**College Credit Courses**

The following is the high school credit equivalent of semester units at the Rancho Santiago Community College District:

1 College Unit = 3 High School Credits  
2 College Units = 7 High School Credits  
3 College Units = 10 High School Credits

After completing your college credit course, see your counselor to complete paperwork for the units to be transferred for high school credits.

**Graduation Requirements**

All students are required to complete 160 credits and pass 3 proficiencies to graduate from SCC Continuing Education. A minimum of 20 credits must be completed in residency at Santiago Canyon College. This requires that a student take a minimum of four 5-credit courses. Only one class challenge can be applied for residency requirements.

**Transcripts**

Credit will be given for classes taken at other accredited secondary schools that issue high school transcripts. If a student is transferring credits from another institution, it is the student’s responsibility to request or submit an official transcript from that institution. An official transcript must be received prior to graduation. Two weeks after making a request for the official transcript the student should follow up with the counseling office on receipt status of the transcripts. It is the student’s responsibility to follow up on the status and schedule an appointment to complete the Official OEC Evaluation of transferred credits. If you have a high school diploma or other studies from a foreign country, please discuss educational options with your counselor for the possibility of transferring credits.

**Accepted credits for HS Diploma**

- Previous high school classes
- Regional occupation programs (up to 20 credits)
- Foreign transcripts
- Approved private schools
- Work experience on the job (up to 40 credits)
- Armed forces programs
- College credits

*Note: GED is not accepted for High School credit.*

**MISSION STATEMENT**

The mission of the Continuing Education Division is to offer a variety of free noncredit classes, programs, and services that enable students to maximize their potential by acquiring the necessary technical and academic skills to reach their personal, educational, and career goals so that they can benefit from, and contribute to, a changing American society as productive, active members of their communities.

**Santiago Canyon College**

8045 East Chapman Ave., S-105 • Orange, CA 92869  
[www.sccollege.edu](http://www.sccollege.edu)  
714-628-5929

College Workforce and Preparation Center  
1572 N. Main St., Orange, CA 92867  
714-628-5999

**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.
SCC Continuing Education Adult High School Diploma Program

About the Program
Rancho Santiago Community College District offers a comprehensive adult high school diploma program for adults who wish to continue their formal education. The Adult High School Diploma Program at Santiago Canyon College is approved by the California Community Colleges Chancellor’s office. Santiago Canyon College is accredited by the Accrediting Commission for the Western Association of Schools and Colleges.

Diplomas are issued by the Rancho Santiago Community College District to students who complete the required course of study and demonstrate proficiency in basic skills. Graduation ceremonies are traditionally held each spring at Santiago Canyon College. Courses are offered in open entry/open exit self-paced individualized learning programs.

Basic High School Facts
• 160 credits, three proficiencies (Composition, Math and Reading)
• Morning and evening hours available
• Basic skills development in reading, spelling, writing and math within the Adult Basic Education/Reading program
• Coursework accepted from previous high schools, foreign countries, armed forces programs, colleges and other accredited vocational institutions
• 20 residency credits required (no more than five of the residency credits may be challenged)
• Work experience credit for high school elective credit may be granted (a maximum of 40 credits is allowed)
• College orientation program available
• Academic, career, and personal counseling available morning and evening

Steps to Earn a High School Diploma
1. Schedule an appointment to take the high school reading and math assessment and orientation.
2. Order official transcripts from previous school(s).
3. Meet with a counselor to review assessment scores, transcripts, and select your classes. It is the student’s responsibility to bring an official or unofficial high school transcript to assist the counselor in selecting the appropriate classes for the student. If a student has submitted all official transcripts, the counselor can provide a “Provisional Evaluation of HS Credit” and list of courses required.
4. Attend classes.
5. When you have completed 10 high school subject credits, you are required to schedule an appointment to meet with a counselor to complete an Education Plan and the official OEC evaluation of transferred credits if you are transferring from another institution. If transferring credits from another institution, it is the student’s responsibility to submit an official transcript from that institution before an Education Plan can be completed.

Frequently Asked Questions
• QUESTION: How long will it take me to graduate?
• ANSWER: It depends on how many credits you must complete and how often you attend class.
• QUESTION: How many credits can I earn toward my diploma if I take/took college credit classes?
• ANSWER: For each 3-unit college credit course you receive 10 high school credits.

Challenging Courses by Examination
If you feel you have previously acquired the knowledge in a course needed for graduation, you may earn credits for the class by challenging the course by examination if the course is on the list of approved “Challenge Courses.” You may not challenge a course in which you have completed some of the coursework. To challenge a class you must have written approval from your counselor and arrangements will be made with the instructor, according to department policy.

High School Subject Classes
You earn credits by attending the high school subjects program during the hours arranged by the counselor. You must complete all required assignments in order to earn five credits for each course. Make sure you sign in and out when entering and leaving the classroom so that your time spent in class will be accurately reported. Ask the instructor for help if needed and use your time wisely.

ADULT HIGH SCHOOL DIPLOMA
(New TITLE V requirements effective July 1, 2009)

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (a maximum of 10 credits of reading; must include at least one composition course)</td>
<td>40</td>
</tr>
<tr>
<td>Natural Sciences (One Biological and One Physical Science)</td>
<td>20</td>
</tr>
<tr>
<td>Mathematics</td>
<td>20</td>
</tr>
<tr>
<td>Social and Behavioral Science</td>
<td>30</td>
</tr>
<tr>
<td>Humanities</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td>40</td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td>160</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROFICIENCIES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition</td>
<td>Pass</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Pass</td>
</tr>
<tr>
<td>Reading</td>
<td>Pass</td>
</tr>
</tbody>
</table>

Provisional Evaluation of HS Credit (if applicable):
1. Meet with a counselor to review assessment scores, transcripts, and select your classes.
2. Attend classes.
3. When you have completed 10 high school subject credits, you are required to schedule an appointment to meet with a counselor to complete an Education Plan and the official OEC evaluation of transferred credits if you are transferring from another institution.

Diplomas are issued by the Rancho Santiago Community College District to students who complete the required course of study and demonstrate proficiency in basic skills. Graduation ceremonies are traditionally held each spring at Santiago Canyon College. Courses are offered in open entry/open exit self-paced individualized learning programs.

About the Program
Rancho Santiago Community College District offers a comprehensive adult high school diploma program for adults who wish to continue their formal education. The Adult High School Diploma Program at Santiago Canyon College is approved by the California Community Colleges Chancellor’s office. Santiago Canyon College is accredited by the Accrediting Commission for the Western Association of Schools and Colleges.

Basic High School Facts
• 160 credits, three proficiencies (Composition, Math and Reading)
• Morning and evening hours available
• Basic skills development in reading, spelling, writing and math within the Adult Basic Education/Reading program
• Coursework accepted from previous high schools, foreign countries, armed forces programs, colleges and other accredited vocational institutions
• 20 residency credits required (no more than five of the residency credits may be challenged)
• Work experience credit for high school elective credit may be granted (a maximum of 40 credits is allowed)
• College orientation program available
• Academic, career, and personal counseling available morning and evening

Steps to Earn a High School Diploma
1. Schedule an appointment to take the high school reading and math assessment and orientation.
2. Order official transcripts from previous school(s).
3. Meet with a counselor to review assessment scores, transcripts, and select your classes. It is the student’s responsibility to bring an official or unofficial high school transcript to assist the counselor in selecting the appropriate classes for the student. If a student has submitted all official transcripts, the counselor can provide a “Provisional Evaluation of HS Credit” and list of courses required.
4. Attend classes.
5. When you have completed 10 high school subject credits, you are required to schedule an appointment to meet with a counselor to complete an Education Plan and the official OEC evaluation of transferred credits if you are transferring from another institution. If transferring credits from another institution, it is the student’s responsibility to submit an official transcript from that institution before an Education Plan can be completed.

Frequently Asked Questions
• QUESTION: How long will it take me to graduate?
• ANSWER: It depends on how many credits you must complete and how often you attend class.
• QUESTION: How many credits can I earn toward my diploma if I take/took college credit classes?
• ANSWER: For each 3-unit college credit course you receive 10 high school credits.

Challenging Courses by Examination
If you feel you have previously acquired the knowledge in a course needed for graduation, you may earn credits for the course by challenging the course by examination if the course is on the list of approved “Challenge Courses.” You may not challenge a course in which you have completed some of the coursework. To challenge a class you must have written approval from your counselor and arrangements will be made with the instructor, according to department policy.

High School Subject Classes
You earn credits by attending the high school subjects program during the hours arranged by the counselor. You must complete all required assignments in order to earn five credits for each course. Make sure you sign in and out when entering and leaving the classroom so that your time spent in class will be accurately reported. Ask the instructor for help if needed and use your time wisely.

ADULT HIGH SCHOOL DIPLOMA
(New TITLE V requirements effective July 1, 2009)

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (a maximum of 10 credits of reading; must include at least one composition course)</td>
<td>40</td>
</tr>
<tr>
<td>Natural Sciences (One Biological and One Physical Science)</td>
<td>20</td>
</tr>
<tr>
<td>Mathematics</td>
<td>20</td>
</tr>
<tr>
<td>Social and Behavioral Science</td>
<td>30</td>
</tr>
<tr>
<td>Humanities</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td>40</td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td>160</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROFICIENCIES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition</td>
<td>Pass</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Pass</td>
</tr>
<tr>
<td>Reading</td>
<td>Pass</td>
</tr>
</tbody>
</table>

Provisional Evaluation of HS Credit (if applicable):
1. Meet with a counselor to review assessment scores, transcripts, and select your classes.
2. Attend classes.
3. When you have completed 10 high school subject credits, you are required to schedule an appointment to meet with a counselor to complete an Education Plan and the official OEC evaluation of transferred credits if you are transferring from another institution.

Diplomas are issued by the Rancho Santiago Community College District to students who complete the required course of study and demonstrate proficiency in basic skills. Graduation ceremonies are traditionally held each spring at Santiago Canyon College. Courses are offered in open entry/open exit self-paced individualized learning programs.

About the Program
Rancho Santiago Community College District offers a comprehensive adult high school diploma program for adults who wish to continue their formal education. The Adult High School Diploma Program at Santiago Canyon College is approved by the California Community Colleges Chancellor’s office. Santiago Canyon College is accredited by the Accrediting Commission for the Western Association of Schools and Colleges.

Basic High School Facts
• 160 credits, three proficiencies (Composition, Math and Reading)
• Morning and evening hours available
• Basic skills development in reading, spelling, writing and math within the Adult Basic Education/Reading program
• Coursework accepted from previous high schools, foreign countries, armed forces programs, colleges and other accredited vocational institutions
• 20 residency credits required (no more than five of the residency credits may be challenged)
• Work experience credit for high school elective credit may be granted (a maximum of 40 credits is allowed)
• College orientation program available
• Academic, career, and personal counseling available morning and evening

Steps to Earn a High School Diploma
1. Schedule an appointment to take the high school reading and math assessment and orientation.
2. Order official transcripts from previous school(s).
3. Meet with a counselor to review assessment scores, transcripts, and select your classes. It is the student’s responsibility to bring an official or unofficial high school transcript to assist the counselor in selecting the appropriate classes for the student. If a student has submitted all official transcripts, the counselor can provide a “Provisional Evaluation of HS Credit” and list of courses required.
4. Attend classes.
5. When you have completed 10 high school subject credits, you are required to schedule an appointment to meet with a counselor to complete an Education Plan and the official OEC evaluation of transferred credits if you are transferring from another institution. If transferring credits from another institution, it is the student’s responsibility to submit an official transcript from that institution before an Education Plan can be completed.

Frequently Asked Questions
• QUESTION: How long will it take me to graduate?
• ANSWER: It depends on how many credits you must complete and how often you attend class.
• QUESTION: How many credits can I earn toward my diploma if I take/took college credit classes?
• ANSWER: For each 3-unit college credit course you receive 10 high school credits.

Challenging Courses by Examination
If you feel you have previously acquired the knowledge in a course needed for graduation, you may earn credits for the class by challenging the course by examination if the course is on the list of approved “Challenge Courses.” You may not challenge a course in which you have completed some of the coursework. To challenge a class you must have written approval from your counselor and arrangements will be made with the instructor, according to department policy.

High School Subject Classes
You earn credits by attending the high school subjects program during the hours arranged by the counselor. You must complete all required assignments in order to earn five credits for each course. Make sure you sign in and out when entering and leaving the classroom so that your time spent in class will be accurately reported. Ask the instructor for help if needed and use your time wisely.