



# ACADEMIC PLANNING GUIDE



**Santiago Canyon College**

[sccollege.edu](http://sccollege.edu)

## Welcome to



# Santiago Canyon College

Dear Student,

Welcome to Santiago Canyon College (SCC). Your success starts right here, right now, and what you experience at SCC matters to us. We believe in providing you access to a quality college education where you will acquire new skills and experience personal growth through our excellent instructional programs, exceptional support services, and enriching co-curricular student life. Our student-centered learning environment strives to bridge the sum of your college experiences to your successful attainment of a career education certificate, associate degree, university transfer, and/ or career advancement.

I encourage you to explore and take advantage of the important information provided in this guide prepared for you by Counseling faculty. Be assured that the information and multitude of programs and services provided by our faculty and staff are designed to support your success throughout your educational journey at SCC.

Sincerely,

A handwritten signature in black ink, appearing to read "Ruth M. Babeshoff".

Ruth M. Babeshoff  
Dean, Counseling & Student Support Services

### STUDENT SERVICES MISSION

As educators, we promote the growth and development of students and contribute to student learning through our exemplary programs and services.

### STUDENT SERVICES CORE VALUES

Student Services embraces the following core values to ensure the excellence of our programs and services.

#### **Student Centered**

We maintain a student-focused environment that identifies and responds to the needs and concerns of our students.

#### **Teamwork**

As a community of educators, we foster creativity and relationship building to maximize learning.

#### **Collaboration**

We develop partnerships that encourage open communication and mutual cooperation to cultivate quality student programs and services.

#### **Integrity**

We maintain ethical standards which include honesty, respect and trust.

RSCCD is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. To view our Nondiscrimination Policy, visit [sccollege.edu/ndp](http://sccollege.edu/ndp). For more information, including alternate format and accommodations, contact us at 714-628-4800 or visit us in D-106.

#### **PUBLICATION CREDITS**

Dr. Phillip Crabill, Associate Professor of Counseling & Counseling Department Co-Chair  
Lacy Hedenberg, Associate Professor of Counseling & Counseling Department Co-Chair  
Mary Law, Director of Graphic Communications  
David Styffe, Desktop Publishing Technician and Publications Staff  
Contributing Editor: Ruth Babeshoff, Dean, Counseling & Student Support Services

2020

PRESIDENT: John C. Hernandez, Ph.D.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES:

Claudia C. Alvarez, President • Nelida Mendoza, Vice President • Phillip E. Yarbrough, Clerk

Arianna P. Barrios • Zeke Hernandez • John R. Hanna • Lawrence "Larry" R. Labrado • Theodore D. Moreno, Student Trustee

CHANCELLOR: Marvin Martinez

# TABLE OF CONTENTS

---

## Starting Your Success

Welcome to Santiago Canyon College (SCC)	Inside Front Cover
Table of Contents	1
At a Glance Checklist	2
Important Dates	3
Success Checklist	4
Glossary of College Terms	5
Student and Academic Support Services offered at SCC	6-7
Financial Aid and Scholarship	8
Undecided About a Major or Career	9
Guidelines on How Many Units to Take	10

## Educational Pathways to Success

Certificate and Associate Degree Programs at SCC	11
Educational Options in California	12
Educational Options at SCC	13
Academic Foundation Courses at SCC	14
English Course Sequence	15
Mathematics Course Sequence	16
Placement Recommendations and Guided Self-Placement	17

## Registration Success

How to Register at SCC	18
Registering for Classes in WebAdvisor & your Online Education Plan (Quick How to Guide)	19-20
Online Education Plan	21
Important Registration Information	22
Schedule of Classes	23
Computing Grade Point Average	24
Semester Schedule Planning Worksheet (Example)	25
Semester Schedule Planning Worksheet	26

## Transitioning to your Success

SCC Counseling Department	27
Career Services	28
First Year Support Center	29
Promise Scholarship	30
EOPS/CARE/CalWORKS	31
Disabled Students Programs And Services (DSPS)	32
Pathways to Teaching	33
Veterans Service Office	34-35
Honors Program	36
UMOJA Community	37
Transfer Success Center	38
Breakdown of California School System	39
Public Four Year Institutions	40
CSU and UC Minimum Upper Division Transfer Requirements	41

Associated Degree for Transfer (AA-T/AS-T) (AA-T/AS-T)	42
Resources for Transfer Planning	43
Choosing a Path to Graduate	44

## Frequently Asked Questions about Success

Common Questions and Answers about College	45-46
Managing Stress	47

## Policies for Student Awareness and Success

Student Equity and Achievement Program	48
Faculty Academic Freedom	48
FAQ Regarding the Loss of Priority Registration	49
Student Code of Conduct	50-51
Academic and Progress Probation/Dismissal	52
Academic Honesty Policy Information	53
Procedures for Student Grievances Regarding Grades	53
Nondiscrimination Policy	53
Family Education Rights and Privacy Act (FERPA)	54
Standards of Conduct for SCC Computer Use	54
Harassment Policy	54-55
Sexual Violence Information	55

## Appendix

How to Register in your Online Education Plan	56-64
---	-------

Notes	65-68
-------	-------

## Maps

Santiago Canyon College	Inside Back Cover
Rancho Santiago Community College District, Major Sites	Inside Back Cover

# AT A GLANCE CHECKLIST

---

## PRE-ORIENTATION CHECKLIST

- Apply for Admissions
  - Complete the online application ([sccollege.edu/apply](http://sccollege.edu/apply)).
- Submit Transcripts & External Exam Results
  - In order for credit from previous colleges to be included on your SCC transcript, you must request all official transcripts be sent to SCC Admissions and Records Office. Follow the instructions outlined at [sccollege.edu/transcripts](http://sccollege.edu/transcripts).
  - Submit high school transcripts as needed to the SCC Admissions and Records Office.
  - Submit Advanced Placement (AP) and International Baccalaureate (IB) exam results to the SCC Admissions and Records Office.
- Help with Paying for College
  - Apply online for Financial Aid by filling out the FAFSA at [fafsa.gov](http://fafsa.gov). AB 540 students can apply for Cal Grants and fee waivers at [dream.csac.ca.gov/](http://dream.csac.ca.gov/). Apply for the California College Promise Grant (CCPG) Fee Waiver application online at [sccollege.edu/student-services/financialaid/](http://sccollege.edu/student-services/financialaid/) or pick up the application at the Financial Aid Office (Building E, Room 104).
- Placement Recommendation and Testing
  - If you are planning to enroll in English, math and/or reading courses, high school performance and/or Guided Self-Placement will be used to provide you with course recommendations. After applying to the college, you will receive additional placement recommendation information. For more information, visit the Placement Recommendation and Testing website at [sccollege.edu/assessment](http://sccollege.edu/assessment).
  - If you are planning to enroll in American College English (ACE)/English as a Second Language (ESL) courses, please contact the Assessment Office at (714) 628-4812 to schedule a Test of English Language Development (TELD) exam.
  - If you are planning to enroll in Chemistry 200A (General Chemistry A) at SCC, please contact the Assessment Office at (714) 628-4812 to schedule a Chemistry placement test.
- Complete an Academic Planning & Registration Workshop
  - All new students planning to earn a certificate, associate's degree, or transfer to a university must complete an orientation. You may do so in-person or online through WebAdvisor. **You will also complete an Abbreviated Education Plan during the orientation, which will map out your first one-two semesters.**

## POST-ORIENTATION CHECKLIST

- Get Familiar with WebAdvisor and SCC's Online Education Plan
  - WebAdvisor and SCC's Online Education Plan both provide students direct web access to portions of their academic and financial records, as well as the ability to register via the web. Information available to students in the new Online Education Planning tool includes your personal course schedule, a semester-by-semester timeline of coursework you plan to complete, a degree audit showing progress toward completing your current education goal(s), unofficial transcripts, and Financial Aid award information.
- Register for Classes
  - Register for classes and check for your registration appointment via WebAdvisor ([sccollege.edu/webadvisor](http://sccollege.edu/webadvisor)) or in SCC's Online Education Planning tool ([www.sccollege.edu/oep](http://www.sccollege.edu/oep)).
- Pay for your Classes
  - Pay your enrollment, health, and Student ID Card fees online at WebAdvisor or in person at the Cashier's Office (Building E, Room 102). You must pay for your classes within 3 days of registering or you will be dropped from your classes. Parking permits can be purchased online in WebAdvisor.
- Obtain your Student ID Card
- Buy your Books
  - Purchase your books online at [donbookstore.com/hawk](http://donbookstore.com/hawk) or visit the bookstore (Building A, 101) . Be sure to purchase the correct books!
- Attend Classes on First Day of Instruction
  - You are expected to attend all classes in which you are enrolled or waitlisted. Your seat in class may be given to another student if you don't attend the first class session! If you don't attend or stop attending a class and fail to drop the class before the drop deadline, you will be responsible for all tuition and fees.
- Meet with a Counselor
  - Develop a Comprehensive Student Education Plan.
    - **Note: Comprehensive Student Education Plans must be completed by the third semester but no later than completing 15 degree applicable units or priority registration will be lost.**
  - Schedule an appointment by calling the Counseling Center Office at 714-628-4800.

# IMPORTANT DATES

Academics	
My registration date:	____/____/____
First day of class:	
First 8-week courses begin:	
Second 8-week courses begin:	
Last date to drop online with enrollment fee refunded:	
Last date to drop online and NOT receive a "W" grade:	
Last date to file Pass/No Pass option:	
Last date to drop online and receive a "W" grade:	
Fall Holidays	
(If holiday is on a Monday, weekend classes DO meet. If holiday is on a Friday, weekend classes DO NOT meet.)	
Labor Day:	____/____/____
Veterans' Day:	
Thanksgiving Holiday:	
Winter Break:	
Intersession Dates	
First day of class:	
Spring Holidays	
Martin Luther King Jr. Day:	____/____/____
Presidents' Holiday:	
Cesar Chavez Day:	
Spring Break:	
Memorial Day:	

# SUCCESS CHECKLIST

## Before an Academic Planning & Registration Workshop: Have You Completed These Items?

- I have received course recommendations for English, reading and/or math. If required to complete Guided Self-Placement, I have done so, and I have received my placement recommendations.
- I requested all college transcripts from my previous institution(s) be sent to:  
Santiago Canyon College, Admissions & Records  
8045 E. Chapman Ave, Orange, CA 92869
- I have made sure my personal information is up to date with SCC, including my correct mailing address, phone number(s) and email address(es).
- My major/program of study is correct in the SCC system. Contact Admissions to make changes (Building E, 1st floor).
- If I am a person with a disability; I have applied to the Disabled Students Programs and Services.
- If my GPA is 3.0 or above, I know how to apply to the Honors Program.

## Putting It All Together: Is Your Life Ready For College?

- I have adjusted my personal budget to allow for school-related expenses such as tuition, books, supplies, extra daycare and other unexpected things that may come up.
- I've made adjustments to my work schedule, so I have time to attend classes and study.
- I've planned my days and weeks to allow enough time for classes, studying, work, and other obligations.
- I have reliable transportation to and from school.
- I have reliable daycare for my children and if that falls through, I have a backup plan.
- The people close to me know I'm a college student and will support me as they are able.
- I know where I can access a computer.
- I have basic computer skills, including knowing how to use email, attach documents in email, use the Internet and type a paper.
- I have my supplies ready for the first day of classes—pens, notebooks, binders, flash drive, etc.

## Getting Ready To Be A SCC Student

- I have considered the advantages and disadvantages of being a part-time or full-time student.
- I know my student WebAdvisor login and password. I have placed this information in a secure, yet accessible location.
- I can meet with a counselor in Building \_\_\_\_, Room \_\_\_\_.
- I can make a counseling appointment by calling \_\_\_\_\_.
- I have spoken with a counselor about what classes to take for the next term.
- I know where to find the class schedule.
- I know where my classes are located.
- I know how I plan to pay for my classes this semester.
- My payment is due by \_\_\_\_\_.
- I know that I will be dropped from my classes if I don't pay tuition by this date \_\_\_\_\_.
- I know where to go to ask questions about Financial Aid.
- I know how to access my Financial Aid on WebAdvisor.
- I know my Financial Aid will be available by \_\_\_\_\_.
- I know I will be dropped from my classes if I don't attend the first class session.
- I know that if I don't plan to finish a class or classes this semester, I am required to drop the class using WebAdvisor.
- I know that telling a counselor or instructor that I want to drop a class doesn't mean I've been dropped. I know I have to drop the course through WebAdvisor.
- The last day to drop a class and get a tuition refund is: \_\_\_\_\_.
- The last day to drop a class and get a "W" is: \_\_\_\_\_.
- I have had my picture taken for my photo ID/SCC Student ID Card.
- I know about additional campus resources available to me.
- I know where I may park and have my parking permit.
- I know where and how to get my textbooks for on-campus and online classes.
- I know how to get involved in campus life activities.
- I know how to access SCC's Career Services resources.
- I still need to ask the following questions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- I've set a goal for my first semester. It is: \_\_\_\_\_  
\_\_\_\_\_

### Follow us on Social Media

#### Be In the Know—Become a Fan

Keep up to date on campus news and activities



Become a SCC Facebook Fan

[facebook.com/SantiagoCanyonCollege](https://facebook.com/SantiagoCanyonCollege)

#### Are you following us on Twitter & Instagram?

Learn about registration, fees, events and more.

Follow SCC on Twitter & Instagram

[twitter.com/SantiagoCanyon](https://twitter.com/SantiagoCanyon)

[instagram.com/sccollege](https://instagram.com/sccollege)

# GLOSSARY OF COLLEGE TERMS

---

## **Advanced Placement**

An examination program through which students who score 3 or higher may be awarded credit toward graduation or credit toward general education requirements. See the SCC catalog for details.

## **Articulation Agreement**

A written agreement that lists courses at one college that are equivalent or comparable to courses at another college.

## **Associate Degree**

A degree granted by community colleges upon completion of 60 units of college work, including general education, major requirements and electives.

## **Catalog**

A book published by a college describing all the courses, majors, certificates and degrees offered by the college, and information on the college's academic policies and procedures. The SCC catalog is available for purchase at the bookstore or available free online at [sccollege.edu](http://sccollege.edu).

## **Certificate**

An occupational certificate is granted upon completion of a prescribed list of courses in an occupational field.

## **Certification**

Official notification from Santiago Canyon College that a student transferring to a California State University (CSU) campus or a University of California (UC) campus has completed a pattern of courses fulfilling lower-division general education requirements. Students must request that the Admissions Office at their community college indicate completion on their transcripts.

## **CSU-GE / Plan B**

A pattern of courses offered at Santiago Canyon College that fulfills lower-division general education requirements at a California State University (CSU) campus.

## **Full-time Student**

A student taking 12 or more units in one semester during Fall/Spring semester or 6 units or more during Intersession/Summer session.

## **General Education Requirements**

A group of courses, in varied areas of the arts and sciences, designated by a college as one of the requirements for a degree.

## **Grade Point Average (GPA)**

(see page 23 for steps to compute GPA)

A measure of academic achievement obtained by dividing a student's total grade points by the number of units completed.

## **IGETC / Plan C**

A pattern of courses offered at Santiago Canyon College that fulfills lower-division general education requirements for either the UC or CSU system.

## **Lower-Division Courses**

Courses at the freshman or sophomore level of college. Only lower-division courses are offered at community colleges.

## **Major**

A planned series of courses in one particular field designed to develop special skills or expertise.

## **Matriculation**

A process including admissions, placement recommendation, orientation, advisement, and follow-up.

## **Orientation/Advisement**

A group-counseling session for new students to explain college programs and services and plan a first-semester schedule.

## **Placement Recommendations**

Course recommendations in Reading, English, ACE/ESL and/or Mathematics that are based on high school performance or Guided Self-Placement.

## **Prerequisite**

A requirement that must be met before enrolling in a particular course.

## **Academic Probation**

A student's academic standing is calculated and reviewed at the end of fall and spring semesters, based only on the SCC/SAC cumulative grade point average (GPA). After attempting 12 units or more, a student is placed on academic probation when the cumulative GPA for all SCC/SAC coursework falls below 2.0.

Students placed on academic probation for the first time (A1) are required to complete a counseling intervention workshop. An email notification is sent to the student and a registration hold is placed on the student record until the completion of the workshop.

Students who are on academic probation for two consecutive semesters (A2) will lose priority registration for the next registration term. Students who are on academic probation for two consecutive semesters (A2) will also lose California College Promise Grant eligibility. A student shall be removed from academic probation when the cumulative GPA for SCC/SAC courses is 2.0 or better.

## **Residency**

To be classified as a legal resident of California, an individual must be a United States (U.S.) citizen or hold a U.S. Immigration status that does not preclude them from establishing residency. Under California law, you may be considered a resident if you have both:

- Lived in California continuously for at least one year and one day before the semester begins, and
- Proved you intended to make California your new permanent home of residence.

## **Semester**

Approximately 16 weeks of instruction offered two times a year, during the fall and spring.

## **Transcript**

A list of all courses taken at a college or university showing the final grade received for each course. Official transcripts bear a seal of the college and signature of a designated college official and are sent directly from one institution to another. RSCCD transcripts can be obtained at the Admissions and Records Office at SCC, by student request only. Unofficial copies can be obtained from the college's website.

For more information, visit [www.sccollege.edu/transcripts](http://www.sccollege.edu/transcripts)

## **Transfer Courses**

Courses from a university or college which are accepted by four-year colleges and universities. Acceptance of SCC courses will vary by transfer institution. All courses at SCC that are numbered 100 and above will transfer to any CSU campus. Most courses numbered 100 and above will transfer to any UC campus. For a specific listing of courses that transfer to a UC campus please refer to the UC Transfer Course Agreement in the SCC catalog, obtain a copy of this agreement in the Transfer Success Center or visit [Assist.org](http://Assist.org). Please see a counselor for information regarding which courses will transfer to private four-year universities.

## **Unit**

The measure of college credit assigned to a course, usually on the basis of one unit for each lecture hour per week or one unit for every two to three laboratory hours per week.

## **Withdrawal**

Students may officially withdraw from classes through the last day of the 12th week of instruction of a full semester class. Students have an obligation to withdraw officially and can do so online.

# STUDENT & ACADEMIC SUPPORT SERVICES OFFERED AT SCC

---

## **Admissions & Records (E-101)**

**714-628-4901**

The admissions office is the center for student registration, the maintenance of students' records, and for the implementation of academic policies at SCC.

## **Associated Student Government (ASG-(A-205)**

**714-628-4912**

Provides students with the opportunity to gain leadership and government experience, plan campus activities, make a difference and leave a positive impact on SCC.

## **Bookstore (A-101)**

**714-628-4735**

Non-profit campus store providing textbooks, course materials, supplies and general merchandise used by the Santiago Canyon College community. [www.hawkbookstore.com](http://www.hawkbookstore.com)

## **CalWORKs (E-108)**

**714-628-4915**

The California Work Opportunity and Responsibility to Kids program is designed to assist families receiving TANF to become financially self-sufficient through successful academic and vocational education.

## **Canvas & Distance Education/Online Course Helpdesk (Library) 714-628-4974**

Provides technology support for students using Canvas and students enrolled in online courses. Students may also visit [www.sccollege.edu/canvas](http://www.sccollege.edu/canvas) for more information and assistance.

## **Career Services (D-106)**

**714-628-4805**

Assists students with linking college majors and training programs with careers; sponsors job fairs; provides students with leads for off campus employment; and offers resume writing and interviewing skills workshops.

## **Cashier's Office (E-102)**

**714-628-4727**

Where students pay for classes, get a photo ID and purchase discount movie and amusement park tickets.

## **Child Development Center (C1)**

**714-628-4890**

A full day comprehensive developmental early childhood education program is offered for children 18 months to 5 years of age, not enrolled in kindergarten.

## **College Assistance Migrant Program (CAMP-(A-212)**

**714-628-5034**

CAMP is a federally funded program designed to provide support services for students who are migratory or seasonal farm workers or are children of migrant families.

## **Computers and Printing (Library)**

**714-628-5001**

Equipped with PC's and Macs for currently registered student use. Printing is also available: \$0.10 for black & white, \$0.30 for color.

## **Counseling (D-106)**

**714-628-4800**

Offers educational planning services, career planning, personal counseling, and university transfer assistance.

## **Cultural Enrichment Programming**

**714-628-4826**

In an effort to uphold SCC's values of inclusion and preparing students for global success, our cultural enrichment programming offers meaningful multicultural and social justice focused learning opportunities for SCC students. Cultural enrichment programming encourages students to be more involved and engaged, prepares students for future career success, encourages the acceptance of persons with diverse abilities, economic challenges, cultures, gender identities, ethnicities, etc. within SCC and the greater community.

## **Disabled Students Programs & Services (DSPS-(E-105)**

**714-628-4860**

The program provides instructional support services and academic accommodations to students with verifiable disabilities. Students must request services and provide disability documentation. Assessment for learning disabilities eligibility is available at no cost to students experiencing learning difficulties that interfere with their educational progress.

## **Extended Opportunity Programs & Services (EOP&S/ CARE-(E-108) 714-628-4915**

EOPS is a state-funded program that provides specialized assistance to students who need additional support due to financial and educational challenges. CARE offers additional support to qualified EOPS students who are single head of household receiving cash aid for self or dependents.

## **Financial Aid (E-104)**

**714-628-4876**

Provides federal, state, and institutional financial aid services for students who might not otherwise be able to attend college due to lack of financial resources. Promotes awareness of Financial Aid programs while maintaining fiscal and regulatory integrity of those programs.

## **First Year Support Center (E-303)**

**714-628-5085**

Are you a first year student and need assistance? Let the First Year Support Center provide any help you may need to become a successful college student. The center provides hands-on support with the application process, class registration, understanding the student portal, Web Advisor, and application for financial aid (FAFSA & CA Dream Act). The center also offers workshops, academic coaching, tutoring, and referral to campus resources to meet each student's unique needs.

## **Guardian Scholars (A-206)**

**714-628-4709**

Provides SCC students, who are current and former foster youth, with support services which range from text book assistance, supplies, counseling, on-campus and off-campus referrals for specialized services and community resources, food pantry, and special activities to ensure a rich college experience and support academic achievement.

# STUDENT & ACADEMIC SUPPORT SERVICES OFFERED AT SCC

---

## **Hawk's Nest Food Pantry (HNFP)**

**714-628-1049**

The Hawk's Nest Food Pantry supports all credit and non-credit SCC student's academic potential, creativity, as well as their personal and professional growth by providing free and nutritious food for students and their families. Food distribution days are posted around campus, and on HNFP the website.

## **High School & Community Outreach (A-105)**

**714-628-4808**

Provides detailed information regarding programs that are offered to prospective students and the surrounding community.

## **International Students (A-203)**

**714-628-5050**

Serves students studying under the provisions of the F-1 student visa. Services include assisting with admission & registration, immigration, housing, among others. The program also coordinates activities that develop avenues for international students to form friendships and encourage participation in on-going intercultural experiences on campus and in the community.

## **Lorenzo A. Ramirez Library**

**714-628-5000**

Research and resource materials are available for your use including books, on-line databases, magazines and journals, newspapers, DVD's and CD's. Equipped with PCs and Macs for currently registered student use. Reference librarians are available to assist you with your information needs.

## **Math Success Center (D-209)**

**714-628-4965**

Instructor and student tutors are available to individually assist students with math; answer homework questions, encourage, and support math students. Students also have access to graphing calculators, instructional videos, textbooks, and computer tutorial programs.

## **Office of Student Life & Leadership (A-206)**

**714-628-4912**

Provides information regarding student life activities on campus, and leadership training opportunities.

## **On Campus Job Placement Program (E-104)**

**714-628-4867**

Assists currently enrolled students and/or students on Federal Work Study with obtaining student assistant employment on campus and at approved community locations. This office, housed in Financial Aid, is dedicated toward aiding SCC students advance their leadership skills by placing them in campus-based student work programs.

## **Pathways to Teaching (E-314)**

**714-628-4928**

Provides academic counseling and transfer assistance, specialized workshops and events, appointments with university representatives, book loan assistance, school supplies, volunteer opportunities, internships, and a service learning award program, all designed to encourage and support students in pursuing an education leading to the teaching profession.

## **Scholarships & Veterans Service Office (A-210)**

**714-628-4793**

The scholarship program office provides instruction and support for the application process and disbursement of scholarship funds while students continue at SCC or transfer to a four-year institution. The Veterans Service Office assists veteran students as they transition from military life to student life. Veterans, active duty, reservists, and their dependents/spouses, are provided access to their VA education benefits and many support services to assist them in successfully meeting their educational goals.

## **Science Teaching and Resource (STAR-Center (B-203)**

**714-628-4955**

STAR provides academic support for students enrolled in science courses, including student-led study groups, faculty-developed activities and workshops. Instructors and trained staff are available to individually help students.

## **Student Discipline (A-201)**

**714-628-4933**

This office is for students who have violated the Student code of Conduct. The code of Conduct can be found in the college catalog as well as the student handbook.

## **Student Health & Wellness Center (T-102)**

**714-628-4773**

Provides campus-based California Family PACT services including free contraception, STI testing, treatment and cervical cancer screening. All Family PACT products and testing are available free to income qualified students. Walk-in vaccinations for tetanus and influenza are available as well as tuberculosis testing. Physicians and psychological services are available by appointment; registered nurses are available during all hours of operation on a walk-in basis to enrolled students who have paid the health fee.

## **TRiO - Student Support Services (B-209)**

**714-628-5033**

TRiO is a federally funded program designed to support students' academic trajectory. They provide first generation/ low income students who demonstrate academic need, support services (tutoring, counseling, workshops, etc.) to ensure that students meet their academic goals.

## **Transfer Success Center (D-104)**

**714-628-4865**

Provides resources, services, and trained specialists to assist students who are preparing to transfer to a four-year college or university.

## **Writing Center (H-240)**

**714-628-4701**

The center is staffed by English professors who provide free, walk-in services for students seeking help with any of the following: writing assignments in any class, college application personal statements, resume development and construction, research strategies and documentation, reading comprehension of difficult textbooks. Open Monday-Thursday 8:00AM-6:00PM. Hours of operation may vary by semester.

# FINANCIAL AID AND SCHOLARSHIP

---

## WHAT IS FINANCIAL AID AND HOW DO I APPLY?

Financial Aid funds come from the federal government and State of California. Programs consist of grants, work study and loans. To apply, you must complete the FAFSA application online. If you apply online, you must create a FSA ID first. If you are considered dependent, a parent must create a FSA ID too. The FSA ID website is [fsaid.ed.gov](http://fsaid.ed.gov), Application worksheets to help a student apply online are available in the Financial Aid Office at Santiago Canyon College Building E, Room 104 and they are also available in the Admissions & Records lobby. The free FAFSA website is [fafsa.ed.gov](http://fafsa.ed.gov). If you are asked for a credit card payment, you have the wrong website. Undocumented students with AB 540 status may apply for Cal Grants or a California College Promise Grant via the Dream Act application. Please go to [csac.ca.gov](http://csac.ca.gov) to complete a Dream Act application.

**The state Cal Grant application deadlines are March 2nd and September 2nd, each year.** The Cal Grant GPA Verification form is available in the Financial Aid Office. You must file a FAFSA by the Cal Grant deadline in order to be evaluated. You must also be a California resident. SCC will submit the GPA to the California Student Aid Commission for transfer entitlement consideration for all eligible students who complete 24+ units. Incoming freshman must have their high school submit their GPA. Dream Act students are not eligible for the September deadline. The September deadline is designated for students attending a California Community College.

When you apply, use the **Santiago Canyon College federal school code: 036957**. Once you apply, it will take a few weeks for the colleges you listed to send you additional documents to complete and turn into the Financial Aid Office so that your eligibility can be determined for various financial aid programs. You must be a citizen or eligible non-citizen to qualify for federal aid. Students can check their status on WebAdvisor.

## CALIFORNIA COLLEGE PROMISE GRANT (CCPG)

Formally known as the BOG Waiver. As soon as your FAFSA or Dream Act Application is processed, the Financial Aid Office will determine if you are eligible for a fee waiver. If qualified, you will have the enrollment fee waived. If you do not complete a FAFSA or Dream Act, you may also apply for a fee waiver by completing the CCPG application on paper or online. This application is for low income students, children of Veterans or for students and families receiving some type of government aid. Beginning the Fall 2016 Semester, students must meet the CCPG Academic and Progress Standards to remain eligible for the waiver.

**Please note:** Some students may be independent on the CCPG application but dependent on the FAFSA.

## WHAT PROGRAMS ARE AVAILABLE AND HOW MUCH FINANCIAL AID CAN I RECEIVE?

Each award is different depending upon the family need and the income and resources of the previous calendar year. There are special circumstances in which the current calendar years resources can be used.

### FINANCIAL AID PROGRAMS

- Federal Pell Grant maximum award \$6,195 (currently). Awarded to students for up to 12 full-time semesters or six years as an undergraduate.
- Federal SEOG for "Priority" students who have a 0 EFC.
- Federal Work Study - Employment on campus for "Priority" students with a low EFC.
- Chafee Grant for former foster youth - \$5,000 per year.
- Cal Grant A, B and C – Cal Grants B and C are for community college students.  
Maximum Cal Grant B \$1,672. Maximum Cal Grant C \$1,094.
- Student Success Completion Grant (SSCG): Cal Grant B & C Eligible Students who are attending Full-Time (12+ units) may also be eligible to receive SSCG up to \$4,000.00 per academic year, sponsored by the California Community College Chancellor's Office.
- There are different types of loans. Students should use great caution in accepting loans. Available loans include: The Direct Subsidized and Unsubsidized Loans and the PLUS Loan for parents.

## WHAT IS THE DIFFERENCE: GRANTS, WORK STUDY, AND LOANS?

- Grants:** Money you do not have to pay back if a student remains in classes and maintains satisfactory academic progress.
- Work Study:** On-campus job in which you are paid for the number of hours you work. Contact On-campus Placement Office located at Building E, Room E-106.
- Federal Loans:** You must repay all loans with interest.

## WHAT ARE SCHOLARSHIPS AND HOW DO I APPLY?

Scholarships are awards provided by independent donors and the Foundation Office to SCC students based on Scholarship Program criteria such as grades, major, transfer or occupational goal, financial need, leadership and campus involvement. The SCC **Applications are available in January and are due in March**. For information contact the SCC Scholarship Program Office at 714-628-4702, Building A, Room 210 or see the website at [scccollege.edu/student-services/scholarships](http://scccollege.edu/student-services/scholarships). Students who are currently enrolled at SCC may apply for scholarship awards that are based on a variety of criteria established by scholarship donors.

## ANY QUESTIONS?

SCC Scholarship Program Office • Phone: 714-628-4793 • Email: [scholarship@scccollege.edu](mailto:scholarship@scccollege.edu)  
SCC Financial Aid Office • Phone: 714-628-4876 • Email: [finaid@scccollege.edu](mailto:finaid@scccollege.edu)

# UNDECIDED ABOUT A MAJOR OR CAREER?

---

## IF YOU HAVEN'T DECIDED ON A MAJOR OR CAREER, THEN...

1. **Decide how many units you want to take.** (See *Guidelines on How Many Units to Take*, page 10)

2. **Select courses from the areas listed below:**

- English or ACE (American College English)
- Communication
- Mathematics
- Reading

3. **Counseling classes**

Course Applicability	Counseling 101	Counseling 116
CSU General Education (Area E)	X	X
CSU Transfer Elective		
UC Transfer Elective/Transfer Course Agreement	X	X
SCC Associate Degree General Education (Area F1)	X	X

Counseling 101: Educational, Personal, Cultural and Career Exploration ..... (3 units)  
 Counseling 116: Career/Life Planning and Personal Exploration ..... (3 units)

**NOTE:** See current class schedule for other courses offered by the Counseling Department.

- **General education requirements for an associate degree or transfer to a university**  
 (See *Plan A, B, or C* for specific course requirements. The plans are available in the Counseling Department, the Transfer Success Center, the College Catalog and on the website at [sccollege.edu](http://sccollege.edu))
- **Introductory courses in a career or occupational area of interest to you**  
 Courses such as art, accounting, business, gemology, marketing, surveying and mapping, real estate, and water utility science are examples.
- **Courses of personal interest to you**  
 Business, computer science, music, art, and kinesiology courses such as yoga, golf, fitness, nutrition and food are examples.

4. **Take advantage of career workshops offered through Career Services, Building D, Room 106, call 714-628-4805.**

- Assistance with career research
- "Speakers Connecting Careers" Lecture Series

5. **After the semester begins, make an appointment with a counselor.**

Plan to do some semester-by-semester and long-range academic and career planning. For a personal appointment with a counselor of your choice, call or stop by:

- Santiago Canyon College Counseling Center, Building D, Room 106, 714-628-4800

# GUIDELINES ON HOW MANY UNITS TO TAKE

## WHAT IS A UNIT?

A unit is the amount of credit you earn for a course. This varies from course to course. College work is measured in terms of the "credit unit." In a one-unit lecture course a college unit is normally defined as one hour of lecture per week for a semester-length course.

## HOW MANY UNITS SHOULD YOU TAKE?

In deciding how many units to take each semester, it is important that you plan time for attending classes, reading, studying, completing homework, and working.

**For every hour of classroom time, allow two hours of outside homework time:**

3-unit class = 3 hours classroom time  
 + 6 hours homework/outside study/assignments (2 hours for every hour in class)  


---

 9 hours total time for a 3-unit class

Full-time load: 12 Semester Units = 36 total hours each week for a full semester  
 (12 hours in class each week + 24 hours study outside class each week)



If you plan to work while going to college, consider the following guidelines:

If you work	consider taking no more than
40 hours a week	6 units
30 hours a week	9 units
20 hours a week	12 units
5-15 hours a week	14-16 units

To be a full-time student	Take at least 12 units
For athletic eligibility	Take at least 12 units
For full financial aid benefits and/or EOPS	Take at least 12 units
For Veterans	take at least 12 units Full benefits = 12 units 3/4 benefits = 9 units 1/2 benefits = 6 units

# CERTIFICATE AND ASSOCIATE DEGREE PROGRAMS AT SANTIAGO CANYON COLLEGE (SCC)

AA = Associate in Arts Degree  
 AA-T = Associate in Arts for Transfer Degree  
 AS = Associate in Science Degree  
 AS-T = Associate in Science for Transfer Degree

CA = Certificate of Achievement  
 CP = Certificate of Proficiency  
*Certificate of Proficiency will not appear on transcripts*

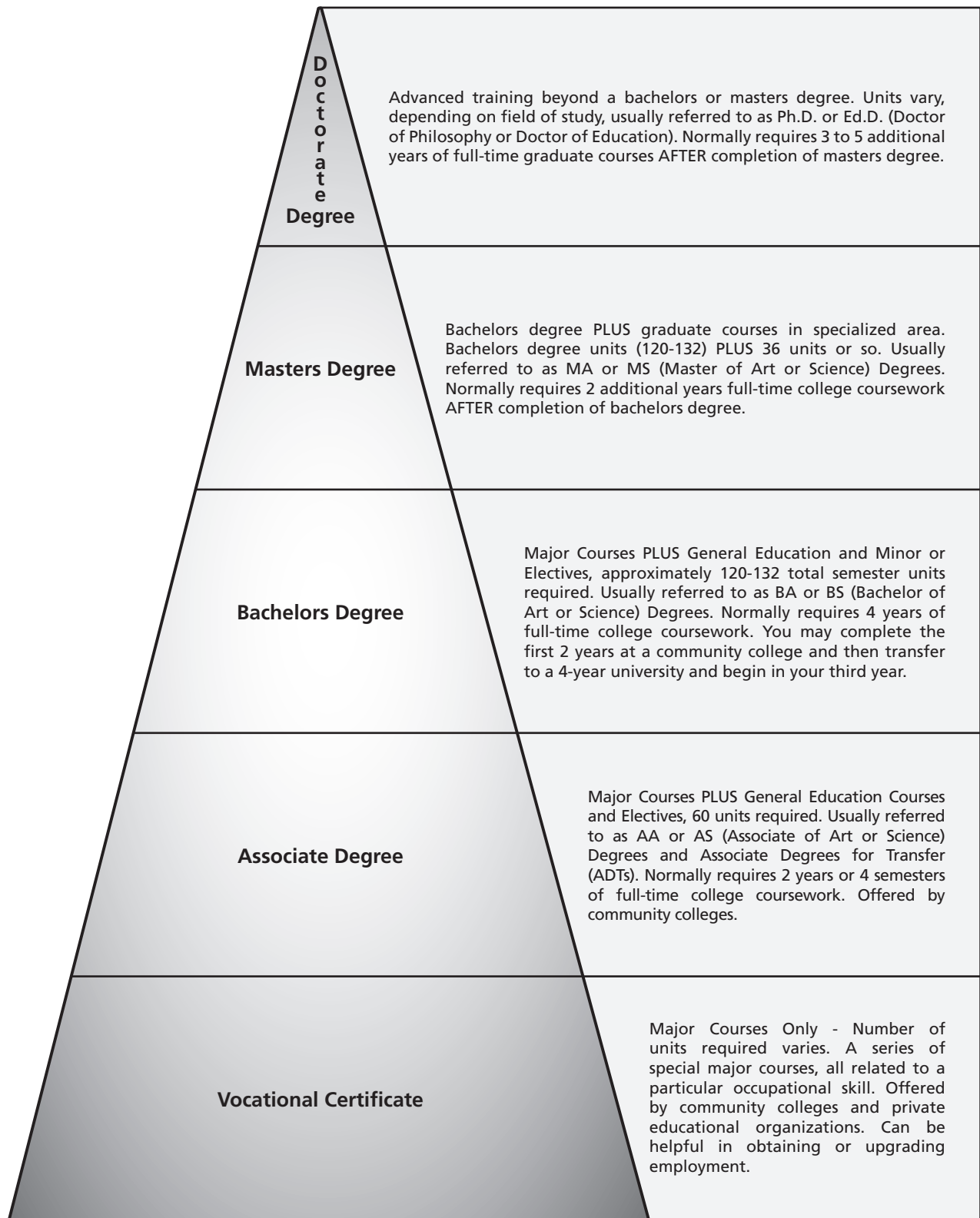
Degrees and certificates of achievement have State-approved program control numbers and appear on student transcripts.  
 Certificates of proficiency are not State-approved and do not appear on student transcripts.

PROGRAM	AWARDS		PROGRAM	AWARDS	
* Accounting	AS	CA/CP	* Electrician	AS	CA
American College English		CA	English	AA/AA-T	
* American Sign Language		CA	* Gemology	AS	CA
Anthropology	AA/AA-T		General Education (CSU)		CA
* Apprenticeship–Carpentry	AS	CA	General Education (IGETC)		CA
* Apprenticeship–Cosmetology		CA	Gender, Sexuality, and Women’s Studies	AA	
* Apprenticeship–Electricity	AS	CA	Geography	AA-T	
* Apprenticeship–Maintenance Mechanic	AS	CA	Geology	AS-T	
* Apprenticeship–Operating Engineers	AS	CA	History	AA-T	
* Apprenticeship–Power Lineman	AS	CA	Kinesiology	AA-T	
* Apprenticeship–Surveying	AS	CA	Liberal Arts	AA/AS	
* Art	AA/AS/AA-T	CA	* Management	AS	CP
Astronomy	AS		* Marketing	AS	CP
* Biology	AS/AS-T	CA/CP	Mathematics	AS-T	
* Business	AS/AS-T	CA/CP	Modern (Foreign) Languages	AA	
Chemistry	AS		Nutrition and Dietetics	AS-T	
* Child Development	AA-T/AS-T	CP	Philosophy	AA-T	
Cinema Studies Formerly Television / Video Communications		CA	Physics	AS-T	
Communication	AA/AA-T		Political Science	AA-T	
* Computer Information Systems	AS	CA	Psychology	AA-T	
* Computer Science	AS/AS-T	CA/CP	* Public Works	AS	CA/CP
* Cosmetology	AS	CA	* Real Estate	AS	CA/CP
Counseling	AA-T		Sociology	AA/AA-T	
Earth Sciences	AS		Spanish	AA-T	
Economics	AA/AA-T		* Survey/Mapping Sciences	AS	CA
* Education	AA/AA-T	CA/CP	* Water Utility Science	AS	CA/CP

\* Career Education (CE) training opportunities

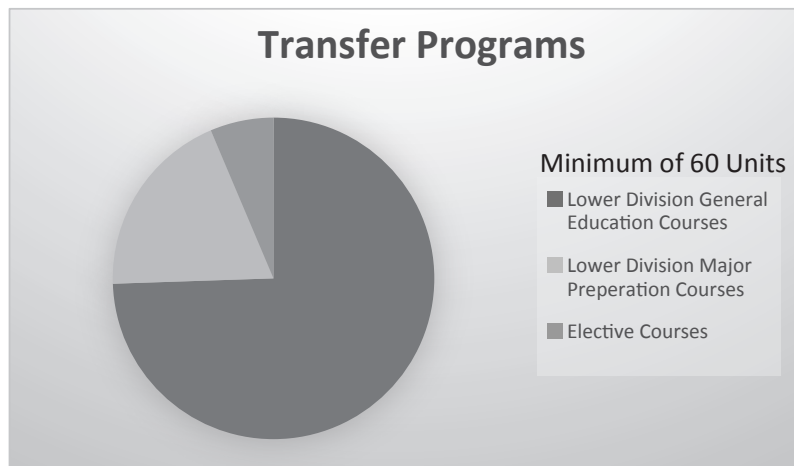
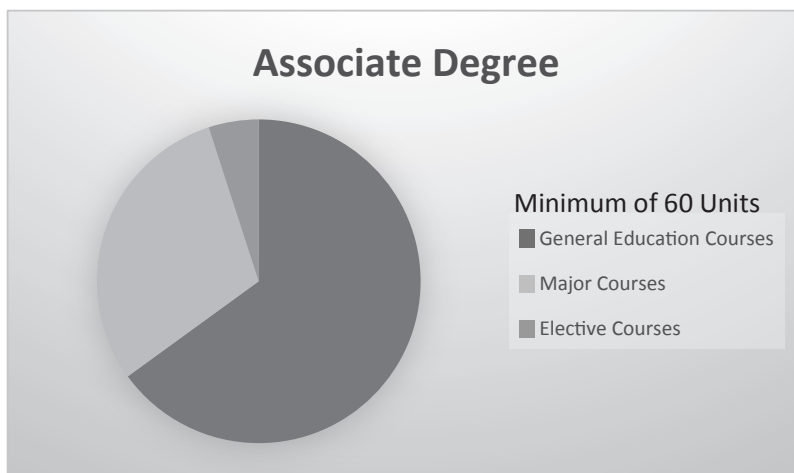
(Taken from the SCC Catalog 2019-2020)

# EDUCATIONAL OPTIONS IN CALIFORNIA



# EDUCATIONAL OPTIONS AT SANTIAGO CANYON COLLEGE

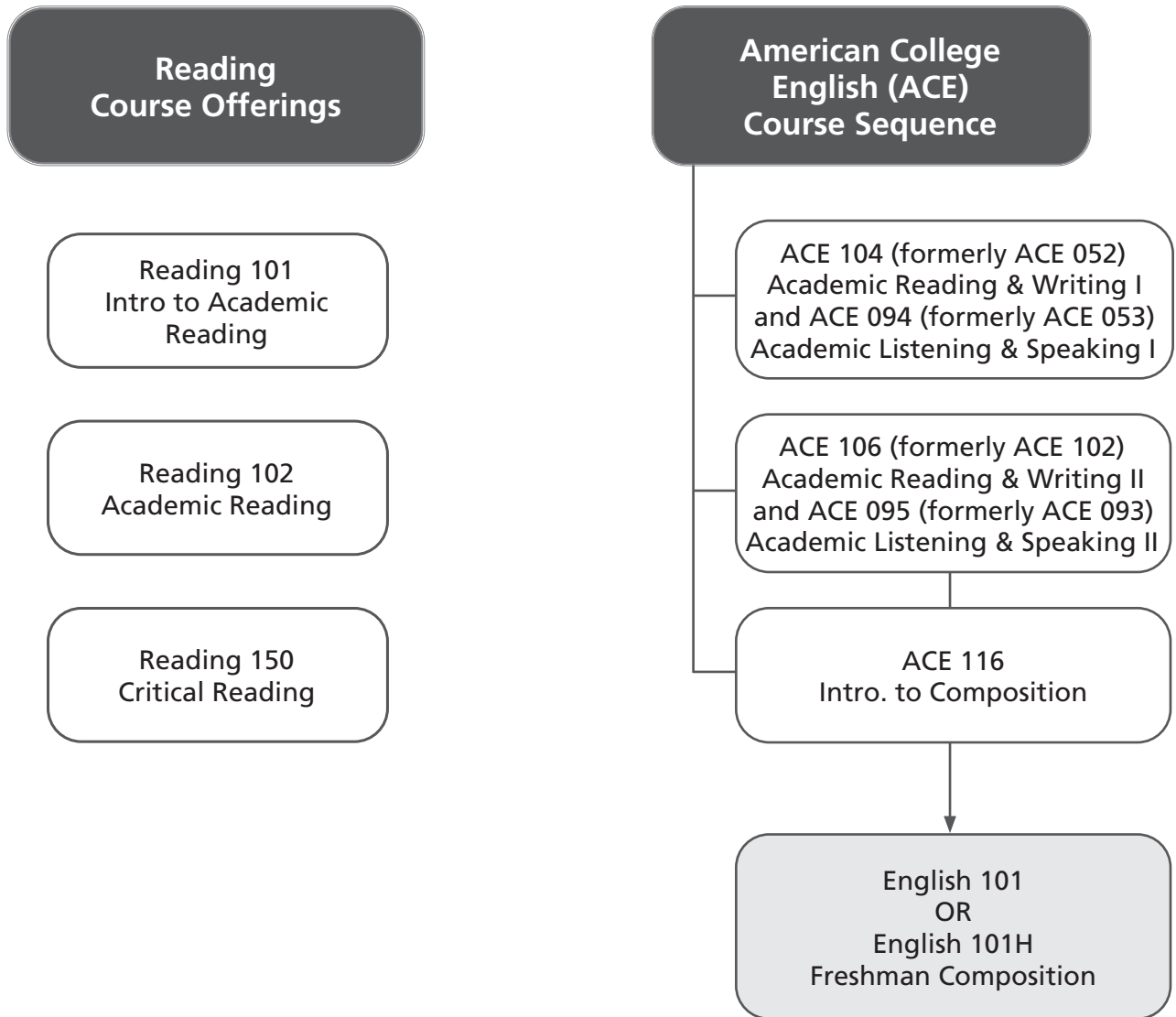
---



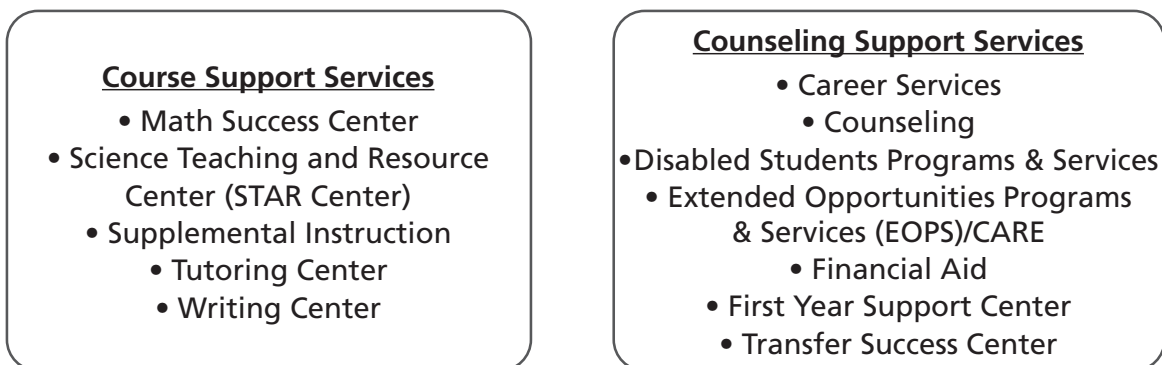
\* For independent colleges and universities and/or out-of-state universities, minimum units may vary  
\*\* Depending on the major the number of major preparation and/or elective course will vary.

# ACADEMIC FOUNDATION COURSES AT SCC

## Reading and American College English (ACE) sequences

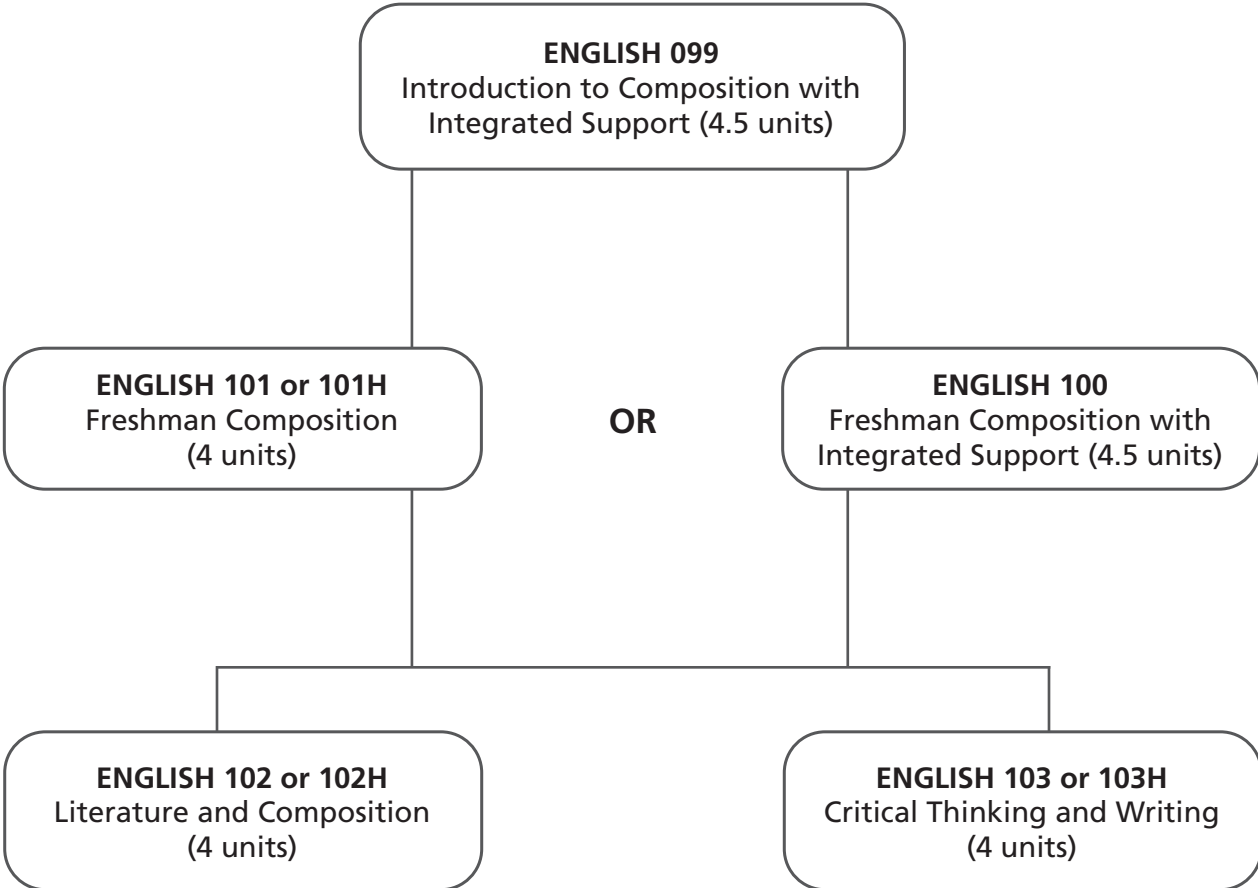


## Student and Academic Support Services



# COLLEGE ENGLISH COURSE SEQUENCES

---



My English Placement is: \_\_\_\_\_

My Reading Placement is: \_\_\_\_\_

# MATHEMATICS COURSE SEQUENCES BY CAREER PATH

**Social Science/Liberal Arts/Teacher Education**

Math 105 Liberal Arts Math **or** Math 203 For Elementary Teachers **or** <sup>1</sup>Math 219 or 219H Statistics and Probability

**Business**

<sup>1</sup>Math 140 College Algebra → Math 150 Business Calculus

**Math/Science/Engineering/Technology (STEM)**

<sup>1</sup>Math 171 Pre-calculus →

**Calculus Sequence**

<sup>1</sup>Math 180: Single Variable Calculus I  
 Math 185: Single Variable Calculus II  
 Math 280: Intermediate Calculus

↓

Math 290 Linear Algebra **or** Math 295 Differential Equations **or** Math 287 Linear Algebra & Differential Eqns

**Need help in your math class?**

**ENROLL IN THE MATH SUCCESS CENTER!**

- Help is available for all levels of math, including Statistics
- Staffed by qualified Instructors, Instructional Assistants, and Student Tutors
- Private Study Rooms & Quiet Room
- Workshops
- Computers available for online homework and online courses
- FREE to all Students!

⇒ **Enroll via WebAdvisor in MATHCE 100.** To earn a Pass, students are required to log at least 10 hours in the Math Success Center and complete one activity in Canvas.

**Optional SCC Developmental Mathematics Courses (Limited Offerings)**

<sup>2</sup>Math 080: Intermediate Algebra for BSTEM

**SCC Continuing Education Mathematics Courses**

All developmental Math Courses (Arithmetic through Algebra I)

**MATHCE 206:** College Preparation Essential Mathematics  
**MATHCE 255:** College Preparation Algebra

Note: Students planning to transfer to a four-year school should work carefully with a counselor and the catalog of the school of transfer.

1: Optional support course available. See your counselor and schedule of classes for more information.

2: Math 080 meets the minimum requirements for a local AA/AS degree using Plan A General Education Pattern.

**My Math Placement is:** \_\_\_\_\_

# PLACEMENT RECOMMENDATIONS AND GUIDED SELF-PLACEMENT

## English, Math and/or Reading Placement

If you are planning to enroll in English, math and/or reading courses, your High school performance and/or Guided Self-Placement will be used to provide you with course recommendations.

### First Steps:

1. New students must first apply to the college.
2. English, math and/or reading course placement recommendation will be based on either High School Performance or Guided Self-Placement.

For a detailed explanation, please continue reading below.

### Course Placement Recommendations Based on High School Performance:

If you have attended or graduated high school within the last ten (10) years, SCC will use information you entered on your college application pertaining to your high school non-weighted grade point average (GPA), completion of high school coursework and grades to generate recommendations for English, math and reading courses. After applying to SCC, you will receive an e-mail within 3-5 business days (excluding weekends and holidays) with course recommendations for English, math and reading based on your high school performance. If you have questions about your English, math and reading placement recommendations, please visit the Counseling Center in room D-106.

### Course Placement Recommendations Based on Guided Self-Placement:

If you have been out of high school for more than ten (10) years or fall into other circumstances where the high school performance method cannot be applied, you will need to complete the Guided Self-Placement process. The Guided Self-Placement tool for English, math and reading provides students with the ability to rate their level of comfort with math problems, English prompts, and reading passages. Students receive course placement recommendations within 3-5 business days (weekends and holidays excluded) of completing the Guided Self-Placement questionnaires.

Note: Students who did not complete Algebra II in high school and would like to major in Science Technology Engineering and Mathematics (STEM) fields are strongly encouraged to complete the Guided Self-Placement for Math.

For more information, visit [www.sccollege.edu/testing](http://www.sccollege.edu/testing).

### American College English (ACE) / English as a Second Language (ESL):

The Test for English Language Development (TELD) assessment is offered at SCC to multilingual students. New multilingual students complete both the TELD assessment as well as the ACE/ESL Guided Self-Placement process to determine ACE course recommendations.

### Counseling

Meeting with a counselor is essential in making the appropriate course selections. If you have questions about your English, math and reading course placement recommendations, please visit the Counseling Center in room D-106. Counseling faculty are ready to assist you on a drop-in basis, by appointment, and online - so that you can discuss your course options based on your educational goal(s).

## TAKE ADVANTAGE OF THE MATH SUCCESS CENTER – Room D-209

We can help you tackle the most common math problems students' face in all classes from arithmetic to calculus:

- Fractions
- Reading/Word Problems
- Graphing
- Signed Numbers
- Testing Skills
- Math Study Skills
- And much, much more – like one on one help

2 > -3  
0.999... = 1  
 $\pi \approx 3.14$   
 $\sqrt{2}$   
 $5^2$   
 $1 + 2 \cdot 3$   
 $(1 - 2) + 3$   
 $101_2 = 5_{10}$   
 $\infty$   
+ -  
x ÷

Internet resources to support your success in math can be located on the Mathematics Department website

# HOW TO REGISTER AT SCC

---

You can register for classes **Online** through **WebAdvisor** at [sccollege.edu](http://sccollege.edu) or your **Online Education Plan** at [www.sccollege.edu/oepl](http://www.sccollege.edu/oepl). You can register, add and drop, place your-self on a waitlist, access unofficial transcripts and check course availability to note classes that are still open in WebAdvisor and your Online Education Plan. To pay your fees and change your address or your pin number, please visit WebAdvisor.

There are circumstances where you cannot register online. You must register in person if you:

- Are repeating a class for the third time
- Are at a unit overload for the semester
- Are past the add period or your add code has expired
- Need clearance of course prerequisites

## REGISTRATION PROCEDURES IN WEBADVISOR

---

### Online Registration

1. Go to [sccollege.edu](http://sccollege.edu) and click on "WebAdvisor"
2. Click on the "Log In" tab at the top
3. Log in with your WebAdvisor Log In and password; click the "Submit" button
4. Click on "Students"
5. Click on the "Register for Classes" link under "Registration" menu  
Click "Continue"
6. Check the address validation box and AB2248 statement boxes and click "Continue"
7. Complete the personal info survey page and click the "Submit" button
8. From the Search/Register for Sections page:
  - a. Select a Term
  - b. Select a Location
  - c. Choose your subjects
  - d. Click on the "Submit" button
9. From the Section Selection Results page:
  - a. Select all of the sections that you are interested in by checking the boxes on the "Select" column
  - b. Click on the "Submit" button
10. Your selected sections are now shown on the Register And Drop Classes page:
  - a. In the "Action" column, choose "Register" for the sections that you wish to enroll in
11. Click on the "Submit" button  
After you click "Submit," you will be officially registered
12. Pay fees within 3 days to avoid being dropped from your courses (Weekends and holidays are included.) The day you register is your first day.
13. You can view your results on the Registration Results page
14. Pay fees and print receipt
15. Log out

\* For additional help, view the Student WebAdvisor Help Manual or WebAdvisor Log In Help Video on the WebAdvisor Log In screen.



# REGISTERING FOR CLASSES *(continued)*

Your selected sections are now shown on the **Register and Drop Classes** page.

- In the "Action" column, choose "Register" for the sections you want to enroll in.
- Click on the "Submit" button.

After you click "Submit," you will be officially registered for those classes.

The following request(s) have been processed:

Term	Status	Section Information	Location	Meeting Information	Faculty	Units
Fall 2019	Registered for this section	BIOL-109-69014 (69014) Fundamentals of Biology	Santiago Canyon College	08/27/2019-12/12/2019 1 Lecture Tuesday, Thursday 08:45AM - 10:10AM, SCC Science Center, Room SC-105	M. Taylor	3.00
Fall 2019	Registered for this section	CNSL-113-68605 (68605) Learning Strategies College	Santiago Canyon College	08/26/2019-12/15/2019 Online Days to be Announced, Times to be Announced., Room SCC WEB	To be Announced	3.00

Here are all of the sections for which you are currently registered:

Term	Pass/Fail	Section Information	Location	Meeting Information	Faculty	Units
Fall 2019		BIOL-109-69014 (69014) Fundamentals of Biology	Santiago Canyon College	08/27/2019-12/12/2019 1 Lecture Tuesday, Thursday 08:45AM - 10:10AM, SCC Science Center, Room SC-105	M. Taylor	3.00
Fall 2019		CNSL-113-68605 (68605) Learning Strategies College	Santiago Canyon College	08/26/2019-12/15/2019 Online Days to be Announced, Times to be Announced., Room SCC WEB	To be Announced	3.00

**IMPORTANT NOTE:**

Pay fees within three (3) days to avoid being dropped from your courses. (Weekend and holidays are included.) The day you register is your first day.

If you have any issues with registration, please contact Admission & Records 714-628-4901.



# Your Online Education Plan is your Path to Success!

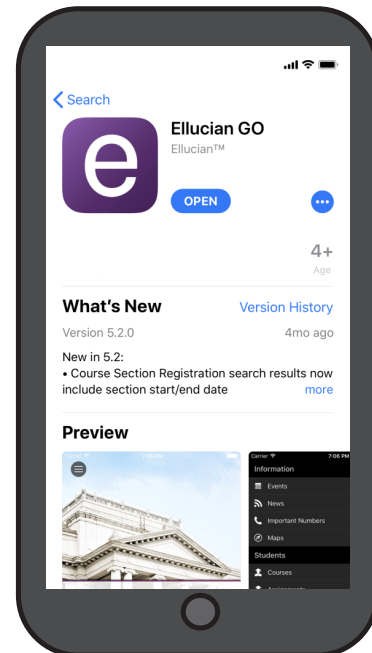
## A NEW WAY TO REGISTER:

Now you can build a class schedule, register for classes and/or add yourself to a waitlist from within your Online Education Plan!

For detailed instructions on How to Register in your Online Education Plan, see Appendix in this guide or visit [www.sccollege.edu/oep](http://www.sccollege.edu/oep).

To learn more and to access your Online Education Plan, visit SCC's Online Education Plan launch page at: [www.sccollege.edu/oep](http://www.sccollege.edu/oep)

Find Santiago Canyon College on the **Ellucian GO app**—available in the App Store on iOS and Android devices!



## What happens here matters.

# IMPORTANT REGISTRATION INFORMATION

---

## WAITLIST POLICY

It is the student's responsibility to manage their waitlist.  
Students can access manage my waitlist option through WebAdvisor.

### Waitlist FAQs

1. Once a class fills its seats to the limit, a waitlist is created. Although you may see an open seat - you may only add yourself to the waitlist.
2. As seats become available, students WHO ARE ELIGIBLE FOR THE CLASS will be rolled automatically into the open seats. An email will typically be sent to you when this happens. It is your responsibility to check your schedule online daily to determine if you were rolled into an open seat in the class, as some students may not receive an email due to various technical issues. You have three days to pay. Failure to pay on time may cause you to lose the class and your place on the waitlist.
3. It is your responsibility to check your email every day to see if you have been moved from the waitlist into an open seat.
4. Online classes do not always allow waitlisting. The Online Records System may or may not allow you to get on the waitlist. If you are on a waitlist for an online class, DO NOT EMAIL THE INSTRUCTOR. You will not receive a reply.
5. Some waitlist may have a maximum limit. If you cannot add yourself to the waitlist, then the waitlist is full. As a courtesy to other students, please drop yourself from the waitlist if you no longer plan to take the course.
6. Once the term starts, the movement off the waitlist stops. However, students waitlisted for the late-starting classes will continue to be rolled into open seats.
7. Once the term starts, you will not be able to add to the waitlist. You must petition for the class. You may attend the first class meeting to ask the instructor for an Add Authorization Code. If space is still available and the instructor gives you an Add Code, log in to WebAdvisor to register for the course by the stated deadline. After the class is added, pay immediately.

**NOTE - YOUR NAME WILL REMAIN ON THE WAITLIST AND NEVER ROLL INTO AN OPEN SEAT IF:**

- You do not meet the prerequisite (make sure your Course Placement/Prerequisite Clearance has been entered into our system by the Counseling Department)
- You are repeating a course
- You need an overload petition
- There is a class conflict

## PREREQUISITES AND COREQUISITES

### DEFINITIONS

**Prerequisites** represent a set of skills or a body of knowledge considered necessary in order for a student to be successful in a course or program. **They are required prior to enrolling in the course.**

**Corequisites** indicate a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. **Students must concurrently enroll in the corequisite course.**

### COURSE PREREQUISITE POLICY

Prerequisite means the preparation or previous course work considered necessary for success in the course. The College requires students to complete prerequisites as pre-enrollment preparation. Prerequisites which are listed in the College Catalog include:

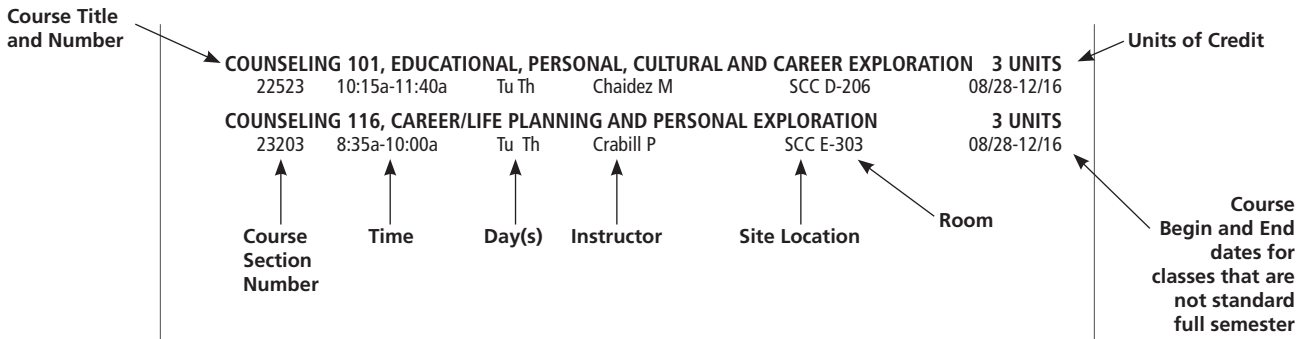
1. Courses for which specific prerequisites have been established.
2. Sequential course work in a degree-applicable program.
3. Courses in which an equivalent prerequisite exists at a four-year transfer college or university.

Questions about prerequisites are best resolved with a counselor or instructor prior to the first day of class.








# SCHEDULE OF CLASSES

## HOW TO READ THE COLLEGE CREDIT CLASS SCHEDULE

Check the course title and number carefully and be sure to note where the class meets. Many are at different campuses which may affect your time schedule and selection of classes. A key to the abbreviations for site locations is on inside back cover.



An **ICON** next to a listed class indicates a special offering:

-  — HONORS COURSES – Look for the Honors course torch symbol in the schedule.
-  — ONLINE CLASSES – Look for the Online class symbol in the schedule.
-  — HYBRID CLASSES – Look for the Hybrid class symbol in the schedule.
-  — OFF CAMPUS FIELD TRIPS – Look for the Field Trip symbol for classes that include field trips in the schedule.
-  — WEEKEND CLASSES – Classes offered Friday evenings, Saturday, and/or Sunday.
-  — INTERNET BASE ASSIGNMENTS – This course's assignments will be assigned, completed and submitted via the internet.
-  — LEARNING COMMUNITIES – Are paired/linked classes that are offered together, with instructors and students working together as a single "community."
- OER** — OPEN EDUCATIONAL RESOURCES – (OER) used in replacement of purchased textbooks (zero-textbook cost).

## STUDENT RESPONSIBILITY TO DROP CLASSES

Students who have enrolled for classes and decide not to attend must drop classes by the semester deadline to avoid a "W" grade. Classes dropped after that date will appear on the student record with a "W" grade. You may drop classes online through Web Advisor. After the second week, you will incur a financial obligation to the college. (Any unpaid fees as a result of a dishonored check or other outstanding debt will be handled in the same manner.)

You may drop classes online through WebAdvisor. You are only eligible for a refund if you drop by the semester deadline.

### Attention!

Even if you stop attending the class, you owe the fees unless you drop the class before the semester deadline.

## MAKE SURE YOU ATTEND THE FIRST CLASS MEETING

Attendance or log-on for Web classes at the first class meeting is essential because of enrollment demands. Any student not reporting to the first class meeting may be dropped from the roll sheet.

**The college reserves the right to cancel scheduled classes!!!**

# COMPUTING YOUR GRADE POINT AVERAGE

Your GPA is often very important since it may influence your admission to a college or university, chances for a particular job, eligibility to obtain an associate degree, or your eligibility for financial aid and scholarships.

## HOW TO CALCULATE YOUR GRADE POINT AVERAGE (GPA)

The grading system used at Santiago Canyon College is the 4.0 grade point system. Following is the value chart to help determine your GPA:

### Grade Point Value Per Unit

A = 4 grade points

B = 3 grade points

C = 2 grade points

D = 1 grade point

F = 0 grade points

### The following grades are not part of the GPA computation:

P = Pass

0 grade points, no units attempted, but counts for units completed

NP = No Pass

0 grade points, no units attempted, no units completed

W = Withdrawal

0 grade points, no units attempted, no units completed

I = Incomplete

0 grade points, no units attempted

IP = In Progress

0 grade points, no units attempted

RD = Report Delayed

0 grade points, no units attempted

R = Repeated Course

0 grade points, credit and grade may replace previously recorded course

## STEPS TO COMPUTE A "GPA"

1. Multiply the grade points by the number of semester units per course. (For example: For a 3 unit class, an "A" grade earns 4 grade points per unit: 4 grade points x 3 semester units = 12 grade points)
2. Add to find the total number of units attempted for the semester.
3. Add to find the total number of grade points earned.
4. Use the following formula to determine your GPA:  

$$\text{GPA} = (\text{Total Earned Grade Points}) \div (\text{Total Units Attempted})$$

### An Example: FALL SEMESTER

Course	Units Attempted	Grade	Units Completed	Grade Points
Counseling 101	3	A	3	12.0
English 101	4	C	4	8.0
MATH 105	3	C	3	6.0
Music 101	3	B	3	9.0
<b>TOTALS</b>	<b>13</b>		<b>13</b>	<b>35.0</b>

**GPA for the semester:  $35 \div 13 = 2.69$**

# SEMESTER SCHEDULE PLANNING WORKSHEET

**DIRECTIONS:** Answer questions 1, 2, 3, 4, and 5 and bring this worksheet and your English, reading and math placement results to the counselor for advisement. After advisement, schedule your classes using the work space below.

1. Major/Careers you are considering: Liberal Arts MAJOR
2. How many hours do you plan to work per week while in college? 20 HOURS
3. How many units are you considering taking this semester? 13 UNITS
4. General Education Plan you are considering: A \_\_\_ B \_\_\_ C \_\_\_
5. Check (3) the kinds of courses you think you need to take this semester:
 

<input checked="" type="checkbox"/> Counseling (Educational/Career Planning)	<input type="checkbox"/> Communication
<input checked="" type="checkbox"/> English or ACE (American College English)	<input type="checkbox"/> Course in Major: _____
<input type="checkbox"/> Reading	<input checked="" type="checkbox"/> General Education: <u>Music 101</u>
<input checked="" type="checkbox"/> Math	<input type="checkbox"/> Elective: _____

## REGISTRATION PLANNING FORM

SECTION #	COURSE TITLE & NUMBER	UNITS	TIME	DAY	INSTRUCTOR	ROOM
20162	English 101	4	7:00-9:05	MW		
20046	Math 105	3	8:00-10:05	TTh		
20152	Counseling 101	3	10:15-11:40	TTh		
20130	Music 101	3	10:15-11:40	MW		

## YOUR PERSONAL PLANNER

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:00-7:30	English 101		English 101			
7:30-8:00	↓		↓			
8:00-8:30		Math 105		Math 105		
8:30-9:00	↓	↓	↓	↓		
9:00-9:30	↓	↓	↓	↓		
9:30-10:00	↓	↓	↓	↓		
10:00-10:30	Music 101	Counseling 101	Music 101	Counseling 101		
10:30-11:00	↓	↓	↓	↓		
11:00-11:30	↓	↓	↓	↓		
11:30-12:00	↓	↓	↓	↓		
12:00-12:30						
12:30-1:00						
1:00-1:30						
1:30-2:00						
2:00-2:30						
2:30-3:00						
3:00-3:30						
3:30-4:00						
4:00-4:30						
4:30-5:00						
5:00-5:30						
5:30-6:00						
6:00-6:30						
6:30-7:00						
7:00-10:30						

# SEMESTER SCHEDULE PLANNING WORKSHEET

**DIRECTIONS:** Answer questions 1, 2, 3, 4, and 5 and **bring this worksheet and your English, reading and math placement results to the counselor** for advisement. After advisement, schedule your classes using the work space below.

1. Major/Careers you are considering: \_\_\_\_\_ MAJOR
2. How many hours do you plan to work per week while in college? \_\_\_\_\_ HOURS
3. How many units are you considering taking this semester? \_\_\_\_\_ UNITS
4. General Education Plan you are considering: A\_\_\_\_ B\_\_\_\_ C\_\_\_\_
5. Check (3) the kinds of courses you think you need to take this semester:
 

<input type="checkbox"/> Counseling (Educational/Career Planning)	<input type="checkbox"/> Communication
<input type="checkbox"/> English or ACE (American College English)	<input type="checkbox"/> Course in Major: _____
<input type="checkbox"/> Reading	<input type="checkbox"/> General Education: _____
<input type="checkbox"/> Math	<input type="checkbox"/> Elective: _____

## REGISTRATION PLANNING FORM

SECTION #	COURSE TITLE & NUMBER	UNITS	TIME	DAY	INSTRUCTOR	ROOM

## YOUR PERSONAL PLANNER

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:00-7:30						
7:30-8:00						
8:00-8:30						
8:30-9:00						
9:00-9:30						
9:30-10:00						
10:00-10:30						
10:30-11:00						
11:00-11:30						
11:30-12:00						
12:00-12:30						
12:30-1:00						
1:00-1:30						
1:30-2:00						
2:00-2:30						
2:30-3:00						
3:00-3:30						
3:30-4:00						
4:00-4:30						
4:30-5:00						
5:00-5:30						
5:30-6:00						
6:00-6:30						
6:30-7:00						
7:00-10:30						

# SCC COUNSELING DEPARTMENT

---

## WHAT CAN THE SCC COUNSELING DEPARTMENT OFFER YOU?

Through special programs, classes, group or individual counseling, the SCC Counseling Department is committed to providing you with the assistance and advice that you need to successfully complete your academic, career, and personal goals.

### COUNSELING SERVICES INCLUDE:

- Career exploration and university transfer information
- Career development for undecided majors
- Interpretation for placement in English, Reading, and Math
- One-on-one counseling
- Educational planning and course selection
- Referral to campus resources
- Application workshops for Cal State and University of California
- New student orientations



### COUNSELORS ARE ALSO AVAILABLE TO HELP STUDENTS:

- Develop optimal abbreviated and comprehensive student education plans
- Assess interests and abilities
- Find a new approach to problems
- Increase sensitivity to others
- Learn how to change self-defeating habits and attitudes
- Recognize style, purposes, and values
- Help students who are having academic or personal difficulties
- Clarify thinking

### SCC Counseling Department

Room: D-106  
8045 E. Chapman Ave.  
Orange, CA 92869  
Phone : (714) 628-4800



Did you know that you must have a Comprehensive Student Education Plan on file by the time you complete 15 units or more at SCC, or by the end of your third semester (whichever comes first)? [Complete your Education Plan now to avoid the potential loss of your registration priority.](#)

Whether you are working on a certificate, associate degree, or transfer to a university, SCC Counselors are here to help to you create an individualized comprehensive student education plan that will assist you in reaching your goals successfully!

"First Come, First Serve" Counseling: Students are now being seen on a "First Come, First Serve" basis. Scheduled appointments area also available by request. Please call (714) 628-4800 or stop by the Counseling Center in D-106 for more information.

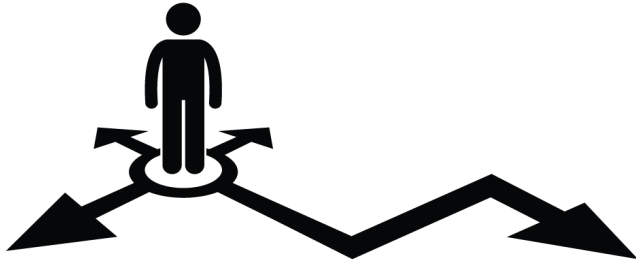
Counselors are available to assist students with general questions, prerequisite clearances, overload petitions, and abbreviated or comprehensive student education plans as needed. Students will be seen in order - First Come, First Serve. Wait times will vary, and we will make every effort to see that you receive the assistance you need in a timely manner.

FOLLOW SCC COUNSELING ON INSTAGRAM!  
Search for: scc\_counseling



# CAREER SERVICES

---



- Unsure about your major/career goals?
- Preparing for a job/internship search?

Career Services at SCC is here to help!

## WHAT IS CAREER SERVICES?

Career Services is here to help you through the career development process by linking college majors and training programs with careers that meet your individual needs. Additionally, we offer practical job preparation services such as job search skills, resume writing and interviewing techniques.

Career Services assists in the career decision making process and job preparation through classes, workshops, and individual appointments.

## SERVICES OFFERED:

### CAREER DEVELOPMENT

- Career Counseling
- Workshops
  - Career Exploration
  - How to Translate your Passion into a Career
- Guided Career Research
- Career Assessments and Interpretation
- Career Development Courses
- Online Resources including:
  - Roadtrip Nation
  - Eureka
  - And more!

### EMPLOYMENT PREPARATION

- Resume and Cover Letter Review
- Workshops
  - Personal Branding and Professional Etiquette
  - Creative Resume Writing
  - Tips on Getting your First Job
- Job/Internship Database (CollegeCentral.com)
- Mock Interviews
- Annual Career Fair

## CONTACT US

Come by the Career Services office located in Building D, room 106 or call us at (714) 628-4805.

To view our workshop schedule or make an appointment, visit our website at:  
[www.sccollege.edu/StudentServices/CareerServices](http://www.sccollege.edu/StudentServices/CareerServices)

SCC

FY

SC

FIRST YEAR SUPPORT CENTER

**Student Success Workshops**

**Tutoring in Multiple Subjects**

**Computer Lab**

**Group Study Area**

**First Year Support Mentors**

to help connect you to campus resources.

**Counselors**

available for educational and career planning.

**Financial Aid & CA Dream Act Application Assistance**



**What's the First Year Support Center?**

The First Year Support Center (FYSC) serves as a one-stop center for future, new and current students; where students can ask and receive assistance on anything related to Santiago Canyon College.

The FYSC provides step-by-step assistance with all college forms (i.e., admissions application, financial aid, CA Dream Act, etc.) and provides referrals to all instructional and student support services so that students can take advantage of everything SCC has to offer.

In addition, students can meet with a counselor in the FYSC to receive assistance with educational and career planning.



714.628.5085



fysc@sccollege.edu



@firstyear.scc



**Santiago Canyon College**  
FIRST YEAR SUPPORT CENTER

**Monday-Friday: 8:00-5:00pm**  
**Room E-303**



# Santiago Canyon College

# PROMISE SCHOLARSHIP



## TUITION FREE FOR TWO YEARS!

### More Than a Promise...

By participating in the Santiago Canyon College (SCC) Promise Scholarship, SCC will provide you with the support and guidance needed to reach your educational and career goals. You will receive continuous academic and support services such as: Student Success Workshops, academic mentoring, one-on-one counseling, tutoring, career exploration, and transfer advisement to 4-year universities.

### How does the Promise Scholarship benefit me?

The SCC Promise helps first-time students complete their associate degree, transfer requirements, or workforce certificate(s) by accelerating paths to achieve success. We strive to provide a seamless transition into college and equip students with a supportive and engaging environment. SCC offers two Promise Scholarships that are not based on family income:

- #1 Students that are not eligible for any type of financial aid (determined by FAFSA) are eligible to receive a \$2800 Promise Scholarship (\$700 Fall; \$700 Spring for two years).
- #2 Students that are eligible for financial aid, (determined by the FAFSA), may also be awarded a \$800 Promise Scholarship (\$200/semester for two years).

SCC\_PromiseScholarship\_TwoYearGeneral\_Spring\_2\_2020

**2020 High School Grads are eligible to receive a Promise Scholarship, regardless of family income!**

- STEP 1:** Apply for Admission to Santiago Canyon College @ [scollege.edu/apply](https://scollege.edu/apply).
- STEP 2:** Submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application for AB 540/Dreamers. Be sure to indicate Santiago Canyon College school code (036957) as your home location. Forms can be found at [fafsa.ed.gov](https://fafsa.ed.gov) or [dream.csac.ca.gov](https://dream.csac.ca.gov).
- STEP 3:** Complete the pledge application at [scollege.edu/freetuition](https://scollege.edu/freetuition). Be sure to apply early because applicants will be awarded on a first-come, first-served basis.
- STEP 4:** Attend Early Welcome registration in April or May of 2020. By participating in Early Welcome, you will receive one year of **priority registration**. For more information, visit [scollege.edu/outreach](https://scollege.edu/outreach) or call the High School Outreach Department at (714) 628-4808.

### Questions?

For more info on the Promise Scholarship contact the First Year Support Center at (714) 628-5085 or visit [scollege.edu/freetuition](https://scollege.edu/freetuition)

### Program Requirements:

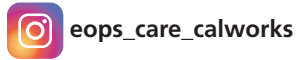
- > Students must be a California resident or AB 540 eligible.
- > Remain continuously enrolled in 12 units or more during the Fall 2020/Spring 2021 and Fall 2021/Spring 2022 semesters. Students with verified disabilities impacting their ability to maintain 12 units may still qualify.
- > Must maintain a minimum 2.0 GPA. Substandard grades of "F" do not apply.
- > Meet with a peer mentor in the First Year Support Center once each semester during your first year.
- > Meet with a counselor to develop a comprehensive student education plan
- > Attend the "Year Two Ongoing Success Workshop" (Summer 2021)

RSCCD is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. To view our Nondiscrimination Policy, visit [scollege.edu/ndp](https://scollege.edu/ndp). For more information, including alternate format and accommodations, contact us at (714) 628-5085 or [fysc@scollege.edu](mailto:fysc@scollege.edu).

# EOPS/CARE/CalWORKS

---

Location: Room E-108  
Phone: (714) 628-4915  
Email: eops@sccollege.edu



## PROGRAM REQUIREMENTS & SERVICES PROVIDED

### EOPS:

---

EOPS is a state program that provides special support services to students who have educational and financial challenges.

#### ELIGIBILITY:

- Must be a California resident or AB540/Dreamer student
- Must be eligible for the CA College Promise Grant Income Criteria
- Must be enrolled as a full time student (12 units or more)
- Must have fewer than 30 degree applicable units
- Be educationally disadvantaged as defined by Title V

#### SERVICES:

Academic, career and personal counseling, book services, priority registration, academic workshops, cultural events, and possible transportation services.

### CARE:

---

CARE is offered to EOPS single parents receiving TANF/CalWORKs.

#### ELIGIBILITY:

- Must be EOPS eligible
- Be Single-parent head of household
- Parent or child must be a CalWORKs/TANF recipient

#### SERVICES:

EOPS services and additional support services.

### CalWORKs:

---

CalWORKs is a program for students currently enrolled who are receiving cash aid from the Orange County Social Services Department.

#### ELIGIBILITY:

- Parent(s) and child must be a CalWORKs/TANF recipient.
- Have an approved County Welfare to Work Plan (WTW)

#### SERVICES:

Priority registration, work-study, case management (counselor and social services)



# DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

---

## MISSION STATEMENT

---

We support the success of students with disabilities by providing programs and services that promote access, equal opportunity and empowerment.

## PROGRAM DESCRIPTION

---

DSPS 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. In addition, assessment for learning disabilities eligibility is available at no cost to SCC students experiencing ongoing academic difficulties that interfere with their educational progress.

## HOW TO APPLY FOR SERVICES

---

- Start the process of applying for DSPS as soon as possible, or at least two weeks before an accommodation is needed.
- Obtain disability verification from a qualified professional.
- Schedule an appointment to meet with a DSPS certificated professional for an evaluation of accommodation needs.

## WHO IS ELIGIBLE

---

Students with verifiable disabilities requiring accommodation are eligible for program services. Disabilities may include:

- Acquired Brain Injury
- Attention Deficit Hyperactivity Disorder (ADHD)
- Autism Spectrum Disorders
- Deaf and Hard of Hearing
- Intellectual
- Learning
- Mobility
- Psychological
- Visual
- Other medical conditions



**Room E-105**

**714-628-4860**

**[dsps@sccollege.edu](mailto:dsps@sccollege.edu)**



Santiago Canyon College

# Pathways to Teaching

The SCC Pathways to Teaching Program (PTTP) is designed to assist community college students who have an interest in pursuing an education leading to the teaching profession. Our primary goal is to work with students to support their efforts towards successful university transfer and eventual admission to a credential program.

## Support Services Offered:

- Specific teacher education counseling and advising
- Workshops and specialized events
- Transfer assistance
- Placement in volunteer positions or paid/unpaid internships
- Job development assistance
- Book loan program for Education courses
- Math tutoring
- SCTA Teach Club
- Monthly newsletter

## Pathways to Teaching Standards for Academic and Transfer Success:

- Enrollment in six (6) or more units each semester
- Maintain a GPA of 2.7 or higher
- Meet with a Pathways to Teaching counselor every semester
- Have an official SCC educational plan and academic goal on file
- Meet with a university transfer representative
- Participate in Pathways to Teaching activities
- Sign up to work towards the "Future Teacher of Excellence" certificate

## Contact Us:

714-628-4928  
pathwaystoteaching@sccollege.edu  
3rd floor of the E-building (E-313)



**Santiago Canyon College**

*What happens here matters*

To request this document in an alternate format, please contact: 714-628-4928 or [pathwaystoteaching@sccollege.edu](mailto:pathwaystoteaching@sccollege.edu)

The RSCCD is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. To view our Nondiscrimination Policy, visit [sccollege.edu/NDP](http://sccollege.edu/NDP)



# Santiago Canyon College VETERANS SERVICE OFFICE

## Mission Statement

The Veterans Service Office was created to assist veteran students as they transition from military life to student life. Veterans, active duty, reservists, and their dependents/spouses are provided access to their VA education benefits to assist them in successfully meeting their educational goals.

## Resources and Services Provided:

- Priority registration for eligible veterans
- Quick benefit certification
- Veteran orientations
- VA work study
- Tuition fee waivers
- One-on-one assistance
- Academic and career counseling
- Scholarships
- Application assistance (FAFSA)
- Calculator and laptop rental
- A space to meet other student veterans
- Access to computers and printing
- Textbook library
- Complimentary refreshments and snacks
- Psychological services and referrals
- Quiet study space
- SCC Veterans Club



### Contact us:

**Office:** Room A-210

**Phone:** 714-628-4793

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

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



There are state and federal education benefits available to dependents of veterans. The Veterans Service Office (VSO) is also on campus to help you access benefits!

Eligibility details and links to the application can be found on our website at [www.sccollege.edu/vso](http://www.sccollege.edu/vso)

<p><a href="#"><u>College Fee Waiver for Veteran Dependents (Cal Vet Fee Waiver)</u></a></p>	<ul style="list-style-type: none"> <li>• Benefit provided by the state of California</li> <li>• Covers the mandatory tuition and fees</li> <li>• Can be applied at a community college, Cal State and UC</li> <li>• Apply through your local County Veterans Office</li> </ul>
<p><a href="#"><u>Post 9/11 GI Bill® Transfer of Entitlement (Chapter 33 TOE)</u></a></p>	<ul style="list-style-type: none"> <li>• Benefit provided by the US Dept. of Veterans Affairs (VA)</li> <li>• Covers the mandatory tuition and fees up to the in-state level</li> <li>• Pays a monthly housing allowance</li> <li>• This benefit must be transferred to the dependent while the service member is still an active member of the Armed Forces</li> </ul>
<p><a href="#"><u>Dependents Education Assistance Program (Chapter 35)</u></a></p>	<ul style="list-style-type: none"> <li>• Benefit provided by the US Dept. of Veterans Affairs (VA)</li> <li>• Does not cover tuition and fees directly</li> <li>• Pays a monthly stipend for educational costs</li> <li>• This benefit is for dependents of Veterans who are permanently and totally disabled due to a service-related condition or of Veterans who died while on active duty or as a result of a service-related condition</li> </ul>
<p><a href="#"><u>Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship)</u></a></p>	<ul style="list-style-type: none"> <li>• Benefit provided by the US Dept. of Veterans Affairs (VA)</li> <li>• Covers the mandatory tuition and fees up to the in-state level</li> <li>• Pays a monthly housing allowance</li> <li>• This benefit is for dependents and surviving spouses of service members who died in the line of duty while on active duty after September 10, 2001.</li> </ul>

*Have questions? Contact Us!*



T 714-628-4793 | F 714-628-5099

8045 E. Chapman Ave., A-210, Orange, CA 92869

# SCC HONORS PROGRAM

---

## WHAT ARE THE REQUIREMENTS TO ENROLL IN AN HONORS CLASS?

Regularly admitted students who meet the course prerequisites may take an Honors class. Enrollment in an Honors class does not require membership in the Honors Program.

1. First time freshmen who graduated from high school with a minimum 3.0 GPA may take an honors class during their first semester at SCC. California High School Proficiency Examination (CHSPE) cannot be used. Official high school transcripts are required. \*Qualifications for English 101 as indicated by the SCC English placement process or a score of 3 or higher on the AP English test.
2. Continuing College students need a minimum 3.0 cumulative GPA in all transfer units from all institutions attended. College transcripts and a signed waiver may be required.
3. Career Advanced Placement (CAP) students need a minimum 3.0 college GPA in at least 6 college transfer units and a 3.0 or higher in high school.

## WHAT ARE THE BENEFITS OF TAKING HONORS CLASSES?

- Smaller classes
- One-on-one interaction with your professors and peers
- Enriched learning environment
- Student-directed activities and discussions
- Involvement in a learning community of students with shared goals, attitudes, and motivation
- Professors who are committed to innovative teaching styles and strategies
- Honors course designation on transcripts

## WHAT ARE THE ADVANTAGES OF JOINING THE HONORS PROGRAM?

- Honors Program Completion designation on transcript
- President's Scholar designation on transcript and diploma (additional GPA requirement)
- Letters of recommendation from the Honors Program faculty
- Honors Transfer Agreements with four-year institutions
- Special admissions consideration to many colleges and universities
- Scholarships
- Participation in the annual Honors Alliance Research Symposium
- Pre-selection for Honors classes

## WHAT ARE THE REQUIREMENTS TO JOIN THE HONORS PROGRAM

Submit an Honors Program application and requested documentation to Admissions and Records during the fall or spring semester. Applications are not accepted during the summer. Application, procedures and deadlines are available on the Honors Program webpage: [sccollege.edu/honors](http://sccollege.edu/honors)

### Freshmen:

1. First time freshmen who graduated from high school with a minimum 3.0 GPA may join the program during their first semester at SCC. High School Proficiency cannot be used. Official high school transcripts are required.
2. May not be involved in or found at fault in any disciplinary action as outlined in the SCC Catalog.
3. Meet with Honors Program Counselor once per semester for Comprehensive Student Education Plan prior to Pre-Selection of Honors Courses.

### Continuing College Students:

1. Students need a cumulative 3.0 GPA or higher in 6 or more transfer college units from all colleges attended.
2. Have no grade lower than a "C" in any college level Honors class.
3. May not be involved in or found at fault in any disciplinary action as outlined in the SCC Catalog.
4. Meet with Honors Program Counselor once per semester for Comprehensive Student Education Plan prior to Pre-Selection of Honors Courses.

### Career Advanced Placement (CAP) Students:

Current high school CAP students are not eligible to join the Honors Program. GPA in college units completed while in high school could affect future ability to enroll in honors classes and the Honors Program.

## WHAT ARE THE REQUIREMENTS TO COMPLETE THE HONORS PROGRAM?

Requirements to complete the Honors Program can be found on the Honors Program webpage and in the SCC Catalog.

## WHERE CAN I FIND ADDITIONAL INFORMATION?

Honors Program webpage: [sccollege.edu/honors](http://sccollege.edu/honors)

Santiago Canyon College Catalog: [sccollege.edu](http://sccollege.edu)

\*Pending Honors Committee approval - 03/2019

Honors Counselor: Room D-106

Phone #: 714-628-4800



UMOJA (A Kiswahili word meaning unity) is a community and critical resource dedicated to enhancing the cultural and educational experiences of African American and other students

What can students expect to gain from Umoja at Santiago Canyon College?

- Umoja Academic Counseling
- Academic Resources (supplies, printing, etc.)
- Community Building (leadership activities, college visits, etc.)
- Mentorship



Scan me to apply!


[tinyurl.com/sccumojaapp](https://tinyurl.com/sccumojaapp)

**Location: Room B212**

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

**Phone: (714) 628-4729**

The SCC Transfer Success Center supports and guides students through the four-year university transfer process. We aim to empower all students, especially those underrepresented and disadvantaged, in achieving their transfer goals. Programs, services, and resources are provided to give comprehensive transfer information which will help students prepare for successful admission and transition to four-year institutions.

<p><b>Application Workshops</b> UC, CSU, and Common Application workshops are offered to assist students with completing their college admission applications. Essay workshops are also offered to give students strategies on writing a successful personal statement.</p>	<p><b>University Representative Appointments</b> University representatives visit SCC to meet with students for individual appointments to provide detailed transfer and campus information.</p>
<p><b>Counseling &amp; Transfer</b> SCC's Counseling Department and the Transfer Success Center work in tandem to support students. The Counseling Center has skilled counselors available to help students examine their educational and career goals, explore transfer options, and develop a comprehensive student education plan outlining courses needed for successful university transfer.</p>	<p><b>Articulation and Transfer Guarantees</b> Articulation agreements identify coursework completed at one institution that meets the requirements of another institution for major preparation, general education, or transferable units. SCC has articulation agreements with CSU, UC, and out-of-state colleges/universities. In addition, there are agreements with various universities that offer guaranteed or priority consideration for students.</p>
<p><b>Transfer Fairs</b> The Transfer Success Center hosts two college fairs each year, each with 35–50 colleges/universities on campus to disseminate information on housing, financial aid, admissions requirements, and to answer prospective students' questions regarding their institution.</p>	<p><b>Transfer Research Resources</b> The Transfer Success Center has a comprehensive website (<a href="http://www.sccollege.edu/transfer">www.sccollege.edu/transfer</a>) and informational flyers highlighting numerous colleges/universities programs and services.</p>
<p><b>University Campus Tours</b> The Transfer Success Center organizes 4–8 free campus tours per year to various 4-year colleges and universities.</p>	<p><b>Social Media and Email</b> We are on Facebook, Twitter, Instagram, and YouTube, plus we send occasional email and text announcements to prospective transfer students throughout the year.</p> <div style="text-align: center;">  </div>

Since becoming independently accredited in 2000, Santiago Canyon College has transferred students to over 400 universities and colleges worldwide. Some of SCC's most popular transfer destinations are Cal State Fullerton, UC Irvine, and Chapman, but SCC students have also transferred to schools such as Harvard, Yale, Cornell, USC, BYU, CalTech, Stanford, and many more.

- SCC students may apply to the UC Transfer Admission Guarantee program (TAG), which offers guaranteed admission for qualifying students at six of the nine UC campuses.
- UCLA's Transfer Alliance Program (TAP) provides SCC Honors students greatly enhanced admission priority, plus eligibility for exclusive TAP program scholarships.
- Qualified SCC Honors students may participate in UCI's Honors to Honors program, which grants entry into UCI's Campus wide Honors Program and gives priority consideration for the UC Regents Scholarship.



# BREAKDOWN OF CALIFORNIA SCHOOL SYSTEM OF HIGHER EDUCATION

---

## 1. TRANSFERRING TO CALIFORNIA STATE UNIVERSITY (CSU)

**MISSION:** The California State University system emphasizes discipline/major knowledge and practical applications of that knowledge. The CSU system grants bachelor's, master's and doctoral degrees.

**ADMISSION:** The CSU system accepts the top 1/3 of the state's public high school graduating classes. The minimum community college transfer admission requirements are 60 transferable units and at least a 2.0 grade point average; however, GPA varies at each campus. Meet with a counselor to see if your major offers an Associate Degree for Transfer (AA-T/AS-T). Those who earn an AA-T/AS-T degree at SCC will be granted a special GPA advantage when applying, guaranteed admission into the CSU system (no guarantee to a specific campus), and have only 60 semester units remaining to complete a bachelor's degree when admitted to a program that has been deemed similar. The AA-T/AS-T degree also satisfies lower-division requirements in similar majors for all 23 CSU campuses.

**COSTS:** Systemwide tuition is \$5,742 per academic year for undergraduate students enrolling in more than six units per term. Every CSU campus also has mandatory fees that all students must pay that vary by campus ranging from approximately \$841 to \$3,690. Other living expenses vary according to geographic location of the campus. Check with the Transfer Success Center for current costs.

**APPLICATION:** The CSU system has a two-month period for filing fall admission applications. Fall admissions must be filed one year preceding transfer in the months of October and November. Some campuses open for winter/spring applications. This varies by campus each year. Applications for spring must be filed during the preceding month of August. Applications for winter quarter (for those on the quarter system) must be filed during the preceding month of July.

**GENERAL EDUCATION:** Transfer students may satisfy the lower-division general education requirements by completing either the CSU GE Breadth (Plan B at SCC) or the CSU version IGETC (Plan C at SCC).

**MAJOR PREPARATION:** Students who have selected a major should take as many courses that meet the lower division major requirements. High demand majors are referred to as "impacted" majors. Each impacted major has special admission requirements that must be completed BEFORE transferring.

**ATTENDANCE:** The CSU system accepts full-time and part-time students. All campuses operate on the semester system except San Luis Obispo which is on the quarter system. Two semesters (fall and spring), or three quarters (fall, winter, spring), constitute the regular school year.

## 2. TRANSFERRING TO THE UNIVERSITY OF CALIFORNIA (UC)

**MISSION:** The University of California system emphasizes academic theory, research, graduate and professional studies. The system grants bachelor's, master's, doctorates and professional degrees.

**ADMISSION:** The minimum community college transfer admission requirements are 60 UC transferable units and a minimum grade point average of at least 2.4; however, a higher GPA is recommended. GPA varies at each campus. Six UC campuses offer guaranteed admission (called Transfer Admission Guarantees, or TAGs) to California community college students who meet specific requirements.

**COSTS:** Costs are approximately \$13,900 per year for tuition and fees. Other living expenses vary according to geographic location of the campus. Check with the UC for current cost.

**APPLICATION:** The UC system has a one-month period for filing admission applications. Fall admissions applications must be filed one year preceding transfer in the month of November. Some campuses open for winter applications. This varies by campus each year. Applications for winter must be filed during the month of July. TAG applications must be filed during the month of September.

**GENERAL EDUCATION:** Transfer students may satisfy the lower-division general education requirements by completing the IGETC (Plan C) or by completing specific campus BREADTH requirements. If you know that you want to attend a UC campus but are not certain on which campus, you should follow the Intersegmental General Education Transfer Curriculum (IGETC).

**MAJOR PREPARATION:** Students who have selected a major should take as many courses that meet the lower division major requirements. High demand majors are referred to as "selective" majors. Each selective major has special admission requirements that must be completed BEFORE transferring.

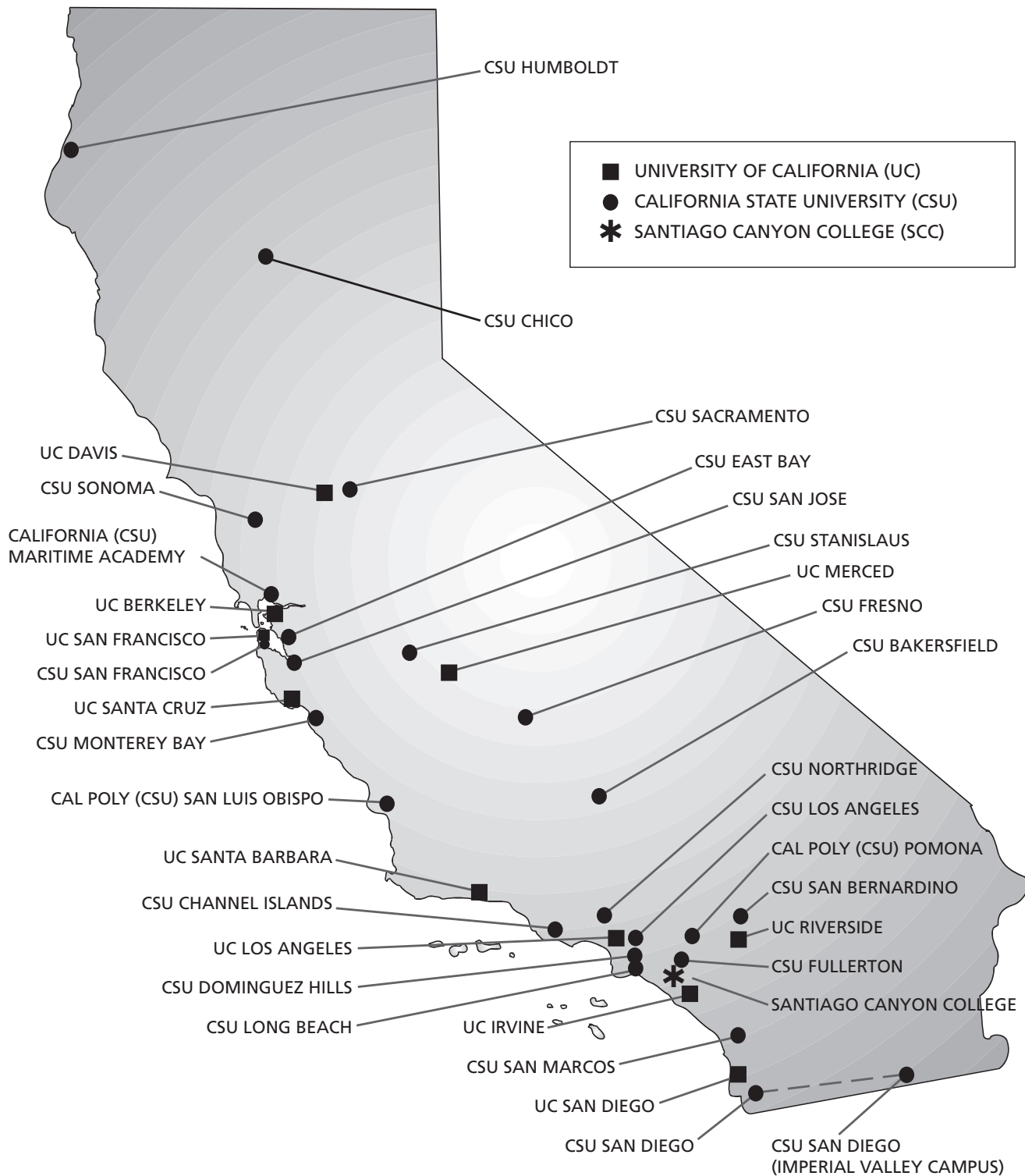
**ATTENDANCE:** The UC system accepts full-time day students at the undergraduate level but may approve part-time status to individuals for reasons of occupation, family responsibilities, or health. All campuses, except UC Berkeley and UC Merced, operate on the quarter system. Three quarters - fall, winter and spring - constitute the regular school year.

## 3. PRIVATE/OUT-OF-STATE

Students may choose to transfer to one of California's independent colleges and universities or to an out-of-state institution. Santiago Canyon College has articulation with many major private California universities, including Chapman University, University of Southern California, Loyola Marymount University, and many others. We are continually adding out-of-state articulation and paths for transfer. Please see your counselor or the Transfer Success Center for more information.

# PUBLIC FOUR-YEAR INSTITUTIONS IN CALIFORNIA

There are four segments of higher education in California. They are 1) the University of California (UC) system with ten campuses; 2) the California State University (CSU) system with 23 campuses; 3) 115 community colleges; and 4) accredited independent colleges and universities. The locations of the UC and CSU campuses, and SCC, are indicated on the map below:



# CSU AND UC - MINIMUM UPPER DIVISION TRANSFER REQUIREMENTS

	California State University (CSU )	University of California (UC)															
Minimum Units Required	60 CSU Transferable Units  These 60 units can be General Education, Major Preparation classes, and Electives  Check assist.org for course transferability and major preparation	60 UC Transferable Units  These 60 units can be General Education, Major Preparation classes, and Electives  Check assist.org for course transferability and major preparation															
General Education	30 Units Minimum All 30 units must be earned with a grade of "C" or better and must come from either:  Plan B – CSU General Educational Requirements (39 units total for certification) <b>OR</b> Intersegmental General Education Transfer Curriculum (IGETC) (37-40 units totals total for certification)  <b>Note:</b> It is highly recommended that students complete all general education requirements needed for CSU or UC General Education Certification	4 Transferable College Courses chosen from at least two of the following IGETC areas:  Art & Humanities (Area 3) Social & Behavioral (Area 4) Physical & Biological Sciences (Area 5)  <b>Note:</b> Although completing the entire IGETC pattern is highly recommended for most majors, NOT all majors (some science & Engineering) will allow you to follow IGETC.  See your counselor for appropriate course selection.															
Critical Courses	4 critical courses ALL 4 courses <u>must be completed</u> with a grade of "C" or better, <b>PRIOR</b> to transfer and are part of the 30 units of general education noted above: <table style="margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: center;"><u>CSU/GE Area</u></td> <td style="text-align: center;"><u>IGETC Area</u></td> </tr> <tr> <td>Oral Communication</td> <td style="text-align: center;">A1</td> <td style="text-align: center;">C1</td> </tr> <tr> <td>Written Communication</td> <td style="text-align: center;">A2</td> <td style="text-align: center;">1A</td> </tr> <tr> <td>Critical Thinking</td> <td style="text-align: center;">A3</td> <td style="text-align: center;">1B</td> </tr> <tr> <td>Mathematical/ Quantitative Reasoning</td> <td style="text-align: center;">B4</td> <td style="text-align: center;">2</td> </tr> </table> See a counselor for appropriate course selection.		<u>CSU/GE Area</u>	<u>IGETC Area</u>	Oral Communication	A1	C1	Written Communication	A2	1A	Critical Thinking	A3	1B	Mathematical/ Quantitative Reasoning	B4	2	3 Critical Courses All 3 courses <u>must be completed</u> with a grade of "C" or better <b>PRIOR</b> to transfer:  2 Transferable college courses in English Composition  1 Transferable college course in Mathematical concepts and Quantitative Reasoning  See a counselor for appropriate course selection.
	<u>CSU/GE Area</u>	<u>IGETC Area</u>															
Oral Communication	A1	C1															
Written Communication	A2	1A															
Critical Thinking	A3	1B															
Mathematical/ Quantitative Reasoning	B4	2															
Minimum GPA	To be eligible to apply 2.0*	To be eligible to apply 2.4*															
Impacted/ Competitive Majors	Some majors/campuses require a higher GPA and specific major preparations courses for admissions to impacted (competitive) majors.  See a counselor for details.	Many majors/campuses require a higher GPA and specific major preparations courses for admissions to impacted (competitive) majors.  See a counselor for details.															
Main Website to know	<b>Assist.org</b>																

\*GPA will vary based on institution and/or major.

# ASSOCIATE DEGREE FOR TRANSFER (AA-T/AS-T)

## GUARANTEED TRANSFER TO THE CSU SYSTEM

The AA-T or AS-T Degree for Transfer is a new kind of degree which is similar but separate from the traditional degrees we've offered. Earning the AA-T or AS-T provides a number of great benefits for students planning to transfer to the Cal State University (CSU) system, including:

- Guarantees admission into the CSU system (no guarantee to a specific campus)
- Grants priority consideration when applying to impacted majors and/or campuses
- Lets the student use the same GE and Major Prep courses for transfer to any CSU campus
- Guarantees a 60(SCC) + 60(CSU) unit pathway to CSU graduation

AA-T or AS-T degrees are currently available in the following majors at SCC:

- Anthropology
- Biology
- Business Administration
- Child & Adolescent Development
- Communication Studies
- Computer Science
- Early Childhood Education
- Economics
- Elementary Teacher Education
- English
- Ethnic Studies
- Geography
- Geology
- History
- Kinesiology
- Mathematics
- Nutrition & Dietetics
- Philosophy
- Physics
- Political Science
- Psychology
- Social Justice: Chicano Studies
- Social Justice: Ethnic Studies
- Social Justice: Gender Studies
- Social Justice Studies: General
- Social Work & Human Services
- Sociology
- Spanish
- Studio Arts

**More degrees are in development; check with your counselor for details**

To receive the benefits of an AA-T or AS-T degree, students must apply to a CSU in a major that is deemed similar to the major at SCC. You can visit [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com) for more information.

**To learn more about the Associate Degree for Transfer and find out if it's right for you, meet with an SCC counselor in D-106 or visit the Transfer Success Center in D-104 today.**



# RESOURCES FOR TRANSFER PLANNING

---

## ASSIST.ORG

ASSIST (Articulation System Stimulating Interinstitutional Student Transfer) is a web-based student transfer information system which contains data about how courses taken at a California Community College can be applied when transferred to a University of California or a California State University campus.

**ASSIST includes information such as:**

### UC Transferable Courses

These agreements list courses from California community colleges that transfer to all University of California campuses for baccalaureate/transfer credit.

### CSU Transferable Courses

These agreements identify courses from a California community colleges that transfer to any CSU campus for baccalaureate/transfer credit.

### CSU GE-Breadth Certification Courses

These agreements are lists of courses from a California community college that can be used to satisfy CSU GE-Breadth certification requirements.

### IGETC Courses (Intersegmental General Education Transfer Curriculum)

IGETC agreements are lists of courses from a community college that apply to the Intersegmental General Education Transfer Curriculum requirements.

### Articulation Agreements between all public California institutions (UC, CSU, community colleges)

These are agreements between a particular community college and a 4-year institution identifying comparable lower division courses between the two institutions. These agreements are designed to help students who are preparing to transfer into a particular major at a particular institution.

ASSIST has been adopted as the official repository of articulation for California's public colleges and universities and therefore provides the most accurate and up-to-date information available about articulation in California. Articulation agreements with community colleges are maintained by the CSU and UC Articulation Officers.

## HELPFUL WEBSITES FOR THE TRANSFER-BOUND STUDENT

- [californiacolleges.edu/universities](http://californiacolleges.edu/universities) – California College and Career Planning Platform
- [aiccu.edu](http://aiccu.edu) – Information on private, nonprofit colleges and universities in California
- [teachcalifornia.org](http://teachcalifornia.org) – Information on credentialing for teaching

## CALIFORNIA STATE UNIVERSITIES (CSU)

- [calstate.edu](http://calstate.edu) – CSU home page and campus links
- [calstate.edu/apply](http://calstate.edu/apply) – Online undergraduate admission application and campus comparison tool
- [calstate.edu/apply/transfer](http://calstate.edu/apply/transfer) – Important information for transfer students as well as CSU campuses open/closed to applicants
- [adegreewithaguarantee.com](http://adegreewithaguarantee.com) – Information on the Associate Degrees for Transfer for CSU transfer.

## UNIVERSITY OF CALIFORNIA (UC)

- [universityofcalifornia.edu](http://universityofcalifornia.edu) – UC home page and campus links
- [universityofcalifornia.edu/admissions](http://universityofcalifornia.edu/admissions) – Online undergraduate admission application and prospective student information
- [uctap.universityofcalifornia.edu](http://uctap.universityofcalifornia.edu) – UC Transfer Admission Planner (UC TAP) – Prospective UC students can track their community college coursework with this online tool. This is also used for the Transfer Admission Guarantee (TAG) application.

# CHOOSING A PATH TO GRADUATE

---

## STUDENTS PREPARING TO TRANSFER

When planning to transfer to a 4-year university and wanting to obtain 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.

- I. Complete general education requirements
  - Plan B (CSU Certification)
  - Plan C (IGETC Certification)
- II. Complete major requirements for an associate degree (if applying for an associate degree)
  - Complete required courses as listed in the catalog. An associate degree requires the completion of 60 degree units with a GPA of 2.0 or better and residency (12 units; 6 in the major) at Santiago Canyon College.
- III. Submit Petition to Graduate
  - Submit at least one full semester prior to anticipated completion

## STUDENTS NOT PLANNING TO TRANSFER

- I. Complete general education requirements
  - Plan A
- II. Complete major requirements for an associate degree
  - Complete required courses as listed in the catalog. An associate degree requires the completion of 60 degree units or more with a GPA of 2.0 or better and residency (12 units; 6 in the major) at Santiago Canyon College.
- III. Submit Petition to Graduate
  - Submit at least one full semester prior to anticipated completion

## STUDENTS EARNING A 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 contact the Counseling Department by calling 714- 628-4800 or contact the Graduation Office at 714-628-4852.**

**Transcripts from all other colleges attended must be on file.**



# COMMON 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](http://sccollege.edu) and [assist.org](http://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 "Waitlist" 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 or your Online Education Plan. **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 and the Online Education Plan will not allow you to register for a course that is also currently in progress. On your assigned registration date and time go to the Admissions Office and they can assist you.

# COMMON QUESTIONS AND ANSWERS ABOUT COLLEGE

---

**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](http://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 might also 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 [calstate.edu/apply](http://calstate.edu/apply). For UC transfer the website is [universityofcalifornia.edu/admissions](http://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](http://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.

# SUCCESS TIPS ON MANAGING STRESS

For many young adults, college is the best time of life. These critical years of adjustment can also be undermined by depression, anxiety, substance abuse and eating disorders. It is essential that stress – in ourselves or in someone whom we care about – should be taken and treated seriously.

If you or someone you know has an urgent emergency situation and notices any of the following symptoms, please contact one of the on-campus resources for assistance.

- Extreme sadness or depression
- Extreme panic or anxiety
- Thoughts of self-harm or suicide
- Thoughts of harming someone else
- Death of a loved one, family member or friend
- Experience of a traumatic event
- Experience of odd, bizarre or intrusive thoughts

## Tips on Managing and Reducing Stress as a Student

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Include a minimum of 20 minutes of aerobic exercise to your routine.</li><li>• Eat well-balanced meals, including whole grains, nuts, fruits and vegetables.</li><li>• Substitute fruits for desserts.</li><li>• Avoid caffeine. The substance may cause anxiety, insomnia, nervousness and trembling.</li><li>• Reduce refined sugar. Excessive sugar causes frequent fluctuation in blood glucose levels &amp; adds stress to the body's physiological functioning.</li><li>• Get at least 7 hours of sleep nightly.</li><li>• Spend time each day with at least one relaxation technique – imagery, daydreaming, prayer, yoga or meditation.</li><li>• Take a warm bath or shower.</li></ul> | <ul style="list-style-type: none"><li>• Go for a walk.</li><li>• Get in touch! Hug someone, hold hands, or pet an animal.</li><li>• Keep your space and consequently your mind organized.</li><li>• Go to class.</li><li>• Keep up with coursework (the rule of thumb is two hours of study per one hour in class).</li><li>• Get involved with campus activities.</li><li>• Maintain communication with your family.</li><li>• Take advantage of campus resources and choose a career path.</li><li>• Form healthy relationships.</li><li>• Talk to someone about your problems (family member, friend, or college counselor).</li><li>• Get to know your professors.</li></ul> |
|---|--|

Contact the Health and Wellness Center for additional information at 714-628-4773.



## FACULTY ACADEMIC FREEDOM

---

The instructor should be free to think and to express ideas, free to select and employ materials and methods of instruction, free from undue pressures of authority, and free to act within his/her professional group. Such freedom should be used judiciously and prudently to the end that it promotes the free exercise of intelligence and student learning. Academic freedom is not an absolute. It must be exercised within the law and the basic ethical responsibilities of the teaching profession.

Those responsibilities include:

1. An understanding of our democratic tradition and its methods.
2. A concern for the welfare, growth, maturity, and development of students.
3. The method of scholarship.
4. Application of good taste and judgment in selecting and employing materials and methods of instruction.

## STUDENT EQUITY AND ACHIEVEMENT PROGRAM

---

The **Student Equity and Achievement Program** supports the transition of new students into the college by providing them services that promote academic achievement and successful completion of degrees, transfer preparation, career education certificates, or career advancement.

New students are required to complete orientation and advisement in order to access their priority registration time. During this process, students will receive assistance in completing an abbreviated education plan; however, a course of study (major) and a comprehensive student education plan must be completed by the third semester but no later than completing 15 degree-applicable units. Students may accomplish this work with a counselor. A request to be exempt from completing these services is available on the Admissions & Records website. Exemption approval requires that students provide sufficient justification for their request.

## RIGHT TO APPEAL

---

Students who feel that they have been treated in a discriminatory manner regarding any aspect of course placement services may contact the Dean of Counseling and Student Support Services. Call 714-628-4775.



# 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 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 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. Priority registration is lost when a student earns a cumulative GPA below 2.0 for two consecutive semesters.
- 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?**  
This is a rule which all community colleges in California must follow.
- 5. Does this 100 unit limit and academic probation rule apply to all continuing students, including Veterans, DSPS, and EOPS?**  
Yes. Academic probation and unit limits will be applied to all student groups, including Veterans, DSPS, EOPS, as well as international and non-resident students.
- 6. Can I lose enrollment priority after one semester at Santa Ana or Santiago Canyon Colleges?**  
No. Academic probation does not begin until you have completed 12 units of credit.
- 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 from another college or university count toward the 100 unit limit?**  
No. Units from courses taken at another college are NOT counted toward 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?**  
Students are required to complete a Comprehensive Ed Plan with a counselor once they have completed 15 units or by the end of their third semester – whichever comes first. Failure to do so may result in a loss of priority registration.
- 14. How can I appeal my loss of priority registration?**  
Each college has its own appeals committee. A student can appeal for three reasons:
  - 1) Extenuating circumstances (verified cases of accidents, illnesses or other circumstances beyond the control of the student)
  - 2) High unit majors
  - 3) Student has shown significant academic progress in the most recent term.
- 15. How do I know which campus will handle my appeal?**  
Your appeal should be applied for at your home campus. If you are unsure of your home campus, contact the Admissions Office.
  - Santiago Canyon College 714-628 4901
  - Santa Ana College 714-564-6005
- 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 or progress probation. A priority loss which occurs after a student accumulates 100+ units cannot be restored unless successfully appealed.

# STUDENT CODE OF CONDUCT

---

Guidelines for Student Conduct are set forth in the California Education Code, California Administrative Code, Title V, policies of the Board of Trustees, and all civil and criminal codes. Students enrolling in district educational programs assume an obligation to obey state law and district rules and regulations governing the conduct of students.

Students who enroll in those instructional programs in which the college has affiliations with various outside associations must comply with the college's policies and procedures and also with the outside associations' policies and procedures. This includes but is not limited to students enrolled in the programs of Cosmetology, Fire Academies, Criminal Justice Academies and Nursing.

## Guidelines for Student Conduct

The following represent violations for disciplinary action, up to but not limited to expulsion, that may be taken:

- A. Dishonesty, cheating, plagiarism, lying, or knowingly furnishing false information to the district or a college official performing their duties.
- B. Forgery, alteration, or misuse of district documents, records, or identification.
- C. Willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to vandalism, such as cutting, defacing, breaking, etc.).
- D. Obstruction or disruption of pedestrian or vehicular traffic or of teaching, research, administration, or of other district activities on or off District premises. This includes obstruction or disruption of administration, disciplinary procedures or authorized college activities.
- E. Assault, battery, or any threat of force or violence upon a student, college personnel, or campus visitor; willful misconduct which results in injury or death to a student, college personnel, or campus visitor. This includes fighting on district property or at a district sponsored event, on or off district premises.
- F. Detention of any person on district-owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another.
- G. Theft of any property of the district which includes property of a member of the district community or a campus visitor.
- H. Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.
- I. Misrepresentation of oneself or of an organization to be an agent of the district.
- J. Sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which includes students, college personnel, or campus visitors.
- K. Use, possession, distribution, or being under the influence of alcoholic beverage on district property or at any district sponsored event.
- L. Use, possession, distribution, or being under the influence of narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code on District property or at any District-sponsored event except as expressly permitted by law.
- M. Expression which is libelous, slanderous, obscene or which incites students so as to create a clear and present danger of commission of unlawful acts on district premises, or violation of district regulations, or the substantial disruption of the orderly operation of the college.
- N. Engaging in lewd, indecent, or obscene behavior on district property or at any district-sponsored function.
- O. Possession or use while on the district premises, or a district-sponsored function, of any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive. Exceptions include those participating in a criminal justice educational program who are authorized such possession or those who are enrolled in a course which authorizes such possession.
- P. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative regulation.
- Q. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability, sexual orientation or any other status protected by law.
- R. Continuous disruptive behavior or willful disobedience, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel, which includes physical as well as verbal abuse, including the use of racial epithets and hate speech;

## STUDENT CODE OF CONDUCT *(continued)*

---

- S. Disruptive written or verbal communication, vulgarity, open and persistent abuse of other students which include verbal abuse, racial epithets and hate speech. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
- T. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;
- U. Violation of the Computer Usage Policy is applicable to students using computer classrooms, computer labs, the wireless network or other locations on and off district property. A violation is considered any of the following:
  - (a) Accessing with or without permission or causing to be accessed without authorization, altering, damaging, deleting, hacking, destroying, or otherwise using any data, computer, computer system, computer software and programs, or computer network belonging to or used by the college or any member of the District.
  - (b) Accessing with or without permission, taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the college or District.
  - (c) Using or causing to be used, computer services without permission.
  - (d) Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the college or District.
  - (e) Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to the college or District.
  - (f) Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
  - (g) Using any account or password without authorization.
  - (h) Allowing or causing an account number or password to be used by any other person without authorization.
  - (i) Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing such material which is part of the instructional process or assignment for a class in which the student is currently enrolled.
  - (j) Use of systems or networks for personal commercial purposes.
  - (k) "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.
- V. Any act constituting good cause for suspension or expulsion, or violation of district policies or campus regulations.

### **Disciplinary Action**

Violations to any tenets within the standards of student conduct are subject to the following disciplinary actions: warning, reprimand, probation, restitution, removal, suspension or expulsion. Disciplinary actions may be imposed singly or in combination.

# ACADEMIC AND PROGRESS PROBATION/DISMISSAL

---

A student's academic standing and progress is calculated at the end of the fall and spring semesters (calculations are not done after the summer session or intersession), based only on the SCC/SAC units and cumulative (CUM) grade point average (GPA). Academic and Progress Probation calculations begin after a student has attempted 12 units or more at SCC/SAC. Students are placed on Academic Probation when their CUM GPA for all SCC/SAC coursework falls below 2.0. Students are placed on Progress Probation when the percentage of coursework at SCC/SAC has an entry of "W", "I", "NP", and "NC" which reaches or exceeds fifty percent (50%) of the coursework attempted.

## ACADEMIC PROBATION AND DISMISSAL

- A1 Students placed on academic probation for the first time (first semester under a CUM GPA of 2.0) are required to attend a counseling intervention workshop. An email notification is sent to the student and a registration hold is placed on the student record until the completion of the workshop.
- A2 Students who have two consecutive semesters with a CUM GPA below 2.0 will lose priority registration for the next registration opportunity. Their registration date will be after all new applicants.
- AD Academic Dismissal  
Students who have three consecutive semesters with a CUM GPA of 2.0 at the end of the spring semester are dismissed. Students who are dismissed have a hold placed on their record and an email is sent notifying them of their status. A student cannot register for classes at SCC or SAC for one full semester. When the student returns after "sitting" out one semester, the student will return on academic probation and will continue to lose registration priority until their CUM GPA is at or above a 2.0.

Students who have three consecutive semesters with a CUM GPA of 2.0 at the end of the fall semester are 'subject to dismissal' and a hold is placed on their student record. Since the student has already registered for the spring semester, they are given a grace period to improve their CUM GPA. If the CUM GPA remains below a 2.0 at the end of the spring semester they will be academically dismissed and will not be able to register for classes at SCC or SAC for one full semester. When the student returns after "sitting" out one semester, the student will return on academic probation and will continue to lose registration priority until their CUM GPA is at or above a 2.0.

## PROGRESS PROBATION AND DISMISSAL

- P1 Students placed on Progress Probation for the first time (first semester with less than 50% of coursework earning a grade) will be notified and provided intervention services.

- P2 Students who have two consecutive semesters with less than 50% of their coursework earning a grade will lose priority registration for the next registration opportunity. Their registration date will be after all new applicants.

- PD Progress Dismissal  
Students who have three consecutive semesters with less than 50% of their coursework earning a grade at the end of the spring semester are dismissed. Students who are dismissed have a hold placed on their record and an email is sent notifying them of their status. A student cannot register for classes at SCC or SAC for one full semester. When the student returns after "sitting" out one semester, the student will return on progress probation and will continue to lose registration priority.

Students who have three consecutive semesters with less than 50% of their coursework earning a grade at the end of the fall semester are 'subject to dismissal' and a hold is placed on their student record. Since the student has already registered for the spring semester, they are given a grace period to improve their course completion rate. If the percentage of completed coursework remains below 50% at the end of the spring semester they will be dismissed and will not be able to register for classes at SCC or SAC for one full semester. When the student returns after "sitting" out one semester, the student will return on progress probation and will continue to lose registration priority.

## STUDENT RIGHT TO APPEAL

A student has the right to appeal an exception to a current Santiago Canyon College academic policy, including academic probation and progress probation, to be made on their behalf. The student must complete and submit a petition. Petitions are obtained and submitted to the Admissions Office. The student must provide valid justification and documentation to support their request. The Exceptions to Academic Regulations Committee will review and make decisions on all requests. Students will be informed of the outcome in a timely manner.

## LOSS OF THE CALIFORNIA COLLEGE PROMISE GRANT (Formerly Known As Board Of Governors Fee Waiver-BOGW)

Students will lose eligibility for the California College Promise Grant if they are on probation for not maintaining a 2.0 GPA for two consecutive primary terms or not successfully completing half the units attempted in that period. Students must be notified of their probation status within 30 days of the end of the term for which they did not meet the standards, and districts are required to notify students of support services that are available to them. Foster youth are exempted from the policy. Students who have lost CA College Promise Grant eligibility may regain eligibility by: 1) Successfully meeting academic and progress standards; 2) Successfully appealing due to extenuating circumstances; or 3) Sitting out two consecutive terms. Districts are required to establish appeals processes that students can use to demonstrate extenuating circumstances.

# ACADEMIC HONESTY POLICY INFORMATION

---

## INTRODUCTION

Students attending Santiago Canyon College are expected to be honest and forthright in their academic endeavors. To falsify the results of research, to steal the words or ideas of another or to 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 material or fabricated information in any academic exercise. We, as an institution, 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.

In matters relating to academic honesty violations, the primary responsibility for disciplinary proceedings rests with the instructor and the academic division where the violation allegedly occurred.

## PROCEDURES FOR STUDENT GRIEVANCES REGARDING GRADES

---

### PROCEDURE

1. Student shall meet with the instructor to discuss the grade. If the issue is not resolved and the student believes that the grade is based on a mistake, fraud, bad faith, or incompetency (EC 76224), he/she may appeal in writing to the Division Dean.
2. Forms for the written appeal may be found in the Academic Division offices.
3. The student may be requested to set-up an appointment with the Division Dean to discuss the written grievance.
4. The Division Dean will review the allegations and consult with the instructor.
5. The Division Dean will review the issue and will notify the student and instructor in writing of his/her decision.
6. The decision of the Division Dean is final.

## 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, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7490.

# FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

---

As required under the provision of the Family Education Rights and Privacy Act of 1974, Rancho Santiago Community College District, and the other colleges in that district, will make public without a student's consent only certain directory information. The information consists of the following:

A student's name; City of residence; Major field;

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;

And the most recent previous educational institution or agency attended by the student.

At the postsecondary level, rights under FERPA are afforded the student and not the parents of the student. There is no age requirement: a student can be under 18 years of age and must be afforded the same rights as an individual over 18.

# STANDARDS OF CONDUCT FOR SCC COMPUTER USE

---

In accordance with Board Policy 3720 and Administrative Regulation 3720 and in an effort to extend the life of the hardware, comply with the copyright laws, and adhere to appropriate computer network conduct and usage, the following standards of conduct are required of all students using computer classrooms, computer labs, and the wireless network.

Failure to comply with the following standards can result in the suspension of a student's privileges and possibly other sanctions such as removal from class, suspension, expulsion or other disciplinary actions.

The primary use of computer systems/resources is for academic/educational purposes. The following are NOT allowed:

1. Using the Internet to access sexually explicit and/or pornographic websites.
2. Sending and receiving any messages that are threatening, racist or inflammatory, abusive towards a specific gender or culture, obscene, or use inappropriate language.
3. Using the network for personal or commercial advertising or political activity.
4. Using the computers or wireless network to play individual games, multiple-user games, or gambling.
5. Using the computer for illegal use.

The SCC Library, each computer lab, computer classroom, and science lab may have additional restrictions to those listed above. It is the student's responsibility to be aware of these additional guidelines.

# HARASSMENT POLICY

---

## **BP 3430 Prohibition of Harassment**

**Reference:** Education Code Sections 212.5, 44100, 66252, and 66281.5; Government Code Section 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

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

## **HARASSMENT POLICY** *(continued)*

---

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 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.

## **SEXUAL ASSAULT AND OTHER ASSAULTS ON CAMPUS**

---

### **BP3540 Sexual and Other Assaults on Campus**

**Reference:** Education Code Section 67382 and 67385; 20 U.S. Code Section 1092(f); 34 C.F.R. § 668.46(b)(11)

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, that occurs on district property, is a violation of district policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance. The Chancellor shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in EC 67385 and 67385.7 and 34 C.F.R. § 668.46. See Administrative Regulation AR3540.

Students who have been the victim of sexual violence should contact SCC Campus Safety and Security at 714-628-4730.

Students can receive care, confidential psychological counseling, and assistance through SCC Student Health and Wellness Services located in T-102, or contact the office by telephone at 714-628-4773.

For more information and resources, visit the RSCCD Title IX web page at [rscdd/titleix](http://rscdd/titleix) or contact the Title IX office at 714-480-7404.

# APPENDIX: HOW TO REGISTER IN YOUR ONLINE EDUCATION PLAN (SELF-SERVICE) *(continued)*

---

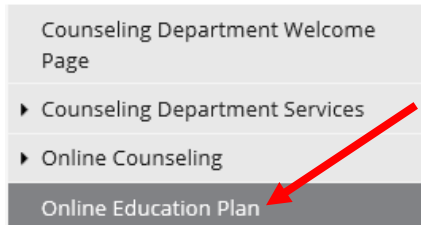
Sign in using your WebAdvisor ID and password. Under the Registration Tab on WebAdvisor click on **“Student Planning”**.



**Registration**

- Community Programs and Services
- New Student Orientation
- New Student Orientation - Early Welcome (SCC)
- Noncredit Online Student Orientation (OEC)
- View Online Registration Date
- Search for Sections
- Register for Classes
- Register and Drop Classes
- Manage My Waitlist
- Student Add Code Registration Help Manual
- Add Code Registration
- Canvas Access
- Student Planning

You can also access the Self-Service link on SCC’s Counseling page under “Online Education Plan.” Click on the link where you will be able to login using your WebAdvisor information.

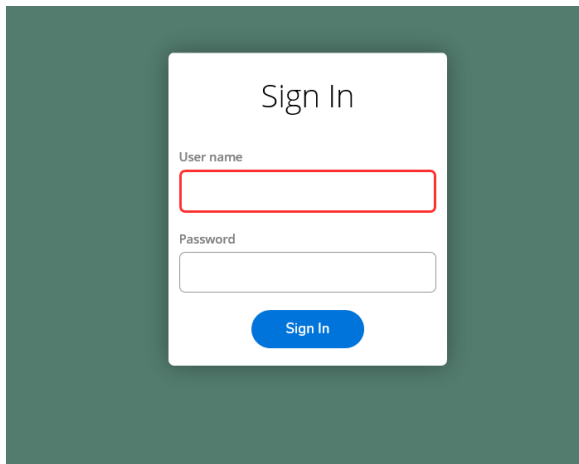


- Counseling Department Welcome Page
- ▶ Counseling Department Services
- ▶ Online Counseling
- Online Education Plan

## Online Education Plan

Access your Online Education Plan using the link below:

<https://colss-prod.cloud.rscgd.edu/Student/>



Sign In

User name

Password

Sign In

# APPENDIX: HOW TO REGISTER IN YOUR ONLINE EDUCATION PLAN (SELF-SERVICE) *(continued)*

On the launch page, select **“Student Planning”**

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

Notifications

Title	Details	Link
Honors Waiver	This waiver enables you to register for honors classes. This is NOT a registration hold.	

**Student Finance**  
Here you can view your latest statement and make a payment online.

**Financial Aid**  
Here you can access financial aid data, forms, etc.

**Tax Information**  
Here you can change your consent for e-delivery of tax information.

**Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

**Course Catalog**  
Here you can view and search the course catalog.

**Grades**  
Here you can view your grades by term.

**Graduation Overview**  
Here you can view and submit a graduation application.

**Academic Attendance**  
Here you can view your attendances by term.

Type in the courses you want to enroll in under **“Search for courses”** bar. Example Engl101

[Academics](#) · [Student Planning](#) · [Planning Overview](#)

**Steps to Getting Started**  
There are many options to help you plan your courses and earn your degree. Her...

- 1 View Your Progress**  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)
- 2 Plan your Degree & Register for Classes**  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

# APPENDIX: HOW TO REGISTER IN YOUR ONLINE EDUCATION PLAN (SELF-SERVICE) *(continued)*

The course that you are searching for will appear on the Search for Courses and Course Sections page. On the left hand side click on Santiago Canyon College for “**Locations**”, select the term you want to take the course under “**Terms**” and select course availability under “**Availability**” choose Open and Waitlisted Sections or Open Sections Only

**Filter Results**

- Availability
- Subjects
- Locations
- Show All Terms
- Days of Week
- Time of Day
- Instructors
- Course Types
- Instruction Type

**Locations**

- Santa Ana College (85)
- Santiago Canyon College (53)
- SCC Continuing Education (4)
- Centennial Education Center (2)

**Show All Terms**

- Spring 2020 (83)
- Fall 2019 (77)
- Fall 2018 (74)
- Spring 2019 (69)
- Summer 2019 (35)

**Availability**

- Open and Waitlisted Sections
- Open Sections Only

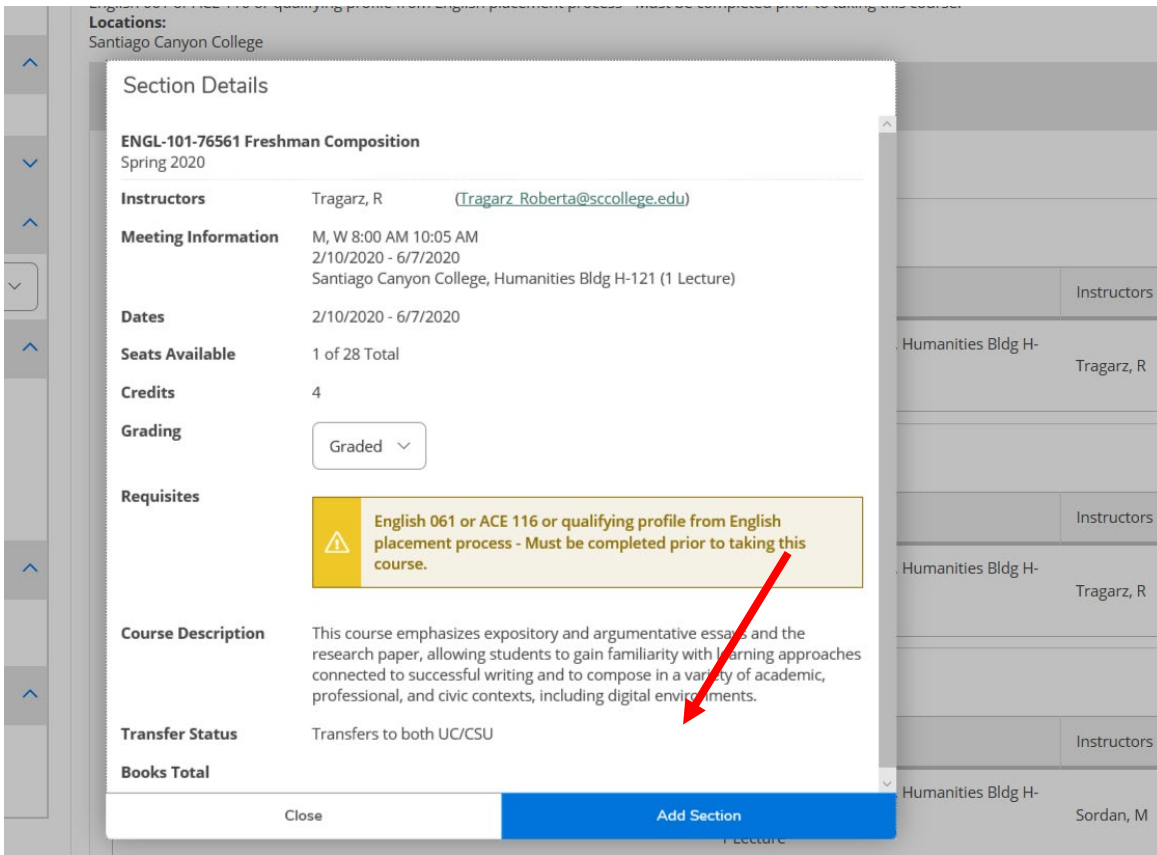
Click on “**View Available Sections for Engl 101**”. This will show you all the course offerings for this term. Select the course that has available seats. When you find a course, click on “**Add Section to Schedule**”.

Freshman Composition 39831 Add Section to Schedule

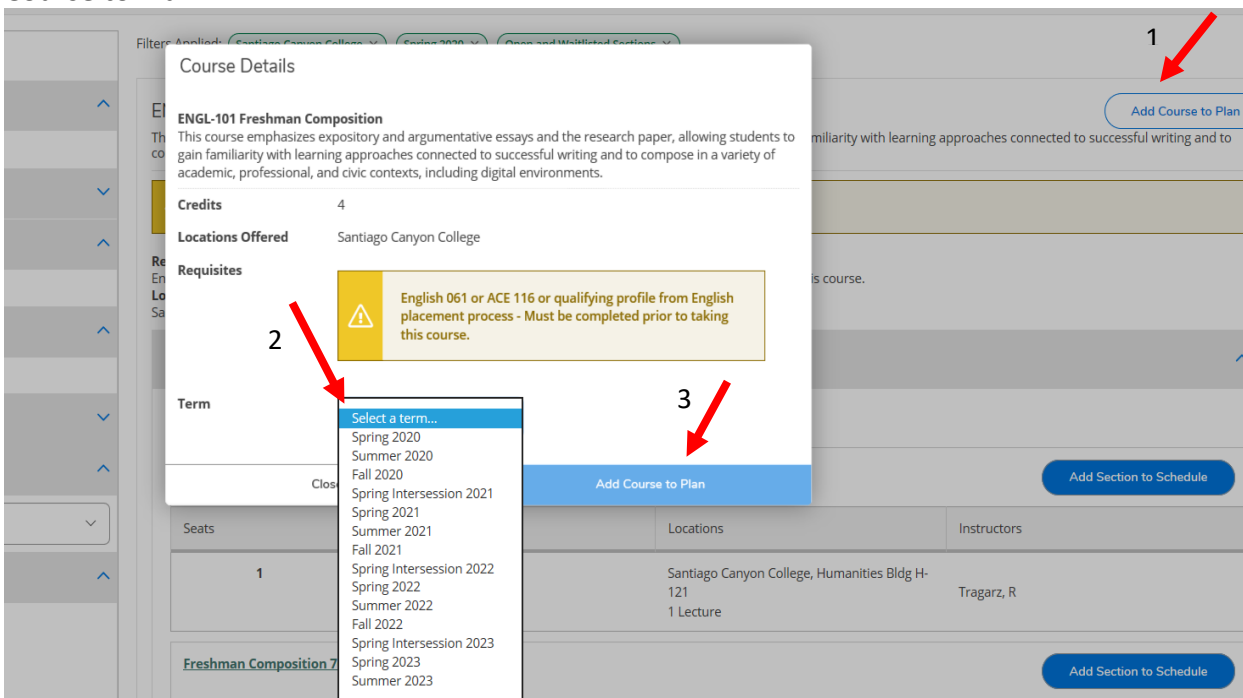
Seats	Times	Locations	Instructors
1	T/Th 10:15 AM - 12:20 PM 8/28/2017 - 12/17/2017	Santiago Canyon College, Humanities Bldg H-117 1 Lecture	Lennertz, W

# APPENDIX: HOW TO REGISTER IN YOUR ONLINE EDUCATION PLAN (SELF-SERVICE) *(continued)*

A “Section Details” prompt will appear, click **“Add Section”**.

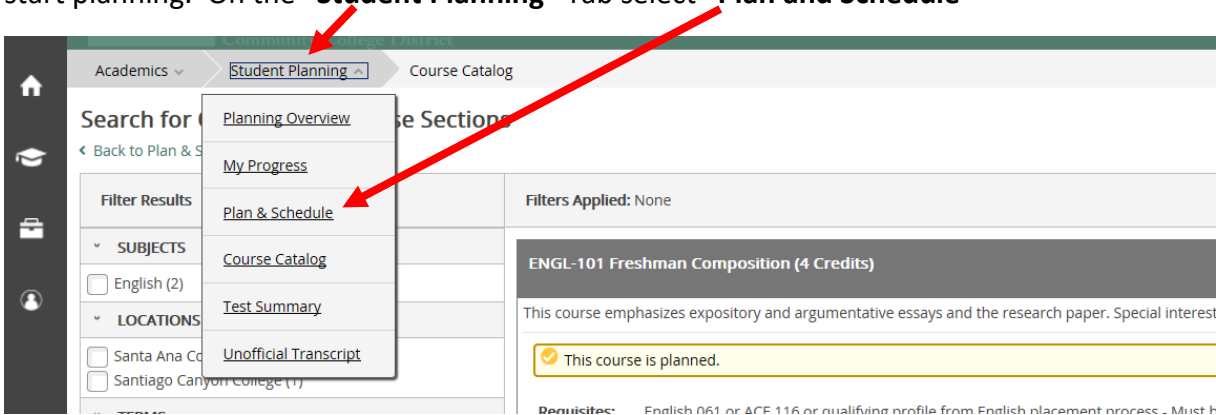


Another way to add a course to your calendar is to click on **“Add Course to Plan”**. A Course Details pop up will appear, select the semester you want to take the course and click **“Add Course to Plan”**.

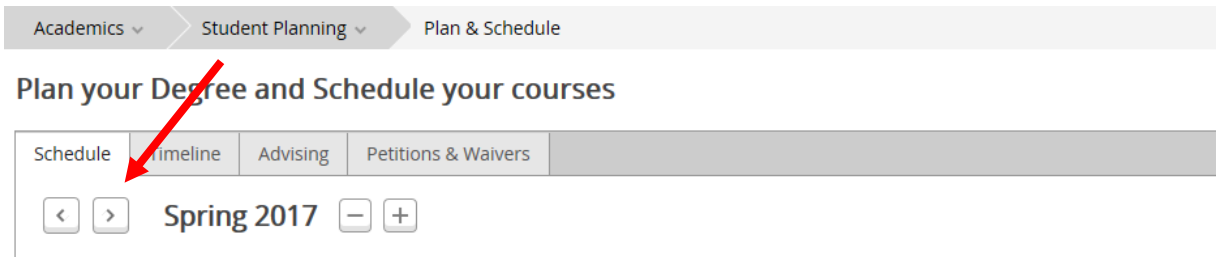


# APPENDIX: HOW TO REGISTER IN YOUR ONLINE EDUCATION PLAN (SELF-SERVICE) *(continued)*

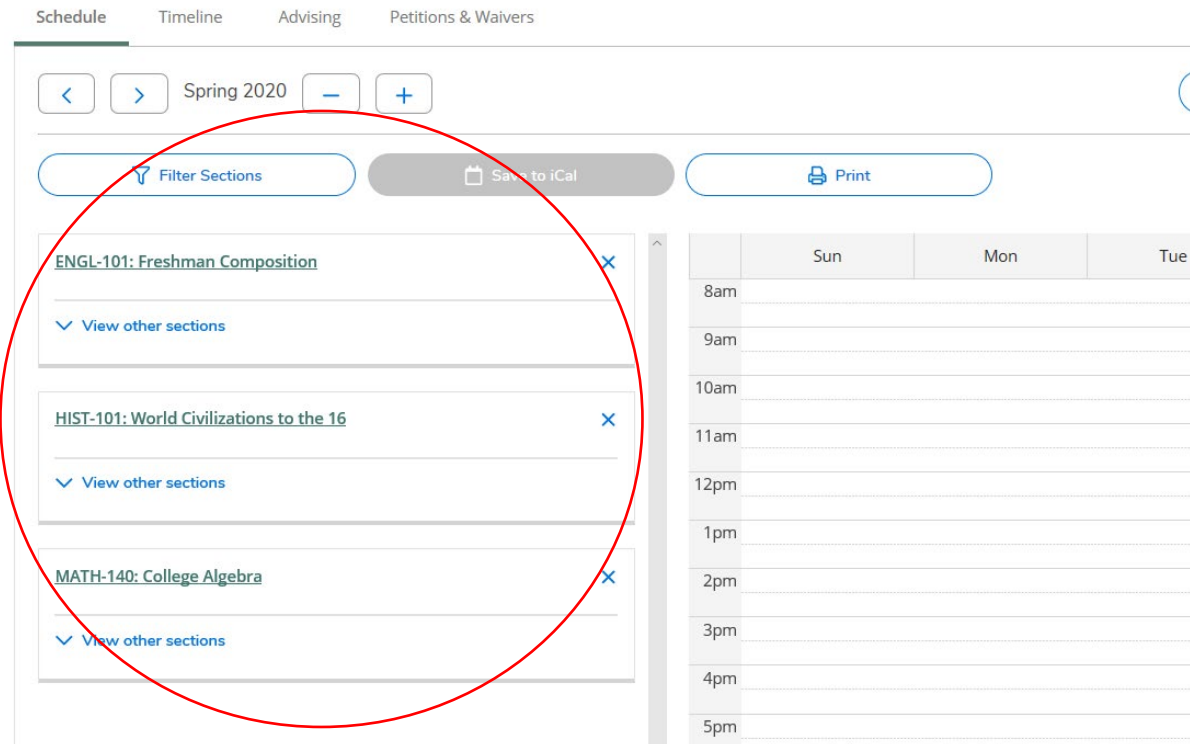
Do these steps for all of the courses you want to enroll in. Once you are done, you are ready to start planning. On the **“Student Planning”** Tab select **“Plan and Schedule”**



Click on the arrow to find semester you want to enroll in.



When you are on **“Schedule”** you will be able to view all the courses you selected.



# APPENDIX: HOW TO REGISTER IN YOUR ONLINE EDUCATION PLAN (SELF-SERVICE) *(continued)*

Click on **“View other Sections”** to see days and times of the course. You can click on the **arrow** to look at more sections. Courses that display an **“!”** have a waitlist.

The screenshot shows a user interface for selecting a course section. On the left, a sidebar displays the course name "MATH-140: College Algebra" and a "View other sections" link. Below this, a pagination control shows "1 of 2" sections. A detailed view for a specific section is shown, indicating it has a waitlist and listing details such as instructor (Diaz, D), dates (2/10/2020 - 6/7/2020), and location (Santiago Canyon College). On the right, a calendar grid shows the availability of sections across days (Sun-Thu) and times (7am-7pm). A red circle highlights a section at 11am on Wednesday.

Select the time and day you want by clicking the box and click **“Add Section”**

This screenshot shows the process of adding a section. On the left, a calendar grid shows sections available on Monday and Wednesday at 8am and 11am. A red arrow points to the 11am section on Wednesday. On the right, a "Section Details" modal window is open for "MATH-140-76841 College Algebra". It provides information on instructors (Lim, H), meeting times (M, W 10:30 AM - 12:35 PM), dates (2/10/2020 - 6/7/2020), and a waitlist of 14 students. A red arrow points to the "Add Section" button at the bottom of the modal. A warning box indicates that prerequisites (Mathematics 080 or equivalent) must be completed before taking this course.

# APPENDIX: HOW TO REGISTER IN YOUR ONLINE EDUCATION PLAN (SELF-SERVICE) *(continued)*

Click on **“View other Sections”** to see days and times of the course. You can click on the **arrow** to look at more sections. Courses that display an **“!”** have a waitlist.

The screenshot shows a course selection interface. On the left, a sidebar for 'MATH-140: College Algebra' is visible, with a red arrow pointing to the 'View other sections' link. Below this link, a pagination control shows '1 of 2' sections. A detailed view of a section is shown below, indicating it has a waitlist of 3 students. The main area is a calendar grid with columns for Sun, Mon, Tue, Wed, and Thu, and rows for times from 7am to 7pm. Several cells in the grid contain course codes and waitlist indicators (e.g., 'ENGL-101-76586' with an 'X' and '!' icon). A red circle highlights a specific section at 11am on Tuesday, 'MATH-140-76842', which has a waitlist indicator.

Select the time and day you want by clicking the box and click **“Add Section”**

The screenshot shows a 'Section Details' modal for 'MATH-140-76841 College Algebra'. A red arrow points to the 'Add Section' button at the bottom right. The modal displays the following information:
 

- Course:** MATH-140-76841 College Algebra, Spring 2020
- Instructors:** Lim, H (Lim\_Hee-Jeong@sccollege.edu)
- Meeting Information:** M, W 10:30 AM 12:35 PM, 2/10/2020 - 6/7/2020, Santiago Canyon College, SCC D Building D-222 (1 Lecture)
- Dates:** 2/10/2020 - 6/7/2020
- Seats Available:** 10 of 36 Total
- Credits:** 4
- Grading:** Graded
- Prerequisites:** Mathematics 080 or equivalent skills as measured by the Mathematics Level 3 Exam and a course equivalent to Mathematics 080 - Must be completed prior to taking this course.
- Course Description:** Survey of advanced topics in algebra: equations, inequalities and functions involving polynomials, rationals, exponentials, and logarithms with applications and graphing sequences and series.

 A red arrow also points to the 'Add Section' button.

# APPENDIX: HOW TO REGISTER IN YOUR ONLINE EDUCATION PLAN (SELF-SERVICE) *(continued)*

When you select an online class, it will show up at the bottom of the Schedule under “**Sections with no meeting time.**” Courses that are outlined in **RED** have the button “Waitlist”

The screenshot shows a course selection interface. On the left, there are two course cards. The top card is for "HIST-101-76664: World Civilizations to the 16" and is marked as "Planned". It lists 3 credits, graded, instructor Petrocelli, R, and a waitlist of 14. A red arrow points to a yellow warning box that says "This section has a waitlist" with a "Waitlist" button below it. The bottom card is for "MATH-140-76841: College Algebra", also marked as "Planned", with 4 credits, graded, and instructor Petrocelli, R. On the right, a schedule grid shows time slots from 9am to 8pm. Two sections are shown: "76586" at 9am and "MATH-140-76841" at 11am. A red arrow points to a section at the bottom of the grid labeled "Sections with no meeting time", which contains "HIST-101 World Civilizations to the 16 Section 76664 Faculty: Petrocelli, R".

To register for a course, click “**Register**”. Once you complete this step, the course will turn green. You can also drop a course if you click “**Drop**”.

The screenshot shows a course selection interface. On the left, there are two course cards. The top card is for "ENGL-101-76588: Freshman Composition" and is marked as "Planned". It lists 4 credits, graded, instructor Smith, S, and 15 seats available. A red arrow points to a blue "Drop" button. The bottom card is for "ENGL-101-76588: Freshman Composition", also marked as "Planned", with 4 credits, graded, instructor Smith, S, and 15 seats available. A red arrow points to a blue "Register" button. On the right, a schedule grid shows time slots from 9am to 7pm. Sections are shown in various colors: green for "ECON-101-76932" at 10am and 11am; red for "CNSL-101-79652" at 12pm; and yellow for "MATH-140-76846" at 2pm and "ENGL-101-76588" at 2pm.

# APPENDIX: HOW TO REGISTER IN YOUR ONLINE EDUCATION PLAN (SELF-SERVICE) *(continued)*

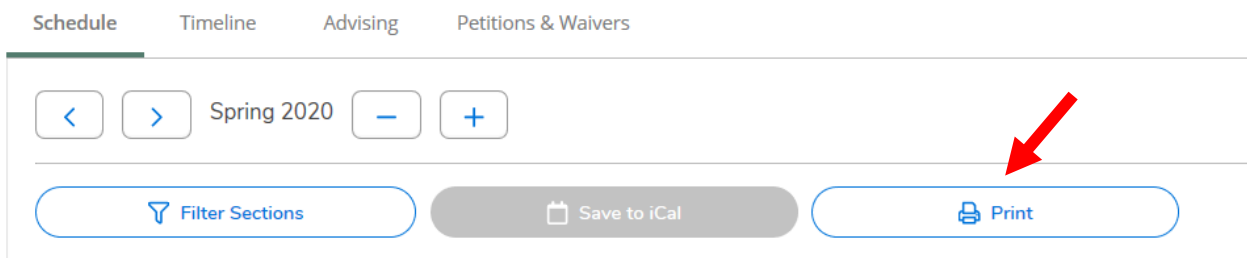
## Meaning of Colored boxes on Schedule:

**Green**=Registered

**Yellow**=Can register for this course

**Red**=Waitlist

To print out your schedule, click on Print.



Below is a sample of a schedule. The status will show whether you are “registered”, “waitlisted” or “planning” the courses you selected. Additional information about the course includes Course Title, Time of Course, Location, and Instructor.

Spring 2020

Planned: 11 Credits Enroll

Schedule Details

Status	Course Title	Time	Location	Instructor
Planned	ENGL-101-76564: Freshman Composition	MW 10:15 AM - 12:20 PM 2/10/2020 - 6/7/2020	Humanities Bldg, H-322	Sordan, M
Planned	HIST-101-76664: World Civilizations to the 16	2/10/2020 - 6/7/2020	, SCC WEB	Petrocelli, R
Planned	MATH-140-76846: College Algebra	MW 1:30 PM - 3:35 PM 2/10/2020 - 6/7/2020	SCC D Building, D-204	Lim, H











# Santiago Canyon College

8045 East Chapman Avenue  
Orange, CA 92869  
714-628-4900

[www.sccollege.edu](http://www.sccollege.edu)

**A-LOWER LEVEL**  
Bookstore • Classrooms • Media Systems Office  
SCC Outreach

**A-UPPER LEVEL**  
Academic Senate Office • Administration  
Administrative Services • Associated Student Government  
CAMP • Classrooms • Foundation Office • Guardian Scholars  
International Students • Office of Student Equity and Success  
Publications • Scholarships • Student Life & Leadership  
Upward Bound Math and Science • Veterans

**B-LOWER LEVEL**  
Classrooms • Faculty Offices

**B-UPPER LEVEL**  
Classrooms • SSS TRIO • STAR Center • UMOJA Program

**C-BUILDING**  
Child Development Center

**D-FIRST FLOOR**  
Career Services • Classrooms • Counseling  
Faculty Offices • Transfer Success Center

**D-SECOND FLOOR**  
Math Success Center • Faculty Offices • Classrooms

**E-FIRST FLOOR**  
Admissions • CalWORKS • CARE • Cashier  
Financial Aid • EOPS • Disabled Students Program  
Graduation Office • Photo ID  
On-Campus Job Placement

**E-SECOND FLOOR**  
Classrooms • Enrollment and Support Services

**E-THIRD FLOOR**  
Classrooms • Faculty Offices  
First Year Support Center • Pathways to Teaching

**G-FIRST FLOOR**  
Gym and Fitness Center

**G-SECOND FLOOR**  
Aerobics • Kinesiology Offices • Swimming Pool

**H-HUMANITIES BUILDING**  
Classrooms • Faculty Offices  
Information Technology • Language Lab  
Writing Center

**L-LIBRARY**  
Instructional Design Center

**MO-MAINTENANCE & OPERATIONS**  
District Publications • District Warehouse

**RG-ROSE GARDEN**

**S-SECURITY & CAMPUS SAFETY**

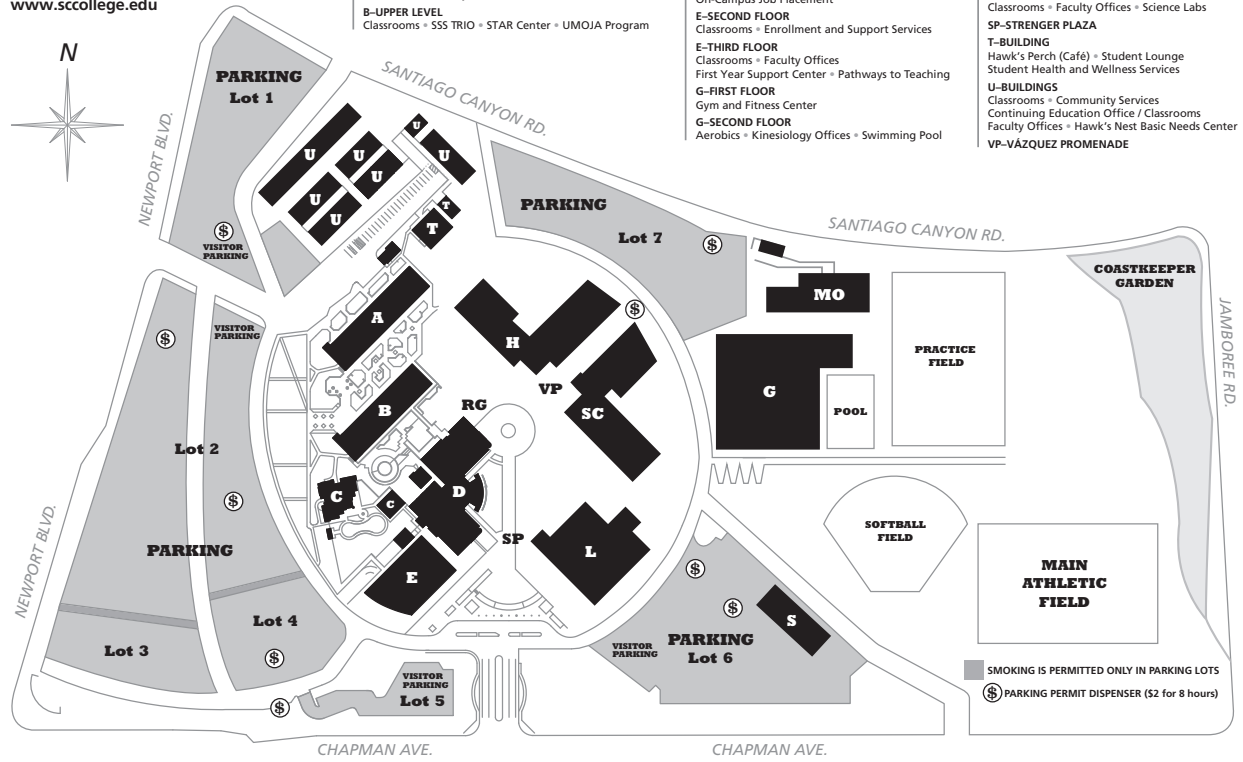
**SC-SCIENCE CENTER**  
Classrooms • Faculty Offices • Science Labs

**SP-STRENGER PLAZA**

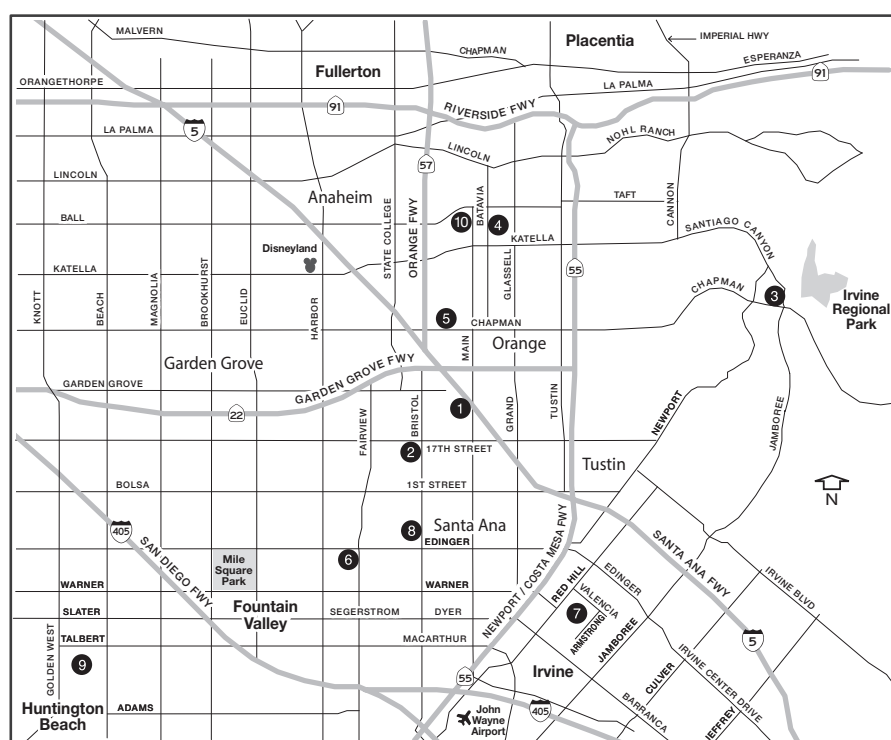
**T-BUILDING**  
Hawk's Perch (Café) • Student Lounge  
Student Health and Wellness Services

**U-BUILDINGS**

Classrooms • Community Services  
Continuing Education Office / Classrooms  
Faculty Offices • Hawk's Nest Basic Needs Center  
VP-VAZQUEZ PROMENADE



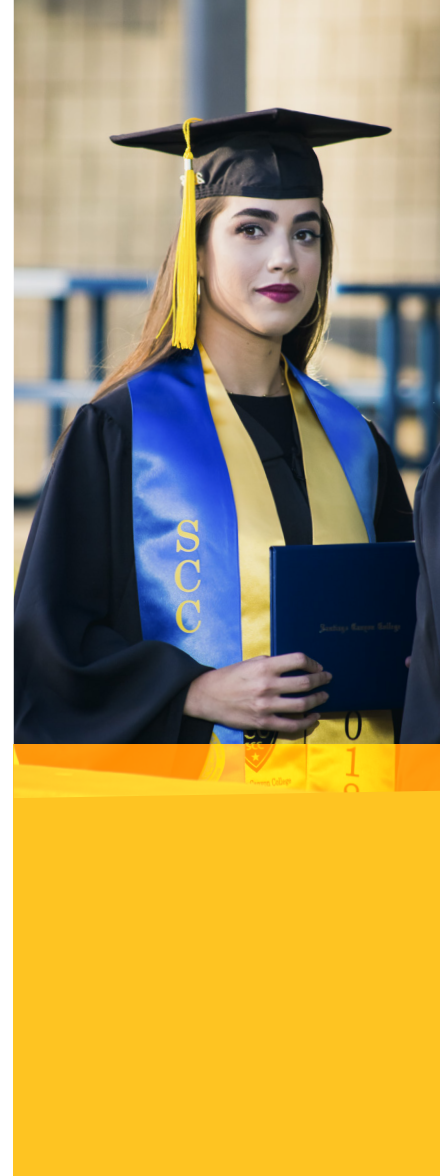
SMOKING IS PERMITTED ONLY IN PARKING LOTS  
\$ PARKING PERMIT DISPENSER (\$2 for 8 hours)



## KEY TO LOCATIONS

1. RSCCD District Office  
2323 N. Broadway, Santa Ana
2. Santa Ana College  
1530 W. 17th St., Santa Ana
3. Santiago Canyon College  
8045 E. Chapman Ave., Orange
4. Orange Education Center  
1465 N. Batavia St., Orange
5. OEC Provisional Education Facility  
1937 W. Chapman Ave., 2nd Flr., Orange
6. Centennial Education Center  
2900 W. Edinger Ave., Santa Ana
7. Santa Ana College -  
Orange County Sheriff's  
Regional Training Academy  
15991 Armstrong Blvd., Tustin
8. Digital Media Center  
1300 S. Bristol St., Santa Ana
9. Joint Powers Fire Training Center  
18301 Gothard St., Huntington Beach
10. College and Workforce  
Preparation Center  
1572 N. Main St., Orange





# Santiago Canyon College

*What happens here matters.*

COUNSELING DEPARTMENT

D106 • 8045 E. Chapman Ave. • Orange, CA 92869 • 714-628-4800



[sccollege.edu](http://sccollege.edu)