# Table of Contents

## Introduction
- Department Directory .................................................. 2
- Welcome to Santiago Canyon College .............................. 3
- RSCCD Vision Statement .................................................. 3

## Getting Started
- Athletic Orientation ......................................................... 4
- California Community College Athletic Association .......... 4-5
- Tips for Student-Athlete College Success ......................... 6
- Academic Goals/Tutoring/Advisement .............................. 6
- Eligibility Requirements .................................................... 7-8

## Conduct & Guidelines
- Standards of Student Conduct ......................................... 8
- Board Policy 5201.5 ......................................................... 8-9
- Prohibition of Harassment Policy ...................................... 9
- Equipment and Clearance ................................................ 10
- Athletic Training Guidelines ............................................. 10-11
- Nondiscrimination Policy .................................................. 12

## NCAA Eligibility
- NCAA/NAIA Eligibility Requirements for Student Athletes .................................................. 12
- Student Athlete Application Process and Student Success Requirements Check List ......................... 13
- Recruitment Process for 4-year schools .......................... 14
- Athletic Counselor Information ........................................ 15
- Questions and Answers About Community College .......... 16-17
- Questions Regarding Registration Priority ....................... 18-19

## Support Services
- Who Needs to Petition to Graduate ................................. 19
- Transfer Success Center .................................................. 20
- Library ........................................................................ 21
- Financial Aid Programs .................................................. 22-24
- Scholarship Information .................................................. 25
- Tutoring Center ............................................................. 26
- Student Health and Wellness Center ............................ 27
- Checklist for First-Time College Students .................... 28
- Student Services Directory ............................................ 29

## SCC Campus Map .......................................................... 30
ATHLETIC DEPARTMENT COACHES & SUPPORT STAFF

Martin Stringer
Dean, Mathematics & Sciences
Athletic Director
(714) 628-4816

Reyes Vazquez
Administrative Secretary/Eligibility
(714) 628-4577

Kelsey Bains
Athletic Trainer
(714) 628-4704

Ian Woodhead
Kinesiology, Department Co-Chair
Head Coach, Women’s Soccer
(714) 628-4906

James Obleda
Head Coach, Men’s Soccer
(714) 628-4907

Douglas Kawa
Head Coach, Women’s Volleyball
(714) 628-5074

Timothy Johnson
Head Coach, Men’s Volleyball
(714) 628-5081

Shawn Cummins
Head Coach, Men’s & Women’s Cross Country
(714) 628-4910

Lisa Camarco
Kinesiology, Department Co-Chair
Head Coach, Softball
(714) 628-4910

Dora Escobar
Athletic Counselor
(714) 628-4800

Todd Dixon
Head Coach, Men’s Basketball
(714) 628-4980

Lisa Herman
(714) 628-4911

RSCCD BOARD OF TRUSTEES

Claudia C. Alvarez, President
John R. Hanna, Vice President
Nelida Mendoza Yanez, Clerk
Arianna P. Barrios
Zeke Hernandez
Lawrence “Larry” R. Labrador
Phillip E. Yarbrough
Esther Chian, Student Trustee

CHANCELLOR
Raúl Rodríguez, Ph.D.
WELCOME TO SANTIAGO CANYON COLLEGE

The Faculty, Staff and Coaches of Santiago Canyon College and the Department of Kinesiology would like to welcome you to our family. We are pleased with your decision to become a Hawk. The decision to enroll in college and participate in a collegiate sports program is one of the most important decisions a young student-athlete will face in their career. The intercollegiate competition provided for you will play an important role in your educational, social and emotional development. Having made an excellent decision to attend our college you are now entrusted with representing yourself, your institution, and your community with the utmost respect. You, the athlete are an integral part of the process and you must take ownership of your future and your actions. Being involved in Athletics at Santiago Canyon is an honor and is offered to gifted individuals in the pursuit of their athletic and academic excellence. We demand nothing but the best and will give you nothing but our best. Please be assured of our help and availability during your stay with us at Santiago Canyon College and do not be afraid to call on any of us for assistance.

Go Hawks!

Martin Stringer
Athletic Director

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, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community.

VISION
Rancho Santiago Community College District is a learning community. The college district and its colleges are committed to ensuring access and equity, and to planning comprehensive educational opportunities throughout our communities. We will be global leaders in many fields, delivering cost-effective, innovative programs and services that are responsive to the diverse needs and interests of all students. We will be exceptionally sensitive and responsive to the economic and educational needs of our students and communities. The environment will be collegial and supportive for students, staff, and the communities we serve.

We will promote and extensively participate in partnerships with other educational providers, business, industry, and community groups. We will enhance our communities’ cultural, educational, and economic well-being.

We will be a leader in the state in student learning outcomes. Students who complete programs will be prepared for success in business, industry, careers, and all future educational endeavors. We will prepare students to embrace and engage the diversity of our global community and to assume leadership roles in their work and public lives.
ATHLETIC ORIENTATION

Our Athletic Orientation occurs every year at the beginning August and is intended to explain the many requirements of being a student-athlete at Santiago Canyon College. In attendance are fall and spring student athletes, the Athletic Director, Athletic Counselor, Coaches, Athletic Trainer, Eligibility Clerk and other member of the college support team affecting the success of student athletes on this campus. This meeting serves several purposes:

1. To offer health screening and physicals to ensure the healthy and legal participation of athletes on athletic teams at Santiago Canyon College.
2. To demonstrate the eligibility process and help student-athletes fill out the required paperwork to satisfy the eligibility requirements for the California Community College Athletic Association (CCCAA).
3. To educate student-athletes on Eligibility, Education Plans, the Community College program and introduce the Athletic Counselor.
4. To explain departmental decorum and policies as they pertain to participation on an athletic team at Santiago Canyon College.

CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION

PURPOSE
The purpose of the California Community College Athletic Association (CCCAA) is to establish and oversee the enforcement of the rules and regulations and to guide the administration of the intercollegiate athletic programs of the California community colleges.

VALUES
In all of their activities, the California Community College Athletic Association (CCCAA) is governed by the following values:

<table>
<thead>
<tr>
<th>Student Health and Welfare</th>
<th>Equitable Competition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition of Excellence</td>
<td>Academic Success</td>
</tr>
<tr>
<td>Gender Equity</td>
<td>Ethical Conduct</td>
</tr>
<tr>
<td>Non Discrimination</td>
<td>Amateurism</td>
</tr>
</tbody>
</table>

Participation in Athletics is a privilege that the student-athlete must take ownership in. –Competition comes with requirements that the student-athlete must adhere to throughout the season and their career.

4.2 CONDITIONS FOR CONTESTS
4.2.1 The use of any form of tobacco, alcohol, and/or other controlled substances by any participant (student, faculty, staff, or official) during California community college-sponsored athletic activities is prohibited. Enforcement is the responsibility of the individual college. (See Bylaw 4.3 & 4.6.)

4.3 DECORUM
4.3.1 Decorum at California community college events is the responsibility of all participants. For the purpose of this policy, the following definitions apply:

A. PARTICIPANT – is a player, coach, team member, team attendant, official, or college staff member.

B. DISQUALIFICATION – is removal from an event for an accumulation of personal or technical fouls, yellow cards, etc. and is not under the jurisdiction of this policy, but is covered by the rules of the sport.
C. **EJECTION** – is defined as the immediate removal from further participation in an event as a result of abusive, verbal or physical behavior.

1. First Offense: In addition to immediate ejection from the contest, the individual shall be suspended from the following contest. Each ejection shall be reviewed by the Conference Commissioner to determine if the ejection is a “strike” and covered by this policy.

2. All ejections shall be treated as first offenses unless a previous “strike” has been declared by the Conference Commissioner.

3. Second “strike” (same Individual): In addition to immediate ejection from the contest, the individual shall be suspended from all remaining contests including PC.

4. Determination of whether or not an ejection is a “strike” may only be appealed to the Conference Appeals Board. A decision by the Conference Appeals Board is final.

D. **VERBAL OR ABUSIVE BEHAVIOR** – is defined as, but not limited to: unsportsmanlike tactics, such as using profanity or vulgarity, taunting, spitting on an opponent, ridiculing, pointing a finger, making obscene gestures, throwing gang signs, baiting of opponents, or inciting undesirable crowd reactions which results in ejection.

E. **PHYSICAL ABUSE** – is defined as any physical act that results in ejection.

F. **EVENT** – is defined as the time a visiting team or participant arrives at the site until the time the visiting team or participant leaves the site.

4.4 **PUNISHMENT FOR PHYSICALLY ASSAULTING OFFICIALS**

Physically assaulting or attempting to physically assault an official shall result in immediate ejection and the individual shall be disqualified from participation in California community college athletic activities for a period of sixty (60) months.

4.5 **PUNISHMENT FOR LEAVING BENCH AREA**

Coaches or participants entering the field of play from the bench area in reaction to a confrontation shall be ejected and punished as outlined in Bylaw 4.3. If, in the opinion of the officials, a coach going onto the field of play was helpful to the officials in the effort to control players, the penalty against the coach may be waived.

4.6 **PUNISHMENT FOR VIOLATION OF THE TOBACCO AND SUBSTANCE ABUSE POLICY**

4.6.1 The use or possession of any form of tobacco, alcohol, or other controlled substances by any participant during California community college-sponsored athletic activity shall be punished by ejection. 4.6.2 Ejection for violation of Bylaw 4.6 shall be the same as those outlined in Bylaw 4.4
TIPS FOR STUDENT-ATHLETE COLLEGE SUCCESS

Student-athlete academic success is an important ingredient in the success of a program. Winning is not paramount at Santiago Canyon College. Student-athletes must demonstrate success in the classroom as well as in an athletic context. The requirements for transfer to a four-year school are included in the student handbook and it is the athletes’ responsibility to continually evaluate their academic success and utilize the different resources available on campus in order to achieve their academic and athletic goals. The Athletic Counselor and Head Coach are just two of the outstanding resources available to you during your time at Santiago Canyon College.

STUDENT-ATHLETE RESPONSIBILITIES:

1. Attend Classes. Be On Time! Do Not Cut. Attendance is the number one predictor of student success. Call or inform your instructor if you are missing class for a competition or an emergency. Make arrangements to do any work or tests you might miss before you leave.

2. Sit near the front of the classroom. Be attentive and take good notes!

3. Read the course syllabus and follow all the directions of the course instructor.

4. Know important dates and deadlines in the class schedule, such as the last day to add/drop classes, the last day to apply for credit/no credit etc.

5. Get to know and utilize all the support services on campus. The Learning Resource Center, the Tutoring Center, Counseling Office etc.

6. Do Not Drop a class until you have discussed it with the Athletic Counselor and your Head Coach.

7. Meet with the Athletic Counselor at least once a semester.

8. Keep your personal grade sheet check up to date.

9. Apply for work study, scholarships or other forms of aid if eligible.

10. Purchase your books the first week of class.

11. Be a complete student – scholar, athlete, role model, and leader.

ACADEMIC GOALS / TUTORING / ADVISEMENT

SEMESTER AND YEARLY GOALS:

• Complete 15 units a semester

• Be a “Scholar Student-Athlete” (3.0 Grade point average)

• Enroll during winter and summer to get ahead

• GO TO CLASS ALL THE TIME

• Make an appointment with the Academic Counselor

• Individualized Educational Plan on file

The Athletic Counselor will meet with students to discuss their experience and current concerns. Tell your counselor if you think you might have trouble learning or have had experience with learning disability programs, special education, advanced placement exams, high school classes for which you received college credit, and any other experience or demands that might influence the classes you will take.

Dora Escobar • Athletic Counselor • 714-628-4800 for appointments
ELIGIBILITY REQUIREMENTS CCCAA ELIGIBILITY REQUIREMENTS
see page 12 for the CCCAA detailed link for changes effective 7/1/16 Bylaw 1.6 Eligibility for Continuing Competition

PARTICIPATION
1. You must fill out all necessary eligibility forms so the department can determine your eligibility. This will occur at each team’s specific eligibility meeting in late July, early August. Only a student who meets CCCAA Constitution eligibility requirements at the beginning of the semester of the sport season shall be eligible to participate during that season of sport.

2. If you have never competed in college athletics, you are eligible for your first season.

UNITS CARRIED
1. You must be continuously and actively enrolled in a minimum of 12 units. Count only those units currently enrolled in, or completed. Nine of the 12 minimum required units must be courses counting toward the associate degree, remediation, transfer, and/or certification and must be consistent with the student athlete’s educational plan.

2. Mini-Courses (less than a semester in length) will only count toward the 12 units, if the student-athlete is attending or has completed the course during the season of sport.

AMATEUR STANDING
Required for the sport in which the student athlete will participate.

IEP – INDIVIDUAL EDUCATIONAL PLAN / COMPREHENSIVE EDUCATIONAL PLAN
This is established through an official appointment with the Athletic Counselor after your assessment tests or as early as possible during your first semester of attendance at SCC. PLEASE NOTE: AS OF JULY 1st, 2011 ALL FALL ATHLETES MUST HAVE AN IEP ON FILE BY OCTOBER 15th. ALL SPRING ATHLETES MUST HAVE AN IEP ON FILE BY MARCH 15th. IF YOU ARE NOT IN COMPLIANCE BY THESE DATES YOU WILL BE INELIGIBLE TO PARTICIPATE IN INTERCOLLEGIATE ATHLETIC COMPETITION UNTIL YOU HAVE MET THE IEP REQUIREMENTS.

SEASON OF PARTICIPATION
Participation in any (even if only one) scheduled game, meet or match uses a season of eligibility.

ELIGIBILITY FOR A SECOND SEASON
The student athlete must complete and pass 24 units between seasons of competition. Of the 24 units, 18 must be in course work counting toward the associate degree, remediation, transfer, and/or certification as defined by the college catalog, and are consistent with the student-athlete’s IEP.

2.0 REQUIREMENT
In order to continue athletic participation in any sport, the athlete shall maintain a cumulative 2.0 GPA in accredited postsecondary course work. It must be cumulative since the start of the semester of the first participation in any sport.

ATHLETIC ELIGIBILITY
College must certify eligibility clearance of enrollment in 12 active units to the Conference Commissioner prior to the first contest. The athletic office checks weekly to determine athletes who are not in 12 units. You are instantly ineligible until a 12-unit load is reestablished.

TRANSFERS
Student-athletes who have previously participated in collegiate athletics at another California Community College must complete 12 units in residence prior to the beginning of the semester of competition. Only 8 units may be used from summer school classes towards the residence requirement of 12. Official Transcripts must be sent to the Admissions and Records Office from all other colleges attended since you became a competitive college athlete.

RECRUITING
It is illegal for a coach to solicit an athlete who is a resident of a community college district, not in our recruitment area, another state, or of another country for the purpose of athletic participation. Such recruiting in any form on the part of any employee of the college and/or any other individual acting in behalf of the college is forbidden. A college may not
initiate a visit, provide entertainment, employment, promise of employment, tryouts or workouts, athletic equipment or any other form of attendance inducement as long as that student's residence is not included as part of the college's district.

No college or district representative may meet at a location outside district recruiting boundaries with an out-of-district student for the purpose of recruiting or soliciting that student-athlete. Exceptions: If a student/athlete personally makes first contact by filling out a form C, Out-of-District Student Contact Record form, a representative may then contact that student.

Subsidizing –
Furnishing of financial assistance to amateur athletes in return for their athletic services is strictly forbidden.

Seasons of Sport –
An athlete will be allowed only two (2) seasons of collegiate competition in any one sport. No college or district resources, i.e., funds, equipment, transportation, supplies, college name, etc. may be used in supporting athletic teams which engage in competition that is either out-of-season or beyond the number of allowable contests.

Disciplinary Action –
The college or conference shall impose appropriate penalties against any athlete, athletic administrator or athletic coach who violates any section of the CCCAA Constitution.

STANDARDS OF STUDENT CONDUCT

Participation as a student-athlete at Santiago Canyon College is a privilege. We ask that all of our students work to set an outstanding example of our institution and the programs that they represent. All student-athletes in our programs are requested to be a scholar, a good citizen and perform at their highest level. Student-athletes who are unable to accomplish this standard or violate any of the institutional standards of conduct as set forth by the institution shall be subject to discipline. This discipline may involve suspension, team dismissal and/or further college sanctions based on the violation.

ARE YOU AWARE OF THE “CODE OF CONDUCT”?

A primary goal at Santiago Canyon College, is to ensure all students achieve academic success while engaging in an environment that is both safe and conducive to learning. Therefore, it is important that students enrolled in classes within the Rancho Santiago Community College District are aware of the Standards of Student Conduct (BP5201).

This “Code of Conduct” outlines tenets that, if violated, will result in penalties that may affect enrollment. Within this policy, students in violation will be subject to consequences ranging from a warning to suspension or expulsion from all classes and activities. Please note that should a suspension be invoked, students will not be able to attend classes or extra-curricular activities such as student government, clubs or athletic events to name a few. Moreover, suspensions can be effective for up to two years. For example, should an athlete be found in violation and is suspended, s/he will not be able to attend practice, games or training until the suspension has been lifted at the end of the time assigned. No one is immune to penalties should a violation occur.

For the complete content of the Standards of Student Conduct, please refer to your college catalog or campus website. The listing can be found under “Student Discipline.”

BOARD POLICY – BP5501

This policy states that membership on athletic teams at both Santa Ana and Santiago Canyon College is considered a privilege, not a right.

Student-athletes must acknowledge that compliance with the Student-Athlete Code of Conduct is required for participation in athletics at Santa Ana and Santiago Canyon Colleges.

STATEMENT OF COMPLIANCE
Student-athletes who represent Santa Ana and Santiago Canyon College in intercollegiate athletic competition:

• Acknowledge that participation in intercollegiate athletics is a privilege, not a right.

• Will demonstrate good citizenship, sportsmanship, honesty and integrity on the field, court, on campus or in the community and represent the college in a manner that brings pride to the college.
• Will attend class regularly.

• Will develop and follow an academic plan to obtain a Certificate or Associate Degree or transfer status.

• Will demonstrate and understand that participation in athletics is contingent upon adherence to all Community College Athletic Association (CCCAA), Orange Empire Conference, California Football Association or Southern California Wrestling Alliance, Athletic Department regulations and CCCAA decorum policy.

• Acknowledges that compliance with the Student-Athlete Code of Conduct is required for participation in athletics at Santa Ana College and Santiago Canyon College.

• Acknowledges that any violation of the Athletic Code may result in suspension or dismissal from the team as determined by the Head Coach in consultation with the Athletic Director, Dean and College President.

• Acknowledge that immediate suspension or expulsion from athletic competition may occur if charged or convicted of criminal violations of Local, State and Federal Laws. All sanctions will be determined by the Head Coach in consultation with the Athletic Director, Dean and College President.

PROHIBITION OF HARASSMENT POLICY

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for complaints for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

If you feel that you have been the victim of harassment please contact the Human Resources Dept. at 714-480-7489, or the Associate Dean of Student Development at Santa Ana College at 714-564-6211.
EQUIPMENT AND CLEARANCE

EQUIPMENT / UNIFORM AND YOUR RESPONSIBILITIES
Equipment and uniforms issued for sport use are the property of Santiago Canyon College and are to be returned in good condition. Equipment or uniforms, which are not returned, or are returned with extraordinary wear, will be charged to the student-athlete. A “hold” will be placed on that student’s records, preventing them from receiving SCC services. The student-athlete must clear the debt for missing/damaged items with the Head Coach in order to have the “hold” removed from their record.

Student-athletes shall not loan or exchange any equipment, uniforms or supplies issued to them.

BEFORE AN ATHLETE CAN PRACTICE OR RECEIVE GEAR, THEY MUST:
1) Be enrolled in the appropriate ATHLETIC course;
2) Receive physical clearance from the Athletic Trainer;
3) Receive eligibility clearance from the Athletic Director;
4) All paperwork complete – verified by the Eligibility Clerk;
5) Receive final clearance from the Head Coach (the student-athlete must appear on the team roster).

ATHLETIC TRAINING GUIDELINES

ATHLETIC TRAINING ROOM POLICIES AND PROCEDURES
It is the responsibility of the coaches to inform student-athletes of the following athletic training room policies and procedures.

INSURANCE AND INJURIES
Athletes of Santiago Canyon College are insured by the Student Insurance Agency. The policy is for excess coverage (secondary) and should pay the balance of medical fees after the student athlete’s private insurance (primary) has paid. In the case that the athlete has no private insurance through parents or work, etc., the policy may provide full coverage to $25,000 and $2,000 dental; athletes covered by this section of the policy will pay a $50 deductible ($100 for soccer players) which is the responsibility of the athlete. This insurance package is provided at no cost to the athlete.

Each student-athlete must complete a Pre-Participation Exam (also known as a health-screening exam) and the accompanying insurance and medical information forms in order to be eligible to practice and compete. The medical insurance policy and information form is available online for your convenience. All forms are to be completed by the student-athlete and are available online. Coaches should be familiar with these forms and have them available to their student-athletes early on so as to insure accuracy and completion. Insurance coverage is only provided when athletes are practicing or playing under the supervision of the coach.

No injury will be covered by SCC insurance:
1. If not reported to the athletic trainer within 30 days
2. If physician is not seen within 120 days of injury.
3. After 365 days from date of injury

Benefits are not provided for the following:
1. Orthopedic appliances unless prescribed by physician.
2. Out-patient physical therapy
3. Pre-existing conditions
4. Illnesses in general
5. Injuries occurring during transportation to event except while being transported in a school vehicle. Only injuries to sound, natural teeth are covered, orthodontics will not be covered.
ATHLETIC INJURY PROCEDURES
The student athlete is responsible for reporting an injury to his coach or to the Athletic Trainer.

When an injury occurs during a game or practice which is attended by an Athletic Trainer, the Athletic Trainer will give appropriate attention and on-site care. If further medical attention is required, it will be recommended by the Athletic Trainer.

If an injury occurs at an away game, not attended by one of our Athletic Trainers, the injury and treatment information must be reported to the SCC Athletic Trainers AS SOON AS POSSIBLE.

PLEASE NOTE: Injured athletes MUST be referred to the athletic training clinic. Do not send athletes directly to a doctor unless it is an emergency. Be aware that once an athlete sees a physician they must have a written release allowing them to participate once again in practice and/or competition.

PRE-PARTICIPATION EXAMINATION/HEALTH SCREENING EXAMS
The Athletic Trainer, in conjunction with the Team Physician and each Head Coach, shall arrange for health screening examinations for each sport prior to the start of the fall, winter, and spring sports seasons. Health Screening Exams must be performed by a licensed medical doctor (MD/DO). All athletes must have a health screening examination prior to participating in any competition (this includes scrimmages against other colleges). Health screening for athletes shall be as follows:

Fall and Spring Sports: First week of August

*Athletic trainers will determine exact date, time, and location, pending physician availability.

Athletes who fail to attend scheduled health screening shall make their own arrangements for a health screening examination. All athletes using the SCC health center for health screening must pay the student health fee offered during registration. The college is not responsible for fees when athletes are examined by doctors other than those available for the regularly scheduled health screening examination periods.

DRUG AND ALCOHOL POLICY
Student athletes are expected to follow the drug and alcohol policies set forth by the Rancho Santiago Community College District, the California Community College Athletic Association and the Orange Empire Conference for practices, competition and all related events.

ATHLETIC TRAINING ROOM RULES AND PROCEDURES
- The athletic office/athletic training clinic houses many people. Respect other’s areas.
- The office/athletic training clinic is not a gathering place. Only those student athletes who are receiving treatment or waiting to receive treatment should be in the facility.
- No cleats or muddy shoes allowed in the athletic training clinic (leave shoes outside the facility).
- Cool down before coming into the athletic training clinic.
- Shoes and equipment should be put on outside of the athletic training clinic.
- No profanity allowed in the athletic training facility.
- All taping is to be completed at least 15 minutes prior to practice. Arrive to the athletic training clinic with enough time to be at practice on time.
- Equipment is not to be borrowed from the athletic training facility (i.e.: coolers, supplies, etc.) without clearance from the Athletic Trainer.
- All borrowed equipment must be signed out and if not returned or returned damaged, a hold may be placed on student athlete’s transcripts until repayment.
NCAA/NAIA ELIGIBILITY REQUIREMENTS FOR STUDENTS ATHLETES

For detailed information the NCAA Initial Eligibility guidelines for competition and to register with the NCAA Eligibility Center click here:

For information on transferring and competing at a NCAA institution please click here for the NCAA rules and regulations For Division I/II/ID Institutions as well as 4-2-4 guidelines:
http://www.ncaa.org/student-athletes/current/want-transfer

For information on NAIA Athletic eligibility requirements click here:
http://www.playnaia.org/page/eligibility.php

California Community College Athletic Association constitution and bylaws link click here:

For further information make an appointment to see the Athletic Counselor Dora Escobar at 714-628-4800.

NONDISCRIMINATION POLICY
The Rancho Santiago Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.
The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.
The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.
No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator. RSCCD Title IX Officer and Section 504/ADA Coordinator: Judy Chitlik, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7490.
STUDENT ATHLETE APPLICATION PROCESS AND
STUDENT SUCCESS REQUIREMENTS CHECK LIST

COLLEGE APPLICATION
STEP 1: Apply To Santiago Canyon College Online:
New and Returning students need to apply to Santiago Canyon College (SCC) by completing the online application at www.sccollege.edu. CLICK on the APPLY link. After submitting all of your information, you will receive an email confirmation from CCCApply. Within 3 business days you will receive a second email from SCC with your WebAdvisor login and important registration information. You will be able to log onto WebAdvisor to view your registration date. Go to this link to apply on line for SCC.

STUDENT SUCCESS REQUIREMENTS
New and returning students are part of the Student Success Act Program (SSSP) legislated by the Seymour-Campbell Student Success Act of 2012 which requires students to complete the following services in order to register on their assigned date.

STEP 2: Placement Testing:
You must take placement tests in math, English, or American College English for ESL prior to registering at SCC. Placement testing is done by appointment only. You can access your student ID number through WebAdvisor, which you will need to schedule your placement test through your online system at http://www.sccollege.edu/Departments/testing.

STEP 3: Disability Accommodations:
Students who require disability-related accommodations for placement tests must request them at least two weeks prior to testing and provide disability verification from a qualified professional. To arrange for testing accommodations, contact Disabled Student Programs and Services (DSPS) at (714) 628-4860.

STEP 4: If You Attended Another College:
If you recently completed placement tests and/or completed English, math, or another course that meets a prerequisite requirement at a regionally accredited college, you may be exempt from taking SCC’s placement tests. To determine your eligibility, contact the Counseling Department at (714) 628-4800 and ask for a “course prerequisite clearance” appointment. If you completed any coursework at your previous college please transfer your official transcripts to Santiago Canyon College office of Admissions and Records ASAP.

STEP 5: New Student Orientation:
New student orientation is required of all incoming students. Information will be provided at placement testing and/or your counseling appointment.

STEP 6: Complete a Comprehensive Educational Plan:
All Student Athletes need to meet with the Athletic Counselor, Sheryl Christensen, to complete a Comprehensive Educational Plan by October 15th for fall sports and March 15th for spring sports to be in compliance with the California Community College Commission on Athletics, CCCCA. If your Educational Plan is not completed by October 15th for fall sports and March 15th for spring sports, you will be ineligible to compete in collegiate competition. To schedule an appointment with the Athletic Counselor please call (714) 628-4800 or stop by the Counseling Department in Building D, Room 106.

PRIOR TO REGISTERING FOR CLASSES
STEP 7: Check your Registration Date Online:
Go to www.sccollege.edu, click on Online Records/WebAdvisor and log into WebAdvisor. Click on View Online Registration Date, students may register any time on or after their registration date.

STEP 8: Register for Classes Online:
Go to www.sccollege.edu, click on Online Records/WebAdvisor and log in. Click on Register for Classes link and register for your classes. If you are put on a wait list, check our email daily to see if you have been rolled into the class, from the date you were rolled into the class you have 3 days to pay for the class or your will be dropped from the class.

STEP 9: Before the First Day of School:
Print your class schedule off WebAdvisor so you know where your classes are located. You may also want to order your books online at http://www.donbookstore.com/hawk/ to be on top your game!!!
THE RECRUITING PROCESS TO A FOUR-YEAR SCHOOL

OFFICIAL VISITS
If you are a non-qualifier, you cannot visit a Division 1 institution during your first year at the two-year college. When you make a visit during your second or third year, you will need to provide a college transcript.

If you are a qualifier and will visit a four-year college during your first year at Santiago Canyon College, you will need to present a high school transcript because your college course work may not be completed.

UNOFFICIAL VISITS
You are permitted to visit any campus at any time (except for dead periods) at your own expense. Contact the NCAA, your coach, or athletic advisor for dead period times.

Some questions to ask on your visit:
- What is included in the scholarship?
- What kind of academic support program do you have?
- Where do I stand academically towards my degree?
- What kinds of jobs are available when I graduate?
- Can I look at your academic and athletic facilities?
- What are the main attractions in your city?

NATIONAL LETTER OF INTENT
This is a binding contract indicating that you are committing to a particular institution. Make sure you are solid in your decision before you sign. Make sure you know the appropriate dates for signing the Letter of Intent.

Contact your coach or athletic advisor for further information. If you have questions about the National Letter of Intent, contact the conference office (e.g. PAC 10, Big Sky, etc.) of the college you are interested in attending.

For more information on the recruiting process, contact the NCAA, your coach, athletic director or athletic advisor.

IMPORTANT ADDRESSES, TELEPHONE NUMBERS AND WEBSITES

NCAA
P.O. Box 6222
Indianapolis, IN 46206-6222
(317) 917-6222
Website: www.ncaa.org

Initial Eligibility Clearinghouse
2255 North Dubuque Road
P.O. Box 4044
Iowa City, IA 52243-4044
(800) 638-3731 or (319) 337-1492
Fax: (319) 337-1556
Website: www.ncaa.org/cbsa/clearinghouse.html

NAIA
6120 South Yale Avenue, Suite 1450
Tulsa, OK 74136
(918) 494-8828
Website: www.naia.org
Santiago Canyon College
8045 East Chapman Avenue, Orange, CA 92869

ATHLETICS COUNSELOR
Dora Escobar, M.S.

FOR APPOINTMENTS:
Counseling Center (Room D-106)
OR
Phone (714) 628-4800
QUESTIONS AND ANSWERS ABOUT COLLEGE

1. How long will it take to finish college?
   The length of time required to finish college depends on your goal or degree, and if you are attending full-time or part-time. **If you wish to complete two years of college (60 units) in:**
   - 2 years - take an average of 15 units each semester
   - 3 years - take an average of 10 units each semester

2. May I take as long as I wish?
   There is no time limit for completing college; however, some majors do have time restrictions. Some students graduate with an associate degree in three semesters and some take several years. To complete sooner, take courses during summer or intersession.

3. What is the least number of units and the most number of units I can take?
   During the regular fall and/or spring semester, students may take as few as one-half unit or as many as 18 units. Special permission from a counselor is required if you wish to take more than 18 units a semester. Enrollment in 12 units is considered full-time.

4. What do course numbers mean?
   Each course is designated by a number. A descriptive title and the units allowed for the course follow the course number.
   - **Courses numbered 100 and above** are university parallel courses and are offered for transfer to colleges and universities.
   - **Courses that will transfer to the University of California (UC)** are listed on the UC Transfer Course Agreement. This can be obtained in the Transfer Success Center and the Counseling Department. It can also be viewed in the college catalog and on the web at sccollege.edu and assist.org.
   - Students should check with a counselor regarding courses accepted by private or out-of-state institutions.
   - **Courses numbered 100 and above followed by the letter “H”** are university parallel courses for transfer to colleges and universities and are offered as part of the SCC Honors Program. Students enrolling in these courses must meet the designated prerequisites.
   - **Courses numbered less than 100** are not designed for transfer. Since these courses are not ordinarily offered at universities and four-year colleges, they are not always applicable to the requirements for the bachelor of arts or bachelor of science degrees; however, courses numbered below 100 are applicable to the associate degree unless preceded by the letter “N”.
   - **Courses preceded by the letter “N”** are not applicable to the associate degree and do not count toward graduation; however, they do count toward course load, financial aid, and the meeting of prerequisites.

5. How do I add a class?
   Follow the regular procedure outlined in the class schedule. Please keep in mind that students on the “Wait List” have priority over other petitioners. If seats open up before the start of the term, students are automatically enrolled into the section based on their priority on the Waitlist. Enrolled students will get an email confirmation from the Admissions Office. If the student wishes not to register for the section, they must drop to avoid fees.

6. How do I drop a class?
   It is the student’s responsibility to drop or withdraw from a course if he or she decides not to attend class. At the beginning of the semester, follow the procedure outlined in the class schedule to drop online through WebAdvisor. **Students should check the class schedule for deadline dates to withdraw and receive a “W” as well as deadline dates regarding fee refunds. Students who do not attend class and who do not withdraw are still held responsible for enrollment fees.**

7. Where can I find out about probation, repeating courses, grading policies, etc.?
   All such policies are explained in the college catalog under Academic Policies. Please feel free to call the Counseling Center at Santiago Canyon College, 714-628-4800, for a counseling appointment or to ask about a specific policy. Our staff will be pleased to assist you.

8. Will courses taken at another college be accepted at SCC?
   Students should submit official transcripts of courses taken at other colleges to the Admissions Office and request an evaluation of the courses toward graduation/transfer requirements.

9. If I need to repeat a course I am currently enrolled in and know I will not pass, how do I re-enroll for the following semester?
   WebAdvisor will not allow you to register, on your assigned registration date and time go to the Admissions Office and they can assist you.
10. How do I get a copy of my transcript?
A transcript is a complete list of all courses taken and grades received. Transcripts are kept in the Admissions and Records Office and are considered confidential. Copies of transcripts may be released to another school only by the request of the student. There are two ways in which you can order official transcripts.
   1) Online transcript request at sccollege.edu/StudentServices/Admissions/Transcripts.
   2) In-person transcript request at the Santiago Canyon College Admissions and Records Office, Building E, 1st Floor.

11. How can I be sure that I have completed all the graduation requirements for the Associate Degree?
Complete an Associate Degree Petition and submit it to the Admissions and Records Office at least a full semester before you intend to graduate. The petition you submit will be based on the general education pattern you are completing at the college, Plan A, B or C. To ensure accuracy in completing the petition and to review degree requirements, students are strongly encouraged to meet with a SCC Counselor to complete this petition.

12. Will I be allowed to continue attending community college after completing a degree?
Yes. There is no limit to the number of units you may accumulate; however, if you’ve accumulated more than 100 units of degree applicable work at SCC or SAC your priority registration is lost. There are also some limitations regarding post degree attendance for students planning to receive financial assistance, EOP&S/CARE services, Veterans benefits, etc. Be certain to check with a counselor or Admissions & Records for more information.

13. Does a vocational certificate prepare me to transfer to a four-year university?
Generally not. The courses required for a vocational certificate program are designed to prepare students for immediate employment. Many of the courses may not be transferable to a four-year university.

14. Can I transfer to a four-year university without an Associate Degree?
Yes. However, by taking courses required for transfer, you will more than likely meet the requirements for an Associate Degree as well. Check with a counselor and be certain to submit a petition to graduate.

15. How do I go about applying for transfer to a four-year university?
Applications to transfer universities are all available online, and usually this is the preferred or even mandatory method of submission by the universities. For CSU transfer the website is csumentor.edu. For UC transfer the website is universityofcalifornia.edu/admissions. Most private universities have their application on the official school website. For fall admission to a CSU or UC campus, the application process will begin in October-November and submission deadlines will be at the end of November. Not all UC/CSU campuses will be open for spring admission and application dates will vary. Please check with a counselor regarding special requirements for impacted programs and other application deadlines. Application workshops and transfer university tours are available through the Transfer Success Center.

16. If I plan to transfer, where can I find out what courses to take for my major?
The Counseling faculty serve as an excellent resource for informing you about transfer requirements to public universities within the CSU and UC system and to our many private university partners. All students are encouraged to visit the SCC Counseling Center in room D-106 for this purpose. The other excellent resource for current transfer information is the website at assist.org. This will provide you with official articulation agreements for general education and major preparation between Santiago Canyon College and all UC and CSU campuses.

17. If I plan to transfer, is it best to concentrate on my major or general education?
Generally, it is best to work on both requirements. Some majors require very few “lower-division major preparation courses,” in which case you may be able to complete all general education breadth requirements. However, some majors, particularly in science and engineering, may require many lower division major preparation requirements. In this case, you should concentrate on completing these while also taking as many general education breadth courses as possible. Be certain to ask a counselor about general education-breadth certification and lower-division major preparation requirements for your intended major if you are planning to transfer to one of the CSU’s, UC’s, or independent universities.

18. How many units must I have to transfer to a four-year college?
The UC and CSU systems require a minimum of 60 transferable units for upper-division transfer, with a maximum of 70 transferable units.

19. What is general education certification?
When a student completes all of the requirements on Plan B or Plan C for transfer to a CSU or UC campus, SCC will certify that a student has met all lower-division general education requirements. This is commonly referred to as CSU Certification or IGETC Certification. To receive certification, students file a Petition for Graduation with the Admissions and Records Office.

(Taken from the 2016 Academic Success Guide)
FREQUENTLY ASKED QUESTIONS REGARDING THE LOSS OF REGISTRATION PRIORITY

Priority registration is a privilege that is maintained by keeping a cumulative GPA of 2.0. The loss of priority registration places the student’s registration date after all new students.

1. How can I lose my priority registration privilege?
Priority registration is lost when you have been on any combination of academic and/or progress probation for two consecutive semesters, or when you accrue more than 100 completed units of degree applicable coursework – accumulated from Santiago Canyon College and Santa Ana Colleges only.

2. What is academic probation?
A student is placed on academic probation when s/he has attempted at least 12 semester units and s/he earns a cumulative GPA of less than 2.0.

3. What is the rule regarding the 100 unit limit?
Students who accumulate more than 100 units of degree applicable units will lose priority registration.

4. Is this a rule from Santiago Canyon College and Santa Ana College?
Yes! This is a Title 5 State regulation which all California community colleges must follow.

5. Does this 100 unit limit and academic probation rule apply to all continuing students, including veterans, foster youth, DSPS, and EOPS?
Title 5 exempts Foster youth from loss of priority. Loss of Priority regulations apply to all other student groups.

6. Can I lose enrollment priority after one semester at Santa Ana or Santiago Canyon Colleges?
No. Academic/Progress probation does not begin until you have attempted 12 semester units of credit. First semester of probation is a warning. Two consecutive semesters of probation will result in a loss of priority during the next available registration period.

7. Do all credits get counted in the 100 unit limit?
No. Only degree applicable units earned at SCC and SAC count toward the 100 unit limitation. Degree applicable courses are courses that “generally” do not have an N in front of their course number. For example, English N60 is not degree-applicable but English 061 is.

8. Will my transfer units count from another college or university?
No. Units from courses taken at another college are NOT counted within the 100 unit limit. Only degree applicable units earned at SCC and SAC are counted towards the 100 unit limit.

9. Are “Ws” counted in the 100 unit limit?
No. The 100 unit limit applies only to the units you have earned. Withdrawals (W’s) and incompletes (I’s) will not count towards the 100 units.

10. Do units in progress count toward the 100 units?
No. Units currently in progress, the classes you are currently taking, are not counted because they have not been “earned” or completed at the time that you will be eligible to register for the next semester.

11. Where can I find the number of degree applicable units that I have completed?
Look on the last page of the combined SCC/SAC transcript. There is a column called RSCCD Degree Applicable Units. The amount listed there is the cumulative number of completed and earned degree applicable units for SCC and SAC.

12. What if I am in a high unit major, or had an illness at the end of the semester that affected my grade?
An appeals process is available for all students who lose enrollment priority due to extenuating circumstances that can be verified (accidents, illness, or other circumstances beyond the student’s control), or who are in a verifiable high unit major.

13. If I do not create a Comprehensive Student Education Plan, will I lose my priority registration?
Each college has its own appeals committee. A student can appeal by submitting a “Loss of Enrollment Priority and/or BOG Fee Waiver Appeal” petition. This form is located on the school website or in the Admissions and Records office (E-101).

14. How can I appeal my loss of priority registration?
Each college has its own appeals committee. A student can appeal for two reasons:
   1) Extenuating circumstances (verified cases of accidents, illnesses or other circumstances beyond the control of the student)
   2) High unit majors
15. How do I know which campus will handle my appeal?
Registration priority can be restored when the student is no longer on academic and/or progress probation. A priority loss which occurs after a student accumulates 100+ degree applicable units may never be restored.

16. How do I earn back my priority registration privilege?
A registration priority privilege can be restored when the student is no longer on academic probation. A priority loss which occurs after a student accumulates 100+ units cannot be restored unless successfully appealed.

(Taken from the 2016 Academic Success Guide)

WHO NEEDS TO PETITION TO GRADUATE?

Are you planning to transfer?
When planning to transfer to a 4-year university and want CSU Certification and/or IGETC Certification, you must submit a petition to graduate. A petition must also be completed to earn an associate degree from Santiago Canyon College.

Students Preparing to Transfer to a CSU or UC

I. Complete general education requirements under one of the following plans for certification:
   - Plan B (CSU Certification)
   - Plan C (IGETC Certification)

II. Complete major requirements for a "local" associate degree (AA or AS) or an associate degree for transfer (AA-T or AS-T)
   - Complete major requirements as listed in the catalog with a grade of C or better.
   - Complete 60 units with a minimum of 2.0 GPA
     - A “local” associate degree (AA or AS) requires the completion of 60 degree applicable units
     - An associate degree for transfer (AA-T or AS-T) requires the completion of 60 CSU transferable units.
   - Complete a 12-unit residency at Santiago Canyon College
     - A “local” associate degree (AA or AS) requires 6 of the 12 units of residency to be completed in the major.
     - An associate degree for transfer (AA-T or AS-T) does not require 6 of the 12 units of residency be completed in the major.
   - A maximum amount of 15 units earned at an accredited college or university on a Pass/NoPass basis will be counted toward the degree requirements of the college.

III. Submit Petition to Graduate
   - Submit at least one full semester prior to anticipated completion

Students Not Planning to Transfer or Preparing –OR–
Students Preparing to Transfer to an Out-of-State or Private School

I. Complete general education requirements
   - Plan A
   - Plan B (CSU Certification)
   - Plan C (IGETC Certification)

II. Complete major requirements for a "local" associate degree (AA or AS)
   - Complete major requirements as listed in the catalog with a grade of C or better.
   - Complete 60 degree applicable units with a minimum of 2.0 GPA
   - Complete a 12-unit residency at Santiago Canyon College. Six (6) units of the 12-unit residency must be completed in the major at Santiago Canyon College.
   - A maximum amount of 15 units earned at an accredited college or university on a Pass/NoPass basis will be counted toward the degree requirements of the college.

III. Submit Petition to Graduate
   - Submit at least one full semester prior to anticipated completion
   - Transcripts from all other colleges attended must be on file.

Certificate of Achievement

Students who are completing a Certificate of Achievement need to adhere to the following steps:

I. Complete all required courses with a “C” or better in an approved program

II. Complete Petition for Certificate of Achievement

III. Submit petition in the semester you are completing your last course prior to the Petition Deadline (same as Petition to Graduate Deadlines)

If you have any questions, please make an appointment with Dora Escobar, Athletic Counselor by calling 714-628-4800 or contact the Graduation Office at 714-628-4852.
RESOURCES & SERVICES

- Transfer Planning, Application, Personal Statement, and Post Application workshops to assist students in all stages of the transfer process.
- Individual appointments with Counselors, Transfer Specialists and university representatives to help with researching and preparing university transfer.
- Guaranteed or priority admission agreements with numerous universities.
- Transfer fairs throughout the year provide easy access to university representatives and information.
- Free campus tours to four-year universities.
- Comprehensive Transfer Center website at www.sccollege.edu/transfer, plus email newsletters, Facebook page, Instagram, and Twitter feed to keep you up to date on the latest news and information.
- Course articulation agreements with a variety of colleges and universities, with details available at www.sccollege.edu/departments/articulation.
- Computers for student use in researching and applying to universities.

The Transfer Center has a variety of tools available to help you explore your options and make a solid decision about your future. For more information, call or visit our office:
(714) 628-4865, D-104.
Rancho Santiago Community College District has two library facilities for your use. Please check with each Library on their borrowing and returning policies.

### DAYS AND HOURS OF SERVICE

**Santiago Canyon College Library**
8045 E. Chapman Ave., Library  
www.sccollege.edu/library

**FALL AND SPRING SEMESTERS**
- Monday – Thursday: 7:30 a.m. – 7:30 p.m.
- Friday, Saturday & Sunday: Closed

**SUMMER SESSION**
- Monday – Thursday: Check library’s homepage for hours.
- Friday, Saturday & Sunday: Closed

**TELEPHONE NUMBERS**
- Circulation/Reserve Desk: (714) 628-5000
- Reference Desk: (714) 628-5005

---

**Nealley Library**
Santa Ana College, Building L  
www.sac.edu/students/library/nealley/index.

**FALL AND SPRING SEMESTERS**
- Monday – Thursday: 7:30 am – 9:00 pm
- Friday: 9:00 am – 1:00 pm
- Saturday & Sunday: Closed

**SUMMER SESSION**
- Monday – Thursday: 10:00 am – 6:00 pm
- Friday, Saturday & Sunday: Closed

**TELEPHONE NUMBERS**
- Circulation/Reserve Desk: 564-6700
- Library Instruction: 564-6718
- Periodicals Desk: 564-6711
- Reference Desk: 564-6708
BOARDS OF GOVERNORS' FEE WAIVER PROGRAMS
This state program for California residents pays the Enrollment Fee at California community colleges. There are three different ways to qualify for the BOGW program and there is no unit limit for this program.

DREAM ACT/AB 540 ELIGIBILITY
1. Demonstrate financial need through the FAFSA application process.
2. You or your family are recipients of TANF/CalWORKs, SSI, General Relief, or you are a disabled veteran or a dependent of a deceased or disabled veteran as certified by the Department of Veterans Affairs. You are the recipient or the child of a recipient of the Congressional Medal of Honor or a dependent of a victim of the September 11, 2001 terrorist attack; or the dependent of a deceased law enforcement or fire suppression personnel killed in the line of duty.
3. You meet specific state INCOME CRITERIA based on family size (Same criteria for EOPS program).
4. Maintain Academic Standards: CUM GPA -2.0/complete more than 50%.

CAL GRANTS
Cal Grants are state funded, administered by the California Student Aid Commission are available to California residents who meet all criteria, attending eligible California colleges, enrolled in at least six units who meet all qualifying criteria.

Cal Grant A eligibility is based on family income and assets, family size, financial need and students’ GPA. Assistance is provided to help with the cost of tuition at universities. Awards to community college students will be placed on “reserve” for up to two years, until the student transfers. Awards are good for four years. Transferring as a junior leaves two remaining years of eligibility. Award amounts: $5,472 CSU, $12,240 UC, $9,084 independent college.

Cal Grant B is provided to students from low-income families; the first in their family to attend college; whose parents did not attend college. The maximum award amount is $1,656 per year for four years and will be prorated for less than full-time students. This grant may be used at community colleges and universities and is designed to use two years of eligibility at the community college level and two years of eligibility at the university. University tuition costs will be paid at the same levels as Cal Grant A, beginning the sophomore year.

Cal Grant C assists eligible students enrolled in vocational training, leading to a Certificate or an Associate’s Degree, not a transfer program. The maximum award amount is $547 per year and will be prorated for less than full-time students. Cal Grant C may be used for up to three years.

CHAFFEE GRANT
This grant program is available to foster youth and former foster youth. Awards are $5,000 per year. Apply using the FAFSA and the separate Chafee Grant application.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES
These state funded EOPS and CARE grant programs are designed to assist students from low income families who are educationally disadvantaged. Book grants are available.

FEDERAL PELL GRANT
This Federal Pell Grant is for college undergraduates who demonstrate need and the amount is based on the EFC and units of enrollment. Retroactive Pell payments are available for coursework completed during the academic year. Award amounts range up to $5,815 and you may be enrolled in any number of units. “NEW” Pell Grants are limited to 12 semesters and will be prorated for less than full time.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM
The FSEOG is a federally funded grant, available to undergraduates who demonstrate exceptional financial need, meet the Priority Deadline, are Pell Grant recipients and are required to be enrolled in six units.

FEDERAL WORK STUDY PROGRAM
This federally funded program provides part-time, on campus employment to students with financial need. Students awarded FWS may work up to 20 hours per week at minimum wage or above. Students must remain in 6 units to be eligible. Funds are limited and early applicants are given priority. Indicate on the FAFSA that you want to work.

WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM
Federally guaranteed loans are available to all students regardless of income, who remain enrolled in six units. Attendance at a loan workshop is required and a separate application will be turned in to the Financial Aid Office. Maintain satisfactory academic progress to remain eligible.

Subsidized Direct Loan – The federal government pays the interest on this need based student loan. No payments are required while the student remains actively enrolled in six units. The maximum annual loan amounts are $3,500 for freshmen $4,500 for sophomores.

Unsubsidized Direct Loan – There is no income criteria on this non-need based federal loan. Interest begins accruing immediately. Maximum annual loan amounts are $3,500 for freshmen $4,500 for sophomores.

Additional Unsubsidized Direct Loan – This additional $6,000 loan is available to independent students; $2,000 to dependent students who meet the qualification requirements.

Parent Loan for Students – Parents who borrow on behalf of dependent students will have their credit checked by the department. Repayment of principal and interest begins immediately. The amount borrowed cannot exceed the cost of attendance, minus any other financial aid and resources received by the student.
GENERAL ELIGIBILITY REQUIREMENTS FOR FINANCIAL AID PROGRAMS
• Be a U.S. citizen, or eligible non-citizen.
• Have a high-school diploma (and pass the CAHSEE test if you graduated in 2006 or later), or have a GED or pass the Ability to Benefit examination or complete 6 units of college credit towards a degree or certificate program. If you attended a private high school or were home-schooled, you will not have had to pass the CAHSEE test, however you must still provide proof of a high school diploma if requested
• Have a valid Social Security number.
• Be enrolled in an eligible program of study leading to an AA/AS degree, a certificate or a transfer program.
• May not be in default on any federal student loan or owe a refund on any federal grant.
• Male students must be registered with the Selective Service for federal programs.
• File a FAFSA application providing all income criteria; be processed through Federal Methodology, and submit all requested documents to complete a file. Correct any information not reported accurately.
• Use financial aid funds for educational purposes.
• You may not be convicted for the sale or possession of illegal drugs while receiving financial aid programs.
• Meet Satisfactory Academic Progress requirements to remain eligible for financial aid programs.
• Have required academic transcripts from prior colleges on file in the Admissions and Records Office.

EXPECTED FAMILY CONTRIBUTION, FINANCIAL NEED AND AID AWARDED
The information you and your family submitted on the FAFSA will be used to complete a “need analysis”. The total income (taxed and untaxed), the number of people in the household, the number of family members in college (excluding parents), and any assets owned are all factors that will be used to determine an Expected Family Contribution, referred to as an EFC. The EFC is the amount of money your family or yourself is expected to contribute to your cost of education and will determine your eligibility for most financial aid programs.

To determine financial need, a standard student budget is assigned (at home or away from parent). The EFC is subtracted from the student budget and the remainder is considered unmet need. Most financial aid programs are based on unmet need. Scholarships, Vocational Rehabilitation benefits or any other resources for educational expenses will be used as an award. The total amount of financial aid programs packaged for a student cannot exceed the total student budget for the academic year. Student budgets may be increased for some expenses.

USING PROFESSIONAL JUDGEMENT FOR SPECIAL CIRCUMSTANCES
Begin by completing a FAFSA using income information received during the prior year. Once you have submitted all required documentation to the Financial Aid Office, you may request a “Special Circumstance” form if there has been a change in income from the prior year to the current year, due to job loss, loss of child support, loss of benefits, reduction in working hours, divorce, death, disability, or other circumstances that result in a reduction of taxed or untaxed income. Documentation will be required.

Adjusted Gross Income and Base year income may also be reduced for unusual medical or dental expenses, elementary or secondary school tuition cost, the support of an extended family member who does not qualify as a family member on the FAFSA, or receipt of a one-time only income.

If you are considered DEPENDENT on the FAFSA but do not live with either parent because of Special Circumstances such as abuse or abandonment, you may be considered INDEPENDENT. Complete an online FAFSA and leave parental information blank; come to the Financial Aid office for the “Dependency Override Petition” Form. Request a third party professional to enter a statement and sign the form. Remember, if you apply online without parent’s information, the correction will need to be done online by the Financial Aid office.
METHOD A
Complete the BOGW application and take it to the Financial Aid Office. Verification of benefits is required or documentation of your status for eligibility is required for method A processing.

- If you are receiving or your parent is receiving TANF/CalWORKs, SSI/SSP or General Assistance.
- If you have certification from the California Department of Veterans Affairs or the National Guard Adjutant General, that you are eligible for a dependent’s fee waiver.
- If you are eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient.
- If you are a dependent of a victim of the September 11, 2001 terrorist attack.
- If you are eligible as a dependent of deceased law enforcement or fire suppression personnel killed in the line of duty. This could have been your stepparent.

METHOD B
For families who meet the income criteria for 2015. Complete the BOGW application online, provide signatures, and take it to the Financial Aid Office. Dependent students must use Parent’s income and household size and a parent’s signature is required. Do not include student’s income. Independent students must use students and spouses income if married.

Income includes: Adjusted Gross Income, wages not reported on a tax return, untaxed income, such as: child support, spousal support, military or clergy living allowance, workman’s compensation, disability payments, untaxed pensions, payments made on your behalf or any other income you received in 2015. Do not include the Earned Income Credit or the Additional Child Tax Credit reported on the tax form as income.

<table>
<thead>
<tr>
<th>FAMILY SIZE</th>
<th>2015 INCOME CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$17,655</td>
</tr>
<tr>
<td>2</td>
<td>$23,895</td>
</tr>
<tr>
<td>3</td>
<td>$30,135</td>
</tr>
<tr>
<td>4</td>
<td>$36,375</td>
</tr>
<tr>
<td>5</td>
<td>$42,615</td>
</tr>
<tr>
<td>6</td>
<td>$48,855</td>
</tr>
<tr>
<td>7</td>
<td>$55,095</td>
</tr>
<tr>
<td>8</td>
<td>$61,335</td>
</tr>
</tbody>
</table>

Add $6,240 for each additional family member

METHOD C
1. Complete the 2016-2017 FAFSA application using Santiago Canyon College, code number 036957, or 2016-2017 Dream Act Application. The Financial Aid Office will determine unmet need after an EFC has been established. A Board of Governors Enrollment Fee Waiver will be processed for anyone with at least $1,104 of unmet need; student budget, minus the EFC (Expected Family Contribution), equals the amount of unmet need.

IF YOU PAID YOUR FEES, AND ARE NOW ELIGIBLE FOR A WAIVER, REFUNDS ARE AVAILABLE IN THE CASHIER’S OFFICE

SCC FINANCIAL AID OFFICE • BUILDING E • ROOM 104 • (714) 628-4876
**SCHOLARSHIP SEARCH**

Individuals, organizations, or institutions provide scholarships through private funding. The donor establishes the criteria, application process, and deadlines for each scholarship.

Scholarship search organizations and websites should be free to all users. Beware of fees.

1. **ONLINE SOURCES**
   - www.sccollege.edu/StudentServices/Scholarships/Pages/Default.aspx
   - www.sac.edu/students/support_services/scholarship/scholarship_program.htm
   - www.ed.gov/programs/ermabyrd
   - www.collegeboard.com
   - www.gmsp.org/
   - www.collegenet.com/mach25/
   - www.collegescholarships.com/
   - www.embark.com/
   - www.fastweb.com/
   - www.finaid.org/
   - www.petersons.com/
   - www.scholarshipexperts.com/
   - www.xap.com/

2. The EUREKA Micro Skills system can be for scholarship search and is accessed through the counseling resource center in Room D-106.

3. **PRIVATE SCHOLARSHIPS**
   - Applications and announcements are available in many offices on campus. Check out the Scholarship Office, Financial Aid Office, EOPS.
   - The applicant must apply directly to the organization, meeting the qualifications and deadlines of each scholarship.
   - Check with your employment or your parent’s employment if you are a dependent to search for scholarships through employers.
   - Many institutions in the private sector give scholarships for specific majors.
   - Research the scholarship reference books at your local library. There are many foundations and scholarships left to be given to students who meet certain criteria, such as: ethnicity, career, gender, major, parent affiliation, university of attendance, etc.

4. **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT SCHOLARSHIP PROGRAM**
   - Scholarship applications are available from January through March each year. Check with the SCC Scholarship Program Office
   - Freshman scholarships are also available to apply during fall term.
   - You must currently be enrolled in a minimum of 6 units at RSCCD (Santiago Canyon College or Santa Ana College).
   - College Athletic Scholarships – Scholarships are awarded during the Golf Tournament in April. Recipients are nominated by SCC Athletic Department Fund are disbursed in August. (Taken from Scholarship website)

   Santiago Canyon Scholarship Program Office: (714) 628-4793 / SCC Foundation (714) 628-4888.

5. **BUREAU OF INDIAN AFFAIRS**
   - Federal grants are available for students who are at least one-fourth degree blood quantum of American Indian, Eskimo or Aleut (who are of federally recognized tribes).
   - Information about these grants may be acquired from your tribe or contact the Bureau of Indian Affairs in Sacramento: (916) 978-6058.

6. **AMERICORPS AWARD PROGRAM**
   - A federally sponsored program that allows participants to earn an educational award based upon community service. Information can be accessed at (888) 507-5962.
The Tutoring Center

- Located in D-208
- Certified Advanced Tutors have received approval from department instructors & have completed over thirty hours of tutor training
- Walk-in tutoring available for English, ESL, & many other subjects (29 in total)
- One-to-one and small group appointments for help in numerous classes and for exam preparation
- Other services available include helping athletes maintain their eligibility to compete
- Help in improvement of study skills, time management, other skills to assist the athlete in becoming a “Master Student,” while meeting the hectic schedule of athletic events
- Student computers that have programs for many classes, including all MS Office programs, accounting, geology, as well as Internet research

SUBJECTS THAT ARE TUTORED IN THE SCC TUTORING CENTER INCLUDE:

- Accounting
- Anthropology
- Art
- Business Applications
- Counseling
- Economics
- Education
- English
- English as a Second Language
- Geography
- Geology
- High School Subjects
- History
- Philosophy
- Political Science
- Psychology
- Reading
- Sociology
- Speech Communication

The Tutoring Center is open:
Monday-Thursday
8:00 a.m. – 6:00 p.m.

For more information or to make an appointment, stop by the Tutoring Center, D-208, or call (714) 628-4795.
HOURS OF OPERATION
Monday–Thursday 9 a.m.–1 p.m., 2 p.m.–7 p.m.
Friday 9 a.m.–12 Noon
Phone (714) 628-4773
In the “T” Building

Individual Appointments for MD or Psychologist
(please call in advance for appointment times)

HEALTH SERVICES OFFERED

- Physical Exams
- Birth Control
- Pelvic Exams / PAP
- Pregnancy Testing
- Psychological Counseling
- Lab Testing
- Urinalysis
- Throat Cultures
- Ear Lavage
- Blood Glucose Monitoring
- Cryosurgery
- Immunizations
- Antibiotics
- Over the counter pain medications
- Blood pressure screening
- Fitness screening
- First Aid
- Health Education

www.sccollege.edu — Search: e-CHUG

Santiago Canyon College
8045 E. Chapman Ave
Orange, California 92869-4512
CHECKLIST FOR FIRST-TIME COLLEGE STUDENTS

______ ADMISSIONS AND RECORDS OFFICE: E-101, 628-4900
Pick up an admissions application, complete and submit it to the admissions office for class enrollment.

______ BOOKSTORE: A-101, 628-4735
Pick up a class schedule and buy a college catalog. The catalog lists all of the majors and programs available.

______ PLACEMENT TEST: E-302, 628-4812 or 628-4800
If planning to enroll in English, Reading, or Math courses, you must take the Placement Test.

______ TEST RESULTS: D-106, 628-4800
To obtain your test results and develop a first semester academic plan, sign up for ORIENTATION and ADVISEMENT.

______ FINANCIAL AID OFFICE: E-104, 628-4876
Pick up a FAFSA and BOGW application for free enrollment. Also obtain information on grants, loans and work-study.

______ EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS) AND CARE PROGRAM: E-108, 628-4915
Assists students who are low income and educationally disadvantaged. Contact EOPS Staff.

______ CAREER EXPLORATION: D-106, 628-4805
Offers career exploration.

______ TRANSFER RESOURCES: D-104, 628-4865
Assistance in planning university/college transfer. Provides such resources as general transfer requirements, university campus tours, university applications, and catalogs. Contact Transfer Center Staff.

______ COUNSELING APPOINTMENT: D-106, 628-4800
For academic, career, or personal counseling, schedule an appointment with a counselor.

______ PATHWAYS TO TEACHING: E-314, 628-4773
Services include academic counseling, workshops, transfer assistance and fieldwork experience.

______ OFFICE of STUDENT LIFE and LEADERSHIP: A-206, 628-4910
Obtain information about local housing, special student discounts, and ticket sales. Information concerning student government clubs on campus, and school functions are also available. Become active at SCC through Student Activities.

______ SCHOLARSHIP OFFICE: A-210, 628-4793
Obtain scholarship information and applications.

______ STUDENT PLACEMENT: D-106, 628-4805
Obtain on-campus employment or check out current job openings in the Orange County area. Contact Diana Gutierrez.

______ DISABLED STUDENT PROGRAMS & SERVICES (DSPS): E-105, 628-4860
Assessment for learning disabilities, academic adjustments and auxiliary aids to students with verified disabilities.

______ HEALTH CENTER: T-102, 628-4773
A physician and nurse are available for many health care needs, including, but not limited to, TB tests, general physicals, flu shots, etc. Psychological services are also available.

______ CHILD DEVELOPMENT CENTER: “C” building, 628-4890
Available for childcare needs, serving children ages 1 to 5 years old, subsidized for low income families.

______ TUTORING CENTER: D-208, 628-4791
Provides tutoring in a variety of subjects to students Monday through Saturday, drop-in and appointments.
## STUDENT SERVICES DIRECTORY

<table>
<thead>
<tr>
<th>PROGRAM/SERVICE</th>
<th>LOCATION</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions and Records</td>
<td>E-101</td>
<td>(714) 628-4901</td>
</tr>
<tr>
<td>Athletics</td>
<td>SC-210</td>
<td>(714) 628-4816</td>
</tr>
<tr>
<td>Bookstore</td>
<td>A-101</td>
<td>(714) 628-4735/36</td>
</tr>
<tr>
<td>Career Center</td>
<td>D-106</td>
<td>(714) 628-4805</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>“C” Building</td>
<td>(714) 628-4890</td>
</tr>
<tr>
<td>Computer</td>
<td>Library</td>
<td>(714) 628-5000</td>
</tr>
<tr>
<td>Counseling</td>
<td>D-106</td>
<td>(714) 628-4800</td>
</tr>
<tr>
<td>Disabled Student Programs &amp; Services</td>
<td>E-105</td>
<td>(714) 628-4860</td>
</tr>
<tr>
<td>EOPS/CARE/CalWORKs</td>
<td>E-108</td>
<td>(714) 628-4915</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>E-104</td>
<td>(714) 628-4876</td>
</tr>
<tr>
<td>Graduation Office</td>
<td>E-101</td>
<td>(714) 628-4852</td>
</tr>
<tr>
<td>Internet Access to RSCCD Website</td>
<td><a href="http://www.rsccd.edu">http://www.rsccd.edu</a></td>
<td></td>
</tr>
<tr>
<td>Internet Access to SCC Website</td>
<td><a href="http://www.sccollege.edu">http://www.sccollege.edu</a></td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>Library</td>
<td>(714) 628-5000</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>L-107</td>
<td>(714) 628-4730</td>
</tr>
<tr>
<td>Pathways to Teaching</td>
<td>D-104-S</td>
<td>(714) 628-4934</td>
</tr>
<tr>
<td>Scholarships</td>
<td>A-210</td>
<td>(714) 628-4793</td>
</tr>
<tr>
<td>Security</td>
<td>L-107</td>
<td>(714) 628-4730</td>
</tr>
<tr>
<td>Student Clubs/Organizations</td>
<td>A-206</td>
<td>(714) 628-4917</td>
</tr>
<tr>
<td>Student Health &amp; Wellness Services</td>
<td>T-102</td>
<td>(714) 628-4773</td>
</tr>
<tr>
<td>Student Life and Leadership/ASG</td>
<td>A-206</td>
<td>(714) 628-4710</td>
</tr>
<tr>
<td>On-Campus Job Placement</td>
<td>E-104</td>
<td>(714) 628-4867</td>
</tr>
<tr>
<td>Testing Center (Placement &amp; Make-Up)</td>
<td>E-303</td>
<td>(714) 628-4985</td>
</tr>
<tr>
<td>Transfer Center</td>
<td>D-104-N</td>
<td>(714) 628-4865</td>
</tr>
<tr>
<td>Tutoring Center</td>
<td>D-208</td>
<td>(714) 628-4795</td>
</tr>
<tr>
<td>Writing Center</td>
<td>H-208</td>
<td>(714) 628-4701</td>
</tr>
</tbody>
</table>