

# SCC CLASS CATALOG

The official source and guide to Santiago Canyon College classes and student life

2020-2021

ISSUE 21

## SCC CELEBRATES 20 YEARS OF COLLEGIATE EXCELLENCE



As the second campus in the Rancho Santiago Community College District, Santiago Canyon College was originally called "Orange Campus". It wasn't until 2000 that SCC officially became an independently accredited college. While once a small campus with only two buildings on 30 acres, Santiago Canyon College has grown to hold 440,517 square feet of building space and is home to over 16,000 eager students ready to learn!

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### *Mission Statement*

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically.

We are committed to maintaining standards of excellence and providing the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging.



**WHAT HAPPENS HERE MATTERS.**





- or culture, obscene, or use inappropriate language, threatening, harassing, defamatory, discriminatory, obscene, inflammatory, or use inappropriate language.
- Using the network for personal or commercial advertising or political activity.
  - Using computers or the wireless network to play individual games, multiple-user games, or gambling.
  - Using the computers for illegal or malicious purposes.

Specific areas on campus, such as the Lorenzo A. Ramirez Library, computer labs, computer classrooms, and science labs may have additional restrictions to those listed above. It is the student's responsibility to be aware of these additional guidelines.

### Study Load

In order to meet the graduation requirements in four semesters, students should carry an average of 15 units each semester. Students will ordinarily not be allowed to register for more than 18 units.

When individual circumstances may require additional unit demand, an overload petition in excess of 18 units may be approved for students who have maintained a 3.0 GPA. Approval for such overloads may be secured from the counseling department.

A summer session load should not exceed the equivalent of one unit per week or approximately nine units for an 8-week session. If over 9 units for summer or over 6 units for intercession, an overload petition must be approved using the same criteria as above.

### Transfer Credit

Santiago Canyon College grants credit for coursework completed at regionally accredited institutions of higher education. Official transcripts are required and must be submitted to the Admissions and Records Office. Official transcripts submitted for evaluation must be printed/dated within the last 6 months. Any coursework marked as "in-progress" will need to have additional transcripts submitted once grades have been posted.

Transfer coursework may be used to meet a major requirement by approval. To seek approval, a Petition to Substitute a Major Requirement must be submitted along with supporting documentation. Petition can be obtained in the Admissions and Records Office or online.

Transfer coursework may also be used to meet CSU or IGETC Certification. If coursework was completed at an institution outside of the California Community College system, it must be approved through the Course Pass Along process (page 48).

Transfer coursework may also be used to meet SCC General Education. Course must

be listed in the college catalog, in the same academic year for which the course was taken, at the transfer institution. Upper-division courses may be used so long as it meets the lower-division requirements; however, a student is strongly encouraged to meet with a SCC counselor to discuss unintended consequences.

### Unit of Credit

Santiago Canyon College is on a semester system and awards college credit in semester units.

One unit of credit (or credit hour) of college credit represents 54 hours of student time in lecture, study, or laboratory work. For a 16-week semester, this is generally three hours of work per week per unit. For example, semester-long lecture classes are generally one-hour per week in class and two-hours per week outside preparation. Semester-long laboratory classes are generally three hours per week in the laboratory with minimal outside preparation.

When converting units from quarter to semester, the ratio is one quarter unit equals two thirds of a semester unit.

### Withdrawal From Class

Students who cannot continue in a course have an obligation to withdraw officially. Students are encouraged to consult with instructors and academic counselors concerning class withdrawals.

Students may officially withdraw on the web through the last day of the 12th week of instruction (or 75 percent of the class meetings, whichever is less) and receive a transcript symbol of "W".

All instructor-initiated "EA's" (excessive absence drops) through the 12th week or 75 percent of class meetings, whichever is less, will be assigned a "W".

The academic record of a student who remains in a class beyond the time allowed by district policy must reflect a symbol other than a "W", except under extenuating circumstances.

A student who has a withdrawal (grade of "W") in the same course two or more times loses the privilege of online registration for that course and must receive the approval of the Associate Dean of Admissions or the Registrar to enroll in the same course.

(See also Course Repeatability and Repetition.)

### Extenuating Circumstances

#### Excused Withdrawal (EW)

A student may petition for an Excused Withdrawal due to extenuating circumstances (reasons beyond the student's control). Extenuating circumstances are approved based upon verifiable documentation

supporting the request. If approved, the petitioned classes will be designated with an "EW" (Excused Withdrawal) on the transcript. An "EW" will not be counted in progress probation or dismissal calculations nor will it be counted towards the permitted number of withdrawals or counted as an enrollment attempt.

### Military Withdrawal (MW)

A student who is a member of an active or reserve U.S. military service and has received orders compelling a withdrawal from courses may request a military withdrawal. If approved an "MW" will appear on the transcript for each course. "MW" shall not be counted in the permitted number of withdrawals nor shall it be counted in progress and dismissal calculations.

Students should file the petitions as soon as possible. The petition must be filed no later than one year following the awarding of the original grade.

### Withholding of Student Records

Students, or former students, who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diploma, and registration privileges withheld.



# Santiago Canyon College

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## Orange Education Center

1465 North Batavia Street • Orange, CA 92867 • [www.sccollege.edu/oec](http://www.sccollege.edu/oec) • 714-628-5900

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