2010-2011 Important Dates

Fall Semester 2010
First day applications accepted for New and Former Students ...................................................April 1
Internet Registration ................................. By appointment - Check registration time in MySite>MyInfo>Appts.
INSTRUCTION BEGINS ......................................August 23
Labor Day Observance – classes not in session .................................................................September 6
Last day to petition for Fall Graduation ..............................................................................November 1
Veterans Day – classes not in session ..............................................................................November 12
Thanksgiving – classes not in session ...............................................................................November 25 - 28
Final Exams ..................................................December 13 - 19
Winter Break .......................................................................................................................December 20 - January 9
See the online Schedule of Classes for all “drop” dates, P/NP, and refund deadlines.

Spring Semester 2011
First day applications accepted for New and Former Students ..............................................October 1
Internet Registration ................................. By appointment - Check registration time in MySite>MyInfo>Appts.
INSTRUCTION BEGINS ........................................January 10
Martin Luther King Day Observance – classes not in session .............................................January 17
Presidents’ Day Observance – classes not in session ..........................................................February 18 - 21
Last day to petition for Spring graduation .........................................................................March 1
Spring Recess – classes not in session ................................................................................March 13 - 19
“Dead Day” – classes not in session ..................................................................................May 12
Final Exams ............................. The University ....May 13 - 19
Commencement–Saddleback College .................................................................May 20
See the online Schedule of Classes for all “drop” dates, P/NP, and refund deadlines.

Summer Session 2011
First day applications accepted for New and Former Students ..............................................April 1
Internet Registration ................................. By appointment - Check registration time in MySite>MyInfo>Appts.
INSTRUCTION BEGINS ........................................May 23
Memorial Day Observance – classes not in session .............................................................May 30
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.
About Saddleback College
History of the College.....................................................3
College Services..............................................................4
Counseling Services........................................................6
Career and Major Search Process ....................................7
Helpful Websites for Transfer Students ............................8
Special Services.............................................................9
Information for Athletes..................................................10
The Associated Students of Saddleback College ............11
Student Clubs...............................................................12
How to Apply for Financial Aid.........................................13

Matriculation and Enrollment
Steps to Enrollment ......................................................16
ESL Course Sequence....................................................17
Matriculation Placement Scores ....................................18

Educational Degrees and Transfer
Associate Degrees and Certificate Programs..................19
Types of College Degrees and Certificates......................20
The Associate of Arts Degree .......................................21
The Bachelor of Arts Degree .......................................22
Guide to California Higher Education Options ................23
Map of California Public Universities ............................24
AA Degree General Education Requirements .................25
CSU General Education Certification Requirements .........26
IGETC Requirements ....................................................27
What Courses Do I Take? .............................................28
Classes with Prerequisites ..........................................29
The University of California .......................................30
The California State Universities .................................31
California Independent Colleges .................................32
College Terms.............................................................33
Transfer Information ....................................................34
ASSIST ........................................................................35

Success Tools
Time Management ........................................................36
Calculating Your Grade Point Average ...........................37

Important College Policies
Important College Policies ............................................38
Student Rights and Responsibilities ..............................40
Disaster Preparedness ..................................................43
Parking On Campus........................................................44

Health and Safety
College Mental Health ..................................................45
Play it Safe .....................................................................46

Campus Offices and Locations
Campus Locations ......................................................47
Offices and Divisions ....................................................48
Campus Map ...............................................................49

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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 schedule of classes and college catalog.

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Welcome to Saddleback College

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

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

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

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

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

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

A Letter from the ASG President

Hello and welcome to Saddleback College. Whether you are a new or returning student, I would like to thank you for choosing Saddleback College. This year, we’re working on a variety of projects that focus on issues that matter to all of us. I want students to realize the power that you have to influence positive changes on our campus. My goals this year as the ASG President is to advocate for students and to increase student life. Students should never hesitate to contact me, since my duty is to make sure your voice is heard. I hope that you are passionate about making this the best college experience, and being involved on our campus! It’s by being active on our campus that students are able to make great connections within their school and their community. It’s this other aspect of college life that makes continued education that much better. For life is not only about grades, it’s about the lives we interact with and the people we inspire. All that I ask is that you take a chance and take advantage of your opportunities within our campus. I encourage all students to get involved by joining Associated Student Government, campus clubs, our campus newspaper (The Lariat), athletics, VETS program, honor societies, fine arts program or any other co-curricular activities. Involvement here at our campus will increase your leadership skills, communication skills, time management skills and help you as you transfer to a four year institution or as you try to secure a job in our competitive job market. I also encourage you to take advantage of all the services that we offer on our campus. I know we are going to have a great year this year and I am very excited. I look forward to seeing you on our campus!

Melissa Fenerci
Associated Student Government President
2010-2011
On Valentine’s Day in 1967, residents of the rural southern half of Orange County approved the creation of a community college, dubbing it the “Sweetheart of South Orange County.” The local press noted that “Saddleback JC, already a reality, will open its doors next fall, another event that will shape the lives of many people in the years to come.” Following a 54-day construction marathon, Saddleback College was ready to welcome 1,546 freshmen for the start of the fall 1968 quarter. Now, over 40 years later, thriving suburban communities dot the hillsides where cattle used to roam. Saddleback College has developed into one of California’s finest community colleges, with students ranging in age from teenagers to centurians.

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

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

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

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

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

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

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

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

Cafeteria
582-4659 • SSC 213
The college cafeteria is located on the second floor of the Student Services Center, with elevator access for disabled students. In addition, vending machines are located throughout the campus.

CalWORKs
582-4207 • SSC 126
Saddleback College CalWORKs program is designed to assist students develop the necessary skills, knowledge and experience that will make them more marketable with employment after earning a certificate and/or college degree. Students are provided 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

Child Development Center
582-4582 • CDC (lower campus)
The Saddleback College Child Development Center offers services for children that 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 students carrying 6 or more units; however, children from the general community are also invited to attend. Interested parents are encouraged to call for information. The Center adjoins Parking Lot 1A, near the Avery entrance to the campus.

Counseling Center
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 one hour appointments, or on a walk-in basis. www.saddleback.edu/counseling

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 college application assistance, priority registration, EOPS book service, academic, personal and career counseling, tutoring and assistance in transferring to a four-year university. Interested students should apply at the EOPS office in the Student Services Center.

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

Financial Assistance/Scholarships
582-4660 • SSC 177
Various types of financial assistance, including federal, state and institutional programs, are available to students attending Saddleback College. Types of assistance may include grants, loans, scholarships or work-study. For information and applications, contact the Student Financial Assistance & Scholarship Office. www.saddleback.edu/fao

Health Center
582-4606 • SSC 177
The Health Center provides students with acute, episodic short-term physical and psychological health care. Appointments are scheduled with registered nurses, physicians, psychologists, and counseling interns by telephone or by visiting the center in SSC Room 177.

Housing Information
582-4299 • SSC 211
Saddleback College does not offer on-campus housing. However, listings of off-campus rentals are posted on a housing bulletin board located on the balcony outside the Recreation Room in the Student Services Center.

Interdisciplinary Computer Center (ICC)
582-4441 • VIL 8-05
The ICC is a staffed computer center that is part of the LAP. Staff assistance is available for Microsoft Office programs, Internet use, and email. Printing is available with a copy card.

International Student Office
582-4637 • SSC 104H (Inside Admissions & Records)
The International Student Office provides services and support to all international students holding F-1 visas. Assistance is provided with admission to the college, registration, obtaining health insurance, homestay, new student orientations and preparing necessary immigration documents. www.saddleback.edu/iso/

Learning Assistance Program (Tutoring)
582-4519 • VIL 8-05
The LAP provides free tutoring for Saddleback students in most subject areas. Services include one-on-one tutoring, small groups, and drop-in math and science tutoring. www.saddleback.edu/LAP
Library Services

582-4314 • VIL 3 & VIL 4
While the Saddleback College Library building is undergoing remodeling and upgrading, a large and representative collection of hardcopy and electronic books, periodicals, Audio/Visual materials, and an extensive textbook reserve collection has been relocated to Village 3 and Village 4 on lower campus. All library services to students remain unchanged.

Computers with Internet access are available in VIL 4 for research, email, word processing and other applications. Visit the library webpage www.saddleback.edu/library for library hours, workshops and other services.

Matriculation

582-4970 • SSC 225A/B
The Matriculation office is located on the second floor at the north east end of the Student Services Center. Matriculation is a process designed to assist students in achieving their educational goals at Saddleback College. The Matriculation process consists of three steps: Orientation, Assessment in math, English and reading, and Advisement. The Matriculation office also evaluates math and English prerequisite courses taken at other schools. www.saddleback.edu/matriculation

Recreation Room

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

Special Services for Students with Disabilities

582-4885/TDD 582-4833 • SSC 113
Special Services provides support and instruction for students with disabilities. Support includes services such as counseling, interpreters for the deaf, mobility orientation, registration help, alternate media production and learning disability assessment. www.saddleback.edu/dsp

Student Lounge

SSC 212
The Student Lounge, located on the second floor of the Student Services Center, offers students a place to relax between classes, study or socialize, and is the location for many campus events and meetings.

Transfer Center

582-4328 • CC 1
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 Center will help students select a transfer institution, prepare transfer applications, and meet deadlines. Come by the Transfer Center to attend a workshop, schedule an individual counseling appointment, or for drop-in counseling. saddleback.edu/transfer

PACT & TPP
Preparing for A Career in Teaching (PACT) provides counseling and resources for future teachers. The Teacher Preparation Pipeline Grant (TPP) offers Career Technical Education (CTE) field experience and a transferable high school teaching methodology class.

Veterans Education and Transition Services (VETS)

582-4252 • SSC 207
Saddleback College is committed to easing the transition process and providing opportunities for success to our United States military Veterans. The VETS Program directly provides support services and acts as a bridge to external support services for student Veterans, active military personnel, and their loved ones. VETS Program services include yet are not limited to: new student guidance, Veterans counseling, scholarship assistance, a link to the Veterans club, Veterans Outreach, the Women Veterans Unity Group, 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 Applied Psychology 140 (3 units; CSU transferable). The VETS Program hosts events aimed at reintegration into civilian and college life.

For more information visit our website at www.saddleback.edu/vets or email us at vetsoutreach@saddleback.edu.

The Center for Career and Life Development (CCLD)

www.saddleback.edu/ss/ccld
Facebook: sccareercenter
Twitter: @sccareercenter
SSC 139-140 • 582-4575
The CCLD is a comprehensive Center and computer career lab, offering a multitude of resources and services to assist individuals with career and life development. The CCLD consists of the following services and programs:

Job/Career Search Services 582-4278
Services are available to students and recent graduates. Services include: job and career search, web-based job/internship posting board at Gaucho Jobs, resumé writing techniques, interviewing techniques, career search tips, career related books/videos, and on-campus employer recruitment. Additional resources and information are available at www.saddleback.edu/jobs

Career Guidance Services
Services are available to community members and students. The services include: career books and resources, information regarding majors, educational and training information, financial aid, grants, and scholarship information, college catalogs and other resources, interest, values, skills and personality assessments, and standardized testing (for a nominal fee). Other resources and information are available at www.saddleback.edu/ccld/cgs

Re-Entry and Women’s Resource Services 582-4611 • SSC 140C
Services are available to students, as well as individuals re-entering into college. Services include: assessment of needs, advisement, resources, referrals to appropriate contacts, education and career direction, personal, educational, and career-related workshops, support groups, annual conferences, and scholarship information. Additional resources and information are available at: www.saddleback.edu/rwc To make an appointment, call or visit the office.
Counseling Services
Your enrollment at Saddleback College entitles you to these Counseling Services:

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

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

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

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

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

To make a Counseling Appointment
Call (949) 582-4572, schedule on-line at www.saddleback.edu/counseling/ or visit the Counseling Office in SSC 167. We book appointments on Mondays for the following week.
Career and Major Search Process

Career planning is an organized step-by-step plan that generates clarity, confidence, and excitement. The following steps are recommended as you start your journey towards a career and major selection.

1. Self Assessment: Find out who you are and what you want
   - CareerClues.org - Complete worksheets to start career exploration
   - www.CaCareerZone.org - Assessments, exploration search and by industry search
   - MissingMajor.com - Interactive career exploration game

2. Exploration: Finding out more about the world of work and your educational path
   - Complete career exploration from:
     www.CaCareerZone.org
     online.onetcenter.org
     www.bls.gov/search/ooh.asp?ct=OOH
   - Complete one of the Applied Psychology classes:
     - Applied Psychology 140  Educational and Vocational Planning
     - Applied Psychology 160  Career and Vocational Exploration
     - Applied Psychology 161A  Learning and Study Techniques
     - Applied Psychology 161B  Advanced Learning, Study & Testing Techniques

3. Decision Making: Analyze occupational, academic, and career information
   - Begin to define your specific career goals and discuss with others
   - Identify, evaluate and branch your options by sharing your plan with others.

4. Academic Planning: Plan your path to compete in the work place of tomorrow
   - Begin to define your specific educational path, career goals
   - Meet with a counselor in the Counseling/ Special Programs and Transfer department
   - Use Career center resources
   - MySite- MAP (My Academic Plan).

5. Job and Career Search: Looking for a job experience (jobs and internship)
   - Develop a job search plan of action. This may include:
     Create a cover letter and resumé
     Search for specific practice interviewing,
     view job announcements (Gaucho jobs).
Helpful Websites for Transfer Students

California State University (CSU)
www.calstate.edu ...............................................................................................CSU home page and home link
www.csumentor.edu ...........................................................................................CSU Mentor Application
www.csumentor.edu/Filing_Status ......................................................................CSU Application filing status report
www.calstate.edu/SAS/impactioninfo.shtml ........................................................CSU impacted majors

University of California (UC)
www.universityofcalifornia.edu/ ..........................................................................U.C. “It Starts Here”
www.universityofcalifornia.edu/admissions/undergrad_adm/
  apply/apply_majors.html ...............................................................................UC Application Status report
uctransfer.universityofcalifornia.edu/ .................................................................UC system wide major prep

Education Resource
dir.yahoo.com/Education/higher_education/colleges_and_universities/ ..............A general listing of colleges and universities
www.collegereview.com ....................................................................................General college/ university information
www.saddleback.edu/ss/ccld/cgs/accelerated.html ...........................................Accelerated programs for the adult learners
nces.ed.gov/collegenavigator/ ..........................................................................Search for schools/ universities
www.university-world.com/ ...............................................................................University World - Search Universities World Wide
  (some schools are not accredited)
www.utexas.edu/world/univ ................................................................................Web U.S. Higher Education
www.saddleback.edu/ss/ccld/majors/index.html ..............................................What can I do with a major in...?
www.udel.edu/csc/mrk.html ...............................................................................Major Resource Kits
www.collegenet.com .........................................................................................College Net/ Scholarships
www.aiccumentor.org/ .....................................................................................Independent Colleges and Universities in California
www.studyabroad.com/ .....................................................................................Study Abroad
www.collegeboard.org .....................................................................................College Board Online

Career Information and Job placement Services
www.saddleback.edu/ss/ccld/cgs/index.html .......................................................Saddleback College Career Guidance
www.bls.gov/ .....................................................................................................U.S. Department of labor
online.onetcenter.org/ .....................................................................................O*Net online
www.jobtrak.com ...............................................................................................Monster- job network
www.caljobs.com ...............................................................................................California Employment
www.occareers.com ..........................................................................................Orange County Careers
www.careerpath.com .........................................................................................Career Path by Career Builder
Special Services
(Disabled Student Programs and Services)

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

What is a Disability?
A disability is a physical or mental condition which limits one or more major life activities, having a record of such a condition, or being regarded as having such a condition.

Disabilities include: Mobility, Learning, Speech, Hearing, Visual, Acquired Brain Injury, Developmental, Psychological, and Other disabilities such as ADHD and Autism Spectrum Disorders.

Applying for Special Services
Students must fill out an application in the Special Services Office to determine eligibility for Disabled Student Programs and Services (DSPS). 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 Special Services in order to verify their disability and receive authorized accommodations. PLEASE complete your Special Services 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 class schedule and college catalog.

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 Special Services 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 ten (10) days of notification. A copy of the Student Responsibilities, located on your Special Services application, may be obtained in SSC 113.

Location and Hours
Special Services is located in the Student Services Center, Room 113. Phone 582-4885 (voice) or 582-4833 (TDD). Any questions related to disability discrimination or academic adjustment should be directed to the Counselor/Coordinator of Special Services or the campus ADA/504 Officer. A copy of Saddleback College’s Academic Adjustment Procedure may be obtained in Special Services or in the office of the Vice President for Student Services.
So You Want To Be a Student Athlete

How do you get started?

- Complete the Matriculation Process- Apply, Complete On-line Orientation, Assess your Mathematics and English Skills, and Participate in a Group Advisement Session, complete the on-line Advisement, or enroll in APSY 1, APSY 140, or APSY 160.
- Meet with your respective coach. Their contact information can be found on our college’s athletic website.
- 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 Applied Psychology 140, 160, and 1.
- Visit the athletic counseling web page: www.saddleback.edu/faculty/mlong/index.html

Eligibility Basics:

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

In order to gain eligibility to win an athletic scholarship and compete at the four-year level:
- There are wide differences in the eligibility policy of NCAA Division I, Division II, Division III, and NAIA institutions. You should discuss with your athletic counselor your goals 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.
- After which set an appointment at (949)582-4572 and come in to see your athletic counselor with…
  > A list of hopeful transfer institutions
  > Your information from the NCAA Eligibility Center
  > A list of possible careers that you may be interested in pursuing
  > All transcripts from previous coursework including high school and college
  > All questions that you have about your journey ahead
  > Above all, check with your athletic counselor before making any changes to your academic status such as dropping or adding courses.

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

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

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

The ASG President, Vice President, Senators and Inter Club Counsel Director are elected by a vote of the general student body during the spring semester preceding the new school year.

There are additional opportunities including positions on the Events Cabinet, and Senate that represent divisions within the college. Positions also exist on the Inter-club Council which assists, encourages and supports various student organizations/ clubs through individual or cosponsored programs.

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

The Associated Student Government’s various branches and subcommittees hold regularly scheduled meetings throughout fall and spring semesters. Meetings are typically held in SSC 212.

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

Associated Student Body Stamp

Sales of the ASB stamps form part of the the ASG budget. Associated Student Body (ASB) stamps can be purchased for the Fall and Spring Semesters during registration or in person in SSC 211F. Benefits of the ASB stamps include:

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

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

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

Student Photo IDs

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

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

1. Pick up a “Petition for Club Approval” form in the Clubs & Events Information Office (SSC 211F) or online at www.saddleback.edu/asg/clubcharter.html
2. A meeting is held by the interested students and faculty advisor to develop and approve a constitution for the club. A club’s constitution may not be in conflict with the Associated Student Government (ASG) Constitution and By-Laws.
3. The club’s constitution is turned in to the Student Development Office along with a petition for club approval.
4. The proposed club and its constitution is reviewed and approved by the Interclub Council and Director of Student Development.
5. The prospective club is notified by the Director of Student Development when its charter has been approved and will need to submit to the ICC Office an agenda item requesting ratification from the ICC voting members. A club must be ratified by a majority of the ICC voting members present at an official meeting.

Clubs

The following organizations have been chartered by the Associated Student Government. If there is a club you wish to learn more about, or if you would like to start a new one, call or come into the Student Development Office at 582-4290 (SSC 210) or ICC at 582-4422 (SSC 211B).

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

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

1. **Get Your PIN**

   www.pin.ed.gov

   The PIN Application is for students or parents who would like to receive a PIN, or Personal Identification Number. Your PIN will allow you and your parents to sign the Free Application for Federal Student Aid (FAFSA) electronically over the Internet. If you already have a U.S. Department of Education PIN, but you’re not sure what your PIN is, you can use the PIN Application Form to receive your PIN electronically or update your PIN e-mail or mailing address.

2. **Apply @ FAFSA**

   www.fafsa.ed.gov

   Completing the Free Application for Federal Student Aid (FAFSA) will evaluate your eligibility for student aid. This form is what students use to apply for federal and California student aid. While the paper FAFSA is accepted by the U.S. Department of Education, filing over the Internet is best. Here’s why:

   - Get both general and specific help for each page of the application as you go.
   - Access worksheets that automatically calculate and enter information for you. It’s really slick!
   - Save your application at any time and return to where you left off.
   - Read frequently asked questions (FAQ’s) about the application from other students just like yourself.
   - Use your PIN to electronically sign your FAFSA on the Web application!

   Of course, the Student Financial Assistance & Scholarship Office is ready to help you complete the FAFSA. Please come in if you have any questions, or visit our website for workshop information.

3. **Complete your file**

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

How Do I Check My Financial Aid Status?

**My Financial Aid**

By accessing the Online Financial Aid System you can:

- Check the status of your application
- Check the messages to see if you are eligible for BOGFW
- View a list of documents we’ve received from you and a list of the documents still outstanding
- View your financial aid awards
- View your loan history

**Log-In Instructions**

To access the online system, enter your student ID and your Mysite PIN and click on Submit. With the My Financial Aid upgrade you will be required to setup/answer new security questions. If you forgot your PIN number, please see the recover options at www.saddleback.edu/admission/mysitehelp.html

If your MySite login is locked, please contact Admissions and Records to unlock the account.

You must have a valid 2010/2011 financial aid application in order to use this system. If you have not applied for financial aid at this time, go to the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov
Financial Assistance

Saddleback College hopes to make it possible that no student be denied an opportunity for post-secondary education due to a lack of funds. Many students incorrectly assume they do not qualify for financial assistance and, as a result, do not apply for any financial aid. The Student Financial Assistance & Scholarship Office (SFASO) encourages students to find out whether their assumption is correct or incorrect. In many cases, funds are available, if you try.

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

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

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

Federal Programs

Federal Pell Grant
This program is considered the floor program of federal aid. THIS IS A GRANT AND DOES NOT NEED TO BE REPAID, as long as you remain enrolled in at least 60% of the academic term (semester). The federal “Return of Title IV Funds” law requires repayment of a percentage of grant funds received from all grant programs, if you totally withdraw from Saddleback College before you have attended 60% of the term.

Federal Pell Grants range from $400-$5,550. Students are required to apply for this program before consideration for all other federal programs. Students attending less than half-time are eligible to apply for the Federal Pell Grant program.

Federal Perkins Loan
THIS IS A LOAN AND MUST BE REPAID. The SFASO receives a very limited number of dollars from the federal government for this program and is, therefore, extremely critical in the advancement of these funds to students. The student who receives funds from this program must demonstrate the greatest financial need and repay the funds. The default rate of these funds (the rate measuring the failure of students to repay) affects the ability of Saddleback College to advance or lend these funds to other deserving students.

William D. Ford Federal Direct Loan Program
THIS IS A LOAN AND MUST BE REPAID. Loans made through this program are referred to as Direct Loans. Eligible students borrow directly from the U.S. Department of Education at their participating schools. There are two types of Direct Loans: subsidized and unsubsidized. You must have financial need to receive a subsidized Direct Loan. The Department of Education will pay (subsidize) the interest that accrues on subsidized Direct Loans during certain periods or enrollment. Financial need is not a requirement to obtain an unsubsidized Direct Loan. You are responsible for paying the interest that accrues on unsubsidized Direct Loans. Borrowers will eventually make payments on their loans directly to the U.S. Department of Education after they have completed their program of study or dropped below half-time enrollment. All loan borrowers are required to be enrolled at least half time to apply for a loan. Students must also apply for regular financial aid and submit all the documents required for all federal financial aid. The proceeds from this program are disbursed in two installments. For the academic year, installments are 50% in the fall and 50% in the spring. For a semester only, the installments are at the beginning of the semester and mid point of the semester.

The combination of subsidized and unsubsidized Direct Loans may not exceed the annual and aggregate limits for loans under the Federal Direct Loan Program.

Federal Supplemental Educational Grant Program
THIS IS A GRANT AND DOES NOT NEED TO BE REPAID, as long as you remain enrolled in at least 60% of the academic term (semester). The federal “Return of Title IV Funds” law requires repayment of a percentage of grant funds received from all grant programs, if you totally withdraw from Saddleback College before you have attended 60% of the term.

The Federal Supplemental Educational Grant is available to students who demonstrate the greatest financial need. The Free Application for Federal Student Aid (FAFSA) is the document required to be enrolled at least half time to apply for a loan. Students attending less than half-time are eligible to apply for the Federal Supplemental Educational Grant Program.

Federal Work-Study Program
THIS IS A WORK PROGRAM WHICH ALLOWS A STUDENT TO EARN MONEY. Many FWSP positions exist on campus. The wage rate is $9.50 per hour. The student will find that working on campus will provide invaluable experience and an opportunity to obtain early knowledge of college operations and possibly work in the area of his or her educational goals.

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

Return of Title IV Funds
When a recipient of Title IV grant or loan assistance totally withdraws from Saddleback College prior to 60% of the enrollment period, Federal law, “Return of Title IV Funds” will require repayment of Title IV funds (Federal Financial Aid). For additional information on this requirement, please contact the Student Financial Assistance & Scholarship Office, SSC-106.

Drug Conviction
A student is ineligible to receive Title IV, HEA program funds if the student has been convicted of an offense involving the possession or sale of illegal drugs while receiving aid. For further assistance please contact the SFASO.

State Programs
Board of Governors Fee Waiver
Since the implementation of registration fees, the State of California has provided a waiver to students with identified financial need. There are several ways to qualify. Recipients of CalWorks, SSI or General Relief qualify. Additionally, a student may qualify if his/her income meets the required income standard, or, if he/she qualifies for state or federal financial aid. Students with a bachelor’s degree may qualify for this waiver of fees if found eligible through the financial aid application process.

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

Institutional Programs
Scholarships
Saddleback College has developed an outstanding scholarship program with individual awards ranging from $100 to $10,000. Students may apply for a scholarship between December and March of each year by completing the Saddleback College Online Scholarship Application at www.saddleback.edu/fao. Students are notified of the amount and the donor at the annual scholarship award ceremony sponsored by the Associated Student Government. Students who have completed at least six (6) units by the end of Fall and are enrolled in at least six (6) units in the Spring are encouraged to apply. GPA is not the only factor considered. College involvement, references and financial need are also considered.

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

NEW for Financial Aid Students

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

The Student Financial Assistance & Scholarship Office
Funding your Bright Future!
Your Steps to Enrollment/Matriculation

Step 1:
APPLY ONLINE at www.saddleback.edu or at the Admissions Office, located in Student Services Center 102. Generally, admission is open to anyone who is at least 18 years of age or a high school graduate.

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

Step 3:
TEST YOUR SKILLS by taking placement tests in English, reading, and mathematics to indicate the appropriate level of courses for you. Information and appointments are available through the Matriculation Office at (949) 582 4970.

Step 4:
ADVISEMENT sessions help students to determine their educational goal, plan a first semester schedule, and prepare a “Preliminary Student Educational Plan.” The Advisement session occurs after the student completes the assessment testing session and/or evaluation of Alternative Evidence. Appointments for Group Advisements are made at the Matriculation office SSC 225B or by calling 949-582-4970. You may also complete the Online Advisement or enroll in APSY 1, APSY 140, or APSY 160 to fulfill your Advisement requirement.

Step 5:
REGISTER. You will be given a start date to register for your classes. Registration is done online through your MySite account. Detailed instructions on how to register and pay for classes are published in the Schedule of Classes.

Step 6:
ATTEND classes.

Step 7:
SEE A COUNSELOR for follow up counseling after the semester begins to refine your Educational Plan, discuss your goals, and make future plans. You can make a Counseling appointment by calling (949) 582-4572.

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

MAT Fact: Students who complete the Matriculation process have higher 1st semester GPAs than those who do not!

MySite Fact: MySite is a service of the South Orange County Community College District. A MySite account allows students to register, manage and review their academic information while attending one of the SOCCCD campuses. Visit MySite at www.saddleback.edu>MySite
## English as a Second Language Placement Procedures:

1. The ESL test will result in a placement recommendation.
2. If a student believes that the placement recommendation is not indicative of his/her abilities, the student may take the ESL Writing Sample.
3. Dates and times for the Writing Sample test are available in the Matriculation Office, SSC 225B, or on the Matriculation website: [www.saddleback.edu/matriculation](http://www.saddleback.edu/matriculation)
What do my Placement Scores Mean?

Mathematics Placement Procedures

1. The Reading and English tests will result in a placement recommendation.
2. If a student believes that the placement recommendation is not indicative of his/her abilities, the student may appeal their placement by taking the Writing Sample test.

English Prerequisites

Students must meet mandatory prerequisites for the following English courses. The prerequisite requirements may be met by:
1. Earning the appropriate score on the Matriculation English assessment test, or
2. Pass the AP Lit/Comp or Lang/Comp exam with a score of 3 or higher, or
3. Complete the prerequisite course with a grade of C or better at Saddleback College, IVC or an equivalent course from another college:

<table>
<thead>
<tr>
<th>English Composition Course</th>
<th>Required Prerequisite English Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 200 ............... English 300, English 340, or ESL 350</td>
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<tr>
<td>English 1A ................. English 200</td>
<td></td>
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<tr>
<td>English 1B ................. English 1A</td>
<td></td>
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</tbody>
</table>

Mathematics Prerequisites

Students must meet mandatory prerequisites for the following English courses. The prerequisite requirements may be met by:
1. Earning the appropriate score on the Matriculation English assessment test, or
2. Pass the AP Lit/Comp or Lang/Comp exam with a score of 3 or higher, or
3. Complete the prerequisite course with a grade of C or better at Saddleback College, IVC or an equivalent course from another college:

Placement Tests Recommended Levels

- Algebra Readiness Test .......... Math 251, 351
- Elementary Algebra Test ......... Math 251, 253, 205
- Intermediate Algebra Test ...... Math 7, 8, 9, 10, 11, 124, 253 and 205
- Precalculus Test ................. Math 2, 3A

Mathematics Course Sequence

Mathematics Challenge Procedure

Students may challenge their math placement by submitting official or unofficial high school transcripts showing completed course work in Algebra I, Algebra II, Trigonometry, Math Analysis, or Pre-Calculus with a grade of C or better both semesters. Math courses with a grade of C- or courses taken in adult education, summer school, or Independent and continuation schools will NOT be accepted. High school transcripts can be used as a placement challenge only after the student has completed a math assessment test or turned in alternative math course work from another college.

Procedures for Evaluation of Course Work from Other Institutions

1. Complete the Saddleback College Prerequisite Evaluation Form. Form is available in SSC-225B or online at www.saddleback.edu/matriculation/
2. Attach a copy (Official or Unofficial) of your previous college course work.
3. Fax (949-582-4789) or drop off all documentation to the Matriculation Office at least (2) weeks prior to their registration appointment. Please allow a minimum of five (5) working days for the evaluation of alternative evidence.
Associate Degree and Certificate Programs

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<thead>
<tr>
<th>Program</th>
<th>AA AS Cert</th>
<th>Program</th>
<th>AA AS Cert</th>
<th>Program</th>
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<td>Cosmetology</td>
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<td>Interior Design</td>
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<td>Accountant</td>
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<td>Interiors Merchandising</td>
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<td>Cross Cultural Studies</td>
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<td>Tax Preparation</td>
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<td>Culinary Arts</td>
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<td>Catering</td>
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<td>Aquarium and Aquaculture Science</td>
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<td>Dance</td>
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<td>Athletic Training</td>
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<td>Aquaculture Technician</td>
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<td>Drafting Technology</td>
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<td>Coaching</td>
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<tr>
<td>Aquarium Technician</td>
<td>*</td>
<td>Ecological Restoration</td>
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<td>Recreation Administration</td>
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<td>Architectural Drafting</td>
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<td>Economics</td>
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<td>Landscape Design</td>
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<td>Education</td>
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<td>Automotive Engine Performance Specialist</td>
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<td>Analog and Digital Circuit</td>
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<td>Automotive Engine Service</td>
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<td>Natural Sciences</td>
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<td>ESL Intermediate Level Pre-College</td>
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<td>Registered Nurse to Registered Nurse</td>
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<td>Sustainability Studies</td>
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<td>Licensed Vocational Nurse to Registered Nurse (30-Unit Option)</td>
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<td>Oceanography</td>
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<td>Early Childhood Teacher</td>
<td>*</td>
<td>Foods</td>
<td></td>
<td>Photography</td>
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</tr>
<tr>
<td>Early Interventionist</td>
<td>*</td>
<td>General Education (IGETC or CSU GE)</td>
<td></td>
<td>Physical Education (see Kinesiology)</td>
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</tr>
<tr>
<td>Infant Toddler Teacher</td>
<td></td>
<td>General Studies</td>
<td></td>
<td>Physical Science</td>
<td>*</td>
</tr>
<tr>
<td>Master Teacher</td>
<td></td>
<td>Geographic Information Systems</td>
<td></td>
<td>Physics</td>
<td></td>
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<tr>
<td>School Age Care &amp; Recreation</td>
<td></td>
<td>Geography</td>
<td></td>
<td>Political Science</td>
<td>*</td>
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<tr>
<td>Associate Teacher</td>
<td>*</td>
<td>Geology</td>
<td></td>
<td>Psychology</td>
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<tr>
<td>Cinema/Television/Radio</td>
<td></td>
<td>Gerontology</td>
<td></td>
<td>Rapid Digital Manufacturing</td>
<td>*</td>
</tr>
<tr>
<td>Cinema</td>
<td></td>
<td>Graphics</td>
<td></td>
<td>Real Estate</td>
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<tr>
<td>Critical Studies</td>
<td>*</td>
<td>Computer Graphics</td>
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<td>Real Estate Appraisal</td>
<td>*</td>
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<tr>
<td>Post Production</td>
<td>*</td>
<td>Graphic Communications</td>
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<td>Real Estate Escrow</td>
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<tr>
<td>Radio</td>
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<td>Graphic Design</td>
<td>*</td>
<td>Real Estate Sales/Broker</td>
<td>*</td>
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<tr>
<td>Screen Acting/Voice Performance</td>
<td></td>
<td>Illustration/Animation</td>
<td></td>
<td>Social Sciences</td>
<td>*</td>
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<tr>
<td>Television</td>
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<td>Sociology</td>
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<tr>
<td>Cinema Production</td>
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<td>Speech/Communication</td>
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<tr>
<td>Radio Broadcasting</td>
<td>*</td>
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<td>Theatre Arts</td>
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<tr>
<td>Television Production</td>
<td>*</td>
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<td></td>
<td>TA Performance and Acting</td>
<td>*</td>
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<tr>
<td>Computer and Information Management</td>
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<td></td>
<td>TA Entertainment and Theatre Technology</td>
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<tr>
<td>Applications Developer</td>
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<td>Travel and Tourism</td>
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<tr>
<td>E-Commerce Specialist</td>
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<td>Women’s and Gender Studies</td>
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<tr>
<td>Network Administrator</td>
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<td>Software Specialist</td>
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<td>Web Designer</td>
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<td>Webmaster</td>
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<tr>
<td>Information Security: Security</td>
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<tr>
<td>Office and Computer Skills</td>
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<td>Computer Maintenance Technology</td>
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<tr>
<td>Computer Science</td>
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<td>Construction Inspection</td>
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<tr>
<td>Consumer Services</td>
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</tbody>
</table>

See Saddleback College Catalog for full descriptions of programs.

- AA Associate in Arts Degree
- AS Associate in Science Degree
- Cert Certificate of Achievement - Vocational Program (18 units or more)
- Certificate of Completion - Vocational Program (6-17.9 units)
- Certificate of Completion - (non-credit ESL only)
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 or AS (Associate in Arts or Science) Degrees. Normally requires 2 years of full time study but may take longer. Associate degrees are offered by community colleges, and at Saddleback College courses #1-299 count for AA/AS degrees.

**Bachelors 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 4-year university for Junior and Senior years (upper division courses). Saddleback College courses #1-199 transfer to CSU and courses #1-99 transfer to UC (with some exceptions).

**Masters Degree**
Bachelors Degree plus graduate courses in specialized area. Bachelor 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 2 additional years full-time study after completion of Bachelors Degree.

**Doctorate Degree**
Advanced training beyond a Bachelors or Masters 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 Bachelors Degree.
The Associate of Arts Degree

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

Associate in Arts Degree
To earn an Associate in Arts Degree (non-transfer) from Saddleback College, a student would complete the Saddleback College General Education requirements shown on page 24 and the requirements for a major. Major requirements can by met by completing an Associate Degree program listed in the Saddleback College Catalog. A minimum of 60 units is required.

Associate in Science Degree
To earn an Associate in Science Degree (non-transfer) from Saddleback College, a student would complete the Saddleback College General Education requirements shown on page 24 and the requirements for a major. Major requirements can by met by
a) completing an Associate Degree program in one of the Natural Sciences (Astronomy, Biology, Chemistry, Computer Science, Geology or Physics) or Engineering as listed in the Saddleback College Catalog, or by
b) completing an occupational (certificate) program described in the Saddleback College Catalog. A minimum of 60 units is required.

Note: Saddleback College courses numbered 1 - 299 count towards the Associate Degree.
The Bachelor of Arts Degree

**Bachelors 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**
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**
Used for the University of California. Can also be used for CSU and some private colleges and universities in California.

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

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

**Transfer “Guarantee” and “Priority Admissions” Programs**
Special agreements now make it easier for students to transfer to certain California universities. We currently have this type of agreement with UC Davis, UC Irvine, UC Merced, UC Riverside, UC San Diego, UC Santa Barbara and UC Santa Cruz. Some programs actually guarantee transfer while others assure priority admissions without a guarantee. See a counselor for more information. Students who complete the Honors Program are eligible for priority or guaranteed admission to Chapman, Occidental, Pitzer, UC Irvine, UCLA, UC Riverside and UC Santa Cruz. Contact the Honors Program at (949) 582-4853, Professor Miki Mikolajczak in the Transfer Center, or visit the Honors Program website: [www.saddleback.edu/div/hon/transfer](http://www.saddleback.edu/div/hon/transfer) for more information.
### Educational Degrees and Transfer

<table>
<thead>
<tr>
<th>SYSTEM:</th>
<th>THE UNIVERSITY OF CALIFORNIA (UC)</th>
<th>THE CALIFORNIA STATE UNIVERSITY (CSU)</th>
<th>THE CALIFORNIA COMMUNITY COLLEGES (CCC)</th>
<th>INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMPUSES:</td>
<td>10</td>
<td>23</td>
<td>109</td>
<td>100</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>Upper 12.5% of California High School graduates based on: (1) High School GPA in required a-g courses; and (2) ACT or SAT I score. (3) Three specific SAT II subject tests are required: writing, math, a third test in science, foreign language, English literature or social studies.</td>
<td>Upper 33.3% of California High School Seniors based on: (1) High School GPA in grades 10-12, excluding P.E. and military science courses; and (2) ACT or SAT I score; (3) Required pattern of courses.</td>
<td>High School Diploma or High School Equivalency or 18 years of age at time of admission or High School Juniors and Seniors with approval of Principal and parent.</td>
<td>Refer to individual college catalog or request information on the independent California colleges and universities from: Association of Independent California Colleges and Universities (AICCU) 1100 Eleventh Street, Suite 315 Sacramento, CA 95814 (916) 446-7626 website: <a href="http://www.aiccu.edu">www.aiccu.edu</a></td>
</tr>
<tr>
<td>FRESHMEN</td>
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<tr>
<td>TRANSFER</td>
<td>Students need 60 UC transferable units with minimum GPA of 2.4 (higher for most campuses). Completion of all lower division major preparation and general education are considered essential; especially for selective majors and campuses. The UC transferable course list is available at <a href="http://www.assist.org">www.assist.org</a>. See also <a href="http://www.ucop.edu">www.ucop.edu</a>.</td>
<td>Students need 60 CSU transferable units with a minimum GPA of 2.0 (higher for some campuses). Completion of all lower division major preparation and at least 30 units of CSU General Education courses are essential; especially for transfer to selective majors and campuses. Saddleback College courses numbered 1 - 199 are certified as CSU transferable. See CSUmentor.edu</td>
<td></td>
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</tr>
<tr>
<td>Academic Calendar</td>
<td>Eight campuses on the quarter system. UC, Berkeley and UC, Merced are on the semester system.</td>
<td>16 on semester system; 6 on quarter system; 1 on (4-1-4) system.</td>
<td>Refer to individual college catalog.</td>
<td>Refer to individual college catalog.</td>
</tr>
<tr>
<td>Degrees Awarded</td>
<td>Bachelor’s, Master’s, Doctorettes, Professional (law, medicine, dentistry, etc.)</td>
<td>Bachelor’s, Master’s</td>
<td>Associate Degrees Vocational Certificates Transfer Programs</td>
<td>Associate, Bachelor’s, Master’s, Doctorates, Professional (varies from campus to campus).</td>
</tr>
<tr>
<td>Tuition / Fees</td>
<td>Residents of California- Approximately $12,000/year. Non-Residents- Approximately $35,000/year. $60 application fee first campus; $60 each additional campus. $70 application fee for non-resident/ international.</td>
<td>Residents of California- Approximately $5,000/year. Non-Residents Approximately $16,000/year. $55 application fee, first campus - includes alternate campus. $55 per campus application fee for international.</td>
<td>Residents of California-$26 per unit.* Non-Residents-$190 per unit** Foreign students-$234 per unit*, plus an application fee of $54*. Non-Residents and foreign students must also pay the $26 per unit tuition. * Subject to change # At Saddleback College and subject to change</td>
<td>Variable - See individual college catalog Vanguard ..................................$26,342* Chapman University ...............$37,500* Loyola Marymount ..................$36,426* USC ..........................................$53,618* University of the Pacific .............$33,766* *2010-11 (annual tuition fees only)</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Scholarships, grants, loans and work-study employment are the principal forms of financial aid. Nearly all are awarded on the basis of financial need. A limited number of honorary scholarships awarded on the basis of academic achievement are available. Application for financial aid is separate from application for admission.</td>
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</tr>
</tbody>
</table>

NOTE: The information provided is subject to change.
California Four-Year Public Universities

University of California* – 10 Campuses

1 University of California, Berkeley (1868) • (510) 642-6000
   Semester Enrollment 26,002 • www.berkeley.edu

2 University of California, Davis (1908) • (530) 752-1011
   Quarter Enrollment 23,897 • www.ucdavis.edu

3 University of California, Irvine (1965) • (949) 824-5011
   Quarter Enrollment 23,646 • www.uci.edu

4 University of California, Los Angeles (1919) • (310) 825-4321
   Quarter Enrollment 26,585 • www.ucla.edu

5 University of California, Merced (2004) • (209) 724-4400
   Semester Enrollment 1,782 • www.ucmerced.edu

6 University of California, Riverside (1954) • (951) 827-1012
   Quarter Enrollment 15,233 • www.ucr.edu

7 University of California, San Diego (1964) • (858) 534-2230
   Quarter Enrollment 22,976 • www.ucsd.edu

8 University of California, Santa Barbara (1944) • (805) 893-8000
   Quarter Enrollment 19,003 • www.ucsb.edu

9 University of California, Santa Cruz (1965) • (831) 459-0111
   Quarter Enrollment 14,579 • www.ucsc.edu

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

California State University* – 23 Campuses

1 California Maritime Academy (1929) • (800) 561-1945
   Semester Enrollment 828 • www.csum.edu

2 California Polytechnic State University, San Luis Obispo (1901)
   (805) 756-2311 • Quarter Enrollment 19,777 • www.calpoly.edu

3 California State Polytechnic University, Pomona (1938)
   (909) 869-3210 • Quarter Enrollment 20,510 • www.csupomona.edu

4 California State University, Bakersfield (1965)
   (661) 654-3036 • Quarter Enrollment 7,800 • www.csusb.edu

5 California State University, Channel Islands (2002)
   (805) 437-8500 • Semester Enrollment 3,800 • www.csuci.edu

6 California State University, Chico (1887) • (530) 895-6321
   Semester Enrollment 17,034 • www.csuchico.edu

7 California State University, Dominguez Hills (1960)
   (310) 243-3696 • Semester Enrollment 12,082 • www.csudh.edu

8 California State University, East Bay (1957) • (510) 885-2784
   Quarter Enrollment 13,124 • www.csueastbay.edu
   * formerly CSU Hayward

9 California State University, Fresno (1911) • (559) 278-2261
   Semester Enrollment 22,098 • www.csufresno.edu

10 California State University, Fullerton (1957) • (714) 278-2300
    Semester Enrollment 37,130 • www.fullerton.edu

11 California State University, Long Beach (1949)
   (562) 985-5471 • Semester Enrollment 36,859 • www.csulb.edu

12 California State University, Los Angeles (1947)
   (323) 343-3901 • Quarter Enrollment 31,051 • www.calstatela.edu

13 California State University, Monterey Bay (1995)
   (831) 582-3518 • Semester Enrollment 3,820 • www.csu.edu

14 California State University, Northridge (1958)
   (818) 677-3700 • Semester Enrollment 35,446 • www.csun.edu

15 California State University, Sacramento (1947)
   (916) 278-3901 • Semester Enrollment 28,829 • www.csus.edu

16 California State University, San Bernardino (1960)
   (909) 537-5188 • Quarter Enrollment 17,066 • www.csusb.edu

17 California State University, San Marcos (1989)
   (760) 750-4848 • Semester Enrollment 9,167 • www.csus.edu

18 California State University, Stanislaus (1957)
   (209) 667-3630 • 4-1-4 Enrollment 8,836 • www.csustan.edu

19 Humboldt State University (1913) • (707) 826-4402
   Semester Enrollment 7,355 • www.humboldt.edu

20 San Diego State University (1897) • (619) 549-7363
   Semester Enrollment 32,693 • www.sdsu.edu

21 San Francisco State University (1899) • (415) 338-1113
   Semester Enrollment 3,125 • www.sfsu.edu

22 San Jose State University (1857) • (408) 283-7500
   Semester Enrollment 31,906 • www.sjsu.edu

23 Sonoma State University (1960) • (707) 664-2778
   Semester Enrollment 8,769 • www.sonomastate.edu

* Enrollment figures subject to change

Saddleback College
www.saddleback.edu
### 2010-2011 ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS

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

<table>
<thead>
<tr>
<th>I. LANGUAGE AND RATIONALITY</th>
<th>II. BREADTH REQUIREMENTS</th>
<th>III. SOCIAL AND BEHAVIORAL SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Written Communication</strong></td>
<td><strong>A. The Arts, Music, Theatre</strong></td>
<td><strong>Complete one course from the following:</strong></td>
</tr>
<tr>
<td>IP N</td>
<td><strong>Architecture 12 (formerly 112)</strong></td>
<td>Anthropology 2, 3, 4*, 5, 7*, 8, 9, 10, 11, 17, 21, 42</td>
</tr>
<tr>
<td><strong>B. Oral Communication</strong></td>
<td><em><em>Art 4, 20, 21, 22, 23, 24</em>, 25, 26, 28, 29 (formerly 27)</em>*</td>
<td>Business 1</td>
</tr>
<tr>
<td>IP N</td>
<td><strong>Art History 1, 2</strong></td>
<td>Child Development 105 (formerly CD 15), 107B (formerly CD 7), 117*</td>
</tr>
<tr>
<td><strong>Complete one course from the following with a grade of “C” or better:</strong></td>
<td><strong>Architecture 27, 34</strong></td>
<td>Cross-Cultural Studies 1*, 2*, 10*</td>
</tr>
<tr>
<td>Speech 1, 5 (formerly 105); Business 102</td>
<td><strong>Art 51, 52, 102</strong></td>
<td>Economics 2, 4, 5 (formerly 1), 20</td>
</tr>
<tr>
<td><strong>2. MATHEMATICS COMPETENCY</strong></td>
<td><strong>Business 30</strong></td>
<td>Environmental Studies 1</td>
</tr>
<tr>
<td>IP N</td>
<td><strong>Business 1</strong></td>
<td>Geography 2, 3</td>
</tr>
<tr>
<td><strong>Complete Option A or Option B</strong></td>
<td><strong>Calculus 11A, 11B</strong></td>
<td>History 12, 19, 20, SOC 20, 21*, 27, 28, 30, 33, 61, 62, 63, 70, 71, 72, 74, 75, 80/PS 80, 81*</td>
</tr>
<tr>
<td><strong>Option A</strong>: Completion with a grade of “C” or better of any mathematics course currently offered within the Mathematics Department, other than MATH 251, 251A and 8, 351.</td>
<td><strong>French 1, 2, 3</strong>, 4</td>
<td>Human Services 100, 120, 131*, 186</td>
</tr>
<tr>
<td><strong>Option B</strong>: Evidence of one of the following:</td>
<td><strong>German 1, 2, 3</strong>, 4</td>
<td>Journalism 1/Cinema, Television and Radio 1</td>
</tr>
<tr>
<td>1. A score of 3 on or above on the College Board Advanced Placement Exam</td>
<td><strong>History 4, 5</strong></td>
<td>Political Science 4, 11/ECON 11, 12, 14</td>
</tr>
<tr>
<td>2. 530 or above on the Mathematics section of the SAT</td>
<td><strong>Intermediate Algebra 1</strong></td>
<td>Psychology 1, 7*, 16*, 21</td>
</tr>
<tr>
<td>3. 23 or above on the ACT Mathematics Test</td>
<td><strong>Music 1, 20</strong>, 23**, 24, 25, 26, 27**, 28, 29</td>
<td>Sociology 1, 2, 6*, 10, 15, 21, 25</td>
</tr>
<tr>
<td>4. 520 or above on the College Board Math Achievement Test.</td>
<td><strong>Photography 25</strong></td>
<td>Speech 20*</td>
</tr>
<tr>
<td><strong>3. READING COMPETENCY</strong></td>
<td><strong>Speech 32/Theatre Arts 32</strong></td>
<td>Women’s Studies 10, 40</td>
</tr>
<tr>
<td>IP N</td>
<td><strong>Theatre Arts 20</strong>, 22, 25, 26, 110*</td>
<td>Course may be listed in more than one area, but shall not be certified in more than one area.</td>
</tr>
<tr>
<td><strong>Complete Option A or Option B</strong></td>
<td><strong>Complete one course from the following:</strong></td>
<td><strong>A. American Institutions</strong></td>
</tr>
<tr>
<td><strong>Option A</strong>: Completion, with a grade of “C” or better: English 1B, 170, 180, or 340^ (formerly 220)</td>
<td>Arabic 1, 2, 21</td>
<td>IP N</td>
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<tr>
<td><strong>Option B</strong>: Evidence of one of the following:</td>
<td><strong>Chinese 1, 2, 21</strong></td>
<td>Complete one course from the following:</td>
</tr>
<tr>
<td>1. 400 or above on the critical reading section of the SAT</td>
<td><strong>English 1, 2, 3</strong>, 5A, 15A, 17A, 17B, 18, 19, 20, 21A, 21B, 23*, 24*, 25, 27A, 27B, 27E, 44, 50, 52, 142 (formerly 42)</td>
<td>History 7, 8, 16, 17, 22 or Political Science 1</td>
</tr>
<tr>
<td>2. 19 or above on the ACT English Test</td>
<td><strong>French 1, 2, 3, 4</strong></td>
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<tr>
<td>3. A score of 35-39 percentile on the Comprehension section of the Nelson-Denny Reading Test, Form H or equivalent.</td>
<td><strong>German 1, 2, 3, 4</strong></td>
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<tr>
<td><strong>4. INFORMATION COMPETENCY</strong></td>
<td><strong>History 4, 5, 7, 8, 16, 17, 22, 25</strong></td>
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<tr>
<td>IP N</td>
<td><strong>Humanities 1, 3, 10A, 10B, 21, 22, 25</strong></td>
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<tr>
<td><strong>Complete one course from the following with a grade of “C” or better:</strong></td>
<td><strong>Italian 1, 2, 3, 4, 21</strong></td>
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<tr>
<td>Anthropology 2, 3, 4, 6, 8</td>
<td><strong>Japanese 1, 2, 21</strong></td>
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<tr>
<td>Business 102</td>
<td><strong>Korean 21</strong></td>
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<tr>
<td>Child Development 107 (formerly CD 7)</td>
<td><strong>Persian 1, 2, 3, 4</strong></td>
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</tr>
<tr>
<td>Computer &amp; Information Management 1, 10</td>
<td><strong>Philosophy 1, 10, 15</strong></td>
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<tr>
<td>Cross-Cultural Studies 1, 2, 10</td>
<td><strong>Sign Language 1 (formerly 32), 2 (formerly 33), 3 (formerly 34), 4 (formerly 35), 101</strong>*</td>
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</tr>
<tr>
<td>Dance 64</td>
<td><strong>Spanish (1 or 1A and 1B), 2, 3, 4, 20A, 20B, 21A, 21B, 21C</strong>*</td>
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<tr>
<td>English 1B, 170</td>
<td><strong>Speech 30/Theatre Arts 30</strong></td>
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<tr>
<td>Environmental Studies 1, 18</td>
<td><strong>Complete one course from A or B:</strong></td>
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<tr>
<td>Family &amp; Consumer Sciences 115</td>
<td><strong>A. Life Skills</strong></td>
<td>IP N</td>
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<tr>
<td>Foods &amp; Nutrition 50</td>
<td>Accounting 120</td>
<td>Complete one course from the following:</td>
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<tr>
<td>History 4, 5, 12, 16, 17, 32</td>
<td>Applied Psychology 1, 140, 150, 151, 160</td>
<td>Anthropology 2, 3, 4*, 5, 7*, 8, 9, 10, 11, 17, 21, 42</td>
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<tr>
<td>Library 2 (formerly 102), 100, 101</td>
<td>Business 116</td>
<td>Business 1</td>
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<tr>
<td>Nursing 176</td>
<td>Child Development 105 (formerly CD 15), 107B (formerly CD 7), 117*</td>
<td>Child Development 1</td>
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<tr>
<td>Psychology 1, 2, 7</td>
<td>Family &amp; Consumer Sciences 115, 142</td>
<td>Child Development 120</td>
</tr>
<tr>
<td>Speech 1, 2, 3</td>
<td>Geology 1, 20, 23/ENV 23</td>
<td>English 1B, 170 (both courses also apply for the Reading Competency requirement)</td>
</tr>
<tr>
<td><strong>Note</strong>: Courses used to fulfill any competency requirement may also apply to our course or breadth requirements.</td>
<td>Horticulture 20</td>
<td>Philosophy 12</td>
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<tr>
<td><strong>3. SOCIAL AND BEHAVIORAL SCIENCES</strong></td>
<td>Marine Science 4, 20</td>
<td>Speech 2, 3</td>
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<tr>
<td><strong>A. Social/Behavioral Science</strong></td>
<td>Physics 2A, 4A, 20</td>
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<tr>
<td>IP N</td>
<td><strong>Complete one course from the following:</strong></td>
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<td><strong>Complete one course from the following:</strong></td>
<td><strong>B. Critical Thinking</strong></td>
<td>IP N</td>
</tr>
<tr>
<td>Anthropology 2, 3, 4*, 5, 7*, 8, 9, 10, 11, 17, 21, 42</td>
<td>Child Development 120</td>
<td>Complete one course from the following:</td>
</tr>
<tr>
<td>Business 1</td>
<td>English 18, 170 (both courses also apply for the Reading Competency requirement)</td>
<td>KNES 107 (formerly PE 107)</td>
</tr>
<tr>
<td>Child Development 105 (formerly CD 15), 107B (formerly CD 7), 117*</td>
<td>Philosophy 12</td>
<td>KNEX 107—For disabled students (formerly APE/PESS 107)</td>
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<tr>
<td>Cross-Cultural Studies 1*, 2*</td>
<td>Environmental Studies 1</td>
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<tr>
<td>Junior Journalism 1/Cinema, Television and Radio 1</td>
<td>Geography 1 and 1L</td>
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<tr>
<td>Political Science 4, 11/ECON 11, 12, 14</td>
<td>Geology 1, 20</td>
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<tr>
<td>Psychology 1, 7*, 16*, 21</td>
<td>Geology 1, 20</td>
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<tr>
<td>Sociology 1, 2, 6*, 10, 15, 21, 25</td>
<td>Human Services 100, 120, 131*, 186</td>
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<tr>
<td>Speech 20*</td>
<td>Journalism 1/Cinema, Television and Radio 1</td>
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<td>Women’s Studies 10, 40</td>
<td>Political Science 1</td>
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<td><strong>4. LIFE SKILLS/Critical Thinking</strong></td>
<td><strong>B. Critical Thinking</strong></td>
<td>IP N</td>
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<td>IP N</td>
<td>Child Development 120</td>
<td>Complete one course from the following:</td>
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<td><strong>Complete one course from A or B:</strong></td>
<td>English 18, 170 (both courses also apply for the Reading Competency requirement)</td>
<td>KNES 107 (formerly PE 107)</td>
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<tr>
<td><strong>A. Life Skills</strong></td>
<td>Philosophy 12</td>
<td>KNEX 107—For disabled students (formerly APE/PESS 107)</td>
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<td>IP N</td>
<td>Speech 2, 3</td>
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<td><strong>Complete one course from the following:</strong></td>
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<td><strong>B. Critical Thinking</strong></td>
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<td>IP N</td>
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<td>Requirements are subject to change. The Articulation Office 5/2010</td>
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<td><strong>5. PHYSICAL FITNESS ASSESSMENT</strong></td>
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<td>One course completed in the Fine Arts and Humanities or in the Social and Behavioral Sciences that is marked with an asterisk (*) will satisfy this requirement.</td>
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<td>*<em>6. <em>CULTURES IN THE UNITED STATES REQUIREMENT</em></em></td>
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<td>IP N</td>
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<td>A minimum of 18 units is required in a major and a minimum of 60 units is required for the degree.</td>
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<td><strong>III. MAJOR</strong></td>
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<td>AREA: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING</td>
<td>AREA D: SOCIAL SCIENCES AND CRITICAL THINKING</td>
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<td>At least 3 courses totaling a minimum of 9 units required.</td>
<td>Area D: Complete 1 course from either area.</td>
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<td>Complete one course from areas A1, A2, and A3 within a year.</td>
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<td>At least 3 courses totaling a minimum of 9 units required.</td>
<td>Area B: Complete 1 course from Area B.</td>
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<td>Complete one course from Area B and one course from Area A1.</td>
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<td>At least 3 courses totaling a minimum of 9 units required.</td>
<td>At least 3 courses totaling a minimum of 9 units required.</td>
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<tr>
<td>Complete one course from areas A1 and one course from area A2.</td>
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<td>Complete one course from areas A1 and one course from area A2.</td>
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**Legend**
- C: Completed
- P: In Progress
- N: Not certified
- IP: In Progress

**Requirements are subject to change.**
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<tr>
<th>Area 1: English Communication</th>
<th>Area 2: Mathematical Concepts</th>
<th>Area 3: Arts and Humanities</th>
<th>Area 4: Social and Behavioral Sciences</th>
<th>Area 5: Physical and Biological Sciences</th>
<th>Area 6: Language Other Than English</th>
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</thead>
<tbody>
<tr>
<td>C. Oral Communication</td>
<td>C. At Least 3 Courses Totaling A Minimum of 9 Units Required</td>
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<td>A. English Composition</td>
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<td>B. Critical Thinking/Composition</td>
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<td>C. English 1B – Completed Summer 1992 or after.</td>
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WHAT COURSES DO I TAKE?

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

- Decide how many units you want to take.
- Make a list of possible courses, which might include:
  - Career Planning, College Orientation or Educational Planning courses such as Applied Psychology 1, 140 or 160, or Women's Studies 120
  - Basic Skills courses: It is important to begin with any basic skills courses in Mathematics, Reading or English. These courses do NOT transfer to four-year colleges and universities.
  - General Education courses: All students working towards a college degree need these courses. You will find lists of courses required for the Saddleback College AA Degree (non-transfer) as well as those for the California State University and the University of California in this handbook.
  - Major Preparation courses: Courses that you are required to take at Saddleback either for a non-transfer AA Degree or for transfer to four-year colleges and universities are listed in the Saddleback College Catalog.
  - Personal Interest and Exploration: Many students enjoy taking an introductory course in a major they are considering or courses they have always wanted to take such as music, art, computer programs, etc.
- Determine how many courses you will need from your list to equal the number of units you want to take. If you want to take nine units, you will probably want to select three courses with 3 units each.
- Please review each course you have selected to make sure you have any required prerequisites. All prerequisites are being enforced.
- After the semester begins, make an appointment with a counselor so that you can do some long-range academic planning. Counselors will help you explore majors, careers, and programs of study during your one hour appointment. Multiple appointments can be made if needed.

Tech Prep Articulation:
Saddleback College maintains faculty-approved high school and ROP course articulation agreements with Capistrano Unified School District, Irvine Unified School District, Laguna Beach Unified School District, Saddleback Valley Unified School District, Capistrano-Laguna Beach Regional Occupational Program, and Coastline Regional Occupational Program.

The articulated courses include the following subject areas:

The Agreements permit students to earn Saddleback College credit for these selected high school or Regional Occupational Program (ROP) course work completed with a grade of “B” or better. After enrollment at Saddleback College, students should make a counseling appointment for verification and approval of their high school or ROP Tech Prep articulated classes, and for assistance in completing the Tech Prep Credit Petition form. The Office of Admissions and Records will process and post Tech Prep course credit on the student’s transcript at the end of the semester, once the course is verified and approved by a Saddleback College Counselor or the Tech Prep Articulation Coordinator. Contact Counseling Services for further information.
Classes With Prerequisites or Limitations

Saddleback College is committed to helping students select appropriate level courses in order to provide the greatest opportunity for academic success. Information relating to prerequisites, corequisites, limitations on enrollment and recommended preparation is printed as part of the course description in the catalog. Students are responsible for meeting the prerequisite, corequisite, or recommended preparation for any course in which they plan to enroll.

**PREREQUISITE:**
Mastery of a certain body of knowledge is necessary if the students are to be successful in the target course (the course with the listed prerequisite). Most commonly, such knowledge is measured by successful completion of the prerequisite course listed in the class schedule. Successful completion is defined as a grade of “A,” “B,” “C” or “P” in the prerequisite course. Grades that are not acceptable are “D,” “E,” “W,” “NP.”

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

**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 succeed in the target course.

**LIMITATION ON ENROLLMENT:**
Some courses have a limitation on enrollment. This means the student must satisfy the listed limitation prior to enrolling. Examples of a limitation on enrollment include auditions; CPR certification and/or health physicals prior to enrolling in certain Health Science or Physical Education courses.

Prerequisite(s) for each course are listed in the Schedule of Classes. Courses with a prerequisite have a lock icon (🔒) next to the course description. This indicates that the course is “locked” and a student must meet the prerequisite requirement prior to enrolling in the desired course. If the student has taken the required prerequisite course at Saddleback, the student will automatically be allowed to enroll in the sequential course. If a student has not taken the course at Saddleback, the student must provide evidence of equivalent knowledge. You may submit proof of equivalency by:

- Providing proof of an equivalent course from another college. Please bring a copy of your transcript(s) and a course description to the appropriate division office. For Math and English courses only bring your transcript(s) to the Matriculation Office, SSC 225B. For all other prerequisites contact the appropriate division office.
- Contacting the Matriculation Office and completing the appropriate assessment for placement into Math and English courses.
- For any student providing alternative evidence of equivalency, the student must also complete the “College Prerequisite Evaluation” form. Please staple the form to the evidence to be considered. You may contact the division for placement results or go online to your MySite page and click on MyInformation, then Assessment & Placement. If you disagree with the recommendation you received you may file an appeal.
  - An appeal must be filed in the appropriate division office for that course. Please complete the “Appeal Petition for Prerequisite” form and submit it to the department. The appeal will be reviewed and a final decision will be made within five (5) working days. While the appeal is reviewed the student will be given access to the requested course. You can contact the division office or check MySite.

If you attempt to register for a class and are blocked from enrollment, please check the course schedule to see if the class has a listed prerequisite or corequisite. Please remember you will not be allowed to register for a class with a prerequisite or a corequisite until you show proof of equivalency. If you have any questions, please call the appropriate department or the Matriculation Office at (949) 582-4970.
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 probably has a program to meet your needs.

The University of California includes world famous campuses such as UC, Berkeley and UCLA. The University of California 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 Chemistry. At San Diego, each of the six colleges has a distinct academic philosophy. Santa Cruz has eight colleges, each a small community with unique intellectual interests and social traditions.

Upper-division transfer applicants must earn a minimum 2.4 grade point average (GPA) in 60 transferable units. Within those 60 transferable units, transfer courses must include the following UC General Education requirements as outlined in the Intersegmental General Education Transfer Curriculum (IGETC) in English Composition (1-A), Critical Thinking/Composition (1-B), and Mathematical Concepts (2).

When choosing general education courses, most UC transfer students follow the Intersegmental General Education Transfer Curriculum (IGETC). However, students pursuing a high-unit major may choose not to complete IGETC in order to complete their lower-division major coursework before transfer. Some majors may be impacted at some campuses. In such cases, campuses may screen for admissions based on additional criteria such as GPA or required lower-division major coursework. For information on Saddleback lower-division major coursework, please visit www.ASSIST.org

Saddleback College’s 2009 Transfer Ranking to the University of California from Orange County

<table>
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<td>UC Davis</td>
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<td>UC Irvine</td>
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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 the Bachelor’s degrees awarded in California are from a CSU campus.

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

Saddleback College’s 2009 Transfer Ranking to the California State University from Orange County

- Cal Poly San Luis Obispo #1
- CSU Maritime Academy #1
- Humboldt State #1
- CSU San Marcos #1
- San Diego State University #1
- San Francisco State #2
- Sonoma State University #2
- CSU Fullerton #3
- Cal Poly Pomona #4
- CSU Long Beach #4

CSU San Bernardino

Cal State Pomona

TITANS
CAL STATE FULLERTON

CAL STATE SAN MARCOS COUGARS
California Independent Colleges

California’s independent colleges and universities represent an established tradition of higher education in California. The first institutions opened their doors in 1851. Yet, each of the 75 colleges and universities have their own unique character and strengths.

76 Campuses – 125 Majors

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

The Students

251,330 Students equals 21% of California’s Four-Year Undergraduate Students
132,301 Undergraduate Students / 101,111 Graduate Students

- 20% Transfer Students
- 34% Undergraduate Ethnic Minority Students
- 15% International Students
- Average Campus Student/Faculty Ratio - 16:1

Annual Financial Aid Assistance

- $1,368 Billion from the Independent Colleges and Universities
- $300 Million from State and Federal Governments
- 80% of the Students Receive Financial Aid - $15,000 Average Student Financial Aid Package

Degrees Awarded

- Approximately 22% of California’s Baccalaureate Degrees
- Approximately 48% of California’s Masters and Ph.D. Degrees
- Approximately 65% of California’s Professional Degrees

There are 76 fully accredited independent colleges and universities affiliated with the Association of Independent California Colleges and Universities (AICCU) providing a host of options at the undergraduate, graduate, and professional levels. Independent colleges are often flexible in admissions policies and in awarding previous college credit. They invite interested students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.

Visit www.aiccu.edu
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
An 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 ETS 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
A online or group session that will assist new students in planning their first college semester of classes.

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

Assessment/Placement Test
Tests skills in reading, English, and mathematics. Results are used to recommend placement in English and math classes.

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

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

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

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

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

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

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

Grade Point Average (GPA)
A measure of academic achievement obtained by dividing a student's total grade points by the number of units attempted.

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

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

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

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

Matriculation
The matriculation process is designed to assist students in achieving their goals at Saddleback College. The process includes assessment, orientation, advisement and follow-up.

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

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

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

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

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

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

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

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

Unit
A college unit (or credit) usually means 1 hour of lecture per week for a semester. Many Saddleback College courses are 3 units, meaning that they meet for 3 hours of lecture per week. An Associate Degree requires 60 units. ■
What is ASSIST?
If you are planning to transfer from a community college to a University of California or a California State University, ASSIST can help! ASSIST is the official California state-wide database listing a selection of campus-approved transfer agreements, general education requirements, and information on UC and CSU transferable courses. Students are also advised to contact a Saddleback College counselor for more information, and for details regarding other transfer agreements and options not available on ASSIST for your transfer college choice.

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

What is AICCU - Association of Independent California Colleges and Universities?
California’s independent colleges and universities represent a long tradition of higher education in California. The first institution opened its doors in 1851. Today, each of the AICCU’s 76 colleges and universities have their own unique character and strengths. Here, you will get a comprehensive look at each of these independent colleges, information and facts, and transfer information to AICCU colleges such as Chapman University, Mills College, Concordia University, University of San Diego, Westmont College, and Pepperdine University.

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

What is Saddleback College Transfer Student Home Page?
Here you will find over fifteen web pages filled with information for the Saddleback College student interested in transferring. These pages cover all aspects of transferring such as major preparation, degrees, eligibility, transfer guarantee programs, GPA, and more! All of the links you need to transfer are included. Come visit this site created just for Saddleback College students!
Educational Degrees and Transfer Questions?

Does Psychology 5 meet a CSU General Education Certification requirement?

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

What are the 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 or a California State University, ASSIST can help you:

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

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

How to use assist

1. LOG ON TO www.assist.org and click on start ASSIST
2. SELECT AN INSTITUTION: Scroll down and select any college from the pull down menu.
3. SELECT ACADEMIC YEAR TO QUERY: Select any year from 1980 on the pull down menu.
4. CLICK ON THE CONTINUE BUTTON.
5. SELECT THE TYPE OF TRANSFER INFORMATION YOU WANT:
   - UC TRANSFERABLE COURSES - Displays all courses that are transferable to the UC from that college.
   - CSU TRANSFERABLE COURSES - Displays all courses that are transferable to the CSU from that college.
   - CSU GE-BREATH CERTIFICATION LIST - Displays all of the courses that meet CSU GE from that college.
   - IGETC COURSES - Displays all of the courses that meet IGETC requirements from that college.
   - AGREEMENTS BETWEEN TWO CAMPUSES - Select the transfer university from the pull-down menu. Press Continue. Choose from the available choices for that university such as General Education/Breach, by Major or by Department.
6. PRINT THE INFORMATION: Click on the PRINT button to the left of the screen or your browser’s print icon.
7. SEE A COUNSELOR: Students are advised to contact a counselor for more information and for details regarding other transfer agreements and options not available on ASSIST. Counselors have up to date information often not available on ASSIST. Stop by Counseling Services in SSC 167 or telephone (949) 582-4572 to schedule an appointment. Drop-in counseling is available at the Transfer Center in SSC 140, phone (949) 582-4328.
Time Management

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

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

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
  - \( (3 \text{ units} \times 2 \text{ hrs/unit study}) = 6 \text{ hours} \)

**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 and 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 Center to be considered. You must have a cumulative 3.0 grade point average.

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 (1) hour of instruction per week for a 16-18 week semester. Lab units are figured differently.
- A three-unit class requires three (3) hours of instruction per week for a 16-18 week semester.

Managing Work and School

Recommended combination:

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<tr>
<th>Work</th>
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<tr>
<td>5-15 hours per week</td>
<td>12-15 units</td>
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<tr>
<td>20 hours per week</td>
<td>9-12 units</td>
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<tr>
<td>30 hours per week</td>
<td>6-9 units</td>
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<tr>
<td>40 hours per week</td>
<td>3-6 units</td>
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Do not overload yourself when you register for classes. Design a course load that is reasonable for your level of energy and motivation.
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 A.A. 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:

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

Computing the GPA - the Steps

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

An Example: Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units Attempted (UA)</th>
<th>Grade</th>
<th>Units Completed (UC)</th>
<th>Grade Points (GP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1A</td>
<td>3</td>
<td>A</td>
<td>3</td>
<td>12.0</td>
</tr>
<tr>
<td>Psychology 1</td>
<td>3</td>
<td>C</td>
<td>3</td>
<td>6.0</td>
</tr>
<tr>
<td>Math 251</td>
<td>5</td>
<td>B</td>
<td>5</td>
<td>15.0</td>
</tr>
<tr>
<td>Applied Psychology 140</td>
<td>3</td>
<td>P</td>
<td>3</td>
<td>0.0</td>
</tr>
<tr>
<td>Speech 1</td>
<td>3</td>
<td>D</td>
<td>3</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>14</strong></td>
<td></td>
<td><strong>17</strong></td>
<td><strong>36.0</strong></td>
</tr>
</tbody>
</table>

GPA for the semester: 36 ÷ 14 = 2.57

Final Exams

The “Final Exam Schedule” is printed in the fall and spring semester’s Schedules of Classes and is also available online (link can be found at www.saddleback.edu/cs). During summer session, final exams are given during the last week of scheduled classes.
College Policies that Affect All Students

Grading Policy
In section 55023 of the California Administrative Code (Title 5), the State Legislature mandated a grading policy for all California Community Colleges. In compliance with this mandate, the South Orange County Community College District Board of Trustees approved Board Policy 5300, titled Grading Policy (see the Saddleback College Catalog for details).

ACADEMIC RECORD SYMBOLS AND GRADE POINT AVERAGE

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

Pass/No Pass (Formerly Credit/No Credit)

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

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

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

Repetition for Courses with a Substandard Grade
A student may repeat courses for which substandard work has been recorded in accordance with the policies described below. For purposes of course repetition, the term “substandard” shall be defined as meaning course work for which the grading symbols “D”, “F” and/or “NP” have been recorded.

1. Previous grades and credits for each repetition will be disregarded in the computation of grade point averages. The permanent academic record shall be annotated in such a manner that only the most recent grade and credit earned will be used to calculate the student's grade point average. However, all previous work will remain on the transcript, ensuring a true and complete academic history.

2. Repetition may be permitted for courses deemed equivalent within the South Orange County Community College District. Please see a counselor for details.

3. Students will automatically be allowed to repeat a course taken with a substandard grade two times. A student may be allowed to repeat the course additional times only through a formal petition process.

4. Prior course repetition actions by other accredited colleges and universities may be honored in determining transfer of a student's credits.

Course Repetition for Courses with a Passing Grade
Course repetition for courses with a passing grade is permitted only under the following circumstances:

1. Where there has been a significant lapse of time (not less than three years) since the student previously took the course. A single repeat is the maximum allowed under this provision; or

2. Where the course is approved by the Board of Trustees as a repeatable course. Please see the Saddleback College Catalog for information regarding courses which are deemed repeatable by the Board of Trustees. Three repeats is the maximum allowable under this provision.
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 he or she has enrolled and for which entries of “W,” “I” and “NP” are recorded reaches or exceeds 50%.

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

Removal From Probation

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

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

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 he or she has enrolled and for which entries of “W,” “I” and “NP” are recorded reaches or exceeds 50%.

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

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 from consecutive terms disregarded in the computation of their cumulative grade point average (GPA). This process is known as academic renewal, defined in accordance with Title 5, California Code of Regulations, Sections 55763, 55765. Various restrictions apply, including the following:

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

Student E-mail

IMPORTANT NOTICE: Student email privileges are designed solely for educational purposes. District policy forbids personal, recreational or commercial use of college computers, email and Internet services. Upon enrolling in a course, students automatically receive a college email account. User names are assigned automatically and accounts are continued with no interruption in services so long as the student remains enrolled in contiguous semesters.

Students’ assigned college email addresses may be found on “MySite” at www.saddleback.edu. Click on “Email” in the left-hand column. Email addresses are available within 3 days of registration.

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

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

NOTE: All student email names always end in a number. Your default email password is your PIN plus two zeros.
Student’s Rights and Responsibilities

Rules and Regulations for Student Behavior

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

Code of Conduct

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

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

A. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, district or college personnel.

B. Assault, battery, or any threat of force or violence upon a student, district or college personnel, or an authorized college visitor.

C. Willful misconduct resulting in injury or death to a student or college or district personnel or an authorized college visitor, or willful misconduct resulting in cutting, defacing, theft, or other injury to any real or personal property owned by the District, college personnel, or students in attendance at the colleges or programs of the District.

D. The unlawful use, sale, or possession on district property of or presence on district property while under the influence of any controlled substance or any poison classified as such by state or federal law.

E. Willful or persistent smoking in an area where smoking has been prohibited by law or by policy of the Board of Trustees or administrative regulation.

F. Disorderly, lewd, indecent, or obscene conduct on district-owned or controlled property or at district sponsored or supervised functions.

G. Sexual assault (as defined in Board Policy 5404) on any student, faculty or staff member of the South Orange County Community College District, upon on-campus or off-campus grounds or facilities maintained by the District, or upon grounds or facility maintained by affiliated student organizations.

H. The possession or use of any firearms, explosives, dangerous chemicals, deadly weapons, or other potentially harmful implements or substances while on district property or at a college-sponsored function without the prior authorization of the college President.

I. The obstruction or disruption, on or off campus, of the District’s educational or administrative process or any other district function.

J. Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse when related to a district or college program or activity.

K. Misrepresentation of oneself or of an organization as an agent of the District or college.

L. Soliciting or assisting another to do any act which would subject a student to discipline.

M. Theft of, or non-accidental damage to, campus property, or property in the possession of or owned by a member of the campus community.

N. Use, possession, or distribution of alcoholic beverages and/or illegal narcotics/drugs on district premises, or at district-sponsored events, or appearance on district property or at district sponsored events while under the influence of alcohol or illegal narcotics/drugs unless otherwise provided by law and district policy.

O. Unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium, including, but not limited to, handwritten or typewritten class notes.

P. Actions of force or threat of force to injure, intimidate, oppress or threaten because of the other person’s race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or because of the perception that the other person has one or more of these characteristics.

Q. Academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication, which compromises the integrity of an assignment, a college record or a program.

i. 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.
iii. Cheating is the use of any unauthorized materials, or
ii. Plagiarism is any conduct in academic work or pro-
5. copying another student's test answers.
4. copying from another student's test, paper, lab
3. knowingly allowing any examination or assignment
2. completing, in part or in total, any examination or
1. knowingly procuring, providing, or accepting unau-
others to do the same including, but not limited to, the
academic work, records or programs, and/or assisting
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 unau-
thorized electronic devices.
8. storing answers in electric devices and allowing other students to use the information without the consent of the instructor.
9. employing aids excluded by the instructor in under-
taking 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 regarding or recon-
sideration without the knowledge and consent of the instructor.

R. Violation of Copyright Laws
S. Violation of District Board Policies and Administrative Regu-
lations..

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

For a copy of Sexual Assault Education, Victim Survival Guide and Campus Reporting Protocol see the Vice President for Student Services in Room SSC 107, or the Director of Student Health Services in Room SSC 177 or go online at www.saddleback.edu/ss/shc/sexualassault.html

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 immediate-
ly report the removal to the Vice President for Student Services. The Vice President will take the appropriate actions, including any necessary parent conferences if the student is a minor. During the period of suspension, the student shall not be returned to the class from which he or she was removed without the concurrence of the instructor (Administrative Regulations 5401, IV, and the California Ed. Code, Section 76032).
Recommended Range of Sanctions and Disciplinary Actions

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

- The student is given a verbal or written warning about 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.
- Assign an “F” for the course.
- Expulsion from the course.
- Request that the Vice President for Student Services further discipline the student, including suspension and expulsion from the institution.

Grade Grievance Policy

(Reference Board Policy 5505 and accompanying forms)

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

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

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

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

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

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

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

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

Gender Equity Grievance Procedure - Title IX

Notice

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

Any questions regarding the access of handicapped persons to programs and services should be directed to the S04/ADA Coordinator (referred to the Americans with Disabilities Act), Saddleback College, 28000 Marguerite Parkway, Mission Viejo, CA 92692 (582-4566 or 4612).

Section 504/Americans with Disabilities Act Complaint/Grievance Procedure

Students with disabilities have the same legal entitlement as any other student. The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of disability in any program or activity offered
by Saddleback College. It is the policy of Saddleback College to offer programs and activities which are accessible to students with disabilities. Any individual who believes he/she has been subjected to discrimination on the basis of a disability may file a written complaint in the office of the Vice President for Student Services (SSC 107).

Any student with a verified disability who believes they have received an unacceptable response or have been denied an authorized accommodation is encouraged to speak with a Counselor/Specialist or the Director of Special Services (SSC 113, 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 Special Services or the office of the Vice President for Student Services. The Vice President for Student Services currently serves as the campus Section 504/ADA Officer (582-4566), Saddleback College, 28000 Marguerite Pkwy, Mission Viejo, CA 92692.

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

Alcohol and Drug Enforcement Policies and Education

The South Orange County Community College District and California State law prohibit the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by students on college property or as part of any college activity. [California Ed. Code, Section 76033 (a) and South Orange County Community College District Board Policy and Administrative Regulation S401—Code of Conduct]

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

Non Smoking Rules and Regulations

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

1. Smoking is prohibited inside all South Orange County Community College District buildings.

2. Vehicles transporting students for instructional/extracurricular activities are considered nonsmoking areas.

3. Smoking is permitted in outside areas that are 10 feet away from any college building.

4. As new medical research and information becomes available, it will be reviewed by the Student Health Center and the employee-wellness program and distributed as appropriate.

5. The Student Health Center will serve as a referral agency and provide guidance for students and staff as requested.

6. Smoking-cessation programs will be presented under the auspices of the Student Health Center and the employee-wellness program.

7. A district committee composed of representatives from the colleges and district services will review the regulations periodically.

Crime Statistics

Saddleback College crime statistics are available on the Saddleback College web site under Campus Police/Emergency, “Your Right to Know” or contact Campus Police at (949) 582-4585 or ext. 4585 from any campus phone.
Parking Permit
- You will need to purchase a parking permit to park your vehicle at Saddleback College. Permits are required anytime you park on campus.
- Visitors can park in any white stall (student) on campus after purchasing a $2.00 daily parking permit at any of the four permit dispensers located on campus, or in any metered space on campus for a fee of $0.50 per hour. Maximum time limit for the metered areas are (2) hours. All meters accept only quarters.
- 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 Parking Office.
- If your permit is stolen, you should report any theft to Campus Police. You will need be asked to show proof of purchase of a permit and sign an affidavit under penalty of perjury that it has been stolen. Only then will a replacement be issued by the Campus Parking Office.
- If you are participating in a college sponsored field trip you may leave your car on campus while you are gone. Contact Campus Police for the proper parking location and fill out an Overnight Registration Form.
- Displaying a stolen or forged parking permit can be very embarrassing and the penalty fines are expensive. A person may sell their permit at full price by a transfer procedure in the Campus Parking Office.

Handicapped Parking
- If you are an employee or registered student and have a disability and a California access/handicapped placard from the DMV, you must display a Saddleback permit as well as the DMV Placard. Metered stalls will be honored in both metered and access/handicapped stalls.
- You may obtain a temporary medical parking permit at the Campus Parking Office for a limited period by submitting a physician’s statement indicating the probable length of time of your disability. Upon approval, a medical parking permit will be issued to you.

Parking Tickets
- If you believe that you received a parking ticket unjustly or in error you may appeal for relief of liability by submitting a “Request for Administrative Review” through the Campus Parking Office. Within four weeks, the results of the review will be mailed to you. Please understand that California law prohibits anyone, including the officer issuing the ticket, from voiding the ticket. Only the processing agency (Campus Parking Office) can void a parking ticket for justifiable reasons once it has been issued.
- If you still feel that you should not be held liable for the ticket, you may request a hearing in person to the District Hearing Examiner. However, to do this, you must first pay the parking ticket and complete a request an in-person hearing at the Campus Parking Office. If the hearing examiner finds in your favor you will be reminded the ticket amount. Finally if still unsatisfied, you have a right to appeal the hearing examiner’s decision to the South Orange County Municipal Court. Complete details of the appeal process are available at the Campus Parking Office.

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

Motorcycles and Convertibles
- All motorized vehicles must have a valid permit to park on campus, including motorcycles or mopeds. If you already have bought a permit for your car and need to have another one for your motorcycle or moped; as long as both vehicles are registered to you, and your primary purchase was for an automobile, you may come to Campus Parking and purchase a motorcycle permit for $1.00. Duplicate permits are never issued under any circumstances.
- All students who have a convertible or open-top vehicle can go to Campus Police and be recorded on the "auto soft top list." They must purchase a valid parking permit but will not be required to display the permit when the top is down. Permits must be available if requested by an officer.

Parking Fees
The board annually determines the cost of purchasing parking permits by employees and students and the fees charged to park in metered areas. Fees are subject to change.

- Student Vehicles: $30.00 Each Fall or Spring Semester
  $60.00 Annual (Fall, Spring and Summer)
  $15.00 Summer Session
- Motorcycles: $10.00 Each Fall or Spring Semester
  $5.00 Summer Session
- Permit for alternate student vehicle (motorcycle) - $1.00

All day parking (student lots only): $2.00. Permits are available at daily parking permit dispensers. For locations, see map inside back cover.
College Mental Health

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

Personal Counseling is available on campus from trained counselors and psychologists who can help you find solutions. These services are free to all currently enrolled students. All counseling appointments are confidential.

If you are experiencing problems with stress, anxiety, depression, relationships, parenting, transitions, coping, eating disorders, drug and/or alcohol abuse, or with any other personal issues, call to schedule an appointment with a counselor who can help you with your challenges.

Remember, counseling works!

In the event of a crisis, immediately contact

- Counseling .............................................(949) 582-4572
- Student Health Center .......................(949) 582-4606
- Campus Police ........................................(949) 582-4444

Sexual Violence Education and Prevention Policy

Saddleback College provides sexual violence prevention information to students during on-campus orientations and posts this information on the campus Internet Web site www.saddleback.edu (follow links: Students > Student Services > Health Center > Sexual Assault). This site contains valuable information on how to avoid rape, what to do in risky situations and what to do in case of sexual assault. Copies of the “Sexual Violence Education, Victim Survival Guide and Campus Reporting Protocol” are available in the Office of the Vice President of Student Services (SSC Room 107) and in the Student Health Center (SSC Room 177).

California Education Code, Section 67385

If you are victim of sexual assault on campus, seek assistance immediately. Go directly to the Student Health Center at SSC 177 or call Campus Police at 582-4444.
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.
- Please report any suspicious activity or persons to Campus Police at (949) 582-4585 or ext. 4585 from any campus phone.

### Article VIII - Additional Regulations

**Section 801:** This policy incorporates by reference all of the rules and regulations included in Board Policy 13111, “Use of school property for Public Purposes,” with particular notice to the following section:

**Pets on Campus**

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

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

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**Free Service for your Safety!**

**Emergency or Police Service**

Use the yellow call boxes located in Lots # 1, 1A, 1B, 4A, 5, 5A, 5B, 7, 9N, 9S, 10N, 10S, 12, 13, 14 to contact Campus Police.

**Security Escort**

Call 949 582-4585 or ext. 4585 from any campus phone.
### Campus Locations/Listings

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>SSC 102</td>
<td>582-4555</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>AGB 123</td>
<td>582-4479</td>
</tr>
<tr>
<td>ASG Ticket Office</td>
<td>SSC 211F (limited hours)</td>
<td>582-4299</td>
</tr>
<tr>
<td>Associated Student Government (ASG)</td>
<td>SSC 211</td>
<td>582-4517</td>
</tr>
<tr>
<td>Bookstore</td>
<td>SSC 134</td>
<td>582-4715/4716</td>
</tr>
<tr>
<td>Bus Transportation and Schedule Information</td>
<td>Orange County Transit District</td>
<td>636-RIDE</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>SSC 213</td>
<td>582-4659</td>
</tr>
<tr>
<td>CalWORKS</td>
<td>SSC 126</td>
<td>582-4207</td>
</tr>
<tr>
<td>Campus Police</td>
<td>Campus Police Station, Lower Campus</td>
<td>582-4585</td>
</tr>
<tr>
<td>CARE</td>
<td>SSC 126</td>
<td>582-4620</td>
</tr>
<tr>
<td>Career Guidance Services</td>
<td>Career Guidance Center (SSC 140)</td>
<td>582-4575</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>Lower Campus</td>
<td>582-4582</td>
</tr>
<tr>
<td>Clubs and Organizations</td>
<td>Clubs &amp; Events Office (SSC 211F)</td>
<td>582-4517</td>
</tr>
<tr>
<td>College Information</td>
<td>SSC Lobby</td>
<td>582-4500</td>
</tr>
<tr>
<td>Counseling</td>
<td>SSC 167</td>
<td>582-4572</td>
</tr>
<tr>
<td>Cross Cultural Studies</td>
<td>Office TBA</td>
<td>582-4492</td>
</tr>
<tr>
<td>Disabled Student Programs &amp; Services (Special Services)</td>
<td>SSC 113</td>
<td>582-4885</td>
</tr>
<tr>
<td>Distance Education</td>
<td>BGS 249</td>
<td>582-4515</td>
</tr>
<tr>
<td>Enrollment Information</td>
<td>Admissions and Records (SSC 102)</td>
<td>582-4555</td>
</tr>
<tr>
<td>Extended Opportunity Programs and Services (EOPS)</td>
<td>SSC 126</td>
<td>582-4620</td>
</tr>
<tr>
<td>Financial Assistance &amp; Scholarship Office</td>
<td>SSC 106</td>
<td>582-4860</td>
</tr>
<tr>
<td>Foundation Office</td>
<td>AGB 123</td>
<td>582-4479</td>
</tr>
<tr>
<td>Graduation Evaluation/UC and CSU Certification</td>
<td>Admissions and Records (SSC 102)</td>
<td>582-4555</td>
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<tr>
<td>Honors Program</td>
<td>BGS 223</td>
<td>582-4853</td>
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<tr>
<td>Housing Information Bulletin Board</td>
<td>SSC 211F</td>
<td>582-4299</td>
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<tr>
<td>Information Management Center (IMC Lab)</td>
<td>BGS 248</td>
<td>582-4783</td>
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<tr>
<td>Interdisciplinary Computer Center (ICC)</td>
<td>VIL 8</td>
<td>582-4441</td>
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<tr>
<td>International Students</td>
<td>SSC 104</td>
<td>582-4637</td>
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<tr>
<td>Job/Career Search Services</td>
<td>SSC 140E</td>
<td>582-4278</td>
</tr>
<tr>
<td>KSBR (Saddleback College Radio 88.5 FM)</td>
<td>SSC 222</td>
<td>582-4358</td>
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<tr>
<td>Language Lab</td>
<td>CC 4</td>
<td>582-4534</td>
</tr>
<tr>
<td>Lariat (campus newspaper)</td>
<td>VIL 33-02</td>
<td>582-4688</td>
</tr>
<tr>
<td>Learning Assistance Program (LAP)</td>
<td>VIL 8</td>
<td>582-4519</td>
</tr>
<tr>
<td>Library/Learning Resources</td>
<td>VIL 3 &amp; 4</td>
<td>582-4314</td>
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<tr>
<td>Lifetime Fitness Center</td>
<td>PE 600</td>
<td>582-4449</td>
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<tr>
<td>Lost and Found</td>
<td>Campus Police Station, Lower Campus</td>
<td>582-4585</td>
</tr>
<tr>
<td>Matriculation Services</td>
<td>SSC 225B</td>
<td>582-4970</td>
</tr>
<tr>
<td>Parking and Traffic Information</td>
<td>Campus Police Station, Lower Campus</td>
<td>582-4585</td>
</tr>
<tr>
<td>Reading Lab</td>
<td>CC 6</td>
<td>582-4539</td>
</tr>
<tr>
<td>Re-Entry Services/Adult Opportunity</td>
<td>SSC 140C</td>
<td>582-4611</td>
</tr>
<tr>
<td>Special Services (Disabled Student Programs &amp; Services)</td>
<td>SSC 113</td>
<td>582-4885</td>
</tr>
<tr>
<td>Student Government (ASG)</td>
<td>SSC 211</td>
<td>582-4517</td>
</tr>
<tr>
<td>Student Health Center</td>
<td>SSC 177</td>
<td>582-4606</td>
</tr>
<tr>
<td>Student Payment Office (student fees/lines)</td>
<td>AGB 131</td>
<td>582-4870</td>
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<tr>
<td>TDD (Telecommunication Device for the Deaf)</td>
<td>SSC 113</td>
<td>582-4833</td>
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<tr>
<td>Theatre Ticket Office</td>
<td>FA 124</td>
<td>582-4656</td>
</tr>
<tr>
<td>Transcripts and Records</td>
<td>Admissions and Records (SSC 102)</td>
<td>582-4555</td>
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<tr>
<td>Transfer Center</td>
<td>CC 1</td>
<td>582-4328</td>
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<tr>
<td>Tutoring Services (LAP)</td>
<td>VIL 8</td>
<td>582-4519</td>
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<tr>
<td>VETS Center</td>
<td>SSC 207</td>
<td>582-4252</td>
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<tr>
<td>Veterans' Office</td>
<td>AGB 131</td>
<td>582-4871</td>
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<tr>
<td>Withdrawal From College</td>
<td>Admissions and Records (SSC 102)</td>
<td>582-4555</td>
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<tr>
<td>Writing Center</td>
<td>VIL 8</td>
<td>582-4784</td>
</tr>
</tbody>
</table>
Notes:
**2010-2011 Important Dates**

**Fall Semester 2010**
- First day applications accepted for New and Former Students: April 1
- Internet Registration: By appointment - Check registration time in MySite>MyInfo>Appts.

**INSTRUCTION BEGINS**: August 23
- Labor Day Observance – classes not in session: September 6
- Thanksgiving – classes not in session: November 25 - 28
- Final Exams: December 13 - 19
- Winter Break: December 20 – January 9

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

**Spring Semester 2011**
- First day applications accepted for New and Former Students: October 1
- Internet Registration: By appointment - Check registration time in MySite>MyInfo>Appts.

**INSTRUCTION BEGINS**: January 10
- Martin Luther King Day Observance – classes not in session: January 17
- Presidents’ Day Observance – classes not in session: February 18 - 21
- Last day to petition for Spring graduation: March 1
- Spring Recess – classes not in session: March 13 - 19
- “Dead Day” – classes not in session: May 12
- Commencement–Saddleback College: May 20

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

**Summer Session 2011**
- First day applications accepted for New and Former Students: April 1
- Internet Registration: By appointment - Check registration time in MySite>MyInfo>Appts.

**INSTRUCTION BEGINS**: May 23
- Memorial Day Observance – classes not in session: May 30
- 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.

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