



SANTIAGO CANYON COLLEGE
DUAL ENROLLMENT
STUDENT HANDBOOK

Spring 2023

sccollege.edu/dualenrollment
dualenrollment@sccollege.edu

Welcome to Santiago Canyon College!

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 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 and your high school staff are 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

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

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.

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



Dual Enrollment

Dual Enrollment is a program that offers qualified high school students an opportunity to enroll in college-level coursework to earn college credits while pursuing their high school diplomas. You can enroll in courses that are taught on the high school site, 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 credits simultaneously. Dual enrollment is an approach to help you transition from high school to college.

Benefits of Dual Enrollment

- Students gain an early start on achieving an associate's 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.
- Students may transfer courses to four-year institutions depending on the class and the grade achieved.



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

When you enroll in the Dual Enrollment Program, you become an SCC student. Every student is assigned an SCC 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) for information on how to get your Student Photo ID card for the Spring 2023 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 [Self Service](#) portal. RSCCD requires parking permits for student and staff parking 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 Self Service

[Self Service](#) 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: Registering for and dropping classes.

- Access [Self Service](#) at sccollege.edu/selfservice
- Log in with your username and password.

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

Accessing CANVAS

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 also utilize Canvas LMS 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

If you are taking a college-level course outside 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 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.

- ➔ For the Spring 2023 and Summer 2023 terms, Santiago Canyon College Dual Enrollment Program offers students FREE textbooks through the SCC Book Voucher Program. [Click here for steps on getting your free textbooks.](#)

Free Bus Pass and SCC Holidays

- 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. Spring 2023 semester holidays for SCC are the following:
 - February 17 - 20, 2023 (Friday-Monday) – President's Day - Holiday
 - March 31, 2023 (Friday) – Cesar Chavez Day - Holiday
 - April 3-9, 2023 (Monday-Sunday) – Spring Break
 - May 29, 2023 (Monday) – Memorial Day – Holiday



Adding, Withdrawing, and Dropping Classes

Adding a course: Before 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 instructor-provided add authorization.

Special Admit/High School Students Registration Dates: November 17, 2022 – February 5, 2023

The student must 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 February 19, 2023, 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 affect your transcript can be found through [Self Service](#).

Grades

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 (non-passing grade)
- 0-59% = F (non-passing grade)



Transcripts

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 [Self Service](#).

Academic Honesty

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 the 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 the following:

[Academic Honesty](#)

Student Code of Conduct

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)

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 requests must be in writing and submitted each semester. Santiago Canyon College will release student information to third-party vendors with which the college is contracted 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

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

- **Canyon High School** – Located in the Career Center/Library

Ms. Cindy Lee – Career Education Coach	lee_cindy@sccollege.edu
Ms. Angie Veliz – Outreach Specialist	veliz_angie@sccollege.edu
Ms. Pamela Skiles – SCC Counselor	skiles_pamela@sccollege.edu



- **El Modena High School** – Located in the Library
 - Mr. Guillermo Vega – Career Education Coach vega_guillermo@sccollege.edu
 - Ms. Marlene Castillo – Career Education Coach castillo_marlene@sccollege.edu
 - Mr. Jesus Diego – Outreach Specialist diego_calixto_jesus@sccollege.edu
 - Ms. Pamela Skiles – SCC Counselor skiles_pamela@sccollege.edu
- **Orange High School** – Located in the College & Career Center
 - Mr. Guillermo Vega – Career Education Coach vega_guillermo@sccollege.edu
 - Ms. Marlene Castillo – Career Education Coach castillo_marlene@sccollege.edu
 - Ms. Angie Veliz – Outreach Specialist veliz_angie@sccollege.edu
 - Mr. Edward Clarke – SCC Counselor clarke_edward@sccollege.edu
- **Parkside High School**
 - Mr. Guillermo Vega – Career Education Coach vega_guillermo@sccollege.edu
 - Ms. Angie Veliz – Outreach Specialist veliz_angie@sccollege.edu
- **Richland High School** – Located in the Library
 - Mr. Guillermo Vega – Career Education Coach vega_guillermo@sccollege.edu
 - Ms. Angie Veliz – Outreach Specialist veliz_angie@sccollege.edu
- **Villa Park High School** – Located in the Library
 - Ms. Cindy Lee – Career Education Coach lee_cindy@sccollege.edu
 - Ms. Angie Veliz – Outreach Specialist veliz_angie@sccollege.edu
 - Ms. Pamela Skiles – SCC Counselor skiles_pamela@sccollege.edu

Student Help Desk



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

The help desk addresses all technical concerns, including the following:

- Canvas
- Self Service
- Free MS Office/365 (access & download)
- Accessing the 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, and is also available to support students via phone calls and live chat.

Please check the help desk webpage for Spring 2023 hours:

sccollege.edu/helpdesk

SCC Student Help Desk Contact Information:

Phone: (714) 628-5086

E-mail: StudentHelpDesk@sccollege.edu

Live-Chat/Web: sccollege.edu/helpdesk

Resources at SCC

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

Office: Building E, Room 105

Video Phone: (657)235-2999

Website: sccollege.edu/DPSP



Santiago Canyon College

What happens here matters.

PET Policy

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 Spring 22

An electronic copy of this SCC Dual Enrollment Student Handbook – Spring 2023 is available on the SCC Dual Enrollment website @ sccollege.edu/dualenrollment, under FORMS & RESOURCES.

In partnership with Orange Unified School District



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What happens here matters.