Saddleback College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Saddleback College prohibits discrimination on the basis of race, color, religion, national origin, age, disability, sexual orientation, marital status, or pregnancy in the administration of its educational policies, personnel practices, and college programs. The college, by law, cannot engage in any such discriminatory activity. Grievance procedures exist for students, employees, and job applicants. Information regarding formal complaints is on file in the offices of the Chancellor and the Deputy Chancellor and in the offices of the College President and Vice President for Instruction. The Office of Student Services maintains grievance procedure information for students. Any questions concerning discrimination may be directed to the Saddleback College Vice President for Student Services, 949-582-4566, Saddleback College, 28000 Marguerite Parkway, Mission Viejo, CA 92692. The Title IX Coordinator, Tony Lipold, can be reached at 949-582-4545.

Data on Saddleback College’s programs leading to gainful employment, required to comply with the Higher Education Act of 1965 as amended, can be found on the Saddleback College website at www.saddleback.edu. For Catalog updates and addenda, please refer to www.saddleback.edu/cc.

Saddleback College has made every reasonable effort to ensure that the information published in this catalog accurately reflects current legislation, information, policies, and fees. However, these are subject to modification at any time, without notice, in order to accommodate changes in the resources or educational plans of the district, or for reasons deemed appropriate by the college president or designee.

Please refer to the online catalog supplement at www.saddleback.edu/cc for policies and/or degrees that have been approved after publication of the hardcopy Saddleback Course Catalog.

Nota: La información para las personas que hablan Español se encuentra en la página 8 de este catálogo.
South Orange County Community College District
28000 Marguerite Parkway, Mission Viejo, California 92692 • 949-582-4999 • www.socccd.edu

Vision
South Orange County Community College District will be a leader in exemplary teaching and learning, student success and community partnership.

Mission
South Orange County Community College District provides a dynamic and innovative learning environment dedicated to student success and economic growth of the region.

2014-2020 District-wide Goals
1. SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions and collaboration.
2. SOCCCD will promote students' success by enhancing the teaching and learning environment.
3. SOCCCD will advance economic and workforce development through regional partnerships with educational institutions and industry and by strengthening career technical education.
4. SOCCCD will strengthen long-term financial health and institutional effectiveness through integrated planning and resource allocation.

BOARD OF TRUSTEES

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Lemar Momand,
Student Trustee
President’s Message

Congratulations on choosing Saddleback College first. Whether your plans include transfer-ring to a four-year college or university, training for a career, or acquiring new skills, attending Saddleback first is a smart choice.

Starting your higher education at Saddleback is a good decision for a variety of reasons. Did you know that:

— In 2015, more than 3,400 of our students transferred to four-year colleges and universities including UCLA, UC Berkeley, UC Irvine, San Diego State University, CSU Fullerton, and USC, to name a few.

— The average lifetime earnings of a community college graduate with an associate degree is $1.6 million -- $400,000 more than for a high school graduate.

— Students who earn a degree or certificate nearly double their earnings within three years.

Saddleback students also have access to a wide range of resources to help them succeed in their studies. Personal tutoring services are offered in our Learning Resource Center and mathematics student lounge. Our student services programs offer a full range of counseling, career planning and job placement services, and assistance for students with disabilities. On-campus childcare, a fully-staffed health center, financial aid, and services for veterans and re-entry students are available.

Students often find that their college experience is enriched when they participate in activities outside the classroom. I encourage all students to get involved in a campus activity, whether they participate in athletics or the performing arts, or join a club and attend the activities hosted by our associated student government and student development office. Find something that interests you, and get involved!

Indeed, choosing Saddleback first was a wise choice, and I commend you for your initiative in attaining your higher education goals. Welcome to the Saddleback College family!

Sincerely,

Tod A. Burnett, Ed.D.
President, Saddleback College
Administration

OFFICE OF THE PRESIDENT ................................................................. (949) 582-4722
President ................................................................. Dr. Tod A. Burnett

OFFICE OF INSTRUCTION ............................................................... (949) 582-4795
Vice President ............................................................... Dr. Kathy Werle

OFFICE OF STUDENT SERVICES ...................................................... (949) 582-4566
Vice President ............................................................... Dr. Juan Avalos

ADMISSIONS, RECORDS AND ENROLLMENT SERVICES ......................... (949) 582-4555
Interim Dean ................................................................. Christian Alvarado

STUDENT DEVELOPMENT .................................................................. (949) 582-4616
Director ............................................................... Audra DiPadova

FINANCIAL AID ............................................................................... (949) 582-4860
Interim Director ............................................................. Ruth Higgins

Academic Divisions

ADVANCED TECHNOLOGY AND APPLIED SCIENCE .................. (949) 582-4541
Dean .................................................................. Anthony Teng
Architectural Drafting ........................................... Fashion
Automotive Technology ..................................... Foods and Nutrition
Computer Maintenance Technology .................. Graphics
Cosmetology .......................................................... Horticulture
Drafting Technology ............................................. Interior Design
Ecological Restoration ....................................... Marine Science Technology
Electronic Technology ........................................ Rapid Digital Manufacturing
Environmental Studies .......................................... Travel and Tourism
Family and Consumer Sciences .........................

ECONOMIC & WORKFORCE DEVELOPMENT ........................................... (949) 582-4773
Dean .................................................................. John Jaramillo
Director, Economic & Workforce Development .... Israel Dominguez
Accounting .............................................................. Computer and Information Management
Administrative Assistant ...................................... Business Real Estate

COMMUNITY EDUCATION, EMERITUS INSTITUTE AND K-12 PARTNERSHIPS (949) 582-4326
Dean .................................................................. Dr. Estella Castillo-Garrison
Director of Emeritus Institute ............................... Daniel Predoehl
COUNSELING SERVICES ............................................................. (949) 582-4572
Interim Dean .......................................................... Dr. Georgina Guy
Art ........................................................................ General Counseling
Articulation ........................................................... Counseling Matriculation

FINE ARTS AND MEDIA TECHNOLOGY ................................................. (949) 582-4747
Dean ........................................................................ Bart McHenry
Art ................................................................................... Photography
Archiving ................................................................. Speech
Cinema/TV/Radio .................................................. Theatre Arts
Entertainment & Theatre Arts ................................ Music

HEALTH SCIENCES AND HUMAN SERVICES ........................................ (949) 582-4701
Dean ........................................................................ Dr. Donna Rane-Szostak
Assistant Dean/Director of Nursing ...................... Tammy Rice
American Sign Language ................................ Medical Assistant
Interpreting ............................................................. Medical Lab Technician
Emergency Medical Technology ....................... Mental Health
Health Information Technology ................................ Nursing
Health Sciences ......................................................... Paramedic
Human Services ........................................................ Phlebotomy
Insurance Billing ....................................................... Psychiatry

KINESIOLOGY AND ATHLETICS ................................................ (949) 582-4545 – KNEA
(949) 582-4547 – ATHL
Dean..................................................................... Tony Lipold
Dance ................................................................. Kinesiology
Health ................................................................. Intercollegiate Athletics

LIBERAL ARTS ............................................................ (949) 582-4788
Dean .................................................................. Dr. Kevin O’Connor
Astronomy ............................................................. English International Languages
Biological Sciences ............................................. English as a Second Language
Chemistry .............................................................. Humanities
Computer Science ................................................ Journalism
Engineering .......................................................... Philosophy

MATHEMATICS, SCIENCE AND ENGINEERING .................................. (949) 582-4820
Dean .................................................................. Dr. Christopher McDonald
Astronomy ............................................................. Geology
Biological Sciences ............................................. Marine Science
Chemistry ............................................................. Mathematics
Computer Science ................................................ Engineering

ONLINE EDUCATION AND LEARNING RESOURCES ......................... (949) 582-4397
Interim Dean .......................................................... Dr. Marina Aminy
Library ................................................................ LRC – Tutoring

SOCIAL AND BEHAVIORAL SCIENCE .................................................. (949) 582-4733
Dean .................................................................. Dr. Cadence Wynter
Anthropology .......................................................... Geographic Information Systems
Child Development and Education ....................... History
Economics .............................................................. Political Science
Education .............................................................. Psychology
Ethnic Studies .......................................................... Social Science
Geography ............................................................. Women’s & Gender Studies

TRANSFER, CAREER AND SPECIAL PROGRAMS ................................... (949) 582-4418
Dean .................................................................. Terence Nelson
Adapted Kinesiology ........................................... Re-Entry Center
CalWORKS ............................................................. Special Services
Career Center ........................................................ Transfer Center
DPS ................................................................. VETS Program
EOPS/CARE ..........................................................
Vision, Mission, Values of Saddleback College

Vision

Saddleback College will be the first choice of students who seek a dynamic, innovative, and student-centered postsecondary education.

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.

Values

Saddleback College embraces:

Commitment
We commit to fulfilling our mission to serve the south Orange County community.

Excellence
We dedicate ourselves to excellence in academics, student support, and community service.

Collegiality
We foster a climate of integrity, honesty, and respect.

Success
We place our highest priority on student learning and delivering comprehensive support for student success.

Partnership
We strive to develop strong and lasting partnerships among students, faculty, staff, and the community.

Innovation
We anticipate and welcome change by encouraging innovation and creativity.

Academic Freedom
We endorse academic freedom and the open exchange of ideas.

Sustainability
We promote environmental sustainability and use our resources responsibly to reduce our ecological impact.

Inclusiveness
We cultivate equity and diversity by embracing all cultures, ideas, and perspectives.

Global Awareness
We recognize the importance of global awareness and prepare our students to live and work in an increasingly interconnected world.
Saddleback College
Institutional Student Learning Outcomes (ISLOs)

Preamble
Saddleback College’s primary mission is to foster learning and student success. Students should expect to develop knowledge, skills and abilities across four broad areas as a result of their overall experience at Saddleback College. The broad areas are identified by the Institutional Student Learning Outcomes (ISLOs) listed below:

I. Effective Communication
Students completing a degree or transfer program at Saddleback College will be able to:
• Demonstrate the ability to understand, evaluate, and analyze readings from a variety of texts and to apply that ability in academic, personal, and professional contexts.
• Demonstrate the ability to clearly express themselves and the knowledge they have attained in various forms of writing.
• Demonstrate the ability to orally communicate ideas to others in a clear, coherent, and structured fashion when speaking in one or more of the following modes: interpersonally, in small group settings, or in public presentations.

II. Intellectual and Practical Skills
Students completing a degree or transfer program at Saddleback College will be able to:
• Demonstrate competence in fundamental computing and information technology.
• Demonstrate competence in scientific and quantitative reasoning necessary for informed judgment and decision-making.
• Conduct effective research, including the identification, evaluation, synthesis, and responsible use of sources and information.
• Analyze information and ideas independently and logically in order to arrive at reasoned, meaningful, and creative conclusions.
• Work with others to develop creative, logical, and reasoned solutions to problems.
• Develop cognitive, physical, and affective skills which will afford students the opportunity to be well-rounded individuals.

III. Community/Global Consciousness and Responsibility
Students completing a degree or transfer program at Saddleback College will be able to:
• Demonstrate knowledge of cultural diversity and awareness of multiple perspectives in the U.S. and globally.
• Demonstrate the ability to effectively communicate and interact with others in academic, personal, and professional contexts.
• Demonstrate awareness of the necessity for social responsibility and accountability of citizenship in a democratic society.
• Demonstrate an awareness of the necessity for ethical conduct in academic, personal, and professional contexts.

IV. Breadth of Subject Area Knowledge
Students completing a degree or transfer program at Saddleback College will be able to:
• Describe the scope, key principles, and defining framework of the discipline of study within the natural sciences and mathematics, including an understanding of the methods of scientific inquiry.
• Describe the scope, key principles, and defining framework of the discipline of study within the arts and humanities in order to understand the rich history of human knowledge, discourse, and achievements.
• Describe the scope, key concepts, and defining framework of the discipline of study within the social and behavioral sciences in order to understand the complexities of social interactions and human experiences.
La información se ha traducido al español para que la comunidad hispanohablante pueda informarse acerca del proceso de matrícula en Saddleback College. Estudiantes que necesiten ayuda o tengan preguntas, pueden llamar a la Oficina de Admisión y Registros (Admissions and Records) al 949-582-4555 o a la Oficina de Consejería (Counseling Services) al 949-582-4572. Estas oficinas están en el Edificio de Servicios para Estudiantes.

INFORMACIÓN PARA MATRICULARSE

ELEGIBILIDAD PARA ASISTIR A UNA UNIVERSIDAD COMUNITARIA

– INSCRIPCIÓN REGULAR: Tener 18 años de edad o ser graduado/a de la escuela secundaria.
– INSCRIPCIÓN CONCURRENTE: Estudiantes desde el 9 al 12 año de la escuela secundaria, podrán matricularse en clases recomendadas por el/la director/a de su escuela, pero que no excedan 11 unidades. Si desea más información, consúlte con la Oficina de Admisión y Registros.
– NO-RESIDENTES: Son personas que han permanecido menos de un año y un día en California antes del inicio del semestre o personas que mantienen visa de inmigración las cuales impiden el establecimiento de residencia. Para mayor información, comuníquese con la Oficina de Residencia al 949-582-4555.

Debido a la legislación (California AB 540) algunos/as estudiantes que no tengan documentos de residencia y que se hayan graduado de una escuela secundaria de California, podrían calificar para una “exención” de la matrícula de no-residente. Por favor llame al 949-582-4555 para obtener más información acerca de esta exención.

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

Fechas de entrega de su solicitud para los siguientes semestres:
1 de abril – otoño (fin de agosto)
1 de octubre – primavera (principios de enero)
1 de abril – verano (fin de mayo)

COMO HACER UNA CITA PARA INSCRIBIRSE: Estudiantes que asistan por primera vez a la universidad y los que ya hayan asistido y regresen, deben completar una solicitud. La Oficina de Admisión y Registros documentará su información y le dará un permiso con la fecha y la hora para que se inscriba a través del Internet. Es muy importante que asista a clases el primer día.

COMO ANADIR Y CANCELAR CLASES: Estudiantes pueden añadir clases hasta el día antes de su comienzo. Una vez que la clase haya empezado y que no tenga cupo, el profesor/a deberá pedir permiso al profesor/a para añadir la clase. Si se le da permiso, deberán tener un número llamado (APC), un código que le permitirá matricularse. Lo puede hacer por medio del Internet o en persona antes de la fecha límite que tenga el código APC. Deberá pagar en el momento que se inscriba.

Nota: Es de suma importancia que el/la estudiante lea el horario de clases para informarse de las fechas exactas para cancelar clases. Puede usar el Internet para cancelarlas.

Cobros

El día en que el/la estudiante se inscriba, debe pagar por todos los servicios tales como: la inscripción, seguro médico, exámenes de inglés y matemáticas.

Cobro de inscripción: Se cobrará lo siguiente:

No-Residentes: $190.00 (por unidad) y adición $46.00 por unidad.
Al no-residente que es ciudadano/a o residente extranjero/a adicionalmente se le cobrará $32.00 por uso de facilidades (por unidad) y $54.00 (sin devolución), para procesar su solicitud al tiempo de solicitar. Estos cobros son para estudiantes internacionales.

Residentes: Al residente de California se le cobrará $46.00 por unidad.

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

Cobro de estacionamiento: Para el coche es $40 por semestre, $25 por la sección de verano, o $80 por un permiso anual que incluye: el semestre de otoño, la primavera y el verano. Permiso para motos cuesta $20 por semestre, $10 por la sección de verano, o $40 por un permiso anual. El permiso anual solamente se pue de comprar durante el otoño. Siempre hay que colocar su permiso dentro de su coche, colgándolo en el espejo retrovisor.

Cobros de Servicios de Salud están sujetos a cambios.

Exámenes de inglés y matemáticas

La Oficina de Matriculación (Matriculation Office) ofrece servicios que incluyen exámenes de inglés y matemáticas, inglés como segunda lengua (ESL), análisis de los resultados de los exámenes, consejo académico y orientación y análisis de reporte de calificaciones de otras instituciones. Está ubicada en el edificio Village, salon 8. Su número de teléfono es 949-582-4970.

Enfermería/Centro de salud

El Centro de Salud de Saddleback College le ofrece a la/la estudiante varios servicios médicos y psicológicos. Tenemos un equipo de enfermeras/os, doctores/as, psicólogos/as y pasantes psicólogos que le ayudarán con su salud tanto física como emocional, para ayudarles a tener éxito tanto personal como educacional.

Se incluyen servicios limitados de crisis emocional, exámenes de visión y audición, primeros auxilios, algunas vacunas, exámenes de sida, de enfermedades venéreas y de tuberculosis. También durante el año escolar, se informará acerca de los riesgos del uso de drogas y alcohol en los viajes de salud.

El Centro de Salud de Saddleback College cuenta con información de varias temáticas como asalto sexual y cómo reportarlo, etc. (California Education Code, Section 67385).

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

Ayuda Financiera

La Oficina de Asistencia Financiera en Saddleback College está designada para proveer asistencia económica a estudiantes que cumplen con los requisitos. Asistencia federal, estatal y fondos de fuentes privadas están disponibles. Estudiantes interesados en recibir ayuda financiera, primeramente deberán solicitar electrónicamente a través del proceso de FAFSA (Solicitud Gratuita de Ayuda Federal para Estudiantes). La dirección de su página electrónica es www.fafsa.gov, y tiene información en inglés y en español. La oficina está en el Edificio de Servicios para Estudiantes, salon SSC 106. El número de teléfono es 949-582-4860.

Programa de EOPS

El Programa de Servicios y Oportunidades de Educación Extendida (EOPS) sirve a personas que califican bajo varios requisitos, como ser residente de California, ser de bajos recursos económicos, tener desventaja de no tener una educación formal, estar matriculado en doce o más unidades (tiempo completo), etcétera. Favor de comunicarse directamente con el programa EOPS para mayor información sobre elegibilidad.

El programa EOPS ofrece los siguientes servicios gratis para las personas que califican: orientación académica, ayuda con los libros de texto (si hay fondos), prioridad en añadir clases. La oficina está en el Edificio de Servicios para Estudiantes, salon SSC 126. El número de teléfono es 949-582-4620.

Servicios de Tutoría (LRC)

El programa de tutoría (LRC) proporciona servicios de tutorías/as gratis de diferentes cursos académicos para satisfacer las necesidades de cada persona. Hay instrucción individual y en grupo. LRC está situado en el segundo piso del edificio LRC (ex biblioteca) salon 212. Para más información, comuníquese al teléfono 949-582-4519.
Admission Requirements

Eligibility for Admission

Admission to Saddleback College is open to anyone who is a high school graduate, has a High School Equivalency certificate, or is 18 years of age or older and shows evidence of being able to benefit from instruction.

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

Application for Admission

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

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

- Fall semester: February 1
- Spring semester: September 1
- Summer session: February 1

California Residency

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

Establishing California Residency

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

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

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

The steps necessary to show California residency intent will vary from case to case. Included among the steps may be: filing resident California state income tax forms on total income, registering to vote and voting in elections in California, ownership of residential property or continuous occupancy or renting of an apartment on a lease basis where one’s permanent belongings are kept, maintaining active resident membership in a California professional organization, maintaining California vehicle plates and operator’s license, maintaining active savings and checking accounts in California banks, for military service personnel — maintaining permanent military address in California on the Leave and Earning statements (L.E.S.). The burden of proof to clearly demonstrate both physical presence and intent to establish California residence lies with the student.

Exemptions

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

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

Other conditions may be required to meet these criteria. Please call 949-582-4555 for more information.

Reclassification:

Reclassification to resident status must be requested by the student. Financial independence during the current year and preceding two years will be considered at the time the student requests reclassification. Information regarding requirements for reclassification is available in the Office of Admissions and Records. Students should allow ten working days after submitting their documents for a decision.
International Students (F-1–Visa)

Saddleback College defines an “international student” as a student attending Saddleback College fulltime while on an F-1 student visa. Applications for admission to Saddleback College's International Student Program are available online at www.saddleback.edu/iso and in the International Student Office. Prospective students may contact the International Student Office at 949-582-4637 or by e-mail at sc-iso@saddleback.edu.

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

1. Application for admission is available online beginning the following dates:
   - Fall semester: February 1
   - Spring semester: September 1
   - Summer session: February 1

2. A nonrefundable processing fee of $54 for the 2014-2015 academic year, required with the application form.

3. The International Student Supplement should be completed, signed by the applicant, and turned in to the International Student Office. The form can be found at www.saddleback.edu/iso.

4. English proficiency test requirement: Students whose native language is not English must take the TOEFL (Test of English as Foreign Language), STEP EIKEN, iTEP or the IELTS. The TOEFL score must be a minimum of 470 (paper-based) or 52 (internet-based). The STEP EIKEN test must be passed at the grade 2A level. The iTEP score must be a minimum of 4.0. The IELTS score must be a minimum of 4.5.

   The English proficiency test requirement may be waived for applicants who can demonstrate that they have successfully completed the equivalent to ENG 200 at Saddleback College. The course must be from a regionally accredited institution. Students who have attended at least 3 years and have graduated from a U.S. high school are not required to complete the English proficiency test requirement.

5. Academic records: Evidence of academic achievement equivalent to an American high school diploma or higher. The transcripts of the original records must be accompanied by a notarized English translation. In addition, international students who are in the U.S. as F-1 students must submit all of their academic records from the institutions they have attended in the U.S.

6. International Student Supplement completed and signed by the applicant. The form can be found at www.saddleback.edu/iso/admission-requirements-international-students.

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

1. Transfer form completed by prior institution verifying the student's current status.
2. Copy of the SEVIS I-20 provided by prior institution.
3. Copy of passport information page (i.e. name, photo, date of birth, etc), F1 visa, and form I-94 (both sides).

Upon acceptance to Saddleback College, international students are expected to:

1. Enroll in and complete a minimum of 12 units each semester with a minimum 2.0 Grade Point Average (GPA). International students are allowed to register for only one online class each semester to apply towards the 12 unit requirement for full-time enrollment.

2. Purchase health insurance coverage: Saddleback College and the South Orange County Community College District require that all international students have a valid health insurance plan from the district-approved carrier during their entire course of study. Students must have health insurance coverage in order to enroll in classes. Health insurance information is available at www.saddleback.edu/iso and at the International Student Office.

3. Pay non-resident tuition fees in addition to all other applicable fees during their entire attendance at Saddleback College.

Saddleback College international students with F-1 visas may enroll in a maximum of 6.00 units at Irvine Valley College when certain classes are not offered at Saddleback College to maintain their fulltime enrollment. International students with F-1 visas from other schools may enroll concurrently at Saddleback College on a part-time basis not to exceed six units. Students should consult the International Student Office for more information. Applicants with other types of visas (not F-1) should apply online through the Office of Admissions and Records at www.saddleback.edu/admissions.

For additional information, contact the International Student Office at 949-582-4637 or sc-iso@saddleback.edu.

Note: International applicants are not admitted to impacted programs, which include the Nursing and Paramedic programs. Please consult the International Student Office for a complete list of impacted programs.

Under the Division of Enrollment Services, the International Student Office at Saddleback College oversees the recruitment, admission, and retention of international students. The International Student Office provides a wide range of services to international students including admission, assessment, orientation, home-stay and F-1 visa advising. In addition, the Office coordinates events on-campus to promote global awareness and cooperation. The International Student Program at Saddleback College is governed under the South Orange County Community College District and U.S. federal regulations.
Matriculation Services

Philosophy

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

1. Complete the Matriculation process including: Online, Orientation, Assessment, and Online Advisement
2. Complete a first semester education plan and establish goals
3. Attend classes
4. Discuss academic goals with a counselor
5. Use support services as needed
6. Make progress toward achieving the goal
7. Follow recommendations given by counselor/instructor

Saddleback College agrees to provide:

1. Resources and support services
2. Assessment and college orientation
3. Advisement and First Semester Ed Plan
4. Courses in basic skills
5. Individual comprehensive educational plans
6. Career, learning, and transfer centers
7. Continued monitoring of academic success

Steps in the Matriculation Process

Matriculation is designed to assist students in achieving their educational goals at Saddleback College. The process includes Orientation, Assessment, Advisement/Ed Plan, and follow-up services. Students required to matriculate must complete the following steps prior to registering for classes:

1. Orientation Online provides students with information about the many resources available at Saddleback College. Students learn about student services, special programs, and other student support programs. They are introduced to MySite, the student individual information system, and to the procedures for registration.
2. Assessment may include, but is not limited to, information regarding the student’s English language and reading proficiency, math skills, educational goals, academic history, and possible need for special services.
3. Alternative Evidence – Students who have completed and passed a math and English course at another college/university or taken and received a 3 or higher on the English and calculus AP exams can submit Alternative Evidence to complete this assessment step.
4. Online Advisement assists students to determine their educational goals, plan their first semester schedule, and prepare a “First Semester Ed Plan.” Students learn about transfer, degree requirements, and vocational programs.

Follow-up services monitor the students’ progress throughout the academic year. Students on either academic or progress probation are notified of their academic standing each semester so they can seek assistance from the Division of Counseling Services. My Academic Plan (MAP) workshops may also be available as follow-up academic planning services.

Students must follow the Matriculation procedures and take their assessment exams at their school of record. All Saddleback College students are welcomed and encouraged to participate in the Matriculation process.

The Matriculation Office is located in Village 8-5. You may call the Matriculation Office at 949-582-4970 or visit our website at www.saddleback.edu/matriculation.

Exemptions

Students that have completed a minimum of an AA/AS degree at an accredited college or university in the United States are exempt from the Matriculation Process.

Retest Policy

1. Reading: Students may repeat the Reading assessment exam every six (6) months.
2. English: Students may retake the English assessment exam every six (6) months.
3. English as a Second Language (ESL): Students may retake the ESL assessment test every three (3) months.
4. Mathematics: Students are allowed to retake the same level math assessment exam once every three (3) months. Students may take a different level math test with no waiting period.

Alternative Matriculation Services

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

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

Prerequisites/Corequisites/Limitation on Enrollment/Recommended Preparation

Saddleback College is committed to helping students select appropriate level courses in order to provide the greatest chance for their academic success. Information relating to prerequisites, corequisites, limitation on enrollment, and recommended preparation are printed in bold as part of the course descriptions in the catalog and with a padlock symbol to the right of the course description in the online class schedule.

Students are responsible for meeting the prerequisite, corequisite, limitation on enrollment, or recommended preparation prior to registering for any course with these restrictions. It’s recommended that students clear all prerequisites a minimum of 2 weeks prior to their assigned registration time to avoid enrollment delays.

Prerequisite:

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

Corequisite:

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

Limitation on Enrollment:

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

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 the success in the target course.
How to Clear a Prerequisite

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

1. Complete an assessment exam at Saddleback College for English and/or math and place into the course above the prerequisite.
2. Complete the course(s) at Saddleback College with a satisfactory grade of “A,” “B,” “C,” “CR,” or “P” (formerly CR).

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

3. Provide transcripts showing the completion of an English and/or Math course from another college or university to the Matriculation Office if the course you are wishing to take has an English and/or math prerequisite. Such evidence must demonstrate satisfactory completion of the prerequisite course with a grade of “A,” “B,” “C,” “CR,” or “P.” Note: Grade of “C-” or lower is not satisfactory.

4. Provide a College Board AP score report with a 3 or higher on the English Composition/Language or Composition/Literature exam to clear an English prerequisite or Calculus AB or BC exams with a score of 3 or higher to clear a math prerequisite.

5. Provide acceptable evidence of an equivalent assessment exam administered at another accredited California community college. Students may clear prerequisites in English if the appropriate course placement is provided on their results. Math prerequisites may be cleared if the student took the MDTP (Math Diagnostic Testing Project) placement exam and their test level and score are provided on the results. Students must have the Matriculation Office evaluate all placement results for acceptance.

Submitting an English and/or math prerequisite evaluation request using alternative evidence:

Complete the Math and English Prerequisite Evaluation Form, attach your alternative evidence with course catalog description(s) and submit them to the Matriculation Office. Courses that have prerequisites other than English or math must be evaluated by the appropriate division office.

NOTE: 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 on our website. Courses offered in high school or for “zero units” cannot be used to satisfy a math or English prerequisite.

Course Prerequisite Challenge and Appeal Procedures

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

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

Students wishing to appeal a course placement based on one of the criteria listed above must file an Appeal Petition which can be obtained in the division office of the target course. An Appeals Committee will review the petition and make a decision within five working days. If the appeal is approved, the student will be allowed to enroll in the higher level class. If the appeal is denied, the student will not be eligible for the higher level course and will be dropped if prior enrollment was allowed.

English Composition Appeal Process

Students who receive a recommended placement in a basic-skills writing course, rather than a college-level writing course as a result of the initial assessment process and who wish to be considered for placement in college-level writing should take the Writing Sample Appeal. During the Writing Sample Appeal students will write an essay based on a prompt and passage provided by the Matriculation Office.

An Appeals Committee will meet and review the Writing Sample Appeal within five working days. If the appeal is approved, the student will be allowed to enroll in the higher level course. If the appeal is denied, the student will not be eligible for the higher level course and will be dropped if prior enrollment was allowed. Appeal results are final and placement cannot be appealed again.

Dates and times of the Writing Sample Appeals are available in the Matriculation Office (Village 8-5) or online at www.saddleback.edu/matriculation.

Mathematics Challenge Process

A student who desires placement in a higher level mathematics course than resulted from their assessment exam or evaluation of alternative evidence may attempt the High School Math Challenge. Students must turn in the High School Math Challenge Form and a copy of their high school transcript (not report cards) to the Matriculation Office in Village 8-5. High school transcripts can be used as a challenge only after the student has completed the math assessment with the Matriculation Office or turned in alternative evidence for math placement.

NOTE: Grade of “C-” or lower is not satisfactory and courses taken at continuation schools, out of district schools, high school summer or adult education programs are not accepted for this challenge.

Mathematics Appeal Process

A student who desires placement in a higher level mathematics course than resulted from their usual assessment process and have been denied placement from the Math Challenge Process may complete an “Appeal Petition” in the Mathematics, Science, and Engineering Division Office, SM 334. The following documents must be attached to the appeal petition:

1. The student’s high school transcript.
2. College transcript and college catalog description of each mathematics courses on the transcript.
3. The results of the appropriate Saddleback College mathematics assessment test. Students seeking enrollment in MATH 251 must complete either the level 1 or level 2 mathematics placement test. Those seeking enrollment in MATH 205 or 253 must complete either the level 2 or level 3 mathematics placement test. Students who wish to enroll in MATH 7, 8, 10, 11, 112 or 124 must complete the level 3 placement test. Students must complete the level 4 mathematics placement test for all higher level math courses.

An Appeals Committee will meet to review the Appeal Petition and supporting documents within five working days. If the appeal is approved the student will be allowed to enroll in the higher level course. If the appeal is denied, the student will not be eligible for the higher level course and will be dropped if prior enrollment was allowed.

Student’s Rights

Any student who feels they have experienced discrimination regarding the matriculation process has the right to file a grievance. Information may be obtained in the Office of the Vice President for Student Services, AGB 126.
Registration for Classes

Open Enrollment Policy

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

Registration for Classes

Students register online or in person. Payment is due by the deadline stated on the Confirmation page at the end of the registration session. Once the semester has begun, payment for registration is due at the time of enrollment. After selecting classes and paying all required fees, registration is completed. Consult the Admissions and Records website at www.saddleback.edu/admissions for the most recent registration information. Students must have officially enrolled and paid for classes during the registration period in order to receive a grade for the course. Classes cannot overlap, i.e., students may enroll in only one course in a time period. Please be aware that proof of prerequisite completion or alternative evidence may be required. (See Matriculation Services page 11)

New and Former Students

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

Once an application is submitted, a registration permit is issued indicating a student’s assigned registration time for Internet registration. Students who apply online receive their registration permits by email.

Most students new to Saddleback College, except those who have already earned an associate degree or higher degree, should participate in an assessment and orientation session prior to registering for classes. Students who are advised to participate in assessment and orientation will be notified at the time their application is submitted. Students who are not advised to participate are encouraged to take advantage of an assessment session for assistance in selecting courses. The assessment process is described further under “Matriculation Services” on page 11.

Continuing Students

Continuing students are those who have been registered during the previous semester (including or excluding summer). Continuing students need not file an application. Continuing students may view their assigned registration time at the MySite web portal. Registration times are determined by the number of units the student has completed within the South Orange County Community College District. Those who have already completed more than 80 units are given appointments toward the end of registration. Consult the Admissions and Records website at www.saddleback.edu/admissions for the most recent registration information.

Enrollment Priorities

The South Orange County Community College District has established the following enrollment priority order when issuing registration times for students:

Priority — student groups legislated to receive priority registration, as well as SOCCCD board-approved groups designated as priority.

First-time Freshmen — students enrolled for the first time in college after completing high school or its equivalent. Registration times are based on the date the student completed their assessment, orientation, and academic plan (Matriculation). Earlier completers receive an earlier registration time.

Continuing — continuing students in good academic standing with less than 100 completed units (not including basic skills) in the South Orange County Community College District. Registration times are assigned in descending order by completed units.

New/Returning — students who have never enrolled in the district or are returning after one or more semesters of nonattendance. Registration times are assigned based on the date of application i.e. earlier applicants receive an earlier registration time.

Emeritus — students in good standing who are enrolled only in Emeritus Institute classes

Low Priority — students who meet any of the following conditions:
  • are required to complete matriculation but have not by the designated deadline date
  • have a non-qualifying educational goal
  • are on academic and/or progress probation for two consecutive semesters
  • have completed 100 or more degree applicable units district-wide (not including basic skills)

High School — students concurrently enrolled in high school.

NOTE: New and Returning students are required to complete assessment, orientation, and an academic plan prior to the designated deadline in order to be eligible for the following groups: Priority, First-time Freshmen, or NewReturning.

Challenges to assigned registration times may be filed by appeal with the Office of Admissions and Records. Appeals are considered under very narrow circumstances and are reviewed on a case-by-case basis. Consult the Office of Admissions and Records for information about the challenge process.

Maintaining Student Contact Information

It is important for students to maintain current contact information, including the phone number and address in their college record. Information may be updated through the student’s MySite account under “My Information.” If the post office reports a forwarding address that the student has filed, the college records will automatically be updated to reflect that change.
Student Status:

Part-time: Student taking fewer than 12 units
Full-time: Student taking 12 or more units
Freshman/First year standing: Student who has completed fewer than 30 units.
Sophomore: Student who has completed 30 or more units
Graduate: Student who has been awarded the Associate in Arts or Science degree or a higher degree by a regionally accredited college.

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

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

Adding Courses

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

Withdrawal From Courses

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

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

Deadlines for Dropping or Withdrawing from Classes

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

- 20 percent of the course based on ticket number—drop without a “W” on the transcript
- 65 percent of the course based on ticket number—drop with a grade of “W” on the transcript

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

NOTE: Only student initiated or instructor drops completed prior to the refund deadline are eligible for refund consideration. (See Student Fees/Refunds/Credits for further information regarding refunds.

Financial Aid recipients see the Financial Aid section of the catalog regarding Title IV repayment policy.
All fees are subject to change

**Associated Student Body (ASB) Stamp Fee**

The $10 ASB stamp fee provides a variety of benefits to students and supports, as part of the total ASG budget, a variety of student programs and services, such as Athletics, Fine Arts, Scholarships, access to the ASG office, and many other student-sponsored activities. In purchasing the ASG Stamp you will also receive a FUND card valued at over $160 in discounts. The ASB fee is non-refundable. The ASB stamp fee can be purchased online and in SSC 211, in the ASG Office.

**Enrollment Fee**

The Enrollment Fee is $46 per unit with no maximum. This fee is subject to change by the State of California.

**Health Fee**

All students who enroll in classes held on the Saddleback College campus (to include hybrid internet classes with either optional or mandatory on-campus components) are required by state law to pay $19 per regular semester and $16 for the summer session. The health fee entitles students to a variety of health services. (Please note, this is not a personal health insurance policy). The student health fee may be voluntarily paid by students taking off-campus or distance education classes who want to use these services. Health fees may be subject to change during the academic year.

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

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

**Material/Lab Fees**

The policy for requiring students to provide instructional and other materials and establishing the provisions for assessing the students a fee for a credit or non-credit course shall conform to the following guidelines:

1. The materials shall be tangible personal property which are owned or primarily controlled by an individual student.
2. The material is of a continuing value to the student outside of the classroom setting, which can be taken from the classroom setting, and which is not wholly consumed, used up or rendered valueless as it is applied in achieving the required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.
3. The material shall not be solely or exclusively available from the district except if it is provided to the student at the District’s actual cost and:
   - a. The material is otherwise generally available, but is provided by the district for health and safety reasons; or
   - b. The material is provided in lieu of other generally available but more expensive material which would otherwise be required.

Any materials not meeting these guidelines will be provided by the District to students at no cost to the student.

**Parking Fees**

Students who intend to park in a student lot must purchase a parking permit each semester. An annual permit which includes Fall, Spring, and Summer is available for purchase in the Fall only. Parking fee costs can be found on the college website in the Student Payment Office webpage under “Fees.”

Day parking permits can be purchased at any one of the yellow permit dispenser machines currently located at the Medical Center Drive campus entrance next to the flag pole; at the north end of parking lot 10, at lot 5A (Near Tennis Courts); and at parking lot 1. Timed metered parking is available at the north end of lot #9.

**Returned Check Fee**

Non-Sufficient Funds and Stop-Payment Check Charge Policy

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

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

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

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

**Transcript/Verification Fees**

Transcripts: Students are entitled to two free transcripts and/or verifications. Additional copies are $3.00 per copy. Transcripts may be ordered online or in-person only. (The online system does not accommodate the two free transcripts.)

Emergency Transcripts are $5.00 in addition to the transcript fee. Emergency transcripts requests are available only through the online system and are processed within 24 hours during normal business hours after requests are received.

Saddleback College transcripts do not include grades from Irvine Valley College or any other institution. Students need to make separate requests to each college. Visit saddleback.edu/admissions/transcripts for more information.

Verifications of Enrollment a standard official verification of enrollment may be downloaded free of charge through MySite. Choose MyInformation then choose Official Enrollment Verification.

Other types of verifications are $3.00 after the first two free transcripts or verifications.

Emergency Verifications are $5.00 in addition to the verification fee. Verifications may also be ordered by mail or in person. The Verifications Request Form may be downloaded from www.saddleback.edu/admissions/degree-and-enrollment-verification.

Mail requests to:

Saddleback College
Office of Admissions and Records
Verification Unit
28000 Marguerite Parkway
Mission Viejo, CA 92692
Non-Resident Fees

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

Capital Outlay Fee
Students who are U.S. citizens but not California residents, as well as students who are not U.S. citizens, will be charged a capital outlay fee of $42 per unit. This is in addition to the $46 per unit enrollment fee and the $200 per unit non-resident tuition fee. Students who are not U.S. citizens but can validate asylee/refugee status, or who have been evaluated to have a financial hardship, may be exempt from this fee.

Tuition Fees
Students who are U.S. citizens but not California residents, and students who are not U.S. citizens, will be charged a non-resident tuition fee of $200 per unit. This is in addition to the $46 per unit enrollment fee and the $42 per unit capital outlay fee. Students who are not U.S. citizens but can validate asylee/refugee status, or who have been evaluated to have a financial hardship, may be exempt from this fee.

Non-Resident and Capital Outlay Fees Exemption for Veterans and their Dependents
Effective July 1, 2015, veterans who are eligible for Veterans Administration (VA) education benefits and enroll in the college within 3 years of discharge from a period of active duty service of 90 days or more are exempt from paying non-resident fees and capital outlay fees. Dependents of veterans who are using these benefits are entitled to the same exemption. This exemption will remain in effect for each qualifying student as long as the student is continuously enrolled in classes.

Fees Payment Deadlines
During the registration period and up to the Monday prior to the week before the semester begins, students are given 5 business days to pay for their registration. Students who have registered prior to the start of the semester with a balance over $50 who have not paid by their fee deadline are subject to being dropped from classes.

Beginning the Monday prior to the week before the semester begins, online registration payment is by credit/debit card only and payment is due at the time of registration. During this time, students may pay by check or cash by coming to the Office of Admissions and Records to complete their registration. They will be sent to the Student Payment Office (SSC 208) to pay for their fees the same day.

Beginning the first day of the semester, students adding classes will not be dropped for nonpayment but will be responsible for their fee balance. A hold will be placed on student accounts for unpaid balances, preventing further registration or official transcript requests.

Students whose fees are being waived or paid for by financial aid must ensure that their fee waivers or aid is in place prior to their payment deadline.

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

It is the always the student’s responsibility to drop a class prior to the refund deadline date to ensure a refund. Students who add or drop a class after the class’ refund deadline dates are not entitled to a refund. Also, students who are dropped from a class by an instructor after the class’ refund deadline date are not entitled to a refund. Students dropped from a class after the class’ refund deadline date due to non-payment are not entitled to a refund. The only exception to this policy is when the college cancels the class. In this instance, fees charged for the cancelled class will be refunded.

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

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

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

Associated Student Body (ASB) Fee Refund/Credits
The Associated Student Body (ASB) stamp fee is non-refundable.

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

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

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

Non-Resident Tuition Credits
A request for credit of non-resident tuition may be made in any of the three categories listed below:
1. Non-resident tuition fees collected in error. In such cases, 100 percent of the non-resident tuition will be credited.
2. Non-resident tuition fees refundable as a result of the cancellation of a class or some similar action on the part of the college, clearly beyond the control of the student and for which the fees have been paid. In cases of cancellation of a class, 100 percent of non-resident tuition will be credited.
3. Non-resident tuition fees refundable as a result of a student’s reduction of units prior to the class(es) refund deadline date.

Parking Fee Credits
Credits on parking fees will be given only when all of the following conditions are true:
1. When a class is canceled and the student is not attending any other classes on campus during the semester, or if the student officially withdraws from all of their classes during the first two weeks of a regular term, or during the first week of eight-week terms.
2. The student Parking Decal is turned in to the Campus Police Department during the first two weeks of a regular semester or during the first week of an eight-week session.
Student Support Services

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

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

California Work Opportunity and Responsibility for Kids (CalWORKs)
Saddleback College CalWORKs program is designed to assist students to develop the necessary skills, knowledge, and experience that will make them more marketable with employment after earning a certificate and/or college degree. Students are provided services such as academic, personal, career counseling, and work-study. For office hours or more information, call the CalWORKs office 949-582-4207 or visit www.saddleback.edu/calworks.

Campus Preview Tours
Guided tours are available to any individual or group interested in viewing the campus. Reservations are necessary. Please call the Outreach Department 949-582-4218 to schedule a tour.

Career & Re-Entry Center
The Center for Career and Life Development includes: Career Guidance Services and Re-Entry Services. The CCLD provides assistance, planning, and support for students and potential students. It is located in the Student Services Center, Room 140. Individual assistance is available by appointment. Career computer lab and library resources are available when groups or classes are not scheduled for visits. Additional services and resources are available on our website, visit www.saddleback.edu/ccld. Appointments can be scheduled by calling 949-582-4575.

Career Guidance Services are open to anyone who needs assistance with making a career decision, choosing a major, researching career demographics, or enrolling in a course that requires career exploration. Applied Psychology and Women's Studies 120 courses are available during the Summer, Fall and Spring semesters. Educational and occupational information is available in the computer lab and library to explore at the student's own pace. The resource materials in the computer lab and library include career information that describes duties and responsibilities of careers, future career trends, and salary ranges. Additional resources include career technical education, college catalogs, scholarship resources, re-entry information, and online and traditional educational options that may lead to career or transfer. In addition, career assessment packages can be purchased at the CCLD to support courses and student learning objectives. Computerized assessment systems that measure abilities, skills, personality and values with comprehensive demographic information and self-evaluation tools are available for free or at a nominal fee. Some assessments can only be taken with a referral from a counselor at Saddleback and a scheduled appointment to review the results. Career Counseling is available by appointment during the Spring and Fall semesters.

Re-Entry Services (Women's Resource Services) helps men and women who are searching for ways to return to school, change careers, or find new direction and support in their lives. The Re-Entry Services Program acts as a liaison for students which may include relationships with the Employment Development Department (EDD), inmate correspondence, international students, English as Second Language students, crisis intervention team, health services, and the Women's Studies Department on campus. The program provides advisement and referrals to on-campus resources, finding a career direction, and an overall assessment of barriers that prevent a student from being successful in college. Additionally, it provides updated lists of low cost and sliding scale community resources and programs to address the student's needs. Workshops, support groups, and specialized Re-Entry scholarships are available for re-entry students. The program is particularly committed to expanding student awareness of opportunities for those who are underrepresented or returning to complete educational training as well as overcoming life barriers. Individual appointments are available and are recommended to be scheduled in advanced.

Child Development Center
The Child Development Center offers educational opportunities and services primarily for registered pre-school children of Saddleback College students. Faculty and staff of SOCCCD and community members may also utilize the center. This program recognizes and supports the fact that parents with children are enrolled at the college. Furthermore, proper care for a child is often a determining factor in a parent's decision to attend and succeed in entering college or a career. The center provides an educational experience and includes activities such as art, music, cooking, language arts, and science. Children eligible for enrolling in the pre-school program must be at least 18 months of age and may remain in the program up to their entrance into kindergarten.

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

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

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

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

Counselors are available day and evening, either by appointment or on a walk-in basis. Appointments are especially recommended well in advance of registration periods. Online counseling is available at www.saddleback.edu/counseling/ecounselor. Online counseling may not be used for such tasks as evaluating transcripts or personal counseling, but can be very useful for obtaining answers to a wide variety of counseling-related questions.
Saddleback College students wishing to make an appointment may call or stop by the Counseling Office located in the Student Services Center, Room 167. The number is 949-582-4572. Students may also make an appointment online:
1. Go to the Saddleback College Home Page
2. Click on New Students
3. Click on Counseling Services
4. Click on Make an Appointment
Credit courses listed under Counseling are offered to assist students in gaining the most from college. For example, COUN 140 is a course designed to help orient the student to college life and assist them in education and vocational planning. In addition, there are opportunities for students to enroll in courses in Counseling in such areas as career planning, study skills, testing, decision-making, and the helping relationship. Seminars and workshops on many related topics are also available.

Disabled Student Programs and Services (DSPS)
The DSPS Program at Saddleback College provides support services and specialized instruction for students with disabilities. Documented verification of disability is required, and students must apply in the DSPS office to determine eligibility. Students with a disability who believe they may qualify for a course substitution should contact a DSPS counselor or specialist in SSC 113.
The following support services are available for eligible students at Saddleback College: academic, personal, and career counseling; priority registration; accommodated testing; mobility orientations and campus-accessibility maps; notetaking, reader, and transcription services; printed enlargement; alternative media production; adapted computer labs; sign-language interpreter services; and liaison with faculty and community agencies. In addition, DSPS offers specialized courses in strategy training, basic skills, and adapted computer and adapted kinesiology (formerly physical education). Arrangement for support services must be made in advance. Access and medical parking permits can be obtained at the Campus Safety Office.
For further information on services and instruction for students with disabilities at Saddleback College, contact the DSPS office in the Student Services Center, Room 113, or call 949-582-4885 or Telecommunication Device for the Deaf 949-582-4833, video phone 949-482-4430, or visit our website at www.saddleback.edu/dspds.
Any concern regarding access to programs and services should be directed first to the Coordinator of DSPS (949-582-4885), second to the Dean of Transfer, Career, and Special Programs (949-582-4418) and finally, if not resolved, to the Vice President of Student Services (949-582-4567) who is the SO4 Officer/ADA Coordinator, Saddleback College, 28000 Marguerite Parkway, Mission Viejo, CA 92692.

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

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

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

Health Services
Saddleback College Student Health Center embraces student success by providing confidential, high quality medical and psychological services to all currently enrolled students who have paid their health fee.
The student health fee is state mandated for all students who take on-campus classes and may be voluntarily paid by student taking off-campus or distance education classes who want to use the services provided by the Student Health Center.
A team of licensed medical physicians, registered nurses, and clinical psychologists along with intern therapists provides acute short-term care. Services include basic urgent care medical interventions and treatment, including pharmacy, laboratory, immunizations, women’s health examination including PAP tests and birth control and physical examinations. Additionally, mental health services include crisis intervention, individual, couple, and family psychological therapy and testing. The Student Health Center also offers private health education, vision and hearing screenings, emergency first aid, insurance for college-related injuries, HIV and all other STD testing as well as alcohol, drug and other substance abuse prevention, intervention, and support services.
The Student Health Center maintains webpages and current literature on a wide variety of health topics, including the Saddleback College publication, Sexual Assault Education, Victim Survival Guide and Campus Reporting Protocol (California Education Code, Section 67385).
The Student Health Center is located in the Student Services Building Room 177. Appointments are recommended and can be made by calling (949) 582-4606.
International Students Office

The International Student Office provides services to international students who hold F-1 (student visas) by assisting them in the admissions, assessment, and orientation processes and with home-stay and visa applications as well as in the preparation of documents required by the United States Citizenship and Immigration Services. The office is located in the Student Services Center, Room 107. For more information, please call (949) 582-4637 or visit our website at www.saddleback.edu/iso.

Learning Resource Center Tutoring

LRC tutoring provides free tutoring for Saddleback College students. Varied tutoring services are available to satisfy student needs: drop-in, one-to-one, groups, exam review sessions, and faculty led skills workshops.

Free tutoring, located in LRC 212, is provided during the fall, spring, and summer terms. The LRC is closed weekends. More information is available by calling 949-582-4519, or by visiting our website at www.saddleback.edu/tutoring.

LRC Tutoring Computer Skills Lab

The Learning Assistance Center, located in LRC 258, offers students the opportunity to use software specific to course assignments, access computers and the Internet, and strengthen their knowledge of technology by learning more about Blackboard, MySite, and how to be successful in online classes. Qualified personnel will assist students with their learning needs. For more information call 949-582-4441 and visit the LRC Tutoring website www.saddleback.edu/tutoring.

Library Services

The Saddleback College Library’s mission is to assist students and faculty with their research and personal information needs. The Library is located on the third floor of the renovated Library/LRC Building. For complete information about library resources and services visit the website at www.saddleback.edu/library, or call 949-582-4314.

Borrowing and Renewing Materials

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

Fees, Fines, and Holds

Overdue items result in a “hold” on student records that prevents students from registering, adding, dropping classes, and/or receiving grades, transcripts, or diplomas (California Education Code §72337). To remove the “hold,” a fee will be charged for each overdue item as follows: general collection books – $5; reserve textbooks – $5 per day to a maximum fine of the price of the book; lost/damaged items – price of the item plus a $10 processing fee (late fees will apply as well).

Student-Faculty Conferences

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

Student Financial Assistance Program

The Financial Assistance Office is here to provide students and the community a better understanding of financial aid programs and services available. We value and take pride in the diversity of our students and the support we provide in promoting student success. There are many financial aid programs that can help students with fees, books, supplies, transportation, housing, and other related educational expenses.

All students may be eligible for some form of assistance based on their financial need. Students may apply for aid by filing a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov.

Basic Student Eligibility Requirements for Federal Student Aid

- Be enrolled as a regular student in an eligible program which includes certificate, associate in arts degree, or transfer programs
- Cannot also be enrolled in elementary or secondary school
- Have a high school diploma or equivalent
- Make satisfactory academic progress
- Have resolved any drug conviction issue
- Be a citizen or eligible noncitizen
- Have resolved any default on a FSA loan or overpayment
- Have a valid social security number
- Men aged 18-25 must register with the Selective Service
- Have a valid state identification card or driver’s license
- All students must be enrolled in at least six units to receive the funds
- Students who hold F-1 (student visas) by assisting them in the admissions, assessment, and orientation processes and with home-stay and visa applications as well as in the preparation of documents required by the United States Citizenship and Immigration Services. The office is located in the Student Services Center, Room 107. For more information, please call (949) 582-4637 or visit our website at www.saddleback.edu/iso.

Expected Family Contribution (EFC), the number of units enrolled, and the cost of attendance.

Expected Family Contribution (EFC)

1. Complete the Free Application for Federal Student Aid (FAFSA) or the California Student Aid Application (CSA)
2. The FAFSA is the application for the following Federal and State programs:

Federal Programs

Federal Pell Grants are awarded to eligible undergraduate students who do not have a bachelor’s degree, or professional degree. The amount of money awarded is based upon a student’s Expected Family Contribution (EFC), the number of units enrolled, and the cost of attendance.

Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to eligible Pell Grant recipients with exceptional financial need. It is awarded on a “first-come, first-served” basis and is dependent upon funds available. Students must have a zero EFC and be enrolled in at least six units to receive the funds.

Federal Work-Study (FWS) is a program with limited funding which provides employment to help pay for part of a student’s educational costs. This program is based on financial need and, if awarded, is part of a student’s award package. Students on FWS may work approximately 10 hours per week on campus.
William D. Ford Federal Direct Subsidized and Unsubsidized Loans must be repaid. Students must complete a Free Application for Federal Student Aid (FAFSA) first. Once a student receives a financial aid award letter, the student may apply for a student loan at www.saddleback.edu/fao/DirectLoanProgram.html. The amount of loans range from $3,500 to $10,500 per academic year. Loan amounts will be determined at the time the Financial Aid Office certifies a loan application.

Both entrance and exit counseling are requirements of the William D. Ford Federal Direct Loan Program. Students must maintain at least half-time enrollment status to receive a loan. Once a student receives loan funds, the student must maintain reasonable progress toward a certificate, associate degree, or transfer program. In reviewing a request for any loan, the Financial Aid Office may use “professional judgment” to deny a student a loan on a case-by-case basis. If denied a loan, a student will receive a letter from the Financial Aid Office indicating the reason(s) for the loan denial.

State Programs

Board of Governors Fee Waiver (BOGFW) is a program that provides assistance with mandatory enrollment fees for the entire academic year (summer, fall, and spring semesters). There is no limit to the number of units that are covered by the BOGFW.

To receive this assistance, students must complete a Fee Waiver Application or have applied for financial aid through the FAFSA or the California Dream Act, and be a California resident or an eligible AB 540 student.

For more information, contact the Financial Aid Office, or visit our web page at www.saddleback.edu/fao.

The Cal Grant Program is a state funded educational opportunity program to assist students in paying for a college education. There are entitlement awards as well as competitive awards. Application deadlines are in early March and September for community college students.

All basic Cal Grant eligibility requirements are as follows: a) be a California resident, b) be a U.S. citizen or eligible non-citizen, c) meet U.S. Selective Service requirements, d) attend a qualifying California postsecondary institution, e) be enrolled at least half-time, f) maintain satisfactory academic progress as defined at the school of attendance, g) have family income and assets below the established ceilings, h) not be in default on any student loan, i) not owe any federal or state grant refund, and, j) not have a bachelor’s or professional degree before receiving a Cal Grant (except for extended Cal Grant A or B awards for a teaching credential program).

Cal Grant B Entitlement Awards are for every graduating high school senior who has at least a 2.0 GPA, meets all the Cal Grant requirements and applies by March 2 within one year of graduating (or receiving their GED). This Entitlement Award provides up to $1473 for books and living expenses for the first year. Beginning with the second year of Cal Grant B benefits, this award also helps pay for tuition and fees at public or private four-year colleges or other qualifying institutions.

Cal Grant B Competitive Awards are for students who aren’t eligible for the Entitlement awards. Awards are for students who have at least a 2.0 GPA, meet all the Cal Grant requirements and apply by either the March 2nd or September 2nd deadline. The award provides up to $1473 for books and living expenses for the first year. Beginning with the second year of Cal Grant B benefits, this award also helps pay for tuition and fees at public or private four-year colleges or other qualifying institutions.

Cal Grant C Awards are available to assist students with tuition, fee, and training costs for occupational or vocational programs. The $547 Cal Grant C award provides for books, tools, and equipment. To qualify for Cal Grant C awards, students must meet basic eligibility requirements and be enrolled in a vocational program that is at least four months in length. For more information, visit the California Student Aid Commission website at www.csac.ca.gov.

The California Chafee Grant Program gives up to $5,000 annually in free money to foster youth and former foster youth to use for vocational school training or college courses. To apply, you must be eligible, or have been eligible for foster care, between your 16th and 18th birthday, and not have reached your 22nd birthday as of July 1 of the award year.

Scholarships

Scholarships are like grants; they do not have to be repaid. The Financial Aid Office is the steward of a number of scholarships that may or may not require financial need. Applications are available in the Financial Aid Office. For information on scholarships, visit www.saddleback.edu/fao/scholarship-information.

Return of Title IV Funds (HEA)

Title IV funds are awarded to students under the assumption that they will attend school for the entire period for which the financial aid is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

“Return of Title IV funds” will require repayment of Title IV funds, (Federal Financial Aid).

Any aid recipient who needs to withdraw from all classes should contact the Admissions and Records Office and the Financial Aid Office. Recipients are encouraged to discuss alternatives to withdrawing from class(es) with their instructor(s) or a counselor before making a final decision.

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

Grant Over-Awards

There are occasions when students receive financial aid payments based upon misreported information. This results in a grant over-award. Examples of misreported information include inaccurate or omitted income, prior loan defaults or grant overpayments, having a bachelor’s degree, not having a high school diploma or GED, forged signatures, and unsatisfactory academic progress, just to name a few.

Students who receive grant funds due to misinformation as noted above are required to repay THE ENTIRE SUM RECEIVED.

To Maintain Financial Aid Eligibility

In accordance with federal regulations, each student receiving financial aid is expected to maintain satisfactory and measurable academic progress, whether or not the student is a prior recipient of financial aid. Failure to meet federal standards will result in the denial of aid, except the BOGFW program. Academic progress for Saddleback College students is evaluated at the end of each term. Satisfactory and measurable academic progress is defined as successfully maintaining cumulative GPA (grade point average) of 2.0 (C or greater) and complete 70% (or more) of all units attempted. Also, a student cannot exceed 150% of the maximum time frame as stated in the student educational objective.
Student Payment Office

The Student Payment Office is in the Student Services Center, Room 208.

The SPO —
1. Collects student fees and fines
2. Processes refund requests
3. Disburses financial aid checks
4. Processes payment deferral requests
5. Posts and removes fiscal holds (these are holds for non-payment) on student accounts

In addition, all student account audits and changes to student accounts are done by the SPO. For further information, please call 949-582-4870 or visit our webpage at www.saddleback.edu/spo.

Student Permanent Photo Identification (ID) Cards

Saddleback College issues student identification cards to be used for college services including the library. To be issued a one-time permanent photo identification card, students must be currently enrolled at Saddleback College and have Saddleback College as their College of Record. Student photos may be taken in the Office of Admissions and Records (SSC 102) during normal business hours. To have a photo taken, students must bring a picture ID (e.g. driver’s license or passport) for identity verification and their student ID number. For questions, contact the Office of Admissions and Records at 949-582-4555 or scadmissions@saddleback.edu.

Transfer Center

The Transfer Center provides services, workshops, and special events for students preparing to transfer to four-year colleges and universities. Transfer Center counselors and representatives from four-year colleges and universities offer specialized counseling in Associate Degrees for Transfer (AA-T/AS-T); college applications and personal statements; Honors Program; and Transfer Admission Guarantees (TAG).

The Transfer Center offers workshops on the following topics: CSU and UC Applications; Degree with a Guarantee Program; Personal Statements; Transfer Financial Aid; Specialized High School Workshops; Honors Program; Post-Application; TAG; USC and Common Application. The Transfer Center hosts college fairs each semester which attract over 80+ CSU, UC, In-State Private, and Out-of-State colleges and universities.

The Transfer Center also provides counseling and resources for students who are preparing for a career in teaching.

For more information visit us in SSC 225B, call us at (949) 582-4328, visit our website at www.saddleback.edu/transfer or email us at scto@saddleback.edu.

Veterans Administration (VA) Education Benefits

The Veterans Office provides assistance to students by completing the paperwork required for VA education benefits. Students who qualify for VA education benefits are encouraged to take advantage of their entitlement. In addition to providing education benefits to veterans, this office assists veterans, spouses, and children apply for VA education benefits to which they are entitled.

The Veterans Office is located in the Student Services Center (SSC), Room 208. The phone number is 949-582-4871. This is a college service office, not a branch of the federal government.

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

Veterans Education and Transition Services (VETS)

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 yet are not limited to: new student guidance, Veterans counseling, scholarship assistance, a link to the Veterans Club, Veterans outreach, and a venue for community building. Saddleback College also offers a “Boots to Books” course which integrates Veterans specific topics into the curriculum of Applied Psychology 140 (3 units; CSU transferable). The VETS Program hosts events aimed at reintegration into civilian and college life.

The VETS Center is located in the Student Services Center, Room 207. For more information, phone 949-582-4252, visit our website at www.saddleback.edu/vets, or email us at vetsoutreach@saddleback.edu.
Student Activities/College Life

Alumni Association

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

Alumni Network

Reconnect with former classmates and professors that made your college experience a great one. The Saddleback College Alumni Network provides a convenient and fun way to keep in touch with Saddleback College and provides opportunities to network with other alumni in your field. Connect with people who share similar interests and keep up-to-date on Saddleback College news and events. Joining is easy. Contact the Saddleback College Foundation at (949) 582-4479 or email saddlebackfoundation@saddleback.edu.

Arts and Media

Students can get hands-on experience in various aspects of visual and performing arts, whether their passion is in performing or behind-the-scenes work. Participate in the production of a number of shows at the 405-seat McKinney Theatre in a multitude of disciplines. Saddleback also has two radio stations — KSBR, an on-air station, and OCRockRadio.com, an internet station — and is the only college in the area that allows students to audition for on-air shifts. For students interested in television, Saddleback provides the opportunity to create programming for Channel 39, the college’s TV station. Students can also compete in national speech and debate tournaments, or display and sell their art in the campus’ Art Gallery.

Associated Students of Saddleback College

Saddleback College supports the organization of students known as the Associated Students of Saddleback College. The association promotes the following objectives:
1. To serve as an active student voice in the operation of the college, including both shared governance and the management of student activities.
2. To provide an opportunity for leadership experience and training for students.
3. To enhance, wherever possible, the general excellence of the college, uniting the interests of all persons — faculty, administration, local residents, and students.

Associated Student Government

The Associated Student Government (ASG) plans, organizes, promotes, sponsors, and finances a comprehensive program of activities and services for all Saddleback College students. Participating in ASG and Campus Clubs gives students the opportunity to learn valuable leadership, organizational, and communication skills which will enhance their college experience and provide a foundation for their future. ASG also provides an excellent opportunity to have a voice in policy making on the campus. ASG, along with numerous campus clubs, participate in the planning and execution of special events such as: Blood Drives, Club Fairs, Homecoming, Earth Day, Multicultural Day, Campus-Wide BBQs, and many more. ASG leaders are also actively involved in various campus-wide governance committees. The Associated Student Government Board of Directors meets on Thursday afternoons in SSC 211C. The meetings are open to the public.

Associated Student Body Gaucho Stamp

The Associated Student Body Gaucho stamp provides an excellent program of activities and services. The funding for this program comes, in part, from the sale of the ASB stamp. Students are encouraged to purchase the stamp during online registration or at the ASG office, SSC 210, during posted hours. This stamp provides the holder with free admission to athletic events as well as special discounts on many other college events. The stamp is placed on the student ID when picked up from the Student Development office. A receipt must be presented to redeem. In addition, each stamp holder will receive a FUND card comprised of $160 of local discounts. For additional information, please contact Student Development, SSC 210 at 949-582-4616.

Athletics and Related Activities

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

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

The athletic programs are supported in part by the Associated Student Body at Saddleback College.

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

College Student Organizations/Clubs

Serving as a leader to a college club has proven to increase one’s chances of gaining admissions in to a 4-year university by demonstrating a well-rounded student of academics, extra-curricular activities and leadership skills.

Student clubs are initiated and run by students who wish to gain leadership experience. To start a club, visit www.saddleback.edu/clubs or the Student Development Office, SSC 210.

Each month current clubs can be found recruiting and sponsoring programs on the Quad. For more schedule of events and information, please visit www.saddleback.edu/ clubs or the Student Development Office, SSC 210.

Cultural Activities

The Associated Student Government is home to the Diversity Student Council that upholds the mission to promote cultural awareness of all persons on the campus. Typical programs include: Black History, Latin Heritage, Native American Awareness, Multicultural Experience, musical and dramatic programs, art shows, and many other outstanding cultural programs. These programs are open to the college and community and are supported through the sale of ASB stamps and ASG funding. Please visit the ASG Diversity Student Council on the web at www.saddleback.edu/asg.
Honor Societies

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

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

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

Phi Theta Kappa, the international community-college honor society, was established in 1918 and now has over 1200 chapters. Chartered in December 1996, Saddleback’s Beta Epsilon Beta chapter was the largest at induction in the society’s history. Students with a minimum 3.50 cumulative GPA and at least 12 units are invited to join.

Psi Beta, the national community-college honor society was established in 1919 and has had a strong presence on the Saddleback College campus for many years. Students with a cumulative GPA of 3.0, 12 units, and are currently enrolled in a psychology course are invited to join. In order to establish membership, students must apply and pay the once-in-a-lifetime national membership dues.

For further information about Alpha Gamma Sigma and Psi Beta, or starting another honor society, contact the Saddleback College Student Development Office (SSC 210) at 949-582-4616 or visit www.saddleback.edu/clubs.

For further information about Phi Theta Kappa, contact the Liberal Arts Division (LRC 344) at 949-582-4788.

Students should note the difference between these honor societies and the Saddleback Honors Program. The Honors Program provides advanced coursework and transfer opportunities to qualified students. For information about the Honors Program, see the Honors Program page in this catalog.

Media and Publications

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

Saddleback College’s own Channel 39 on Cox Cable broadcasts telecourses, district events, and film and television projects by students in the Cinema/Television/Radio Department, which include many film/video festival winners. The radio program in Cinema/TV/Radio is built around Saddleback College’s on-air radio station, 88.5FM KSBR, and its Internet radio station, OCRockRadio.com. Students are eligible to apply for various positions at the stations, including on-air broadcasting, programming, promotions, sales, and music — an opportunity few other colleges can offer.

Student Development and Campus Life

The Student Development Office is committed to the philosophy that students who participate in the life of a college excel academically, personally and professionally. Students who participate in co-curricular activities, building relationships with faculty, staff, and peers are most likely to stay in school and persist to graduation. Therefore, the Student Development Office exists to support the leadership and personal development of our students through opportunities such as the Associated Student Government (ASG) and campus clubs.
Students’ Rights and Responsibilities

This process is under review by the South Orange County Community College District at the time of this printing.
Please refer to the Student Services website for the current process and timelines.

Rules and Regulations for Student Behavior

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

Code of Conduct

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

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

A. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open defiance of the authority of district personnel.
B. Assault, battery, or any threat of force or violence upon a student, district personnel, or an authorized visitor.
C. Willful misconduct resulting in injury or death to a student or district personnel or an authorized visitor, or willful misconduct resulting in damage, defacing, theft, or other injury to any real or personal property owned by the District, or district personnel, or students in attendance at the colleges or programs of the District.
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’s 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.
      9. submission in a paper, lab report or other academic exercise of falsified, invented, or fictitious date or evidence, or deliberate 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 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. Violation of Copyright Laws.
R. Violation of District Board Policies and Administrative Regulations.

DISCIPLINARY PROCEDURES

A. Initiation of the Disciplinary Process

A request for disciplinary action may be initiated in writing by district employees. When there is a violation of the Student Code of Conduct, the following procedures will be followed:

1. If the conduct occurred in the classroom, the instructor may remove the student from his or her class for that day and the next class meeting if the student interfered with the instructional process. Removal must be reported to the disciplinary officer immediately. If the student is a threat to self or to others, the instructor must contact Campus Police immediately. If the student removed is a dependent minor, the instructor may request that the student's parent or guardian attend a parent conference regarding the removal. Upon removal of a student, the instructor will give the student verbal and/or written notice of the reasons for the removal.

2. If the conduct did not occur in the classroom, the district employee discovering the conduct will report the incident to the disciplinary officer and submit a written report on the appropriate form (i.e., Conduct Referral form). The report should include (a) date of the conduct, (b) location, (c) names of witnesses, and (d) a detailed explanation of the alleged misconduct along with a description of efforts made to correct behavior or action taken by employee.

3. When the report of alleged misconduct is sent to the disciplinary officer, the officer will evaluate the information to determine if it alleges a violation of the District's student conduct policy and/or regulations. If the disciplinary officer determines that the report supports such allegations, a meeting will be requested with the student to provide the student an opportunity to respond to the allegations.

4. The disciplinary officer will review all documentation related to the case to make a determination if disciplinary action is required.

5. The disciplinary officer will send a notice by certified mail to the student charged with the violation when suspension or expulsion is recommended. This notice will include a written explanation of the incident and the charges that have been made (i.e., the specific conduct involved and the specific regulation(s) alleged to have been violated.

6. The disciplinary decision is final and it is immediately in effect unless it involves termination of State and/or local financial aid, suspension, or recommendation of expulsion, in which case the student may appeal the decision to the Disciplinary Hearing Panel within ten days. In cases referred to the Panel by the disciplinary officer or in cases where the decision is appealed to the Panel, the procedures in Section V will be followed. The student may accept the penalty of suspension or expulsion without further hearing and without admitting participation in the conduct charged.

B. Range of Disciplinary Actions

1. Verbal reprimand: A warning that the conduct is not acceptable.

2. Written reprimand: Becomes part of the student file for future violations.

3. Mental Health Clearance: Mental health clearance may be required before a student is readmitted to a particular class or allowed to be on district property. The disciplinary officer (or designee) must receive a letter from a licensed mental health professional stating that in his or her professional judgment, the student will no longer continue the behavior which gave rise to the disciplinary action or that the student's presence on campus is not a threat to himself or herself or others. The mental health professional must be licensed by the State of California. The student shall bear the cost and expense of obtaining mental health clearance.

4. Disciplinary Probation: A specific period of conditional participation in campus and academic affairs, which may involve any or all of the following:
   a. Ineligibility for all student government roles;
   b. Removal from any student government position;
   c. Revocation of the privilege of participating in district and/or student-sponsored activities;
   d. Ineligibility for membership on an athletic team;
   e. Limitation of courses and/or instructors the student may take.

5. Suspension: The Board of Trustees or the disciplinary officer may suspend a student for cause as provided in Section III. Suspension may involve:
   a. Removal from one or more classes for the remainder of the academic term.
   b. Removal from all classes and activities of the District for one or more terms. During this time, the student may not be enrolled in any class or program within the District.
6. Expulsion: The Board of Trustees may expel a student for cause as provided in Section III when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others. Expulsion will be accompanied by a hearing conducted by the Disciplinary Hearing Panel.

**Appeal Process**

The student has the right to appeal the decision of the instructor or the disciplinary officer.

**A. Appeal of an Academic Dishonesty Decision**

1. The student has the right to file an appeal of a decision regarding academic dishonesty to the dean of the department or school in which the alleged dishonesty occurred. The appeal must be in writing and received by the dean within ten working days of the informal meeting with the instructor. A grade, however, is not a disciplinary action but an evaluation of work, and is not subject to appeal except as provided in the grade grievance process as set forth in Board policy 5505.

2. The dean may request that the instructor submit a written statement supporting his or her position.

3. Within thirty days of receipt of the request of appeal, the dean will arrange a meeting with the instructor and the student. If the instructor is no longer employed by the District, or is unavailable because of sabbatical or other leave, the dean will appoint another instructor in the same disciplinary area to assume the responsibilities of the instructor.

At the meeting, the evidence of academic dishonesty will be presented and every effort will be made to resolve the matter. In the absence of a resolution, the student may elect to follow the appropriate grievance or disciplinary appeal procedure as specified in Board policies and regulations.

**B. Appeal of a Hearing Panel Decision to Suspend or Recommendation to Expel**

The student may appeal a Hearing Panel decision in writing to the college president, within ten days of the decision/recognition. The basis for the appeal will include evidence to support one or more of the following factors:

1. The decision lacks substantial basis in fact to support the findings,

2. There is substantial incongruity between the proposed sanction and findings,

3. There is substantial unfairness in the proceedings which has deprived the student of a fair and impartial process; and/or

4. There is newly discovered critical evidence, that despite due diligence on the part of the student, was not known at the time of the hearing.

The college president or the president’s designee may decide the issue based solely on the written appeal. The decision will be made available to the student charged within ten days of receipt of appeal. The decision will be final except in the case of expulsion where final action will be taken by the Board of Trustees.

**Faculty Code of Ethics and Professional Standards**

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

**Ethical Principle:**

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

**Standards of Conduct:**

- Faculty treat all students with fairness and respect.
- Faculty encourage the free exchange of ideas between themselves and students.
- Faculty conscientiously strive to be fair and balanced in their evaluation of student work.
- Faculty should not exploit their students for personal gain.
- Faculty should be fair and objective when providing references for students.
- Faculty shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- Faculty-student personal relationships are unethical when they hinder any student’s academic progress or create a situation in which any student is either favored or negatively impacted on grounds other than academic performance.
- Because a teacher-student relationship is inherently unequal, a member of the faculty should not enter into a sexual relationship with his/her student while engaged in a professional relationship.
- Faculty have the obligation to meet classes as scheduled, to maintain office hours, and to provide reasonable means for student access to course information.

**Drug-Free Workplace Policy**

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

The Chancellor shall:

1. Distribute the following statement to all employees:

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

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

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

2. Establish a drug-free awareness program to inform employees about:

   a. The dangers of drug abuse in the workplace;
   b. The district’s policy of maintaining a drug-free work place;
   c. Drug counseling, rehabilitation, and assistance programs available to eligible employees through the Employee Assistance Program; and
   d. The penalties that may be imposed by the district on employees for drug abuse violations.
**Smoke Free Campus**

It is the policy of the South Orange County Community College District to maintain a smoke free/tobacco free environment for all district sites. The use of cigarette and/or all tobacco products is prohibited within any District facility and/or on any property. This administrative regulation pertains to students, faculty, staff, administrators, visitors, and the general public attending events at any site within the district. Additionally, this policy shall apply to all District facilities or properties, owned or leased, regardless of location; and all state and auxiliary vehicles.

The following guidelines shall apply:

1. Smoking and the use of all tobacco products is prohibited in all District buildings and on all District property.
2. District owned or rented vehicles transporting students and staff for instructional/extra-curricular activities are considered non-smoking areas.
3. As new related medical research and information becomes available, this Administrative Regulation and corresponding Board Policy will be reviewed by the Student Health Centers and the Employee Wellness Program and distributed as appropriate.
4. The Student Health Centers will serve as referral agencies and provide guidance for students and staff as requested.
5. A district committee composed of representatives from the colleges and the district will review the regulations periodically.

Tobacco products include, but are not limited to, the burning of any type of cigar, cigarette or pipe. In addition, the use of electronic cigarettes (vapor) and smokeless/chewing tobacco are also prohibited. Tobacco products shall not be commercially sold or distributed in any manner on any district site. This includes free samples distributed by vendors. Advertising and sponsorship of events by tobacco companies is also prohibited.

Violators of this regulation may be subject to a citation.

**Nondiscrimination and Harassment Policy**

The South Orange County Community College District is committed to providing an academic and work environment free of unlawful discrimination and harassment. Federal and state laws and District policies afford students and employees the right to work or learn in an environment free from discriminatory intimidation, ridicule and insult.

The District prohibits illegal harassment including the acts of students, employees, and non-employees. Prompt and equitable action, including appropriate disciplinary action, will be taken against any student, employee (whether supervisory or otherwise), or agent of the District, who engages in such conduct. The action will be prompt, effective, and commensurate with the severity of the offense.

**General Harassment**

Discrimination and/or harassment based on race, color, sex, gender, gender identity, gender expression, religion, national origin, ethnic group identification, ancestry, age, physical or mental disability, medical condition, military service, sexual orientation, marital status, pregnancy, or any legally protected characteristic, or the perception that a person has one or more of these characteristics is illegal and violates District policy.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on a person's gender, racial, national origin, religious, or other legally protected status constitutes prohibited harassment. Harassment comes in many forms, including but not limited to the following conduct:

- **Verbal**: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person’s race, gender, sexual orientation, or other legally protected status.
- **Visual or Written**: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other legally protected status.
- **Environmental**: A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other legally protected status; or gratuitous comments regarding gender, race, nationality, sexual orientation or other legally protected status that are not relevant to the subject matter of the class or activities on the job.

- **Physical**: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person’s gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

**Sexual Harassment**

In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

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

**Complaint Procedures**

**Informal Procedures**

The District strongly encourages students and staff who believe they are being harassed to file a complaint in a timely manner. Since failure to report harassment impedes the District’s ability to stop the behavior, the District strongly encourages that such complaints be made within 30 days of the alleged incident. Any complaint not involving employment may be made orally or in writing within one year of the date of the alleged discrimination or harassment.

The District has established “designated officers” who are charged with receiving complaints. The designated officer will explain the rights and options available to the individual bringing charges of unlawful discrimination or harassment. If there is a simple misunderstanding or the individual does not wish to file a formal complaint, the individual may elect to pursue an informal resolution process. The informal process is not a prerequisite for filing a formal complaint.

An individual who feels they have been subjected to sexual assault may file a complaint with the police department in addition to any other complaint.

**Formal Procedures**

If an informal process does not resolve the matter and/or the complainant wishes to pursue formal charges, he or she may elect to follow formal complaint procedures. The informal process may not be appropriate for complaints of sexual assault. Formal complaints of unlawful discrimination or harassment must be filed in writing on a form prescribed by the State Chancellor. Approved complaint forms are available from any one of the following sources:

- **Vice President for Student Services**
  28000 Marguerite Pkwy.
  Mission Viejo, California 92692
  949/582-4566
- **Students' Rights and Responsibilities**
The challenge process for prerequisites, corequisites,
Formal Grievance Process
Definitions
Financial claims against the District.
Challenges to established district policies and admin-
Student discipline.

28    www.saddleback.edu

further Information
disability problems from
description of the action taken, if any, to pre-vent similar
of the
Academic Adjustment Procedure is available on request.
be satisfactorily resolved. A copy of the Saddleback ADA
discrimination and/or district policies can

949-482-4430 (Video phone for deaf) to see if their concerns or
discrimination are encouraged to contact Special Services at
complaints according to procedures prescribed in Board policy.
The District will complete its investigation within 90 days of

complaints may be filed in the Office of the Vice President for
949-582-4885, Student Services Center, Room 113. Formal
complaints according to procedures prescribed in Board policy.
the complainant and the State Chancellor of whether there is

filing a complaint and investigation

Disability Discrimination
Students who have specific questions related to disability
discrimination are encouraged to contact Special Services at
949-582-4885, Student Services Center, Room 113. Formal
complaints may be filed with the Vice President for Student
Services, ADA/504 Officer, Administration & Governance Building, AGB 126.
The brochure is also available for downloading from the
SOCCCD website: www.socccd.edu/hr/hrforms.asp.
Students may also refer to Administrative Regulation 4000.5 for
more information regarding filing a complaint and investigation

III. Academic Adjustments
Students with verified disabilities who believe they have not
been given reasonable academic accommodations are urged to
immediately contact DSPS, 949-582-4885 (voice) or
949-482-4430 (video phone for deaf) to see if their concerns or
issues regarding accommodation and/or district policies can
be satisfactorily resolved. A copy of the Saddleback ADA
Academic Adjustment Procedure is available on request.

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

Grade Grievance Policy
I. General Provisions
A. Grade Grievance
By law, the instructor is solely responsible for the grades
assigned; no instructor may be directed to change a grade
except in certain narrow circumstances authorized by
California Education Code, Section 76224(a).
B. California Education Code Section 76224(a)
When grades are given for any course of instruction taught
in a community college district, the grade given to each
student shall be the grade determined by the instructor of
the course and the determination of the student's grade
by the instructor, in the absence of mistake, fraud, bad
faith, or incompetence, shall be final.
This policy provides the procedures for challenging grades
given in any course of instruction offered in the District.
This policy does not apply to the following:
1. The challenge process for prerequisites, corequisites,
advvisories, and limitations on enrollment.
2. Student discipline.
3. Employee discipline.
4. Challenges to established district policies and admin-
istrative regulations.
5. Financial claims against the District.

Further Information
For more comprehensive information about discrimination and harassment, students are encouraged to
read the Harassment Policy and Complaint Procedure
brochure, available in the Vice President for Student Services, Administration & Governance Building, AGB 126.
The brochure is also available for downloading from the
SOCCCD website: www.socccd.edu/hr/hrforms.asp.

Students may also refer to Administrative Regulation 4000.5 for
more information regarding filing a complaint and investigation

Vice President for Student Services
28000 Marguerite Pkwy.
Mission Viejo, California 92692
949/582-4566
Director of Human Resources
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
949/582-4348 or 949/582-4850

Saddleback College — www.saddleback.edu
South Orange County Community College District —
www.socccd.edu/hr/hrforms.asp
California Community Colleges Chancellor’s Office —
www.cccco.edu

Upon receiving a formal written complaint, the District will
determine whether the complaint has met the necessary
requirements, which include but are not limited to whether it
was filed in a timely manner, on an appropriate form, and
whether it alleges unlawful discrimination as stipulated in Title 5,
section 59300. The District will investigate properly filed
complaints according to procedures prescribed in Board policy.
The District will complete its investigation within 90 days of
receiving the complaint and report its administrative
determination. The District must provide written notice to both
the complainant and the State Chancellor of whether there is
probable cause to sustain the charges raised in the complaint;

Further Information
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read the Harassment Policy and Complaint Procedure
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The brochure is also available for downloading from the
SOCCCD website: www.socccd.edu/hr/hrforms.asp.
Students may also refer to Administrative Regulation 4000.5 for
more information regarding filing a complaint and investigation

Disability Discrimination
Students who have specific questions related to disability
discrimination are encouraged to contact Special Services at
949-582-4885, Student Services Center, Room 113. Formal
complaints may be filed with the Vice President for Student
Services, ADA/504 Officer, Administration & Governance Building, AGB 126, 949-582-4566.

II. Definitions
A. Mistake: an unintentional act, omission or error by
the instructor or the college.
B. Fraud: a deception deliberately practiced in order to
secure unfair or unlawful gain.
C. Bad Faith: an intent to deceive or to act in a manner
counter to law and/or a grade assigned because of
a student’s protected characteristics contrary to Edu-
cation Code Section 66270 et. seq. (including, but not
limited to, Section 66270 and Title 5, California Code
of Regulations, Section 593000 et. seq. If, pursuant to
the discrimination and harassment complaint pro-
cedure it is determined that a grade was the results of
discrimination or harassment the grade may be changed
as a remedy for the discrimination or harassment.
D. Incompetence: a lack of ability, legal qualification, or
fitness to discharge a required duty.
E. Day: Unless otherwise provided, day shall mean any
day on which the District administrative offices are open for
business. The deadlines contained herein may be modified
by mutual agreement of the parties.
F. Student: A currently enrolled student or a former student.
Former students shall be limited to grievances relating to
course grades to the extent permitted by Education Code
Section 76224(a) and the provisions herein.
G. Respondent: Any person claimed by a grievant to be
responsible for the alleged grievance.
H. The College President: The President of the College or a
designated representative of the College President.
I. Ombudsperson: The College President shall appoint an
employee who shall assist students in seeking resol-
ution by informal means. This person shall be called an
ombudsperson.

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

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

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

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

C. Grievance Hearing Panel

1. The Grievance Hearing Panel shall consist of the appropriate dean or designee, a representative appointed by the Associated Student Government and a faculty member appointed by the Academic Senate.

2. Within 15 days following receipt of the Request for Grievance Hearing, the Hearing Panel shall meet to select a Chair and to determine on the basis of the Statement of Grievance whether there is sufficient grounds for a hearing. During the summer, given that many faculty and most students are not on campus, it may not be possible to convene a Hearing Panel in 15 days, but it will be scheduled no later than 15 days after the first day of fall semester instruction.

3. The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:
   a. The Statement of Grievance contains facts which, if true, would constitute a grievance under these procedures and;
   b. The grievant is a student as defined in these procedures and;
   c. The grievant is personally and directly affected by the alleged grievance and;
   d. The grievance was filed in a timely manner and;
   e. The grievance is not, based on the allegations contained in the written grievance, frivolous, without foundation or filed for the purposes of harassment. In determining whether a grievance is frivolous, without foundation or filed for purposes of harassment, the panel shall not at this phase, consider facts outside the grievance.

4. If the Grievance Hearing Panel determines that the written Statement of Grievance does not meet each of the aforementioned requirements, within 5 days of the Hearing Panel decision, the Chair shall notify the student in writing that the Request for a Grievance Hearing has been rejected. The notice shall contain the specific reasons for the rejection of a hearing and the procedures for appeal (See Section V.A. 1 herein).

5. If the Grievance Hearing Panel determines that the written Statement of Grievance meets each of the aforementioned requirements, the Chair shall schedule a grievance hearing no later than 45 days from the decision of the Hearing Panel. All parties to the grievance shall be notified in writing by the Chair of the date, time and location of the grievance hearing 10 days prior to the grievance hearing. During the summer, given that many faculty and most students are not on campus, it may not be possible to convene the grievance hearing within 45 days. It will be scheduled no later than 45 days after the first day of fall semester instruction, or 45 days after the first panel, whichever comes later.

D. Hearing Procedures

1. The decision of the Grievance Hearing Panel Chair shall be final on all matters the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.

2. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues alleged in the grievance. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. The parties shall exchange exhibits and lists of witnesses 5 days prior to the hearing.

3. Unless the Grievance Hearing Panel determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant shall make the first presentation, followed by the respondent. The grievant may present rebuttal evidence after the respondent’s evidence. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established as specified above.

4. Each party to the grievance may represent himself or herself or may be represented by a person of his or her choice. A party shall not be represented by an attorney unless notification is presented to the Chair 10 days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The Chair of the Hearing Panel may continue the hearing in order to accommodate counsel upon a showing of good cause. The Hearing Panel may also request legal assistance through the College’s counsel and/or college legal advisor provided to the Hearing Panel sits in an advisory capacity but shall not be a member of the Panel nor vote with it.

5. Hearing shall be closed and confidential. Witnesses shall not be present at the hearing when not testifying.

6. The hearing shall be recorded by the Hearing Panel Chair by recording or stenographic recording and this document shall be the only recording made of the proceedings. No witness who refused to be recorded may be permitted to give testimony. At the onset of the hearing the Chair shall ask each person present to identify themselves by name and thereafter shall ask witnesses to identify themselves by name. The recording shall remain in the custody of the College at all times, unless released to a professional transcribing service. Any party may request a copy of the recording at their own expense.

7. All Testimony shall be taken under oath administered by the Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness refuses to be tape recorded shall be considered to be unavailable.

E. Hearing Panel Decision

Within 15 days following the close of the hearing, the Grievance Hearing Panel shall prepare a written decision which shall include specific factual findings regarding the grievance and the specific conclusions regarding whether a grievance has been established as defined above. Where appropriate the decision shall articulate the factual basis for any credibility determinations necessary to the panel’s decision. The Hearing Panel decision shall also include a specific statement regarding the relief to be afforded the grievant if any. The Hearing Panel decision shall be based only on the record of the hearing, and not on matters outside the record. The record consists of the written Statement of Grievance, any written response by the respondent and the oral and written evidence produced at the hearing.

V. Appeal Process

A. Written Statement of Appeal

1. Within 10 days following the Grievance Hearing Panel decision regarding the merits of the grievance, any party to the grievance may file a written Statement of Appeal with the College President. The written Statement of Appeal shall state the specific basis for the appeal and shall be sent to all parties.

2. All parties may submit a written response to the appeal to the College President within 10 days of the filing of the written Statement of Appeal.
3. The College President shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside the formal record. The College President may decide to sustain, reverse or modify the decision of the Grievance Hearing Panel. The College President’s decision shall be in writing and shall include a statement of reasons for the decision. The College President’s decision shall be final.

4. The decision on appeal shall be reached within 20 days after receipt of the appeal documents. Copies of the College President’s decision shall be sent to all parties.

5. Within 10 days following the Grievance Panel’s decision regarding whether the Statement of Grievance warrants a formal Grievance Hearing, any party to the grievance may file a written Statement of Appeal with the College President. The College President shall review the Statement of Grievance and the Request for a Grievance Hearing in accordance with the requirements for a grievance provided herein but shall not consider any other matters. The College President’s decision whether to grant a grievance hearing shall be final and not subject to further appeal. The filing of an appeal pursuant to this provision shall stay all proceedings on the underlying grievance until a decision is reached by the College President. If the College President’s decision is that the matter shall proceed to a hearing the time lines shall be extended by the period of time the matter was under consideration with the College President.

Catalog Rights and Continuous Enrollment (effective Fall 2009)

Catalog Rights

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

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

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

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

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

Continuous Enrollment

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

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

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

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

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

Student Right-to-Know Disclosure

- Completion Rate Statewide: 46.8% Saddleback College: 57.7%
- Transfer Rate Statewide: 37.93% Saddleback College: 50.8%

In compliance with the Student-Right-to-Know (SRTK) and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the South Orange County Community College District and Saddleback College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2010, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed above.

Based upon the cohort defined above, a “completer” is a student who attained a degree or certificate or became “transfer prepared” during a three-year period, from Fall 2010 to Spring 2013. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered “transfer prepared.” Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming “transfer prepared” during a five-semester period, from Spring 2010 to Spring 2013, are transfer students.

Information about Student-Right-to-Know rates for Saddleback College and how they should be interpreted can be found at the California Community Colleges Student-Right-to-Know Information Clearinghouse website: http://srtk.cccco.edu/index.asp.

NOTE: SRTK rates do not represent the success rates of the entire student population at Saddleback College, nor do they account for student outcomes occurring after this three-year tracking period. Additionally, the rates do not describe other important features about the college and its students.

Parking

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

The following portion of these parking regulations provides important information.

Article III: Speed Regulations

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

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

Article IV: Parking Regulations

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

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

Section 402: No person shall park in an area posted or marked “Handicapped Parking by Permit Only” unless a valid handicapped permit is properly displayed on the vehicle.
Section 403: No person shall park in an area posted or marked “Parking by Permit Only” unless a valid parking permit is displayed on the vehicle.

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

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

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

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

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

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

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

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

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

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

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

Article V: Abandoned Vehicles

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

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

Parking Permits

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

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

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

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

Section 605: Disabled Parking Permits — Persons who are disabled will be issued a disabled parking permit. The disabled parking permit will allow persons to park in the restricted handicapped areas or in any other legal parking stall on campus. Application for a disabled parking permit may be obtained from the Special Services department. Applications or renewal of these permits shall be supported by a statement of the physician indicating probable time of disability. Upon the approval of an application by the Special Services department of Saddleback College, the Special Services department will issue a disabled parking permit. Application for this permit must be made each semester and a new parking permit obtained by the first day of class each semester.

Section 606: Medical Parking Permits — Persons who are not disabled, but have medical problems that would require special parking, may apply for a medical parking permit at the Student Health Center of Saddleback College. Applications or renewal of these permits must be supported by a statement of the physician indicating probable time of the medical problem. Persons who are disabled may apply to Special Services for parking accommodations. Upon the approval of such an application by the Special Services department of Saddleback College, Special Services will provide documentation for Campus Security to issue a parking permit. This medical parking permit allows parking in areas posted “Staff Parking by Permit.” Application for this permit must be made each semester and a new parking permit obtained by the first day of class each semester. These permits are not valid in metered areas.

Section 607: Disabled Parking Permits — Every vehicle which occupies a space designated for an automobile, motorcycle or motor scooter must display a valid permit during posted hours of control.

For students who have a convertible or open top jeep vehicle, go to Campus Police and your vehicle will be recorded on our ‘auto soft top’ list. You must park your vehicle in a parking permit designated area. To obtain a certificate that states your vehicle can be parked on campus without the soft top, please contact the department of Campus Safety and Security at Saddleback College, Special Services or the Office of Student Services at Irvine Valley College. Permits will be issued upon receipt of a completed parking application and the appropriate fee by the Department of Campus Safety and Security at Saddleback College or the Office of Student Services at Irvine Valley College. Parking fees are subject to change.

Article VII — Schedule of Parking Fees

1. Student vehicles:
   (a) Automobiles
   Please visit www.saddleback.edu/spo/fees for a current list of parking fees.
   Annual Permits — Only available for purchase during the Fall semester. If a student plans to enroll for the Fall and Spring semesters and for the Summer session within the same academic year, the student may elect to purchase an annual parking permit. Annual parking permits are valid throughout the academic year.
   (b) Motorcycles
   Please visit www.saddleback.edu/spo/fees for a current list of parking fees.
   (c) Short-term Parking — all motor vehicles
   Please visit www.saddleback.edu/spo/fees for a current list of parking fees.

2. Parking Meters — Available for 2 hour maximum.

Day parking permits can be purchased at any one of the yellow permit dispenser machines currently located at the Medical Center Drive campus entrance next to the flag pole; at the north end of parking lot 10, at lot 5A (Near Tennis Courts); and at parking lot 1. Timed metered parking is available at the north end of lot #9.

Public Transportation

The Orange County Transit District operates several bus routes to and from Saddleback College. Monthly passes may be purchased from the college bookstore. Special rates are available for persons with physical disabilities.
Academic Regulations

Grading Policy

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

Academic Record Symbols and Grade-point Average (GPA)

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

Non-Evaluative Symbol

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

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

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

No notation (“W” or other) shall be made on the academic record of a student who withdraws during the first 20% of the course.

Withdrawal between the 20% and 65% of a term, shall be recorded as a “W” on the student’s record.

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

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

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

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

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

Grade Notification

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

Pass/No Pass (Formerly Credit/No Credit)

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

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

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

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

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

— Taking a course on a Pass/No Pass basis is not similar to auditing. Students are held to attendance regulations and must complete all examinations and required coursework.
— Some colleges and universities specify that courses required for a major or general education be completed on a graded (A–F) basis.
— Students transferring to a UC campus who are required to complete 60 units of coursework with a grade-point average of 2.4 prior to admission must complete at least 42 of the required units on a graded (A–F) basis. Courses to remedy a University of California admissions deficiency are not acceptable if completed on a “pass” (credit) basis.
— Students planning to apply to competitive admissions programs should complete specifically required courses on a graded basis.
— No Pass (NP) (No Credit) grades are considered by the South Orange County Community College District in determination of progress probation (refer to regulations describing probation/dismissal under scholarship standards).
Courses for which additional enrollments are permitted are in Intercollegiate athletics. These courses include those in which participation must be between students from different colleges, the competition must be sanctioned by a formal collegiate or industry governing body, and participation in the event must be directly related to the course content. Students enrolled in these courses are required to participate in the academic or vocational competition.

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

State regulations (Title 5, sections 55040-55045) restrict the number of times a student may enroll in a course within a community college district. The number of times a student may enroll in a course is based on whether the course is designated “repeatable” or “non-repeatable.” Any student registering to repeat a course not identified as repeatable or repeating a course more often than permitted may be dropped from the course.

Non-Repeatable Courses

Most credit courses are designated as “non-repeatable” in accordance with Title 5 thereby limiting students to a single enrollment if the student receives a satisfactory grade (A, B, C, P, or CR) or an Incomplete. Under current repetition rules, students are permitted to enroll in a non-repeatable course up to a maximum of two additional times to replace a substandard grade (D, F, NP, or NC) or if they withdrew from the course and received a W on their transcript. Students may not exceed three enrollments in a non-repeatable course. An enrollment is defined by the assignment of a passing or a substandard grade; Incompletes and Withdrawals are included in this limitation. Non-repeatable courses are designated “NR” in their course description within this catalog.

This enrollment limitation for non-repeatable courses is enforced within the South Orange County Community College District, which includes Saddleback and Irvine Valley colleges. Additional enrollments beyond the maximum of three may be permitted on a very limited basis through the formal petition process at the Office of Admissions and Records (see Repetition for Special Circumstances).

Repeatable Courses

As of January 2013, only three types of courses are repeatable (Title 5 § 55040(b)(1), 55041):

1) Courses for which additional enrollments are necessary to meet the major requirement of California State University (CSU) or University of California (UC) for completion of a bachelor’s degree. Such courses may allow for additional enrollments to allow the student to meet the lower division component of these major requirements. The number of maximum enrollments may not exceed four and might be fewer if the transfer institution requires fewer than four enrollments or if the course is related in content to other courses offered at the college.

2) Intercollegiate athletics. These courses include those in which student athletes are enrolled to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport. Student athletes are limited to no more than 350 contact hours within a fiscal year (July 1–June 30); they are permitted a maximum of 175 hours in courses dedicated to the sport and 175 hours in courses focusing on skill development and conditioning.

3) Intercollegiate academic or vocational competition. Such courses must be designed specifically for students to participate in non-athletic competitive events, the competition must be between students from different colleges, the competition must be sanctioned by a formal collegiate or industry governing body, and participation in the event must be directly related to the course content. Students enrolled in these courses are required to participate in the academic or vocational competition.

Those courses that allow for additional enrollments beyond the first successful completion are designated by an “R” code followed by a number indicating the number of enrollments permitted. For example, a course with the designation R-E-3 allows for a maximum of four enrollments (the original enrollment plus an additional three) regardless of whether the student received a grade (A, B, C, D, F, PC, NP (NC)) or a W. An explanation of the repeat codes is contained within the Announcement of Courses section of this catalog.

Repetition to Alleviate Previously Earned Substandard Grade

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. Because courses are sometimes discontinued, students should re-enroll in the same course in the following term after receiving the substandard grade. If the course is no longer offered, the ability to re-enroll and suppress the substandard grade is lost.

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.html.

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 Special Circumstances

Significant Lapse of Time

Students may be considered for an additional enrollment after they have successfully completed a course if:

1) There has been a significant lapse of time (not less than 36 months) AND

2) The student can provide documentation that
   a) The SOCCC District has established a recency prerequisite for a course or program OR
   b) Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.

Students wishing to request an additional enrollment due to a significant lapse of time must complete an Academic Appeal Form. The form may be downloaded at www.saddleback.edu/admissions/forms.html. The form must be filed at least two weeks prior to the start of the semester in which the student seeks the course repetition.

Extenuating Circumstances

Students may petition to enroll in a course one additional time due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the student’s control resulting in either a passing or a substandard grade; students receiving an I, IP, or W cannot re-enroll in a course as a result of extenuating circumstances. Students may only be approved for this reason one time per course. Students may file an Academic Appeal Form for course repetition in the Office of Admissions and Records. The form may be downloaded at www.saddleback.edu/admissions/forms.html. The form must be filed at least two weeks prior to the start of the semester in which the student seeks the course repetition.
of Admissions and Records. The form may be downloaded at www.saddleback.edu/admissions/forms.html and must be filed two weeks prior to the semester in which the student seeks the course repetition.

Legally Mandated Training

Students may repeat courses to meet legally mandated training requirements if the course is required by statute or regulation as a condition of continued paid or volunteer employment (§55000(k)); they may be required to certify or document that such re-enrollment is necessary. A student needing to repeat a course required for employment/certification (e.g., CPR class) must provide documentation of the mandate to Admissions and Records and petition for enrollment.

Significant Change in Industry or Licensure Standards

Students may be permitted to repeat a previously completed course if there has been a significant change in industry or licensure standards since the student last took the course such that the student could not obtain or maintain employment or license without retaking the course. Students may be required to provide a letter from their current or prospective employer stating the course must be taken again for employment as well as provide documentation of the significant change in industry standard since the course was last completed. Students should contact the Office of Admissions and Records for additional information.

Special Classes for Students with Disabilities

Pursuant to state and federal nondiscrimination laws, repetition of special classes designated to provide accommodations to a student’s educational limitations may be permitted for any of the following reasons:

1) The student’s continuing success in general and/or special classes is dependent upon additional enrollments in a specific special class,

2) Additional enrollments in a specific special class are essential to completing the student’s preparation for enrollment into other special or general courses,

or

3) The student’s educational contract includes a specific goal (other than completion of the special class in question) and additional enrollments will help further that goal.

Active Participatory Courses

Active participatory courses in physical education, visual arts, or performing arts (including — but not limited to — Dance, Theatre, Kinesiology, Visual Arts, and most Music courses) that are related in content to one or more other courses have additional restrictions on repeatability and repetition. Courses are defined as being related in content when they have “similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation” (§55000). Students are limited to four semester enrollments in courses that are related in content; this limitation applies even if an active participatory course is designated as repeatable. Students may repeat active participatory courses in which a substandard grade or W was received, however all enrollments count toward the four enrollment maximum.

Scholarship Standards

Dean’s List

Students who achieve a grade point average of 3.25 or higher in 12 units* or 3.5 in at least 6 units of letter-graded courses in any one semester will be eligible for the honor of being placed on the Dean’s List. Continued excellence in scholarship may result in graduation with honors. For the Dean’s List certificate check with the Office for the Vice-President for Instruction, AGB 109 at 949-582-4795.

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

Academic Honors At Graduation

In recognition of academic excellence for associate degree programs, students are awarded graduation honors as follows:

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

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

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

Probation

Academic Probation

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

Progress Probation

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

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

Removal From Probation

Academic Probation

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

Progress Probation

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

Dismissal

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

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

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

Students who have been dismissed from Saddleback College or Irvine Valley College may apply for a readmission review after one semester of non-attendance by following the petition procedures through the Office of Admission and Records located in the Student Services Center Room 102. Students who are readmitted and fail to maintain a grade point average of 1.75 or higher during the semester following readmission will be subject to permanent dismissal.

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

Suspension of VA Benefits Due to Probation

Saddleback College enforces a Standards of Academic Progress Policy for veterans receiving VA education benefits. These standards require the college Veterans Office to suspend, for one semester, the VA education benefits of students who have been on academic or lack-of-progress probation for two consecutive semesters. The college Veterans Office is also required to notify DVA of this suspension.

VA benefits reinstatement: In addition to not receiving VA education benefits for one semester, students must have a written evaluation completed by an academic counselor. The evaluation must certify that the student has a reasonable chance of academic success in future semesters.

Once VA benefits are re-instated, students are required to maintain a 2.0 semester GPA every semester until they achieve a 2.0 cumulative GPA. Failure to do so will result in immediate suspension of VA education benefits for another semester. Please call the college Veterans Office at 949-582-4871 for further details.

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:

1. 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.
2. Students must not have requested or have been granted academic renewal within the SOCCCD.
3. Only work completed three years or more before the date of petition may qualify for academic renewal.
4. 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.
5. Only substandard semesters (below 2.0) may be considered for renewal.
6. A maximum of two semesters of full-time work or 30 units of part-time work may be disregarded.
7. 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.

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.

Load Limit

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

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

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

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

Remedial Coursework Limit

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

The following students are exempted from this limitation:

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

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

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

Access to Records and Release of Information

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

In compliance with this law, the college provides students access to specified official records directly related to the student and an opportunity to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate, while providing for the challenge of the actual grade received.
The college will not release, except by subpoena from state, local, and federal government officials, personally identifiable data about students without their prior written permission. The following directory items are exceptions to this policy.

Saddleback College regards as public information:

1. Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members.
2. Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean’s List recognition.
3. Dates of attendance.
4. Photo ID.
5. Enrollment status.

Students who do not wish to have the above directory information released must submit a written request to the Dean of Enrollment Services.

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

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

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

## Credit by Exam

### Credit by Examination — Specific Course Credit

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

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

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

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

### Attendance

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

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

Students who officially enroll in a class may be dropped by the instructor no later than the completion of 65% of the class.

Instructors may drop a student from a class when he/she is absent for a total of two cumulative instructional hours per credit unit or after six cumulative instructional hours.

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

### Final Examinations

Final examinations are held in all subjects according to the schedule that is published by the Office of the Vice President for Instruction each semester. No student will be excused from any final examination without approval from the instructor teaching the course and the division dean.
Honors Program

Philosophy and Rationale

The Saddleback College Honors Program is an interdisciplinary effort to develop exceptional talent, ability, and scholarship in highly motivated students.

The Honors Curriculum

Faculty design Honors classes to

1. develop strong “high-level” cognitive skills such as problem solving, evaluation, synthesis, critical thinking, and independent thinking;
2. build writing and research capabilities in students so that they can excel at upper-division work after transfer;
3. create a challenging, highly interactive, enjoyable academic experience; and
4. take advantage of the opportunities allowed by the smaller class size (25 students per class).

The Honors Program offers a wide variety of UC-transferable courses that fit into the major or general education courses for most students. Check the Class Schedule to see which Honors courses are being offered in any given semester.

Honors Students

Any Saddleback College student may enroll in an Honors class without completing an application or seeking special permission. All students in Honors classes do Honors work and receive “H” transcript credit. By enrolling, a student chooses to do Honors work to Honors standards:

1. Certificate-Track Honors Students have completed an Application for Certificate-Track Status and have been admitted to that status. They may be full-time or part-time students. Certificate-Track status confers benefits outside the classroom, as discussed below.
2. Walk-In Honors Students are those taking one or two Honors classes because of an interest in the subject, the wish to work with the professor, curiosity about Honors, or other reasons.

Changing from Walk-In to Certificate-Track Status is possible, but a deadline does exist. Students lose the right to apply for Certificate-Track status after they complete two Honors courses at Saddleback College. An application must be filed before that point in order to preserve eligibility for eventual admission, even if admission is not granted at that point.

Applications are accepted year-round, but there are deadlines for eligibility for priority registration application. See www.saddleback.edu/honors for this year’s dates.

Benefits and Activities

Honors students may participate in a variety of activities that include cultural events, field trips, conferences, independent study projects, and special events at four-year colleges and universities. Certificate-Track students in good standing are eligible for priority registration, free library cards at UC Irvine and UCLA, and other benefits.

Honors Transfer

Certificate-Track students who complete the Program are eligible for priority admission consideration at many local (and some distant) colleges and universities, including UC Irvine and UCLA. No agreements offer guarantees. Some include scholarships, Honors-to-Honors transfer, and other benefits. Because of the complexity of these agreements, Certificate-Track students meet each semester with an Honors counselor in the Transfer Center. Completion of the Honors Program in good standing is required but not sufficient for Honors transfer.

Certificate-Track Status Requirements
2. For students with fewer than 12 UC transferable semester units, a weighted academic high school GPA of 3.25 or higher, as evidenced by transcripts.
3. For students with at least 12 UC transferable semester units, a GPA of 3.25 in those courses, as evidenced by transcripts of all college-level work.
4. Placement by the Matriculation Office in either English 1A or 1B eligibility.
5. No record of academic dishonesty.

Students who do not meet the GPA minimum due to extenuating circumstances are welcome to apply, but should explain their situation in their application.

Requirements for Good Standing

To maintain good standing in the Honors Program, students must maintain their overall GPA at or above 3.25; meet with an Honors counselor in the Transfer Center at least once per semester; make reasonable progress toward completion of academic goals, including Honors coursework; engage in community, school, or leadership service, unless excused; commit no acts of academic dishonesty; and maintain records and good communication with the Transfer Center and the Honors Program Office.

Requirements for the Completion Certificate
1. Completion of the Honors “core” curriculum, which includes any two of the Culture, Science and Society courses and one of the following three options:
   - English 1AH or
   - English 1B (Honors) or
   - Lib 2 and any Honors literature course
2. Completion of six additional Honors elective units (usually two courses). Students who complete English 1AH may complete with five elective units.
3. Completion of all Honors classes with a GPA of at least 3.20. All Honors courses must be graded.
4. Good standing at time of completion.

For further information call 949-582-4853, email schonorsprogram@saddleback.edu, or visit www.saddleback.edu/honors.
### Alternative Credit Options

**Advanced Placement Examination Program**

Saddleback College will grant credit for each Advanced Placement (AP) Examination satisfactorily passed with a score of 3, 4, or 5. For AP credit to be awarded, an official score report must be on file in the Office of Admissions and Records prior to the Counselor review.

Students can make an appointment to see a Saddleback College counselor for review of their AP exam scores and processing of an Advanced Placement Examination Credit Petition. Admissions and Records evaluators will assign AP Exam credit as applicable when a student applies for a degree, CSU G.E. or IGETC certification.

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

<table>
<thead>
<tr>
<th>Advanced Placement Exam</th>
<th>Saddleback College AA/AS Credit Awarded for GE, Major and/or Elective Units</th>
<th>CSU GE Certification Area/Semester Units</th>
<th>CSU Minimum Admission Semester Units</th>
<th>IGETC Certification Area/Semester Units</th>
<th>UC Admissions Semester Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>5 units towards Fine Arts GE requirement</td>
<td>Area C1 or C2 3 units</td>
<td>6 units</td>
<td>Area 3A/3B 3 units</td>
<td>5.3 units</td>
</tr>
<tr>
<td>Art Studio - 2D Design</td>
<td>5 units of elective Art Studio credit for either Drawing or General Portfolio [5-unit maximum credit for both exams]</td>
<td>N/A</td>
<td>3 units</td>
<td>N/A</td>
<td>5.3 units (Max for all Studio Art Exams)</td>
</tr>
<tr>
<td>Biology</td>
<td>Credit for BIO 20</td>
<td>Area B2 and B3 4 units</td>
<td>6 units</td>
<td>Area 5B with Lab 4 units</td>
<td>5.3 units</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Credit for CHEM 3</td>
<td>Area B1 and B3 4 units</td>
<td>6 units</td>
<td>Area 5A with Lab 4 units</td>
<td>5.3 units</td>
</tr>
<tr>
<td>Chinese - Language &amp; Culture</td>
<td>3 units towards Humanities GE requirement</td>
<td>Area C2 3 units</td>
<td>6 units</td>
<td>Area 6A &amp; 3B 3 units</td>
<td>5.3 units</td>
</tr>
<tr>
<td>Computer Science A Exam</td>
<td>N/A</td>
<td>N/A</td>
<td>3 units (Only one CS Exam may be applied)</td>
<td>N/A</td>
<td>1.3 units</td>
</tr>
<tr>
<td>Computer Science AB Exam Only</td>
<td>Credit for CS 1A with a score of 3. Credit for CS 1B with a score of 4 or 5</td>
<td>N/A</td>
<td>6 units (Only one CS Exam may be applied)</td>
<td>N/A</td>
<td>2.7 units max</td>
</tr>
<tr>
<td>Economics - Macro Exam</td>
<td>Credit for ECON 20 with a score of 3 or 4. Credit for ECON 2 with a score of 5</td>
<td>Area D2 3 units</td>
<td>3 units</td>
<td>Area 4B 3 units</td>
<td>2.7 units</td>
</tr>
<tr>
<td>Economics - Micro Exam</td>
<td>Credit for ECON 20 with a score of 3 or 4. Credit for ECON 4 with a score of 5</td>
<td>Area D2 3 units</td>
<td>3 units</td>
<td>Area 4B 3 units</td>
<td>2.7 units</td>
</tr>
<tr>
<td>English - Language and Composition</td>
<td>Credit for ENG 1A and Matriculation placement in ENG 1B</td>
<td>Area A2 3 units</td>
<td>6 units</td>
<td>Area 1A 3 units</td>
<td>5.3 units (max credit for both English Lang/Comp &amp; Lit/Comp)</td>
</tr>
<tr>
<td>English - Literature and Composition</td>
<td>Credit for ENG 1A and 2 elective units and Matriculation placement in ENG 1B</td>
<td>Area A2 and C2 6 units</td>
<td>6 units</td>
<td>Area 1A or 3B 3 units</td>
<td>5.3 units (max credit for both English Lang/Comp &amp; Lit/Comp)</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3 Units towards Natural Sciences GE requirement including lab</td>
<td>Area B1 and B3 4 units</td>
<td>4 units</td>
<td>Area 5A with Lab 3 units</td>
<td>2.7 units</td>
</tr>
<tr>
<td>Advanced Placement Exam</td>
<td>Saddleback College AA/AS Credit Awarded towards GE, Major and/or Elective Units</td>
<td>CSU GE Certification Area/Semester Units</td>
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<tr>
<td>French – Language &amp; Culture</td>
<td>3 units towards Humanities GE requirement</td>
<td>Area C2 3 units</td>
<td>6 units</td>
<td>Area 6A &amp; 3B 3 units</td>
<td>5.3 units</td>
</tr>
<tr>
<td>French – Literature</td>
<td>3 units towards Humanities GE requirement</td>
<td>Area C2 3 units (Only applies if taken before F’09)</td>
<td>6 units (Only applies if taken before F’09)</td>
<td>Area 6A &amp; 3B 3 units</td>
<td>5.3 units</td>
</tr>
<tr>
<td>German - Language &amp; Culture</td>
<td>3 units towards Humanities GE requirement</td>
<td>Area C2 3 units</td>
<td>6 units</td>
<td>Areas 6A &amp; 3B 3 units</td>
<td>5.3 units</td>
</tr>
<tr>
<td>Government and Politics – United States</td>
<td>3 units towards Social/Behavioral Sciences GE requirement</td>
<td>Area D8 and US-2 3 units</td>
<td>3 units</td>
<td>Area 4H 3 units</td>
<td>2.7 units</td>
</tr>
<tr>
<td>Government and Politics - Comparative</td>
<td>3 units towards Social/Behavioral Sciences GE requirement with a score of 3 or 4. Credit for PS 12 with a score of 5</td>
<td>Area D8 3 units</td>
<td>3 units</td>
<td>Area 4H 3 units</td>
<td>2.7 units</td>
</tr>
<tr>
<td>History – United States</td>
<td>5 units towards Social/Behavioral Sciences GE requirement with a score of 3. HIST 22 and 2 more elective credits with a score of 4 or 5</td>
<td>(C2 &amp; US-1) or (D6 &amp; US-1) 3 units</td>
<td>6 units</td>
<td>Area 3B or 4F 3 units</td>
<td>5.3 units</td>
</tr>
<tr>
<td>History – European</td>
<td>5 units towards Social/Behavioral Sciences GE requirement</td>
<td>Area C2 or D6 3 units</td>
<td>6 units</td>
<td>Area 3B or 4F 3 units</td>
<td>5.3 units</td>
</tr>
<tr>
<td>History – World</td>
<td>3 units towards Humanities GE requirement. Credit for HIST 5 and 2 more elective units with a score of 4 or 5</td>
<td>Area C2 or D6 3 units</td>
<td>6 units</td>
<td>Area 3B or 4F 3 units</td>
<td>5.3 units</td>
</tr>
<tr>
<td>Human Geography</td>
<td>3 units towards Social/Behavioral Sciences GE requirement</td>
<td>Area D5 3 units</td>
<td>3 units</td>
<td>Area 4E 3 units</td>
<td>2.7 units</td>
</tr>
<tr>
<td>Italian – Language &amp; Culture</td>
<td>3 units towards Humanities GE requirement</td>
<td>Area C2 3 units</td>
<td>6 units</td>
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<td>5.3 units</td>
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<tr>
<td>Japanese – Language &amp; Culture</td>
<td>3 units towards Humanities GE requirement</td>
<td>Area C2 3 units</td>
<td>6 units</td>
<td>Areas 6A &amp; 3B 3 units</td>
<td>5.3 units</td>
</tr>
<tr>
<td>Latin – Vergil</td>
<td>3 units towards Humanities GE requirement</td>
<td>Area C2 3 units (Only applies if taken before Fall 2012)</td>
<td>3 units</td>
<td>Areas 6A &amp; 3B 3 units</td>
<td>2.7 units</td>
</tr>
<tr>
<td>Latin – Literature</td>
<td>3 units towards Humanities GE requirement</td>
<td>Area C2 3 units (6 units only applies if taken before Fall 2009)</td>
<td>6 units (Only applies if taken before Fall 2009)</td>
<td>Areas 6A &amp; 3B 3 units</td>
<td>2.7 units</td>
</tr>
<tr>
<td>Latin</td>
<td>3 units towards Humanities GE requirement</td>
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<tr>
<td>Mathematics - Calculus AB Exam</td>
<td>Credit for MATH 2 and Matriculation placement in MATH 3A with a score of 3. Credit for MATH 3A and Matriculation placement in MATH 3B with a score of 4 or 5.</td>
<td>Area B4 3 units</td>
<td>3 units (Only one Calculus AP exam applied toward degree)</td>
<td>Area 2A 3 units</td>
<td>2.7 units</td>
</tr>
<tr>
<td>Mathematics – Calculus BC Exam</td>
<td>Credit for MATH 3A and Matriculation Placement in MATH 3B with a score of 3. Credit for MATH 3A and MATH 3B and Matriculation placement in MATH 3C with a score of 4 or 5</td>
<td>Area B4 3 units</td>
<td>6 units (Only one Calculus AP exam applied toward degree)</td>
<td>Area 2A 3 units</td>
<td>5.3 Semester unit max credit both exams.</td>
</tr>
<tr>
<td>Music Theory</td>
<td>5 units towards Fine Arts GE requirement</td>
<td>Area C1 3 units (Only applies if taken before 09)</td>
<td>6 units (Only applies if taken before F’09)</td>
<td>N/A</td>
<td>5.3 units</td>
</tr>
<tr>
<td>Physics - (B Exam)</td>
<td>Credit for PHYS 2A</td>
<td>Areas B1 and B3 4 units max towards GE for all three Physics exams</td>
<td>6 units max towards GE for all three physics exams</td>
<td>Area 5A &amp; Lab 4 units</td>
<td>5.3 units max for all three Physics exams</td>
</tr>
<tr>
<td>Physics C – Mechanics</td>
<td>3 units towards Natural Science GE requirement including Lab</td>
<td>Areas B1 &amp; B3 4 units</td>
<td>4 units</td>
<td>Area 5A &amp; Lab 3 units</td>
<td>2.7 units</td>
</tr>
<tr>
<td>Physics C – Magnetism</td>
<td>3 units towards Natural Science GE requirement including Lab</td>
<td>Areas B1 &amp; B3 4 units</td>
<td>4 units</td>
<td>Area 5A &amp; Lab 3 units</td>
<td>2.7 units</td>
</tr>
<tr>
<td>Psychology</td>
<td>3 units towards Social/ Behavioral Science GE with a score of 3. Credit for PSYC 1 with a score of 4 or 5. See Counselor for UC/CSU major applicability</td>
<td>Area D9 3 units</td>
<td>3 units</td>
<td>Area 4I 3 units</td>
<td>2.7 units</td>
</tr>
<tr>
<td>Seminar</td>
<td>N/A</td>
<td>N/A</td>
<td>3 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish – Language</td>
<td>3 units towards Humanities GE requirement</td>
<td>Area C2 3 units</td>
<td>6 units</td>
<td>Areas 6A &amp; 3B 3 units</td>
<td>5.3 units</td>
</tr>
<tr>
<td>Spanish – Literature</td>
<td>3 units towards Humanities GE requirement</td>
<td>Area C2 3 units</td>
<td>6 units (Only applies if taken before F’09)</td>
<td>Areas 6A &amp; 3B 3 units</td>
<td>5.3 units</td>
</tr>
<tr>
<td>Statistics</td>
<td>Credit for MATH 10 with a score of 3 upon proof of MATH 253 or 255 or equivalent, (e.g., two years of high school algebra) completed with a &quot;C&quot; or</td>
<td>Area B4 3 units</td>
<td>3 units</td>
<td>Area 2A 3 units</td>
<td>2.7 units</td>
</tr>
</tbody>
</table>

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

Alternative Credit Options information continued on page 42.
### College Credit for International Baccalaureate Exams (IB Exams)

For Saddleback College AA/AS and IGETC credit, a minimum score of 5 is required.

For CSU GE Credit, see chart below for minimum score required.

<table>
<thead>
<tr>
<th>EXAM</th>
<th>SADDLEBACK COLLEGE AA/AS CREDIT FOR GE</th>
<th>CSU Passing Score</th>
<th>CSU GE</th>
<th>CSU – UNITS EARNED TOWARD TRANSFER</th>
<th>IGETC</th>
<th>UC -UNITS EARNED TOWARD TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>IB BIOLOGY HL</td>
<td>3 units Natural Science No Lab</td>
<td>5</td>
<td>AREA B2 (without Lab) 3 sem. units</td>
<td>6 sem. units</td>
<td>AREA 5B (without Lab) 3 sem. units</td>
<td>5.3 sem. units</td>
</tr>
<tr>
<td>IB CHEMISTRY HL</td>
<td>3 units Natural Science No Lab</td>
<td>5</td>
<td>AREA B1 (without Lab) 3 sem. units</td>
<td>6 sem. units</td>
<td>AREA 5A (without Lab) 3 sem. units</td>
<td>5.3 sem. units</td>
</tr>
<tr>
<td>IB ECONOMICS HL</td>
<td>3 units Social and Behavioral Sciences Area 3A</td>
<td>5</td>
<td>AREA D2 3 sem. units</td>
<td>6 sem. units</td>
<td>AREA 4B 3 sem. units</td>
<td>5.3 sem. units</td>
</tr>
<tr>
<td>IB GEOGRAPHY HL</td>
<td>3 units Natural Science</td>
<td>5</td>
<td>AREA D5 3 sem. units</td>
<td>6 sem. units</td>
<td>AREA 4E 3 sem. units</td>
<td>5.3 sem. units</td>
</tr>
<tr>
<td>IB HISTORY (ANY REGION) HL</td>
<td>3 units Social and Behavioral Sciences Area 3A</td>
<td>5</td>
<td>AREA C2 or D6 3 sem. units</td>
<td>6 sem. units</td>
<td>AREA 3B or 4F 3 sem. units</td>
<td>5.3 sem. units</td>
</tr>
<tr>
<td>IB LANGUAGE A1 (ENGLISH) HL</td>
<td>3 units Fine Arts and Humanities Area 1B</td>
<td>4</td>
<td>AREA C2* 3 sem. units</td>
<td>6 sem. units*</td>
<td>AREA 3B 3 sem. units</td>
<td>5.3 sem. units</td>
</tr>
<tr>
<td>IB LANGUAGE A1 (ANY OTHER LANGUAGE) HL</td>
<td>3 units Fine Arts and Humanities Area 1B</td>
<td>4</td>
<td>AREA C2* 3 sem. units</td>
<td>6 sem. units*</td>
<td>AREA 3B &amp; 6A 3 sem. units</td>
<td>5.3 sem. units</td>
</tr>
<tr>
<td>IB LANGUAGE A2 (ENGLISH) HL</td>
<td>3 units Fine Arts and Humanities Area 1B</td>
<td>4</td>
<td>AREA C2* 3 sem. units</td>
<td>6 sem. units*</td>
<td>AREA 3B 3 sem. units</td>
<td>5.3 sem. units</td>
</tr>
<tr>
<td>IB LANGUAGE A2 (ANY OTHER LANGUAGE) HL</td>
<td>3 units Fine Arts and Humanities Area 1B</td>
<td>4</td>
<td>AREA C2* 3 sem. Units</td>
<td>6 sem. units*</td>
<td>AREA 3B &amp; 6A 3 sem. units</td>
<td>5.3 sem. units</td>
</tr>
<tr>
<td>IB LANGUAGE B (ANY LANGUAGE) HL</td>
<td>3 units Fine Arts and Humanities Area 1B</td>
<td>4</td>
<td>N/A 0 units</td>
<td>6 sem. units*</td>
<td>AREA 6A 3 sem. units</td>
<td>5.3 sem. units</td>
</tr>
<tr>
<td>IB MATHEMATICS HL</td>
<td>3 units Mathematics Area 2B</td>
<td>4</td>
<td>AREA B4* 3 sem. units</td>
<td>6 sem. units*</td>
<td>AREA 2A 3 sem. units</td>
<td>5.3 sem. units</td>
</tr>
<tr>
<td>IB PHYSICS</td>
<td>3 units Natural Science No Lab</td>
<td>4</td>
<td>AREA B1 (without Lab) 3 sem. units</td>
<td>6 sem. units</td>
<td>AREA 5A (without Lab) 3 sem. units</td>
<td>5.3 sem. units</td>
</tr>
<tr>
<td>IB PSYCHOLOGY</td>
<td>3 units Social and Behavioral Sciences Area 3A</td>
<td>5</td>
<td>AREA D9 3 sem. units</td>
<td>3 sem. units</td>
<td>AREA 4J 3 sem. units</td>
<td>5.3 sem. units</td>
</tr>
<tr>
<td>IB THEATRE HL</td>
<td>3 units Fine Arts and Humanities Area 1A</td>
<td>4</td>
<td>AREA C1* 3 sem. units</td>
<td>6 sem. units*</td>
<td>AREA 3A 3 sem. units</td>
<td>5.3 sem. units</td>
</tr>
</tbody>
</table>

**CSU GE:** The IB examinations may be incorporated into the certification of CSU general Education-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the Education-Breadth requirements.

**IGETC:** IB exams must be used in area indicated regardless of where the certifying CCC’s discipline is located. Students who earn credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.
Alternative Credit Options

CSU: General Education Certification — AP/IB Exam Credit

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

UC: IGETC — AP/IB Exam Credit

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

Other Colleges & Universities — AP Exam Credit

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

English Equivalency Examination

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

California Registered Nurse License

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

College-Level Examination Program (CLEP)

Saddleback College accepts CLEP exams as a waiver for the Math Placement Examination or for credit for General Education. CLEP is not accepted as a waiver for the English Placement Examination.

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

CLEP scores can be used for general education certification of the CSU General Education requirements. CLEP cannot be used for general education certification of Intersegmental General Education transfer (IGETC) requirements (see CLEP charts page 42-43).

Any credit awarded does not necessarily transfer to other colleges. Students seeking to use CLEP credit for college transfer purposes will need to consult the transfer institution regarding its policy pertaining to CLEP.

No credit will be given to CLEP in any area in which the student has earned college credit prior to completion of CLEP examinations. Credit is awarded upon completion of one semester in the South Orange County Community College District. Additional information regarding the College Level Examination Program may be obtained in the counseling office.

Military Service Credit

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

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

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

Located in the VETS Center, the Saddleback College Veterans Counselor is available for scheduled appointments and walk in sessions. This specialized Veterans Counselor is your primary source of information regarding academic planning, Veteran’s resources, and career and personal counseling. In addition, the Saddleback Veterans Counselor is your resource for student education planning (SEP) required to start receiving VA educational benefits. Questions regarding course selection and academic requirements may be addressed through this source.
## College Credit for CLEP Exams

<table>
<thead>
<tr>
<th>EXAM</th>
<th>SADDLEBACK COLLEGE AA/AS CREDIT FOR GE</th>
<th>MINIMUM SEMESTER TRANSFER CREDITS EARNED</th>
<th>CSU CERTIFICATION AREA/SEMESTER UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEP American Government</td>
<td>3 units Social and Behavioral Sciences Area 3B</td>
<td>3</td>
<td>Area D8 3 units</td>
</tr>
<tr>
<td>CLEP American Literature</td>
<td>3 units Fine Arts and Humanities Area 1B</td>
<td>3</td>
<td>Area C2 3 units</td>
</tr>
<tr>
<td>CLEP Analyzing and Interpreting Literature</td>
<td>3 Units Fine Arts and Humanities Area 1B</td>
<td>3</td>
<td>Area C2 3 units</td>
</tr>
<tr>
<td>CLEP Biology</td>
<td>Undergoing Department Review</td>
<td>3</td>
<td>Area B2 3 units</td>
</tr>
<tr>
<td>CLEP Calculus</td>
<td>3 units Mathematics Area 2B Placement Math 3B</td>
<td>3</td>
<td>Area B4 3 units</td>
</tr>
<tr>
<td>CLEP Chemistry</td>
<td>Undergoing Department Review</td>
<td>3</td>
<td>Area B1 3 units</td>
</tr>
<tr>
<td>CLEP College Algebra</td>
<td>3 units Mathematics Area 2B Placement Transfer Level Math</td>
<td>3</td>
<td>Area B4 3 units</td>
</tr>
<tr>
<td>CLEP College Algebra – Trigonometry</td>
<td>3 units Mathematics Area 2B Placement Transfer Level Math</td>
<td>3</td>
<td>Area B4 3 units</td>
</tr>
<tr>
<td>CLEP College Mathematics</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>CLEP English Composition (No Essay)</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>CLEP English Composition with Essay</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>CLEP English Literature</td>
<td>3 units Fine Arts and Humanities Area 1B</td>
<td>3</td>
<td>Area C2 3 units</td>
</tr>
<tr>
<td>CLEP Financial Accounting</td>
<td>3</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>CLEP French* Level I</td>
<td>3 units Fine Arts and Humanities Area 1B</td>
<td>6</td>
<td>N/A</td>
</tr>
<tr>
<td>CLEP French* Level II</td>
<td>3 units Fine Arts and Humanities Area 1B</td>
<td>12^</td>
<td>Area C2 3 units</td>
</tr>
<tr>
<td>CLEP Freshman College Composition</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>CLEP German* Level I</td>
<td>3 units Fine Arts and Humanities Area 1B</td>
<td>6</td>
<td>N/A</td>
</tr>
<tr>
<td>CLEP German* Level II</td>
<td>3 units Fine Arts and Humanities Area 1B</td>
<td>12^</td>
<td>Area C2 3 units</td>
</tr>
<tr>
<td>CLEP History, United States I</td>
<td>3 units Social and Behavioral Sciences Area 3B</td>
<td>3</td>
<td>D6 + US – 1 3 units</td>
</tr>
<tr>
<td>CLEP History, United States II</td>
<td>3 units Social and Behavioral Sciences Area 3B OR 3 units 3A</td>
<td>3</td>
<td>D6 + US – 1 3 units</td>
</tr>
<tr>
<td>CLEP Human Growth and Development</td>
<td>3 units Social and Behavioral Sciences Area 3A</td>
<td>3</td>
<td>Area E 3 units</td>
</tr>
<tr>
<td>CLEP Humanities</td>
<td>3 units Fine Arts and Humanities Area 1B</td>
<td>3</td>
<td>Area C2 3 units</td>
</tr>
<tr>
<td>CLEP Information Systems and Computer Applications</td>
<td>3</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>CLEP Introduction to Educational Psychology</td>
<td>3</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>CLEP Introductory Business Law</td>
<td>3</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### College Credit for CLEP Exams

<table>
<thead>
<tr>
<th>EXAM</th>
<th>SADDLEBACK COLLEGE AA/AS CREDIT FOR GE</th>
<th>MINIMUM SEMESTER TRANSFER CREDITS EARNED</th>
<th>CSU CERTIFICATION AREA/SEMESTER UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEP Introductory to Psychology</td>
<td>3 units Social and Behavioral Sciences Area 3A</td>
<td>3</td>
<td>Area D9</td>
</tr>
<tr>
<td>CLEP Introductory to Sociology</td>
<td>3 units Social and Behavioral Sciences Area 3A</td>
<td>3</td>
<td>Area DO</td>
</tr>
<tr>
<td>CLEP Natural Science</td>
<td>3 units Natural Science including Lab</td>
<td>3</td>
<td>Area B1 or B2</td>
</tr>
<tr>
<td>CLEP Pre-Calculus</td>
<td>3 units Mathematics Area 2B Placement Math 3A</td>
<td>3</td>
<td>Area B4</td>
</tr>
<tr>
<td>CLEP Principles of Accounting</td>
<td>3</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>CLEP Principles of Macro Economics</td>
<td>3 units Social and Behavioral Sciences Area 3A</td>
<td>3</td>
<td>Area D2</td>
</tr>
<tr>
<td>CLEP Principles of Management</td>
<td>3</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>CLEP Principles of Marketing</td>
<td>3</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>CLEP Principles of Micro Economics</td>
<td>3 units Social and Behavioral Sciences Area 3A</td>
<td>3</td>
<td>Area D2</td>
</tr>
<tr>
<td>CLEP Social Sciences and History</td>
<td>0</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>CLEP Spanish* Level I</td>
<td>3 units Fine Arts and Humanities Area 1B</td>
<td>6</td>
<td>N/A</td>
</tr>
<tr>
<td>CLEP Spanish* Level II</td>
<td>3 units Fine Arts and Humanities Area 1B</td>
<td>12^</td>
<td>Area C2</td>
</tr>
<tr>
<td>CLEP Trigonometry</td>
<td>3 units Mathematics Area 2B Placement Math 2</td>
<td>3</td>
<td>Area B4</td>
</tr>
<tr>
<td>CLEP Western Civilization I</td>
<td>3 units Fine Arts and Humanities Area 1B</td>
<td>3</td>
<td>Area C2 or D6</td>
</tr>
<tr>
<td>CLEP Western Civilization II</td>
<td>3 units Fine Arts and Humanities Area 1B</td>
<td>3</td>
<td>Area D6</td>
</tr>
</tbody>
</table>

*Credit will be given for CLEP with a score of 50 unless otherwise noted. If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered “Level I” and earns six units of baccalaureate credit; the higher score listed for each test is considered “Level II” and earns 6 additional units of credit and placement in Area C2 of GE Breadth. The total of 12 units are earned*. 
Community Education

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

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

Contract Education

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

Cooperative Work Experience

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

CTE Transitions — Programs for High School and Regional Occupational Program Students

Saddleback College maintains faculty-approved formal course articulation agreements with local CT (Career Technical) Transition high school and ROP (Regional Occupation Program) districts including: Capistrano Unified School District, Laguna Beach Unified School District, Saddleback Valley Unified School District, South Coast ROP, and Coastline ROP. Courses with articulation agreements follow the California Career Statewide Pathways Templates in the areas including: Accounting, Architecture, Automotive Technology, Business, Child Development, Cinema-TV-Radio, Computer Information Management, Computer Maintenance Technology, Drafting, Fashion, Food & Nutrition, Graphic Design, Horticulture, Interior Design, Manufacturing, Photography, and Theater Arts. For a complete listing, see the CTE Transitions website at www.saddleback.edu/cte.

Students who complete a CT Transition 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 after completing a 12 unit minimum at Saddleback College, but can use articulated courses as evidence of meeting a prerequisite. 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 CT Transition Petition form and submit the form to the Admissions & Records Office for processing. Contact the Counseling Department at (949) 582-4572 for further information.

Emeritus Institute

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

The Emeritus Institute curriculum is offered as non-credit courses. These courses are all designed to meet the academic and critical-thinking challenges of each discipline. Disciplines include Accounting, Art, Biology, Communication Arts, English, Fashion, Foreign Language, Geology, Gerontology, History, Health, Health Sciences, Humanities, Kinesiology, Music, Philosophy, Photography, Political Science, and Theatre.

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

Study-Abroad Programs

Saddleback College offers study-abroad opportunities for students seeking college-credit learning experiences in other nations. In recent years programs were scheduled in Oxford, England as well as Santander, Spain, and Salamanca, Spain.

For more information and brochures contact the Liberal Arts division office at 949-582-4788 or access our website at www.saddleback.edu/las/study-abroad-program.
Responsibility for filing a Petition for Graduation in the Office of Admissions and Records rests with the student, and all transcripts for all prior college work attempted must be on file for the petition to be considered. The deadline to file a Petition for Graduation is March 1 for spring graduation, July 1 for summer graduation, and November 1 for fall graduation.

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

I. Unit Requirement: Units of Course Credit — minimum 60 units.
II. Scholarship Requirements: A minimum grade-point average of 2.0 in all units attempted at Saddleback College and an overall grade-point average of 2.0 for all units attempted.
III. Residence Requirement: Of the 60 semester units required, at least 12 units must be completed in residence at Saddleback College.

IV. General Education Requirement: Complete the requirements stated below under “Associate Degree General Education Requirement.”

1. Students may apply only one course below transferable freshman composition ENG 1A toward the Associate Degree.
2. A single course may be used to satisfy both a general education and a major requirement.

V. Major Requirement: (All courses must be completed with a grade of “C” or better. Title 5 section 55063)
1. Complete an Associate degree program as described in the Saddleback College catalog.

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

I. Unit Requirement: Units of Course Credit — minimum 60 units.
II. Scholarship Requirements: A minimum grade-point average of 2.0 in all units attempted in the South Orange County Community College District and an overall grade-point average of 2.0 for all units attempted.
III. Residence Requirement: Of the 60 semester units required, at least 12 units must be completed in residence at Saddleback College.

IV. General Education Requirement: Complete the requirements stated below under “Associate Degree General Education Requirement.”

1. Students may apply only one course below transferable freshman composition ENG 1A toward the Associate Degree.
2. A single course may be used to satisfy both a general education and a major requirement.

V. Major Requirement (satisfy one. All courses must be completed with a grade of “C” or better. Title 5 section 55063):
1. Complete an Associate degree program in one of the natural sciences (Astronomy, Biology, Chemistry, Computer Science, Geology, Oceanography, or Physics) as described in the Saddleback College catalog.
2. Complete the Associate degree program in Engineering as described in the Saddleback College catalog.
3. Complete an occupational (certificate) program as described in the Saddleback College catalog with the exception of Cosmetology, Ecological Restoration, Geographic Information Systems, Gerontology, Interiors Merchandising, and Interior Design Assistant.

Graduation Requirements

III. Residence Requirement: Of the 60 semester units required, at least 12 units must be completed in residence at Saddleback College.

Associate Degree General Education Requirement

PHILOSOPHY OF GENERAL EDUCATION

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

Core Requirements

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

1. LANGUAGE AND RATIONALITY

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

(One course in each category with a grade of “C” or better.)
A. Written Communication
   ENG 1A or 1AH
B. Oral Communication
   SP 1
   SP 5
   BUS 102

2. MATHEMATICS COMPETENCY

Students should complete either option A or option B.
A. Completion with a grade of “C” or better of any mathematics course currently offered within the Mathematics Department, other than MATH 351 or 353.
B. Evidence of one of the following standardized examination scores:
   1. 3 or above on the College Board Advanced Placement Exam
   2. 530 or above on the Mathematics section of the SAT
   3. 23 or above on the ACT Mathematics Test
   4. 520 or above on the College Board Math Achievement Test
3. READING COMPETENCY

Students should complete one of these options:

A. Completion with a grade of "C" or better ENG 1B or 1BH, 70, 180, 190, or 340.
   Units earned for English 340 do not apply to the associate degree.

B. Evidence of one of the following standardized examination scores:
   1. 400 or above on the Critical Reading section of the SAT
   2. 19 or above on the ACT Reading Test
   3. A score of 35-39 percentile on the Comprehension section of the Nelson-Denny Reading Test, Form H, or equivalent.
   4. A placement of ENG 70 based on CTEP

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

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

ANTH 2, 3, 4*, 6, 8
BUS 102
CD 7
CIM 1, 10
CIMW 115
DANC 64
ENG 1B or 1BH, 70
ENV 1, 18
ES (formerly CSS) 1*, 2*, 3*, 10*
FCS 115
FN 50
HIST 4, 5, 12, 16, 17, 32
LIB 2, 100, 101
N 176
PSYC 1, 2, 7
SP 1, 2, 3

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

Breadth Requirements

Breadth requirements provide students with the knowledge they need:

— to understand and use modes of inquiry in the major disciplines (including the humanities, fine arts, natural and social sciences);

— to be aware of and appreciate the diversity of other cultures and times as well as American institutions and ideals;

— to develop the capacity for and the relationship between mind, body, and the environment.

1. FINE ARTS AND HUMANITIES

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

Group A. The Arts, Music, Theatre

One course from the following:

ARCH 12
ART 4
ARTH 20, 21, 22, 23, 24*, 25, 26, 27, 28, 29
CTVR 2, 3, 7*, 9
DANC 64, 74
FASH 144
FA 27
GD 1
HORT 115
ID 110, 122, 125
MUS 1, 20, 23*, 24, 25, 26, 27*, 28, 29
PHOT 25
SP 32
TA 20, 25, 26, 32, 110*

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

One course from the following:

ARAB 1, 2, 3, 4, 21
CHI 1, 21
FR 1, 2, 3, 4
GER 1, 2, 3, 4
HIST 4, 5
HUM 1, 3, 10A, 10B, 21, 22, 25
ITA 1, 2, 3, 4, 21
JA 1, 21
KOR 1, 2, 3, 4, 21
PHIL 1, 10, 14, 15
PORT 1, 2, 3, 4, 21
PRSN 1, 2, 3, 4
SL 1, 2, 3, 4, 101*
SPAN 1 (or 1A and 1B), 2, 3, 4, 20A, 20B, 21A, 21B, 21C*
SP 30/TA 30

2. NATURAL SCIENCES

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

One course from the following:

ANTH 1 and 1L (Students are advised to complete the ANTH 1 Lab within one year of the lecture component) ASTR 20 and 25 combined
BIO 3A, 3B, 11, 15, 19, 20, 31, 113
CHEM 1A, 3, 108
ENV 18, 23, 24
GEOG 2, 38
GEOG 1 and 1L
GEOG 1, 20, 23
HIST 12, 19, 20*, 21*, 27, 28, 30, 33*, 61, 62, 63, 70, 71, 72, 74, 75, 80, 81*

3. SOCIAL AND BEHAVIORAL SCIENCES

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

Group A. Social/Behavioral Science

One course from the following:

ANTH 2, 3, 4*, 5, 7*, 8, 9, 10, 13, 14, 17, 21
BUS 1
CD 7*, 15, 117*
CTVR 1
ECON 2, 4, 11, 20
ENV 1
ES (formerly CSS) 1*, 2*, 3*, 10*
GEOG 2, 3, 38
HIST 12, 19, 20*, 21*, 27, 28, 30, 33*, 61, 62, 63, 70, 71, 72, 74, 75, 80, 81*
The required courses in the certificate area.

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1. Course from the following:

Graduation Requirements

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4. LIFE SKILLS/CRITICAL THINKING

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

(One course from Group A or Group B.)

Group A. Life Skills

ACCT 120 BUS 116
CD 7+, 117*
COUN 1, 140, 150, 151, 160
FASH 141
FCS 115, 142
FN 50, 64
HLTH 1, 3
HS 170, 175
N 161, 165
PSYC 5, 7+, 33
SOC 126
SPS 115, 205
WS 120

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

Group B. Critical Thinking

CD 120
ENG 18 or 1BH, 70 (both courses also apply for the Reading Competency requirement)
PHIL 12
SP 2, 3

5. PHYSICAL FITNESS ASSESSMENT

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

One course from the following:

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

6. *CULTURES IN THE UNITED STATES

The Cultures in the United States requirement focuses on major themes in United States history, society, and culture and addresses major conceptual issues relevant to understanding ethnicity, culture, race, and pluralism in the United States.

All AAAS degree candidates must make certain that one course taken in Fine Arts and Humanities, or in Natural Sciences, or in Social and Behavioral Sciences fulfills the Cultures in the United States requirement. Courses that will satisfy this requirement are marked with an asterisk (*).

Nursing Equivalency – Completion of the Nursing Program meets the Cultures in the US requirement.

Credit Transferred From Other Institutions

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

A student who has completed a Bachelor’s degree or higher at a regionally accredited college or university, has met the Saddleback College General Education requirements for the Associate degree; however, transcript evaluation must verify completion of a course conducted in English equivalent to ENG 1A with a grade of “C-” or higher, as well as an equivalent to a course applicable to the American Institutions requirement. Nursing students who possess a Bachelor’s degree are not held to the American Institutions requirement, per SB1393.

Transfer Credit from Foreign Institutions

Foreign transcripts must be evaluated by an accredited evaluation service and submitted to the Admissions and Records Office. The evaluation must include a detailed report that includes course, unit and GPA breakdowns in order for credit towards an associate degree petition to be considered.

A list of acceptable accrediting agencies may be found at http://saddleback.edu/uploads/iso/foreigntranscriptevaluators.pdf

Certificate of Achievement

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

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

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

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

Certificate of Completion

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

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

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

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

Multiple Majors

Within the units required for the associate degree it is possible for a student to complete the requirements for more than one major or certificate program, providing that minimum requirements are met for each major or certificate and that a minimum of 12 units applies exclusively to each program. A student may only earn one degree (A.A., A.S., AA-T, AS-T) per term.

Additional Associate Degrees from Saddleback College

The following details instances in which additional associate degrees may be conferred:

Bachelor degree completed at a regionally accredited College:

Students seeking an associate degree after having received a bachelor degree may qualify for an associate degree upon completion of all of the following:

• 12 units in residence AND
• The requirements of the major field of study AND
• Student must complete a course conducted in English equivalent to ENG 1A with a grade of “C” or higher, as well as an equivalent to a course applicable to the American Institutions requirement.

Students seeking an additional associate degree after having received an associate degree from Saddleback College or another institution:

Students in this scenario may qualify for an additional associate degree upon completion of all of the following:

• At least 12 additional units in residence after conferred of the previous degree AND
• Completion of Saddleback College General Education Requirements AND
• The requirements of the major field

In all instances, students must meet the following to be conferred an additional associate degree from Saddleback College:

• At least 12 additional units are earned in residence after conferred of the previous degree AND
• All requirements of the major are fulfilled

In no situation may a student earn more than one degree (A.A., A.S., AA-T, AS-T) per term.

Associate Degrees for Transfer

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

To complete the associate degree for transfer, students must complete:

1. A minimum of 60 CSU-transferable semester units;
2. A minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework (While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.);
3. A minimum of 18 semester units in an “AA-T” or “AS-T” major. All courses in the major must be completed with a grade of “C” or better or a “P” (pass) designation may be used instead of a letter grade, but not all transfer institutions will accept courses with a “P”; and
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Saddleback College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to californiacommunitycolleges.cccco.edu/Students/AssociateDegreeforTransfer.aspx. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.