2017-2018 IMPORTANT DATES

FALL SEMESTER 2017

First day applications accepted for New and Former Students ....................................................... Feb 1
Internet Registration ................................................................. By appointment – Check registration time in MySite>MyInfo>Appts.
INSTRUCTION BEGINS ........................................................................................................... August 21
Labor Day Observance – classes not in session ........................................................................ September 4
Last day to apply for Fall Graduation ......................................................................................... November 1
Veterans Day Observance – classes not in session ................................................................. November 10
Thanksgiving Observance – classes not in session ...................................................................... November 22 – 26
Final Exams ............................................................................................................................. December 14 – 20
Winter Break .................................................................................................................................. December 21 – January 15
See the online Schedule of Classes for all “drop” dates, P/NP, and refund deadlines.

SPRING SEMESTER 2018

First day applications accepted for New and Former Students ....................................................... August 1
Internet Registration ................................................................. By appointment – Check registration time in MySite>MyInfo>Appts.
INSTRUCTION BEGINS ............................................................................................................. January 16
Lincoln’s Day Observance – classes not in session .................................................................... February 16
Presidents’ Day Observance – classes not in session ................................................................... February 19
Last day to apply for Spring graduation .................................................................................... March 1
Spring Recess – classes not in session ..................................................................................... March 18 – 24
César Chávez Day – classes not in session ............................................................................... March 30
Final Exams .................................................................................................................................. May 17 – 23
Commencement – Saddleback College ..................................................................................... May 24
See the online Schedule of Classes for all “drop” dates, P/NP, and refund deadlines.

SUMMER SESSION 2018

First day applications accepted for New and Former Students ................................................... February 1
Internet Registration ................................................................. By appointment – Check registration time in MySite>MyInfo>Appts.
INSTRUCTION BEGINS ............................................................................................................. May 29 – Aug 12
Memorial Day Observance – classes not in session ..................................................................... May 28
Last day to apply for Summer graduation .................................................................................. July 1
Independence Day Observance – classes not in session ......................................................... July 4
See the online Schedule of Classes for all “drop” dates, P/NP, and refund deadlines.

Saddleback College has made every reasonable effort to ensure that the “important dates” published in the Student Handbook are accurate. However, these dates are subject to change.
SADDLEBACK COLLEGE
STUDENT HANDBOOK
The Division of Counseling Services
Saddleback College
28000 Marguerite Parkway • Mission Viejo, CA 92692
(949) 582-4500
www.saddleback.edu

About Saddleback College
Welcome to Saddleback ........................................ 2
Did You Know? ....................................................... 3

Steps to Enrollment/Matriculation
Student Success & Support Program (SSSP) ................. 4
Important Decisions That Impact Your College Education 5
Using Your Saddleback College Online Tools ............. 6
Classes with Prerequisites or Limitations ................. 8
Matriculation Assessment and Placement ................ 9
English as a Second Language (ESL) ..................... 10

Student Services
Counseling Services ............................................ 11
Academic Counseling ........................................ 12
Career Counseling Process ................................ 13
Personal Counseling ............................................ 14
Disabled Students Programs and Services (DSPS) ....... 15

Educational Degrees and Transfer
Educational Options in California ........................... 16
Guide to California Higher Education ..................... 17
Associate Degrees and Certificate Programs ............ 18
The Associate Degrees ........................................ 19
Associate Degree General Education Requirements 20
The Bachelor Degrees ......................................... 21
CSU General Education Certification Requirements 22
IGETC Requirements .......................................... 23
ASSIST ............................................................. 24
Map of California Four-Year Public Universities ....... 25
The California State Universities ............................ 26
The Universities of California ............................... 27
California Independent Colleges ............................ 28
Transfer Information on the Internet ...................... 29

Success Tools
Glossary of College Terms .................................. 30
Calculating Your Grade Point Average .................. 31

Saddleback College Programs for Students
Associated Students .......................................... 32
Student Athletes .................................................. 33
Student Clubs ...................................................... 34
Financial Aid ....................................................... 35
Grants/Scholarships .............................................. 36

Important College Policies
College Policies Affecting all Students .................... 37
Student Rights and Responsibilities ....................... 39
Parking On Campus ............................................. 43

Campus Safety
Safety on Campus ................................................. 44
Safety Tips ............................................................ 45

Campus Offices and Locations
College Services .................................................. 46
Campus Locations and Phone Numbers .................. 48
Offices and Divisions ............................................ 49

Special Thanks
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The Saddleback College Foundation

Credits
Writer/Editors:
Maryam Azary and Sarah Chang
Professors of Counseling Services

Cover Design: Heather Siemon, Senior Graphic Designer
Handbook Design: Saddleback College Graphics Department

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

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A Letter from the ASG President

I am honored to be serving as this year’s Associated Student Government President. This school year, ASG is committed to elevating each student’s Gaucho experience. Our doors are always open to hearing your ideas and thoughts; we want this year to be a true reflection of what students would like to see implemented on campus. Together, let’s make Saddleback College not just a place to learn, but a place to network, enhance involvement in distinguished Saddleback programs, and amplify our voices.

Erica Delamare
Associated Student Government President, 2017-2018

Welcome to Saddleback College

Hey students, welcome to Saddleback College! I started coming to Saddleback College as a sophomore in high school. In order to satisfy a high school requirement, I enrolled in an Arts and Humanities college course. After taking this course, I realized how much I enjoyed learning in a campus environment and gained a fresh perspective on higher education which later had a profound impact on my life.

Before my junior year of high school, I met with my counselor to create a MAP and discussed ways to maximize my experience at Saddleback. Soon after, I became a Saddleback Student Success Mentor and began working on campus. Throughout the year, I routinely met with my counselor at least twice a semester to assure I was on the right path to transfer to my dream school.

Saddleback College has provided an excellent platform for me to explore and discover my interests and abilities. Thanks to my wonderful professors and excellent counselors, I have been able to pursue my passion of helping others and achieve my academic goals. Commencing fall of 2017, I will be attending The University of California, Berkeley. I will be a junior and only be eighteen years old. I will also have completed two associate degrees. I encourage you to utilize all the valuable services and resources Saddleback College has to offer. Take this next step in your life as an opportunity to discover your passions and interests.

Best of luck,
Sofia Caro
Class of 2017

Saddleback College Mission

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

**WHY AVID for HIGHER EDUCATION?**

AVID for Higher Education (AHE) empowers individuals to take control of their success through Writing, Inquiry, Collaboration, Organization, and Reading. Look for the AVID symbol in the schedule of classes.

You’ll connect with...

- **DYNAMIC CLASSROOMS** to increase academic skills
- **AVID TRAINED TUTORS** to exercise critical thinking
- **FACULTY & COUNSELORS** who are committed to high engagement teaching and learning practices

About Saddleback College

WWW.SADDLEBACK.EDU/AVID
Bruce Gilman, Ph.D. – bgilman@saddleback.edu
Tina Jenkins, M.A. – tjenkins@saddleback.edu

For more information please contact or visit: 949.582.4455

**SAFETY NET**

The Equity and Diversity Committee has resolved to implement the Safety Net program to create a safe atmosphere for all students on campus to freely express their own views and learn about campus resources available to help them deal with any potential related concerns, distress, or apprehension that they may feel. The Safety Net program consists of a network of faculty across campus who have individually pledged to designate their office as a safe space for the above types of open dialogue and to serve as a resource to all students.

For more information, contact the Equity and Diversity Committee members or Carmenmara Hernandez Bravo, chernandezb@saddleback.edu.

**Got AP?**

Did you take the Advanced Placement (AP) exam and earn a 3 or higher?

See a counselor to discuss how your AP exams can be applied toward your educational goals including credit for general education, major, and/or electives.

The AP credit grid is viewable in the Saddleback Catalog: catalog.saddleback.edu

**Tape Recording**

California Education Code Section 78907

The use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Any person, other than a student, who willfully violates this section shall be guilty of a misdemeanor. Any student violating this section shall be subject to appropriate disciplinary action.
STUDENT SUCCESS & SUPPORT PROGRAM (SSSP)

SSSP Services

NEW STUDENT ORIENTATION is completed online and provides information about Saddleback College’s student services, special programs, and campus policies and procedures. The orientation is mandatory for all students required to complete the Matriculation Process.

MATH AND ENGLISH PLACEMENT can be accomplished by either taking the Saddleback College assessment exams or submitting alternative evidence for evaluation. Math and English placement is mandatory for all students required to complete the Matriculation Process. Assessment exams in Reading, English, and Mathematics are taken at Saddleback College and will provide appropriate course placement. Information and appointment schedules are available through your MySite, at the Matriculation Office (Village 8-5), and at www.saddleback.edu/matriculation

Alternative Evidence can be submitted in place of the assessment exams by students who have completed and passed a Saddleback College equivalent Math and/or English course at another college or university or have passed the AP English and/or Calculus exams with a 3 or higher. Please see the Matriculation website for the procedures to submit Alternative Evidence. www.saddleback.edu/matriculation

MATH AND ENGLISH PREREQUISITES
All courses that have a Math or English prerequisite must be evaluated and cleared by the Matriculation Office prior to enrollment. For procedures and more information, please see the “Classes with a Prerequisite” page.

STUDENT ADVISEMENT & FIRST SEMESTER ED PLAN is completed online after the student completes the Assessment exams and/or the evaluation of Alternative Evidence and has received Math and English placement. Advisement helps students determine their educational goal, plan a first semester schedule, and create a First Semester Educational Plan using My Academic Plan (MAP). The Advisement and First Semester Plan are mandatory for all students required to complete the Matriculation Process.

FOLLOW-UP SERVICES See a Counselor for follow-up counseling after the semester begins to refine your Educational Plan, and discuss your goals. Students are required to complete a Comprehensive Ed Plan and have it approved by a counselor once they have completed 15 degree-applicable units or by the end of their third semester – whichever comes first. Failure to do so will delay your registration.

Attend workshops to: help with deciding a major, completing academic plans, and academic/progress probation.

STUDENT SUCCESS Take Responsibility for your success in college. Be aware of deadlines and due dates, instructors’ office hours, and the many resources available at Saddleback College to help you succeed in obtaining your certificate, AA/AS/ADT degree or transfer to a 4-Year institution. The most successful student is the one who takes responsibility for himself or herself.
You may be attending Saddleback College in order to transfer, obtain a two-year associate degree, and earn a career technical Certificate of Achievement or Occupational Skills Award. Whatever your goal, be sure you get the award that you have earned.

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

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

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

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

### Registration Blocks

**CP Hold – Comprehensive Ed Plan**

Starting Fall 2014, new students must have a Counselor Approved Educational Plan (MAP) by the time they reach their 15th degree applicable unit or at the end of their third semester, whichever comes first. Failure to have a Comprehensive Educational Plan will result in a CP Hold and will be blocked from registration.

**PB Hold – First Time Probation**

Students who are placed on Academic and/or Progress Probation for the first time receive a First Time Probation Hold (PB) that blocks all further registration until the hold is cleared. First time probation students are required to attend a Probation Workshop conducted by a counselor. Students who are on Academic and/or Progress Probation for two consecutive terms will lose their registration priority.

- Effective in Fall 2014, students not in good academic standing will receive a later registration date and time in their next semester and continuously until they reach good academic standing.

- Students that are on academic probation for 2 consecutive semesters may lose eligibility for Financial Aid.

### Catalog Rights and Continuous Enrollment:

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 you from being held for additional requirements that may be added to a later catalog. The number of years allowed for students to complete a certificate or degree program and maintain catalog rights is no more than six years. Students must maintain continuous enrollment in order to keep catalog rights.

For additional information please refer to Saddleback College Catalog, catalog.saddleback.edu

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**Important Decisions That Impact Your College Education**

**Year 6 Rule**

You may be attending Saddleback College in order to transfer, obtain a two-year associate degree, and earn a career technical Certificate of Achievement or Occupational Skills Award. Whatever your goal, be sure you get the award that you have earned.

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

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

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- Students that are on academic probation for 2 consecutive semesters may lose eligibility for Financial Aid.

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**GET AWARDED!!**

(Degrees, Transfers, Certificates)

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

- Students who want a Saddleback College certificate, a two-year degree, or students who want to transfer to a four-year university must have a Comprehensive Ed Plan approved by a counselor.

- If you don’t have a major, attend an “Undeclared Majors Workshop,” conducted in counseling or enroll in a Counseling 140 or 160 class during your first semester. Students must have a major by the time they enroll in their second semester.

- Contact Saddleback College Counseling Office at (949) 582-4572 or go to www.saddleback.edu/counseling

Remember, students who do not complete their Comprehensive Educational Plan will lose their “place in line for registration.”
USING YOUR SADDLEBACK COLLEGE ONLINE TOOLS

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

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

Completing your Online Orientation
- Click on the menu link that reads My Information
- Click on the menu link that reads Matriculation
- Click on the Online Orientation
- Click on the View Online Orientation link to start the program
  Students must pass the final test at the end of the orientation in order to receive credit for this step of the Matriculation Process. Average time for completion is about 45 minutes.

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

Completing your Advisement & First Semester Ed Plan
- Click on the menu link that reads My Information
- Click on the menu link that reads Matriculation
- Click on the Online Advisement
- Click on the View Online Orientation link to start the program
  Complete all sections of the advisement and then click on the NEXT link to start your First Semester Educational Plan.
  Create your First Semester Plan by adding at least one required course to your plan. You will finalize your Ed Plan with a counselor once you have completed 15 units or by the end of your 3rd semester, whichever comes first.

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

Viewing prerequisite evaluations & appeal results
- Click on the menu link that reads My Information
- Click on the menu link that reads Matriculation
- Click on the menu link that reads Placement Info

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

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

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

WHAT ARE BLACKBOARD & CANVAS?
These are the learning management systems at Saddleback College that allow instructors to post and distribute course content to students, as well as a place for instructor/student and student/student communication. Currently, the majority of instructors use Blackboard as a tool for all or part of their courses. Starting Fall 2017, Saddleback College will begin transitioning to the Canvas learning management system.

To access Blackboard/Canvas:
• For Blackboard go to saddleback.blackboard.com
• Canvas link coming soon!
• Log in with your username and password (If you don’t know your username and password, log into MySite to obtain this information)

Blackboard & Canvas Resources
• Blackboard Basics for Students
• Canvas Student Tutorials
• Student Technical Support
If these links don’t work please use Blackboard Basics for Students: www.youtube.com/playlist?list=PLptkUnLpaakInO_W3gDRALZuXUODwLZO
For Canvas Student Tutorials use: resources.instructure.com/courses/32/pages/canvas-student-tour-videos
And for Student Technical Support use: saddleback.edu/oe/student-technical-support

LEARNING RESOURCES CENTER (LRC)
The Learning Resource Center (LRC) is a newly remodeled space that includes the library as well as several resources to support student success – tutoring services, the writing, reading, and language labs, study rooms, and computer work stations. This service is free of charge for all Saddleback College students.

If you are unable to stop by for an in-person tutoring session, visit: www.saddleback.edu/tutoring/online-tutoring-paper-center for additional information about our online paper center, online tutoring, and more!

STUDENT EMAIL
After submitting the college application, students automatically receive a college email account within 24 hours. User names are assigned automatically and accounts are continued with no interruption in services so long as the student remains enrolled in contiguous semesters.

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

The student-assigned college email addresses may be found within student “MySite.” To access MySite, visit https://mysite.socccd.edu and log-in. Click on the “Email” icon in the top right corner of the screen.

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

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

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

**Prerequisites/Corequisites/Limitation on Enrollment/Recommended Preparation**

Saddleback College is committed to helping students select appropriate level courses in order to provide the greatest chance for their academic success. Information relating to prerequisites, corequisites, limitation on enrollment, and recommended preparation is printed in bold as part of the course descriptions in the catalog. Courses with a mandatory prerequisite have a padlock symbol printed on the course details section in the schedule of classes.

Students are responsible for meeting or clearing prerequisites a minimum of 2 weeks prior to registering for any course with these restrictions 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 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 inter-collegiate competition where a tryout or audition is necessary. Some courses require formal admission to a particular program in order to enroll (e.g., Nursing, EMT, Paramedic).

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

**How to Clear a Prerequisite**
Students can clear their prerequisite requirement by completing one or more of the following:

1. **Saddleback Course Completion**
   - Complete the course(s) at Saddleback College with a satisfactory grade of A, B, C or P (formerly CR).
   - Note: Grade of C- or lower is not satisfactory and courses offered for “zero units” cannot be used to satisfy a prerequisite.

2. **Alternative Evidence/College Transcripts**
   - Provide Matriculation (if courses have a Math or English prerequisite) or the appropriate division offices (if courses have other prerequisites) with transcripts from another accredited college or university. Such transcripts must demonstrate satisfactory completion of the prerequisite course – that is, completion of the course with a grade of A, B, C, P or CR.
   - Note: Grade of C- or lower is not satisfactory.

3. **Saddleback Assessment Exams**
   - Receive placement above the required prerequisite course on the English and/or math assessment exams. Note: assessment exams will not place student into English 1B, English 70 or math 3B, 3C, 26, or 24.

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

5. **AP Exams**
   - Submit official or unofficial College Board AP English Composition/Literature/Language, and/or Calculus exam scores of 3 or higher for English and/or math prerequisite clearance to the Matriculation Office. All other AP scores must be submitted to the appropriate division offices for prerequisite evaluation and clearance.

**Prerequisite Evaluation Procedures**

**Math and/or English Prerequisites**

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

2. Attach a copy (official or unofficial) of your previous college coursework, California community college assessment results, or AP score report. Unofficial copies must include the student’s name, college name, and the course with a final grade. Incomplete courses cannot be used.

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

**Prerequisites Other than Math or English**

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

**Evaluation Processing**

Given the large amount of prerequisite evaluations, please allow a minimum of 5 working days for evaluations to be processed. Students should submit evaluations a minimum of two weeks prior to their registration date to avoid enrollment delays. Specific information regarding procedures, time lines, and transcript evaluation notification is available in the Matriculation Office or online at www.saddleback.edu/matriculation
MATRICULATION ASSESSMENT AND PLACEMENT

Reading and English Placement Procedures

1. Students who have completed the reading and English assessment exams will find their placement results in MySite under My Information > Matriculation > Assessment and Placement. The Placement Letter displays a reading and English placement recommendation.

2. If a student believes that the placement recommendation is not indicative of his/her abilities, the student may appeal their placement by taking the Writing Sample Appeal.

3. Students may retake the reading and English sections of the placement exam after a 3 month waiting period.

Reading Placements

Meets AA/AS Reading Competency
- English 180: Speed Reading and Comprehension Training
- English 340: Reading Skills for College
- English 345: Building Basic Reading Skills

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

English Placements

- English 1A: Principles of Composition I (transfer level)
- English 200: Fundamentals of Composition
- English 390: Introduction to College English
- English 300: Beginning Writing

- SPS courses are offered through the DSPS department.

Writing Sample Appeal

The Writing Sample gives students the option to appeal their English placement recommendation of English 200 or 300 within the 3 month waiting period if they believe the initial placement does not indicate their current English proficiency. The Writing Sample Appeal requires you to construct a clear and persuasive response to a specific prompt. After carefully reading the provided passage, you will respond to the topic by writing an essay that is controlled by a central idea (your thesis) and specifically developed. The Writing Sample is a Final Appeal given by appointment only at the Matriculation Office.

During Academic Year 2017-2018 Saddleback College will be adopting the California Community College statewide Common Assessment Initiative (CAI) which may result in some policy changes mid year. All changes will be made public electronically.

Mathematics Placement Procedures

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

1. Students who have completed the math assessment exam will find their placement results in MySite under My Information > Matriculation > Assessment and Placement. The Placement Letter displays a math placement recommendation.

2. If the student believes that the placement recommendation is not indicative of his/her abilities, the student has the option to take a different level test and/or appeal their placement with the Math Department.

3. Students may retake the same math test level after 3 months have passed.

Math Test Levels and Placements

- Test Level 1: Math 351, 353
- Test Level 2: No Placement or Math 353, 205, 253
- Test Level 3: No Placement or Math 205, 253, 7, 8, 10, 112, 124, 11
- Test Level 4: No Placement or Math 2, 3A

Math Placement Appeal

A student who desires placement in a higher level mathematics course than resulted from the usual assessment process may complete an “Appeal Petition” in the Mathematics, Science, and Engineering Division Office, SM 334. 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.
ENGLISH AS A SECOND LANGUAGE (ESL)
COURSE SEQUENCE

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

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

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

Adult ESL and Citizenship (AESL) courses are offered through Saddleback College’s Community Education Division: [www.saddleback.edu/ae](http://www.saddleback.edu/ae). Please visit the website or contact: (949) 582-4646 for more information.
COUNSELING SERVICES

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

Academic Counseling
Counselors are available to help you plan your educational program, to advise you about schedule planning, adding and dropping courses, and MAP. Successful students see a Counselor at least once a semester.

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

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

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

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

Missed Appointments: Should a student be a “no-show” for two appointments in one term, he or she will not be eligible to schedule another counseling appointment for the remainder of the term.

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

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

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

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

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

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

What Courses Do I Take?

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

Decide how many units you want to take.

Make a list of possible courses, which might include:

- **Career Planning, College Orientation or Educational Planning courses** such as Counseling 1, 140, 160, or Women’s Studies 120
- **Basic Skills courses**: It is important to begin with any basic skills courses in Mathematics, Reading or English. These courses do NOT transfer to four-year colleges and universities. However, these courses are the building blocks to develop skills in order to be a successful college student.
- **General Education courses**: All students working towards a college degree need these courses. You will find lists of courses required for the Saddleback College Associate Degree (non-transfer) as well as those for the California State University and the University of California in this handbook. (see Pages 20, 22 and 23).
- **Major Preparation courses**: Courses that you are required to take at Saddleback College for an Associate Degree or an Associate Degree for Transfer are listed in the Saddleback College Catalog. For Transfer major requirements see [www.assist.org](http://www.assist.org)
- **Personal Interest and Exploration**: Many students enjoy taking an introductory course in a major they are considering or courses they have always wanted to take such as music, art, computer programs, etc.

All students seeking an academic goal such as a certificate, AA/AS, ADT or transfer are required to have a comprehensive educational plan by the time they reach 15 degree applicable units or their third semester. To determine course work needed students must go to their MySite page and click on My Academic Plan (MAP). You can obtain step-by-step instructions on how to identify courses required for the goal and semester by semester course planning tips.

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

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

Time Management

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

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

Schedule 2-3 hours per unit, per week for studying.

**Example:**

3 unit class –
In-class time = 3 hours per week
Study time = 6 hours per week
(3 units x 2 hrs/unit study = 6 hours)

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

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

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

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

College Units

- A college “unit” is a term used to define the time value of a course, or a “unit” of time involved in class instruction.
- A one-unit class typically requires one hour of instruction per week for a 16-18-week semester. Lab units are calculated differently.
- A three-unit class requires three hours of instruction per week for a 16-18-week semester.

Managing Work and School

Recommended combination:

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

**School**

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

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

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

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

3. **Decision Making:**
   **(Analyzing the information)**
   - Begin to define your specific career goals.
   - Make tentative career decisions.
   - Set short and long term goals that allow you to reach your chosen career.
   - If not comfortable in the decision – return back to Exploration Stage.

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

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

**Useful Websites and Resources:**
- www.careercafe.com
- www.cacareerzone.org
- www.onetcenter.org/sites.html

**Visit our center to receive access to:**
- www.careercruising.com

**View Career Exploration Profiles:**
- www.onetonline.org
- www.bls.gov/ooh

**Complete one or more of the following classes:**
- COUN 1 – Academic Planning
- COUN 140 – Educational & Vocational Planning
- COUN 160 – Career & Vocational Exploration
- WS 120 – Women & Careers

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

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

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

**Saddleback College Catalog**
- www.saddleback.edu/cc

**Transfer Information**
- www.assist.org
- www.aiccu.edu
- www.csumentor.edu
- www.universityofcalifornia.edu

**Student Employment - Gaucho Jobs**
- www.saddleback.edu/jobs

**Off Campus Resources**
- www.usajobs.com
- www.indeed.com
- www.job-hunt.org
- www.snagajob.com
PERSONAL COUNSELING

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

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

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

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

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

HELP A STRESSED STUDENT
At-risk training has been adopted by the Counseling Services Division to help support students’ mental health and maintain a healthy environment on our college campus.

at-risk
To take the course, go to:
www.saddleback.edu/counseling/help-stressed-student

The goal of this program is to significantly increase the number of individuals on our campus who are trained to identify, address, and refer students exhibiting signs of psychological distress including depression, anxiety, and thoughts of suicide.

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

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

www.211oc.org

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

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

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

Student Health Center ......................... (949) 582-4606
Counseling Services............................ (949) 582-4572
Campus Safety or Campus Police .......... (949) 582-4444 or 911
DISABLED STUDENTS PROGRAMS AND SERVICES
DSPS

DSPS is committed to providing quality support services and specialized instruction to students with verified disabilities which enables them to access and participate in all programs at Saddleback College. Visit us at www.saddleback.edu/dsps

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

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

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

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

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

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

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

Suspension of Services
DSPS services may be suspended if you fail to meet one or more of these requirements:
1. Responsible use of services and adhere to written procedures adopted by DSPS including the college code of conduct.
2. Fail to meet measurable progress towards your goals established in your Student Educational Contract.
3. Fail to meet academic standards established by the college and/or district.
You have the right to appeal suspension of services within 10 days of notification. A copy of the Student Responsibilities, located on your DSPS application, may be obtained in SSC 113.

Location and Hours
DSPS Office is located in the SSC 113. Phone (949) 582-4885 (voice), or (949) 482-4430 (videophone). Any questions related to disability discrimination or academic adjustment should be directed to the DSPS Counselor/Coordinator or the campus ADA/504 Officer.
Educational Degrees and Transfer

DOCTORATE DEGREE

MASTERS DEGREE

BACHELORS DEGREE

ASSOCIATE DEGREE

VOCATIONAL CERTIFICATE

HIGH SCHOOL DIPLOMA

G.E.D.

10 UCs

23 CSUs

Selected campuses may offer the Ed.D.

113 CALIFORNIA COMMUNITY COLLEGES

Vocational Certificate

Major courses only – number of units required varies. A series of special major courses, all related to a particular occupational skill. Offered by community colleges, university extension programs, and private educational organizations. Can be helpful in obtaining or upgrading employment.

Associate Degree

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

Bachelor’s Degree

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

Master’s Degree

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

Doctorate Degree

Advanced training beyond a Bachelor’s or Master’s degree. Units vary, depending on field of study. Usually referred to as Ph.D. (Doctor of Philosophy) or Ed.D. (Doctor of Education). It usually takes 4-5 years of full-time study beyond a Bachelor’s Degree.
<table>
<thead>
<tr>
<th>SYSTEM:</th>
<th>THE UNIVERSITY OF CALIFORNIA (UC)</th>
<th>THE CALIFORNIA STATE UNIVERSITY (CSU)</th>
<th>THE CALIFORNIA COMMUNITY COLLEGES (CCC)</th>
<th>INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES</th>
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</thead>
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<td>CAMPUSES:</td>
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<td>23</td>
<td>113</td>
<td>79</td>
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<td>ADMISSION REQUIREMENTS</td>
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<tr>
<td>FRESHMEN</td>
<td>Upper 12.5% of California High School graduates based on: (1) High School GPA in required a-g courses; and (2) ACT or SAT I score. (3) Three specific SAT II subject tests are required: writing, math, a third test in science, foreign language, English literature or social studies.</td>
<td>Upper 33.3% of California High School Seniors based on: (1) High School GPA in grades 10-12, excluding P.E. and military science courses; and (2) ACT or SAT I score; (3) Required pattern of courses.</td>
<td>High School Diploma or High School Equivalency or 18 years of age at time of admission or High School Juniors and Seniors with approval of Principal and parent.</td>
<td>Refer to individual college catalog or request information on the independent California colleges and universities from: Association of Independent California Colleges and Universities (AICCU). 1100 Eleventh Street, Suite 10 Sacramento, CA 95814 (916) 446-7626 See: <a href="http://www.aiccu.edu">www.aiccu.edu</a></td>
</tr>
<tr>
<td>TRANSFER</td>
<td>Students need 60 UC-transferable units with a minimum GPA of 2.4 (higher for most campuses). Completion of all lower division major preparation and general education courses is considered essential especially for selective majors and campuses. Saddleback College courses numbered 1–99 are certified as UC-transferable. See: admission.universityofcalifornia.edu</td>
<td>Students need 60 CSU-transferable units with a minimum GPA of 2.0 (higher for some campuses). Completion of all lower division major preparation and at least 30 units of CSU General Education courses is essential especially for transfer to selective majors and campuses. Saddleback College courses numbered 1–199 are certified as CSU-transferable. See: <a href="http://www.calstate.edu/apply">www.calstate.edu/apply</a></td>
<td></td>
<td>Refer to the Association of Independent California Colleges and Universities (AICCU). See: <a href="http://www.aiccu.edu">www.aiccu.edu</a></td>
</tr>
<tr>
<td>ACADEMIC CALENDAR</td>
<td>Eight campuses on the quarter system. UC Berkeley and UC Merced are on the semester system.</td>
<td>Academic calendars vary. CSU’s are primarily on the semester system.</td>
<td>Refer to individual college catalog.</td>
<td>Refer to Individual college catalog.</td>
</tr>
<tr>
<td>DEGREES AWARDED</td>
<td>Bachelors, Masters, Doctorates, and Professional (law, medicine, dentistry, etc.)</td>
<td>Bachelors, Masters, Some Doctorate Programs</td>
<td>Associate Degrees, Vocational Certificates, Transfer Programs, Limited Bachelor’s Programs</td>
<td>Associates, Bachelors, Masters, Doctorates, Professional (varies from campus to campus).</td>
</tr>
<tr>
<td>TUITION / FEES (subject to change)</td>
<td>Residents of California – Approximately $13,400/year. Non-Residents – Approximately $36,000/year. $70 application fee first campus; $70 each additional campus. $80 application fee for non-resident/ international.</td>
<td>Residents of California – Approximately $6,700/year. Non-Residents – Approximately $16,000/year. $55 application fee, first campus – includes alternate campus. $55 per campus application fee for international.</td>
<td>Residents of California – $46 per unit.* Non-Residents – $211 per unit* # Foreign students – $322 per unit*, plus an application fee of $54#. Non-Residents and Foreign students must also pay the $46 per-unit tuition.</td>
<td>Variable – See individual college catalog Vanguard ............................... $31,980* Chapman ............................ $50,210* Loyola Marymount ............... $45,459* USC ................................. $53,448* Azusa Pacific ........................ $36,926*</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>Scholarships, grants, loans and work study employment are the principal forms of financial aid. Nearly all are awarded on the basis of financial need. A limited number of honorary scholarships awarded on the basis of academic achievement are available. Application for financial aid is separate from application for admission.</td>
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* Subject to change
# At Saddleback College and subject to change

NOTE: The information provided is subject to change.
## ASSOCIATE DEGREES AND CERTIFICATE PROGRAMS

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<tr>
<th>Program</th>
<th>AA</th>
<th>AS</th>
<th>Cert</th>
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<tbody>
<tr>
<td>Accounting</td>
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<tr>
<td>TA Performance and Acting</td>
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<tr>
<td>Scenic Art and Painting</td>
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<td></td>
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<tr>
<td>TA Technical Theatre</td>
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<tr>
<td>Travel and Tourism</td>
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</tbody>
</table>

See Saddleback College Catalog for full descriptions of programs.

**AA** Associate in Arts Degree  
**AS** Associate in Science Degree  
**Cert** Certificate of Achievement – Vocational Program (18 units or more)  
**T** Associate Degree for Transfer  
**#** Certificate of Completion – (non-credit ESL only)  
**•** Occupational Skills Award – Vocational Program (6-17.9 units)
THE ASSOCIATE DEGREES

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

GENERAL EDUCATION COURSES
Between 23 to 39 units required. Designed to allow students to experience courses in a variety of academic disciplines.

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

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

Associate in Arts Degree
To earn an Associate in Arts Degree (non-transfer) from Saddleback College, a student would complete the Saddleback College General Education requirements shown on Pg. 20 and the requirements for a major. Major requirements can be met by completing an Associate Degree program listed in the Saddleback College Catalog.

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

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

Associate in Science Degree
To earn an Associate in Science Degree (non-transfer) from Saddleback College, a student would complete the Saddleback College General Education requirements shown on Pg. 20 and the requirements for a major. A minimum of 60 units is required. Major requirements can be met by:

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

b) completing an occupational (certificate) program described in the Saddleback College Catalog.

Career Technical Education (CTE) Transitions Program for High School & Regional Occupational Program (ROP) Students
Saddleback College in partnership with its local high schools provide Secondary to Post-Secondary course articulation agreements. Students can earn early college credit while still in high school to identify career pathways. Many Career Technical Education (CTE) programs at Saddleback College have agreements with designated high schools and/or ROPs (Regional Occupational Programs). Students can then transfer college credits directly to Saddleback College.

There is no cost for the CTE Transitions program. The career pathways are academically rigorous and provide students with the basic skills for post-secondary admission and learn the technical skills to have productive and successful careers. CTE Transitions is an important school-to-work transition strategy, helping all students make the connection between school and highly-skilled/high-wage employment. For a complete listing of these courses please refer to: www.saddleback.edu/cte

The local high school districts participating in this program are: Capistrano Unified School District, Laguna Beach Unified School District, Saddleback Valley Unified School, District College and Career Advantage (ROP), and Coastline ROP. Private High Schools include: New Vista School through their New Vista Tech Academy and JSerra Catholic High School.

Students who complete a CTE Transition articulated class 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 college transcript.

Eligible students should make an appointment with a Saddleback College counselor to verify their course completion. A counselor will assist in completing a CTE Transitions Petition form and submit the form to the Admission and Records office for processing.

Contact the Counseling Department for further information (949) 582-4572.
# 2017-2018 ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS

These requirements are for students who do not wish to transfer to the CSU or UC.

## I. CORE REQUIREMENTS

### 1. LANGUAGE AND RATIONALITY

<table>
<thead>
<tr>
<th>Requirement</th>
<th>C</th>
<th>IP</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication</td>
<td>C</td>
<td>IP</td>
<td>N</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>C</td>
<td>IP</td>
<td>N</td>
</tr>
</tbody>
</table>

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

## 2. MATHEMATICS COMPETENCY

<table>
<thead>
<tr>
<th>Option</th>
<th>C</th>
<th>IP</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>C</td>
<td>IP</td>
<td>N</td>
</tr>
<tr>
<td>B</td>
<td>C</td>
<td>IP</td>
<td>N</td>
</tr>
</tbody>
</table>

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

## 3. READING COMPETENCY

<table>
<thead>
<tr>
<th>Option</th>
<th>C</th>
<th>IP</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>C</td>
<td>IP</td>
<td>N</td>
</tr>
<tr>
<td>B</td>
<td>C</td>
<td>IP</td>
<td>N</td>
</tr>
</tbody>
</table>

Complete ONE course from the following with a grade of “C” or better:
- English 1B or 1BH, 70 (formerly 170)

## 4. INFORMATION COMPETENCY

<table>
<thead>
<tr>
<th>Requirement</th>
<th>C</th>
<th>IP</th>
<th>N</th>
</tr>
</thead>
</table>
| Complete ONE course from the following with a grade of “C” or better:
- ANTH 2 or 2H, 3, 4*, 6, 8 |

## II. BREADTH REQUIREMENTS

### 1. FINE ARTS AND HUMANITIES

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

Complete ONE course from the following:
- ARCH 12 (formerly 112)
- ART 4
- ARTH 20, 21, 22, 23, 24*, 25, 26, 27, 28, 29
- CTVR 3, 2 (formerly CA 30), 7* (formerly CA 27), 9 (formerly CA 29)
- DANC 64 (formerly PE/TA 64), 74* (formerly 174)
- FA 27
- FASH 144
- GD 1
- HORT 115
- ID 110, 122, 125
- MUS 1, 20, 23*, 24, 25, 26, 27*, 28, 29
- PHOT 25
- SP 52
- TA 20, 22, 25, 26, 32, 110*

### 2. SOCIAL AND BEHAVIORAL SCIENCES

<table>
<thead>
<tr>
<th>Requirement</th>
<th>C</th>
<th>IP</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Institutions</td>
<td>C</td>
<td>IP</td>
<td>N</td>
</tr>
</tbody>
</table>

Complete ONE course from the following:
- HIST 7, 8, 16, 17, 22 or PS 1 or 1H

## 5. PHYSICAL FITNESS ASSESSMENT

<table>
<thead>
<tr>
<th>Requirement</th>
<th>C</th>
<th>IP</th>
<th>N</th>
</tr>
</thead>
</table>
| Complete ONE course from the following:
- ANTH 2 or 2H, 1, 3, 4, 10, 21 |

## 6. CULTURES IN THE UNITED STATES REQUIREMENT

<table>
<thead>
<tr>
<th>Requirement</th>
<th>C</th>
<th>IP</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultural Competency</td>
<td>C</td>
<td>IP</td>
<td>N</td>
</tr>
</tbody>
</table>

Complete ONE course from the following:
- KINES 107 (formerly PE 107)
- KNEA 107 – For disabled students (formerly APE/PESS 107)

## III. MAJOR

For graduation, a minimum GPA of 2.0 in all units attempted at Saddleback College and an overall GPA of 2.0 in all units attempted is required. At least 12 units must be completed at Saddleback College. Completion of either CSU General Education Certification Requirement or the Intersegmental General Education Transfer curriculum may substitute for the Saddleback College general education requirements. Associate Degree for Transfers (ADT) require CSU GE or IGETC. See the current Saddleback College catalog for further information on catalog rights. Students who maintain continuous enrollment from 2008-2009 or earlier, and have completed MATH 251 with a “C” or better, will have satisfied the math competency.

Requirements are subject to change.

The Articulation Office 6/2017

For graduation, a minimum GPA of 2.0 in all units attempted at Saddleback College and an overall GPA of 2.0 in all units attempted is required. At least 12 units must be completed at Saddleback College. Completion of either CSU General Education Certification Requirement or the Intersegmental General Education Transfer curriculum may substitute for the Saddleback College general education requirements. Associate Degree for Transfers (ADT) require CSU GE or IGETC. See the current Saddleback College catalog for further information on catalog rights. Students who maintain continuous enrollment from 2008-2009 or earlier, and have completed MATH 251 with a “C” or better, will have satisfied the math competency.

Requirements are subject to change.

The Articulation Office 6/2017
THE BACHELOR DEGREES

4-Year University
Junior/Senior

Saddleback College
Freshman/Sophomore

Minimum 60 transferable units are required to transfer to a UC or CSU.

Bachelor’s Degree

Preparation for the Bachelor’s Degree at Saddleback College is made up of lower-division General Education requirements and preparation courses in a major. Some students take elective courses in subjects in which they have an interest. General Education Certification includes courses in the arts, humanities, the natural sciences, English, social sciences and mathematics. There are two major General Education Certification patterns:

CSU General Education Certification (see Pg. 22)
Primarily used for the California State University System and some private colleges and universities in California.

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

IGETC – Intersegmental General Education Transfer Curriculum (see Pg. 23)
Used for the University of California. Can also be used for CSU and some private colleges and universities.

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

Preparation for the major includes lower-division courses taken at Saddleback College that prepares you for upper-division course work in your major at the university.

Preferential Transfer Admission Programs

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

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

Associate Degree for Transfer (CSU)
The Associate Degree for Transfer program (AA-T/AS-T), makes it easier for students to transfer between the California Community Colleges and California State University (CSU) systems. This program gives students the opportunity to complete an associate and bachelor’s degree in only 120 units. For more information on the Associate Degree for Transfer, visit ADegreeWithAGuarantee.com
AREA A: ENGLISH LANGUAGE, COMMUNICATION AND CRITICAL THINKING

3 COURSES TOTALING A MINIMUM OF 9 UNITS REQUIRED IN AREA A

C IP N

1. Complete ONE course in Areas A1, A2, and A3 with a grade of “C-” or better.
   - A1 ORAL COMMUNICATION
   - C IP N
   - SP 1 or 5 (formerly 105)
2. A2 WRITTEN COMMUNICATION
   - C IP N
   - ENGL 1A or 1AH
3. A3 CRITICAL THINKING
   - C IP N
   - AP Exam

Complete ONE of the following:
   - ENGL 1B or 1BH
   - PHIL 12

AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

AT LEAST 9 UNITS ARE REQUIRED IN AREAS B1 THROUGH B4

C IP N

1. Complete ONE course from Area B1 and ONE course from Area B2. On course MUST have a laboratory.
   - Complete ONE Math course from Area B4 with a grade of “C-” or better.
   - B1 PHYSICAL SCIENCE
   - C IP N
   - ASTR 2A, 2B, 2C, 2D, 2E
   - CHEM 1A, 1B, 1C
   - ENVL 23B (formerly 69P), 120A
   - GEOL 1, 1G, 1H, 1I, 1J, 1K
   - PHYS 1A, 1B, 1C, 1D
   - MS 24
   - PHYS 2A, 2B, 2C
   - Retractive AP Exam

2. B2 BIOLOGICAL SCIENCE
   - ANTH 1, 1A, 1B, 1C
   - BIO 3A, 3B, 3C
   - CHEM 1A, 1B, 1C
   - ENVL 23B (formerly 69P), 120A
   - GEOL 1, 1G, 1H, 1I, 1J, 1K
   - PHYS 1A, 1B, 1C
   - MS 24
   - PHYS 2A, 2B, 2C
   - Retractive AP Exam

3. B3 LABORATORY COURSE
   - One science course MUST have a laboratory.
   - Denotes laboratory courses.

4. B4 MATHEMATICS
   - Complete ONE course with a grade of “C-” or better.
   - MATH 3A, 3AH, 3B, 3C, 12A, 12B
   - PSYC 44 (F12)

Student Name: ____________________________
Counselor Name: __________________________

Legend

C ...............Completed
I ...............Incomplete
P ...............In Progress
N ...............Need
### Transcript Information and Notes

- This transcript is designed for General Education Certification for the University of California and/or the California State University.

### Transcript Information and Notes

- Transcript for Saddleback College

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- Transcript for Saddleback College

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- Transcript for Saddleback College
QUESTIONS?
Does Psychology 5 meet a CSU General Education Certification requirement?
How many lower division mathematics courses are required for Cal State Fullerton in Engineering?
What are the lower division major preparation courses for an English major at UCI?

ANSWERS
If you are planning to transfer from a community college to a University of California (UC) or a California State University (CSU) campus, ASSIST can help you to:
1. Determine if courses are transferable.
2. See if a course meets a requirement of the CSU General Education Certification requirements or IGETC.
3. Find out what courses at Saddleback College meet major preparation requirements at many CSU and UC campuses.

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

HOW TO USE ASSIST
1. VISIT ASSIST AT www.assist.org
2. SELECT AN INSTITUTION: Select “Saddleback College.”
3. SELECT ACADEMIC YEAR TO QUERY: Select appropriate academic year.
4. AGREEMENTS WITH OTHER CAMPUSES: Select a UC or CSU campus.
5. SELECT THE TYPE OF TRANSFER INFORMATION YOU WANT:
   - UC TRANSFERABLE COURSES – Displays all Saddleback courses that are transferable to the UC from that college.
   - CSU TRANSFERABLE COURSES – Displays all Saddleback courses that are transferable to the CSU from that college.
   - CSU GE-BREATH CERTIFICATION COURSES – Displays all of the Saddleback courses that meet CSU general education.
   - IGETC FOR UC AND CSU – Displays all of the Saddleback courses that meet IGETC general education courses.
6. PRINT THE INFORMATION: Click on the gold PRINT button on the top left of the screen.
7. SEE A COUNSELOR: Students are advised to contact a counselor for more information and for details regarding other transfer agreements and options not available on ASSIST. Counselors have up-to-date information often not available on ASSIST. Stop by the Counseling Department in SSC 167 (949) 582-4572 or the Transfer Center in SSC 225B (949) 582-4328 to schedule an appointment.
### University of California* – 10 Campuses

| University of California, Berkeley (1868) | (510) 642-6000 | Semester Enrollment 36,204 • www.berkeley.edu |
| University of California, Davis (1908) | (530) 752-1011 | Quarter Enrollment 35,415 • www.ucdavis.edu |
| University of California, Irvine (1965) | (949) 824-5011 | Quarter Enrollment 30,757 • www.uci.edu |
| University of California, Los Angeles (1919) | (310) 825-4321 | Quarter Enrollment 43,239 • www.ucla.edu |
| University of California, Merced (2004) | (209) 228-4400 | Semester Enrollment 6,268 • www.ucmerced.edu |
| University of California, Riverside (1954) | (951) 827-1012 | Quarter Enrollment 21,297 • www.ucr.edu |
| University of California, San Diego (1964) | (858) 534-2230 | Quarter Enrollment 31,502 • www.ucsd.edu |
| University of California, Santa Barbara (1944) | (805) 893-8000 | Quarter Enrollment 459-0111 • www.ucsb.edu |
| University of California, Santa Cruz (1965) | (831) 459-0111 | Quarter Enrollment 17,866 • www.ucsc.edu |

*University of California, San Francisco, is a graduate/professional institution requiring pre-professional preparation or graduate standing for admission. (415) 476-9000 Post Grad 4,636 • www.ucsf.edu*

### California State University* – 23 Campuses

| California Maritime Academy (1929) | (707) 654-1330 | Semester Enrollment 1,046 • www.csun.edu |
| California Polytechnic State University, San Luis Obispo (1901) | (805) 756-2311 | Quarter Enrollment 20,186 • www.calpoly.edu |
| California State Polytechnic University, Pomona (1938) | (909) 869-3210 | Quarter Enrollment 22,156 • www.cpp.edu |
| California State University, Bakersfield (1965) | (661) 664-2111 | Semester Enrollment 8,720 • www.csusb.edu |
| California State University, Channel Islands (2002) | (805) 437-8400 | Semester Enrollment 5,140 • www.csuci.edu |
| California State University, Chico (1887) | (530) 898-4636 | Semester Enrollment 17,287 • www.csuchico.edu |
| California State University, Dominguez Hills (1960) | (310) 243-3300 | Semester Enrollment 14,670 • www.csudh.edu |
| California State University, East Bay (1957) (formerly CSU Hayward) | (510) 885-3000 | Quarter Enrollment 14,526 • www.csueastbay.edu |
| California State University, Fresno (1911) | (559) 278-4240 | Semester Enrollment 23,179 • www.csufresno.edu |
| California State University, Fullerton (1957) | (657) 278-2300 | Semester Enrollment 38,128 • www.fullerton.edu |
| California State University, Long Beach (1949) | (562) 985-4111 | Semester Enrollment 35,586 • www.csulb.edu |
| California State University, Los Angeles (1947) | (323) 343-3000 | Semester Enrollment 23,242 • www.calstatela.edu |
| California State University, Monterey Bay (1995) | (831) 582-3330 | Semester Enrollment 38,182 • www.csusb.edu |
| California State University, Northridge (1958) | (818) 677-1200 | Semester Enrollment 38,310 • www.csun.edu |
| California State University, Sacramento (1947) | (916) 278-6011 | Semester Enrollment 28,811 • www.csus.edu |
| California State University, San Bernardino (1960) | (909) 537-5000 | Quarter Enrollment 18,398 • www.csusb.edu |
| California State University, San Marcos (1989) | (760) 750-4000 | Semester Enrollment 10,610 • www.csusm.edu |
| California State University, Stanislaus (1957) | (209) 667-3200 | 4.1 Semester Enrollment 8,317 • www.csustan.edu |
| Humboldt State University (1913) | (707) 826-6000 | Semester Enrollment 8,293 • www.humboldt.edu |
| San Diego State University (1897) | (619) 594-5000 | Semester Enrollment 32,576 • www.sdsu.edu |
| San Francisco State University (1899) | (415) 338-1111 | Semester Enrollment 29,905 • www.sfsu.edu |
| San Jose State University (1857) | (408) 924-1000 | Semester Enrollment 32,713 • www.sjsu.edu |
| Sonoma State University (1960) | (707) 664-2880 | Semester Enrollment 9,120 • www.sonoma.edu |

*Enrollment figures subject to change*

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

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

Tips for CSU Transfer

- Complete your “Golden 4” early in your college career (English, Critical Thinking, Speech and Math).
- Complete your lower division major preparation with the best possible grades (see ASSIST.org) or consider an Associate Degree for Transfer if it is available in your field of study.
- Ask your counselor about how campus impaction and CSU local service area priorities might affect your choices.
- Learn about specific requirements for more competitive CSU Campuses (e.g. Cal Poly San Luis Obispo, San Diego State University) by visiting their websites and meeting with a counselor.

Homepage: www.calstate.edu
Transfer Information: www2.calstate.edu/apply/transfer
Application: www.calstate.edu/apply
Impaction Information: www.calstate.edu/sas/impactionsearch

Ranking of CSU Campuses for Saddleback College Transfer Students

<table>
<thead>
<tr>
<th>Campus</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU Fullerton</td>
<td>#1</td>
</tr>
<tr>
<td>CSU Long Beach</td>
<td>#2</td>
</tr>
<tr>
<td>San Diego State University</td>
<td>#3</td>
</tr>
<tr>
<td>CSU San Marcos</td>
<td>#4</td>
</tr>
<tr>
<td>Cal Poly San Luis Obispo</td>
<td>#5</td>
</tr>
</tbody>
</table>
THE UNIVERSITY OF CALIFORNIA

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

If you are interested in transferring to a University of California (UC) campus, get an early start with the UC Transfer Admission Planner! This online tool is designed to help prospective UC students to track and plan their coursework, including those students who are seeking a Transfer Admission Guarantee (TAG) with one of the six TAG campuses (Davis, Irvine, Merced, Riverside, Santa Barbara, and Santa Cruz). See page 21 for more information about UC TAG.

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

Tips for UC Transfer

• Take English and math early in your college career
• Complete your Lower Division Major Preparation with the best possible grades (see ASSIST.org)
• Consider completing a Transfer Admission Guarantee (TAG)
• Start your preparation for a UC education by participating in the Saddleback College Honors Program
• Don’t rely solely on your high school extracurricular activities. Get involved in clubs and organizations at Saddleback College, complete an internship, and participate in community service.

Ranking of UC Campuses for Saddleback College Transfer Students

<table>
<thead>
<tr>
<th>Campus</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC Irvine</td>
<td>#1</td>
</tr>
<tr>
<td>UCLA</td>
<td>#2</td>
</tr>
<tr>
<td>UC San Diego</td>
<td>#3</td>
</tr>
<tr>
<td>UC Santa Barbara</td>
<td>#4</td>
</tr>
<tr>
<td>UC Berkeley</td>
<td>#5</td>
</tr>
</tbody>
</table>

Homepage: www.universityofcalifornia.edu
Transfer Information: admission.universityofcalifornia.edu
Application: ucal.us/apply
Transfer Admission Guarantee: admission.universityofcalifornia.edu/transfer/guarantee
Transfer Admission Planner: uctap.universityofcalifornia.edu/students
CALIFORNIA INDEPENDENT COLLEGE AND
OUT OF STATE TRANSFER
Visit www.aiccu.edu

California’s independent colleges and universities represent an established tradition of higher education in California. The first institutions opened their doors in 1851. Each of the 79 colleges and universities have their own unique character and strengths.

Programs for the Adult Learner: edfair.org

79 Campuses – over 200 locations

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

Out-of-State College Partners

Interested in exploring other places and completing your degree outside of California? Some out-of-state colleges such as Arizona State University (ASU) and Western Oregon University offer guaranteed transfer admission to Saddleback College students through partnership agreements. For information about Transfer Center partnerships with California Independent and Out-of-State Colleges, visit saddleback.edu/transfer and click on Transfer Partnerships.

There are several out-of-state Historically Black Colleges and Universities interested in California Community College transfer students. You can receive guaranteed admission with an Associate Degree for Transfer or 35 transferable units and at least a 2.5 GPA through the HBCU Transfer Guarantee Project. Visit cccco.edu/hbcutransfer for more information.

You may also qualify for reduced tuition at an out-of-state campus in the Western region through the Western Undergraduate Exchange (WUE). For more information about WUE, visit wiche.edu/wue.
TRANSFER INFORMATION ON THE INTERNET

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

www.calstate.edu/apply
What is Cal State Apply?
Effective June 1, 2017, Cal State Apply will replace CSU Mentor as the new CSU application for admission. Apply to the CSU at www.calstate.edu/apply.

admission.universityofcalifornia.edu
Visit this site for information about UC Admissions. This site will answer your questions about transferring, financial aid, campus fit and more. The UC Application is accessible through this site.

www.aiccu.edu
What is AICCU – Association of Independent California Colleges and Universities?
Here, you will get a comprehensive look at California’s independent colleges, information and facts, and transfer information to AICCU colleges such as Chapman University, Mills College, Concordia University, University of San Diego, Westmont College, and Pepperdine University.

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

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

- California Virtual Campus: [https://cvc.edu](https://cvc.edu)
- Western Undergraduate Exchange (Reduced Tuition Program): [www.wiche.edu/wue](http://www.wiche.edu/wue)
- College Navigator – Explore Colleges and Majors in the U.S.: [www.nces.ed.gov/collenavigator](http://www.nces.ed.gov/collenavigator)
- Search Colleges & Universities worldwide (some schools not accredited): [www.university-world.com](http://www.university-world.com)
- What can I do with a major in...?: [www.saddleback.edu/career/what-can-i-do-major](http://www.saddleback.edu/career/what-can-i-do-major)
- Study Abroad (Find study abroad programs): [www.studyabroad.com](http://www.studyabroad.com)
- Major Resource Kits (Choose a major): [www.udel.edu/students/career-services-center/students/exploremajor/](http://www.udel.edu/students/career-services-center/students/exploremajor/)
- College Board (Testing information): [www.collegeboard.org](http://www.collegeboard.org)
GLOSSARY OF COLLEGE TERMS

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

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

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

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

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

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

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

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

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

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

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

Grade Point Average (GPA)
A measure of academic achievement obtained by dividing a student’s total grade points by the number of units attempted. See Pg. 31 for calculating GPA.

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

IGETC or the CSU General Education patterns and award a Certificate of Completion in General Education.

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

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

Probation
A student is placed on probation for two reasons:
1. Falling below a 2.0 (“C”) grade point average.
2. Failing to successfully complete half or more of the units originally attempted.

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

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

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

Transcript
An official record of your work at a college. Saddleback College transcripts can be ordered online.

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

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

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

How to Figure Your Grade Point Average

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

<table>
<thead>
<tr>
<th>Grade Point Value Per Unit</th>
<th>The following grades are not part of the GPA computation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 4 grade points</td>
<td>P = Pass: Zero grade points, no units attempted, but counts for units completed</td>
</tr>
<tr>
<td>B = 3 grade points</td>
<td>NP = No Pass: Zero grade points, no units attempted, no units completed</td>
</tr>
<tr>
<td>C = 2 grade points</td>
<td>W = Withdrawal: Zero grade points, no units attempted, no units completed</td>
</tr>
<tr>
<td>D = 1 grade point</td>
<td>I = Incomplete: Zero grade points, no units attempted</td>
</tr>
<tr>
<td>F = 0 grade points</td>
<td>IP = In Progress: Zero grade points, no units attempted</td>
</tr>
<tr>
<td>RD = Report Delayed: Zero grade points, no units attempted</td>
<td></td>
</tr>
<tr>
<td>R = Repeated Course: Zero grade points, credit and grade may replace previously recorded course.</td>
<td></td>
</tr>
</tbody>
</table>

Computing the GPA – the Steps

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

AN EXAMPLE: FALL SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Units Attempted (UA)</th>
<th>Grade</th>
<th>Units Completed (UC)</th>
<th>Grade Points (GP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1A</td>
<td>4</td>
<td>A</td>
<td>4</td>
<td>16.0</td>
</tr>
<tr>
<td>Psychology 1</td>
<td>3</td>
<td>C</td>
<td>3</td>
<td>6.0</td>
</tr>
<tr>
<td>Math 353</td>
<td>5</td>
<td>B</td>
<td>5</td>
<td>15.0</td>
</tr>
<tr>
<td>Counseling 140</td>
<td>3</td>
<td>P</td>
<td>3</td>
<td>0.0</td>
</tr>
<tr>
<td>Speech 1</td>
<td>3</td>
<td>D</td>
<td>3</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>15</strong></td>
<td><strong>18</strong></td>
<td></td>
<td><strong>40.0</strong></td>
</tr>
</tbody>
</table>

GPA for the semester: 40 ÷ 15 = 2.66

Final Exams

The “Final Exam Schedule” is available online. The link can be found at www.saddleback.edu/cs

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

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

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

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

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

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

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

Associated Student Government
Student Activities Fee “ASB Stamp”

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

1. No-cost entry to various athletic events for the specific term of purchase. (Exceptions: state playoffs and championship events; reduced prices for cardholders)
2. Reduced prices for Fine Arts presentations
3. Reduced prices for items purchased at the Cafeteria, Village Cafe, Coffee Carts, and Bookstore on select items.
4. Reduced prices for movie and amusement park tickets (purchases made in SSC 210)
5. Discounts at a variety of local businesses via Fund Card booklet.

ASG funds provide financial assistance for campus activities such as athletic teams and support services, drama productions, journalism programs, fine arts productions, commencement ceremony and career fair, among others. 20% goes to scholarships.

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

Student Photo IDs

All students may take a one-time permanent Student Photo ID. Student ID cards are required to use the college library and for college transactions. Photo IDs are taken year-round in the Admissions and Records Office, SSC 102, during normal business hours. Drivers license, passport or other photo must be presented. There is no charge for replacement cards.
STUDENT ATHLETES AT SADDLEBACK COLLEGE

How do you get started?

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

Eligibility Basics:

During intercollegiate competition at Saddleback College

• You must be ACTIVELY enrolled in 12 units, of which 9 must be academic/degree applicable.
• Before the beginning of your second season, you must complete at least 24 units, of which 18 must be academic/degree applicable, with at least a 2.0 cumulative grade point average. Student athletes must complete at least 6 units (semester or quarter) during the preceding academic term in which the student is enrolled as a full time student at the certifying institution with a cumulative 2.0 GPA beginning with their first semester of competition in that sport.
• If you are transferring in to Saddleback from another California Community College, you must establish residency by completing 12 units, only 8 of which may be completed during the summer session.
• Remember, meeting these standards is the bare minimum and will likely not lead to gaining eligibility to transfer and compete at the “next level.”

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

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

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

How to Charter a Club

Any five interested students and a faculty or full-time staff advisor may charter an interest club on campus. The process is overseen by the Student Development Office (SSC 210), scstudentdevelopment@saddleback.edu or (949) 582-4616. Visit www.saddleback.edu/clubs for more information.

Clubs

The following organizations have been chartered by the Associated Student Government (ASG). If there is a club you wish to learn more about, or if you would like to start a new club, call or come into the Student Development Office (SSC 210), scstudentdevelopment@saddleback.edu or (949) 582-4616. Clubs change from year to year. For the most up to date information visit www.saddleback.edu/clubs.

316 CLUB
ACCOUNTING SOCIETY CLUB
ACLAMO CLUB
ALPHA GAMMA SIGMA CLUB
ANIME CLUB
ARCHERY CLUB
ASTRONOMY & PHYSICS CLUB
BAHA’I CLUB
BUSINESS CLUB
CALIFORNIA NURSING STUDENTS ASSOCIATION (CNSA)
CHRISTIAN STUDENTS CLUB
CINEMA CLUB
CIRCLE K CLUB
COLLABORATIVE ARTS CLUB
COLLEGE REPUBLICANS CLUB
FELLOWSHIP OF CHRISTIAN ATHLETES CLUB
GAY STRAIGHT ALLIANCE CLUB
INTERCOLLEGIATE E-SPORTS CLUB
JEWISH STUDENT ORGANIZATION (JSO) CLUB
LDS STUDENT ASSOCIATION (LDSSA) CLUB
LENDING LOVE CLUB
MODEL UNITED NATIONS CLUB
PHILOSOPHY CLUB
PHI THETA KAPPA CLUB
PRE LAW SOCIETY CLUB
PRE MEDICAL SOCIETY CLUB
PRIDE ALLIANCE CLUB
PSI BETA & PSYCHOLOGY CLUB
SPANISH CLUB
SUPERFRIENDS CLUB
YOUNG AMERICANS FOR FREEDOM CLUB
Financial Assistance and Scholarship Office

The Financial Assistance and Scholarship Office is in the Student Services Center, 106. Saddleback College administers a comprehensive student financial aid program to assist students in meeting college costs. The amount of financial aid awarded varies from student to student, depending on the individual’s need and resources. Financial Aid is intended to help students who might not otherwise be able to attend college. Although the primary responsibility for meeting college costs rests with the student and his or her family, it is recognized that many families have limited resources and are unable to meet the cost of a college education. Federal and state financial aid programs have been established to provide assistance to students with documented financial need.

The application process for financial aid begins with the completion of the Free Application for Federal Student Aid (FAFSA) which is available on October 1 for the following fall semester (apply online at www.fafsa.gov).

In addition to having financial need students must meet the following conditions:

- Must be enrolled in an eligible program of study leading to completion of an AA/AS degree, transfer requirements or eligible certificate program
- Maintain satisfactory academic progress;
- Be a U.S. citizen or eligible non-citizen
- Be compliant with selective service registration requirements
- Not be in default on any student loan or owe a refund on any grant made under any Title IV program
- Have a valid social security number
- Have a high school diploma, or GED*  

*Effective July 1, 2012, we are no longer offering the Ability to Benefit test. Students without a High School diploma or GED who passed the Ability to Benefit test or completed 6 college credits towards a degree or a certificate prior to July 1, 2012 are still eligible to continue receiving aid in future years.

The amount of financial aid awarded varies from student to student, depending on the individual’s need and resources. Student budgets include educational expenses, such as tuition, fees, books, supplies, housing, food, transportation, child-care and personal expenses. Financial aid recipients must adhere to the standards of progress of the financial aid programs.

Federal Pell Grants

This grant is a federally funded program designed to be the foundation of financial aid for undergraduates who demonstrate need. The amount of the PELL Grant is based on the cost of attendance, minus the expected calculated family contribution and the student’s enrollment status at the time of payment. Award amounts vary according to eligibility and enrollment. Please check with the Financial Aid Office or visit the website for the maximum and minimum PELL award amounts. PELL Grants are limited to 12 semesters.

Federal Supplemental Educational Opportunity Grants (FSEOG *)

This federally funded grant is available to Pell Grant eligible students who demonstrate exceptional financial need.

The Federal Work Study Program (FWS *)

This federally funded program provides employment opportunities to students with financial need. Students awarded FWS receive an allocation of funds earned through part-time jobs on campus. FWS provides an excellent “learning process” through on-the-job training. Students are employed a maximum of 15 hours per week while school is in session.

FSEOG and FWS funds are limited and submitting an early application is strongly advised.

The William D. Ford Direct Loan Program provides loans to students to be used for educational expenses.

Freshman students may borrow up to $3,500 per year and sophomores (those who have completed 30 units) may borrow up to $4,500 per year in subsidized loans. Based on need, additional unsubsidized loans are also available.

California State Programs

Board of Governors Waiver (BOGW)

A State program for California residents to waive the enrollment fees at community colleges. There are several ways to qualify for a BOGW:

The student demonstrates financial need according to federal methodology based on completion of the Free Application for Federal Student Aid (FAFSA);

OR

The student or the student’s family, is receiving CalWORKs, formerly TANF/AFDC, or Supplemental Security Income (SSI), or General Assistance/General Relief, or the student is a disabled veteran or a dependent of a deceased or disabled veteran as certified by the California Department of Veterans Affairs, or the student is a recipient or the child of a recipient of the Congressional Medal of Honor, or the student is a dependent of a victim of the 9/11/01 terrorist attack, or the student is a dependent of deceased law enforcement/fire suppression personnel killed in the line of duty.

OR

The student meets specific income criteria based on family size as set by the State of California.

Beginning with the Fall 2015 term your academic progress will also be applied to the BOG Fee Waiver. Presently, students with 2 consecutive terms of less-than a 2.0 GPA and/or cumulative course completion of 50% or less may lose their enrollment priority. Based upon how you perform academically during the 2015-2016 school year you could also lose your BOG Fee Waiver beginning with the Fall 2016 semester.
Cal Grants

Cal Grant Programs are available to California Residents who qualify. United States citizens, permanent residents or eligible non-citizens may apply for Cal Grant, via the Federal Application for Student Aid (FAFSA). Beginning January 15, 2013 AB-540 students may apply via the California Dream Act Application. The deadline to apply is March 2nd. Each year for all California College Students (maximum opportunity). If you miss the March 2nd deadline AND you plan to attend a community college in the fall, you have until September 2nd (limited number of grants available). Be aware there is also a GPA submission requirement. The college electronically transmits GPA verifications for certain students. For detailed information go to www.csac.ca.gov. Students must be actively enrolled in at least 6 units to receive Cal Grant Benefits.

Cal Grant A assists low- and middle-income students with tuition/fee costs at four-year colleges and universities. Grant recipients are selected on the basis of financial need and grade point average. For students who qualify for a Cal Grant A and want to attend a public community college first, the Student Aid Commission will hold the tuition/fee award on reserve until they transfer to a four-year school, provided they continue to qualify.

Cal Grant B provides a living allowance and tuition/fee help for low-income students. Cal Grant B may be used at community colleges, as well as at four-year schools.

Cal Grant C helps vocational school students with tuition and training costs. Recipients must be enrolled in a vocational program at a community college, independent college or vocational school, in a program of study from four months to two years in length.

Chafee Grant program is available to former foster youth. Awards are $5,000 per year. Apply using the FAFSA and the separate Chafee Grant application. For more information please visit www.chafee.csac.ca.gov.

Dream Act/AB540 Eligibility

Effective January 1, 2013 AB540 students are eligible to apply for California Financial Aid. For students who are not U.S. Citizens or Eligible Non-Citizens you may qualify for a BOG Fee Waiver, state grants and scholarships under AB540 requirements. AB540 students will need to complete the CA Dream Act Application to determine BOG and/or Cal Grant eligibility. Additionally AB540 students need to have a confirmed AB540 status through the Admissions and Records Office. Please visit the office for additional information regarding eligibility requirements. You may also go to www.saddleback.edu/fao/california-dream-act for more information.

Scholarships

In addition, the college administers a variety of scholarship programs. Information about the College Scholarship Program can be obtained in the Financial Aid Office or visit www.saddleback.edu/fao/scholarship-information.

Important Financial Aid Information

The first Friday in July – The first priority deadline for financial aid at Saddleback College. Turn in all required financial aid documentation by this date to be sure to receive your financial aid at the beginning of the fall semester. This is required for all eligible students to receive their financial aid Pell awards by the first week of the fall semester. For more information about the financial aid programs at Saddleback College and our office hours, visit our website at: www.saddleback.edu/fao. For further information and help with the financial aid application process, come into the Financial Aid office (SSC 106).

The deadline for a Cal Grant is March 2!

Students can earn thousands of dollars in grants. Contact the Student Financial Assistance and Scholarship Office for more information.

For Financial Aid Students

The Saddleback Cash Card

- A simplified disbursement of your eligible financial aid funds.
- The one card that can simplify your finances while in school. Financial services created by students for students!!

The Student Financial Assistance & Scholarship Office

Funding Your Bright Future!

Visit www.saddleback.edu/refunds for more information on how to receive your financial aid disbursement refunds.
Grading Policy
In section 55023 of the California Administrative Code (Title V), the State Legislature mandated a grading policy for all California Community Colleges. In compliance with this mandate, the South Orange County Community College District Board of Trustees approved Board Policy 5300, titled Grading Policy (see the Saddleback College Catalog for details).

ACADEMIC RECORD SYMBOLS AND GRADE POINT AVERAGE

<table>
<thead>
<tr>
<th>Evaluative Symbol</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

P – Pass (at least satisfactory; units awarded not counted in GPA)

NP – No Pass (less than satisfactory or failing; units not counted in GPA)

I – Incomplete

W – Withdrawal from class.

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

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

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

A No Pass “NP” grade is defined as less than satisfactory (“D” or “F”) and no units are earned nor is the grade used to compute the grade point average.

NOTE: In lieu of the traditional letter grade, the “P/NP” option is offered so that students may explore subject areas of interest outside of their assumed competence or known abilities without being over-concerned with a grade or jeopardizing their grade point average.

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

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

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

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

The previously recorded course and grade will remain on the student’s transcript and the transcript will show which course was excluded for purposes of grade point calculation. Only the most recent course grade earned will be used in calculating the student’s grade point average. A maximum of the first two previous grades per course may be disregarded in computing the student’s grade point average. All previous work will remain on the student’s transcript to ensure a true and complete academic history.

Repetition for Courses with a Passing Grade
Students receiving a passing grade (A, B, C, P, or CR) in a course designated as “non-repeatable” may not re-enroll in a course except in limited circumstances. Exceptions are considered only by petition. Consult the Office of Admissions and Records in SSC 102 or online at www.saddleback.edu/admissions for information about the petition process.

Please refer to the college catalog for additional information.

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

Academic Probation
A student who has attempted at least 12 semester units at Saddleback College is placed on academic probation when the earned grade point average in all units attempted is less than 2.0.
Progress Probation
A student who has enrolled in at least 12 semester units at Saddleback College is placed on progress probation when the percentage of units in which he or she has enrolled and for which entries of “W,” “I” and “NP” are recorded reaches or exceeds 50 percent.

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

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

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

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

Dismissal From College
A student whose cumulative grade point average falls below 1.75 in three consecutive semesters shall be subject to dismissal. A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled, for which entries of “W”, “I” and “NP” are recorded in three consecutive semesters or exceeds 50 percent.

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

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

Academic Renewal
Under certain circumstances, students may elect to have previously completed courses disregarded in the computation of their cumulative grade point average (GPA). This process is known as academic renewal, defined in accordance with Title 5, California Code of Regulations, Section 55046. Students must complete the following requirements:

1. A petition must be filed in the Office of Admissions and Records. The Registrar or Dean of Enrollment Services is the designated authority for approval of academic renewal.

2. Accompanying the petition must be evidence that the previous substandard work does not reflect the student’s current performance or capabilities.

3. Previous substandard work will be disregarded. Substandard grades are defined as “D,” “F,” or “NP.”

4. No more than 30 units of coursework can be considered for academic renewal.

5. Such alleviation shall be permitted only after thirty (30) semester units with a 2.50 GPA have been completed and a minimum of two (2) terms have elapsed since the earning of the last substandard grades to be alleviated. Work from other regionally accredited colleges may be considered for calculating their GPA.

6. When coursework is disregarded in the computation of the cumulative GPA, the student’s academic record will be annotated; all coursework remains on record, ensuring a true and complete academic history. Academic renewal actions are irreversible.

Academic renewal by the South Orange County Community College District does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions. Academic renewal procedures may not conflict with the District’s obligation to retain and destroy records or with the instructor’s ability to determine a student’s final grade.
STUDENT RIGHTS AND RESPONSIBILITIES

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

Standard of Student Conduct
In compliance with California Education Code Section 66300 and in keeping with the above, the following regulations have been established.
Students may be disciplined for one or more of the following causes related to college activity or attendance:

A. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open defiance of the authority of, district or personnel.
B. Assault, battery, or any threat of force or violence upon a student, district or personnel, or an authorized visitor.
C. Willful misconduct resulting in injury or death to a student or district personnel or an authorized visitor, 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. Unsafe behavior in a clinical or lab setting that poses a threat to self or others.
E. 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.
F. Smoking in an area where smoking has been prohibited by law or by policy of the Board of Trustees or administrative regulation.
G. Disorderly, lewd, indecent, or obscene conduct on district property or at district-sponsored functions.
H. 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.
I. 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.
J. The obstruction or disruption, on or off campus, of any educational or administrative process or function of the District.

K. 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.
L. Misrepresentation of oneself or of an organization as an agent of the District.
M. Soliciting or assisting another to do any act which would subject a student to discipline.
N. Use, possession, or distribution of alcoholic beverages and/or illegal narcotics/drugs on district premises, or at district-sponsored events, or appearance on district-property or at district sponsored events while under the influence of alcohol or illegal narcotics/drugs unless otherwise provided by law and district policy.
O. Unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium.
P. Actions of force or threat of force to injure, intimidate, oppress or threaten because of the other person’s race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or because of the perception that the other person has one or more of these characteristics.
Q. Academic dishonesty, including, but not limited to, falsification, plagiarism, cheating or fabrication which compromises the integrity of an assignment, a college record or a program.
a. Falsification involves any conduct in academic work, records or programs that is intended to deceive, including, but not limited to, the following acts:
   1. forging signatures on official documents such as admissions cards and financial aid applications.
   2. changing or attempting to change official academic records without proper sanction.
   3. misrepresenting or falsifying successful completion prerequisites.
   4. providing false information, such as immigration materials, during the admission or matriculation process.
   5. falsifying one’s identification or falsely using another identification.
   6. logging in or otherwise gaining access to a computer, computer network or protected web site using the password or identity of another.
   7. citation of data or information not actually in the source indicated.
   8. including in a reference list of works cited a text or other information source which was not used in constructing the essay, paper or other academic exercise.
9. submission in a paper, lab report or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.

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

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

b. Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else’s words, ideas or data as one’s original work, including, but not limited to, the following:
   1. intentionally representing as one’s own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
   2. taking sole credit for ideas and/or written work that resulted from a collaboration with others.
   3. paraphrasing or quoting material without citing the source.
   4. submitting as one’s own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill or Internet-derived products).
   5. sharing computer files and programs or written papers and then submitting individual copies of the results as one’s own individual work.
   6. submitting substantially the same material in more than one course without prior authorization from each instructor involved.
   7. modifying another’s work and representing it as one’s own work.

c. Cheating is the use of any unauthorized materials or information in academic work, records or programs, the intentional failure to follow express directives in academic work, records or programs, and/or assisting others to do the same including, but not limited to, the following:
   1. knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
   2. completing, in part or in total, any examination or assignment for another person.
   3. knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another (e.g., take-home exams or on-line assignments which have been completed by someone other than the student).
   4. copying from another student’s test, paper, lab report or other academic assignment.
   5. copying another student’s test answers.

6. copying, or allowing another student to copy, a computer file that contains another student’s assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one’s own.

7. using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.

8. storing answers in electronic devices and allowing other students to use the information without the consent of the instructor.

9. employing aids excluded by the instructor in undertaking course work.

10. looking at another student’s exam during a test.

11. using texts or other reference materials (including dictionaries) when not authorized to do so.

12. knowingly gaining access to unauthorized data.

13. altering graded class assignments or examinations and then resubmitting them for regrading or reconsideration without the knowledge and consent of the instructor.

R. Contravention of Copyright Laws.

S. Violation of District Board Policies and Administrative Regulations.

Victims of Sexual Assault
Any student, faculty or staff member who is a victim of sexual assault, sexual misconduct, domestic violence, dating violence, or stalking shall receive information and treatment set forth in Administrative Regulation 5404 (California Education Code, Section 67385). For a copy of the Sexual Assault Education, Victim Survival Guide and Campus Reporting Protocol see the Vice President for Student Services in Room AGB 126, or the Director of Student Health Services in Room SSC 177 or go online at: www.saddleback.edu/shc/sexual-assault

Removal From Class by Instructor
An instructor may remove a student from class for the day of the incident and the next class meeting for any of the causes set forth in the South Orange County Community College District Student Code of Conduct, which includes cheating, plagiarism, class disruption, etc. The instructor shall immediately report the removal to the Dean of Counseling. The Dean of Counseling will take the appropriate actions, including any necessary parent conferences if the student is a minor. During the period of suspension, the student shall not be returned to the class from which he or she was removed without the concurrence of the instructor (Administrative Regulation 5401 (IV) and the California Education Code, Section 76032).
Recommended Range of Sanctions and Disciplinary Actions

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

For matters requiring mild discipline:
- The student is given a verbal or written warning about unacceptable behavior.
- The student is moved to another seat and warned.
- The student is advised that all future work will be closely monitored.

Stronger Disciplinary Actions

- Assign additional work, or have the student rewrite the assignment, or take another version of the test, paper, etc. This must be completed by the student, or the faculty member may move to a stronger disciplinary action.
- Lower the grade on the assignment or test.
- Give the student a zero or an “F” on that assignment or exam. If there is an option to drop the lowest grade, the option will not apply in this case.
- Request that the Dean of Counseling further discipline the student, including suspension and expulsion from the institution.

Grade Grievance Policy

(Reference Board Policy 5505 and accompanying forms.)

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

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith or incompetence, shall be final.

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

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

Step 1. Any student who believes he or she has a grade grievance shall file a written, signed Statement of Grievance form stating the basis for the grade grievance with the appropriate dean or designee no later than 45 days after the student knew or should have known of the grade in the course. The Statement of Grievance must be filed whether or not the student has initiated efforts at informal resolution, if the student wishes the grievance to become official.

Step 2. After the written Statement of Grievance form has been filed, a request for a grievance hearing shall be filed with the appropriate dean or designee on a Request for Grievance Hearing form within 30 days after filing the Statement of Grievance. Within 20 days following receipt of the Request for Grievance hearing the student will be notified in writing of the status of the request for a hearing. If a hearing is to occur, all parties will be notified of the date, time and location of the grievance hearing 10 days prior to the grievance hearing. The decision of the Grievance Hearing Panel shall be final.

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

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

Gender Equity Grievance Procedure – Title IX

Notice

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

Any questions regarding the access of handicapped persons to programs and services should be directed to the 504/ADA Coordinator (referring to the Americans with Disabilities Act), Saddleback College, 28000 Marguerite Parkway, Mission Viejo, CA 92692 (949) 582-4535 or (949) 582-4566.
Important College Policies

Section 504/Americans with Disabilities Act Complaint/Grievance Procedure

Students with disabilities have the same legal entitlement as any other student. The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of disability in any program or activity offered by Saddleback College. It is the policy of Saddleback College to offer programs and activities which are accessible to students with disabilities. Any individual who believes he/she has been subjected to discrimination on the basis of a disability may file a written complaint in the office of the Dean of Student Equity and Special Programs (SSC 140-G).

Any student with a verified disability who believes they have received an unacceptable response or have been denied an authorized accommodation is encouraged to speak with a DSPS Counselor or the Coordinator of DSPS (SSC 113, (949) 582-4885) and/or complete an Academic Adjustment Grievance form. The Academic Adjustment Grievance form and a copy of the procedures for filing a Section 504/ADA Complaint regarding discrimination are available in DSPS or the office of the Dean of Student Equity and Special Programs. The Dean of Student Equity and Special Programs currently serves as the campus Section 504/ADA Officer (949) 582-4535, Saddleback College, 28000 Marguerite Pkwy, Mission Viejo, CA 92692.

Copies of complete Board Policy Rules and Regulations for Student Behavior are available in the Student Development Office (SSC 210) or the Dean of Counseling office.

Alcohol and Drug Enforcement Policies and Education

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

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

Smoke Free District

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.

Crime Statistics

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

Parking Permit
- You will need to purchase a parking permit to park your vehicle at Saddleback College. Permits are required any time you park on campus.
- Visitors can park in any white stall (student) on campus after purchasing a daily parking permit at any of the seven permit dispensers located on campus, or in any metered space on campus for a fee. Maximum time limit for the metered areas is two hours. All meters accept only dollar bills and credit card.
- Metered stalls are for visitors and casual short-term users of the campus. If you wish to use a metered stall, you must pay the meter.

Your parking permit must be properly displayed in your vehicle at all times when you are parked on campus. It is to be placed on the lower portion of the driver’s side windshield. Tickets will not be voided for improperly displayed permits.
- If you lose your permit, a replacement can be purchased from the Campus Police.
- If your permit is stolen, you should report any theft to Campus Police. You will be asked to show proof of purchase of a permit and sign an affidavit under penalty of perjury that it has been stolen. Only then will a replacement be issued by the Campus Police Office.
- If you are participating in a college-sponsored field trip you may leave your car on campus while you are gone. Contact Campus Police for the proper parking location and fill out an Overnight Registration Form.

Handicapped Parking
- If you have a disability and a California access/disabled placard from the DMV, you must display a Saddleback permit as well as the DMV Placard.

Medical Parking
- You may obtain a temporary medical parking permit at the Student Health Center. A medical parking permit will be issued to you once a Saddleback College doctor has approved your request. You may not park in disabled parking with a medical parking permit.

Parking Tickets
- If you believe that you received a parking ticket in error you may request a review online at: www.paymycite.com/saddleback – Within 21 days, the results of the review will be mailed to you. Please understand that California law prohibits anyone, including the officer issuing the ticket, from voiding the ticket.
- If you still feel that you should not be held liable for the ticket, you may request a hearing in person with a Hearing Examiner. However, to do this, you must first pay the parking ticket and complete a request for an in-person hearing at the Campus Police Office.

Accidents and Special Circumstances
- In the case of accidents or damage to your car, contact Campus Police immediately.
- If your vehicle is disabled and you have to leave it overnight on campus, you will need to contact the Campus Police Office. They will provide an overnight parking authorization for your vehicle.

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

Parking Fees
The Board of Trustees annually determines the cost of purchasing parking permits by employees and students and the fees charged to park in metered areas. Please consult the college web page for more detailed cost and purchasing information. If the hearing examiner finds in your favor you will be refunded the ticket amount. Finally, if still unsatisfied, you have a right to appeal the hearing examiner’s decision to the Orange County Municipal Court. Complete details of the appeal process are available at the Campus Police Office.
SAFETY ON CAMPUS

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

- Try to walk with other people to and from your car, or keep other people in view. The college also provides free security Escort Services through the Campus Police Department.
- Be sure to lock your car. Leave windows open only about an inch for ventilation. Don’t leave valuables on the seat where they are visible.
- Be alert to your surroundings, and project that alertness by keeping your head up and walking in a purposeful manner.
- Stay on the lighted main walkways through campus. Additional lighting has been added throughout the campus for increased night visibility.

- Hold firmly to purses and bags.
- Trust your gut-level instincts.
- Report any suspicious activity or persons to Campus Police at (949) 582-4585 or Ext. 4585 from any campus phone.

Pets on Campus

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

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

Free Service for your Safety!

Emergency or Police Service

Use the yellow call boxes located in Lots # 1, 1A, 1B, 4A, 5A, 7, 9N, 9S, 10N, 10S, 12, 13 to contact Campus Police.

Security Escort

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

Disaster Preparedness Information

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

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

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

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

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

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

COLLEGE HEALTH SERVICES

Saddleback College Student Health Services embraces student success by providing confidential, high quality medical and mental health services on a short term basis to currently enrolled students who have paid their health fee. Your health fee allows you to see physicians, registered nurses, licensed clinical psychologists, or doctoral level psychology interns for free; (some low cost fees apply for laboratory testing, prescription medications, vaccines, and some medical procedures).

Our mental health services within the Student Health Center provides individual, couples, and family therapy as well as various psychological testing and referrals as needed to currently enrolled students. Make an appointment today with one of our therapists to discuss your individual needs.

The Student Health Center is located in the Student Services Center building, Suite 177. Appointments can be made by calling 949-582-4606. Walk-in appointments are available for urgent needs. Health and Wellness information can be obtained by visiting our website at www.saddleback.edu/shc

All services are completely confidential.

California Education Code, Section 67385

If you are victim of sexual assault on campus, seek assistance immediately. Go directly to the Student Health Center at SSC 177, call (949) 582-4606 or call Campus Police at (949) 582-4444.
Colleges Services

Admissions and Records
(949) 582-4555 • SSC 102
You may apply to the college using the online application at www.saddleback.edu/admissions – After applying, you will receive an email and be assigned a registration time during which you may enroll in classes online through MySite, the student web portal containing the college online services for students. The Admissions and Records Office can assist you with transcript requests, application for degrees, certifications, and occupational certificates as well as many other enrollment-related services.

Career Guidance Services
(949) 582-4207
Career Guidance Services offers services and materials to assist students in planning for and preparing for successful college placement and career and re-entry. Students can expect to receive a variety of services and materials through career and re-entry counseling, which includes: academic, personal, career counseling and work-study. For office hours or more information, call the CalWORKs office (949) 582-4207. www.saddleback.edu/eops/calworks

Campus Offices and Locations

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

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

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

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

Re-Entry Services helps men and women who are transitioning to college, changing careers, or finding a new direction in their lives. The Re-Entry Center provides guidance and referrals to on and off campus resources and services. It offers one-on-one appointments, information sessions, support groups, and events. The program is particularly committed to expanding student awareness of opportunities for those who are underrepresented or overcoming life barriers as they reenter the college setting. For more information, please visit: www.saddleback.edu/reentry

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

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

DPS (Disabled Students Programs and Services)
(949) 582-4885/Video Phone (949) 482-4430
SSC 113
DPS provides support and instruction for students with disabilities. Support includes services such as counseling, interpreters for the deaf, mobility orientation, registration help, alternate media production and learning disability assessment. www.saddleback.edu/dsp

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

Cooperative Agencies Resources for Education (CARE): As a supplement program of EOPS, CARE provides educational support services for EOPS eligible students who are single heads of households receiving CalWORKs (California Work Opportunity and Responsibility to Kids). More information is available at the EOPS office. www.saddleback.edu/eops/care-program

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

Game Lounge
(949) 582-4299 • SSC Quad
The Game Lounge, located in front of Admissions & Records in the SSC Quad, can be used by ASB stamp holders. Benefits include the use of ping-pong tables, table hockey, giant chess and checkers.
Health Center
(949) 582-4606 • SSC 177
The Student Health Center offers confidential medical and mental health services provided by physicians, registered nurses, licensed clinical psychologists and doctoral level psychology interns. Schedule an appointment by phone or in person. Walk-in services are also available. www.saddleback.edu/shc

International Student Office
(949) 582-4637 • SSC 107
The office is a resource for International Students who have been granted an F-1 International Student Visa. Assistance and information is provided with a variety of complex issues. The office is a resource for advisement, assistance and information on the following:
- International admission, enrollment and transfer process.
- Specialized academic counseling services.
- Immigration workshops and advisement with difficult and complex issues.
- On-campus employment and F-1 Visa practical training internships.
- Assistance and advisement with health insurance and housing.
- Resources for transcript evaluation services, language translation, tax preparation and travel.
- Concurrent /cross enrollment.
Advisement with complex immigration issues related to their F-1 Visa is provided in compliance with the U.S. Department of Homeland Security. www.saddleback.edu/iso

Job Search Services (Career Placement)
(949) 582-4278 • BGS 227E
Students interested in job search, resume writing, and interview resources can utilize many self-directed tools on this site. GauchosJobs is the official online employment system for internships, job postings, and job fair announcements. Students can join the ‘Saddleback College Career Network’ group on LinkedIn to start networking with professionals. www.saddleback.edu/jobs

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

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

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

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

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

Transfer Center
(949) 582-4328 • SSC 225B
The Transfer Center provides information and assistance to students preparing to transfer to a four-year university. Appointment with representatives from four-year universities and colleges are available, and the Transfer Center will help students select a transfer institution, prepare transfer applications, and meet deadlines. Come by the Transfer Center to attend a workshop, schedule an individual counseling appointment, or for Transfer Express counseling. www.saddleback.edu/transfer

Veterans Education and Transition Services (VETS) Program
(949) 582-4252 • SSC 207
Saddleback College is committed to easing the transition process and providing opportunities for success to our United States military Veterans. The VETS Program directly provides support services and acts as a bridge to external support services for student Veterans, active military personnel, and their loved ones. VETS Program services include but are not limited to: new student guidance, Veterans counseling, scholarship assistance, a link to the Veterans club, Veterans Outreach, and a venue for community-building. Saddleback College also offers a “Boots to Books” course each year that integrates Veterans specific topics into the curriculum of Counseling 140 (3 units; CSU-transferable). The VETS Program hosts events aimed at reintegration into civilian and college life. For more information visit our website at www.saddleback.edu/vets or email us at vetsoutreach@saddleback.edu.

Veterans Office
(949) 582-4871 • SSC 208
The Veterans Office administers Veterans Administration (VA) education benefits for all veterans and their family members who qualify for benefits under the various VA education benefit programs. Qualifying students are encouraged to take advantage of their VA entitlement. The Veterans Office also assists active-duty military students who are using any of the various Military Tuition Assistance (MTA) programs, and military spouses using the Military Spouse Career Advancement Account (MyCAA) program. For details on any of these education programs, refer to our website at www.saddleback.edu/va or call.
### CAMPUS LOCATIONS AND PHONE NUMBERS

All phone numbers are in (949) area code

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Reading Center</td>
<td>LRC 215</td>
</tr>
<tr>
<td>Admissions and Records Office</td>
<td>SSC 102</td>
</tr>
<tr>
<td>Alumni Network</td>
<td>AGB 131</td>
</tr>
<tr>
<td>Associated Student Government (ASG)</td>
<td>SSC 210</td>
</tr>
<tr>
<td>Athletics</td>
<td>PE 420</td>
</tr>
<tr>
<td>BookTransport and Schedule Information</td>
<td>SSC – 1st Floor</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>SSC 213B</td>
</tr>
<tr>
<td>CalWORKS</td>
<td>SSC 126</td>
</tr>
<tr>
<td>Campus Police</td>
<td>Campus Police Station, Village</td>
</tr>
<tr>
<td>Campus Tours</td>
<td>AGB 130</td>
</tr>
<tr>
<td>CARE</td>
<td>SSC 126</td>
</tr>
<tr>
<td>Career Guidance Services</td>
<td>Career &amp; Re-Entry Center (SSC 140)</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>Lower Campus</td>
</tr>
<tr>
<td>Clubs and Organizations</td>
<td>SSC 210</td>
</tr>
<tr>
<td>College Information</td>
<td>SSC Lobby</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>SSC 167</td>
</tr>
<tr>
<td>Disabled Students Programs and Services (DSPS)</td>
<td>SSC 113</td>
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<tr>
<td>Accomodated Testing Center</td>
<td>VIL 28-1</td>
</tr>
<tr>
<td>Alternate Media Production</td>
<td>VIL 23-1</td>
</tr>
<tr>
<td>Learning Disabilities</td>
<td>SSC 224</td>
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<tr>
<td>Video Phone for the Deaf</td>
<td>BGS 314</td>
</tr>
<tr>
<td>Ethnic Studies</td>
<td>BGS 218</td>
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<tr>
<td>Enrollment Information</td>
<td>Admissions and Records Office (SSC 102)</td>
</tr>
<tr>
<td>Extended Opportunity Programs and Services (EOPS)</td>
<td>SSC 126</td>
</tr>
<tr>
<td>Financial Assistance &amp; Scholarship Office</td>
<td>SSC 106</td>
</tr>
<tr>
<td>Foundation Office</td>
<td>AGB 131</td>
</tr>
<tr>
<td>Graduation Evaluation/UC and CSU Certification</td>
<td>Admissions and Records (SSC 102)</td>
</tr>
<tr>
<td>Honors Program</td>
<td>LRC 114</td>
</tr>
<tr>
<td>Information Management Center (IMC Lab)</td>
<td>BGS 248</td>
</tr>
<tr>
<td>International Student Office</td>
<td>SSC 107</td>
</tr>
<tr>
<td>Job/Career Search Services</td>
<td>BGS 227E</td>
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<tr>
<td>KSBR (Saddleback College Radio Station 88.5 FM)</td>
<td>SSC 223</td>
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<tr>
<td>Language Lab</td>
<td>LRC 202</td>
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<tr>
<td>Lariat (campus newspaper)</td>
<td>LRC 116</td>
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<tr>
<td>Library Circulation</td>
<td>LRC – 3rd Floor</td>
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<tr>
<td>Library Reference Desk</td>
<td>LRC – 3rd Floor</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>Campus Police Station, Village</td>
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<tr>
<td>LRC Tutoring Center</td>
<td>LRC 212</td>
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<tr>
<td>LRC Tutoring Computer Lab</td>
<td>LRC 212</td>
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<tr>
<td>Matriculation Services</td>
<td>VIL 8-5</td>
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<tr>
<td>Outreach</td>
<td>AGB 130</td>
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<tr>
<td>Parking and Traffic Information</td>
<td>Campus Police Station, Village</td>
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<tr>
<td>Re-Entry Services</td>
<td>Career &amp; Re-Entry Center (SSC 140C)</td>
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<td>Student Development</td>
<td>SSC 210</td>
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<tr>
<td>Student Health Center</td>
<td>SSC 177</td>
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<tr>
<td>Student Payment Office (student fees/fines/refunds)</td>
<td>SSC 208</td>
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<tr>
<td>Student Technical Support</td>
<td>LRC – 2nd Floor</td>
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<tr>
<td>Theatre Ticket Office</td>
<td>FA 124</td>
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<td>Title IX Coordinator</td>
<td>AGB126</td>
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<tr>
<td>Transcripts and Records</td>
<td>Admissions and Records Office (SSC 102)</td>
</tr>
<tr>
<td>Transfer Center</td>
<td>SSC 225B</td>
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<tr>
<td>VETS Program (Support for Veterans)</td>
<td>SSC 207</td>
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<tr>
<td>Veterans Office</td>
<td>SSC 208</td>
</tr>
<tr>
<td>Withdrawal From College</td>
<td>Admissions and Records Office (SSC 102)</td>
</tr>
<tr>
<td>Writing Center</td>
<td>LRC 210</td>
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</tbody>
</table>
Student Success Mentors help provide peer-to-peer advice to other students, playing a role in the academic success of those students. Having mentors allows students to interact with peers who may have similar academic goals and present the opportunity to voice concerns that they may not be able to ask other staff or faculty. Mentors' responsibilities vary: from presentations in classrooms, assisting in MAP workshops, and information canopies around campus. They work to help students get on their way to academic success by giving advice, especially to those who are new to the college scene.

Contact: Penny Skaff at 582-4572