

SADDLEBACK COLLEGE

STUDENT HANDBOOK



2022

2023



2022-2023 IMPORTANT DATES

FALL SEMESTER 2022

First day applications accepted for New and Former Students	February 1
Internet Registration	By appointment – Check registration time in MySite>MyInfo>Appts.
INSTRUCTION BEGINS	August 22
Labor Day Observance – classes not in session.....	September 5
Last day to apply for Fall Graduation	November 1
Veterans Day Observance – classes not in session	November 11
Thanksgiving Observance – classes not in session.....	November 24 – 25
Final Exams	December 14 – 20
Winter Break	December 22 – January 16

SPRING SEMESTER 2023

First day applications accepted for New and Former Students	August 1
Internet Registration	By appointment – Check registration time in MySite>MyInfo>Appts.
Martin Luther King, Jr. Day Observance – classes not in session	January 16
INSTRUCTION BEGINS	January 17
Lincoln's Day Observance – classes not in session.....	February 17
Presidents' Day Observance – classes not in session	February 17 – 20
Last day to apply for Spring graduation.....	March 1
Spring Recess – classes not in session.....	March 19 – 25
César Chávez Day – classes not in session	March 31
Final Exams	May 18 – 24
Commencement – Saddleback College	May 25

SUMMER SESSION 2023

First day applications accepted for New and Former Students	February 1
Internet Registration	By appointment – Check registration time in MySite>MyInfo>Appts.
Memorial Day Observance – classes not in session.....	May 29
INSTRUCTION BEGINS	May 30 – August 13
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

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

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 Ray Zimmerman, rzimmerman@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.

KNOW YOUR RIGHTS



Effective Fall 2019, students working towards a Certificate, Associate Degree or Transfer are eligible to enroll into transfer-level English and Math classes per Assembly Bill 705. Continuing and Returning students may need to request an "AB 705 Placement Review" to gain access to Baseline Math and English courses. Work with your counselor to determine which Math and English course sequence is best for you! Contact the Counseling Services Office to schedule an appointment: 949-582-4572.

SMOKE, VAPING & TOBACCO FREE CAMPUS

Need help kicking your habit?

Visit the Student Health Center in SSC-177 for free resources and support.



IMPORTANT DECISIONS THAT IMPACT YOUR COLLEGE EDUCATION

got map?

- 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 40 or 60 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."

What are Learning Pathways?

You may be unsure about what you are good at, what fields you might enjoy working in, or the steps you need to take to get into a certain industry. No matter the reason, we are here to help you learn about yourself and make the best decision for your future. You can discover your interests and explore career options by visiting Career Coach at saddleback.emsicc.com

Saddleback Learning Pathways are designed to help students discover programs that lead to related majors and careers. It is part of a state and nation wide framework to help students enter a pathway, help them stay on their path, and provide them with the information and support they need to complete academic goals in a timeframe tailored for them. Please remember to schedule an appointment with a counselor to create an individualized My Academic Plan (MAP) specific to your goals and needs.

To learn more, visit www.saddleback.edu/learningpathways



Applied and Advanced Technologies



Science, Engineering, and Pre-Med



Health and Wellness



Social Sciences and Education



Literature and Languages



Arts, Design, and Entertainment



Business and Economics

IMPORTANT DECISIONS THAT IMPACT YOUR COLLEGE EDUCATION

GET AWARDED!!

(Degrees, Transfers, Certificates)

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.

If a student has met all the requirements for a degree or certificate, Saddleback College may automatically award some of these without further action, needed from the students. However, to ensure that the degree or certificate is awarded and posted, students are encouraged to apply through MySite for conferral of the award during their final semester. Official transcripts for any prior work must be on file for the coursework to be considered. The dates to file a Petition for Graduation are:

November 2 – March 1* for Spring graduation

March 2 – July 1* for Summer graduation

July 2 – November 1* for Fall graduation

**Associate Degree for Transfer deadlines may be different. Please see a Counselor for more information.*

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

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

6 YEAR RULE

Catalog Rights and Continuous Enrollment:

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

Credit for Prior Learning (CPL)

Credit for Prior Learning (CPL) is a program by which a student can earn college credit for material learned in educational or occupational settings outside of the classroom. The knowledge and skills the student gained must be related to the learning outcomes as described in the outlines of the courses that are being considered for CPL. There are several methods of earning CPL at Saddleback College. Make an appointment to meet with a counselor (949) 582-4572.

Credit Transferred From Other Institutions	Proficiency Credit
<ul style="list-style-type: none"> • Transcript Evaluation • Military Service Credit • Transfer Credit from Foreign Institutions • CTE Articulated High School courses 	<ul style="list-style-type: none"> • Standardized Examinations <ul style="list-style-type: none"> – Advanced Placement Exam (AP) – International Baccalaureate Exam (IB) – College Level Exam (CLEP) • Credit by Examination <ul style="list-style-type: none"> – Specific Course – English Equivalency Examination

MATRICULATION PROCESS

NEW STUDENT ORIENTATION

The orientation provides students with information about the many resources available at Saddleback College. Students learn about student services, special programs, and other student support programs. They are introduced to MySite, the student information portal, and to policies and procedures required by Saddleback College.

MATH AND ENGLISH PLACEMENT

Placement is used as an initial indicator of the course levels a student should begin with for a selected major or pathway. Initial Math and English placement is derived from multiple measures including high school transcript data. The Current Assessment Process may include, but is not limited to, the student's high school grade point average, high school English coursework, high school math coursework, English language proficiency, and possible recommendation for corequisite support course enrollment.

Placement can be obtained by using one of the following methods accepted in our Current Assessment Process:

1. Completing the Saddleback College Guided Self Placement Tool (GSP).
2. Submitting an Initial Math and English Placement Request along with a high school transcript to the Matriculation Office for evaluation.

Please visit the Matriculation website for procedures to complete GSP or to submit an Initial Math and English Placement Request.

www.saddleback.edu/matriculation



STUDENT ADVISEMENT AND FIRST SEMESTER ED PLAN

Advisement assists students with determining their educational goal and major, planning out their first semester of classes, and creating their first academic plan in MAP. Students learn about transfer programs, degree requirements, career education/CTE programs and are introduced to the online registration process in MySite.

Advisement is offered 100% online, asynchronous, small in person groups and can be accomplished in 1 hour individual counseling appointments.

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. Evaluations can take up to 5 business days so please plan ahead. For procedures and more information, please see the "Classes with Prerequisites or Limitations" page in this handbook.

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.

Workshops are also available to help students with: deciding a major; completing an academic plan; and relieving 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 degree or transfer to a 4-Year institution. The most successful student is the one who takes responsibility for themselves.

MATRICULATION

A Pre-enrollment Process that Leads First-time College Students to Success

1

NEW STUDENT ORIENTATION

Online Orientation of Student Services and Programs, Campus Policies and Campus Involvement

2

MATH AND ENGLISH PLACEMENT FROM OUR CURRENT ASSESSMENT PROCESS

Option #1:

Guided Self Placement Tool

Option #2:

High School Transcript Evaluation

3

ADVISEMENT/ED PLAN

Online Student Advisement to determine an Educational Goal and prepare a First Semester Educational Plan using My Academic Plan (MAP)



STUDENT SUCCESS

Register for Classes to Acquire Job Skills, Obtain a Certificate, AA/AS Degree, or Transfer to a 4-Year College or University

USING YOUR SADDLEBACK COLLEGE ONLINE TOOLS

1. Open your Internet web browser and go to www.saddleback.edu
2. Click on the link in the upper right-hand side that reads: **MySite**
3. Log-in with your Saddleback College student number and PIN code.

If you do not know your Student Number or PIN code, please contact the Admissions and Records Office at (949) 582-4555 to obtain your MySite login credentials.

Completing your Online Orientation

- Click on the menu link that reads: **My Information**
- Click on the menu link that reads: **Matriculation**
- Click on the menu link that reads: **(1) Online Orientation**
- Click on the **View Online Orientation** link to start the program

Students must pass all quizzes throughout the orientation in order to receive credit for this step of the Matriculation Process. Average time for completion is about 30 minutes.

Obtaining your Math and English Placements

- Click on the menu link that reads: **My Information**
- Click on the menu link that reads: **Matriculation**
- Click on the menu link that reads: **(2) Guided Self Placement**

Students must complete both the English Guided Self-Placement and Math Guided Self-Placement surveys. Each survey collects your high school transcript data from multiple sources to calculate your Math and English Placement within 5-10 minutes.

Viewing your Math and English Placements

- 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 and Placement**

If you have completed Guided Self Placement but do not see your Math or English placement, please contact the Matriculation Office at (949) 582-4970.

Viewing your Math and English Prerequisite Clearances

- 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**

The highest course clearance will show up as Placement Course and evaluator comments are located on the far right.

Completing your Advisement and First Semester Ed Plan

- Click on the menu link that reads: **My Information**
- Click on the menu link that reads: **Matriculation**
- Click on the menu link that reads: **(3) Online Advisement**
- Click on the **View Online Advisement** link to start the program

Complete all sections of the Advisement and then continue on to your First Semester Educational Plan. Create your First Semester Plan by adding at least one required course to your plan. You are not required to have an approved Comprehensive Plan at this time.

Checking Your Matriculation Status

- Click on the menu link that reads: **My Information**
- Click on the menu link that reads: **Matriculation**
- Click on the menu link that reads: **Matriculation Status**

If you are required to complete the Matriculation Process, your Matriculation status must show COMPLETE before you can register for classes.

Creating a My Academic Plan (MAP)

- Click on the menu link that reads: **My Academic Plan**
- Click on the menu link that reads: **Create New Plan**
- To review existing plans, click on the menu link that reads: **My Plans**

View Your Registration Date and Time

- 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 contact the Admissions and Records Office at (949) 582-4555.

Register for Classes

- Click on the menu link that reads: **My Classes**
- Click on the menu link that reads: **Add/Drop Classes**
- Click on the **Add/Drop button** in the term box you wish to enroll in
- Complete all required fields on the Information Page
- Follow the on-screen instructions to add classes
- Pay for classes and save a copy of your receipt

USING YOUR SADDLEBACK COLLEGE ONLINE TOOLS

WHAT IS CANVAS?

Canvas is the learning management system at Saddleback College that allows instructors to post and distribute course content to students, as well as a place for instructor/student and student/student communication.

To access Canvas, visit canvas.saddleback.edu

- Log in with your username and password (If you don't know your username and password, log into MySite to obtain this information).

Canvas Resources

- For Canvas Student Tutorials, visit: canvas.saddleback.edu/courses/8354
- For Student Technical Support, visit: www.saddleback.edu/sts

**Handshake for
SADDLEBACK
COLLEGE
is HERE!**



Download the
Handshake App
on the App Store or
Google Play today!

Questions?
Contact: Eric Hilden
ehilden@saddleback.edu

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1994 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

OPEN YOUR TEXTBOOK, NOT YOUR WALLET

Search for Zero Textbook Cost (ZTC) courses in the class schedule. ZTC courses are easy to find!

Look for ZERO TEXTBOOK COST in the red bar along the top of the schedule. All ZTC courses are marked with an icon.



ZERO TEXTBOOK COST

courses typically use digital textbooks and/or online resources available for download or within Canvas. Printed copies of digital content may be available but are not free. ZTC courses may require materials that are not free, such as calculators, test forms, etc.

USING YOUR SADDLEBACK COLLEGE ONLINE TOOLS

STUDENT PHOTO ID'S

All enrolled students are eligible to obtain a permanent Student Photo ID. Student Photo ID cards may be required to use the college library and for other college transactions (including course attendance). Student Photo ID's are taken year-round in the Admissions and Records Office, SSC 102, during normal business hours. Drivers license, passport or other Government issued photo ID must be presented in order to obtain a Student Photo ID. There is no charge for replacement cards. Call (949) 582-4555 for further instructions for photo ID.

LEARNING RESOURCES CENTER (LRC/LIBRARY)

The Learning Resource Center (LRC) is a space that includes the library as well as tutoring services, the writing, reading and language labs, study rooms, and the Open and Skills computer labs. These services are free of charge for all Saddleback College Students.

Visit: www.saddleback.edu/tutoring for more information about in person and online tutoring.

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.

New and Returning Students: You must login to MySite and change your password BEFORE you access your student email account.

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.

Visit: www.saddleback.edu/sts for technical assistance with our student accounts.



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.

2. High School Transcripts

Submit a district or high school issued transcript with successful completion of high school prerequisite courses and an adequate overall GPA.

3. College/University Transcripts

Submit official or unofficial transcripts from another accredited college or university. Such transcripts must demonstrate satisfactory completion of an equivalent prerequisite course with a grade of A, B, C, P or CR.

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

4. AP Exams

Submit an official or unofficial College Board AP exam score report with exam scores of 3 or higher for specific prerequisite clearance.

Prerequisite Evaluation Procedures

1. Complete the online Saddleback College Prerequisite Evaluation Request Form. Forms and document details are available online at: www.saddleback.edu/matriculation/clearing-prerequisites
2. Upload a copy (official or unofficial) of your previous high school course work, other college/university course work, or College Board AP exam score reports. **Unofficial transcripts must include the student's name, college name, and the course with a final grade.** Incomplete coursework cannot be used to clear prerequisites.
3. Submit the online Saddleback College Prerequisite Evaluation Request Form. Prerequisite evaluation requests take approximately 3-5 business days to process.

Evaluation Processing

Students are required to 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/clearing-prerequisites



ENGLISH AS A SECOND LANGUAGE (ESL) COURSE SEQUENCE

Course #	Course Name	Core Class	Prerequisite	Co-requisite	Units	Hours
Pre-College Level						
ESL 90 (Credit) ESL 390 (Non-Credit)	Academic Writing 2	✓	ESL 80/390/350 or equivalent		6	6
ESL 80 (Credit) ESL 380 (Non-Credit) (Formerly ESL 350)	Academic Writing 1	✓	ESL 340 or equivalent		6	6
Advanced 2						
ESL 354	Vocabulary Skills for College				3	3
ESL 355	ESL Reading for College: American Literature				3	3
ESL 356	Academic Success Strategies for ESL Students				3	3
ESL 357	Grammar Review for College				3	3
ESL 358	Listening and Notetaking Skills for College				3	3
ESL 359	American Language and Culture through Film				3	3
Advanced 1						
ESL 340	Advanced Multi-Skills	✓			6	6
ESL 342	Advanced Conversation				3	3
ESL 343	Advanced Pronunciation				3	3
ESL 344	Idioms and Expressions				3	3
ESL 345	Advanced Writing I			ESL 802	3	3
ESL 346	Advanced Writing for Work				3	3
ESL 347	Advanced Grammar Review				3	3
Intermediate						
ESL 330	Intermediate Multi-Skills I	✓			6	6
ESL 331	Intermediate Multi-Skills II	✓			6	6
ESL 332	Intermediate Conversation				3	3
ESL 333	Intermediate Pronunciation				3	3
ESL 335	Intermediate Reading and Writing I				3	3
ESL 336	Intermediate Writing II			ESL 801	3	3
Beginning						
ESL 320	Beginning Multi-Skills I	✓			6	6
ESL 321	Beginning Multi-Skills II	✓			6	6
ESL 322	Beginning Conversation				3	3
ESL 323	Beginning Pronunciation				3	3
ESL 325	Beginning Reading and Writing				3	3
Please Note: ESL titles printed in RED above are the “core” courses for each level						

English as a Second Language Placement Procedures:

1. After completing the Guided Self Placement English Survey, a student may be directed to ESL Assessment. ESL Assessment may include the ESL Guided Self Placement Survey or a meeting with an ESL counselor for a multiple measures intake.
2. If a student believes that their recommended ESL course placement is not indicative of their abilities, the student may discuss enrollment in higher level ESL courses or English Composition courses with an academic counselor. To schedule an appointment with a counselor, please contact the Counseling Office at (949) 582-4572.

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

SADDLEBACK COLLEGE ESL SELF-PLACEMENT SURVEY

	Choose the box that best describes your abilities in English <i>today</i> :	Level and Recommended MultiSkills Classes	You can also register for:
Low Beginning			
1	<ul style="list-style-type: none"> I can write some sentences in English with help. I can read some sentences in English, but I don't know all the words. I can understand a little if people speak English very slowly. I can't always say what I want to say in English. 	ESL 320: Beginning MultiSkills 1	ESL 322: Beginning Conversation ESL 323: Beginning Pronunciation
High Beginning			
2	<ul style="list-style-type: none"> I can write a paragraph in English with help. I can read a short paragraph in English and understand most of the words. I can understand conversations in English, but sometimes I can't understand everything. 	ESL 321: Beginning MultiSkills 2	ESL 322: Beginning Conversation ESL 323: Beginning Pronunciation ESL 325: Beginning Reading and Writing
Low Intermediate			
3	<ul style="list-style-type: none"> I can write several paragraphs in formal English with some help. I can read short articles in English with dictionary help. I can speak English, but often can't say what I want to say in English, especially about serious topics. 	ESL 330: Intermediate MultiSkills 1	ESL 332: Intermediate Conversation ESL 333: Intermediate Pronunciation ESL 335: Intermediate Writing 1
High Intermediate			
4	<ul style="list-style-type: none"> I can write 1-2 pages in formal English with some help. I can read short college-level texts in English with dictionary help. I can communicate in English but sometimes can't say what I want to say in English. 	ESL 331: Intermediate MultiSkills 2	ESL 332: Intermediate Conversation ESL 333: Intermediate Pronunciation ESL 335: Intermediate Writing 1 ESL 336: Intermediate Writing 2
Low Advanced			
5	<ul style="list-style-type: none"> I can write 1-2 pages in formal English with a little help. I can read college-level texts in English with some dictionary help. I can communicate well in English but occasionally can't express myself in English. 	ESL 340: Advanced MultiSkills 1	ESL 342: Advanced Conversation ESL 343: Advanced Pronunciation ESL 344: Idioms and Expressions ESL 345: Advanced Writing 1 ESL 346: Advanced Writing for Work ESL 347: Advanced Grammar Review
High Advanced			
6	<ul style="list-style-type: none"> I can write 2-3 pages in formal English with little or no help. I can read college-level texts in English with little or no dictionary help. I can communicate in English almost as well as in my native language. 	ESL 80* (credit) or ESL 380 (non-credit): Advanced Academic Writing 1 ESL 90* (credit) or ESL 390 (non-credit): Advanced Academic Writing 2	ESL 354: Advanced Vocabulary ESL 355: American Literature ESL 356: Academic Success Strategies ESL 357: Grammar Review for College ESL 358: Listening and Note-Taking ESL 359: American Language and Culture in Film

*ESL 80 and ESL 90 are transferable to UC and CSU.

MATRICULATION ASSESSMENT AND PLACEMENT

ENGLISH AND MATH PLACEMENT

ENGLISH 1A or ENGLISH 1A Honors

ESL Courses are available for students whose native language is not English (See page 11 of the Student Handbook).
Speak with a counselor if you have completed English at another institution or have Advanced Placement Test Scores.

Math Placement Procedures

Level 1 Baseline Transfer Math

MATH 103, 14,10, 10+210*, 8+208*, 124+224*,
PSYCH 44, ECON 2, ECON 4, and BUS 10

**Support corequisite course*

Level 2

MATH 8 and 124
College Algebra, Trigonometry

Level 3

Two Paths to Calculus
(MATH 3A)
MATH 2A or MATH 8+124

Level 4

MATH 3A
Calculus

Any questions regarding your placement, please contact the Matriculation Department (949) 582-4970
or Counseling (949) 582-4572.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (ISLOS)

Preamble:

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

I. Effective Communication

Students completing a degree or transfer program at Saddleback College will be able to:

1. Demonstrate the ability to understand, evaluate, and analyze a variety of academic, professional, and personal readings.
2. Demonstrate the ability to clearly express themselves and the knowledge they have attained in various forms of writing.
3. Demonstrate the ability to clearly communicate ideas to others when speaking in one or more of the following modes: interpersonally, in small group settings, or in public presentations.

II. Intellectual and Practical Skills

Students completing a degree or transfer program at Saddleback College will be able to:

1. Demonstrate competence in fundamental computing and information technology.
2. Demonstrate competence in scientific and quantitative reasoning necessary for informed judgment and decision making.
3. Conduct effective research, including the identification, evaluation, synthesis, and responsible use of sources and information.
4. Analyze information and ideas independently and logically in order to arrive at reasoned, meaningful, and creative conclusions.

5. Work with others to develop creative, logical, and reasoned solutions to problems.
6. Develop cognitive, physical, and affective skills that will allow them the opportunity to be well-rounded individuals.

III. Community/Global Consciousness and Responsibility

Students completing a degree or transfer program at Saddleback College will be able to:

1. Demonstrate knowledge of cultural diversity and awareness of multiple perspectives in the U.S. and globally.
2. Demonstrate the ability to effectively interact with others in academic, personal, and professional contexts.
3. Demonstrate an awareness of the necessity for social responsibility and accountability of citizenship in a democratic society.
4. Demonstrate an awareness of the necessity for ethical conduct in academic, personal, and professional contexts.

IV. Breadth of Subject Area Knowledge

Students completing a degree or transfer program at Saddleback College will be able to:

1. Describe the scope and key principles of the natural sciences and mathematics, including an understanding of the methods of scientific inquiry.
2. Describe the scope and key principles of the arts and humanities in order to understand the rich history of human knowledge, discourse, and achievements.
3. Describe the scope and key principles of the social and behavioral sciences in order to understand the complexities of social interactions and human experiences.

COUNSELING SERVICES

Your enrollment at Saddleback College entitles you to receive the following services from Counseling Services and Special Programs. Services are available in person and online.

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 a career that will match your interests, skills, values, and personality. Free and low cost career assessments are available to start exploring.

Personal Counseling

We all have our share of challenges. Sometimes these issues 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 assist you in finding 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 prior to registering for classes. Visit MAP in MySite at www.saddleback.edu

***Missed Appointments:** Students who are 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 that term.*

CalWORKS:

www.saddleback.edu/calworks

To schedule an appointment call: (949) 582-4207
Location: SSC 140

Career Resource Center:

www.saddleback.edu/career

To schedule an appointment call: (949) 582-4575
Location: SSC 140

Counseling Services:

www.saddleback.edu/counseling

To schedule an appointment call: (949) 582-4572
or visit the website
Location: SSC 167

Disabled Students Programs and Services:

www.saddleback.edu/dsps

To schedule an appointment call: (949) 582-4885
Video Phone: (949) 482-4430
Locations: SSC 113
Fax: (949) 347-1526

Extended Opportunity Program and 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

Transfer Center:

www.saddleback.edu/transfer

To schedule an appointment call: (949) 582-4328
Location: SSC 225B
Email: sctransfer@saddleback.edu

Undocumented Services:

www.saddleback.edu/us

To schedule an appointment call: (949) 582-4620
Location: SSC 126

Veterans Education and 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:
Counseling is available in person and online

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, 40, 60, or Women’s Studies 120
- **General Education courses:** All students working towards a college degree need these courses. You will find lists of course options 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 24, 27 and 28).
- **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

- **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	School
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

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

CAREER PLANNING PROCESS

View online process at: www.saddleback.edu/counseling/career-counseling
 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?

Useful Websites and Resources:

saddleback.emsicc.com
www.cacareerzone.org
www.onetcenter.org/sites.html

Visit our center to receive access to:

www.careercruising.com
www.roadtriplnation.com/edu/saddleback

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.

View Career Exploration Profiles:

www.onetonline.org
www.bls.gov/ooh

Complete one or more of the following classes:

COUN 1 – Academic Planning
 COUN 40 – Educational and Vocational Planning
 COUN 60 – Career and Vocational Exploration
 GSS 120 – Women and Careers

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.

Make an Academic Counseling Appointment:

www.saddleback.edu/counseling

Make a Career Guidance Appointment:

www.saddleback.edu/career

4 Educational Planning: (Developing a plan for success)

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

MAP – My Academic Plan

www.saddleback.edu/counseling/my-academic-plan

Saddleback College Catalog

www.saddleback.edu/cc

Transfer Center

www.saddleback.edu/transfer
www.assist.org
www.aiccu.edu
www.calstate.edu
www.universityofcalifornia.edu

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.

Career Placement Services:

www.saddleback.edu/jobs

Student Employment System

app.joinhandshake.com

Off Campus Resources

www.indeed.com
www.usajobs.com
www.idealists.org

PERSONAL COUNSELING

The Counseling Division offers individual counseling that can support your personal growth, help you set goals, provide values clarification, support relationship problems, and provide referrals to additional on campus and community based resources to support you.

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

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

Vaccination Requirement *for* Fall Semester

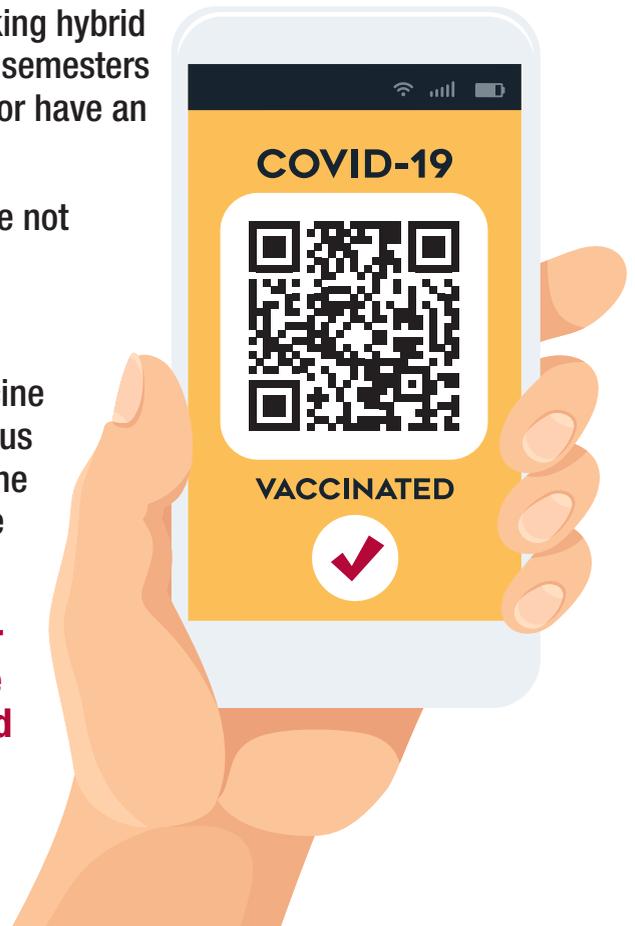
In order to register for classes, students taking hybrid or in-person classes in the summer and fall semesters must submit verification of full vaccination or have an approved exemption.

Students taking their classes fully online are not required to be vaccinated.

Request a Vaccination Exemption

Students may request a COVID-related vaccine exemption based on a sincerely held religious belief or medical condition. Submit the online exemption request to receive the applicable exemption form.

Click on the QR Code for more information on the vaccine requirement and exemptions.



New Food Pantry on Campus

Saddleback College Health Services Food Pantry

Saddleback's food pantry has moved to a new location on campus, in PE 502, behind the stadium. The pantry provides supplemental food and other necessities to students in need. Students must bring their student ID's to request food and necessities.

The hours are Monday through Friday, from 8:30am to 4:30pm.

Students may submit a request when they arrive at the pantry, or prior to their visit by filling out a form located on the Student Health Center website, or by calling (949) 582-4606.



*Helping those
in need with fresh
foods weekly*



www.saddleback.edu/shc/Housing-and-Food-Resources

STUDENT HEALTH AND WELLNESS CENTER

Saddleback College Student Health Services is comprised of highly qualified, caring healthcare professionals who strive to help students overcome non-academic barriers that may impact student success. Currently enrolled students who have paid their health fee are eligible for short-term treatment. **All services are strictly confidential.**

Health Services

We believe in a holistic approach to treating students that embraces physical, psychological and social factors. The health services team includes Licensed Medical Physicians, Registered Nurses, Clinical Psychologists, and Doctorate Level Psychology interns along with a welcoming front office staff who work together to provide the best care possible. Services include:

- Urgent Care
- Immunizations & TB Testing
- Physicals & DMV Examinations
- Low Cost Laboratory Testing
- Low Cost Prescriptions
- Women's Health
- Medi-Cal & Family Pact Providers
- Community Referrals
- Psychotherapy
- Psychological Testing
- Homelessness Resources
- Clothing
- Toiletries
- Food Pantry
- Cal-Fresh Application Site
- **Confidential** Title IX Sexual Misconduct Reporting

To make an appointment, call 949.582.4606. Walk-in appointments are available for urgent or emergency for both physical and psychological health needs. Web based scheduling can be accessed online at <https://www.studenthealth.saddleback.edu/>. We are located in the Student Services Building, SSC Room 177 and 223.

STUDENT HEALTH CENTER

SSC Room 177 • 949-582-4606 • www.saddleback.edu/shc

Fall & Spring Semester:

Monday – Thursday 8am – 5pm • Friday 8am – 3pm

Summer Semester:

Monday – Thursday: 8am – 6pm • Closed Friday

Closed Daily between 12pm – 1pm

Closed weekends and all major holidays



Make appt here!



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. Please call (949) 582-4885 for information.

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 to the Dean of Counseling Services at (949) 582-4572.

English and Reading Course Sequence

SPS courses are offered through the DSPS department

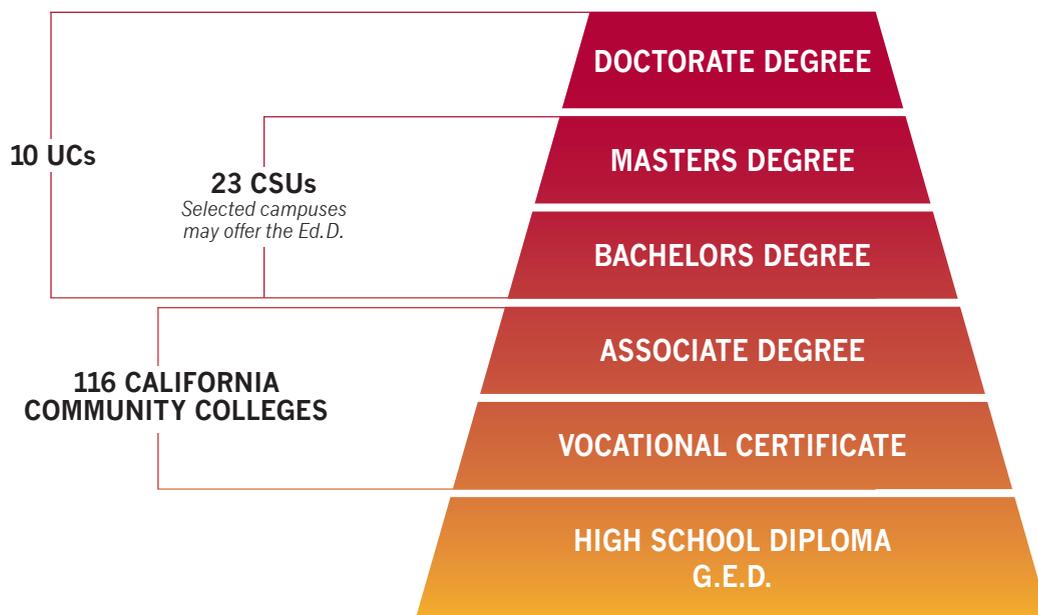
SPS 325

Computational Skills

SPS 330

Reading and Writing for College Success

EDUCATIONAL OPTIONS IN CALIFORNIA



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, AS, or ADT (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.

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.

GUIDE TO CALIFORNIA HIGHER EDUCATION

SYSTEM	THE UNIVERSITY OF CALIFORNIA (UC)	THE CALIFORNIA STATE UNIVERSITY (CSU)	THE CALIFORNIA COMMUNITY COLLEGES (CCC)	INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES
CAMPUSES	9 Undergraduate 1 Graduate (UCSF)	23	116	84
ADMISSION REQUIREMENTS				
FRESHMEN	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.	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.	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.	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: www.aiccu.edu
TRANSFER	Students need 60 UC-transferable units with minimum GPA of 2.4 (higher for most campuses). Completion of all lower division major preparation and general education 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	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: www.calstate.edu/apply		Refer to the Association of Independent California Colleges and Universities (AICCU). See: www.aiccu.edu
ACADEMIC CALENDAR	Eight campuses on the quarter system. UC Berkeley and UC Merced are on the semester system.	Academic calendars vary. CSU's are primarily on the semester system.	Refer to individual college catalog.	Refer to individual college catalog.
DEGREES AWARDED	Bachelors, Masters, Doctorates, and Professional (law, medicine, dentistry, etc.).	Bachelors, Masters, Some Doctorate Programs.	Associate Degrees, Vocational Certificates, Transfer Programs, Limited Bachelor's Programs.	Associates, Bachelors, Masters, Doctorates, Professional (varies from campus to campus).
TUITION / FEES (subject to change)	Residents of California – Approximately \$14,504/year. Non-Residents – Approximately \$45,000/year. \$70 application fee first campus; \$70 each additional campus. \$80 application fee for non-resident/international.	Residents of California – Approximately \$6,956/year. Full-time. Non-Residents – Approximately \$396/unit. \$70 application fee, first campus – includes alternate campus. \$70 per campus application fee for international.	Residents of California – \$46 per unit.* Non-Residents – \$295 per unit*# Foreign students – \$319 per unit*, plus an application fee of \$54# <i>Non-Residents and Foreign students must also pay the \$46 per-unit tuition and the \$42 per unit Capital Outlay fee.</i> * Subject to change # At Saddleback College and subject to change	Variable – See individual college catalog Azusa Pacific \$41,650* Chapman..... \$60,288* Loma Linda..... \$38,975* USC..... \$64,726* Vanguard \$38,600* *2022-23 (annual tuition fees only) Full-time status.
FINANCIAL AID	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.			

NOTE: The information provided is subject to change.

DEGREES, CERTIFICATES, AND AWARDS

Program	AAT	AA	AST	AS	CA - •	CA - ▲	OSA
Accounting				•	•		
Computerized Accounting Specialist				•	•		
Administrative Assistant				•	•		
Advanced Manufacturing				•	•		
American Sign Language				•			
American Sign Language Interpreting					•		
Anthropology	•	•					
Architectural Drafting							
Architecture				•	•		
Construction Inspection				•	•		
Art							
Photography		•					
Studio Arts	•	•					
Art History	•						
Astronomy				•			
Automotive Technology							
Alternative Fuel Vehicle Specialist				•	•		
Automotive Chassis Specialist				•	•		
Automotive Engine Performance Specialist				•	•		
Automotive Engine Service Specialist				•	•		
General Automotive Technician				•	•		
Biology			•	•			
Business							
Business Administration 2.0			•				
Banking and Finance				•	•		
Business Communication Skills						▲	
Business Communications					•		
Business Education Core						▲	
Business Education Foundations					•		
Business Leadership				•	•		
Business Management				•			
Entrepreneurship				•	•		•
General Business					•		
Global Business				•	•		
Human Resources Management							•

Program	AAT	AA	AST	AS	CA - •	CA - ▲	OSA
Business (continued)							
Logistics and Physical Distribution				•	•		
Marketing				•	•		
New Media Marketing						▲	
Project Management							•
Retail Management				•	•		
Retailing and Selling				•	•		
Workplace Readiness					•		
Chemistry				•			
Child Development and Education							
Associate Teacher Level I						▲	
Associate Teacher Level II					•		
Child and Adolescent Development	•						
Early Childhood Education			•				
Early Childhood Master Teacher					•		
Early Childhood Teacher					•		
Elementary Teacher Education	•						
Infant Toddler Teacher					•		
Professional Development for Preschool/TK Educator					•		
Site Supervisor					•		
Cinema/Television/Radio				•	•		
Cinema-Television-Radio Career Skills						▲	
Film, Television, and Electronic Media			•				
Communication Studies	•						
Computer and Information Management							
Applications Developer				•	•		
Cybersecurity/Information Security Analyst					•		
E-Commerce Specialist				•	•		
Information Security: Security							•
Network Administrator				•	•		
Software Specialist				•	•		
Web Designer				•	•		
Webmaster				•	•		

A.A.T.	A.A.	A.S.T.	A.S.	C.A. - •	C.A. - ▲	O.S.A.
Associate in Arts for Transfer	Associate of Arts Degree	Associate in Science for Transfer	Associate of Science Degree	Certificate of Achievement – Vocational Program or other area approved by the State Chancellor’s Office 16 Units or more	Certificate of Achievement – Vocational Program or other area approved by the State Chancellor’s Office 8 to fewer than 16 Units	Occupational Skills Award – Vocational Program (6-15.5 Units)

DEGREES, CERTIFICATES, AND AWARDS

Program	AAT	AA	AST	AS	CA - •	CA - ▲	OSA
Computer Maintenance Technology				•	•		
Computer Science				•			
Cyber Defense				•			
Cyber Operations					•		
Cosmetology					•		
Esthetician				•	•		
Culinary Arts							
Advanced Culinary Arts				•	•		
Basic Culinary Arts				•	•		
Catering				•	•		
Dance		•					
Drafting Technology				•	•		
Economics	•	•					
Electronic Technology							
Analog and Digital Circuit Electronic Technology				•	•		
Basic Analog and Digital Electronics						•	
Digital Electronic Technology				•	•		
General Electronic Technology				•	•		
Emergency Medical Technician							•
Engineering				•			
English	•						
Creative Writing		•					
English Literature		•					
Environmental Science			•				
Environmental Studies		•					
Ecological Restoration					•		
Sustainability Studies							•
Water Resources and Conservation					•		
Family and Consumer Sciences				•	•		
Fashion Design				•	•		
Accessory Design							•
Advanced Fashion Design and Apparel Manufacturing					•		
Basic Costume Construction and Sourcing							•
Fashion Technology							•
Sustainable Fashion and Social Entrepreneurship							•
Fashion Merchandising				•	•		
Fashion Display and Presentation				•			
Event Planner							•
Fashion Stylist							•
Visual Display and Presentation				•			

Program	AAT	AA	AST	AS	CA - •	CA - ▲	OSA
Foods				•	•		
Gender and Sexuality Studies		•					
General Ed/Studies							
General Education CSU-GE					•		
General Education IGETC					•		
General Studies Arts and Humanities		•					
General Studies Natural Sciences		•					
General Studies Social and Behavioral Sciences		•					
Liberal Studies		•					
Geography	•	•					
Global Studies	•						
Geology			•				
Graphics							
Biomedical Illustration					•		
Computer Graphics				•	•		
Graphic Communications				•	•		
Graphic Design				•	•		
Illustration/Animation		•			•		
Surface Design						▲	
Health Information Technology				•			
Healthcare Technology Optimization Specialist					•		
Health Sciences		•					
History	•	•					
Horticulture/Landscape Design							
General Horticulture							•
General Landscape Design							•
Plant Identification							•
Sustainable Horticulture				•	•		
Sustainable Landscape Design				•	•		
Urban Farming							▲
Wellness Gardening							▲
Hospitality Management			•	•	•		
Human Services							
Alcohol and Drug Studies				•	•		
Community Based Corrections							•
Eating Disorders Studies							•
Human Services Generalist				•	•		
Mental Health Worker				•	•		
Humanities		•					
Industrial Automation Fundamentals					•		

DEGREES, CERTIFICATES, AND AWARDS

Program	AAT	AA	AST	AS	CA - •	CA-▲	OSA
Interior Design							
Interior Design				•			
Level I – Interior Design Foundations					•		
Level II – Interior Design					•		
Level III – Interior Design Professional					•		
International Languages							
Arabic		•					
Chinese		•					
French		•					
German		•					
Italian		•					
Japanese		•					
Persian		•					
Spanish	•	•					
Journalism	•						
Digital Media					•		
Journalism & New Media				•			
Kinesiology	•	•					
Athletic Training							•
Coaching							•
Holistic Health Studies						▲	
Integrative Health for Fitness and Wellness Professionals					•		
Personal Training Specialist						▲	
Yoga Instructor						▲	
Mathematics		•	•				
Medical Assistant							
Administrative Medical Assistant					•		
Clinical Medical Assistant					•		
Comprehensive Medical Assistant					•		
Medical Coding Specialist					•		
Medical Insurance Billing							•
Medical Scribe					•		
Medical Laboratory Technician				•	•		
Music	•	•					
Basic Music Skills						▲	
Commercial Music					•		

Program	AAT	AA	AST	AS	CA - •	CA-▲	OSA
Music (continued)							
Instrumental Studies					•		
Jazz Composition					•		
Jazz Studies					•		
Keyboard Studies					•		
Music Composition					•		
Music Production Entrepreneurship						▲	
Music Production							•
Piano Pedagogy					•		
Vocal Studies					•		
Nursing							
Registered Nurse				•	•		
Licensed Vocational Nurse (LVN) to Registered Nurse (RN) 30 Unit Option					•		
Licensed Vocational Nurse (LVN) to Registered Nurse (RN) Advanced Placement Option							
Nutrition				•	•		
Nutrition and Dietetics			•				
Paramedic				•	•		
Philosophy	•	•					
Physics			•	•			
Political Science	•	•					
Psychology	•						
Real Estate				•		▲	
Real Estate Appraisal				•		▲	
Real Estate Escrow				•	•		
Sociology	•						
Aging Studies					•		
Aging Studies Interdisciplinary						▲	
Theatre Arts	•						
Scenic Art and Painting							•
Theatre Arts Entertainment and Theatre Technology					•		
Theatre Arts Performance and Acting		•					
Theatre Arts Technical Theatre		•					
Travel and Tourism				•	•		

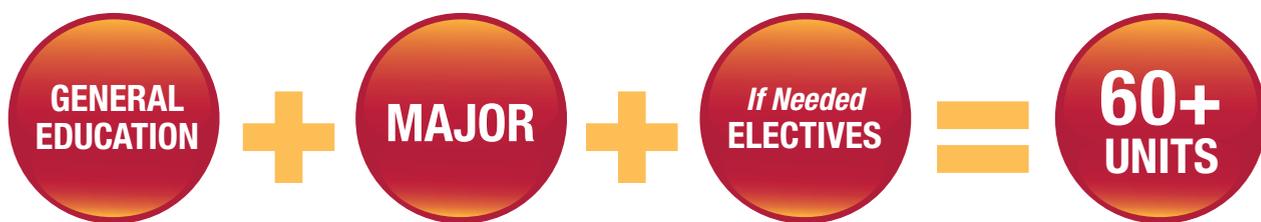
DEGREES, CERTIFICATES, AND AWARDS

Non Credit Certificates Offerings

- Certificate of Competency – Non Credit ESL and Adult Education
- Certificate of Completion – Non Credit Certificate

Adult Education English as a Second Language
Adult Education English as a Second Language (AESL) for the Workplace Certificate of Competency
Adult Education English as a Second Language-Advanced Level Certificate of Competency
Adult Education English as a Second Language - Intermediate Level Certificate of Competency
Adult Education English as a Second Language-Beginning Level Certificate of Competency
Adult Education English as a Second Language-Vocabulary Development Certificate of Competency
Adult Education Food and Nutrition
Basic Culinary Skills Certificate of Completion
Adult Education High School Equivalency
Adult Education High School Equivalency for Language Arts Success Certificate of Competency
Adult Education High School Equivalency for Mathematics Success Certificate of Competency
Business
Nonprofit Business Administration Certificate of Completion
Child Development and Education
Family Childcare Certificate of Completion
Computer and Information Management
CISCO Network Specialist Certificate of Completion
IT Help Desk Specialist Certificate of Completion
Microsoft Solutions Expert Certificate of Completion
Web and Mobile Developer Bootcamp Certificate of Completion
English as a Second Language
ESL Beginning Level Certificate of Competency
ESL Advanced Level Certificate of Competency
ESL Intermediate Level Certificate of Competency
Medical Lab Technology
Clinical Lab Assistant and Phlebotomy Program Certificate of Completion
Health Science
Certified Nurse Assistant Certificate of Completion
Communication Skills for Nursing Student Certificate of Completion
Emergency Nurse Training Program Certificate of Completion
Home Health Aide Certificate of Completion
Reading
Academic Preparation for College Certificate of Competency

THE ASSOCIATE DEGREES



Associate in Arts (AA) and Associate in Science (AS) Degree

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

- I. **Unit Requirement:** Units of Course Credit — minimum 60 units. Courses numbered 1-299 at Saddleback are degree applicable towards the AA and AS degrees. The Associate Degree for Transfer (AAT/AST) require courses numbered 1-199.
- II. **Scholarship Requirements:** A minimum grade-point average of 2.0 in all units attempted at Saddleback College and an overall grade-point average of 2.0 for all transcripts used.
- III. **Residence Requirement:** Of the 60 semester units required, at least 12 units must be completed in residence at Saddleback College.
- IV. **General Education Requirement:** Students are advised to consult a Saddleback College counselor for assistance in developing an educational plan prior to choosing their general education pattern and degree. A single course may be used to satisfy both a general education and major requirement. Choose one General Education pattern to complete (1, 2, or 3):
 1. Associate Degree – General Education Requirements (see "Associate Degree General Education Requirement" below) or
 2. The California State University General Education (CSU GE) Breadth Certification pattern, or
 3. The Intersegmental General Education Transfer Curriculum (IGETC) pattern
- V. **Major Requirement:** All courses must be completed with a grade of "C" or better. (Title 5 section 55063)
 1. Complete an Associate degree program as described in the Saddleback College catalog

Career Technical Education (CTE) Transitions Program for High School and 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 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/transitions

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.

SADDLEBACK COLLEGE

2022-2023 General Education Requirements for ASSOCIATE Degrees

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

Student's Name _____ Student I.D. # _____ Counselor/Date _____
Last/First/Middle

For more information that specifically meets your goals, please contact counseling services at www.saddleback.edu/counseling. Counselors are available to assist you.

Circle courses taken at SC • List courses taken at other colleges • Indicate name of test if requirement was met with AP, CLEP or IB. C = COMPLETED IP = IN PROGRESS N = NEEDED	C	IP	N
AREA 1: LANGUAGE AND RATIONALITY (A minimum of 9 units required) — Complete one course in 1A, 1B, and 1C with a grade of “C” or better.			
1A: ENGLISH COMPOSITION: ENG 1A or 1AH			
1B: COMMUNICATION AND ANALYTICAL THINKING: BUS 102; COMM (formerly SP) 1 or 1H, 2, 3, 5; ENG 1B or 1BH, 70; PHIL 12			
1C: MATHEMATICS: BUS 10, MATH 2, 3A or 3AH, 3B, 3C, 8, 10, 11, 14, 24, 26, 30A/CS 30A, 30B/CS 30B, 103, 124, 205, 253; PSYC 44			
AREA 2: NATURAL SCIENCES (A minimum of 3 units required) — Complete one course.			
ANTH 1 or 1H ASTR 20 BIO 3AH, 3BH, 4B, 11, 12, 15, 19, 20, 31, 113 CHEM 1A, 3, 108 ENV 18, 23, 24			
GEOG 1 or 1H GEOL 1, 20, 23 HORT 20 MS 4, 20 PHYS 2A, 4A, 20, 30			
AREA 3: SOCIAL AND BEHAVIORAL SCIENCES (A minimum of 3 units required) — Complete one course.			
ANTH 2 or 2H, 3, 4*/ES 4*, 5, 6, 8, 9, 13, 15, 17, 21, 22 BUS 1 or 1H CDE 7‡ (formerly CD 7, 107), 15 (formerly CD 15, 105), 117* (formerly CD 117) COMM (formerly SP) 8, 20* CTVR 1/JRN 1 ECON 2 or 2H, 4 (formerly 1) or 4H, 11 ENV 1, 141 ES (formerly CCS) 1*, 3*, 4*/ANTH 4*, 5*, 6* GEOG 2 or 2H, 3, 38			
GLST 1, 2 GSS (formerly WS) 10 or 10H, 15, 31, 11H, 60/PS 60 HIST 11, 12, 15, 16, 17, 19, 20*, 21*, 22, 27, 28, 30, 32, 33*, 62, 63, 70, 71, 72, 74, 75, 78, 80/PS 80, 81* HS 100, 120, 131* JRN 1/CTVR 1 PS 1 or 1H, 4, 10H, 11, 12, 14, 45, 60/GSS 60, 65, 80/HIST 80 PSYC 1 or 1H, 2 or 2H, 5‡, 7‡, 16*, 21, 25 (formerly 125) SOC 1 or 1H, 2 or 2H, 10, 15, 16‡ (formerly 126), 20*, 21, 25, 125			
AREA 4: ARTS AND HUMANITIES (A minimum of 3 units required) — Complete one course.			
ARAB 1, 2, 3, 4, 10, 21 ARCH 12 (formerly 112) ART 4, 9, 40, 41, 42 ARTH 20, 21, 22, 23, 24*, 25, 26, 27, 29, 30, 32 CHI 1, 2, 3, 4, 21 COMM (formerly SP) 30, 32 CTVR 2, 3 (formerly CA 30), 7* (formerly CA 27), 9 (formerly CA 29) DANC 64 (formerly PE/TA 64), 74* (formerly 174) ENG 3, 4, 6, 9, 10, 15A, 15B, 17A, 17B, 18, 21A, 21B, 22 or 22H, 24*, 25 or 25H, 27A or 27AH, 44, 52, 142 (formerly 42) ESL 80 (formerly 180), 90 (formerly 190) FA 27 or 27H FASH 144 FR 1, 2, 3, 4, 21 GD 1, 2 GER 1, 2, 3, 4, 21 HEBR 1, 2			
HIST 4, 5 HON 11H, 12H, 13H, 14H HORT 115 HUM 1, 2, 3, 21, 25 ID 110‡, 122, 125 ITA 1, 2, 3, 4, 21 JA 1, 2, 3, 4, 21 KOR 1, 2, 3, 4, 21 MUS 1, 20, 23*, 24, 27*, 28 PHIL 1 or 1H, 5 (formerly 104), 10, 14, 15 PHOT 25 PORT 1, 2, 3, 4 PRSN 1, 2, 3, 4, 21 (formerly 121) SL 1 (formerly 32), 2 (formerly 33), 3 (formerly 34), 4 (formerly 35), 10* (formerly 101) SPAN 1 or 1H, 2 or 2H, 3, 4, 6, 10, 11, 20A, 20B, 21A, 21B, 21C* TA 20, 22, 25			
AREA 5: LIFE LONG UNDERSTANDING AND SELF-DEVELOPMENT (1-3 units required) — Complete one course.			
ACCT 120 BUS 16 (formerly 116) CDE 7‡ (formerly CD 7, 107), 120 (formerly CD 120) CIM 1, 10 CIMW 115 COUN 1, 40 (formerly 140), 51 (formerly 151), 60 (formerly 160), 61 (formerly 161), 150 FASH 141 (formerly FCS 140) FCS 115, 142 FN 50, 64 GSS (formerly WS) 120			
HLTH 1, 3 HS 170, 175 ID 110‡ KNEA 107 (formerly APE/PSS 107) KNES 107 (formerly PE 107) LIB 2H, 100 N 161, 165, 176 PSYC 5‡, 7‡, 33 SOC 16‡ (formerly 126), 180 SPS 115			
Graduation Requirement: All students must complete one Cultures in the United States course. Courses that meet this requirement are marked with an asterisk (*). Per SB 1393, students who complete the Nursing Program meet the Cultures in the U.S. requirement.			

‡Course may be listed in more than one area but shall only be certified in one.
 REQUIREMENTS ARE SUBJECT TO CHANGE.

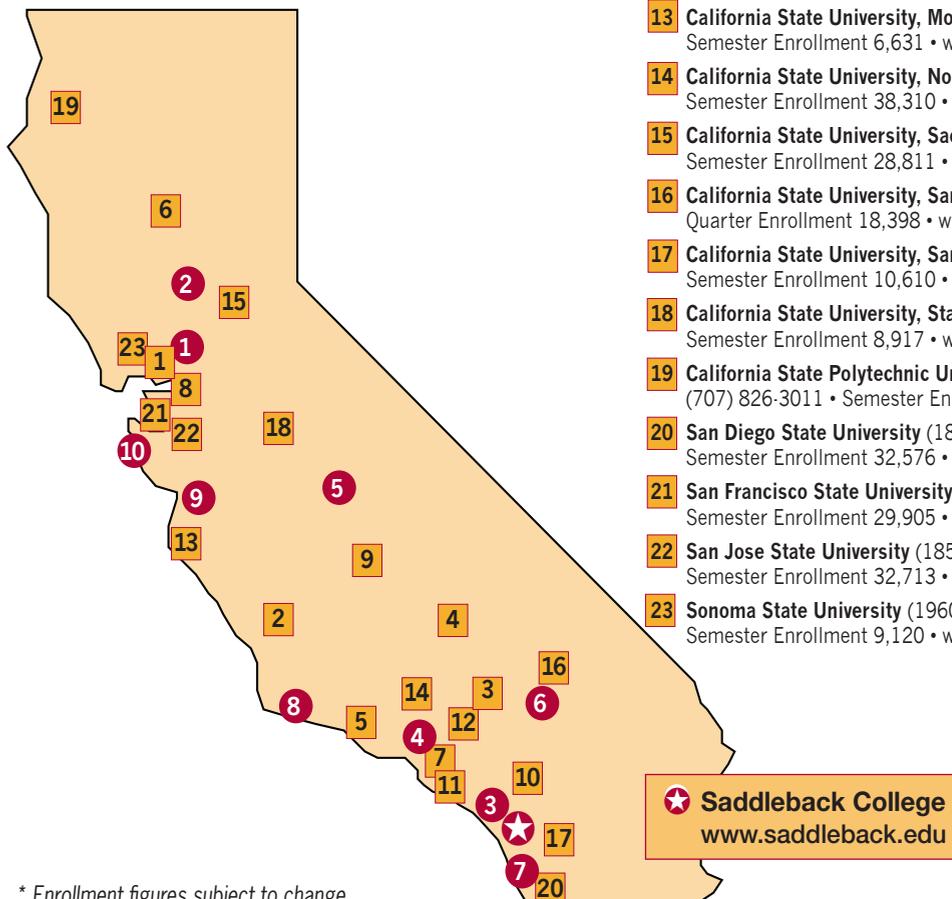
CALIFORNIA FOUR-YEAR PUBLIC UNIVERSITIES

University of California* – 10 Campuses

- 1 **University of California, Berkeley** (1868) • (510) 642-6000
Semester Enrollment 36,204 • www.berkeley.edu
- 2 **University of California, Davis** (1908) • (530) 752-1011
Quarter Enrollment 35,415 • www.ucdavis.edu
- 3 **University of California, Irvine** (1965) • (949) 824-5011
Quarter Enrollment 30,757 • www.uci.edu
- 4 **University of California, Los Angeles** (1919) • (310) 825-4321
Quarter Enrollment 43,239 • www.ucla.edu
- 5 **University of California, Merced** (2004) • (209) 228-4400
Semester Enrollment 6,268 • www.ucmerced.edu
- 6 **University of California, Riverside** (1954) • (951) 827-1012
Quarter Enrollment 21,297 • www.ucr.edu
- 7 **University of California, San Diego** (1964) • (858) 534-2230
Quarter Enrollment 31,502 • www.ucsd.edu
- 8 **University of California, Santa Barbara** (1944) • (805) 893-8000
Quarter Enrollment 22,225 • www.ucsb.edu
- 9 **University of California, Santa Cruz** (1965) • (831) 459-0111
Quarter Enrollment 17,866 • www.ucsc.edu
- 10 **University of California, San Francisco**, is a graduate/professional institution requiring pre-professional preparation or graduate standing for admission. (415) 476-9000 Post Grad 4,636
www.ucsf.edu

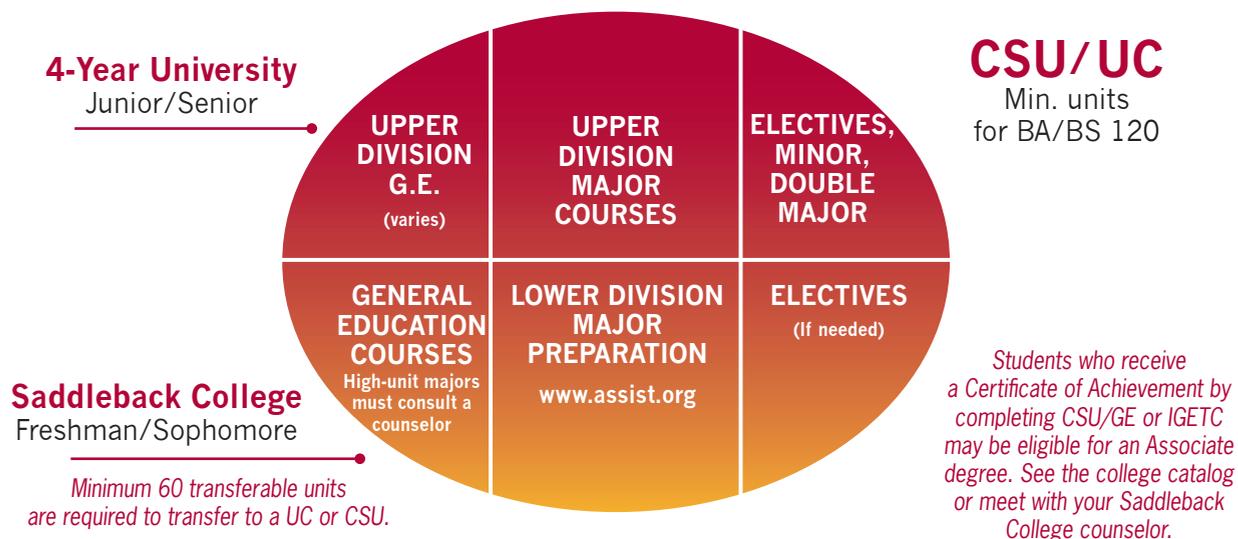
California State University* – 23 Campuses

- 1 **California Maritime Academy** (1929) • (707) 654-1000
Semester Enrollment 1,046 • www.csum.edu
- 2 **California Polytechnic State University, San Luis Obispo** (1901)
(805) 756-1111 • Semester Enrollment 20,186 • www.calpoly.edu
- 3 **California State Polytechnic University, Pomona** (1938)
(909) 869-3070 • Semester Enrollment 22,156 • www.cpp.edu
- 4 **California State University, Bakersfield** (1965) • (661) 664-2782
Semester Enrollment 8,720 • www.csusb.edu
- 5 **California State University, Channel Islands** (2002) • (805) 437-8400
Semester Enrollment 5,140 • www.csuci.edu
- 6 **California State University, Chico** (1887) • (530) 898-4636
Semester Enrollment 17,287 • www.csuchico.edu
- 7 **California State University, Dominguez Hills** (1960) • (310) 243-3696
Semester Enrollment 14,670 • www.csudh.edu
- 8 **California State University, East Bay** (1957) (formerly CSU Hayward)
(510) 885-3000 • Semester Enrollment 14,526 • www.csueastbay.edu
- 9 **California State University, Fresno** (1911) • (559) 278-4240
Semester Enrollment 23,179 • www.csufresno.edu
- 10 **California State University, Fullerton** (1957) • (657) 278-1712
Semester Enrollment 38,128 • www.fullerton.edu
- 11 **California State University, Long Beach** (1949) • (562) 985-4111
Semester Enrollment 35,586 • www.csulb.edu
- 12 **California State University, Los Angeles** (1947) • (323) 343-3000
Semester Enrollment 23,258 • www.calstatela.edu
- 13 **California State University, Monterey Bay** (1995) • (831) 582-3000
Semester Enrollment 6,631 • www.csumb.edu
- 14 **California State University, Northridge** (1958) • (818) 677-1200
Semester Enrollment 38,310 • www.csun.edu
- 15 **California State University, Sacramento** (1947) • (916) 278-6011
Semester Enrollment 28,811 • www.csus.edu
- 16 **California State University, San Bernardino** (1960) • (909) 537-5000
Quarter Enrollment 18,398 • www.csusb.edu
- 17 **California State University, San Marcos** (1989) • (760) 750-4000
Semester Enrollment 10,610 • www.csusm.edu
- 18 **California State University, Stanislaus** (1957) • (209) 667-3122
Semester Enrollment 8,917 • www.csustan.edu
- 19 **California State Polytechnic University, Humboldt** (1913)
(707) 826-3011 • Semester Enrollment 8,293 • www.humboldt.edu
- 20 **San Diego State University** (1897) • (619) 594-5200
Semester Enrollment 32,576 • www.sdsu.edu
- 21 **San Francisco State University** (1899) • (415) 338-1111
Semester Enrollment 29,905 • www.sfsu.edu
- 22 **San Jose State University** (1857) • (408) 924-1000
Semester Enrollment 32,713 • www.sjsu.edu
- 23 **Sonoma State University** (1960) • (707) 664-2880
Semester Enrollment 9,120 • www.sonoma.edu



* Enrollment figures subject to change

THE BACHELOR DEGREES



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. 32)

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. 33)

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.

admission.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

SADDLEBACK COLLEGE • 2022-2023 CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION CERTIFICATION

AREA A: ENGLISH LANGUAGE, COMMUNICATION AND CRITICAL THINKING

A MINIMUM OF 9 SEMESTER/12-15 QUARTER UNITS REQUIRED
Complete **ONE** course in Area A1, A2, and A3 with a grade of "C" or better.

A1 ORAL COMMUNICATION	C	IP	N
COMM1 or 1H or 5			
A2 WRITTEN COMMUNICATION	C	IP	N
ENG 1A or 1AH			
A3 CRITICAL THINKING	C	IP	N
AP Exam			

Note: Due to specific course content from Area A3, it is highly unlikely that courses taken at an institution other than a California Community College will apply.

Complete **ONE** of the following:
 COMM 2, 3
 ENG 1B or 1BH, 70 (formerly 170)
 PHIL 12

AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

A MINIMUM OF 9 SEMESTER/12-15 QUARTER UNITS REQUIRED
Complete **ONE** course from Area B1 and **ONE** course from Area B2.
One 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 20, 20 and 25*, 21 CHEM 1A*, 1B*, 3*, 12A*, 12B*, 108*, ENV 23*, ENV 38 (formerly 140) [F19] GEOG 1 or 1H, 1 and 11* GEO 1*, 2*, 3, 4, 7, 20*, 21, 23* MS 4*, 20* PHYS 2A*, 2B*, 4A*, 4B*, 4C*, 20*, 30*			
B2 BIOLOGICAL SCIENCE	C	IP	N
ANTH 1 or 1H, 1 and 11* BIO 3A**, 3B**, 3C*, 4A*, 4B*, 11*, 12*, 15*, 19A, 20*, 22 (formerly 41), 28, 30, 31*, 40, 43, 113* ENV 5, 18*, #24* HORT 20* PSTC 3*			
# Lab designation beginning Fall 2007			
B3 LABORATORY COURSE	C	IP	N
One science course MUST have a laboratory. * Denotes laboratory courses.			
B4 MATHEMATICS	C	IP	N
Complete ONE course with a grade of "C" or better. BUS 10 MATH 2, 3A or 3AH, 3B, 3C, 8, 10, 11, 14 (formerly 112), 24, 26, 30A/ CS 30A, 30B/CS 30B, 103, 124 PSTC 44			
NOTE: An intermediate algebra course (MATH 122) completed prior to Fall 1988 will meet this requirement.			

CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS:			
This CSU requirement can be met prior to transfer by completing PS 1 or 1H AND one U.S. History course selected from: HIST 16, 17, or 22.			

Legend
 C.....Completed
 IP.....In Progress
 N.....Need

AREA C: ARTS AND HUMANITIES

A MINIMUM OF 9 SEMESTER/12-15 QUARTER UNITS REQUIRED
Complete **ONE** course from Area C1 and **ONE** course from Area C2.
Complete a **THIRD** course from either area.

C1 ARTS	C	IP	N
ARCH 12 (formerly 112) ART 4, 40 [F19], 41 [F19], 42 [F19] ARTH 20, 21, 22, 23, 24, 25, 26, 27, 29, 30 (formerly 103), 32 (formerly 104) COMM 32 CIVR 2, 3 (formerly CA 30), 5, 7 (formerly CA 27), 9 (formerly CA 29) DANC 64 (formerly PE/TA 64), 74 FA 27 FASH 144 (formerly CT 144) GD 1, 2 HORT 115 ID 122, 125 MUS 1, 20, 23, 24, 27, 28, 32, 33, 34, 35, 47 PHOT 25 TA 10, 11, 20, 22, 25			
C2 HUMANITIES	C	IP	N
ARAB 1, 2, 3, 4, 10, 21 CHI 1, 2, 3, 4, 21 COMM 30 ENG 3, 4, 15A, 15B, 17A, 17B, 18, 21A, 21B, 22 or 22H, 24, 25 or 25H, 27A or 27AH, 44, 52, 142 (formerly 42) FR 1*, 2*, 3, 4, 10, 21 GER 1*, 2*, 3, 4, 21 HEBR 1, 2 HIST 4, 5, 16*, 17* HON 11H, 12H, 13H, 14H HUM 1, 2, 3, 21, 25 ITA 1*, 2*, 3, 4, 21 JAP 1, 2, 3, 4, 21 KOR 1, 2, 3, 4, 21 PHIL 1or 1H, 5 (formerly 104), 10, 14, 15 PORT 1, 2, 3, 4 PRSN 1, 2, 3, 4, 21 (formerly 121) SL 1 (formerly 32), 2 (formerly 33), 3 (formerly 34), 4 (formerly 35), 10 SPAN 1* or 1H, 2* or 2H, 3, 4, 10, 11, 20A (formerly 20), 20B, 21A, 21B, 21C			
AP Exam			
* Beginning Fall 1988			

AREA D: SOCIAL SCIENCES

Students starting **BEFORE** Fall '2021 and have maintained continuous enrollment – must take 9 semester or 12 quarter units from at least two disciplines.
New students starting Fall 2021 or later – must take 6 semester or 9 quarter units from any discipline.

	C	IP	N
ANTH 2 or 2H, 3, 4*, ES 4*, 5, 6, 8, 9, 13, 15, 17, 21, 22 CDE 7* (formerly CD 7, 107), 15 (formerly CD 15, 105) COMM 20 CIVR/IRN 1 ECON 2 or 2H, 4 (formerly 1) or 4H, 11/PS 11 (prior to F09) ENV 1, 6 ES 1*, 3*, 4*, ANTH 4*, 5, 6 GEOG 2 or 2H, 3, 38 GLST 1, 2 GSS (formerly WS) 10 or 10H, 11H (formerly 111H), 15, 31, 60/PS 60 HIST 11, 12, 15, 16*, 17*, 19, 20, 21, 22, 27, 28, 30, 32, 33, 62, 63, 70, 71, 72, 74 (prior to F00), 75, 78, 80, 81 HS 100 (prior to R86), 120 (prior to F86) IRN/CTVR 1 PS 1 or 1H, 4, 10H, 12, 14, PS 11 (prior to F09)/ECON 11, 45, 60/GSS 60, 65 PSTC 1 or 1H, 2 or 2H, 4, 5*, 7*, 16* (formerly 116), 21, 25 (formerly 125), 30/SOC 30, 33, 37 SOC 1 or 1H, 2 or 2H, 10, 15, 20, 21, 23, 25, SOC/PSYC 30, 125			
AP Exam			

AREA E: LIFE LONG UNDERSTANDING AND SELF-DEVELOPMENT

3 SEMESTER/4-5 QUARTER UNITS REQUIRED

A maximum of 2 units of DANC/KNEA/KNES/PE activity courses are permitted.

	C	IP	N
BUS 116 (formerly 116) CDE 7* (formerly CD 7, 107), 126 [F19] COUN 40 (formerly 140), 51 (formerly 151), 60 (formerly 160), 150 DANC The following courses are accepted beginning F15 unless indicated otherwise: 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63 (formerly PE/TA 63) (prior to F12), 84 FASH 141 (formerly CTR/FCS 140) FCS 115, 142 FN 50, 64, 169 GSS 120 (formerly WS 120) HLTH 1, 3 HS 175 HSC 151/KNEA 151 KNEA 1, 5, 7, 9, 107, 151/HSC 151 KNES 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 33, 34, 37, 38, 39, 41, 42, 44, 45, 49, 50, 65, 66, 68, 69, 70, 71, 72, 74, 76, 77, 78, 79, 81, 84, 88, 90, 91, 93, 97, 107, 175 [F20], 187, 199 N 161, 165 PSTC 3*, 7*, 33* SOC 16 (formerly 126), 180			

AREA F: ETHNIC STUDIES

Students starting **BEFORE** Fall '2021 and have maintained continuous enrollment – do not need to complete Area F. Instead, students must complete Area D (9 semester or 12 quarter units from at least two disciplines).
New students starting Fall 2021 or later – must complete Area F (3 semester or 4-5 quarter units).

	C	IP	N
ES 1*, [F21] (pending, see counselor) ES 3*, [F21] ES 4*/ANTH 4* [F22]			

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

Educational Degrees and Transfer

SADDLEBACK COLLEGE • 2022-2023 IGETC – INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

May be used for General Education Certification for the University of California and/or the California State University

AREA 1: ENGLISH COMMUNICATION			AREA 4: SOCIAL AND BEHAVIORAL SCIENCES			AREA 6: LANGUAGE OTHER THAN ENGLISH		
A MINIMUM OF 9 SEMESTER/12-15 QUARTER UNITS REQUIRED			A MINIMUM OF 9 SEMESTER/12-15 QUARTER UNITS REQUIRED			UC REQUIREMENTS ONLY		
Complete ONE course in Area 1A, 1B, and 1C with a grade of "C" or better			Complete 3 courses from at least 2 different subjects.			Proficiency equal to two years of study in one foreign language in high school with grades of "C" or better. (An official copy of the high school transcript must be on file in Admissions and Records). <i>OR</i> select one course from the following:		
A. ENGLISH COMPOSITION	C	IP N	ANTH 2 or 2H, 3, 4, 5, 6, 8, 9, 13, 15, 17 [E] 9, 21, 22	C	IP N	ARAB 1, 2, 3, 4	C	IP N
ENG 1A or 1AH	AP Exam		CDE 7 (formerly CD 1, 107), 15 (formerly CD 15, 105)			CHI 1, 2, 3, 4		
B. CRITICAL THINKING/COMPOSITION	C	IP N	COMV 20 [†]			FR 1, 2, 3, 4		
Note: Due to specific course content from Area 1B, it is highly unlikely that courses taken at an institution other than a California Community College will apply.			CIVR 1 [†] (formerly CA 1)			GER 1, 2, 3, 4		
Complete ONE of the following:			ECON 2 or 2H, 4 (formerly 1) or 4H, 11 [‡]			HEBR 1, 2, 3, 4		
ENG 1B or 1BH – Completed Summer 1992 or after			ENV 1, 6 [†]			ITA 1, 2, 3, 4		
ENG 70			ES (formerly CCS) 1, 3, 4, 5, 6			JA 1, 2, 3, 4		
C. ORAL COMMUNICATION	C	IP N	GEOG 2 or 2H, 3, 38			JA 1, 2, 3, 4		
COMM 1 or 1H – REQUIRED FOR CSU TRANSFER ONLY			GLST 1, 2			KOR 1, 2, 3, 4		
AREA 2: MATHEMATICAL CONCEPTS			GSS (formerly MS) 10 or 10H, 11H [E] 8, 15, 31, 60/PS 60			PORT 1, 2, 3, 4		
A MINIMUM OF 3 SEMESTER/4-5 QUARTER UNITS REQUIRED			HIST 11, 12, 15, 16 ^{**} , 17 ^{**} , 19, 20 [†] , 21, 22 ^{**} , 27, 28, 30 [†] , 32, 33, 62, 63, 70 [†] , 71 [†] , 72 [†] , 74, 75 [†] , 78, 80 [†] , 81			PS 1 or 1H, 4, 10H, 11 [‡] , 12, 14, 45, 60/CSS 60, 65, 80 [†]		
Select any ONE course:			JRN 1 [‡]			PSYC 1 or 1H, 2 or 2H, 3 [†] (prior to F1 2) 4, 5, 7, 16, 21, 25 (formerly 125) [E] 20, 30 [†] , 33, 37		
BUS 10			PS 1 or 1H, 2 or 2H, 10, 15, 16 (formerly 126) [E] 20, 21, 23, 25, 30 [†]			SOC 1 or 1H, 2 or 2H, 10, 15, 16 (formerly 126) [E] 20, 20 [†] , 21, 23, 25, 30 [†]		
MATH 2 ^{**} , 3A ^{**} or 3AH, 3B, 3C (formerly 4A), 8 ^{**} , 10, 11 ^{**} , 24, 26, 30A/CS 30A, 30B/CS 30B								
PSYC 44	AP Exam							
AREA 3: ARTS AND HUMANITIES			AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES			U.S. HISTORY, CONSTITUTION, AMERICAN IDEALS		
A MINIMUM OF 9 SEMESTER/12-15 QUARTER UNITS REQUIRED			A MINIMUM OF 7 SEMESTER/9-12 QUARTER UNITS ARE REQUIRED			NOT PART OF IGETC: CSU GRADUATION REQUIREMENT ONLY		
Select ONE course from the Arts and ONE course from the Humanities. Select a THIRD course from either area.			Select ONE course from the Physical Sciences and ONE course from the Biological Sciences. One course MUST include a lab (denoted with a ♠).			Application of the above courses to Area 4, as well as to the CSU American Ideals requirement, is at the discretion of the CSU campus.		
A. ARTS: ONE COURSE REQUIRED	C	IP N	A. PHYSICAL SCIENCE: ONE COURSE REQUIRED	C	IP N	IMPORTANT INFORMATION AND FOOTNOTES		
ARCH 12			ASTR 1 [†] (prior to F9), 20, 20 and 25 [†] , 21 [†]			All courses on IGETC must be completed with a grade of "C" or better. Grades of "C-" are not acceptable. Students wishing to use a course to meet an IGETC requirement must be sure that the course is on the IGETC list during the academic year when it is taken.		
ART 4			CHEM 1A ^{**} , 1B ^{**} , 3 ^{**} , 12A [†] , 12B [†]			* Course may be listed in more than one area, but shall not be certified in more than one area.		
ARTH 20, 21, 22, 23, 24, 25, 26, 27, 29			ENV 23 [†] , 38 (formerly 140) [E] 20			** UC credit may be limited: (1) No credit given for an introductory course if taken after a more advanced college course, e.g., BIO 20 or GEOL 20, and (2) credit may be limited for courses with overlapping content, e.g., HIST 16, 17, 22, or MATH 2, 7, 8		
CITR 2, 3 (formerly CA 30), 5, 7, 9 (formerly CA 29)			GEOG 1 or 1H, 1 and 1L [†]			† Cross-referenced course.		
DANC 64 (formerly PE/PA 64), 74 [E] 8			GEO L1 [†] , 2 [†] , 3, 4, 7, 20 ^{**} , 21 [†] , 23 [†]			AP Exam: IGETC credit can be granted for AP Exam scores of 3, 4, or 5. See the college catalog for additional information.		
FA 27			MS 4 [†] , 20 [†]			NOTES:		
GD 1, 2			PHYS 2A ^{**} , 2B ^{**} , 4A ^{**} , 4B ^{**} , 4C ^{**} , 20 ^{**} , 30 [†]					
MUS 20, 23, 24, 27, 28								
PHOT 25								
TA 20, 22 [E] 20, 25								
B. HUMANITIES: ONE COURSE REQUIRED	AP Exam	C	IP	N				
ARAB 2, 3, 4, 21								
CHI 2, 3, 4, 21								
ENG 1A, 15B, 17A, 17B, 18, 21A, 21B, 22 or 22H, 24, 25 or 25H, 27A or 27AH, 44, 52								
FR 2, 3, 4, 21								
GER 2, 3, 4, 21 [E] 20								
HEBR 2								
HIST 4, 5, 16, 17, 30*, 70*, 71*, 72*, 75*								
HON 11H, 12H, 13H, 14H								
ITAL 2, 3, 4, 21								
JA 2, 3, 4, 21								
KOR 2, 3, 4, 21								
PHIL 1 or 1H, 5 (formerly 104), 10, 14, 15								
PORT 2, 3, 4								
PRSN 2, 3, 4, 21 (formerly 121)								
SL 2, 3 (formerly 34), 4 (formerly 35)								
SPAN 2 or 2H, 3, 4, 20A (formerly 20), 20B, 21A (formerly 21), 21B, 21C								
AP Exam								
↖ Reinstated								
C. LABORATORY REQUIREMENT			C. LABORATORY REQUIREMENT			Legend		
One science course MUST have a laboratory.			One science course MUST have a laboratory.			C Completed		
♦ Denotes laboratory courses.			♦ Denotes laboratory courses.			IP In Progress		
						N Needed		



www.assist.org

What is ASSIST?

ASSIST (assist.org) is the official statewide database and online resource that shows prospective California transfer students how courses they complete at a community college may be used to satisfy elective, general education and major requirements at a CSU or UC campus.

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. Please see a counselor for more information.
4. **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.

ASSIST

ASSIST is best used in combination with seeing a counselor on your campus. It is intended to help students and counselors work together to establish an appropriate path toward transferring from a public California community college to a public California university.

Important Notes from ASSIST

Learn how to navigate the ASSIST website. [ASSIST Website Overview](#)

Looking for Explore Majors?
Click the link below to access an alternative search tool.
<https://www.transferbound.com/>

Frequently Asked Questions



Search below for articulation agreements

Major, department, and campus-specific general education agreements

Academic Year

2021-2022

Institution

Saddleback College
CCC, CSU, or UC

Agreements with Other Institutions

Select an Institution

[View Agreements](#)

Search below for transferable courses

Courses approved for transfer and general education

Academic Year

2021-2022

Community College

Saddleback College

- CSU Transferable Courses
- CSU GE-Breadth Certification Courses
- CSU US History, Constitution, and American Ideals Courses (CSU AI)
- IGETC for UC and CSU
- UC Transferable Courses
- UC Transfer Admission Eligibility Courses

[View Transferable Courses](#)

THE CALIFORNIA STATE UNIVERSITIES

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: www2.calstate.edu

Transfer Information: www2.calstate.edu/apply/transfer

Application: www2.calstate.edu/apply

Impaction Information: www2.calstate.edu/attend/impaction-at-the-csu

Ranking of CSU Campuses for Saddleback College Transfer Students

CSU Fullerton	#1
CSU Long Beach	#2
San Diego State	#3
Cal Poly Pomona	#4
San Marcos	#5



CAL POLY POMONA
BRONCOS



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 26 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.

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

Ranking of UC Campuses for Saddleback College Transfer Students

UC Irvine	#1
UCLA	#2
UC Santa Barbara	#3
UC San Diego	#4
UC Riverside	#5



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 85 colleges and universities have their own unique character and strengths.

85 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

There are 85 regionally accredited, non-profit independent colleges and universities affiliated with the Association of Independent California Colleges and Universities (AICCU) providing a host of options at the undergraduate, graduate, and professional levels. Independent colleges are often flexible in admissions policies and in awarding previous college credit. They invite interested students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.

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.

California Virtual Campus: www.cvc.edu

Western Undergraduate Exchange (Reduced Tuition Program): www.wiche.edu/wue

College Navigator – Explore Colleges and Majors in the U.S.: www.nces.ed.gov/collegenavigator

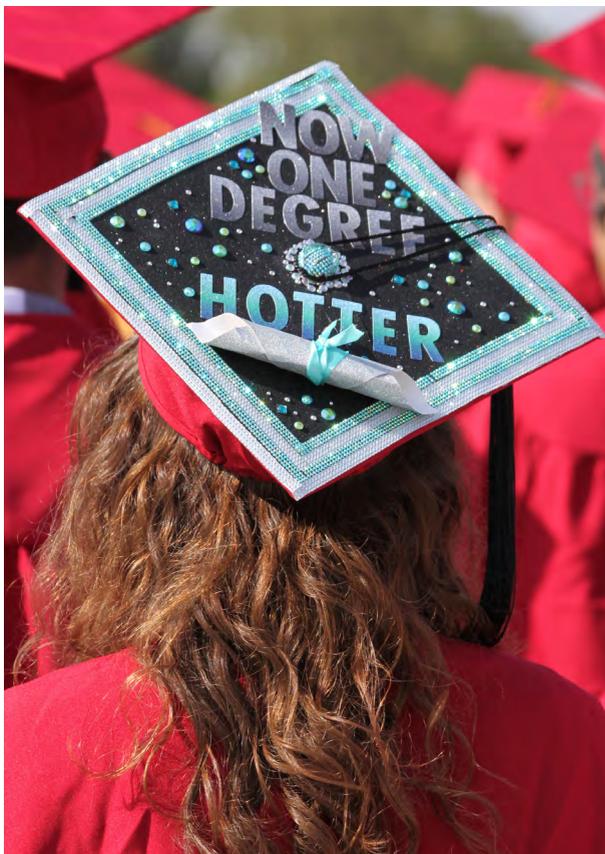
Search Colleges and Universities worldwide (some schools not accredited): www.university-world.com

Study Abroad (Find study abroad programs): www.studyabroad.com

Princeton Review (College Search): www.princetonreview.com/college/default.asp

College Board (Testing information): www.collegeboard.org

Programs for the Adult Learner: www.socalconsortium.org



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:

<p>Grade Point Value Per Unit</p> <p>A = 4 grade points</p> <p>B = 3 grade points</p> <p>C = 2 grade points</p> <p>D = 1 grade point</p> <p>F = 0 grade points</p>	<p>The following grades are not part of the GPA computation:</p> <p>P = Pass: Zero grade points, no units attempted, but counts for units completed</p> <p>NP = No Pass: Zero grade points, no units attempted, no units completed</p> <p>W = Withdrawal: Zero grade points, no units attempted, no units completed</p> <p>I = Incomplete: Zero grade points, no units attempted</p> <p>IP = In Progress: Zero grade points, no units attempted</p> <p>RD = Report Delayed: Zero grade points, no units attempted</p> <p>R = Repeated Course: Zero grade points, credit and grade may replace previously recorded course.</p> <p>FW = Failing Withdrawal: Zero grade points.</p>
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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: $GPA = \frac{\text{Total Earned Grade Points}}{\text{Total Units Attempted}}$

AN EXAMPLE: FALL SEMESTER

Course (GP)	Units Attempted (UA)	Grade	Units Completed (UC)	Grade Points
English 1A	4	A	4	16.0
Psychology 1	3	C	3	6.0
Biology 4	5	B	5	15.0
Counseling 40	3	P	3	0.0
Math 10	3	D	3	3.0
Totals:	15		18	40.0

GPA for the semester: $40 \div 15 = 2.66$

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.

GLOSSARY OF COLLEGE TERMS

Ability To Benefit Test (ATB)

A Department of Education approved test for students who do not have a high school diploma or equivalent.

Advanced Placement (AP)

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

Advisement

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

Articulation Agreement

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

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 catalog.saddleback.edu

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.

FERPA

The Family Educational Rights and Privacy Act of 1994 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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 page 33 for calculating GPA.

Guaranteed Transfer

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

IGETC

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

Learning Pathway

A broad area of interest that can help you discover programs that lead to related majors and careers.

Lower-Division Courses

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

Major

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

Matriculation

Matriculation is a process designed to assist students in achieving their educational goals at Saddleback College. The Matriculation Process begins with three critical steps: Orientation; Math

and English Placement via Current Assessment Process; and Advisement with a First Semester Ed Plan.

Orientation

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

Prerequisite

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

Probation

A 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 enrolled.

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.

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: Orientation; Math and English placement via Current Assessment Process; Advisement with a First Semester Plan.
- Meet with your respective coach. Contact information can be found on our college athletics website at www.saddlebackcollegeathletics.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 40, 60, 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.
- At least 6 units (semester or quarter) with a 2.0 GPA must be successfully completed during the preceding academic term in which the student is enrolled as a full-time student.
- 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." **Please see an Athletic Counselor for specific questions and advisement – (949) 582-4572.**

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 of 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!



ASSOCIATED STUDENTS

A Letter from the ASG President



Hey Bobcats!

My name is Gloria Soo Hyun Lee and I am both honored and humbled to be called your Associated Student Government President for the 2022-2023 academic school year. It is a privilege to be able to advocate for and speak on the behalf of thousands of incredible students at Saddleback College. I know that our school is a special place – there's no judgement here in regards to who can attend. No matter your past, whether you're a traditional or a non-traditional student, there is a place for you on our campus.

As such, it is the foremost goal of ASG to ensure that our school grounds is a safe space for all. ASG is always looking for ways to spread equity, mental health resources, increase affordability, and voice the beliefs of our students. We find true joy in building rapport and a harmonious community where others can benefit from our service. Whether you need to address an important concern or just need a member to talk to, ASG will invariably be here as a support system that will wholeheartedly represent you.

Your opinions and concerns will always be our number one priority.

We also encourage you to take part in student life through ASG, clubs, sports, and all the wonderful opportunities that our campus offers. Please do not hesitate to reach out to us regarding any questions, concerns, or suggestions. We welcome you to our campus, filled with desires, hopes, and dreams, we all share.

Looking forward to the coming school year,

*Gloria Soo Hyun Lee, Associated Student Government President, 2022-2023
president@saddlebackasg.com*

Associated Students Information

All persons enrolled at Saddleback College are automatically members of the Associated Students of Saddleback College (ASSC).

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 and programs 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.

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 Blood Drives, Multi-Cultural Experiences, housing and food insecurities 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.

Associated Student Government Student Activities Fee "ASB Stamp"

Sales of the ASB stamps form part of the ASG budget. The Associated Student Body (ASB) stamp can be purchased for the Fall, Spring and Summer during registration. Benefits of the "ASB Stamp" include:

- Over \$400 in savings from local businesses including free admission to Saddleback Athletics and Fine Arts Events
- Access to red chairs, ping pong tables, and more in the quad for socializing and studying
- 10% discount at coffee cart, and bookstore excluding textbooks and computer hardware and software
- Discounts for movie and theme park tickets
- Access to various scholarships funded by the ASB Stamp

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

All students who wish to receive ASG travel funds should purchase an ASB stamp at the beginning of each semester.

Contact ASG directly to learn more about in person and virtual student activities planned.

Call (949) 582-4616.

Please contact (949) 582-4616 or further information, visit us on the Web at: www.saddleback.edu/asg

STUDENT CLUBS AND ORGANIZATIONS

How to Charter a Club and an Organization

Any five interested students and a faculty or full-time staff advisor may charter an interest club or organization on campus. The process is overseen by the Student Development Office (SSC 207), scstudentdevelopment@saddleback.edu or (949) 582-4616. Visit www.saddleback.edu/studentdevelopment for more information.

Clubs

The following are some of the clubs and organizations that have been chartered by the Associated Student Government in past years. Clubs and organizations change from year to year. To learn more about what clubs and organizations are currently chartered or to start a new club and organization, visit our website at www.saddleback.edu/studentdevelopment. You can also contact the Student Development Office (SSC 207) via email at scstudentdevelopment@saddleback.edu or by phone at (949) 582-4616.

ACCOUNTING SOCIETY

ACLAMO

ALPHA GAMMA SIGMA

ANIME

ARCHERY Club

ASTRONOMY AND PHYSICS Club

BAHA'I Club

BUSINESS Club

CALIFORNIA NURSING STUDENTS ASSOCIATION (CNSA)

CHRISTIAN STUDENTS Club

CINEMA Club

CIRCLE K

COLLABORATIVE ARTS Club

COLLEGE REPUBLICANS

FELLOWSHIP OF CHRISTIAN ATHLETES

JEWISH STUDENT ORGANIZATION (JSO)

LDS STUDENT ASSOCIATION (LDSSA)

LENDING LOVE

MODEL UNITED NATIONS

PHILOSOPHY

PHI THETA KAPPA

PRE LAW SOCIETY

PRE HEALTH SOCIETY

PRIDE ALLIANCE

PSI BETA AND PSYCHOLOGY

SPANISH

SUPERFRIENDS

SUPER SMASH Club

TABLE TOP

YOUNG AMERICANS FOR FREEDOM



FINANCIAL AID OFFICE

The Financial Aid Office is in the Student Services Center, (SSC 106).

Saddleback College administers a comprehensive student financial aid program to assist students in meeting college costs. 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 studentaid.gov). If you are a Dreamer, please submit the Dream Act application, which is also available October 1 for the following fall semester (apply online at dream.csac.ca.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 to maintain eligibility.

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 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 Federal 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 remaining need, additional unsubsidized loans are also available.

California State Programs

California College Promise Grant (CCPG) – (formerly known as the BOG Fee Waiver)

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

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 CCPG. 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.

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). 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 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 CCPG, state grants and scholarships under AB540 requirements. AB540 students will need to complete the CA Dream Act Application to determine CCPG 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 visiting 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 for help with the financial aid application process, come into the Financial Aid office (SSC 106).

For Financial Aid Students

Students are strongly encouraged to select a refund preference to prevent delay of receipt of funds.

The Financial Aid Office Funding Your Bright Future!

Please visit www.saddleback.edu/refunds for more information on how to receive your financial aid disbursement refunds.

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.



COLLEGE GRADING POLICIES AFFECTING ALL STUDENTS

Grading Policy

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

ACADEMIC RECORD SYMBOLS AND GRADE POINT AVERAGE

Evaluative Symbol	Grade Point Value
A	4
B	3
C	2
D	1
F	0
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.	
MW – Military Withdrawal: Members of an active or reserve military service and receive orders compelling a withdrawal from courses.	
EW – Excused Withdrawal: May be permitted when specific events beyond the control of the student affected the student's ability to complete a course(s).	
FW – Failing Withdrawal	
SP – Satisfactory Progress (non-credit courses only): Satisfactory progress in a non-credit course, but has not completed sufficient course work to be graded or demonstrated sufficient competency to be awarded a grade.	
UG – Ungraded (non-credit courses only): Enrolled in an ungraded non-credit course.	
IP – The "IP" symbol is used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," and that assignment of a substantive grade must await its completion.	

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.

- 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.
- 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-and-records-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

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 they have enrolled in and received entries of “W,” “I” and “NP” 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 their achievement.

Removal From Probation

Academic Probation

A student on academic probation for a grade-point deficiency shall be removed from probation when the student’s cumulative grade point average is 2.0 or higher. JA probation statuses are removed when academic status is processed.

Progress Probation

Students on progress probation because of an excess of units of which entries of “W,” “I” and “NP” are recorded shall be removed from probation when the percentage of units in this category drops below 50 percent. JP probation statuses are removed when academic status is processed.

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 reaches 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. No more than thirty (30) semester units of previous substandard work (“D,” “F,” “FW” or “NP”) may be disregarded from the computation of the cumulative GPA.
4. Two terms must have elapsed since the work to be alleviated was completed.
5. The student must have completed 18 units with a 2.00 GPA, 15 units with a 2.25 GPA or 12 units with a 2.5 GPA or higher in sessions subsequent to the substandard work.
6. Work from other accredited colleges will be considered for calculating their GPA. An official transcript must be on file with the Office of Admissions and Records prior to submitting a petition.
7. 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 5500)

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 5500). 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.

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. 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 5500 (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 Services will provide assistance if the student or the instructor so requests, or if such action is deemed necessary by the Dean of Counseling Services and Special Programs. 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 Services and Special Programs.

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 Services and Special Programs 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

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) 582-4572.

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 Counseling Services and Special Programs (SSC 167).

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 Counseling Services and Special Programs. The Dean of Counseling Services and Special Programs currently serves as the campus Section 504/ADA Officer (949) 582-4572, 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 Services office and Special Programs.

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 5500 – 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 Administrative Action.

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

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 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 service dog specially trained for assisting a person with a verified disability. To bring guide dogs in training on campus, you must contact DSPS Coordinator, VPSS, or District Human Resources (Per AR5640).

**FREE SERVICE
FOR YOUR SAFETY!**
Emergency or Police Service
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 until you have assessed the situation.
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.

TITLE IX AND SEXUAL MISCONDUCT

Saddleback College is committed to creating and maintaining an environment in which all persons who live, work, and learn in our campus community can be free of all forms of sexual assault, sexual misconduct, domestic violence, dating violence, stalking, and retaliation. Every member of the college community should be aware that sexual misconduct is prohibited by law as well as our district policy and will not be tolerated.

Sexual misconduct threatens the emotional, physical, and psychological well-being of our students, faculty, and staff and endangers the safety of our community. Sexual misconduct impacts our students' ability to feel safe on our campus and to achieve their greatest potential in the classroom. Similarly, sexual misconduct impedes the health and safety of faculty and staff, substantially impairing their ability to teach, research, heal, and to serve our college in their myriad of vital roles. Sexual misconduct violates the principles of our community and the values that we hold most important. Therefore, sexual misconduct will not be tolerated by Saddleback College and is expressly prohibited.

Title IX and Sexual Misconduct Reporting

In order to ensure a safe learning and working environment, all District "officials with authority" are not confidential resources and are required to report allegations of sexual harassment to the Title IX Coordinator or Title IX Officer promptly. All supervisors and managers are considered District "officials with authority" and have a mandatory duty to report incidents of sexual harassment and discrimination, or the existence of a hostile, offensive, or intimidating work environment, and acts of retaliation. Employees who have authority to institute corrective measures on behalf of the District are also required to report incidents of sexual harassment and sexual assault to the Title IX Coordinator/Officer but are not required to do so.

Any person who believes they have experienced discrimination or harassment due to gender or sex (including sexual harassment, sexual misconduct, sexual assault, dating or domestic violence, stalking) is strongly encouraged to contact a Title IX Coordinator or college Title IX Officer, or submit a Maxient Incident Reporting form A Title IX Coordinator or Title IX Officer is a non-confidential resource who can provide information about an individual's available rights, options, resources and supportive measures to resolve reports or complaints involving sex discrimination.

If the person you are reporting is a student please contact:
 Dr. Juan Avalos, Title IX Officer for Students
 Vice President for Student Services
 (949) 582-4566

If the person you are reporting is a faculty or staff member, please contact:
 Karen Dubert, District Title IX Coordinator and Director of Employee Relations
 (949) 726-5819

Confidential Reporting: Students who do not wish to disclose to the college or District Services an incident of sexual misconduct, dating violence, domestic violence, or stalking should contact the Student Health and Wellness Center at (949) 582-4606 or off-campus rape crisis resources. Exceptions to confidentiality may apply in circumstances where an individual poses a threat to one's self or others.

For more information please see Administrative Regulation 3433: Sexual Harassment Prevention and Complaints Under Title IX.



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 nine 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.

Accessible 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: <https://saddleback.citationportal.com> – 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. 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.

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.

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.



COLLEGE 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.

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 140

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 Resource Center

(949) 582-4575 • SSC 140

Career Guidance Services offers services and materials to assist with making career decisions, researching career demographics, and assists with courses that offer self-assessment and career exploration. The area offers career exploration workshops, individual sessions, career counseling and much more. Educational and occupational information is available in the computer lab and library. Free personality and career assessments are available whether you are in a class, working with a counselor or merely exploring. www.saddleback.edu/career

Re-Entry Services helps individuals transitioning to college, changing careers, or finding a new direction in their lives. Re-Entry Services provides guidance and referrals to on and off campus resources and programs. It offers individual appointments, information sessions, and

support groups. The program is committed to expanding student awareness of opportunities for those who are under-represented or over-coming 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 both in person and online, or on a walk-in basis. www.saddleback.edu/counseling

DSPS (Disabled Students Programs and Services)

(949) 582-4885/Video Phone (949) 482-4430
SSC 113

DSPS provides support and instruction for students with disabilities. Support includes services such as counseling, interpreters for the deaf, mobility orientation, registration help, alternate media production and learning disability assessment. www.saddleback.edu/dsps

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

COLLEGE SERVICES

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 and Scholarship Office. www.saddleback.edu/fao

Game Lounge

(949) 582-4299 • SSC Quad

The Game Lounge, located in front of Admissions and 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

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

Career Placement Services

(949) 582-4278 • BGS 227E

Students interested in job search, resume writing, and interview resources can utilize many self-directed tools on this site. The official online student 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. Individual appointments are available.

www.saddleback.edu/jobs

Learning Resource Center (Tutoring)

(949) 582-4519 • LRC 212

LRC Tutoring provides free tutoring for students enrolled in Saddleback courses. Services include one-on-one, group, and online tutoring for multiple subjects. Drop-in tutoring for math and science is available. www.saddleback.edu/tutoring

Library Services

(949) 528-4314 • Library/LRC/Library Reference Desk

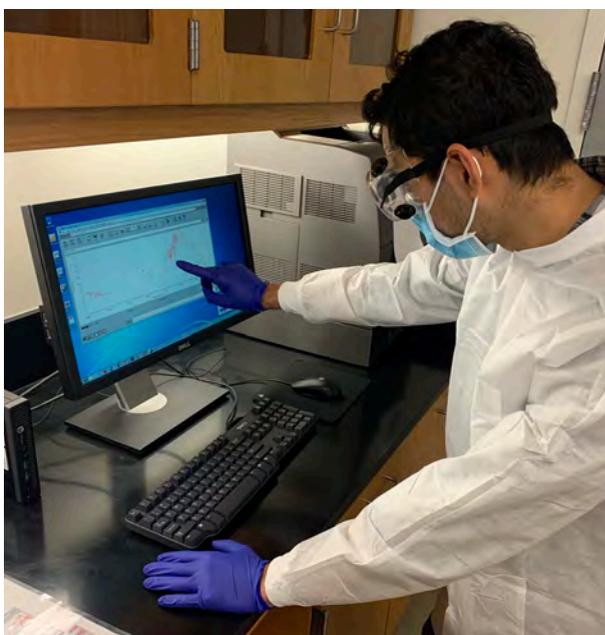
The Saddleback College Library provides a book collection of over 34,000 volumes, eBook collection of over 61,000 volumes, magazines and journals, local and national newspapers, DVDs, online databases and an extensive reserve textbook collection, over 950 titles. Remote access to the library databases 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.

Matriculation and Prerequisites

(949) 582-4970 • SSC 225

The Matriculation Office handles all Saddleback College Prerequisite Evaluation Requests using equivalent courses completed at other U.S. regionally accredited colleges/universities, AP Exam scores, or high school transcripts. Whereas, the Matriculation Process is a required pre-enrollment process online for first-time college students that consists of three steps: Orientation, Math and English Placement, and Advisement/EdPlan.

www.saddleback.edu/matriculation



COLLEGE SERVICES

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.

Student Technical Support (STS)

(949) 582-4363 • LRC 205, 206, 305

Assistance is available to help students in accessing their accounts (i.e., email, CANVAS, MySite, etc.). Additionally, open computers are available for use on the second and third floors. www.saddleback.edu/sts

Transfer Center

(949) 582-4328 • SSC 225B

The Transfer Center provides information and assistance to students preparing to transfer to a four-year university. Appointments 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 dead-lines. Come by the Transfer Center to attend a workshop, schedule an individual counseling appointment, or for Transfer Express counseling. www.saddleback.edu/transfer

Facebook: Saddleback College Transfer Center

Twitter: @sctransferctr

Undocumented Students

(949) 582-4620 • SSC 126

Provides a wide variety of support services to our Dreamers, AB540 eligible students, and our undocumented students to support academic success. www.saddleback.edu/us

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 40 (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

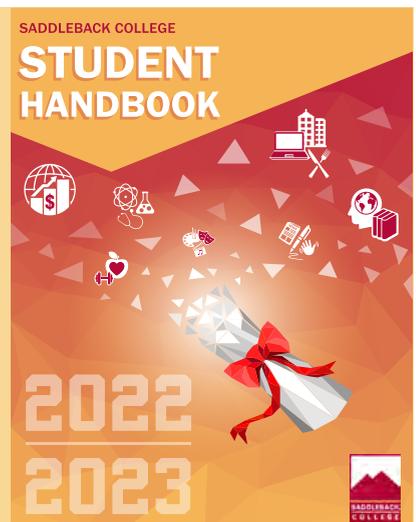
(949) 582-4871 • SSC 211

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.



Student Handbook Cover Design

Jaden Porras is a pursuing Graphic Design major and plans to finish Saddleback towards an Associate's degree with a COA. He enjoys his time creating Digital Art and Illustrations, side hustles in Car Detailing, and spends his free time playing guitar.



CAMPUS LOCATIONS AND PHONE NUMBERS

All phone numbers are in (949) area code

Academic Reading Center.....	LRC 215	582-4539
Admissions and Records Office.....	SSC 102	582-4555
Alumni Network	AGB 131	582-4479
Associated Student Government (ASG)	SSC 207	582-4616
Athletics	PE 420	582-4547
Bookstore	SSC – 1st Floor	582-4715
Bus Transportation and Schedule Information	Orange County Transportation Authority	636-RIDE
	(OCTA).....	(7433)
Cafeteria	SSC 213B.....	582-4659
CalWORKs.....	SSC 140	582-4207
Campus Police	Campus Police Station, Village	582-4585
Campus Tours	OC	582-4218
CARE	SSC 126	582-4620
Career Resource Center	SSC 140	582-4575
Child Development Center	Lower Campus	582-4582
Clubs and Organizations	SSC 207	582-4616
College Information.....	SSC Lobby	582-4500
Counseling Services	SSC 167	582-4572
Disabled Students Programs and Services (DSPS).....	SSC 113	582-4885
Accommodated Testing Center	VIL 28-1.....	582-4424
Alternate Media Production	VIL 23-1.....	582-4359
Learning Disabilities.....	SSC 224	582-4246
Video Phone for the Deaf.....		582-4430
Ethnic Studies.....	BGS 314.....	582-4733
Enrollment Information	Admissions and Records Office (SSC 102).....	582-4555
Extended Opportunity Programs and Services (EOPS)	SSC 126	582-4620
Financial Aid Office	SSC 106	582-4860
Foundation Office	AGB 131	582-4479
Graduation Evaluation/UC and CSU Certification.....	Admissions and Records (SSC 102).....	582-4555

CAMPUS LOCATIONS AND PHONE NUMBERS

All phone numbers are in (949) area code

Honors Program	LRC 207	582-4853
Information Management Center (IMC Lab)	BGS 248	582-4783
International Student Office.....	SSC 107	582-4602
Job/Career Search Services.....	BGS 227E.....	582-4278
KSBR (Saddleback College Radio Station 88.5 FM).....	LRC 132	582-4501
Language Lab	LRC 215	582-4534
Lariat (campus newspaper)	LRC 116	582-4688
Library Circulation	LRC – 3rd Floor	582-4314
Library Reference Desk.....	LRC – 3rd Floor	582-4525
Lost and Found	Campus Police Station, Village	582-4585
LRC Tutoring Center	LRC 212	582-4519
LRC Tutoring Computer Lab	LRC 212	582-4441
Matriculation and Prerequisites	SSC 225	582-4970
Outreach.....	OC.....	582-4218
Parking and Traffic Information	Campus Police Station, Village	582-4585
Student Development	SSC 207	582-4616
Student Health Center	SSC 177	582-4606
Student Payment Office (student fees/fines/refunds).....	SSC 208	582-4870
Student Technical Support	LRC – 2nd Floor	582-4363
Theatre Ticket Office	FA 124	582-4656
Title IX Coordinator	AGB 126	582-4566
Transcripts and Records.....	Admissions and Records Office (SSC 102).....	582-4555
Transfer Center	SSC 225B.....	582-4328
Undocumented Services.....	SSC 126	582-4620
VETS Program (Support for Veterans)	SSC 211	582-4252
Veterans Office.....	SSC 211	582-4871
Withdrawal From College.....	Admissions and Records Office (SSC 102).....	582-4555
Writing Center.....	LRC 210	582-4784

ADMINISTRATIVE OFFICES

All phone numbers are in (949) area code

OFFICE OF THE PRESIDENT **AGB 103 • 582-4722**

President – Dr. Elliot Stern

OFFICE OF ADMINISTRATIVE SERVICES **AGB 124 • 582-4437**

Vice President – Cory Wathen

OFFICE OF STUDENT SERVICES **AGB 126 • 582-4566**

Vice President/Title IX Office – Dr. Juan Avalosr

OFFICE OF INSTRUCTION **AGB 133 • 582-4795**

Vice President – Tram Vo-Kumamoto

ENROLLMENT SERVICES **SSC 102 • 582-4555**

Dean – Christian Alvarado
Registrar – Dr. James M. Feigert

CAREER RESOURCE CENTER **SSC 140 • 582-4575**

Director – Rita Soultanian

LEARNING ASSISTANCE **LRC 212 • 582-4605**

Acting Director – Jennifer McConkey

OUTREACH AND STRATEGIC PARTNERSHIPS **OC • 582-4218**

Director – Anna MacDonald

PLANNING, RESEARCH, AND ACCREDITATION **AGB 103 • 582-4565**

Director – Shouka Torabi

STUDENT HEALTH CENTER **SSC 177 • 582-4606**

Psychological Health Services Supervisor – Dr. Lisa Schenitzki

SADDLEBACK COLLEGE FOUNDATION **AGB 123 • 582-4479**

Executive Director – Elizabeth McCann

STUDENT DEVELOPMENT **SSC 210 • 582-4616**

Director – Christopher Hargraves

STUDENT FINANCIAL ASSISTANCE PROGRAMS **SSC 106 • 582-4860**

Director – Anthony Becerra

STUDENT PAYMENT AND VETERANS OFFICES **AGB 131 • 582-4870**

Manager – Zachary Guajardo

OUR MISSION

Saddleback College empowers its diverse student body to achieve personal, academic and economic advancement through equitable and innovative educational experiences.

OUR VISION

Inspired by a passion for teaching and learning and a belief in human potential, Saddleback College transforms the lives of its students by offering high-quality, career-building and life-enriching education.

ACADEMIC DIVISIONS

All phone numbers are in (949) area code

ADVANCED TECHNOLOGY AND APPLIED SCIENCE **VIL 7 • 582-4541**

Dean – Anthony Teng

COUNSELING SERVICES AND SPECIAL PROGRAMS **SSC 167 • 582-4572**

Dean – Dr. Penny Skaff

ECONOMIC AND WORKFORCE DEVELOPMENT & BUSINESS SCIENCE **BGS 226 • 582-4773**

Dean – John J. Jaramillo
Assistant Dean – Kari Irwin
Director, Economic and Workforce Development – Israel S. Dominguez

EXTENDED LEARNING (ADULT EDUCATION COMMUNITY EDUCATION AND EMERITUS) **CE • 582-4646**

Executive Dean – Dr. Karima Feldhus
Assistant Dean, Extended Learning/Director of Emeritus Institute – Dan Predoehl
Director, Adult Education – Sue Donelson

FINE ARTS AND MEDIA TECHNOLOGY **FA 124 • 582-4747**

Dean – Dr. Scott Farthing

HEALTH SCIENCES AND HUMAN SERVICES **HS 236 • 582-4701**

Dean – Dr. Sherrie Lowen
Interim Assistant Dean/Director of Nursing – Dr. Anne Lawson

KINESIOLOGY AND ATHLETICS **KINESIOLOGY PE 422 • 582-4545** **ATHLETICS PE 420 • 582-4547**

Dean – Dan Clauss
Athletics Operations Manager – Brett Franchino

LIBERAL ARTS **LRC 344 • 582-4788**

Interim Dean – Dr. Jack Beckham

MATHEMATICS, SCIENCE AND ENGINEERING **SM 334 • 582-4820**

Dean – Art Nitta

ONLINE EDUCATION AND LEARNING RESOURCES **LRC 212 • 582-4397**

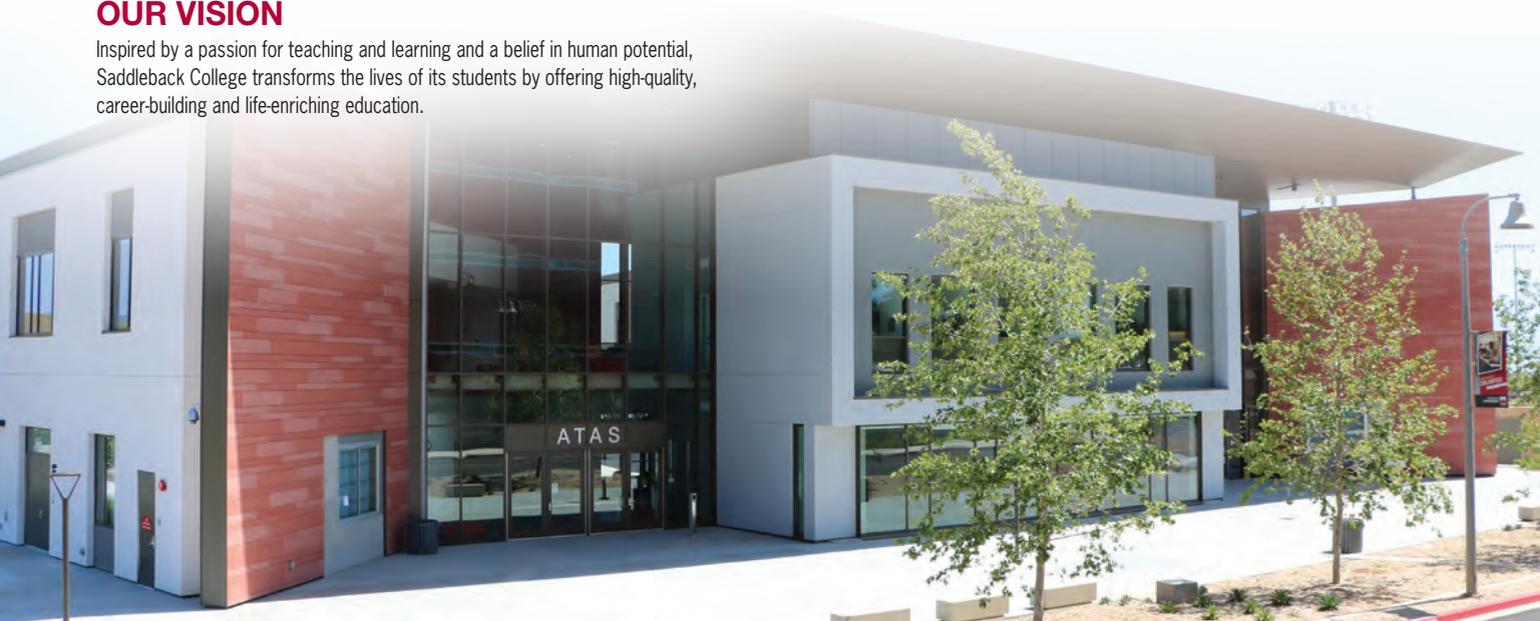
Acting Dean – Dr. Kim d'Arcy

SOCIAL AND BEHAVIORAL SCIENCES **BGS 314 • 582-4733**

Dean – Christina Hinkle

WELLNESS, SOCIAL SERVICES AND CHILD DEVELOPMENT CENTER **SSC 177 • 582-4606**

Acting Dean – Dr. Diana Lerner



SADDLEBACK COLLEGE CAMPUS MAP

28000 Marguerite Parkway, Mission Viejo, CA 92692 • 949.582.4500



SCAN THIS QR CODE TO ACCESS OUR DIGITAL CAMPUS MAP



BUILDING KEY

- AGB** Administration and Governance Building
- ATAS** Advanced Technology and Applied Science
- BGS** Business and General Studies
- CDC** Child Development Center
- CE** Community Education
- CP** Campus Police
- FA** Fine Arts Complex ♦
- FMO** Facilities and Maintenance
- GRH** Horticulture Greenhouse
- HS** Health Sciences
- LRC** Learning Resource Center and Library
- M1/M2** Automotive Technology
- OBV** Observatory
- OC** Outreach Center
- PE** Physical Education
- SCI** Sciences
- SM** Science and Mathematics
- SSC** Student Services Center
- TAS** Technology and Applied Science
- VIL** "Village" Classrooms
- W** "W" Building (Communication Arts)
- WH** Warehouse

♦ McKinney Theatre is located in FA 300
Studio Theatre is located in FA 300