



# SANTIAGO CANYON COLLEGE DUAL ENROLLMENT STUDENT HANDBOOK

Fall 2021

[sccollege.edu/dualenrollment](https://sccollege.edu/dualenrollment)  
[dualenrollment@sccollege.edu](mailto:dualenrollment@sccollege.edu)

## Welcome to Santiago Canyon College!

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Dual Enrolled Student:

You have made a wise decision to start college early. The Dual Enrollment Program provides the opportunity for you to get started on your college path by taking college-level courses that meet both high school and college requirements. Your decision to participate in the program will better prepare you for the rigors of the college classroom environment. This handbook provides you with a wealth of information that will assist you in your experience with Santiago Canyon College. In this handbook, you can find information on the following:

- The Learning Environment
- Purpose of Dual Enrollment & Benefits
- Obtaining a Student ID Number, Photo Identification Card, and Parking Permit
- Canvas Access
- Buying Textbooks and Other Materials
- Taking Classes on Campus
- Adding, Withdrawing, and Dropping Classes
- Grades
- Transcripts
- Academic Honesty
- Student Code of Conduct
- FERPA
- Support Services: Career Education Coaches
- Student Help Desk
- Resources at SCC/Pet Policy

Our Dual Enrollment team, together with your high school staff, is committed to working closely with you to ensure that you have the best possible experience. We look forward to assisting you in accomplishing your educational goals.

Best wishes for a successful year!

Dual Enrollment Team at SCC



## Mission of Santiago Canyon College

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Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate, and to think critically. We are committed to maintaining standards of excellence and providing the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging.



## The Learning Environment

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SCC is committed to providing a positive learning environment in which all faculty, staff, and students can learn together in a setting that encourages the free exchange of ideas and information. To accomplish this goal, SCC has established the following expectations for learning in our dual enrollment program.

<b>Accountability</b>	Take credit only for work that is yours. Make yourself accountable for the information you release.
<b>Consideration</b>	Keep your work and learning areas clean, orderly, and ready for use by others.
<b>Courtesy</b>	Assist others, acknowledge the presence of others, and be considerate of others while they work, study, or speak.
<b>Distractions</b>	Turn off cell phones and other electronic devices in class, labs, libraries, and meetings.
<b>Participation</b>	Help everyone feel welcome to participate and freely exchange ideas without interruption.
<b>Preparation</b>	Come prepared and focus solely on the business at hand.
<b>Privacy</b>	Keep confidential discussions in private spaces.
<b>Professionalism</b>	Model and develop behavior that will foster success in the workplace and classroom.
<b>Punctuality</b>	Respect schedules, arrive/depart on time, and notify others when changes are necessary.
<b>Respect</b>	Respect all backgrounds, cultures, and contributions in class.
<b>Responsibility</b>	Acknowledge errors and express willingness to correct them.



## Dual Enrollment

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Dual Enrollment is a program that offers qualified high school students an opportunity to enroll in college-level coursework to earn college credits while they are pursuing their high school diplomas. You can enroll in courses that are taught on the high school campus, at a community college campus, or online. You will be able to experience college-level courses, explore career options, and shorten the time required to complete a college degree. You have the opportunity to earn high school and college credit simultaneously. Dual enrollment is an approach to help you make the transition from high school to college.

### Benefits of Dual Enrollment

- Students gain an early start on achieving an associate or bachelor's degree.
- Dual Enrollment students are considered SCC students and therefore are allowed access to all services provided by SCC.
- Students can complete certain associate degrees and career education certifications while still in high school.
- Tuition fees are waived for dual enrolled students.
- Depending on the class and the grade achieved, students may transfer courses to four-year institutions.



## **Obtaining Your SCC Student ID #, Photo Identification Card & Parking Permit**

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When you enroll in the Dual Enrollment Program, you become an SCC student. Every student is assigned a Student ID Number. The Student ID Number is used to access student services and obtain your photo ID card and parking permit. Please contact the Cashier's Office ([cashiers@sccollege.edu](mailto:cashiers@sccollege.edu)) for information on how to get your Student Photo ID card for the Fall 2021 semester.

### **Taking courses at SCC campus – Parking Permits**

Parking permits may be obtained for \$30 for the Fall/Spring term and \$10 for the Summer term by completing and submitting an application through your [WebAdvisor](#) portal. RSCCD requires parking permits for student and staff parking lots at Santiago Canyon College. Day permits may be purchased for \$2 through dispensers located in all parking lots. Daily parking permits are valid in student parking spaces ONLY. Motorcycles are exempt from parking permits if parked in designated motorcycle parking areas. Failure to purchase a parking permit will result in your vehicle being issued a citation. The purchase of your permit funds parking services and vehicle security when parked on campus.

[Purchase Parking Ticket](#)

## **Accessing WebAdvisor**

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[WebAdvisor](#) is a secure online interface that provides access to important Santiago Canyon College information systems and processes to assist you in achieving your college goals. Some of the features include: Register for and drop classes.

- Access [WebAdvisor](#) at [sccollege.edu/webadvisor](http://sccollege.edu/webadvisor)
- Log in with your username and password.
- If you do not have your username and password, click on "What's my WebAdvisor Login or Reset My Password."
- Fill in the boxes and click Retrieve User Name or Reset Your Password.
- Login to access your portal.

If you need additional assistance, please contact [SCC Student Help Desk](#).

## **Accessing CANVAS**

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Canvas is the Learning Management System (LMS) used by Santiago Canyon College. Students enrolled in an online or hybrid course will need to access Canvas. A few in-person courses may utilize Canvas LMS as well for such items as



online quizzes or grades. Canvas is used for managing enrollments, sharing documents, submitting assignments, assigning grades, and personalized features for individual students.

If it is your first time logging into Canvas, you may be redirected to the OpenCCC page. For more information, visit the Distance Education page with detailed instructions.

### [Distance Education](#)

For help, please contact [SCC Student Help Desk](#) or call Canvas at (844) 629-6834 for questions, help, and support. They are available to help you 24 hours a day, 7 days a week.

### [Login to CANVAS](#)

## **Buying Textbooks and Other Materials – The Hawk Bookstore**

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If you are taking a college-level course outside of your regular high school day, you as the student will need to purchase the course textbooks required by the professor. There are many options when it comes to purchasing your textbooks. One of your options is to purchase the textbooks and course materials through the campus Hawk Bookstore. You may purchase your books online at [sccollege.edu/bookstore](http://sccollege.edu/bookstore) or visit the Hawk Bookstore on campus, located in Building A, Room 101.

For more information, contact the Hawk Bookstore at (714) 628-4735 or [hawkbookstore@sccollege.edu](mailto:hawkbookstore@sccollege.edu).

## **Free Bus Pass and SCC Holidays**

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- SCC students are eligible for a free bus pass. For more information about the SCC Rides Free Program, visit:

### [SCC Rides Free](#)

- Students taking classes through SCC must follow the SCC Academic Calendar. Holidays and winter break at SCC may be different from your high school. Fall 2021 semester holidays for SCC are the following:
  - September 6, 2021 (Monday) – Labor Day – Holiday
  - November 11, 2021 – Veteran's Day Observed
  - November 25–28, 2021 (Thursday – Sunday) – Thanksgiving Break
  - December 31, 2021 – January 2, 2022 – Winter Break



## Adding, Withdrawing, and Dropping Classes

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**Adding a course:** Prior to the start of the semester, students may (with the high school counselor's approval) make changes (add/drop) to their schedule and reflect changes on the Special Admit Form. Additionally, students may add classes during the first week of school with an instructor provided add authorization.

### **Special Admit/High School Students Registration Dates: June 17–August 22, 2021**

The student will need to complete a Special Admit Form with a high school counselor or Assistant Principal's approval before the request can be processed by SCC Admissions & Records Office.

**Withdrawing a course:** It is the student's responsibility to drop classes. Students must drop a course by the end of the second week of instruction (**full-semester courses only**) to avoid a financial obligation to the college. Students who have enrolled for classes and decide not to attend must drop classes by September 5, 2021, to avoid a "W". Classes dropped after that date will appear on the student record with a "W" grade.

**Dropping a course:** Students may drop a class without penalty. Withdrawing from a course after the above deadlines requires that the student receive an "F" or other letter grades.

\*\*\*Accurate course details regarding Withdrawing and Dropping sections and important deadlines that can potentially affect your transcript can be found through [WebAdvisor](#).

## Grades

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All work will be assessed using standardized exam scores or performance evaluations, and project work will be evaluated using a rubric. Course grading information can be found in your course syllabus.

The grading scale for work will be the standard college scale:

- 90-100% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- 0-59% = F





## Transcripts

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A transcript is a copy of the student's permanent academic record at Santiago Canyon College. An official transcript carries the SCC seal and is mailed to other educational institutions and agencies upon the student's request. Students may request official transcripts online. For more information or to view the Transcript Request form visit the Admissions & Records page.

### [Transcripts](#)

Students may also view the unofficial transcripts and access grades online through [WebAdvisor](#).

## Academic Honesty

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Students at Santiago Canyon College are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, steal the words or ideas of another, or cheat on an examination corrupts the essential process by which knowledge is advanced. Academic dishonesty is seen as an intentional act of fraud, in which a student seeks to claim credit for the work or efforts of another without authorization or uses unauthorized materials or fabricated information in any academic exercise. As an institution, we also consider academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others, assisting other students in acts of dishonesty, or coercing students into acts of dishonesty. Students who wish to review the academic honesty policy further should visit:

### [Academic Honesty](#)

## Student Code of Conduct

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Santiago Canyon College holds its students to the highest standards of academic and social behavior. To review the SCC Standards of Student Conduct visit:

### [Standards of Student Conduct](#)

## Family Educational Rights and Privacy Act (FERPA)

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FERPA is a federal law that protects the privacy of student education records. As required under the provisions of the Family Rights and Privacy Act of 1974, the Rancho Santiago Community College District will make public without



student consent only certain directory information. This information consists of the following:

- student's name
- city of residence
- major field of study
- participation in officially recognized activities and sports
- weight, height, and age if a member of an athletic team
- dates of attendance
- degree and awards received
- the most recent previous educational institution or agency attended by the student

A student may request the Admissions & Records Office to withhold this information. Such request must be in writing and submitted each semester. Santiago Canyon College will release student information to third party vendors in which the college is contracted with to provide services. This information is for archiving data.

NOTE: Blocking this information may prevent an employer or employment agency from verifying your degree at Santiago Canyon College. Before blocking directory information, contact an Admissions & Records Office Specialist and discuss your concerns at (714) 628-4901.

## Support Services

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Santiago Canyon College has a variety of resources to assist students in accomplishing their educational goals. We have Career Education Coaches who are designated to each of the Orange Unified High Schools. Career Education Coaches assist dual enrollment students, parents, and counselors in registration, adds/drops/withdrawals, FAFSA, and CANVAS. Career Education Coaches can be contacted and located as follows:

- **Canyon High School**

Ms. Vanessa Montero

[montero\\_vanessa@sccollege.edu](mailto:montero_vanessa@sccollege.edu)

<https://sccollege.craniumcafe.com/VanessaMontero>

- **El Modena High School**

Ms. Anacari Velasquez

[velasquez\\_anacari@sccollege.edu](mailto:velasquez_anacari@sccollege.edu)

Mr. Guillermo Vega

[vega\\_guillermo@sccollege.edu](mailto:vega_guillermo@sccollege.edu)

<https://sccollege.craniumcafe.com/GuillermoVega>



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- **Orange High School**  
Ms. Anacari Velasquez [velasquez\\_anacari@sccollege.edu](mailto:velasquez_anacari@sccollege.edu)
- **Parkside High School**  
Mr. Guillermo Vega [vega\\_guillermo@sccollege.edu](mailto:vega_guillermo@sccollege.edu)  
<https://sccollege.craniumcafe.com/GuillermoVega>
- **Richland High School**  
Mr. Guillermo Vega [vega\\_guillermo@sccollege.edu](mailto:vega_guillermo@sccollege.edu)  
<https://sccollege.craniumcafe.com/GuillermoVega>
- **Villa Park High School**  
Ms. Cindy Lee [lee\\_cindy@sccollege.edu](mailto:lee_cindy@sccollege.edu)  
<https://sccollege.craniumcafe.com/CindyLee>

## Student Help Desk

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### SCC now has a Student Help Desk!



Operated by SCC student peers, the help desk is dedicated to being the first point of contact for students seeking technical assistance.

The help desk addresses all technical concerns in addition to the following:

- Canvas
- WebAdvisor
- Free MS Office/365 (access & download)
- Accessing SCC student e-mail account
- Help troubleshoot login complications such as unlocking accounts/passwords
- Respond or redirect guidance regarding procedures on registration, searching, adding, dropping, paying for classes, purchasing books, parking permits, grades, transcripts, important deadlines, etc.
- SCC Website (navigation)

The Student Help Desk is located in the Admissions & Records Office, Building E, Room 101, and is also available to support students via phone calls and live chat.

Please check the help desk webpage for Fall 2021 hours:

[sccollege.edu/helpdesk](https://sccollege.edu/helpdesk)



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## SCC Student Help Desk Contact Information:

**Phone:** (714) 628-5086

**E-mail:** [StudentHelpDesk@sccollege.edu](mailto:StudentHelpDesk@sccollege.edu)

**Live-Chat/Web:** [sccollege.edu/helpdesk](http://sccollege.edu/helpdesk)

## Resources at SCC

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Successful students know what they don't know, and they use all the resources they can find to get the guidance and answers they need.

DSPS (Disabled Students Programs and Services) is committed to helping students with disabilities achieve their educational goals. The program provides students with a broad range of instructional support services and academic accommodations designed to ensure access and equal opportunity in all college programs. DSPS ultimately seeks to enhance successful educational outcomes for students with disabilities by providing individualized support services that empower them to discover and develop their abilities in an inclusive, barrier-free environment.

*Students are responsible for requesting DSPS services.* Available services include, but are not limited, to the following:

- Priority registration/registration assistance
- Academic, career, and disability counseling
- Learning disabilities assessment
- Test-taking accommodations
- Specialized instructional support
- Assistive technology
- Alternate media materials
- Note-taking assistance
- Equipment loan
- Sign language interpreters/real-time captioning
- Liaison with faculty, staff, and community agencies

DSPS (Disabled Students Programs and Services) contact information

**Santiago Canyon College**

**Voice:** (714)628-4860

**Email:** [DPSP@sccollege.edu](mailto:DPSP@sccollege.edu)

**Office:** Building E, Room 105

**Video Phone:** (657)235-2999

**Website:** [www.sccollege.edu/DSPS](http://www.sccollege.edu/DSPS)



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## PET Policy

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In general, animals other than service animals are prohibited in campus buildings. The district allows individuals with disabilities to be accompanied by their service animal on all district premises where members of the public or participants in services, programs, or activities are allowed to go.

## Electronic Copy of SCC Dual Enrollment Student Handbook – Fall 2021

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An electronic copy of this SCC Dual Enrollment Student Handbook – Fall 2021 is available on the SCC Dual Enrollment website @ [sccollege.edu/dualenrollment](https://sccollege.edu/dualenrollment), under FORMS & RESOURCES.

In partnership with Orange Unified School District



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