from Saddleback College, a student would complete the Saddleback College General Education requirements shown on Pg. 19 and the requirements for a major. A minimum of 60 units is required. Major requirements can by met by:

a) completing an Associate Degree program in one of the Natural Sciences (Astronomy, Biology, Chemistry, Computer Science, Geology or Physics) or Engineering as listed in the Saddleback College Catalog, or by

b) completing an occupational (certificate) program described in the Saddleback College Catalog.
## ASSOCIATE DEGREES AND CERTIFICATE PROGRAMS

<table>
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<tr>
<th>Program</th>
<th>AA</th>
<th>AS</th>
<th>Cert</th>
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<tr>
<td>Accounting</td>
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<td>Accounting</td>
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<td>Computer Maintenance Technology</td>
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<td>Computer Science</td>
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<td>Construction Inspection</td>
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<td>Consumer Services</td>
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<td>TA Entertainment and Theatre Technology</td>
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<td>Scenic Art and Painting</td>
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<td>TA Technical Theatre</td>
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<td>Travel and Tourism</td>
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<tr>
<td>Women's and Gender Studies</td>
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**See Saddleback College Catalog for full descriptions of programs.**

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<thead>
<tr>
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<tr>
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<tr>
<td>Associate in Science Degree</td>
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<td>Certificate of Achievement – Vocational Program</td>
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<td>18 units or more</td>
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<td>Vocational Program (18 units or more)</td>
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<td>Associate Degree for Transfer</td>
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<tr>
<td>Certificate of Completion – (non-credit ESL only)</td>
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<td>Certificate of Completion – Vocational Program</td>
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<td>16-19 units</td>
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<tr>
<td>16-19 units</td>
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</table>

**Note:**
- Italics indicate vocational programs.
- Bold text indicates associate degrees.
- Italicized text indicates certificate programs.
- Asterisks (*) indicate additional information relevant to the program.
- T indicates transition to another program.
2014-2015 ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS
These requirements are for students who do not wish to transfer to the CSU or UC

### I. LANGUAGE AND RATIONALITY

<table>
<thead>
<tr>
<th>Option Type</th>
<th>Requirement</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Written Communication</td>
<td>C IP N English 1A or 1AH – Grade of “C” or better required</td>
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<tr>
<td>B. Oral Communication</td>
<td>C IP N</td>
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</table>

Complete ONE course from the following with a grade of “C” or better:
- Speech 1, 5 (formerly 105): Business 102

### 2. MATHEMATICS COMPETENCY

<table>
<thead>
<tr>
<th>Option Type</th>
<th>Requirement</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Complete Option A or Option B</td>
<td></td>
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</table>

#### Option A:
- Completion with a grade of “C” or better of any mathematics course currently offered within the Mathematics Department, other than MATH 251, 251A and 251B, 351.

#### Option B:
- Evidence of one of the following:
  1. A score of 2 or above on the College Board Advanced Placement Exam
  2. $30 or above on the Mathematics section of the ACT or SAT
  3. 23 or above on the ACT Mathematics Test
  4. 520 or above on the College Board Math Achievement Test.

### 3. READING COMPETENCY

<table>
<thead>
<tr>
<th>Option Type</th>
<th>Requirement</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>A.</td>
<td>Complete Option A or Option B</td>
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</table>

#### Option A:
- Completion, with a grade of “C” or better: English 1B, 70 (formerly 170), 180, 190, or 340 (formerly 220)

#### Option B:
- Evidence of one of the following:
  1. 400 or above on the critical reading section of the SAT
  2. 19 or above on the ACT English Test
  3. A score of 35-39 percentile on the Comprehension section of the Nelson-Denny Reading Test, Form H or equivalent.
  4. A placement of English 70 (formerly 170) based on CTEP.

### 4. INFORMATION COMPETENCY

<table>
<thead>
<tr>
<th>Requirement</th>
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<tbody>
<tr>
<td>Complete ONE course from the following with a grade of “C” or better:</td>
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</tbody>
</table>
- Anthropology 2, 3, 4*, 6, 8 Business 102
- Child Development 107 (formerly 7) Computer & Information Management 1, 10
- Dance 64 English 1B, 70 (formerly 170)
- Environmental Studies 1, 18
- Ethnic Studies (formerly CCS) 1*, 2*, 3*, 10*
- Family & Consumer Sciences 115
- Foods & Nutrition 50
- History 4, 5, 12, 16, 17, 32
- Library 2 (formerly 102), 190, 101
- Nursing 176 Psychology 1, 2, 7
- Speech 1, 2, 3

Note: Courses used to fulfill any competency requirement may also apply to our course or breadth requirements.

### II. FINE ARTS AND HUMANITIES

<table>
<thead>
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<th>Requirement</th>
<th>Notes</th>
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<tbody>
<tr>
<td>A. The Arts, Music, Theatre</td>
<td>C IP N</td>
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</table>

#### Complete ONE course from the following:
- Architecture 12 (formerly 112)
- Art 4
- Art History 20, 21, 22, 23, 24*, 25, 26, 27, 28, 29
- Cinema, Television and Radio 2, 3 (formerly CA 30), 7* (formerly CA 27), 9* (formerly CA 29), 102
- Dance 64 (formerly PE/TA 64), 74* (formerly 174)
- Fashion 144
- Fine Arts 27
- Graphic Design I
- Horticulture I
- Interior Design 110, 122, 125
- Music 1, 20, 3*, 4, 25, 26, 27*, 28, 29
- Photography 25
- Speech 32/Theatre Arts 32
- Theatre Arts 20, 22, 25, 26, 110*

#### B. Literature, Philosophy, History, Religion, Foreign Language

Complete ONE course from the following:
- Arabic 1, 2, 21
- Chinese 1, 2, 21
- French 1, 2, 3, 4
- German 1, 2, 3, 4
- History 4, 5, 9*
- Humanities 1, 3, 10A, 10B, 21, 22, 25
- Italian 1, 2, 3, 4, 21
- Japanese 1, 2, 21
- Korean 1, 2, 3, 4, 21
- Persian 1, 2, 3, 4
- Philosophy 1, 10, 14, 15
- Portuguese 1, 2, 3, 4
- Sign Language 1 (formerly 32), 2 (formerly 33), 3 (formerly 34), 4 (formerly 35), 101
- Spanish 1 (or A), and 1B, 2, 3, 4, 20A, 20B, 21A, 21B, 21C*
- Speech 30/Theatre Arts 30

### 3. SOCIAL AND BEHAVIORAL SCIENCES

<table>
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<th>Requirement</th>
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<tbody>
<tr>
<td>A. Social/Behavioral Science</td>
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</table>

#### Complete ONE course from the following:
- Anthropology 2, 3, 4*, 5*, 7*, 8, 9, 10, 17, 21
- Business 1
- Child Development 105 (formerly 15), 107* (formerly 7), 117*
- Economics 2, 4 (formerly 1), 20
- Environmental Studies 1
- Ethnic Studies (formerly CCS) 1*, 2*, 3*, 10*
- Geography 2, 3, 38
- History 12, 19, 20*, 30*, 21*, 27, 28, 30, 33*, 61, 62, 63, 70, 71, 72, 74, 75, 80/FS 80, 81*
- Human Services 100, 120, 131*, 186
- Journalism 1/Cinema, Television and Radio 1
- Political Science 4, 11/Economics 11, 12, 14
- Psychology 1, 7*, 8, 21
- Sociology 1, 2, 6*, 10, 15, 21, 25
- Speech 20*
- Women’s Studies 10, 40

$ Course may be listed in more than one area, but shall not be certified in more than one area.

### B. American Institutions

<table>
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<tbody>
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<td>A.</td>
<td>Complete ONE course from the following:</td>
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#### History 7, 8, 16, 17, 22 or Political Science 1

### 4. LIFE SKILLS/Critical Thinking

<table>
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<th>Requirement</th>
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<tbody>
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<td>A.</td>
<td>Complete ONE course from A or B</td>
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#### A. Life Skills

- Accounting 120
- Business 116
- Child Development 107* (formerly 7), 117*
- Counseling 1, 140, 150, 151, 160
- Family & Consumer Sciences 115, 142
- Fashion 141 (formerly FCS 140)
- Foods & Nutrition 50, 64
- Health 1, 3
- Human Services 170, 175
- Nursing 165
- Psychology 5, 7*, 8
- Special Services 115, 205
- Women’s Studies 120

$ Course may be listed in more than one area, but shall not be certified in more than one area.

#### B. Critical Thinking

<table>
<thead>
<tr>
<th>Requirement</th>
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<td>A.</td>
<td>Child Development 120</td>
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- English 18, 70 (formerly 170) – Both courses also apply for the Reading Competency requirement.
- Philosophy 12
- Speech 2, 3

### 5. PHYSICAL FITNESS ASSESSMENT

<table>
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<th>Requirement</th>
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<tr>
<td>A.</td>
<td>Complete ONE course from the following:</td>
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#### KINES 107 (formerly PE 107)
#### KNEA 107* For disabled students (formerly APE/PESS 107)

### 6. *CULTURES IN THE UNITED STATES REQUIREMENT

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Notes</th>
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</table>
| A. | One course completed in the Fine Arts and Humanities or in the Social and Behavioral Sciences that is marked with an asterisk (*) will satisfy this requirement.
- Nursing Equivalency – Completion of the Nursing Program meets the Cultures in the U.S. requirement.

### III. MAJOR

A minimum of 60 units is required for the degree. A major requires 18 or more units (refer to the Certificates and Degrees section in the catalog).
Bachelor’s Degree
Preparation for the Bachelor’s Degree at Saddleback College is made up of lower-division General Education requirements and preparation courses in a major. Some students take elective courses in subjects in which they have an interest. General Education Certification includes courses in the arts, humanities, the natural sciences, English, social sciences and mathematics. There are two major General Education Certification patterns:

**CSU General Education Certification** (see Pg. 25)
Primarily used for the California State University System and some private colleges and universities in California.

**IGETC – Intersegmental General Education Transfer Curriculum** (see Pg. 26)
Used for the University of California. Can also be used for CSU and some private colleges and universities in California.

**Note: Only Saddleback College courses numbered 1-199 are certified as transferable courses to the CSU.**

**Note: Only Saddleback College courses numbered 1-99 are certified as transferable courses to the UC.**

Preparation for the major includes lower-division courses taken at Saddleback College that prepares you for upper-division course work in your major at the university. The Saddleback College Catalog contains many major preparation transfer patterns for California universities.

---

**TAG – Transfer Admission Guarantee**
Special agreements now make it easier for students to transfer to certain California universities. We currently have this type of agreement with UC Davis, UC Irvine, UC Merced, UC Riverside, UC Santa Barbara and UC Santa Cruz. Please visit a counselor at the Transfer Center or Counseling Department for further information. [uctap.universityofcalifornia.edu](http://uctap.universityofcalifornia.edu)

**Honors Program**
Students who complete the Honors Program are eligible for preferential admission consideration at a variety of colleges and universities. Contact the Honors Program at (949) 582-4853 or visit [www.saddleback.edu/honors](http://www.saddleback.edu/honors) for further information. Counselors in the Transfer Center are also available to answer Honors Program questions.

**Associate in Arts in Transfer (CSU)**
For the California State University, under the new law SB #1440, the CSU shall grant a student priority admission to his or her local CSU campus, and to a program or major that is similar to his or her community college major or area of emphasis, as determined by the CSU campus to which the student is admitted. All this can be done by completing a specific Associate in Arts degree at Saddleback College. Please contact the Transfer Center or Counseling Department for further information. [www.adeegreewithaguarantee.com](http://www.adeegreewithaguarantee.com)
### University of California* – 10 Campuses

1. **University of California, Berkeley** (1868) • (510) 642-6000
   - Semester Enrollment 25,540 • www.berkeley.edu

2. **University of California, Davis** (1908) • (530) 752-1011
   - Quarter Enrollment 24,487 • www.ucdavis.edu

3. **University of California, Irvine** (1965) • (949) 824-5011
   - Quarter Enrollment 22,071 • www.uci.edu

4. **University of California, Los Angeles** (1919) • (310) 825-4321
   - Quarter Enrollment 26,162 • www.ucla.edu

5. **University of California, Merced** (2004) • (209) 228-4400
   - Semester Enrollment 4,138 • www.ucmerced.edu

6. **University of California, Riverside** (1954) • (951) 827-1012
   - Quarter Enrollment 18,293 • www.ucr.edu

7. **University of California, San Diego** (1964) • (858) 534-2230
   - Quarter Enrollment 23,663 • www.ucsd.edu

8. **University of California, Santa Barbara** (1944) • (805) 893-8000
   - Quarter Enrollment 19,199 • www.ucsb.edu

9. **University of California, Santa Cruz** (1965) • (831) 459-0111
   - Quarter Enrollment 15,668 • www.ucsc.edu

10. **University of California, San Francisco**, is a graduate/professional institution requiring pre-professional preparation or graduate standing for admission. (415) 476-9000 • www.ucsf.edu

### California State University* – 23 Campuses

1. **California Maritime Academy** (1929) • (707) 654-1330
   - Semester Enrollment 832 • www.csum.edu

2. **California Polytechnic State University, San Luis Obispo** (1901)
   - (805) 756-2311 • Quarter Enrollment 17,332 • www.calpoly.edu

3. **California State Polytechnic University, Pomona** (1938)
   - (909) 869-3210 • Quarter Enroll. 18,706 • www.csupomona.edu

4. **California State University, Bakersfield** (1965) • (661) 664-2230
   - Quarter Enrollment 6,550 • www.csusb.edu

5. **California State University, Channel Islands** (2002) • (805) 437-8400
   - Semester Enrollment 3,593 • www.csuci.edu

6. **California State University, Chico** (1887) • (530) 898-4636
   - Semester Enrollment 14,689 • www.csuchico.edu

7. **California State University, Dominguez Hills** (1960) • (310) 243-3300
   - Semester Enrollment 10,823 • www.csudh.edu

8. **California State University, East Bay** (1957) *(formerly CSU Hayward)*
   - (510) 885-3000 • Quarter Enrollment 10,064 • www.csueastbay.edu

9. **California State University, Fresno** (1911) • (559) 278-4240
   - Semester Enrollment 17,876 • www.csufresno.edu

10. **California State University, Fullerton** (1957) • (657) 278-2300
    - Semester Enrollment 29,896 • www.fullerton.edu

11. **California State University, Long Beach** (1949) • (562) 985-4111
    - Semester Enrollment 27,436 • www.csulb.edu

12. **California State University, Los Angeles** (1947) • (323) 343-3000
    - Quarter Enrollment 15,952 • www.calstatela.edu

13. **California State University, Monterey Bay** (1995) • (831) 582-3330
    - Semester Enrollment 4,395 • www.csumb.edu

14. **California State University, Northridge** (1958) • (818) 677-1200
    - Semester Enrollment 29,896 • www.csun.edu

15. **California State University, Sacramento** (1947) • (916) 278-6011
    - Semester Enrollment 23,197 • www.csus.edu

16. **California State University, San Bernardino** (1960) • (909) 537-5000
    - Quarter Enrollment 16,689 • www.csus.edu

17. **California State University, San Marcos** (1989) • (760) 750-4000
    - Semester Enrollment 8,411 • www.csus.edu

18. **California State University, Stanislaus** (1957) • (209) 667-3122
    - 4-1-4 Enrollment 6,321 • www.csustan.edu

19. **Humboldt State University** (1913) • (707) 826-3011
    - Semester Enrollment 7,223 • www.humboldt.edu

20. **San Diego State University** (1897) • (619) 594-3100
    - Semester Enrollment 24,590 • www.sdsu.edu

21. **San Francisco State University** (1899) • (415) 338-1111
    - Semester Enrollment 24,956 • www.sfsu.edu

22. **San Jose State University** (1857) • (408) 924-1000
    - Semester Enrollment 22,838 • www.sjsu.edu

23. **Sonoma State University** (1960) • (707) 664-2880
    - Semester Enrollment 8,769 • www.sonoma.edu

* Enrollment figures subject to change
The California State University system (CSU) is the largest system of four-year public higher education in the United States. Its 23 campuses extend from Arcata in the north (Humboldt State University) to San Diego in the south (San Diego State University). For every first-time freshman student admitted, two community college transfer students are admitted. Since the CSU began in 1961, it has awarded almost two million degrees.

The CSU historically has played a critical role in preparing students to enter the job market. The system prepares 60 percent of the teachers in the state and more graduates in business, engineering, agriculture, communications, health, education, and public administration than all other California universities and colleges combined. Altogether, about half of all of the Bachelor’s degrees awarded in California are from a CSU campus.

Upper-division transfer applicants must earn a minimum 2.0 grade point average (GPA) in 60 transferable units. Within those 60 transferable units, transfer applicants must complete at least 30 transferable semester units of General Education (GE) courses with a grade of “C” or better to include the following CSU GE requirements in Oral Communication (A-1), Written Communication (A-2), Critical Thinking (A-3), and Mathematics/Quantitative Reasoning (B-4). When choosing General Education courses, most CSU transfer applicants follow either the CSU General Education Certification course pattern or the Intersegmental General Education Transfer Curriculum (IGETC). Some majors may be impacted at some campuses. In such cases, campuses use supplementary criteria to screen applications such as GPA, required lower-division major coursework, or test scores. For information on Saddleback College lower-division major coursework, please visit [www.assist.org](http://www.assist.org).

For the California State University under the law SB1440, the CSU shall grant a student priority admission to his or her local CSU campus and to a program or major that is similar to his or her community college major or area of emphasis, as determined by the CSU campus to which the student is admitted. All this can be done by completing a specific Associate in Arts/Associate in Science – Transfer degree at Saddleback College. Please contact the Transfer Center (SSC 225B) or Counseling Department (SSC 167) for further information.

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**Homepage:** [www.calstate.edu](http://www.calstate.edu)  
**Transfer Information:** [www.csumentor.edu](http://www.csumentor.edu)  
**Application:** [secure.csumentor.edu/AdmissionApp](https://secure.csumentor.edu/AdmissionApp)  
**Impaction Information:** [www.calstate.edu/sas/impactionsearch](http://www.calstate.edu/sas/impactionsearch)
Educational Degrees and Transfer

In just over a century, the University of California (UC) has built an international reputation for academic excellence. Whether you want a broad liberal arts education, preparation for graduation study, or training for a particular profession, the University of California probably has a program to meet your needs.

The University of California includes world-famous campuses such as UC Berkeley and UCLA. The UC campuses are primarily research and theoretical institutions providing transfer students with the skills to pursue graduate-level degrees. At most campuses, undergraduate majors are offered by academic units called colleges, such as the College of Letters and Science, College of Engineering, or College of Natural Sciences. At San Diego, each of the six colleges has a distinct academic philosophy. Santa Cruz has eight colleges, each a small community with unique intellectual interests and social traditions.

Upper-division transfer applicants must earn a minimum 2.4 grade point average (GPA) in 60 transferable units. Within those 60 transferable units, transfer courses must include the following UC General Education requirements as outlined in the Intersegmental General Education Transfer Curriculum (IGETC) in English Composition (1-A), Critical Thinking/Composition (1-B), and Mathematical Concepts (2). When choosing general education courses, most UC transfer students follow the Intersegmental General Education Transfer Curriculum (IGETC). However, students pursuing a high-unit major may choose not to complete IGETC in order to complete their lower-division major coursework before transfer. Some majors may be impacted at some campuses. In such cases, campuses may screen for admissions based on additional criteria such as GPA or required lower-division major coursework. For information on Saddleback lower-division major coursework, please visit www.assist.org and the Transfer Center (SSC 225B).

**Homepage:** www.universityofcalifornia.edu  
**Transfer Information:** admission.universityofcalifornia.edu  
**Application:** admission.universityofcalifornia.edu/how-to-apply/apply-online  
**Transfer Admission Guarantee:** admission.universityofcalifornia.edu/transfer/guarantee

**Saddleback College’s 2013 Transfer Ranking to the University of California from Orange County**

| UC Davis   | #1 |
| UC Santa Barbara | #1 |
| UC Santa Cruz    | #1 |
| UCLA         | #2 |
| UC Irvine     | #3 |
| UC San Diego  | #3 |
California’s independent colleges and universities represent an established tradition of higher education in California. The first institutions opened their doors in 1851. Yet each of the 75 colleges and universities have their own unique character and strengths.

### 75 Campuses – over 100 locations

- Two- and Four-Year Specialized Schools in the Arts and Sciences
- Traditional Liberal Arts Colleges
- Small Comprehensive Universities
- Major Research Universities
- Free-Standing Graduate and Professional Schools
- Campuses for Working Adults

### The Students

320,000 Students equals 22% of California’s Four-Year Undergraduate Students

176,000 Undergraduate Students / 144,000 Graduate Students

- 38% Transfer Students
- 48% Undergraduate Ethnic Minority Students
- 15% International Students
- Average Campus Student/Faculty Ratio – 12:1

### Annual Financial Aid

- $137 Billion from the Independent Colleges and Universities
- $288 Million from State and Federal Governments (Cal Grant aid)
- 86% of the Students Receive Financial Aid – $15,000 Average Student Financial Aid Package

### Degrees Awarded

- Approximately 20% of California’s Bachelor’s Degrees
- Approximately 50% of California’s Master’s and Doctorate Degrees
- Approximately 61% of California’s Professional Degrees

Programs for the Adult Learner: edfair.org

There are 75 fully accredited independent colleges and universities affiliated with the Association of Independent California Colleges and Universities (AICCU) providing a host of options at the undergraduate, graduate, and professional levels. Independent colleges are often flexible in admissions policies and in awarding previous college credit. They invite interested students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 101</td>
<td>College Algebra</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>MAT 102</td>
<td>Trigonometry</td>
<td>3</td>
<td>B</td>
</tr>
<tr>
<td>MAT 202</td>
<td>Statistics</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English 1</td>
<td>4</td>
<td>B</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English 2</td>
<td>4</td>
<td>A</td>
</tr>
<tr>
<td>HUM 101</td>
<td>World History</td>
<td>3</td>
<td>A-</td>
</tr>
<tr>
<td>SCI 101</td>
<td>Biology</td>
<td>4</td>
<td>B+</td>
</tr>
<tr>
<td>SCI 102</td>
<td>Chemistry</td>
<td>4</td>
<td>B</td>
</tr>
</tbody>
</table>

Legend:
- **C**: Course completed with a grade of C or better.
- **B**: Course completed with a grade of B or better.
- **A**: Course completed with a grade of A or better.

**Note:**
- At least 9 units are required in areas of English, A & B.
- At least 2 courses are required in areas of A & B.
- At least 3 courses are required in areas of A & B.
- At least 9 units are required in areas of A & B.
**AREA 1: ENGLISH COMMUNICATION**

<table>
<thead>
<tr>
<th>C</th>
<th>IP</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1A or 1AH</td>
<td>AF Exam</td>
<td></td>
</tr>
</tbody>
</table>

**AREA 2: MATHEMATICAL CONCEPTS**

<table>
<thead>
<tr>
<th>C</th>
<th>IP</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>A MINIMUM OF 3 UNITS REQUIRED Select any ONE course:</td>
<td>AP Exam</td>
<td></td>
</tr>
<tr>
<td>Math 2, 3A**, 3B, 3C (formerly 44A), 44B, 44C, 44D, 44E**, 9, 10, 11**, 24, 26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology 44 [F12]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AREA 3: ARTS AND HUMANITIES**

<table>
<thead>
<tr>
<th>C</th>
<th>IP</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 3 courses totaling a minimum of 9 units required Select ONE course from the Arts and ONE course from the Humanities. Select a TTHIRD course from either area.</td>
<td>AP Exam</td>
<td></td>
</tr>
</tbody>
</table>

**AREA 4: SOCIAL AND BEHAVIORAL SCIENCES**

**A MINIMUM OF 9 UNITS REQUIRED Courses from at least 2 different subjects required**

<table>
<thead>
<tr>
<th>C</th>
<th>IP</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology 2, 3, 4, 5, 6, 7, 8, 9, 10, 11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Development 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cinema, TV &amp; Radio 1* (formerly CA 1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics 2, 4, 6, 10*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Studies 1 [F01], 2* [F06]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethnic Studies (formerly CC) 1, 2, 3</td>
<td>1, 2, 3, 10 [F08]</td>
<td></td>
</tr>
<tr>
<td>Geography 2, 3, 4, 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History 7* [F06], 9* [F09], 10* [F07], 11* [F07], 12* [F07], 15* [F07], 16* [F07], 17* [F07], 18* [F07], 19* [F07], 20* [F07], 21* [F07], 22* [F07], 23* [F07], 24* [F07], 25* [F07], 26* [F07], 27* [F07], 28* [F07], 29* [F07], 30* [F07], 31* [F07], 32* [F07], 33* [F07], 34* [F07], 35* [F07], 36* [F07], 37* [F07], 38* [F07], 39* [F07], 40* [F07], 41* [F07], 42* [F07], 43* [F07], 44* [F07], 45* [F07], 46* [F07], 47* [F07], 48* [F07], 49* [F07], 50* [F07], 51* [F07], 52* [F07], 53* [F07], 54* [F07], 55* [F07], 56* [F07], 57* [F07], 58* [F07], 59* [F07], 60* [F07], 61* [F07], 62* [F07], 63* [F07], 64* [F07], 65* [F07], 66* [F07], 67* [F07], 68* [F07], 69* [F07], 70* [F07], 71* [F07], 72* [F07], 73* [F07], 74* [F07], 75* [F07], 76* [F07], 77* [F07], 78* [F07], 79* [F07], 80* [F07], 81* [F07]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES**

**A MINIMUM OF 7 UNITS REQUIRED Select ONE course from the Sciences and ONE course from the Biological Sciences. One course must include a lab (denoted with an *).**

<table>
<thead>
<tr>
<th>C</th>
<th>IP</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astronomy 1*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Studies 13A, 13B, 13C, 13D, 13E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geography 1, 1A**, 1B**, 1C**</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AREA 6: LANGUAGE OTHER THAN ENGLISH**

**UC REQUIREMENTS ONLY**

<table>
<thead>
<tr>
<th>C</th>
<th>IP</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proficiency equal to two years of study in one foreign language in high school with grades of &quot;C&quot; or better. (An official copy of the high school transcript must be on file in Admissions and Records.) or select one course from the following: Arabic 1 [F01], 2 [F02], 3 [F03], 4 [F04], 5 [F05] Chinese 1, 2, 3 [F06], 4 [F07], 5 [F08] French 1, 2, 3 [F09], 4 [F10], 5 [F11] German 1, 2, 3 [F01], 4 [F05] Hebrew 1, 2, 3, 4 [F06], 5 [F07], 6 [F08] Italian 1, 2, 3 [F01], 4 [F03], 5 [F04] Japanese 1, 2, 3 [F01], 4 [F02] Korean 1 [F01], 2 [F02], 3, 4 Persian 1, 2 [F02], 3, 4 Portuguese 1 [F12], 2 [F13], 3, 4 Sign Language 1 (formerly prior to F08), 2 [F02], 3 [F04], 4 [F05] Spanish 1, 2, 3, 4, 5 [F01], 6 [F05], 7 [F06] or see a counselor for other options.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**U.S., HISTORY, CONSTITUTION, AMERICAN IDEALS**

**NOT PART OF IGTC: CSU GRADUATION REQUIREMENT ONLY**

<table>
<thead>
<tr>
<th>C</th>
<th>IP</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 7, 8, 10, 11, 12, 13, or 22 (one course)</td>
<td>AP Exam</td>
<td></td>
</tr>
</tbody>
</table>

**APPLICATION OF THE ABOVE COURSES TO AREA 4, AS WELL AS TO THE CSU AMERICAN IDEALS REQUIREMENT, IS AT THE DISCRETION OF THE CSU CAMPUS.**

**IMPORTANT INFORMATION AND FACTS**

- All courses on IGTC must be completed with a grade of "C" or better. Grades of "C-" are not acceptable.
- Students wishing to use a course to meet an IGTC requirement must be sure that the course is on the IGTC list during the academic year when it is taken.
  - * Course may be listed in more than one area, but shall not be certified in more than one area.
  - ** UC credit may be limited. () Credit is granted for an introductory course if taken after a more advanced college course, and (2) credit may be limited for courses with overlapping content, e.g., history 7, 8, 10, 11, 12, 13, or Math 2, 3, 7, 8.
  - Cross-referenced courses are no longer being offered at Saddleback College.

**TOTAL TRANSFERABLE UNITS COMPLETED (60 UNITS NEEDED)**

- UC
- CSU

- Transferable units in progress:
- Units needed: __________
- Grade Point Average: __________

**STUDENT INFORMATION**

- **Name:**
- **Counselor Name:**
- **ID No.:**
- **Date:**

**LEGEND**

- C: Completed
- U: Uncompleted
- P: Progressing
- N: Need

- C: A completed course may be counted once toward the total number of units required in any area, and all courses must be completed with a grade of "C" or better. Courses may be repeated for transfer credit
- U: A course completed with a grade of "U" or "F" may be repeated for transfer credit
- P: A course completed with a grade of "P" or "NP" may be repeated for transfer credit
- N: A course completed with a grade of "N" or "NP" may be repeated for transfer credit

- **Reinstated** courses are approved by the student's counselor and the appropriate department chair.

- **AF Exam** indicates that the course may be administered by the campus staff, at the student's option.

- **AP Exam** indicates that the course may be given by the College Board, at the student's option.
TRANSFER INFORMATION ON THE INTERNET

www.assist.org
What is ASSIST?
If you are planning to transfer from a community college to a University of California or a California State University, ASSIST can help! ASSIST is the official California statewide database listing a selection of campus-approved transfer agreements, general education requirements, and information on UC and CSU transferable courses. Students are also advised to contact a Saddleback College counselor for more information, and for details regarding other transfer agreements and options not available on ASSIST for your transfer college choice.

www.csumentor.edu
What is CSUMentor?
CSUMentor provides students with a simpler, friendlier way to plan their transfer to a California State University. CSUMentor can help you select a CSU campus, plan to meet CSU entrance and academic requirements, apply online for admissions and financial aid, understand financial aid eligibility and opportunities, and establish an electronic communications link between the student and CSU campus(es). A wealth of information about all 23 CSU campuses is available at CSUMentor.

admission.universityofcalifornia.edu
University of California information and online application.

www.aiccu.edu
What is AICCU – Association of Independent California Colleges and Universities?
California’s independent colleges and universities represent a long tradition of higher education in California. The first institution opened in 1851. Today, each of the AICCU’s 75 colleges and universities have their own unique character and strengths. Here, you will get a comprehensive look at each of these independent colleges, information and facts, and transfer information to AICCU colleges such as Chapman University, Mills College, Concordia University, University of San Diego, Westmont College, and Pepperdine University.

www.californiacolleges.edu
What is californiacolleges.edu?
CaliforniaColleges.edu has been developed in collaboration with the California State University (CSU), University of California (UC), California Community Colleges (CCC), Association of Independent California Colleges and Universities (AICCU), and the California Department of Education to allow students to obtain information about higher education opportunities in California. The site aims to become the portal for all colleges and universities in the state. The site provides two major functions: college exploration, and guidance and counseling.

www.saddleback.edu/transfer
Saddleback College Transfer Center Home Page
Here you will find web pages filled with information for the Saddleback College student interested in transferring. These pages cover all aspects of transferring such as major preparation, degrees, eligibility, transfer guarantee programs, GPA, and more! All of the links you need to transfer are included. Visit this site created just for Saddleback College students!

- California Virtual Campus: www.cvc.edu
- Western Undergraduate Exchange (Reduced Tuition Program): www.wiche.edu/wue
- College Navigator – Explore Colleges and Majors in the U.S. (some schools not accredited): www.nces.ed.gov/collegenavigator
- List of U.S. Colleges & Universities: www.utexas.edu/world/univ
- Search Colleges & Universities worldwide (some schools not accredited): www.university-world.com
- What can I do with a major in...?: www.saddleback.edu/uploads/career/static/majors
- Study Abroad: www.studyabroad.com
- Major Resource Kits: www.udel.edu/CSC/students/major_resource_kits
- College Board: www.collegeboard.org
**QUESTIONS?**

Does Psychology 5 meet a CSU General Education Certification requirement?

How many lower division mathematics courses are required at Cal State Fullerton in Engineering?

What are the lower division major preparation courses for an English major at UCI?

**ANSWERS**

If you are planning to transfer from a community college to a University of California (UC) or a California State University campus (CSU), ASSIST can help you to:

1. Determine if courses are transferable.
2. See if a course meets a requirement of the CSU General Education Certification requirements or IGETC.
3. Find out what courses at Saddleback College meet major preparation requirements at many CSU and UC campuses.

*Note:* Not all universities have all of the transfer information available on ASSIST. If any item is shown in light gray text, then that information is not available for the university selected. Please see a counselor for more information.

**HOW TO USE ASSIST**

1. **VISIT ASSIST AT** [www.assist.org](http://www.assist.org)
2. **SELECT AN INSTITUTION:** Select “Saddleback College.”
3. **SELECT ACADEMIC YEAR TO QUERY:** Select appropriate academic year.
4. **AGREEMENTS WITH OTHER CAMPUSES:** Select a UC or CSU campus.
5. **SELECT THE TYPE OF TRANSFER INFORMATION YOU WANT:**
   - **UC TRANSFERABLE COURSES** – Displays all Saddleback courses that are transferable to the UC from that college.
   - **CSU TRANSFERABLE COURSES** – Displays all Saddleback courses that are transferable to the CSU from that college.
   - **CSU GE-BREATH CERTIFICATION COURSES** – Displays all of the Saddleback courses that meet CSU general education.
   - **IGETC FOR UC AND CSU** – Displays all of the Saddleback courses that meet IGETC general education courses.
6. **PRINT THE INFORMATION:** Click on the gold **PRINT** button on the top left of the screen.
7. **SEE A COUNSELOR:** Students are advised to contact a counselor for more information and for details regarding other transfer agreements and options not available on ASSIST. Counselors have up-to-date information often not available on ASSIST. Stop by Counseling Department in SSC 167 or telephone (949) 582-4572 to schedule an appointment. Appointments and Transfer Center counseling are also available at the Transfer Center in SSC 225B, phone (949) 582-4328.
Glossary of College Terms

Ability To Benefit Test (ATB)
A Department of Education approved test for students who do not have a high school diploma or equivalent.

Advanced Placement (AP)
A College Board examination program through which students who score 3 or higher may be awarded credit toward graduation or credit toward general education or breadth requirements. Official copies ordered from College Board must be on file and one semester must be completed at Saddleback College to receive AP credit. See the Saddleback College catalog for details.

Advisement
An online session that helps students determine their educational goal, plan a first semester schedule, and prepare a First Semester Ed Plan.

Articulation Agreement
A written agreement that lists courses at one college which are equivalent to courses at another college.

Assessment and Placement
Assessment exams determine the students current skill level in reading, English, mathematics, and ESL (English as a Second Language) which provides students with appropriate course placement.

Associate Degree
A degree granted by community colleges upon completion of 60 units of college work, including general education, major requirements, and electives.

Catalog
A book published by a college describing all of the courses and giving requirements for all majors. The Saddleback College catalog is for sale in the bookstore or online at www.saddleback.edu/cc

Certificate
An occupational certificate is granted upon completion of a prescribed list of courses in a field leading to employment, usually about 18-30 units.

Certification
The process a community college uses to verify to a California State University or a University of California campus that a transfer student has completed the lower-division general education requirements. Saddleback will certify completion of either IGETC or the CSU General Education patterns and award a Certificate of Completion in General Education.

Corequisite
Concurrent (simultaneous) enrollment in a companion course is required.

Full-time Student
A student taking 12 or more units in one semester.

General Education
A pattern of coursework covering communication skills, natural sciences, social sciences, arts, humanities, and mathematics that all colleges require to qualify for a degree. The pattern will vary from college to college.

Grade Point Average (GPA)
A measure of academic achievement obtained by dividing a student’s total grade points by the number of units attempted. See Pg. 30 for calculating GPA.

Guaranteed Transfer
A special agreement between a community college student and a participating four-year college that either guarantees transfer admission or gives priority to a transfer application.

IGETC
A general education plan which community college students can use to fulfill lower-division general education requirements for either the UC or CSU system.

Lower-Division Courses
Courses at the freshman or sophomore level of college. Community colleges offer lower-division courses.

Major
A planned series of courses in one particular field designed to develop special skills or expertise.

Matriculation
Matriculation is a process designed to assist students in achieving their educational goals at Saddleback College. The Matriculation process begins with three critical steps: Orientation; Assessment in reading, English and math; and Advisement with a First Semester Ed Plan.

Orientation
An online presentation designed to explain college policies, programs, and services.

Prerequisite
A requirement that must be met before enrolling in a particular course.

Probation
A condition of enrollment that a student is advised, but not required, to meet before enrolling in a particular course.

Recommended Preparation
A condition of enrollment that a student is advised, but not required, to meet before enrolling in a particular course.

Residency
To be classified as a legal resident of California, a student must meet certain requirements, including living in the state for at least one year. The Admissions and Records Office verifies residency.

Semester
One half of the academic year, usually 16-18 weeks long.

Transcript
An official record of your work at a college. Saddleback College transcripts can be obtained at the Admissions and Records Office.

Transfer Courses
Courses from a community college which are accepted by four-year colleges and universities. Check the catalog to be sure a course transfers to the appropriate college.

Unit
A college unit (or credit) usually means one hour of lecture per week for a semester. Many Saddleback College courses are three units, meaning that they meet for three hours of lecture per week. An Associate Degree requires 60 units.
CALCULATING YOUR GRADE POINT AVERAGE

Your GPA is often very important since it may influence your admission to a college or university, chances for a particular job, eligibility to obtain an Associate Degree, or your eligibility for financial aid.

How to Figure Your Grade Point Average

The most common grading system is the 4.0 grade point system. This is the system Saddleback College uses. Following is the value chart to help determine your GPA:

### Grade Point Value Per Unit
- **A** = 4 grade points
- **B** = 3 grade points
- **C** = 2 grade points
- **D** = 1 grade point
- **F** = 0 grade points

### The following grades are not part of the GPA computation:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>P</strong></td>
<td>Pass: Zero grade points, no units attempted, but counts for units completed</td>
</tr>
<tr>
<td><strong>NP</strong></td>
<td>No Pass: Zero grade points, no units attempted, no units completed</td>
</tr>
<tr>
<td><strong>W</strong></td>
<td>Withdrawal: Zero grade points, no units attempted, no units completed</td>
</tr>
<tr>
<td><strong>I</strong></td>
<td>Incomplete: Zero grade points, no units attempted</td>
</tr>
<tr>
<td><strong>IP</strong></td>
<td>In Progress: Zero grade points, no units attempted</td>
</tr>
<tr>
<td><strong>RD</strong></td>
<td>Report Delayed: Zero grade points, no units attempted</td>
</tr>
<tr>
<td><strong>R</strong></td>
<td>Repeated Course: Zero grade points, credit and grade may replace previously recorded course.</td>
</tr>
</tbody>
</table>

### Computing the GPA – the Steps

1. Multiply the grade points by the number of semester units per course. (For example: For a 3-unit class, an “A” grade earns 4 grade points per unit: 4 grade points x 3 semester units = 12 grade points.)
2. Add to find the total number of units attempted for the semester.
3. Add to find the total number of grade points earned.
4. Use the following formula to determine your GPA: GPA = (Total Earned Grade Points) ÷ (Total Units Attempted)

#### AN EXAMPLE: FALL SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Units Attempted (UA)</th>
<th>Grade</th>
<th>Units Completed (UC)</th>
<th>Grade Points (GP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1A</td>
<td>4</td>
<td>A</td>
<td>4</td>
<td>16.0</td>
</tr>
<tr>
<td>Psychology 1</td>
<td>3</td>
<td>C</td>
<td>3</td>
<td>6.0</td>
</tr>
<tr>
<td>Math 251</td>
<td>5</td>
<td>B</td>
<td>5</td>
<td>15.0</td>
</tr>
<tr>
<td>Counseling 140</td>
<td>3</td>
<td>P</td>
<td>3</td>
<td>0.0</td>
</tr>
<tr>
<td>Speech 1</td>
<td>3</td>
<td>D</td>
<td>3</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>15</strong></td>
<td></td>
<td><strong>18</strong></td>
<td><strong>40.0</strong></td>
</tr>
</tbody>
</table>

GPA for the semester: \(\frac{40}{15} = 2.66\)

### Final Exams

The “Final Exam Schedule” is available online. The link can be found at [www.saddleback.edu/cs](http://www.saddleback.edu/cs)

During summer session final exams are given during the last week of scheduled classes.
ASSOCIATED STUDENTS

All persons enrolled at Saddleback College are automatically members of the Associated Students of Saddleback College (ASSC), but are only considered “active” members upon payment of the Associated Student Body membership fee and validation on the student photo identification card.

The ASSC’s governing board is called the Associated Student Government (ASG). Participation in the ASG offers students a unique opportunity to explore and develop leadership potential while providing services and a comprehensive activities program for Saddleback students. Additionally, Student Government members represent the ASSC on various district and college governance committees to provide student input into the decision-making process.

The ASG President, Vice President and Board Members are elected by a vote of the general student body during the Spring semester preceding the new school year.

Typically, the ASG organizes a variety of programs and events to enhance student life, including hosting guest speakers, entertainment, and educational forums related to student, college, and/or community-related topics. Included among typical programs and activities are AIDS awareness, Red Cross Blood Drives, Multi-Cultural Experiences, and many other educational, entertaining, and/or social activities.

The Associated Student Government’s various committees hold regularly scheduled meetings throughout Fall and Spring semesters. Meetings are typically held in SSC 211.

For further information, visit us on the Web at: www.saddleback.edu/asg

Associated Student Body Membership Fee and Gaucho Stamp

Sales of the ASB stamps form part of the ASG budget. The Associated Student Body (ASB) Gaucho stamp can be purchased for the Fall and Spring Semesters during registration or in person in SSC 210. Benefits of the ASB stamp include:

1. No-cost entry to all home athletic events for the specific term of purchase. (Exceptions: state playoffs and championship events; reduced prices for cardholders)
2. Reduced prices for Fine Arts presentations
3. Reduced prices for items purchased at the Cafeteria, Village Cafe, and Coffee carts.
4. Reduced prices for movie and amusement park tickets (purchases made in SSC 211F)
5. Discounts at a variety of local businesses via Gaucho stamp booklet.

ASG funds provide financial assistance for campus activities such as athletic teams and support services, drama productions, journalism programs, fine arts productions, scholarship ceremony, commencement ceremony and career fair, among others.

All students who wish to receive ASG travel funds or those participating in the following should purchase an ASB stamp at the beginning of each semester: in-season college athletic teams, student managers and trainers of such teams, Forensics team, Pep Squad, Concert Choir, Orchestra, student drama productions, Lariat staff, or Associated Student Government.

Student Photo IDs

All students may take a one-time permanent Student Photo ID. Student ID cards are required to use the college library and for college transactions. Photo IDs are taken year-round in the Admissions and Records Office, SSC 102, during normal business hours. Drivers license, passport or other photo must be presented. There is a charge for replacement cards.
STUDENT ATHLETES AT SADDLEBACK COLLEGE

How do you get started?

• Apply to Saddleback College and complete the Matriculation Process.
• Meet with your respective coach. Contact information can be found on our college athletics website at www.saddlebackgauchos.com
• Make an appointment with an Athletic Counselor to review eligibility policy, establish a Student Educational Plan, and discuss your academic, personal, and career goals.
• It is crucial to select a major as soon as possible. If you are having trouble with this step, some great courses to assist you in this process are Counseling 140, 160, and 1.
• Visit the athletic counseling web page: www.saddleback.edu/faculty/mlong

Eligibility Basics:

During intercollegiate competition at Saddleback College

• You must be ACTIVELY enrolled in 12 units, of which 9 must be academic/degree applicable.
• Before the beginning of your second season, you must complete at least 24 units, of which 18 must be academic/degree applicable, with at least a 2.0 cumulative grade point average.
• If you are transferring into Saddleback from another California Community College, you must establish residency by completing 12 units, only 8 of which may be completed during the summer session.
• Remember, meeting these standards is the bare minimum and will likely not lead to gaining eligibility to transfer and compete at the “next level.”

In order to gain eligibility to win an athletic scholarship and compete at the four-year level:

• There are wide differences in the eligibility policy of NCAA Division I, Division II, Division III, and NAIA institutions. You should discuss your goals with your athletic counselor to fully understand your eligibility obligations.
• You must first be defined by the NCAA Eligibility Center (www.ncaaclearinghouse.net) as a qualifier or a non-qualifier and as an amateur or professional.
• Then set an appointment at (949) 582-4572 and come in to see your athletic counselor with:
  > A list of possible transfer institutions
  > Your information from the NCAA Eligibility Center
  > A list of possible careers that you may be interested in pursuing
  > All transcripts from previous coursework including high school and college
  > All questions that you have about your journey ahead
  > Above all, check with your athletic counselor before making any changes to your academic status such as dropping or adding courses.

Remember that competing in intercollegiate athletics is a privilege, not a right. Not only must you earn the privilege, but you must be proud to have made it into the Cardinal and Gold!
How to Charter a Club

Any five interested students and a faculty or staff advisor may charter an interest club on campus. The following procedures should be followed:

1. Attend an orientation. Orientation dates can be found online at [www.saddleback.edu/clubs/club-calendar-and-workshop-schedule](http://www.saddleback.edu/clubs/club-calendar-and-workshop-schedule).

2. A meeting is held by the interested students and faculty advisor to develop and approve a constitution for the club. A club’s constitution may not be in conflict with the Associated Student Government (ASG) Constitution and By-Laws.

3. The club’s constitution is turned in to the Student Development Office along with an Activation Form (provided at the orientation).

4. The proposed club and its constitution are reviewed and approved by the Inter-Club Council and Director of life.

5. A club must be ratified by a majority of the ICC voting members present at an official meeting.

Clubs

The following organizations have been chartered by the Associated Student Government. If there is a club you wish to learn more about, or if you would like to start a new one, call or come into the Student Development Office (SSC 210) or ICC (SSC 211B) at (949) 582-4616.

- ALPHA GAMMA SIGMA
- AMNESTY INTERNATIONAL
- ANIMÉ CLUB
- ANTHROPOLOGY CLUB
- APPRECIATION OF PHILIPPINO AMERICAN CULTURE
- ARABIC CLUB
- ART CLUB
- ASTRONOMY AND PHYSICS CLUB
- AVALON RISING
- BEST BUDDIES
- BAHAI CLUB
- BIOLOGICAL SOCIETY
- BLACK STUDENT UNION
- BUDDHISTS FOR WORLD PEACE
- BUSINESS CLUB
- CALIFORNIA NURSING STUDENTS’ ASSOC.
- CAMPUS CRUSADE FOR CHRIST
- CAMPUS GREEN
- CHEMISTRY CLUB
- CHICANO/LATINO STUDENT STUDIES ASSOC.
- CHRISTIAN STUDENTS CLUB
- CLASS ACTION
- COLLEGE REPUBLICANS
- COMPUTER SCIENCE SOCIETY
- DANCE COLLECTIVE
- DEMOCRATIC CLUB
- EASTERN ARTS CLUB
- ENGLISH SOCIETY
- ENVIRONMENTAL AWARENESS
- FASHION CLUB
- FOODS AND NUTRITION CLUB
- GAY-STRaight ALLIANCE
- GENDER STUDIES
- GEOLOGY CLUB
- HIllel
- HONORS CLUB
- INTERIOR DESIGN CLUB
- INTERNATIONAL CLUB
- JOURNALISM CLUB
- LATIN-AMERICAN FILM CLUB
- LATTER-DAY SAINTS CLUB
- MATH CLUB
- MODEL UNITED NATIONS
- MUSIC MOVEMENT
- NATIONAL ORGANIZATION FOR WOMEN
- PERSIAN CULTURE CLUB
- PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY
- PHYSICS CLUB
- POETRY CLUB
- PROGRESSIVE BOOK CLUB
- POLITICAL THEORIES CLUB
- PSI BETA NATIONAL HONOR SOCIETY
- PSYCHOLOGY CLUB
- S.T.A.G.E.
- SADDLEBACK SYMPHONY
- SALSA/LATIN DANCE CLUB
- SIGN LANGUAGE CLUB
- SNOWBOARD AND SKI CLUB
- SPANISH CLUB
- SPDl: STUDENTS FOR PROGRESS AND DEVELOPMENT IN IRAN
- STUDENT FILM MAKERS
- WOMEN’S STUDIES ASSOC.
**HOW DO I APPLY FOR FINANCIAL AID?**

All it takes is **three** steps! Students must make sure that each step in the process is **completed**. A little bit of time may allow you to qualify for financial assistance. The Student Financial Assistance and Scholarship Office (SFASO), SSC 106, is here to assist you as you apply for financial aid. Remember, all it takes is **three** steps!

1. **Get Your PIN**
   - [www.pin.ed.gov](http://www.pin.ed.gov)
   - The PIN Application is for students or parents who would like to receive a PIN, or Personal Identification Number. Your PIN will allow you and your parents to sign the Free Application for Federal Student Aid (FAFSA) **electronically** over the Internet. If you already have a U.S. Department of Education PIN, but you are not sure what your PIN is, you can use the PIN Application Form to receive your PIN electronically or update your PIN email or mailing address.

2. **Apply @ FAFSA**
   - [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
   - Completing the Free Application for Federal Student Aid (FAFSA) will evaluate your eligibility for student aid. This form is what students use to apply for federal and California student aid. While the paper FAFSA is accepted by the U.S. Department of Education, filing over the Internet is best. Here’s why:
     - Get both general and specific help for each page of the application as you go.
     - Access worksheets that automatically calculate and enter information for you. It’s really slick!
     - Save your application at any time and return to where you left off.
     - Read frequently asked questions (FAQs) about the application from other students just like yourself.
     - Use your PIN to electronically sign your FAFSA on the Web application!
   - Of course, the SFASO is ready to help you complete the FAFSA. Please come in if you have any questions, or visit our website for workshop information.

3. **Complete your file**
   - Additional information and/or documents are needed to complete your file at Saddleback College. The processing of your application cannot continue until you return all requested and completed documentation. These documents may include a Student Educational Plan, a Financial Aid Supplement sheet, the student’s, and in some cases, the parent’s income tax return. Most of the documents needed can be found on our website: [www.saddleback.edu/fao](http://www.saddleback.edu/fao). Look for Financial Aid forms at the top left of the page. And remember, we are here to help you get started with the FAFSA and the student aid award process. Let us know what assistance you need.

**How Do I Check My Financial Aid Status?**

**My Financial Aid Portal**

By accessing the Online Financial Aid System you can:

- Check the status of your application
- Check the messages to see if you are eligible for a Board of Governors Fee Waiver (BOGFW)
- View a list of documents we have received from you and a list of the documents still outstanding
- View your financial aid awards
- View your loan history

**Log-In Instructions**

To access the online system, enter your student ID and your Mysite PIN and click on Submit. If you forgot your PIN number, please see the recovery options at: [www.socccd.edu/help/login.htm](http://www.socccd.edu/help/login.htm)

If your MySite login is locked, please contact the Admissions and Records Office to unlock the account. You must have a valid 2014/2015 financial aid application in order to use this system. If you have not applied for financial aid at this time, go to the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov)
Saddleback College hopes to make it possible that no student is denied an opportunity for post-secondary education due to a lack of funds. Many students incorrectly assume they do not qualify for financial assistance and, as a result, do not apply for any financial aid. The Student Financial Assistance and Scholarship Office (SFASO) encourages students to find out whether their assumption is correct or incorrect. In many cases, funds are available, if you try.

The SFASO is located in SSC 106. The phone number is (949) 582-4860. The office has a committed team of professionals who are ready to assist and help you understand the financial aid process. Appointments are available upon request.

There is a variety of programs for which to apply. One application, the Free Application for Federal Student Aid (FAFSA), will evaluate your eligibility.

We know the process of qualifying for some programs can be cumbersome and time-consuming; however, if you qualify, the time spent may be worth it. In addition, going through the process at Saddleback College will help you understand the financial aid requirements and processes if you choose to transfer to a four-year system.

**Federal Programs**

**Federal Pell Grant**

This is a grant and does not need to be repaid, as long as you remain enrolled in at least 60 percent of the academic term (semester).

Pell Grants provide financial assistance to eligible part-time and full-time students based on need. You must be an undergraduate student who does not have a bachelor’s degree or professional degree. The maximum award is $5,730. Applicants must be US citizens or eligible non-citizens and complete the FAFSA and other required supplemental documents.

**Federal Perkins Loan**

This is a loan and must be repaid. The SFASO receives a very limited number of dollars from the federal government for this program and is, therefore, extremely critical in the advancement of these funds to students. The student who receives funds from this program must demonstrate the greatest financial need and repay the funds. The default rate of these funds (the rate measuring the failure of students to repay) affects the ability of Saddleback College to advance or lend these funds to other deserving students.

**Federal Supplemental Educational Grant Program**

This is a grant and does not need to be repaid, as long as you remain enrolled in at least 60 percent of the academic term (semester).

This is a federal grant program designed to assist students who demonstrate exceptional financial need and eligibility to receive Pell grant. Other eligibility requirements include U.S. citizenship or eligible noncitizen and undergraduate status.

**Federal Work-Study Program (FWSP)**

This is a work program which allows a student to earn money. Many FWSP positions exist on campus. The wage rate is $9.50* per hour. The student will find that working on campus will provide invaluable experience and an opportunity to obtain early knowledge of college operations and possibly work in the area of his or her educational goals.

* Subject to change.

**Bureau of Indian Affairs**

This program is available for students who are documented as at least one-quarter American Indian. Grants do not have to be repaid and replace the loan or work portion of the financial aid package. Students who may qualify should check with the SFASO for clarification and further assistance.
Important Federal Laws:

**Return of Title IV Funds**

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

For additional information on this requirement, please contact the SFASO, SSC-106.

**Drug Conviction**

A student is not eligible to receive Title IV, HEA program funds if the student has been convicted of an offense involving the possession or sale of illegal drugs while receiving aid. For further assistance please contact the SFASO.

State Programs

**Board of Governors Fee Waiver**

The Board of Governor’s Fee Waiver (BOGW) is available to California residents or eligible students under the provisions of the California Dream Act who meet specific income eligibility requirements. The program waives the Enrollment Fee. The BOGW will be in effect for the academic year (Summer, Fall and Spring). There are no minimum unit requirements.

Saddleback College will use the results of the FAFSA (Free Application for Federal Student Aid) to determine student eligibility for the BOGW and will automatically award those students who are eligible. Students who have not completed the FAFSA must fill out the BOGW Application if they want to see if they are eligible.

**Extended Opportunity Programs and Services (EOPS)**

Students who are California residents and are enrolled full-time as an undergraduate may be eligible for a state grant, depending upon availability of funds. To participate in and receive aid from EOPS, a student must have exceptional financial need that is beyond the present capability of standard Federal Aid programs. The EOPS office will determine your eligibility for EOPS Grants. Students interested in such assistance should contact the EOPS office in SSC 126 or (949) 582-4620.

Institutional Programs

**Scholarships**

Saddleback College has developed an outstanding scholarship program with individual awards ranging from $100 to $10,000. Students may apply for a scholarship between December and March of each year by completing the Saddleback College Online Scholarship Application at www.saddleback.edu/fao

Students are notified of the amount and the donor at the annual scholarship award ceremony sponsored by the Associated Student Government.

Students who have completed at least twelve units by the end of Fall and are enrolled in at least six units in the Spring are encouraged to apply. GPA is not the only factor considered. College involvement, references and financial need are also considered.

**Emergency Loans**

The SFASO has an emergency loan program available to students. Qualified students in emergency circumstances can borrow up to $200 for the semester.

Cal Grants

There are three types of Cal Grants for which students may apply. There are two deadline dates for community college students: March 2nd and September 2nd. Apply by completing the FAFSA. Some students must also submit a GPA Verification Form. Instructions and information are available in the Financial Assistance & Scholarship Office. However, do not give up if you missed the dates for your first year. The three types of grants are:

- **Cal Grant A**: Available for students for the payment of tuition. Since there is no tuition and minimal fees at community colleges, these grant winners must place the grant on hold until they transfer to a four-year college or university. (Two years go by quickly and before you know, the funds will be available to help pay for the costs at the four-year institution.)
- **Cal Grant B**: These are grants for high-potential, low-income students. They are also available to the transferring community college student, so students who miss the application period when they initially enroll at Saddleback should be aware that the state has set aside special grants for students preparing to transfer.
- **Cal Grant C**: These grants are for qualified students who are preparing for vocational programs.

For Financial Aid Students

**The Saddleback Card**

- A simplified disbursement of your eligible financial aid funds.
- The one card that can simplify your finances while in school. Financial services created by students for students!!
- With your Saddleback Card, there’s choice and convenience of 24/7 online banking and free checking with the Higher One Account. Choose the purchasing power of Debit MasterCard.

**Funding your Bright Future!**
COLLEGE POLICIES AFFECTING ALL STUDENTS

Grading Policy

In section 55023 of the California Administrative Code (Title V), the State Legislature mandated a grading policy for all California Community Colleges. In compliance with this mandate, the South Orange County Community College District Board of Trustees approved Board Policy 5300, titled Grading Policy (see the Saddleback College Catalog for details).

ACADEMIC RECORD SYMBOLS AND GRADE POINT AVERAGE

<table>
<thead>
<tr>
<th>Evaluative Symbol</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass (at least satisfactory; units awarded not counted in GPA)</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (less than satisfactory or failing; units not counted in GPA)</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal from class.</td>
</tr>
</tbody>
</table>

Pass/No Pass (P/NP)
(Formerly Credit/No Credit)

Students have the option to be evaluated on a Pass/No Pass grading basis except in courses not approved for such grading. These courses are designated in the College Catalog. Students must declare the Pass/No Pass option within the first 30 percent of the class. Students may choose the Pass/No Pass option online through the MySite web portal. Nursing courses may not be taken for Pass/No Pass grade, unless no other grading option is available.

Courses in which there is a single satisfactory standard of performance may be evaluated only on a Pass/No Pass grading basis. Such courses will be so designated in the College Catalog.

A Pass “P” grade is defined as satisfactory (“C” or better) and units are awarded. However, no grade points are assigned and the grade is not used to compute the grade point average.

A No Pass “NP” grade is defined as less than satisfactory (“D” or “F”) and 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 assumed competence or known abilities without being over-concerned with a grade or jeopardizing their grade point average.

Before you decide to take a course Pass/No Pass, we suggest you discuss the implications with a counselor. Four-year universities vary widely in their policies regarding acceptances of P/NP grades.

Course Repetition

State regulations govern the number of times a student may repeat a course within a community college district. Regulations are subject to change.

Repetition to Alleviate Previously Earned Substandard Grade.

1. To alleviate a substandard grade in calculating the GPA from a non-repeatable course, the student should re-enroll in the same course at Saddleback College or take an equivalent course at Irvine Valley College. The student must ensure that the IVC course taken is deemed equivalent prior to enrolling in it by consulting with a counselor at Saddleback College. Students are limited to a maximum of three enrollments in a course to complete it with a satisfactory grade.

2. A student may request to have the substandard grade disregarded in the computation of their GPA by submitting a Request for Transcript Repeat Notation to the Office of Admissions and Records. The form is available to download from the Admissions and Records website at www.saddleback.edu/admissions/forms-and-petitions

The previously recorded course and grade 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. A maximum of two previous grades per course may be disregarded in computing the student’s grade point average. All previous work will remain on the student’s transcript to ensure a true and complete academic history.

Repetition for Courses with a Passing Grade

Students receiving a passing grade (A, B, C, P, or CR) in a course designated as “non-repeatable” may not re-enroll in a course except in limited circumstances due to a significant lapse of time, extenuating circumstances, legally mandated training or significant industry or licensure standards. These exceptions are considered only by petition. Consult the Office of Admissions and Records in SSC 102 or online at www.saddleback.edu/admissions for information about the petition process.

Please refer to the college catalog for additional information.

Probation

First Time Probation

Students whose GPA falls below a 2.0 or are on Progress Probation for the first time will receive a PB Hold. This requires the student to attend a Probation Workshop conducted by a counselor. Students who are on Probation or Progress Probation for two consecutive terms jeopardize their registration dates.

Academic Probation

A student who has attempted at least 12 semester units at Saddleback College is placed on 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 is placed on progress probation when the percentage of units in which he or she has enrolled and for which entries of “W,” “I” and “NP” are recorded reaches or exceeds 50 percent.

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

Removal From Probation

First Time Probation (PB)
A student that finds themselves on probation (academic or progress) for the first time must attend a Probation Workshop in order to remove the hold and be eligible to register on their assigned date.

Academic Probation (JA)
A student on academic probation for a grade-point deficiency shall be removed from probation when the student’s cumulative grade point average is 2.0 or higher.

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

Dismissal From College
A student whose cumulative grade point average falls below 1.75 in three consecutive semesters 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” are recorded reaches 50 percent.

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

Readmission After Dismissal
Students who have been dismissed from Saddleback College may apply for readmission after one semester of non-attendance by following the petition procedure in the Admissions and Records Office. 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.

Academic Renewal

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance in consecutive terms under the following conditions:

- Students must have achieved a grade point average of 2.5 with a minimum of 30 semester units at regionally accredited colleges or universities subsequent to the substandard work in question.
- Students must not have requested or have been granted academic renewal within the SOCCCD.
- Only work completed three years or more before the date of petition may qualify for academic renewal.
- Previous substandard work will be disregarded only by the term, not 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.
- Only substandard semesters (below 2.0) may be considered for renewal.
- A maximum of two semesters of full-time work or 30 units of part-time work may be disregarded.
- Academic renewal may not be granted for a semester containing coursework used as a requirement for a degree, certificate, or skills award to the student within the SOCCCD.
- 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.
- A student may request academic renewal only once.

The procedures are as follows:

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. The Registrar of Admissions, Records, and Enrollment Services is the designated authority for approval of academic renewal.

Academic renewal actions are irreversible. When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student’s grade point average, the student’s permanent academic record should contain an accurate record of all coursework to ensure a complete academic history. Academic renewal by the SOCCCD does not guarantee that other institutions will approve such actions. This determination will be made by the respective transfer institutions.

Academic renewal procedures shall not conflict with the District’s obligation to retain and destroy records or with the instructor’s ability to determine a student’s final grade.
STUDENT RIGHTS AND RESPONSIBILITIES

Rules and Regulations for Student Behavior
(Reference Board Policy 5401)
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 (Administrative Regulation 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.
Students may be disciplined for one or more of the following causes related to college activity or attendance:

A. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open defiance of the authority of district or personnel.
B. Assault, battery, or any threat of force or violence upon a student, district or personnel, or an authorized visitor.
C. Willful misconduct resulting in injury or death to a student or district personnel or an authorized visitor.
D. The unlawful use, sale, or possession on district property 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. 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 property or at district-sponsored functions.
G. Sexual assault (as defined in Board Policy 5404) on any student or employee of the District, on campus or off campus grounds or facilities maintained by the District.
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 district-sponsored function without the prior authorization of the disciplinary officer.
I. The obstruction or disruption, on or off campus, of any educational or administrative process or function of the District.
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 program or activity.
K. Misrepresentation of oneself or of an organization as an agent of the District.
L. Soliciting or assisting another to do any act which would subject a student to discipline.
M. 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.
N. Unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium.
O. 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.
P. 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.
a. Falsification involves any conduct in academic work, records or programs that is intended to deceive, including, but not limited to, the following acts:
1. forging signatures on official documents such as admissions cards and financial aid applications.
2. changing or attempting to change official academic records without proper sanction.
3. misrepresenting or falsifying successful completion prerequisites.
4. providing false information, such as immigration materials, during the admission or matriculation process.
5. falsifying one’s identification or falsely using another identification.
6. logging in or otherwise gaining access to a computer, computer network or protected web site using the password or identity of another.
7. citation of data or information not actually in the source indicated.
8. 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.
Important College Policies

9. 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.

10. submitting as the student’s own work any academic exercises (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.

11. taking a test for someone else or permitting someone else to take a test for a student.

b. 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:
1. intentionally representing as one’s own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
2. taking sole credit for ideas and/or written work that resulted from a collaboration with others.
3. paraphrasing or quoting material without citing the source.
4. 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).
5. sharing computer files and programs or written papers and then submitting individual copies of the results as one’s own individual work.
6. submitting substantially the same material in more than one course without prior authorization from each instructor involved.
7. modifying another’s work and representing it as one’s own work.

C. 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:
1. knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
2. completing, in part or in total, any examination or assignment for another person.
3. 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).
4. copying from another student’s test, paper, lab report or other academic assignment.
5. copying another student’s test answers.

6. 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.
7. using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.
8. storing answers in electronic devices and allowing other students to use the information without the consent of the instructor.
9. employing aids excluded by the instructor in undertaking course work.
10. looking at another student’s exam during a test.
11. using texts or other reference materials (including dictionaries) when not authorized to do so.
12. knowingly gaining access to unauthorized data.
13. altering graded class assignments or examinations and then resubmitting them for regrading or reconsideration without the knowledge and consent of the instructor.

Q. Contravention of Copyright Laws.

R. Violation of District Board Policies and Administrative Regulations.

Victims of Sexual Assault

Any student, faculty, or staff member who is a victim of a sexual assault at or on the grounds of the South Orange County Community College District, or upon grounds or facilities maintained by the District, or upon grounds or facilities maintained by affiliated student organizations, shall receive treatment and information set forth in Administrative Regulation 5404 (California Education Code, Section 67385).

For a copy of Sexual Assault Education, Victim Survival Guide and Campus Reporting Protocol see the Vice President for Student Services in Room AGB 126, or the Director of Student Health Services in Room SSC 177 or go online at: www.saddleback.edu/shc/sexual-assault

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, 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 actions, including any necessary parent conferences 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 Regulation 5401 (IV) and the California Education Code, Section 76032).
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 provide assistance 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, with regard to unacceptable behavior and potential disciplinary action. 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 unacceptable behavior.
• The student is moved to another seat and warned.
• The student is advised 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.
• Request that the Vice President for Student Services further discipline the student, including suspension and expulsion from the institution.

Grade Grievance Policy

(Reference Board Policy 5505 and accompanying forms.)

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).

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.

Prior to filing a grade grievance, an attempt must be made by the student to resolve the matter on an informal basis. The student is expected to contact his/her instructor directly to discuss their differences. Most differences will be resolved at this level. This contact should be conducted directly with the instructor whenever possible, with all pertinent issues well defined so they may be discussed as confidentially and objectively as possible.

If the problem cannot be resolved at this level, the following procedures are to be used.

Step 1. 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 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.

Step 2. 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. Within 20 days following receipt of the Request for Grievance hearing the student will be notified in writing of the status of the request for a hearing. If a hearing is to occur, all parties will be notified of the date, time and location of the grievance hearing 10 days prior to the grievance hearing. The decision of the Grievance Hearing Panel shall be final.

Step 3. In the event of an appeal to the Grievance Hearing Panel decision, the College President’s decision shall be in writing and shall be final.

The protocol for grade grievance is very specific. For the complete criteria and procedure to file a grievance, forms and appeal process, refer to the College website; Administration: Office of Instruction or Office of the Vice President for Student Services.

Gender Equity Grievance Procedure – Title IX

Notice

Saddleback College does not discriminate on the basis of handicap, sex, race, color, or national or ethnic origin in administration of (1) educational policies, (2) personnel practices, and (3) college programs. The college, by law, cannot engage in any such discriminatory activity. Complaint procedures exist for students, employees and job applicants. Information can be obtained from the Office of Human Resources for job applicants and employees. The Office of Student Services maintains complaint procedure information for students. Any question regarding discrimination and sexual harassment may be directed to the Director of Human Resources.

Any questions regarding the access of handicapped persons to programs and services should be directed to the 504/ADA Coordinator (referring to the Americans with Disabilities Act), Saddleback College, 28000 Marguerite Parkway, Mission Viejo, CA 92692 (949) 582-4885 or (949) 582-4566.
Section 504/Americans with Disabilities Act Complaint/ Grievance Procedure

Students with disabilities have the same legal entitlement as any other student. The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of disability in any program or activity offered by Saddleback College. It is the policy of Saddleback College to offer programs and activities which are accessible to students with disabilities. Any individual who believes he/she has been subjected to discrimination on the basis of a disability may file a written complaint in the office of the Vice President for Student Services (AGB 126).

Any student with a verified disability who believes they have received an unacceptable response or have been denied an authorized accommodation is encouraged to speak with a Counselor/Specialist or the Coordinator of DSPS (SSC 113, (949) 582-4885) and/or complete an Academic Adjustment Grievance form. The Academic Adjustment Grievance form and a copy of the procedures for filing a Section 504/ADA Complaint regarding discrimination are available in DSPS or the office of the Vice President for Student Services. The Vice President for Student Services currently serves as the campus Section 504/ADA Officer (949) 582-4566, Saddleback College, 28000 Marguerite Pkwy, Mission Viejo, CA 92692.

Copies of complete Board Policy Rules and Regulations for Student Behavior are available in the Student Development Office (SSC 210) or the Office of the Vice President for Student Services.

Alcohol and Drug Enforcement Policies and Education

The South Orange County Community College District and California State law prohibit the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by students on college property or as part of any college activity. [California Ed. Code, Section 76033 (a) and South Orange County Community College District Board Policy and Administrative Regulation 5401 – Code of Conduct]

The Federal Controlled Substance Act provides penalties of up to 15 years’ imprisonment and fines up to $25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to $5,000. Any person who unlawfully distributes a controlled substance to a person under 21 years of age may be punished by up to twice the term of imprisonment and any otherwise authorized by law.

Non-Smoking Rules and Regulations

The intent of this administrative regulation is to provide a healthy environment and to ensure the availability of information and programs related to the effects of smoking on the health and well-being of the students and staff of the South Orange County Community College District.

1. Smoking is prohibited inside all South Orange County Community College District buildings.
2. Vehicles transporting students for instructional/extra-curricular activities are considered non-smoking areas.
3. Smoking is permitted in outside areas that are 25 feet away from any college building.
4. As new medical research and information becomes available, it will be reviewed by the Student Health Center and the employee-wellness program and distributed as appropriate.
5. The Student Health Center will serve as a referral agency and provide guidance for students and staff as requested.
6. Smoking-cessation programs will be presented under the auspices of the Student Health Center and the employee-wellness program.
7. A district committee composed of representatives from the colleges and district services will review the regulations periodically.

Crime Statistics

Saddleback College crime statistics are available at the Saddleback College Police Department. Contact Campus Police at (949) 582-4585 or Ext. 4585 from any campus phone or visit www.saddleback.edu/police
Parking Permit

- You will need to purchase a parking permit to park your vehicle at Saddleback College. Permits are required any time you park on campus.
- Visitors can park in any white stall (student) on campus after purchasing a daily parking permit at any of the five permit dispensers located on campus, or in any metered space on campus for a fee. Maximum time limit for the metered areas is two hours. All meters accept only dollar bills, coin, or credit card.
- Metered stalls are for visitors and casual short-term users of the campus. If you wish to use a metered stall, you must pay the meter.
- Your parking permit must be properly displayed in your vehicle at all times when you are parked on campus. It is to be placed on the lower portion of the driver’s side windshield. Tickets will not be voided for improperly displayed permits.
- If you lose your permit, a replacement can be purchased from the Campus Police.
- If your permit is stolen, you should report any theft to Campus Police. You will be asked to show proof of purchase of a permit and sign an affidavit under penalty of perjury that it has been stolen. Only then will a replacement be issued by the Campus Parking Office.
- If you are participating in a college-sponsored field trip you may leave your car on campus while you are gone. Contact Campus Police for the proper parking location and fill out an Overnight Registration Form.

Handicapped Parking

- If you have a disability and a California access/handicapped placard from the DMV, you must display a Saddleback permit as well as the DMV Placard.
- You may obtain a temporary medical parking permit at the Campus Police Office for a limited period by submitting a physician’s statement or Student Health Center, indicating the probable length of time of your disability. Upon approval, a medical parking permit will be issued to you.

Parking Tickets

- If you believe that you received a parking ticket unjustly or in error you may request a review online at: www.paymycite.com/saddleback. Within four weeks, the results of the review will be mailed to you. Please understand that California law prohibits anyone, including the officer issuing the ticket, from voiding the ticket.
- If you still feel that you should not be held liable for the ticket, you may request a hearing in person with a Hearing Examiner. However, to do this, you must first pay the parking ticket and complete a request for an in-person hearing at the Campus Parking Office. If the hearing examiner finds in your favor you will be refunded the ticket amount. Finally, if still unsatisfied, you have a right to appeal the hearing examiner’s decision to the Orange County Municipal Court. Complete details of the appeal process are available at the Campus Parking Office.

Accidents and Special Circumstances

- In the case of accidents or damage to your car, contact Campus Police immediately. An officer will respond.
- If your vehicle is disabled and you have to leave it overnight on campus, you will need to contact the Campus Police Office. They will provide an overnight parking authorization for your vehicle.
- If you have locked your keys inside your vehicle, contact Campus Police, and an officer will be dispatched to unlock your vehicle for you. However, there is one exception: Vehicles with electronic locking systems cannot be opened by the Campus Police staff. You will have to contact a locksmith.

Motorcycles

- All motorized vehicles must have a valid permit to park on campus, including motorcycles or mopeds. Motorcycle permits are only available at Campus Police.

Parking Fees

The Board of Trustees annually determines the cost of purchasing parking permits by employees and students and the fees charged to park in metered areas. Please consult the college web page for more detailed cost and purchasing information.
SAFETY ON CAMPUS

Saddleback College seeks to offer the safest possible campus environment for students. However, students are encouraged to follow a few common-sense guidelines applicable to being in any public place, particularly at night:

• Try to walk with other people to and from your car, or keep other people in view. The college also provides free security Escort Services through the Campus Police Department.
• Be sure to lock your car. Leave windows open only about an inch for ventilation. Don’t leave valuables on the seat where they are visible.
• Be alert to your surroundings, and project that alertness by keeping your head up and walking in a purposeful manner.
• Stay on the lighted main walkways through campus. Additional lighting has been added throughout the campus for increased night visibility.
• Hold firmly to purses and bags.
• Trust your gut-level instincts.
• Report any suspicious activity or persons to Campus Police at (949) 582-4585 or Ext. 4585 from any campus phone.

Pets on Campus
No animals and/or pets of any kind are allowed within the boundaries of the college. This restriction also applies to animals and/or pets confined in any vehicle parked within college boundaries.

NOTE: This policy does not apply to the use of a guide dog, signal dog or service dog specially trained for assisting a person with a verified disability. To bring guide dogs in training on campus, you must contact the Chief of Campus Police Department (582-4585).

Free Service for your Safety!
Emergency or Police Service
Use the yellow call boxes located in Lots # 1, 1A, 1B, 4A, 5A, 7, 9N, 9S, 10N, 10S, 12, 13, 14 to contact Campus Police.

Security Escort
Call (949) 582-4585
or
ext. 4585 from any campus phone

Disaster Preparedness Information

General Information
1. To contact Campus Police 24 hours a day call:
   • (949) 582-4585 or
   • Ext. 4585 for non-emergency calls or
   • Ext. 4444 for emergency calls from any campus phone.
2. When calling 911 from a campus phone, you must dial 9-911 to reach the outside line.

During An Emergency
1. Remain in the classroom with your instructor until your class has been instructed to evacuate.
2. Acknowledge ALL campus alarms. When you hear the alarm, calmly exit the building you are in and NEVER enter a building when the alarm is sounding. A campus official will alert all students when it is safe to enter the building.
3. Should an earthquake occur:
   Duck, Cover and Hold.
   Do not run out of the building.
   Stay away from glass while indoors.
   Remain calm and stay with your class.
   If you are not in a building, seek out an open area and stay away from glass.
4. Should a fire occur:
   Stay with your instructor, and evacuate the building together.
5. If you are the first to witness a fire, immediately sound the fire alarm. Evacuate the building if you are unable to contain a small fire. Contact Campus Police as soon as possible at Ext. 4444 and report any fire that occurs on campus.

Building evacuation routes and areas are posted with the EMERGENCY PROCEDURES flip chart in every classroom on campus. Contact Campus Police if you have any additional questions or concerns. Together we can keep our campus safe.
SAFETY TIPS

Taking Stress Seriously

For many young adults, college is the best time of life. These critical years of adjustment can also be undermined by depression, anxiety, substance abuse and eating disorders. Researchers are finding that many mental illnesses are traced to trauma, whose damage surfaces in times of stress and change, such as the college years. It is essential that stress—in ourselves or in someone about whom we care—should be taken and treated seriously.

If you or someone you know has an urgent emergency situation and notices any of the following symptoms, please contact one of the on-campus resources for assistance. WHEN IN CRISIS you do not need a pre-scheduled appointment to see a counselor.

- Extreme sadness or depression
- Extreme panic or anxiety
- Thoughts of self-harm or suicide
- Thoughts of harming someone else
- Death of a loved one, family member or friend
- Experience of a traumatic event
- Experience of odd, bizarre or intrusive thoughts

Quick tips to reduce stress while in college

- Include a minimum of 20 minutes of aerobic exercise.
- Eat well-balanced meals, more whole grains, nuts, fruits and vegetables. Substitute fruits for desserts.
- Avoid caffeine. The substance may aggravate anxiety, insomnia, nervousness and trembling.
- Reduce refined sugar. Excess sugar cause frequent fluctuation in blood glucose levels, adding stress to the body’s physiological functioning.
- Reduce alcohol and drugs. These substances may add to headaches, swelling, decrease coping mechanisms, and add to depression.
- Get at least 7 hours of sleep nightly.
- Spend time each day with at least one relaxation technique—imagery, daydreaming, prayer, yoga or meditation.
- Take a warm bath or shower.
- Go for a walk.
- Get in touch! Hug someone, hold hands, or stroke a pet. Physical contact is a great way to relieve stress.
- Keep your space and consequently your mind organized.
- Go to class.
- Keep up with coursework (the rule of thumb is two hours of study per one hour in class).
- Get involved with campus activities.
- Maintain communication with your family.
- Take advantage of campus resources and choose a career path.
- Form healthy relationships.
- Talk to someone about your problems (family member, friend, college counselor).
- Get to know your professors.

Sexual Violence Education and Prevention Policy

Saddleback College provides sexual violence prevention information to students during on-campus orientations and posts this information on the campus Internet Web site www.saddleback.edu (follow links: Students > Student Services > Student Health Center > Sexual Assault). This site contains valuable information on how to avoid rape, what to do in risky situations and what to do in case of sexual assault. Copies of the “Sexual Violence Education, Victim Survival Guide and Campus Reporting Protocol” are available in the Office of the Vice President for Student Services (AGB Room 126) and in the Student Health Center (SSC Room 177).

California Education Code, Section 67385

If you are victim of sexual assault on campus, seek assistance immediately. Go directly to the Student Health Center at SSC 177, call (949) 582-4606 or call Campus Police at (949) 582-4444.
**Admissions and Records**  
(949) 582-4555 • SSC 102  
You may apply to the college using the online application at [www.saddleback.edu/admissions](http://www.saddleback.edu/admissions) – After applying you will be assigned a registration time during which you may enroll in classes online through MySite, the student web portal containing the college online services for students. The Admissions and Records Office can assist you with transcript requests, application for degrees, certifications, and occupational certificates as well as many other enrollment-related services.

**Bookstore**  
(949) 582-4715 • SSC 134  
The Bookstore offers a wide variety of texts and general books, supplies, software, gifts, and Saddleback College clothing. During the first week of each semester the Bookstore has extended hours, which are posted near the Bookstore entrance.

**Cafeteria**  
(949) 582-4659 • SSC 213  
The college cafeteria is located on the second floor of the Student Services Center, with elevator access for students with disabilities. In addition, there is the Village Cafe, plus coffee carts and vending machines are located throughout the campus.

**CalWORKs**  
(949) 582-4207 • SSC 126  
Saddleback College CalWORKs program is designed to help students develop the necessary skills, knowledge and experience that will make them more marketable for employment after earning a certificate and/or college degree. Students are provided with services such as: academic, personal, career counseling and work-study. For office hours or more information, call the CalWORKs office (949) 582-4207.  
[www.saddleback.edu/eops/calworks](http://www.saddleback.edu/eops/calworks)

**Career and Re-Entry Center**  
(949) 582-4575 • SSC 139-140  
[www.saddleback.edu/career](http://www.saddleback.edu/career)  
Career Guidance Services offers services and materials to assist with making career decisions, researching career demographics, and assist with courses that offer self-assessment and career exploration. The area offers career exploration workshops, individual sessions, EDD assistance, hosts career counseling and much more. Educational and occupational information is available in the computer lab and library. Personality and career assessments are available whether you are in a class, working with a counselor or merely exploring. May require fees for assessments  
[www.saddleback.edu/cgs](http://www.saddleback.edu/cgs)

**Child Development Center**  
(949) 582-4582 • CDC (lower campus)  
The college Child Development Center offers services for children who are a minimum of 18 months of age and may remain in the program up to their entrance into kindergarten. Priority is given to children of Saddleback College students carrying six or more units, then to faculty and staff. Families from the community are also invited to enroll their children. Interested parents are encouraged to call for information. The Center adjoins Parking Lot 1A, near the Avery entrance to the campus.  
[www.saddleback.edu/cdc](http://www.saddleback.edu/cdc)

**Counseling Department**  
(949) 582-4572 • SSC 167  
Counselors are available to assist students with course selection, preparation for transfer, a degree or employment, making career decisions, and resolving personal problems that interfere with success in college. Counselors are available for appointments, or on a walk-in basis.  
[www.saddleback.edu/counseling](http://www.saddleback.edu/counseling)

**DSPS (Disabled Students Programs and Services)**  
(949) 582-4885/TDD 582-4833 • SSC 113  
DSPS provides support and instruction for students with disabilities. Support includes services such as counseling, interpreters for the deaf, mobility orientation, registration help, alternate media production and learning disability assessment.  
[www.saddleback.edu/dspss](http://www.saddleback.edu/dspss)

**EOPS / CARE**  
582-4620 • SSC 126  
Extended Opportunity Programs and Services (EOPS): EOPS is an outreach and retention program designed to assist low-income and educationally disadvantaged students in achieving a college education. EOPS-eligible students may receive priority registration, EOPS book service, academic, personal and career counseling, and assistance in transferring to a four-year university. Interested students should apply at the EOPS office in the Student Services Center.  
[www.saddleback.edu/eops](http://www.saddleback.edu/eops)  
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.  
[www.saddleback.edu/eops/care-program](http://www.saddleback.edu/eops/care-program)

**Financial Assistance/Scholarships**  
(949) 582-4860 • SSC 106  
Various types of financial assistance, including federal, state and institutional programs, are available to students attending Saddleback College. Types of assistance may include grants, loans, scholarships or work-study. For information and applications, contact the Student Financial Assistance & Scholarship Office.  
[www.saddleback.edu/fao](http://www.saddleback.edu/fao)

**Health Center**  
(949) 582-4606 • SSC 177  
The Student Health Center provides students with acute, episodic, short-term physical and psychological health care. Appointments are scheduled with registered nurses, physicians, psychologists, and mental health intern therapists by telephone or by visiting the health center in SSC Room 177.  
[www.saddleback.edu/shc](http://www.saddleback.edu/shc)
Housing Information  
(949) 582-4299 • SSC 211
Saddleback College does not offer on-campus housing. However, listings of off-campus rentals are posted on a housing bulletin board located on the balcony outside the Recreation Room in the Student Services Center.

International Student Office  
(949) 582-4637 • SSC 107
The International Student Office provides services and support to all international students holding F-1 visas. Assistance is provided with admission to the college, registration, obtaining health insurance, homestay, new-student orientations and preparing necessary immigration documents. [www.saddleback.edu/iso](http://www.saddleback.edu/iso)

Job Search Services  
(949) 582-4278 • BGS 204
Students interested in job search, resume writing, and interview resources can utilize many self-directed tools on this site. Gaucho Jobs is the official online employment system for internships, job postings, and job fair announcements. Students can join the ‘Saddleback College Career Network’ group on LinkedIn to start networking with professionals. [www.saddleback.edu/jobs](http://www.saddleback.edu/jobs)

Learning Resource Center (Tutoring)  
(949) 582-4519 • LRC 212
LRC Tutoring provides free tutoring for Saddleback students. Services include one-on-one tutoring, small groups, and drop-in math and science tutoring. [www.saddleback.edu/tutoring](http://www.saddleback.edu/tutoring)

Library Services  
(949) 582-4314 • Library/LRC
The Saddleback College Library provides a book collection of over 34,000 volumes, eBook collection of over 61,000 volumes, magazines and journals, local and national newspapers, DVDs, online databases and an extensive reserve textbook collection, over 950 titles. Remote access to the library databases is available to enrolled students. Librarians are available to assist students with research, teach library workshops, and teach credit courses on campus and through distance education. Computers with internet access are available on the second and third floor for research, email, word processing and other applications. Visit [www.saddleback.edu/library](http://www.saddleback.edu/library) for library hours, workshops and other services.

LRC Tutoring Computer Skills Lab  
(949) 582-4441 • LRC 258
This is a staffed computer center that is part of LRC Tutoring. Staff assistance is available for Microsoft Office programs, Internet use, and email. Printing is available with a copy card.

Matriculation  
(949) 582-4970 • Village 8-5
Matriculation is a process designed to assist students in achieving their educational goals at Saddleback College. The Matriculation process consists of three steps: Orientation; Assessment in reading, English and math; and Advisement First Semester Ed Plan. Matriculation also handles all math and English prerequisite evaluations of courses taken at other schools. Visit us at [www.saddleback.edu/matriculation](http://www.saddleback.edu/matriculation)

Recreation Room  
(949) 582-4299 • SSC 211
The Recreation Room, located across the hall from the Student Lounge, can be used by ASB stamp holders. Benefits include the use of pool and ping-pong tables, TV and DVD privileges.

Student Payment Office  
(949) 582-4870 • SSC 208
The Student Payment Office accepts payments for college fees, processes refunds, disburses certain financial aid checks and debit cards, processes payment deferrals, and posts fees and fines. This office also audits and corrects student accounts as necessary. To check on your student account or for details on the services provided by this office, refer to our web site at [www.saddleback.edu/spo](http://www.saddleback.edu/spo) or call.

Transfer Center  
582-4328 • SSC 225B
The Transfer Center provides information and assistance to students preparing to transfer to a four-year university. Representatives from four-year universities and colleges are available, and the Transfer Center will help students select a transfer institution, prepare transfer applications, and meet deadlines. Come by the Transfer Center to attend a workshop, schedule an individual counseling appointment, or for Transfer Express counseling. [www.saddleback.edu/transfer](http://www.saddleback.edu/transfer)

Veterans Education and Transition Services (VETS)  
582-4252 • SSC 207
Saddleback College is committed to easing the transition process and providing opportunities for success to our United States military Veterans. The VETS Program directly provides support services and acts as a bridge to external support services for student Veterans, active military personnel, and their loved ones. VETS Program services include but are not limited to: new student guidance, Veterans counseling, scholarship assistance, a link to the Veterans club, Veterans Outreach, and a venue for networking with professionals. Visit [www.saddleback.edu/vets](http://www.saddleback.edu/vets) or email us at vetsoutreach@saddleback.edu.

Veterans Office  
(949) 582-4871 • SSC 208
The Veterans Office administers Veterans Administration (VA) education benefits for all veterans and their family members who qualify for benefits under the various VA education benefit programs. Qualifying students are encouraged to take advantage of their VA entitlement. The Veterans Office also assists active-duty military students who are using any of the various Military Tuition Assistance (MTA) programs, and military spouses using the Military Spouse Career Advancement Account (MyCAA) program. For details on any of these education programs, refer to our website at [www.saddleback.edu/va](http://www.saddleback.edu/va) or call.
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<td>Information Management Center (IMC Lab)</td>
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<td>Job/Career Search Services</td>
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<td>KSBR (Saddleback College Radio Station 88.5 FM)</td>
<td>SSC 223/Spring LRC 132</td>
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<td>Language Lab</td>
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<td>Lariat (campus newspaper)</td>
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<td>Learning Resource Center Tutoring</td>
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<td>Career &amp; Re-Entry Center (SSC 140C)</td>
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<td>Student Government (ASG)</td>
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<td>Student Health Center</td>
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<td>Student Payment Office (student fees/fines/refunds)</td>
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<td>Theatre Ticket Office</td>
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<td>Writing Center</td>
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</table>
You may be attending Saddleback College in order to transfer, obtain a two-year associate degree, and earn a career technical Certificate of Achievement or Occupational Skills Award. Whatever your goal, be sure you get the award that you have earned.

You must apply for your degree, certificate, certification, or skills award. It is not given to you automatically. If you are unsure which award to apply for, be sure to meet with a counselor who will assist you.

At the beginning of the semester in which you are completing your requirements, be sure to apply for your award online in MySite. From the menu choose “Degree/Certs/Transfer.” Be sure to apply before the following deadlines: November 1 for Fall, March 1 for Spring, July 1 for Summer.

Upon completion, your award is posted on your official Saddleback College transcript and you will receive a diploma or certificate. Graduation is celebrated in May each year.

Students earning a degree or certification of achievement in summer, fall or spring, may participate in the commencement ceremony.