Sacramento City College

Student Guide and Academic Calendar
2017 – 2018

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SCC is committed to assuring that all programs, activities, and services are accessible to persons with disabilities. For more information, please contact the Disability Services and Programs for Students at 916-558-2087.

The information contained in this document is advisory only and does not constitute a contractual agreement by the college. Sacramento City College (SCC) Student Services funds this publication.

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Welcome to Sacramento City College! It is my pleasure to welcome you to our campus. Amongst our outstanding faculty, staff, and administrators we want to invite you to become a part of something bigger on your path to success. Join us in embarking on our second hundred years as an established institution of community and growth. This Student Guide includes information on how to enroll, campus resources, support programs, and tips to getting started on your educational path to success at SCC!

SCC is a Hispanic Serving Institution and a diverse community college. We are proud to serve the higher education needs across the region including our West Sacramento and Davis centers. We are an open college and offer both degree and certificate programs designed for you to achieve your educational goals.

Take advantage of our flexible course offerings and wealth of student support services to prepare you for high paying jobs, transfer opportunities, and career advancement in your chosen field. Take part in Student Leadership & Development, the Student Associated Council, and choose from a number of student clubs to suit your interests. Make an appointment with one of our counselors and check in with them as you progress. Visit your instructors during their office hours and establish an open dialogue. Get involved with the campus outside of the classroom. Invest in your interests and broaden your network of support to make real-world connections.

Make sure to follow these Steps to Success!

Step 1 - Apply (page 11)
Step 2 - Complete Orientation (page 11)
Step 3 - Complete Assessment/Testing (page11)
Step 4 - Create an Individual Student Education Plan (iSep) - (page 12)
Step 5 - Register for classes (page 12)

Make use of this Student Guide as a tool for success. Take advantage of all the opportunities available through your time here. Keep this guide as a convenient reference for all of the resources available to you at SCC and as your personal calendar/timeline.

Thank you for joining Sacramento City College in forging the next century of community, exploration, and achieving personal goals!

Sincerely,

Whitney Yamamura
Interim President
About the College

Our Core Values:
Working Together ~ Pursuing Excellence ~ Inspiring Achievement

Founding
Founded in 1916 as a department of Sacramento High School, Sacramento City College is the seventh oldest public community college in California and the oldest institution of higher learning in Sacramento.

In 1922, the citizens of Sacramento organized a junior college district by severing the connections between the college and Sacramento High School. This plan of organization remained in force until 1936 when the college became a part of the Sacramento City Unified School District.

Twenty-eight years later, as a result of a March 17, 1964 election, Sacramento City College separated from the Sacramento City Unified School District to join the newly organized Los Rios Junior College District, which assumed the operation of American River College and Sacramento City College. In 1970, the newly renamed Los Rios Community College District opened a third campus, Cosumnes River College. Folsom Lake College became the fourth fully accredited college in the District in 2003.

Mission
Sacramento City College is an open-access, comprehensive community college, serving a diverse student population. We provide a wide range of educational opportunities and support services designed to foster the success of all students seeking transfer, career advancement, Associate degree and certificate attainment, basic skills development, and personal enrichment. Our commitment to continuous improvement through outcome-guided assessment, planning, and evaluation promotes student learning. Through these efforts, we contribute to the intellectual, cultural, and economic vitality of the community.

Vision
Sacramento City College seeks to create a learning community that celebrates diversity, nurtures personal growth, and inspires academic and economic leadership.

Values
Working Together
Pursuing Excellence
Inspiring Achievement

College Goals 2017 - 2018

SCC Goal A: Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student educational goals.

SCC Goal B: Align enrollment management processes to assist all students in moving through programs from first enrollment to completion of educational goals.

SCC Goal C: Improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.
Post-Secondary Education in California

Post-secondary education is defined as the educational instruction beyond high school. California has more than 2,500 educational institutions and agencies that offer education in both academic and vocational majors. California supports three segments of higher education:

- 10 University of California (UC) campuses
- 23 California State University (CSU) campuses
- 113 California Community Colleges (CCC)

California Community Colleges

The California Community Colleges comprise a network of public colleges that offer lower-division coursework for transfer to universities, degree programs, and career/technical training. Sacramento City College is a campus of the Los Rios Community College District, which also includes American River College, Cosumnes River College, and Folsom Lake College. The educational goals that can be attained in post-secondary education are numerous.

NOTE: SCC offers the Certificate of Achievement, Associate Degree, and Associate Degree for Transfer. Bachelor, Master, and Doctoral degrees are attained through four-year institutions.

*Only for public institutions. Private schools not listed.*
Steps to Success ~ Getting Started at SCC

The Steps to Success assist first time college students with getting started in college and achieving their educational goals. Important: All new students must complete steps one through four in order to receive priority registration.

To ensure your best chance of getting the classes you need, all new students must plan ahead and complete the Steps to Success. For additional information, please contact the Information Office located in Student Service (STS) 103, 916-558-2148.

1. Apply
All Los Rios Colleges (American River, Cosumnes River, Folsom Lake, and Sacramento City) use the same application. By submitting an application, you can enroll in classes at any of our colleges. The application is available on the website at www.scc.losrios.edu. Online applications may be completed in the lab located in the Business Building (BUS-153) Monday through Thursday: 8 a.m. to 6 p.m., and Friday: 8 a.m. to 4 p.m. International Students (F, M or J status) have college specific requirements and may apply online, but additional information is required before final SCC admission is approved by the International Student Center (ISC).

Readmission to College
Former SCC students returning after an absence of one or more semesters must submit an application for enrollment. Official transcripts from any institution, including summer sessions and correspondence courses attended since the date of last enrollment, must be submitted to the Admissions and Records Office, Student Services (STS) 103, 916-558-2351.

2. Complete Orientation
The online orientation is the second of the Los Rios Steps to Success, and it will help you on your way to enrolling in one of our four colleges. During orientation, students will receive:
- An overview of the Los Rios Community College District and its four colleges, and how to get started on a pathway to academic success;
- An explanation of how to choose classes that fit your educational goals;
- A presentation about college support services and resources that will help you succeed in the classroom;
- Important details on the next steps to becoming a student and registering for classes.

After you successfully complete the online orientation and a series of short quizzes about the contents, you will receive an online certificate of completion and instructions on how to proceed to the next step. Go to success.losrios.edu/orientation.php to complete the orientation.

3. Complete Assessment Testing
The purpose of these assessment tests is to help place you in classes that match your skill level so that you can be successful. Your college counselor will use these test results, along with other criteria, to determine whether you are ready for specific courses and programs. There is no fee for these assessments. The Assessment Center is located in Student Services (STS) 140.

A valid photo ID (school or government issued) and your Los Rios student ID number are required for assessment.

You are more likely to place accurately and at a higher level if you are familiar with the content and format of our computerized assessment tests. It is to your benefit to prepare in advance for these important tests! Please visit the SCC Assessment website for more information and study guides.
Students with disabilities may contact Learning Disabilities, 916-558-2283, or the Disability Services and Programs for Students (DSPS), 916-558-2087, for special accommodations.

4. Create an Education Plan (ISEP)
After completing the Los Rios Online Orientation and the Mathematics and English assessments, all new students should attend a New Student Counseling Workshop and meet individually with a counselor. This workshop will provide information to meet educational and career goals. The group workshop will include the development of an Individual Student Education Plan (iSEP) that outlines your first semester classes.

5. Registration for Classes!
First-time students who take advantage of steps one through four are eligible for an earlier enrollment date (or priority registration).

You can register for classes on the website at www.scc.losrios.edu in eServices. You should have created your password prior to completing Orientation. Your login and password are used for eServices, Canvas, Desire2Learn (D2L), and your Los Rios Gmail. At Orientation you will receive information on procedures and dates for online registration. Your individual registration date and time will also be posted on eServices on the SCC website.

Please note that as of January 1, 2018, Canvas will replace D2L as the exclusive district learning management system.

**Important:**
Payment of enrollment fees and tuition are due upon enrollment. For detailed information about when payment is due, refer to “Your Fee Payment is Due at the Time of Enrollment” section.

For more information on paying for college, refer to the “Financial Aid” section.

6. Follow-Up/Early Assistance
All new students must contact a counselor during their first semester to develop a comprehensive Individual Student Educational Plan (iSEP). This plan will outline how you will achieve your educational goal. You can meet with a counselor individually in the Counseling Department. Extra assistance is available for students who are undecided about their career goal. Students should meet with a counselor every semester.

The Early Assistance Program contacts students who are referred by instructors. Early Assistance is designed to provide students with extra assistance in order to succeed. With the efforts of faculty and counseling, students who experience difficulty in their classes are contacted and assisted early in the semester. Assistance may include workshops on classroom success, information on campus services, a counselor appointment, study skills assistance, or tutoring in a specific subject area. All students are welcome to participate in these services.
Getting Started

Preparing for Your Counseling Appointment
The most successful students are those who take responsibility for their own education process. This often begins with a visit to one of the counselors. Counselors are prepared to help guide you through the process of academic and career planning and to help you with personal concerns that may interfere with your academic progress. You will get the most out of your visit with a counselor if you come prepared with the proper documents and have reviewed some basic information about college requirements.

Checklist to Prepare for Your Counseling Appointment
1. Take the Los Rios Online Orientation (New Students) at success.losrios.edu.
2. Complete the Mathematics and English assessments before meeting with a counselor. A list of assessment dates and times are available on the college Assessment Center website. Contact the Assessment Center if you have additional questions.
3. Bring assessment results and all other college transcripts to your counseling appointment. Write down the questions you would like to have answered.
4. Familiarize yourself with important dates: Last Day to Add Classes, Last Day to Drop, Last Day to Petition for Credit/No Credit, etc.

Deciding Which Classes to Take
1. Use your assessment results and any prior classes you may have completed to determine the English, Reading, and Mathematics classes for which you are eligible in MY PLANNER on your eServices account.
2. Your placement results may be discussed at your counseling appointment.
3. Decide how many units you want to take.
4. Look through the class schedule and identify classes you think might be interesting or that you think you may need as a requirement.
5. Select courses that will give you the total number of units you want to take.

Personal Process
1. In which of these academic areas do you need assistance?
   • Reading
   • Writing
   • Mathematics
2. List skills, competencies, and specific knowledge you would like to acquire in college.
   __________________________________________
   __________________________________________
3. List major or majors you may be considering.
   __________________________________________
   __________________________________________
4. Which occupations would you like to know more about?
   __________________________________________
   __________________________________________
5. Will you be working while attending school? ___________________How many hours per week? _______
College Units and Time Management

Managing your time is essential to maximizing your success in college and in life. Below are recommendations to help determine the total amount of time required for success in a class. When deciding on how many units to take, we suggest allowing two hours of study time for every unit taken.

1 unit = 18 hours of class time
2 units = 36 hours of class time
3 units = 54 hours of class time
4 units = 72 hours of class time
5 units = 90 hours of class time.

Example: 3-unit class
In-class time: 3 hours/week (1 hour/unit)
Study time: 6 hours/week (2 hours/unit × 3 units)
Total time: 9 hours/week

How Many Units Should I Take?
In deciding how many units to take each semester, it is important that you allow enough time for attending classes, reading, studying, completing homework, working, and family/social life. Remember to allow two hours of study time for every unit taken.

If you work: Take no more than:
40 hours per week 1-6 units
25 hours per week 6-9 units
15 hours per week 12-15 units

Suggestions for Scheduling Study Hours
Plan study time as soon as class is over. Read or write class notes or solve problems while instructions are fresh in your mind. If you wait until the next day, studies show you will only retain 50% of what you’ve learned. Divide your study time into two or more periods every week rather than attempting to “get it over with” in a three or four hour block of time.

Emergency Services

Emergency Procedures
To receive notifications and alerts from the college in the case of emergency, you must provide your current cell phone number and email address. To provide your information, please follow the steps as follows:
1. Log onto: www.scc.losrios.edu
2. Click on: eServices
3. Click on: Los Rios Alert System Page
4. Add or update your information
5. Click on: Los Rios ALERT Student Emergency Notification Information
6. Sign up for: Los Rios ALERT

The safety of the students and staff of the college is of primary concern to the college. A quick-reference flip-chart of emergency procedures is posted in division offices and every classroom/lab. The college’s goal in the case of an emergency is to save lives, protect property, and assist in a smooth transition after a major disaster or system failure.
Enrolling in Classes

Finding Your Enrollment Appointment
1. Log onto: www.scc.losrios.edu
2. eServices is no longer under “Current Students.” You can find it on the upper right-hand corner of the home page or the “Student Essentials” side bar.
3. Click on: eServices
   • If you have your Student ID#, continue to step 4.
   • If you do not have our Student ID, click on: Get your STUDENT ID NUMBER.
   • If you forgot your Password, click on: Forgot your Password?
4. Enter a “W” followed by your Student ID#.
5. Enter your Password. Click on: Login

How to Enroll
1. Locate your enrollment appointment.
2. On the given date at the given time log onto: www.scc.losrios.edu.
3. Click on: CURRENT STUDENT.
4. Click on: eServices.
   • If you have your Student ID#, continue to number 5.
   • If you do not have your Student ID, click on: Get your STUDENT ID NUMBER.
   • If you forgot your Password, click on: Forgot your Password?
5. Enter a W followed by your Student ID#.
6. Enter your Password. Click on: Login.
7. Under Academics click on: Enroll–Add or Drop Classes.
8. Click on the college and term you wish to view. Click on: Continue.
9. Enroll in classes by entering the five digit section code for each course you want to take. Make sure to complete all three steps to add the class.
College Costs
In addition to your usual living expenses, there will be additional costs to consider and plan for when you enroll. Remember, your costs may be somewhat different from that of the average student if you are enrolling in a program with equipment and/or uniform requirements, such as the Cosmetology, Dental, and Nursing Programs.

Fees*
- Enrollment Fee: $46 per unit
- Books and Supplies: $1,792 (estimated average for 2016-2017)*
- Non-Resident/Out-of-State: $296 per unit
- International Student Tuition: $296 per unit

Parking Fees on SCC Campus
- Automobiles: $40 a semester/$20 for summer (or $25 with a BOG fee waiver)
- Motorcycle: $25 semester/$10 for summer
- Daily Parking Fee: $2 a day all drivers
- Bicycle Lockers: $18 per semester plus $10 refundable key deposit
- Universal Transit Pass (UTP) fees: Available to eligible students who enroll in more than three (3) units a semester at any one college. The fee is $2.10 per unit, rounded up to the next whole unit ($8.40 minimum). The maximum fee charged is $31.50 a semester for students enrolled in 15 or more units across the Los Rios Colleges.
  - Summer:
    - Required: All students enrolled in summer session will be assessed the UTP fee.
    - Cost: The fee is $10, regardless of unit load.
    - Valid: Seven days a week from June 1 through July 31. Sticker is available for pick-up the first business day in June.
    - Refund: The fee is refundable if student drops all of their units within the refund period and a UTP sticker was not issued to the student. The student is expected to return the UTP sticker if dropping all units.

The UTP fee is $10 for summer session and no Transit Sticker is issued.

*Fee payment requirements may change, pending State Legislation, beginning with the summer/fall semesters. As always, your fee payment is due upon enrollment.

Fee Payment is DUE at the Time of Enrollment
The day on which you enroll in a class, relative to the start of the semester, will determine how many days you have before you will be dropped from your classes for non-payment.

Summer 2017 Class Enrollment
1. Student enrollments from April 24 through May 19:
   Your payment must be received and processed within fourteen calendar days from the day you enroll in a class.
2. Student enrollments on or after May 20 and before the start of the term:
   Your payment must be received and processed by June 2 or you will be dropped.
3. Student enrollments after the start of the term:
   Once the semester has begun, enrollment fees are due the day of enrollment. This is true even if you are
   enrolling in a late-start class or from the wait list.
4. Students who have not paid all or part of their fees will be sent an email notifying them that payment has
   not been received and telling them to check their fee balance in eServices.

**Fall 2017 Class Enrollment**
1. Student enrollments from April 24 through August 4:
   Your payment must be received and processed within fourteen calendar days from the day you enroll in a
   class.
2. Student enrollments on or after August 5 and before the start of the term:
   Your payment must be received and processed by August 18 or you will be dropped.
3. Student enrollments after the start of the term:
   Once the semester has begun, enrollment fees are due the day of enrollment. This is true even if you are
   enrolling in a late-start class or from the wait list.
4. Students who have not paid all or part of their fees will be sent an email notifying them that payment has
   not been received and telling them to check their fee balance in eServices.

**Spring 2018 Class Enrollment**
1. Student enrollments from November 20 through December 18:
   Your payment must be received and processed within fourteen calendar days from the day you enroll in a
   class.
2. Student enrollments on or after December 19 and before the start of the term:
   Your payment must be received and processed by January 2 or you will be dropped.
3. Student enrollments after the start of the term:
   Once the semester has begun, enrollment fees are due the day of enrollment. This is true even if you are
   enrolling in a late-start class or from the wait list.
4. Students who have not paid all or part of their fees will be sent an email notifying them that payment has
   not been received and telling them to check their fee balance in eServices.

The college does not send students a paper invoice. Instead, students who have not paid all or part of their
fees will be sent an email notifying them that payment has not been received and advising them to check
their fee balance in eServices.

**Payment Options**
- Pay online through eServices with Visa or MasterCard
- Pay in person or via U.S. mail
- Students may pay in person with cash, check, Visa, or MasterCard. Or students may mail their
  payment to the college Business Services Office with check or credit card information. In both
cases, a payment coupon must be included, on the website log onto www.losrios.edu/lrc/lrc_
  feepay.php.

**Student Payment Plan**
A new payment plan gives enrolled Los Rios Community College students the option of using a pay-
ment program to pay their fees over time instead of in one lump sum. This program can make the cost
of fees more manageable for some students who do not receive financial aid or a Board of Governors
(BOG) fee waiver.

Access to the payment program became available through eServices starting in late-fall 2016. There is a
$15 non-refundable fee for each of the terms - Spring 2017, Summer 2017 and Fall 2017 - and there are
several plans:
The tables show the maximum number of months available for a payment plan assuming a student enrolls in the plan at the earliest date of enrollment for that term and pays the fees in full no later than the second month following the start of that term. Multiple credit cards as well as EFT can be used throughout the payment plan.

**Frequently Asked Questions**

**Q:** I need money for school so that I can pay fees. What can I do?

**A:** You may be eligible for financial aid or a scholarship. Contact the Financial Aid Office for more information. It’s a good idea to have your financial aid and fee waiver applications completed prior to the time you enroll in classes. The fee waiver application can be completed online.
Q: What if I currently have a BOG Fee Waiver?
A: If you have a Board of Governors (BOG) Fee Waiver, your enrollment fees are waived as well as half of your Universal Transit Fee. Remember, if you are continuing from the spring 2017 semester, you must re-apply for a 2017-2018 BOG Fee Waiver. The BOG Fee Waiver covers one year of classes beginning with summer 2017. The new BOG Fee Waiver application will be available in April. If you have questions about your status, please contact the Financial Aid Office, 916-558-2501.

Q: What if my employer or other third party pays my enrollment fees?
A: You will need to make arrangements with Business Services Office so you are not dropped from classes for non-payment.

Q: Will I be notified before my classes are dropped for non-payment?
A: The District will send an email reminder, but it is your responsibility to pay all enrollment fees due upon enrollment.

Q: If my classes are dropped for non-payment, can I re-enroll in the classes?
A: Yes, but there is no guarantee that you will be able to enroll in the same class again because the class may be full.

Q: What if I get auto-added from a wait list? What is my timeline for payment if this happens?
A: It is your responsibility to monitor any wait lists you are on. If you get auto-added, the same drop processes are in place as noted in the information above.

Q: Can I pay for only some of my classes?
A: Payment must be made in full.

Q: What if I enroll in two classes and pay for those, then add another class one week later? When is the fee due for the third class?
A: Because the first two classes have been paid for, the payment period for the third class is due upon registration.

Q: What if I enroll in three units and pay, then I add a four-unit class and drop the three-unit class, but do not pay the enrollment fee for the additional unit?
A: The class will be dropped. You may request a refund of the fees you did pay if you do not wish to enroll in any other classes.

Q: I dropped all of my classes prior to the last day to drop with refund. Can I just leave the balance in my account for the next semester?
A: No. To be reimbursed for fees you paid, you need to request a refund before the last day of the semester or you will forfeit the fees. A refund application is available on the website at www.losrios.edu/refundapp.htm.

Q: If I have college credits, do I still have to take the assessments?
A: If you have a college degree, you are exempt from placement testing. However, if you have transcripts from outside of Los Rios District and require a prerequisite for English or math to be verified for enrollment, please do the following:
For English or ESL, go to the Language and Literature Department in Rodda Hall South 226
(916)558-2325 phone icon and bring a copy of your unofficial transcript for evaluation.

For math, review the Approved Math External Credit at http://www.scc.losrios.edu/admissionsrecords/prerequisite-information/ or at the Admission and Records office in Student Services Building
(916)558-2351 phone icon.

If your math course is not on the list above, take a course description from the catalog at the college you attended, your transcript with proof of passing the class, your AP score (if applicable) to the Admissions and Records Office and complete a math Prerequisite equivalency form. Your completed form will be forwarded to the Math Department. For Additional questions, please contact Admission and Records Office.

Financial Aid
The Financial Aid Office provides financial aid information and application assistance to the SCC community. We strive to provide excellent financial aid assistance. Financial aid programs are available to SCC students who qualify; we encourage all students to apply. We offer the following types of financial aid below
• Board of Governors (BOG) Fee Waiver
• Cal Grant
• Chafee Grant (for former foster care students)
• Federal Direct Student Loans
• Federal Supplemental Educational Opportunity Grant (FSEOG)
• Federal Work Study (FWS)
• Full-time Student Success Grant
• Scholarships

Make Your Courses Count!
What is Financial Aid Course Eligibility?
Students receiving Federal & State Financial Aid are eligible to receive grants, student loans, and federal work study only for courses that are part of their major, general education, transfer, or certificate program.

Does Course Eligibility Affect My BOG Fee Waiver?
The BOG Fee Waiver will not be impacted by financial aid course eligibility. If you were awarded a BOG Fee Waiver, it will cover the enrollment fees for all courses, even those not required for your major.

Why Now?
The Los Rios Community College District is addressing a long-standing federal requirement. The requirement states that a college cannot award federal financial aid for courses that do not directly apply to a financial aid eligible major, general education, transfer, or certificate program.

When Does It Start?
Beginning in the Spring 2017 semester, students who are awarded financial aid will receive notification about enrollment in a course that is not applicable to their major.

How Will It Work?
• Students who are enrolled, have a financial aid application on file, and have been awarded financial aid will receive a message in their eService account regarding ineligible courses.
• Students should review the “View Course Eligibility” screen in eServices to check for ineligible and eligible courses.
• Review the “Make Your Courses Count” flowchart opposite this page or on the Financial Aid web-
site, www.scc.losrios.edu/financialaid to determine the next steps.

- If the Financial Aid Office is notified of changes to eligibility by the Counseling or Admissions & Records offices, Financial Aid will update the student’s financial aid awards within two weeks.

**Where Do I Go for Help?**

Admissions & Records and Counseling are available for assistance at the main Counseling Office or the West Sacramento or Davis Centers. EOP&S, DSPS, CalWORKS, and Veteran students or student athletes are encouraged to meet with their primary counselors.

Go to www.scc.losrios.edu/financialaid for information and direction on course eligibility.
Make Your Courses Count!

If you received a financial aid ineligibility notification and have questions, follow these steps:

1. **View your course list in eServices**

2. **Are you in 12 units of eligible courses?**
   - **YES**: You will receive the full award. No action required
   - **NO**: Go to Admissions & Records STS-103 or the West Sac or Davis Centers' front counter

3. **Is the ineligible course a prerequisite or basic skills?**
   - **YES**: Go to Admissions & Records STS-103 or the West Sac or Davis Centers' front counter
   - **NO**: **Is the course required for your major or General Education?**
     - **YES**: See a counselor RHN-147 EOP&S, DSPS, CalWORKS, veteran students, and student athletes should see their associated counselors.
     - **NO**: The course is ineligible for financial aid

4. **Is your major correct?**
   - **YES**: Go to Admissions & Records STS-103 or the West Sac or Davis Centers’ front counter
   - **NO**: The course is ineligible for financial aid

If you have any questions or feel the course that you are taking should be eligible, please make an appointment with a counselor at the main campus or the West Sacramento or Davis Centers.
Student Access Card / Universal Transit Pass (UTP)

Student ID:
Student must be enrolled in at least one class and have their fees paid.

UTP sticker:
Must have at least 3.5 units at one Los Rios college and have fees paid.

The Student Access Card / Universal Transit Pass (UTP) is the student’s:
• Official College Photo ID Card
• Regional Transit Pass
• College Library Card
• GoPrint Card
• Discount Card at participating stores and theaters

When paying registration fees, students also pay for the Student Access Card / Universal Transit Pass (UTP). Available to eligible students who enroll in more than three (3) units a semester at any one college. The fee is $2.10 per unit, rounded up to the next whole unit ($8.40 minimum). The maximum fee charged is $31.50 a semester for students enrolled in 15 or more units across the Los Rios Colleges. The fee is not charged for the summer session, and no Regional Transit Pass, also known as Universal Transit Pass (UTP) is available.

The fee is non-refundable if a student drops courses within the fee refund period.

Students can pick up their Student Access Card / Universal Transit Pass (UTP) in the SCC Learning Resource Center (LRC-144), the Davis Center and the West Sacramento Center.

Buying Your Textbooks
Students should take a copy of their class schedule to the College Store. The staff can assist in determining which books are needed. It’s a good idea to have textbooks before the first day of classes.

Attending Classes
It is very important to attend all class meetings, especially the very first day. If you are not present on the first day of class your instructor may drop you and give your seat to someone else. Anytime you cannot be in class, advise your instructor in advance. Unexcused absences affect your grades. Instructors will usually advise students on the first day of class about methods of communicating with him/her.

Dropping Classes
Remember, it is your responsibility to officially drop your classes if you decide to not attend. This can be done through eServices, or in person at Admissions and Records, Student Services (STS) 103, or at the Davis or West Sacramento Centers. Check the College Calendar and Schedule of Classes for drop deadlines. You do not need the instructor’s signature to drop a class.

If you merely stop attending classes, you may receive failing or incomplete grades. You may be dropped if you do not attend. Many students wind up on probation because they do not drop their classes on time. Be aware of deadlines and protect your grades! Satisfactory progress is a student’s responsibility.
Campus Safety Procedures

The policy of the Los Rios Community College District Board of Trustees is to protect all members of the college community and the property of the district. To that end, the Los Rios Police Department (LRPD) ensures that reasonable protection is provided by using methods that fit within and contribute to the educational philosophy and processes of Sacramento City College. LRPD is a P.O.S.T. certified department, and officers have peace officer authority pursuant to the California Penal Code section 830.32(a) and Education Code 72330; as such, LRPD officers have the power to make arrests and issue citations. College police officers receive reports on violations occurring on campus and are responsible for investigating crime. College police officers enforce Sacramento City College policies along with state and federal law.

On occasion students will see timely warning notices describing dangerous incidents or recent crime trends that may threaten personal safety. In an effort to keep the college community aware of such incidents, it is our policy to disseminate these notices via student email, and posting notices at various locations throughout the college. Timely warnings are authorized and issued by the LRPD Chief of Police, Captain, or Sacramento City College Public Information Office.

Emergency Evacuation Procedures:
Every type of emergency situation presents its own unique challenges, but here are some recommendations for several types of incidents:

If a shooting on campus occurs outside and you are inside a classroom or building:
• Remain inside the building.
• Close the door and lock it from the outside.
• Close all blinds and stay away from windows.
• Turn off all lights.
• Stay down on the ground, do not move or peek to see what is happening.
• Wait and listen for directions from police.

If a shooting occurs while you are outside:
• Move or crawl away from the shooter or gunfire; utilize any obstructions between you and the gunfire. Try to get inside or behind a building and stay down.
• Wait and listen for directions from police.

If a fire, earthquake, bomb threat, chemical, or biological emergency occurs:
• Evacuate the affected area and close the door behind you. For earthquakes it is recommended that you seek cover under a table for a few minutes anticipating probable aftershocks. Then evacuate the building closing the door behind you.
• Do not touch any suspected bomb, and do not use your cell phone anywhere near a suspected bomb. Do not attempt to clean up any possible chemical spill.
• Go directly to your assigned assembly meeting location (all are in open space areas). Red campus emergency folders are posted in all classrooms indicating assembly meeting areas. Your assigned area may also be found by accessing the College Police website at www.police.losrios.edu/emergency. Look for evacuation information for your site.
• Do not re-enter the classroom or other space from which you exited until you have been told by fire or police personnel that it is safe to do so.

Sexual Misconduct Policies
Sacramento City College does not discriminate on the basis of sex in its educational programs, and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited, whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Sacramento City College issues this statement of policy to inform the
community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a college official.

In this context, Sacramento City College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment that emphasizes the dignity and worth of all members of the college community.

What I can do after a sexual assault, relationship violence or stalking

- Get to a safe place.
- Call a friend or family member to be with you.
- Breathe deeply and remind yourself that what has happened is wrong and in no way your fault.
- Get help:
  - If you want confidential help and you do not want to report the crime, call a Confidential Reporter Contacts: http://tinyurl.com/grrjyzh.
  - If you want to report the crime to the police, call the LRPD at (916) 558-2221 or 911, or your local police department.
  - If you want to report the crime to the college, call any other college employee, including a faculty member, staff member, administrator or Title IX/Equity Officer. Contacts: http://tinyurl.com/grrjyzh.
- Contact WEA VE’s 24/7 Support and Information Line at (916) 920-2952. WEA VE is the primary provider of crisis intervention services for survivors of sexual assault and relationship violence in Sacramento County. A WEA VE advocate can help you talk through your options and provide support, accompaniment and resources.
- Write down as much as you can remember about the assault and your assailant.
- Receive medical attention or an evidentiary exam within seven days.

How to report sexual assault, relationship violence or stalking

Each of the four Los Rios Colleges – American River, Cosumnes River, Folsom Lake and Sacramento City – has procedures in place to support those who report sexual assault (which includes sexual violence, relationship violence, or stalking). These procedures include informing individuals about their right to file criminal charges as well as written notification about resources such as counseling, health, mental health, advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus. These reports may be made to Confidential Reporters, the LRPD, and other college employees, including faculty, staff or administrators or Title IX/Equity Officers.

If you are assaulted and you happen to be violating a college policy or a criminal statute (such as drinking alcohol on campus), do not let it stop you from reporting the assault. The college will not discipline a person who reports sexual assault, unless your violation was extreme.

Legal Rights

A person reporting sexual assault has many rights, including the right:
- To be informed of and to be present at court proceedings of the responding party.
- To be heard at sentencing of the responding party in the manner prescribed by law, and at other times are prescribed by law or deemed appropriate by the court.
- To receive restitution.
- To be given information about the crime, how the criminal justice system works, the rights of victims and the availability of services for victims.
- To receive information about the conviction or final judgement.

College Response

Independent of the LRPD obligations to investigate crimes, the college has an obligation to ensure it fairly investigates official reports of sexual harassment and sexual assault reported to college employees (includ-
ing faculty, staff or administrators) that are not Confidential Reports. In response to these reports, the college will:

- Assist the reporting party in contacting the LRPD or local police if the reporting party request it.
- Discuss confidentiality with the reporting party.
- Assess the need to implement interim or long-term protective measures, such as changes in class schedule or a “No Contact” directive between the parties, if deemed appropriate.
- Investigate what happened, halt any misconduct found and address the effects of that misconduct.

**How To Be An Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found by viewing the Video series “Not Anymore,” which is available on the LRCCD website homepage.

If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt. Otherwise:

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or legal assistance.

**Risk Reduction**

While Sacramento City College recognizes that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (adapted from Rape, Abuse, & Incest National Network, www.rainn.org)

- Be aware of your surroundings.
- Try to avoid isolated areas.
- Walk with purpose.
- Do not to load yourself down with packages or bags.
- Make sure your cell phone is with you and charged.
- Have enough cash for a cab or Uber.
- Don’t allow yourself to be isolated with someone you don’t know or trust.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Go to social gatherings with a group. Arrive together, check in with each other, and leave together.
- Trust your instincts. If you feel unsafe in any situation or uncomfortable, go with your instinct.
- Don’t leave your drink unattended at any time.
- Don’t accept drinks from people you don’t know or trust.
- Watch out for your friends and vice versa.
- If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- Plan an escape route.
Mark off the days and hours already committed to work and other non-school obligations. Then, note the remaining time available for your educational goals. Keep in mind the study time and work hour formula (refer to page 14) when selecting the number of classes you will take.

Students who work during the week can attend classes on Monday - Friday evenings and Saturdays. Online classes are also available.

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# How to Read a Class Schedule

**Course Designator**

| ENGWR 301 | College Composition and Literature | 3 Units |

**Prerequisite:** ENGWR 300 with a grade of "C" or better

**General Education:** AA/AS Area II(a); AA/AS Area I; CSU Area A3; IGETC Area 1B

**Course Transferable to UC/CSU**

**Description:** ENGWR 301 is an introduction to critical thinking and writing about work in the four major genres of literature: poetry, drama, short story, and novel. In the course, students: 1) further their study and practice in analytical reading and writing; 2) cover principles of logic such as inductive and deductive reasoning, recognizing logical fallacies, and suspending judgment; 3) learn to apply the conventions of literary criticism and to analyze, interpret, and explicate literary works. Students are required to write a minimum of 6,000 words presenting reasoned arguments of literary texts.

**Schedule:**

**Eight Week - First, Jan 14-Mar 12**
- **TTh 05:30PM-08:40PM LEC (TBA)** SCC MAIN RHS 208 20609 Textbook
- **M.W 07:30AM-08:50AM LEC E.Imagine** SCC MAIN RHS 222 18525 Textbook
- **MW 09:00AM-10:20AM LEC M.Dana** SCC MAIN T03 1 17539 Textbook
- **TTh 10:30AM-11:50AM LEC J.Roberts** SCC MAIN RHS 331 17396 Textbook
- **MW 12:00PM-01:20PM LEC C.Waggoner** SCC MAIN RHS 208 18717 Textbook
- **MW 01:30PM-02:50PM LEC S.Jackson** SCC MAIN RHS 208 18124 Textbook
- **MW 06:00PM-09:05PM LEC S.Cirrone** SCC MAIN RHS 222 18171 Textbook

**Full Term, Jan 14-May 16**
- **TTh 07:30AM-08:50AM LEC H.Krumm** SCC MAIN RHS 208 20624 Textbook
- **MW 07:30AM-08:50AM LEC T.Myers** SCC MAIN RHS 331 19044 Textbook
- **MW 10:30AM-11:50AM LEC T.Myers** SCC MAIN RHS 331 19044 Textbook
- **TTh 10:30AM-11:50AM LEC J.Roberts** SCC MAIN RHS 331 19123 Textbook
- **MW 09:00AM-10:20AM LEC J.Roberts** SCC MAIN RHS 331 19123 Textbook
- **MW 12:00PM-01:20PM LEC C.Waggoner** SCC MAIN RHS 208 18124 Textbook
- **MW 01:30PM-02:50PM LEC S.Jackson** SCC MAIN RHS 208 18717 Textbook
- **MW 09:00AM-10:20AM LEC J.Roberts** SCC MAIN RHS 208 18717 Textbook

**On-Campus**
- **TTh 02:30PM-03:50PM LEC M.Selva** SCC MAIN Davis 210 18198 Textbook
- **MW 07:00PM-08:20PM LEC N.Williams** SCC MAIN Davis 210 18849 Textbook

**Web-enhanced**
- **On-Campus**
  - **MW 07:00PM-08:20PM LEC N.Williams** SCC MAIN Davis 210 18849 Textbook
  - **Off-Campus**
    - **TBA TBA LEC A.Lewis** SCC MAIN Online 18261 Textbook

**Off-Campus**
- **On-Campus**
  - **MW 07:00PM-08:20PM LEC N.Williams** SCC MAIN Davis 210 18849 Textbook

**Online Class.** Mandatory Orientation: Wednesday, January 18, 4:30 pm - 6:20 pm in LR 121. Students must bring documentation showing they have met the prerequisite for the course (e.g. a transcript showing a "C" or better in ENGWR 300, assessment test results, or a counselor verification form). Once registered, students should visit the class website at http://web.scc.losrios.edu/lewisa for further information.

All SCC buildings have a 3 digit code used to identify their location on The Campus Map. Please refer to these codes when seeking department locations on campus. For example South Gym 226 would appear as (SOG-226).
Reading Curriculum
Literature and Creative Writing Courses
These courses require a passing grade in ENGWR 101 (formerly ENGWR 100) or equivalent.

ENGWR 101 College Writing

ENGWR 300* College Composition

ENGWR 301 College Composition and Literature

ENGWR 302 Advanced Composition and Critical Thinking

ENGWR 303** Argumentative Writing and Critical Thinking Through Literature

ENGWR 51 Developmental Writing

ENGWR 52 Developmental Writing Workshop

* Fulfills Written Expression Competency for associate degree.

** Required for Associate in Arts in English for Transfer.
English and ESL—What’s the Difference
Fact Sheet

Richard S. Cervin, Ph.D., ESL Department, SCC

• Many bilingual and multilingual students have trouble deciding whether to take ESL classes or English classes.
• There are many differences between English and ESL professors – differences in how we have been trained, what we teach, and what we expect from our students.

English and ESL professors are trained in the following:

<table>
<thead>
<tr>
<th>ENGLISH TEACHER TRAINING</th>
<th>ESL TEACHER TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Literature</td>
<td>1. Linguistics/language acquisition</td>
</tr>
<tr>
<td>2. Literary criticism/theory</td>
<td>2. Teaching languages</td>
</tr>
<tr>
<td>4. Composition (writing paragraphs, essays, research papers)</td>
<td>4. Grammar and Composition (writing sentences, paragraphs, essays, research papers)</td>
</tr>
<tr>
<td></td>
<td>5. Listening and speaking skills</td>
</tr>
<tr>
<td></td>
<td>6. Reading skills</td>
</tr>
</tbody>
</table>

What happens in the classroom? What kinds of things are taught?

<table>
<thead>
<tr>
<th>IN THE ENGLISH CLASS</th>
<th>IN THE ESL CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Composition (writing essays)</td>
<td>1. Grammar, basic through advanced</td>
</tr>
<tr>
<td>2. Critical thinking skills</td>
<td>2. Composition skills, basic through advanced</td>
</tr>
<tr>
<td>3. Rhetorical argumentation</td>
<td>3. Spelling and punctuation</td>
</tr>
<tr>
<td>4. Vocabulary (advanced)</td>
<td>4. Reading skills, basic through advanced (Some literature in advanced classes)</td>
</tr>
<tr>
<td>5. Grammar for native speakers</td>
<td>5. Critical thinking skills</td>
</tr>
<tr>
<td>7. Literary criticism/analysis (in literature classes)</td>
<td>7. Vocabulary, basic through advanced</td>
</tr>
<tr>
<td></td>
<td>8. US culture</td>
</tr>
</tbody>
</table>

Which classes should you take?

• If you are a native speaker of English, or a bilingual English speaker who has a strong command of English grammar, English classes are for you.

• If you are a bilingual English speaker who needs help with grammar, take ESL classes, especially grammar and writing.

• If you are a bilingual English speaker who needs help with pronunciation and understanding native English speakers, take ESL listening and speaking classes.
1. Concurrent Labs (R&L 90-93) are strongly advised for the level and are PREREQUISITES for the next level.
2. Arrows indicate prerequisite courses. Prerequisites for Level 40 and above are assessment/placement into ESL or successful completion of the prior course (and sometimes lab).
3. Courses numbered 300 and above are transferable. 100 and below are Basic Skills courses. Check with a counselor about transfer requirements.
4. ESL 53, ESL 315, and ESL 325 are new combined Reading-Writing courses. They should be taken with the R Lab for that level. Prerequisites are the R, W, and Lab course of the level below or the previous course in this sequence plus the Lab. Successful completion of one of these courses serves as prerequisite for both the R and W courses at the next level.
5. Elective courses are indicated by dashed-line boxes and are open to students at the level indicated and all higher levels. Please check all prerequisites/corequisites carefully when taking electives.
Trying to find the right Mathematics class? Follow the examples and steps below:

1. Locate the course you need to take. (For example, some social science majors need to complete Statistics 300.)

2. Locate the course or its equivalent of the last Mathematics course you completed successfully. (For example, Pre-algebra or Math 34.)

3. The next course in any path from where you were is the class you want! (For example, from Math 34 to Statistics 300 there is a path by way of Math 103, then take 104 and 120 or you may take a path by way of Math 100, and then take 120.)

Must pass Mathematics 120, 121, 124, 140, or a higher level Mathematics course, or pass Mathematics Competency for an Associate Degree at SCC.
Prerequisites, Corequisites, and Advisories

Definitions of Prerequisites, Corequisites, and Advisories

It is the intent of Sacramento City College to guide students into courses in which they will have the greatest chance for academic success. There are courses in which students would be highly unlikely to succeed without being prepared with certain skills and knowledge. As a result, the college must limit enrollment in these courses to students who have demonstrated that they have the foundation to succeed.

A Prerequisite is a course requirement that a student must meet in order to demonstrate current readiness for enrollment in a course or educational program. Example: Students must complete ENGWR 300 with a grade “C” or better before they can enroll in ENGWR 301.

A Corequisite is a course that a student is required to enroll in at the same time as enrolling in another course. Example: Students must enroll in MATH 401 if they are enrolled in PHYS 410.

An Advisory is a suggested, but not required, course or skill level that a student is advised to meet prior to enrolling in a course or program. Example: PSYC 360 has an advisory of ENGRD 310 or ENGWR 101 completed with a grade “C” or better, indicating to the students that their critical reading and writing skills improve their chances of success in the psychology course.

Prerequisites: Challenge Procedures

If you feel that you can meet the requirement, or if one of the conditions below exists, then you may challenge a prerequisite. Prerequisite Challenge forms are available from any division office. The form will explain what you must do. Criteria for challenging a prerequisite are:

1. You have knowledge or ability to succeed in the course without having taken the prerequisite course. You must demonstrate to the department faculty to their satisfaction that this is true.
2. You believe that the prerequisite is discriminatory or being applied in that manner. You must demonstrate how this is true.

Once you have completed the challenge procedure, department faculty will review your challenge request. You will be informed in writing of their decision within five working days. You should attend class during the five days you are waiting for their decision.

Prerequisites: How They Are Enforced

Course prerequisites are enforced during the first week of instruction with the exception of STAT 300. You must meet the prerequisite for STAT 300 prior to enrollment. No single staff or faculty member can “waive” an enrollment requirement for a student who wishes to enroll in a course that has an established prerequisite. Once a prerequisite has been legally established and adopted for a course, all students wishing to enroll in the course must be required to meet the prerequisite, and this requirement must be applied consistently. Students wishing to challenge the prerequisites must follow college procedures as described. Additionally, Allied Health departments enforce program prerequisites for health occupations during the program application period.

Requisites: How Students Meet These Requirements

There are several ways for students to meet requisites:

1. Take the prerequisite course;
2. Go through the assessment process and place into the target course, if the prerequisite is in English, Mathematics, Reading, or English as a Second Language (ESL);
3. Take an equivalent course at another college;
4. Challenge the prerequisite course (not available in Mathematics, English or ESL).

**Graduation Degrees**

Sacramento City College offers four degree programs:
- Associate in Arts (A.A.)
- Associate in Science (A.S.)
- Associate Degree for Transfer (AA-T)
- Associate Degree for Transfer (AS-T)

To qualify for any of these degrees, you must complete requirements in several areas:
- Number of units
- Satisfactory Grade Point Average (GPA)
- General Education courses
- Proficiency in Reading, Writing, and Mathematics
- Satisfy major requirements

These requirements are described in detail in the College Catalog under the listing “Graduation Requirements.” If you have questions about these requirements, contact a counselor for assistance.

**Competency Requirements**

Graduating students are required to demonstrate college-level competence in Reading, Writing, and Mathematics. Proficiency may be satisfied by completing one of the following options under each subject areas (A, B, and C).

**A. READING Competency**
1. Achieve a qualifying reading score on the first or second English assessment or;
2. Complete one of the following courses with a grade of “C” or better; ENGRD 208 or ENGRD 310 or ENGRD 312 or ESLR 340 or;
3. Satisfactory completion of one of the following General Education Patterns:
   - The Intersegmental General Education Transfer Curriculum (IGETC);
   - The California State University General Education-Breadth Requirements or
4. Obtain a satisfactory score on a college-level reading examination or
5. Possess an AA/AS degree or higher from an accredited college in the U.S. or
6. Pass an equivalent course at an accredited college.

**B. WRITING Competency**
1. Complete one of the following courses with a grade of “C” or better:
   - BUS 310 or ENGWR 300 or 488 or ESLW 340 or
2. Pass an equivalent course (“C” grade or better) at an accredited college in the U.S.

**C. MATHEMATICS WRITING Competency**
1. Complete one of the following courses with a grade of “C” or better: ECON 310; MATH 110, 120, 124, 140, 300, 310, 335, 340, 342, 350, 351, 370, 400, 401, 402, 410, 420; STAT 300, 480; or
2. Obtain a satisfactory score on the Mathematics competency examination; or
3. Pass an equivalent course (“C” grade or better) at an accredited college in the U.S.
**Basic Skills Unit Limitation**

The Board of Governors adopted regulations beginning July 1, 1990, limiting the number of developmental and/or basic skills course units to 30. These courses are usually numbered in the 1-99 series. Students may petition for a waiver of the 30-unit limitation.

**Application**

Candidates for graduation must submit an application for graduation. You can apply on the website at http://www.scc.losrios.edu/graduation.

Deadlines:
- Fall graduation: first Friday of October
- Spring graduation: first Friday of March
- Summer graduation: third Friday of June
Degrees, Certificates, Transfer Majors, and Courses

Associate in Art Degree (A.A.)
Associate in Science Degree (A.S.)
The Associate degree may be obtained by the completion of all required courses for a major (18 units or more) with grades of “C” or better in each course, fulfill general education requirements, satisfy competencies, and sufficient electives to meet a minimum total of 60 units with a grade point average of 2.0 (“C” average).

Certificates of Achievement
The Certificate of Achievement (12 units or more of degree-applicable courses) is offered to students who complete the program requirements. Certificates of Achievement are intended to certify that students completing all required courses for a major are prepared to enter the careers designated on their certificates. Certificates of Achievement require 12 units or more with grades of “C” or better in each course. A minimum of 12 units must be completed at Sacramento City College.

Gainful Employment Disclosures
The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.” Information about program costs, financing, and student success can be accessed for Certificates of Achievement (18 or more units) through the link in the catalog certificate information or through the Gainful Employment Disclosure link in the footer of the Sacramento City College website.

Certificates
Certificates (11.5 units or less) are intended to certify that students completing all required courses for a major are prepared to meet specific occupational needs, upgrade skills, or for advancement in an existing career. Certificates require 11.5 units or less with grades of “C” or better in each course. The certificate requires completion of all courses listed in the Required Program of study at Sacramento City College.

Associate Degree for Transfer
A Degree with a Guarantee.

Associate in Arts for Transfer (AA-T)
Associate in Science for Transfer (AS-T)
The Associate Degree for Transfer (ADT) student completion requirements (as stated in SB1440 law):
1. Completion of a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   A. The California State University General Education-Breadth Requirements or the Intersegmental General Education Transfer Curriculum (IGETC).
   B. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a “C” or better in all courses required for the major or area of emphasis.

The Student Transfer Achievement Reform Act (Senate Bill 1440, codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) local college for any community college student who completes an “associate degree for transfer”, a newly established variation of the associate degrees traditionally offered at a California Community College. The Associate in Arts
for Transfer (A.A.-T) or the Associate in Science for Transfer (A.S.-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU that does accept a similar major in the A.A.-T or A.S.-T degree will be required to complete no more than 60 units after transfer to earn a bachelor’s degree (unless the major is a designated “high-unit” major). Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. The college is developing new degrees as identified. Please check with the Catalog Addendum for updates.

Sacramento City College offers the following:

### Associate Degrees for Transfer

- Administration of Justice, AS-T
- Anthropology, AA-T
- Art History, AA-T
- Biology, AS-T
- Business Administration, AS-T
- Child and Adolescent Development AA-T
- Communication Studies, AA-T
- Early Childhood Education, AA-T
- Economics, AA-T
- Elementary Teacher Education, AA-T
- English, AA-T
- Geography, AA-T
- Geology, AS-T
- History, AA-T
- Journalism, AA-T
- Kinesiology, AA-T
- Mathematics, AS-T
- Music, AA-T
- Nutrition and Dietetics, AS-T
- Philosophy, AA-T
- Political Science, AA-T
- Psychology, AA-T
- Sociology, AA-T
- Spanish, AA-T
- Studio Arts, AA-T
- Theatre Arts, AA-T

Sacramento City College offers the following:

### Associate Degrees and Certificates of Achievement

#### Accounting

**Degree:**
- A.S. - Accounting

**Certificates of Achievement:**
- Accounting Clerk
- Full Charge Bookkeeper

#### Administration of Justice

**Degrees:**
- A.S. - Administration of Justice
- AS-T - Administration of Justice for Transfer

#### Aeronautics

**Degrees:**
- A.S. - Airframe
- A.S. - Air Traffic Control
- A.S. - Aircraft Dispatcher
- A.S. - Combined Airframe and Powerplant
- A.S. - Flight Technology
- A.S. - Powerplant

**Certificates of Achievement:**
- Airframe
- Aircraft Dispatcher
- Combined Airframe and Powerplant
- Flight Technology
- Powerplant

#### Allied Health

**Degree:**
- A.S. - Pre-Allied Health and Nursing

**Certificate of Achievement:**
- Pre-Allied Health and Nursing

#### Anthropology

**Degrees:**
- A.A. – Anthropology
- AA-T - Anthropology for Transfer

#### Art

**Degrees:**
- A.A. - Art
- AA-T - Studio Arts for Transfer

#### Art History

**Degrees:**
- A.A. - Art History
- AA-T - Art History for Transfer

#### Biology

**Degree:**
- A.S. - Biology
- AS-T - Biology for Transfer

**Certificate of Achievement:**
- Field Ecology

#### Business

**Degrees:**
- A.S. - Business, General
- AS-T - Business Administration for Transfer
- A.S. - Management
- A.S. - Marketing
A.S. - Marketing, Advertising
A.S. - Real Estate
A.S. - Small Business Management

Certificates of Achievement:
- Management
- Marketing
- Office Administration - Computer Keyboarding and Office Applications
- Office Administration - Clerical General Office, Level A
- Office Administration - Introduction to Computerized Office Technologies, Level B
- Office Administration - Business Operations and Management Technology, Level C
- Office Administration - Virtual Office and Management Technologies, Level D
- Real Estate
- Retail Management
- Small Business Management

Certificate (under 11.5 units):
- Customer Service

Chemistry
Degrees:
- A.S. - Chemistry
- A.S. - Chemical Technology

Certificate of Achievement:
- Chemical Technology

Communication
Degrees:
- A.A. - Communication
- AA-T - Communication Studies for Transfer

Community Studies
Degree:
- A.A. - Community Studies

Certificate of Achievement:
- Community Studies

Computer Information Science
Degrees:
- A.S. - Computer Science
- A.S. - Information Processing
- A.S. - Information Systems Security
- A.S. - Management Information Science
- A.S. - Network Administration
- A.S. - Network Design
- A.S. - Web Developer
- A.S. - Web Professional

Certificates of Achievement:
- Advanced CISCO Networking
- Business Information Worker
- Computer Science
- Front-End Web Developer

Information Processing Specialist
Information Processing Technician
Information Systems Security
Management Information Science
Network Administration
Network Design
PC Support
Programming
Web Developer
Web Production Specialist

Cosmetology
Degree:
- A.S. - Cosmetology

Certificates of Achievement:
- Art and Science of Nail Technology
- Cosmetology

Dental Assisting
Degree:
- A.S. - Dental Assisting

Certificate of Achievement:
- Dental Assisting

Dental Hygiene
Degree:
- A.S. - Dental Hygiene

Early Childhood Education
Degrees:
- A.A. - Child Development with ECE Emphasis
- AA-T - Child and Adolescent Development for Transfer
- AA-T - Early Childhood Education for Transfer
- A.A. - Early Childhood Education Administration
- A.A. - Early Childhood Education Teacher

Certificates of Achievement:
- Family Child Care
- Infant Care and Education Teacher
- School-Age Care and Education Teacher

Economics
Degree:
- AA-T Economics for Transfer

Education/Teaching
- AA-T - Child and Adolescent Development for Transfer
- AA-T - Elementary Teacher Education for Transfer

Electronics Technology
Degrees:
- A.S. - Automated Systems Technician
- A.S. - Electronics Facilities Maintenance Technician
A.S. - Microcomputer Technician
A.S. - Telecommunications Technician

Certificates of Achievement:
- Automated Systems Technician
- Electronics Facilities Maintenance Technician
- Electronics Mechanic
- Microcomputer Technician
- Telecommunications Technician

Engineering
Degrees:
- A.S. - Civil
- A.S. - Electrical/Computer
- A.S. - General
- A.S. - Mechanical/Aeronautical

Engineering Design Technology
Degrees:
- A.S. - Architectural/Structural Drafting
- A.S. - Electric (Power-Lighting Systems)
- A.S. - Engineering Design Technology
- A.S. - HVAC Systems Design
- A.S. - Mechanical (HVAC/Plumbing Systems)
- A.S. - Surveying (Geomatics)

Certificates of Achievement:
- Architectural/Structural Drafting
- Electric (Power-Lighting Systems)
- Engineering Design Technology
- HVAC Systems Design
- Mechanical (HVAC/Plumbing Systems)
- Surveying (Geomatics)

English
Degrees:
- A.A. - English
- AA-T - English for Transfer

English as a Second Language
Certificate of Achievement:
- Advanced Proficiency in English as a Second Language

Ethnic Studies
Degree:
- A.A. - Ethnic Studies

Family and Consumer Science
Degree:
- A.A. - Family and Consumer Science

Fashion - Applied Apparel Studies
Degree:
- A.A. - Applied Apparel Studies Production
Certificate of Achievement:
- Applied Apparel Studies Construction

Foreign Languages
Degree:
- AA-T - Spanish for Transfer

Geography
Degree:
- AA-T - Geography for Transfer

Geology
Degree:
- AS-T - Geology for Transfer

Gerontology
Degree:
- A.S. - Gerontology
Certificate of Achievement:
- Gerontology

Graphic Communication
Degree:
- A.S. - Graphic Communication
Certificates of Achievement:
- 3D Animation and Modeling
- Game Design
- Graphic Communication
- Graphic Design

History
Degrees:
- A.A. - History
- AA-T - History for Transfer

Intercultural Studies
Degree:
- A.A. - Intercultural Studies

Interdisciplinary Studies
Degrees:
- A.A. - Arts and Humanities
- A.A. - Environmental Literacy
- A.A. - Math and Science
- A.A. - Social and Behavioral Sciences

International Studies
Degree:
- A.A. - International Studies

Journalism
Degrees:
- A.A. - Journalism
- AA-T - Journalism for Transfer
Certificates of Achievement:
- Multimedia News Specialist
- Visual Journalism

Kinesiology
Degrees:
- A.A. - Kinesiology - Exercise Science
- AA-T - Kinesiology for Transfer
Certificates of Achievement:
- Athletic Coaching Certification
- Fitness Instructor Certification
Library and Information Technology
Degree:
A.S. - Library and Information Technology
Certificate of Achievement:
Library and Information Technology

Mathematics
Degrees:
A.S. - Mathematics
AS-T - Mathematics for Transfer

Mechanical-Electrical Technology
Degree:
A.S. - Mechanical-Electrical Technology
Certificates of Achievement:
Mechanical-Electrical Technology
Mechanical Systems Technician
Certificate (under 11.5 units):
Commercial Building Energy Auditing and Commissioning Specialist

Music
Degrees:
A.A. - Music, General
A.A. - Commercial Music, Audio Production Emphasis
A.A. - Commercial Music, Music Business Management Emphasis
A.A. - Commercial Music, Performance Emphasis
A.A. - Commercial Music, Songwriting/Arranging Emphasis
AA-T - Music for Transfer
Certificates of Achievement:
Commercial Music, Audio Production Emphasis
Commercial Music, Music Business Management Emphasis
Commercial Music, Performance Emphasis
Commercial Music, Songwriting/Arranging Emphasis

Nursing
Degrees:
A.S. - Registered Nursing
A.S. - Vocational Nursing
Certificates of Achievement:
LVN-RN 30-Unit Option
Vocational Nursing

Nutrition and Foods
Degree:
A.S. - Nutrition
AS-T - Nutrition and Dietetics for Transfer

Occupational Therapy Assistant
Degree:
A.S. - Occupational Therapy Assistant

Philosophy
Degree:
AA-T - Philosophy for Transfer

Photography
Degree:
A.A. - Photography
Certificates of Achievement:
Commercial and Magazine Photography
Photography
Portrait and Wedding Photography

Physical Therapist Assistant
Degree:
A.S. - Physical Therapist Assistant

Political Science
Degrees:
A.A. - Political Science
AA-T - Political Science for Transfer

Pre-professional Majors

Psychology
Degrees:
A.A. - Psychology
AA-T - Psychology for Transfer

Railroad Operations
Degree:
A.S. - Railroad Operations
Certificate of Achievement:
Railroad Operations

Sociology
Degrees:
A.A. - Sociology
AA-T - Sociology for Transfer

Theatre Arts
Degrees:
A.A. - Acting-Directing Emphasis
A.A. - Technical Production Emphasis
AA-T - Theatre Arts for Transfer

Theatre Arts Film
Degree:
A.A. - Film
Certificates of Achievement:
Film Production
Film Studies

Women and Gender Studies
Degree:
A.A. - Women and Gender Studies
Sacramento City College offers the following:
Certificate (under 11.5 units)

Business
Customer Service
Mechanical-Electrical Technology,
Commercial Building Energy Auditing and
Commissioning Specialist

Sacramento City College offers the following:
Areas of Study - Courses Only
Astronomy
Community Leadership Development
Deaf Culture and American Sign Language Studies
Experimental Offerings in (Subject)
Foreign Languages
  Arabic
  Cantonese/Chinese
  French
  Greek
  Italian
  Japanese
  Korean
  Mandarin/Chinese
  Persian
  Punjabi
  Russian
  Tagalog
  Vietnamese
Health Education
Honors
Human Career Development
Human Services
Humanities
Independent Studies
Learning, Tutoring, and Academic Technology
Library
Physics
Recreation
Statistics
Student Government
Theatre Arts Performance
Topics in (Subject)
Work Experience

Sacramento City College offers the following:
Course Designators
Course designators are used to identify all course offerings in a specific subject/department (i.e., business courses have a “BUS” designator). The following reference list is for your convenience.
ACCT - Accounting
ADAPT - Adaptive Physical Education (See Kinesiology)

ADMJ - Administration of Justice
AERO - Aeronautics
AH - Allied Health
ANTH - Anthropology
ARABIC - Arabic (See Foreign Languages)
ART - Art
ARTH - Art History
ASTR - Astronomy
ATCAD - Air Traffic Control and Aircraft Dispatcher (See Aeronautics)
BIOL - Biology
BIOLFS - Biology Field Studies
BUS - Business
BUSTEC - Business Technology (See Business)
CANT - Cantonese/Chinese (See Foreign Languages)
CHEM - Chemistry
CISA - Computer Information Science - Applications
CISC - Computer Information Science - Core
CISN - Computer Information Science - Network
CISP - Computer Information Science - Programming
CISS - Computer Information Science - Security
CISW - Computer Information Science - Web
COMDE - Community Leadership Development
COMM - Communication
COSM - Cosmetology
DAST - Dental Assisting
DEAF - Deaf Culture and American Sign Language Studies
DHYG - Dental Hygiene
ECE - Early Childhood Education
ECON - Economics
EDT - Engineering Design Technology
ENGR - Engineering
ENGCW - English - Creative Writing
ENGED - English - Education
ENGLB - English - Laboratory
ENGLT - English - Literature
ENGRD - English - Reading
ENGWR - English - Writing
ESL - English as a Second Language
ESLG - English as a Second Language - Grammar
ESLL - English as a Second Language - Listening
ESLP - English as a Second Language - Pronunciation
ESLR - English as a Second Language - Reading
ESLW - English as a Second Language - Writing
ET - Electronics Technology
ETHNS - Ethnic Studies
FASHN - Fashion
FCS - Family and Consumer Science
FITNS - Fitness (See Kinesiology)
FLTEC - Flight Technology (see Aeronautics)
FREN - French (See Foreign Languages)
GCOM - Graphic Communication
GEOG - Geography
GEOL - Geology
GERON – Gerontology
GREEK - Greek (See Foreign Languages)
HCD - Human Career Development
HEED - Health Education
HIST - History
HUM - Humanities
HSER - Human Services
INDIS - Interdisciplinary Studies
ITAL - Italian (See Foreign Languages)
JAPAN - Japanese (See Foreign Languages)
JOUR - Journalism
KINES - Kinesiology
KOREAN - Korean (See Foreign Languages)
LIBR - Library
LIBT - Library and Information Technology
LTAT - Learning, Tutoring, and Academic Technology
MAND - Mandarin (See Foreign Languages)
MATH - Mathematics
MET - Mechanical-Electrical Technology
MGMT - Management (See Business)
MKT - Marketing (See Business)
MUFHL - Music Fundamentals/History and Literature (See Music)
MUIVI - Instrumental/Voice Instruction (See Music)
MUP - Music Performance (See Music)
MUSM - Specializations in Music (See Music)
NURSE - Nursing, Registered
NUTRI - Nutrition
OTA - Occupational Therapy Assistant
PACT - Personal Activity (See Kinesiology)
PHIL - Philosophy
PHOTO - Photography
PHYS - Physics
POL - Political Science
PRSIAN – Persian
PSYC - Psychology
PTA - Physical Therapist Assistant
PNJABI - Punjabi (See Foreign Languages)
RAILR - Railroad Operations
RE - Real Estate (See Business)
RECR - Recreation
RUSS - Russian (See Foreign Languages)
SGVT - Student Government
SOC - Sociology
SPAN - Spanish (See Foreign Languages)
SPORT - Sports (See Kinesiology)
STAT - Statistics
SURVY - Surveying (See Engineering Design Technology)
TA - Theatre Arts
TAFILM - Theatre Arts Film
TAP - Theatre Arts Performance
TGLG - Tagalog (See Foreign Languages)
TMACT - Team Activities (See Kinesiology)
VIET - Vietnamese (See Foreign Languages)
VOCN - Vocational Nursing
WGS - Women and Gender Studies
WEXP - Work Experience and Internships
Sacramento City College Centers offer on-site registration, assessment, counseling, and textbook sales. In a world filled with work obligations and family responsibilities, SCC’s Centers offer a convenient educational option, bringing classrooms closer to where people live and work.

**Davis Center**
Now celebrating 50 years of serving students in Davis, the Davis Center (DVS) is a beautiful new center located in the center of West Village on the campus of the University of California, Davis. Included at the center is the Learning Resource Center (LRC), enrollment services, counseling, financial aid, career center and tutoring. Wi-Fi is accessible throughout the center.

A stroll across the street takes you to the Hub Café, kitchen and market.

**West Sacramento Center**
The West Sacramento Center (WSC) was officially opened in fall 1999 on Halyard Drive in West Sacramento. With three classrooms and one computer lab, a variety of classes was offered including lower level English as Second Language (ESL), basic skills, and transfer classes.

In spring 2010, the Center was relocated on West Capitol Avenue (current location) and was joined together with the Downtown Center. Currently, the Center is a three-story building that includes 12 classrooms, one academic computer lab, an open computer lab access, Writing Center, Math Lab and a Learning Resource Center. Services include academic and financial aid, counseling, enrollment assistance, assessment testing, tutoring services, and other student support services. The center currently serves more than 2600 students.

The center has wireless accessibility throughout the building and is adjacent to the City of West Sacramento’s civic center, public library, and community center.

Please contact the center or check the websites listed above since the schedule varies.
Online services are available at the web addresses listed for each resource area in this section. Please visit their website for access to their online services.

**Admissions and Records**

558-2351  Student Services (STS) 103  [www.scc.losrios.edu/admissionsrecords](http://www.scc.losrios.edu/admissionsrecords)  
**Business Building 153 (BUS) - Registration/Financial Aid Lab**

Services provided by the Admissions and Records Office include admissions, registration procedures, verification and transcript requests, record keeping, and evaluation for degrees and certificates. The Admissions and Records Office is also responsible for providing information such as class schedule information, general college information, fee schedules, and refund policies.

Hours of Operation:
- Monday - Thursday  8 a.m. - 6 p.m.
- Friday  8 a.m. - 3 p.m.

**Advanced Education**

558-2204  Counseling Center  [www.scc.losrios.edu/ae](http://www.scc.losrios.edu/ae)  
**Rodda Hall North 147**  sccaeinfo@scc.losrios.edu

SCC encourages 11th- and 12th- grade students (and other high school students under special conditions) to enroll for advanced educational enrichment with the approval of their principal or designee and parent/guardian. Work with your high school and an SCC counselor for all details.

**Allied Health Learning Community**

558-2069  Mohr Hall (MOH) 18  [www.scc.losrios.edu/ahlc](http://www.scc.losrios.edu/ahlc)  
**Business Building 153 (BUS) - Registration/Financial Aid Lab**

The Allied Health Learning Community’s (AHLC) helps students who are interested in allied health professions to readily access the prerequisite courses needed in college to begin applying to the college health programs. Many college allied health programs require prerequisite courses to apply.

The AHLC program includes required prerequisites and General Education requirements for the Sacramento City College Dental Assisting, Dental Hygiene, Occupational Therapy Assistant, Physical Therapist Assistant, Registered Nurse and Vocational Nurse programs. Students in the AHLC program have priority registration into the sections of classes the AHLC offers and in 2.5 years will earn an A.S. degree in Biology and/or Nutrition. Transfer requirements toward the CSU system will also be completed during this time frame.

**Assessment Center**

558-2541  Student Services (STS) 140  [www.scc.losrios.edu/assessment](http://www.scc.losrios.edu/assessment)  

The Assessment Center offers tests that measure skills in Mathematics, English, and English as a Second Language (ESL). Also available, with a counselor referral, are career interest inventories. Assessment can assist students and their counselors in planning an effective course of study. Testing is done on a walk-in basis: first-come, first-served. Picture identification and a Los Rios Student ID number are required for all assessments.

Prefix 916 unless otherwise specified.
Campus Resources

Prefix 916 unless otherwise specified.

**Business Services Office**

558-2321 Rodda Hall North (RHN) 173  [www.scc.losrios.edu/businessservices](http://www.scc.losrios.edu/businessservices)

The Business Services Office collects payment for enrollment fees and tuition. Students may also pay fees on the website at [www.losrios.edu/lrc/current_students.php](http://www.losrios.edu/lrc/current_students.php). The office sells semester student parking permits. Students may also prepay for parking permits online where enrollment fees are paid. The office collects for classroom materials fees, processes refund applications for enrollment fees and tuition, distributes scholarship checks, distribute student help pay checks, administer third-party billings for students, and collects payments for transcript requests. Students may apply for refunds on the website at [https://www.losrios.edu/refundapp.htm](https://www.losrios.edu/refundapp.htm).

Hours of Operation:
Monday - Thursday 8 a.m. - 6 p.m.
Friday 8 a.m. - 3 p.m.
Some Saturdays 8:30 a.m. - 3 p.m.

**California Work Opportunity and Responsibility for Kids (CalWORKs)**

558-2331 Temporary Building 1, Room 3  [www.scc.losrios.edu/calworks](http://www.scc.losrios.edu/calworks)

Sacramento City College’s California Work Opportunity and Responsibility for Kids (CalWORKs) program provides support and services to assist students who are currently State CalWORKs recipients, or who are in transition off of CalWORKs to achieve long-term self-sufficiency. Specifically the program provides coordinated college student services to eligible participants to ensure that they are completing adequate progress toward their county-approved career and education goals while also assuring a point of contact, coordination and advocacy between students and their county case workers to ensure compliance and success. Services include academic and career counseling, personal counseling, case management, advising and referral services, job development and job placement, tutoring, educational supply vouchers, work-study opportunities, assistance with County Textbook Cost Verifications, assistance with county Attendance and Employment Verification documents, transportation resources, and child care referrals and advocacy.

County approved bridging activities are also provided to SCC CalWORKs students to fulfill their Welfare to Work (WTW) hourly obligation during school breaks.

Sacramento County case workers are available at the SCC CalWORKs Office to provide county services to CalWORKs students for collaboration with the college CalWORKs Program.

CalWORKs applications and orientations are offered year round on Tuesdays from 2 p.m. to 3 p.m. and Wednesdays from 12 p.m. to 1 p.m. CalWORKs services are also available at the West Sacramento Center by appointment. SCC CalWORKs is here to assist you on your pathway to academic success, lifelong self-sufficiency and empowerment. Please contact the SCC CalWORKs Office regarding our services.

**GAP (Getting Assistance Program)**

558-2331 Temporary Building 1, Room 3  [www.scc.losrios.edu/calworks](http://www.scc.losrios.edu/calworks)

GAP provides students assistance with textbooks, transportation and meals at the college City Café. GAP students also receive academic counseling and ongoing case management to guide them in their pursuit of academic success. Students must be enrolled in at least one class at SCC and/or its outreach centers. Students must not be receiving like services from other college programs such as EOPS, FFOREST, Puente, Umoja or RISE.
Campus Resources

Prefix 916 unless otherwise specified.

Campus Tours
558-2200  Student Services Building  www.scc.losrios.edu/campustours
Individual and group tours are available. Make an appointment online or call Monday through Friday, from 8 a.m. to 3:30 p.m. Career Center Tours:
Mondays 3 p.m. - 4 p.m.
Fridays 10 a.m. - 11 a.m.

Career Center
558-2565 or 558-2384  Rodda Hall North (RHN) 147  www.scc.losrios.edu/careercenter
The Career Center provides students the opportunity to discover their passion by taking self-assessments, which are designed to help you identify your values, interests, skills, personality type and how they can be matched with possible majors and careers that will fit you best. A major resource at the Career Center is EUREKA. This computerized program provides information on careers and colleges. The Center offers comprehensive services such as, assistance with job applications, resumes, interviewing techniques, and job search strategies, available through workshops and individual appointments. The Center also provides listings of on and off campus jobs. Students can also search job listings online by using Los Rios Internships and Career Services to Hire Education (LINCS) at www.myinterfase.com/scc_losrios/student. For additional information about upcoming events, workshops, and Career Fairs, please visit the Career Center website listed above.

Child Development Center (CDC)
558-2542  www.scc.losrios.edu/cdc
The college operates a Child Development Center (CDC) that offers early care and education opportunities for the children of Sacramento City College students, staff, and faculty. The program also serves as an Early Childhood Education laboratory for students studying to become preschool teachers. The program provides full-time and part-time services for children ages three years to five years. Hours of operation are Monday through Thursday, 7 a.m. to 5 p.m., and Friday 7 a.m. to 4:30 p.m.

Clubs on Campus
558-2381  South Gymnasium (SOG) 226  www.scc.losrios.edu
Any group of students having common interests may organize a student club under rules established for student organizations. Each club must have a faculty advisor and be approved by the Student Leadership and Development Office. For more information on past and current clubs and/or how to start a new club, visit the Student Leadership and Development website.

College Store
558-2421  Lusk Aeronautics Center (LAC)  http://bookstore.scc.losrios.edu
The College Store is located on the main campus and offers a variety of school, computer, and athletic supplies as well as textbooks. Textbooks can be bought online and picked up at the Davis and West Sacramento Center for no extra cost during business hours.

Hours of Operation (Regular Semester):
Monday - Thursday  7:45 a.m. - 6 p.m.
Friday 7:45 a.m. - 3:30 p.m.
Saturday  Varies
Counseling Services
558-2204 Rodda Hall North (RHN) 147 www.scc.losrios.edu/counseling
SCC Counseling faculty is available throughout the year. Please drop by the Counseling Office to set an appointment or meet with an available counselor. The professional counseling faculty provides academic, career, personal, and crisis counseling services.

Hours of Operation:
Monday - Thursday 8 a.m. - 6 p.m.
Friday 8 a.m. - 5 p.m.

Cultural Awareness Center (CAC)
558-2155 Student Center (STC) 104 www.scc.losrios.edu/cac
www.facebook.com/pages/SCC-CAC/396375833749322
The Cultural Awareness Center (CAC) houses and showcases program activities that acknowledge and enhance cultural diversity. Cultural programs are sponsored by the center throughout the year. In addition to various cultural events, the center’s programs seek to promote inter-cultural understanding through forums, lectures, and collaboration with instruction.

Disability Services and Programs for Students (DSPS)
558-2087 (Voice) 650-2781 (Fax) Student Services (STS) 104 www.scc.losrios.edu/dsp
The Disability Services and Programs for Students (DSPS) serves students with documented physical, learning, communication, developmental, and psychological disabilities, acquired brain injuries, and other health impairments. Students with disabilities who request reasonable accommodations are required to provide verification of their disability to the DSPS.

A variety of academic support services are available which provide students with disabilities the opportunity to participate fully in all aspects of college programs and activities through appropriate and reasonable accommodations. Services include:
- Alternate Media Lending Library
- Assistive computer technology
- Counseling
- College to Career
- Equipment loan
- Exam accommodations/proctoring
- Interpreters (sign language)
- Learning disability assessment and evaluation
- Learning strategies instruction
- Mobility/Lab assistance
- Note takers/Shared notes
- Priority registration
- Referral to other campus and community resources
- Real-time captioning

Students who require information should begin in the Student Services 104 (STS 104) for intake, counseling, learning disabilities assessment, and service coordination. The High Tech Center and Proctored Testing Center, are located in Student Services (STS 140). The Learning Disabilities Office telephone numbers are
558-2283 (voice) and 650-2781 (fax). The Proctored Testing Center telephone number is 558-2545. The Deaf and Hard of Hearing Services video phone is 374-7218 (VP).

Hours of Operation:
Monday - Thursday  8 a.m. - 6 p.m.
Friday    8 a.m. - 3 p.m.
Saturday   Appointments available upon request

Students seeking educational accommodations who do not wish to be referred to the SCC Campus Disability Services and Programs for Students (DSPS) please contact Julia Jolly, SCC Campus Equity Officer, Associate Vice President of Instruction, Rodda Hall North (RHN) 257, 558-2386, for referral to appropriate services.

**English as a Second Language (ESL) Center**

558-2324 Rodda Hall South (RHS) 328  www.scc.losrios.edu/esl

The English as a Second Language (ESL) Center at SCC offers a wealth of resources, including computer programs, books, audio cassettes and CDs, and video cassettes and DVDs to help students improve their English skills. ESL instructors, an instructional assistant, and tutors work with students enrolled in ESL Center classes to select the best materials and activities to meet each student’s needs, and to answer questions and explain concepts.

The center serves students eligible for at least the 40 levels of ESL classes, and most ESL Center classes are corequisites for ESLL (listening and speaking) and ESLR (Reading) classes. However, ESL students and native speakers of English are welcome to take the ESL assessment test and enroll in an independent ESL Center class at their level. Students can work on any English skills they want to improve, including listening, speaking, pronunciation, reading, vocabulary, writing, spelling, and grammar.

**Extended Opportunity Program and Services (EOPS)**

558-2403 Rodda Hall North (RHN) 155  www.scc.losrios.edu/eops

The Extended Opportunity Programs and Services (EOPS) is a student support program designed to provide opportunities in higher education for promising students who would not have traditionally attended college. We support our students by offering directive counseling and guidance that keeps our students on track and focused on their educational goals and aspirations. Students in EOPS also receive textbook support, priority registration, school supplies, backpack, meal assistance, and other resources based on funding and good standing. All resources are meant to support our students and reduce the stress they may experience when trying to attend college on limited resources. The EOPS Mutual Responsibility Contract (MRC) outlines the program offerings and expectations for EOPS and college success.

The Cooperative Agencies Resources for Education (CARE) is a program within EOPS which provides additional support to parents who are single head of household. CARE students must meet eligibility requirements for Temporary Assistance for Needy Families (TANF). CARE offers eligible students additional resources such as educational grants, transportation assistance, increased food stipend, and additional supplies to assist them with being successful in college.

EOPS takes a special interest in reaching out to foster youth between the ages of 16 and 24, Dreamers (AB 540/DACA), single parents, and other specialized communities that would benefit from our support and resources.
There is a traditional application period for EOPS which occurs during the month of April for the following fall semester. However, we encourage students to inquire at the office to inquire if our application period is open for additional recruitment. We welcome all students, who qualify, to apply regardless of academic standing and eligibility for financial aid. We warmly invite you to come by and see what we have to offer.

For further information, please contact the number listed above, or email scceopsinfo@scc.losrios.edu.

Sacramento City College participates in a number of programs to assist students who need financial support in order to pursue their college education. To be considered for financial aid, all students must satisfy the following requirements:

- Apply for admission;
- Apply using the Free Application for Federal Student Aid (FAFSA), available online at https://fafsa.ed.gov;
- Apply for California Dream Act Application (CADAA), available online at www.csac.ca.gov (AB 540 eligible students only);
- Declare an Eligible Major;
- Enroll in eligible courses;
- Meet Satisfactory Academic Progress requirement;
- Have a high school diploma, GED, or equivalent. If you do not have a high school diploma or equivalent, please visit our website listed above for information regarding the high school diploma/equivalent requirement.

The 2017-2018 FAFSA is available online at www.fafsa.ed.gov and the 2017-18 CADAA is available online at www.csac.ca.gov. The priority deadline for completing the FAFSA and CA Dream Act is March 2 in order for students to be considered for Cal Grant. Applications are accepted throughout the academic year for additional federal grants/loans and for the BOG Fee Waiver. We encourage students to apply early and become familiar with the various financial aid deadlines.

There are several federal and state regulations that are helpful to know. Please see the following changes below:

- Students will be able to file a 2018–19 FAFSA and CADAA as early as Oct. 1, 2017.
- Beginning with the 2017–18 FAFSA and CADAA, students will be required to report income information from the 2015 tax year. For example, on the 2017–18 FAFSA, students (and parents, as appropriate) will report their 2015 income information, rather than their 2016 income information.
- Federal financial aid can only be used to cover the cost of courses that are applicable to your current program of study. You may receive notification indicating you are not eligible to receive financial aid if you enroll in coursework outside of your major (program of study). Financial aid students should review the “View Course Eligibility” screen in eServices to check for ineligible and eligible courses.
- Students qualifying for the BOG Fee Waiver are required to meet Admissions & Records academic and progress standards. Students must maintain a 2.0 GPA or higher and complete more than 50% of your coursework. If you are academically ineligible for a BOG Fee Waiver, an
Campus Resources

Prefix 916 unless otherwise specified.

appeal process may be available in certain cases. Please visit the Financial Aid Office website for more details about the new BOG Fee Waiver policy.

- Students may receive a Federal Pell Grant up to 12 full-time semesters (or the equivalent). This change affects all students who are Pell Grant eligible and includes all prior years a student has received a Pell Grant.
- First-time borrowers on or after July 1, 2013, may not receive Direct Subsidize Loans for more than 150% of the published length of any program of study at SCC.

Helpful Hints

- Financial aid information is available in eServices. We will send emails to your Los Rios assigned email and post messages in eServices.
- To ensure that you do not miss any important deadlines that may impact your financial aid eligibility for the next semester, please review important dates and deadlines at www.scc.losrios.edu/financialaid.
- SCC students who take eligible course(s) for their SCC major at ARC, CRC, and/or FLC and would like to receive financial aid for those course(s) must submit a consortium request before the deadline. Students must be enrolled in at least one course at SCC during the term.
- Attend a Financial Aid Satisfactory Academic Progress (SAP) workshop to learn more about how grades impact your financial aid eligibility online or in-person workshops.
- To learn more about federal and state financial aid changes, financial aid programs, eligibility requirements, processes, and timelines, please contact the Financial Aid Office at the number or website listed above.

Grad Guru

Grad Guru is a new FREE APP for iPhone and Android. This APP will help you keep up with dates, deadlines and campus details.

To use Grad Guru:

- go to the “App Store” (iPhone) or “Google Play” (Android).
- Search “Grad Guru”
- Download app
- Open the app and select “Sacramento City College”
- Follow the prompts to set up your personal account

Health Services

558-2367 Rodda Hall North (RHN) 125 www.scc.losrios.edu/healthservices

Health Services is open weekdays to provide health care, health counseling, emergency care for injuries, sudden illness, evaluation of health problems, and referrals to social services and medical facilities in the community.

Hispanic Serving Institution – Students in A Global Economy (HSI SAGE)

(916) 558-2644 Rodda Hall North (RHN) 178 http://www.scc.losrios.edu/hsi/sage/

The HSI SAGE program targets Latino and low-income students to successfully transition into college via participation in an intensive summer experience and a full-time, first-year learning community. During the SAGE experience, students capitalize on exciting workshops and professional opportunities that have a global economy focus. Services include a summer two-week transition program, counseling, academic and career preparation workshops, global studies enrichment activities (presentations, field trips, conferences),
textbook loan library, mentors, and internships. Applications are online and in the SAGE office. You can also email us at hsi-sage@scc.losrios.edu.

**Honors Program/Phi Theta Kappa**  
558-2261 Rodda Hall North (RHN) 234  
www.scc.losrios.edu/honors

The Honors Program provides:
- A variety of classes
- Special extracurricular activities, and
- Membership in Phi Theta Kappa honor society

The Honors Program includes Anthropology, English, History, Music, Philosophy, Political Science, Statistics, and others. Each three or four unit course is transferable to a university. The classes are smaller than regular sections, usually limited to fifteen students. Students contribute to classes by presenting their own views and research material in a seminar format.

Honors classes are valuable for transfer students, scholarship applicants, and Phi Theta Kappa members. Requirements for enrollment in honors classes are slightly different than the requirements for membership in Phi Theta Kappa. Any student who has a 3.0 grade point average (GPA) and is eligible to enroll in, or has taken ENGWR 300, is qualified to take honors classes. Students who complete at least four honors classes with a “B” or better are eligible for the Transfer Alliance Program, which offers transfer preference to most UC campuses (UCLA requires five classes). Those Honors scholars automatically receive a certificate and cash.

Phi Theta Kappa is an international honors society for two-year college students who have a 3.5 GPA in classes taken at SCC and at least twelve units of degree-applicable or transferable coursework. The Phi Theta Kappa chapter at SCC holds an induction ceremony for new members each semester. Phi Theta Kappa members are eligible for transfer scholarships at designated four-year colleges and universities and are invited to attend leadership and special studies conferences.

The Honors Program and Phi Theta Kappa share a bulletin board in Rodda Hall South at the north end of the second floor. This bulletin board provides students with information about honors classes and Phi Theta Kappa membership.

**Information Office**  
558-2148 Student Services (STS) 103  
www.scc.losrios.edu/orientation

General information and New Student Orientation sessions for first time college students are held on campus prior to the start of classes each semester. New college students are encouraged to participate in these sessions, which include information on SCC programs and majors, course selection, registration, and information essential to college success.

**Information Technology Services for Students**  
www.scc.losrios.edu/campusservices/studentsit

Sacramento City College has a number of information technology services and resources available to students including computer labs, wireless access, wireless printing in specific labs, hardware and software deals through HP and the Foundation for California Community Colleges, online services, distance education using Canvas or Desire 2 Learn (D2L), eLibrary services, Los Rios Gmail, and web accessibility.
Students using SCC information technology services must comply with the Los Rios Community College District policies and procedures on the use of Information Technology resources. More information and links to SCC information technology services can be found at the website listed on prior page.

Please note that as of January 1, 2018, Canvas will replace D2L as the exclusive district learning management system.

**International Student Center (ISC)**

558-2486  Rodda Hall North (RHN) 138  [www.scc.losrios.edu/international](http://www.scc.losrios.edu/international)

The International Student Center (ISC) staff provides F-1 international students with academic counseling, F-1 orientation, career, personal, and crisis intervention. The mission is to assist students in obtaining an Associate Degree and/or units to transfer to a four-year institution.

An F-1 student is a nonimmigrant who is pursuing a full course of study at an accredited academic institution in the United States, which has been designated by the Department of Homeland Security (DHS) to offer such course of study. All students are required to come in each semester to discuss work in progress or other concerns.

All new F-1 applicants need to contact the International Student Center (ISC) for additional admissions requirements. For more information, please contact the office at the number listed above, Monday through Thursday from 8:30 a.m. to 5:00 p.m., and Friday from 8:30 a.m. - 4:30 p.m.

**Kinesiology, Health and Athletics (KHA)**

558-2425  Hughes Stadium (HUS) 1  [http://sccpanthers.losrios.edu](http://sccpanthers.losrios.edu)

Sacramento City College is a member of the California Community College Athletic Association (CCCAA), Big 8 Conference, and Northern California Football Conference. SCC’s intercollegiate athletics program strives to promote the mission of the college through student athlete participation in an integrity-based, collaborative, and equitable athletic program. The program aims to provide the opportunity for student athletes to realize their full potential both academically and athletically.

The SCC athletic-academic counselor is located in South Gymnasium (SOG-142) and is available for all student athletes and has general and sport-specific knowledge of CCCAA and NCAA rules and regulations. SCC also offers an academic study skills lab for student athletes in SOG-144. The study skills lab is designed to assist student athletes in acquiring needed academic skills and work habits to help foster success in obtaining their educational goal objectives. Tutoring is available.

The following sports are offered at Sacramento City College:

**Spring Sports**
- Baseball
- Men’s and Women’s Swimming
- Men’s and Women’s Tennis
- Men’s and Women’s Track and Field
- Softball

**Fall Sports**
- Football
- Men’s and Women’s Cross Country
- Women’s Golf
- Women’s Soccer
- Women’s Volleyball
- Women’s Water Polo
- Wrestling

**Winter Sports**
- Men’s Basketball
- Women’s Basketball

Prefix 916 unless otherwise specified.
Learning Skills and Tutoring Center
558-2258 Learning Resource Center (LRC) 144 www.scc.losrios.edu/learningskillstutoring

The Learning Skills and Tutoring Center provides learning opportunities and skills assistance to students who would like to be effective and successful learners. Here, students will find peer tutoring; online resources; Beacon group tutoring; courses in basic skills, study skills, and tutoring; College Success Workshops; and various study skills handouts. The program also recruits, hires, and trains tutors who work in the center and throughout the college at various specialized labs and centers.

Hours of Operation (Fall - Spring):
Monday 9 a.m. - 5 p.m.
Tuesday - Thursday 9 a.m. - 7 p.m.
Friday 9 a.m. - 1 p.m.
Saturday 10 a.m. - 2 p.m.

Please note that we are closed during semester breaks and specific holidays, and hours may change from those advertised. Check the website listed above for hours and additional information, including tutoring for the summer session.

Library Services
558-2461, Research Help Learning Resource Center (LRC), 2nd Floor www.scc.losrios.edu/library
558-2301, Circulation/Reserves

Through its extensive in-person and online programs and resources, the SCC Library serves the college community’s information needs. The Library offers many current textbooks for short-term checkout, as well as a continuously growing collection of print, DVD and online resources designed to directly support student learning and student success. Librarians guide students through the research process at their own pace and according to their own needs. Students are encouraged to sign up for non-credit workshops on library services and resources. The Library also offers online credit courses. Students must have a current Student Access Card to check out books, use library computers and access e-books and library databases from off-campus. The Library issues Student Access Cards and Universal Transit Passes (Regional Transit Sticker) to students registered for the current semester.

Hours of Operation (Fall - Spring):
Monday - Thursday 7:30 a.m. - 9:30 p.m.
Friday 7:30 a.m. - 5 p.m.
Saturday 9 a.m. - 3 p.m.

The library is closed during semester breaks and campus holidays. The summer schedule varies; check the website listed above.

Los Rios Police Department (LRPD)
558-2221 Parking Structure (PAS) 1st Floor http://police.losrios.edu

The LRPD is located on Panther Parkway at the base of the parking structure. The office hours are Monday
through Friday from 8 a.m. to 7 p.m., and 8 a.m. to 12 p.m. on Saturdays. However, the campus is patrolled and the Police Communications Center is staffed 24 hours a day, seven days a week. To report a crime or request assistance, please contact the number listed above, or dial 2221 from any campus phone. There are also numerous emergency phones located throughout the campus (refer to a campus map for specific locations.) In addition to providing law enforcement and parking services, the LRPD also provides safety escorts, emergency automotive assistance (jumpstarts and unlocks for non-electric locks), and houses the Lost and Found.

Mathematics, Engineering, Science Achievement (MESA)
558-2497 Rodda Hall South (RHS) 122 www.scc.losrios.edu/mesa
The MESA Community College Program supports students to successfully transfer to four-year universities in calculus-based science, technology, engineering and math (STEM) majors. This support is especially crucial to students who come from low-performing high schools. The MESA Community College Program is a partnership between MESA and the California Community Colleges Chancellor’s Office.

Mathematics Lab
558-2447 or 558-2162 Rodda Hall South (RHS) 162 www.scc.losrios.edu/mathlab/
The Mathematics Lab is available as a resource for drop-in tutoring in Mathematics and Mathematics related topics for any student who is enrolled in at least one unit at SCC. In addition, this lab has computers and a collection of current textbooks and solutions manuals for students to use while in the lab. The lab is staffed by faculty, instructional assistants, and several tutors.

Online/Distance Education
558-2635 or 650-2726 SCCDE@scc.losrios.edu www.scc.losrios.edu/online
Students may take SCC courses online or in a combination of on-site and online (hybrid) participation modes. Students who enroll in these courses earn the same academic credit that is given for on-campus classes. Faculty maintain regular effective contact with students in Distance Education (DE) courses using a combination of technology tools and instructional approaches. For a current listing of distance education offerings, consult the schedule of classes.

Faculty facilitate DE courses using the Canvas or Desire2Learn (D2L) online course management systems, which may be used for course announcements, lectures, discussions, assignments, exams, and other course-related activities. Students log in to their courses at http://www.scc.losrios.edu/elearning/ using their student ID number and Los Ríos password. Students who need assistance with Canvas or D2L have access to the following support resources:

- Visit the Los Ríos student help website at http://hd.losrios.edu/.
- View the resources available at http://www.scc.losrios.edu/online.
- Visit a campus Academic Computing Lab. Instructional assistants and tutors are available in these labs and can provide assistance with D2L. Lab locations are LR144 and B152. More information is available on the SCC website www.scc.losrios.edu/academiccomputing/computerlabs/.
- Contact the Los Ríos Online help desk 568-3012 or toll free 1-855-321-3232, Monday through Friday, 7 a.m. to 6 p.m. Students can also email the help desk at lrohelp@losrios.edu.
- Please note that as of January 1, 2018, Canvas will replace D2L as the exclusive district learning management system.
Orientation

www.losrios.edu/success/orientation.php
First-time students must complete orientation online. The process includes information about SCC programs and majors, course selection, registration procedures and other information essential to college success.

Outreach and Recruitment

www.losrios.edu/outreach
558-2200
Student Services Building
The mission of Outreach and Recruitment is to increase comprehensive awareness of Sacramento City College to high school students, and the community. We strive to encourage a college-going culture for middle, and high school students and community members. We provide support and information that will empower all to pursue their academic and career goals.

Puente Project

www.scc.losrios.edu/puente
558-2338
Rodda Hall North (RHN) 136
The Puente Project is a transfer program linking English, counseling and mentoring. Although historically developed to increase retention and transfer rates of Chicano/Latino and Mexican-American students, Puente is open to all students. In the fall, students enroll in ENGWR 101 and HCD 310; in the spring, students continue as a cohort into ENGWR 300, HCD 302 and HCD 330. The English and HCD courses focus on Chicano/Latino culture and literature. Puente faculty participate in annual statewide trainings and conferences. Community business leaders and professionals volunteer their time to mentor students on an individual basis. The Puente Project is now in 58 community colleges and 38 high schools statewide. In 2013, it expanded into the state of Texas. The Puente Project is administered through the University of California, Office of the President.

Recruitment, Orientation, Assessment, and your plan for Registration (ROAR)

www.scc.losrios.edu/outreach/roar/
558-2200 or outreach@scc.losrios.edu
R.O.A.R. offers students more flexibility for completing the steps to enrollment. R.O.A.R. allows students to spend time, have opportunities to test, participate in orientation, and meet with a counselor.
Recruitment: R.O.A.R. Presentation (September – December); Application Workshop (February – March). Ask your high school counselor if these SCC presentations are available on your campus.
Orientation (February): Choose an in-person orientation at your high school, an online orientation, or an in-person orientation on the SCC campus.
Assessment (March): Take your assessment at SCC (No appointment needed), schedule a Thursday after school appointment, or schedule a Saturday appointment.
Registration (May): Schedule and meet with a counselor to complete your Educational Plan (iSEP).

Respect, Integrity, Self-Determination and Education Program (RISE)

www.scc.losrios.edu/rise
650-2782
Temporary Building 5
The RISE Program is a student support and retention program that was created for and by low-income and students of color. RISE’s mission is to increase the number of graduates and transfers among underrepresented, underserved, and marginalized groups in higher education. We accomplish these goals through aggressive outreach and recruitment in low-income neighborhood high schools, expose students to four-year universities via college tours, introduce students to graduates from their former high schools as peer mentors, and connect each student to inspirational faculty and staff who personally nurture and encourage
their journeys to success. Our intent is to provide a familia/ohana approach to educational services so to be inclusive, supportive, and resilient.

We offer the following services:

- Individualized and group academic tutorial;
- Intrusive and holistic Guidance and Counseling;
- Ethnic, Gender and Cultural Empowerment activities;
- Student club organizations;
- College visitations and tours;
- Peer mentors and Ambassadors;
- A Social Justice perspective in school, in work, and in life.

**Scholarships**

558-2197  Rodda Hall North (RHN) 222  [www.scc.losrios.edu/foundation](http://www.scc.losrios.edu/foundation)

Applications for SCC scholarships are available online in January of each year. Applicants must have completed a minimum of twelve units at SCC by the end of the fall semester and be enrolled in six or more units at SCC during the spring semester. Some scholarships require additional units, and many scholarships have criteria set by the individual donor. Students are advised to check the website to search for those scholarships for which they are most qualified.

**Science and Allied Health (SAHT) Tutoring Center**  [www.scc.losrios.edu/sahtcenter](http://www.scc.losrios.edu/sahtcenter)

558-2129  Lillard Hall (LIH) 115

Open to Science and Allied Health students as a study lab. Tutoring is available for Biology, Chemistry, Medical Language and Allied Health Programs.

**Student Associated Council (SAC)**

558-2381  South Gymnasium (SOG) 226  [www.scc.losrios.edu/sac](http://www.scc.losrios.edu/sac)

The Student Associated Council (SAC) is a team of student leaders dedicated to representing the interests and protecting the future of a diverse student body and is the official representative body for the students of Sacramento City College. The SAC includes the Student Senate, the Clubs and Events Board, and the Joint Budget Committee as a means to provide students with a voice in the shared governance process, advocate for the common interests of students, facilitate student involvement and activities, promote student life on campus, and appropriately allocate funds for these purposes. Involvement in student leadership provides students the opportunity to learn and apply new skills, develop friendships, and have fun. For more information, visit the Student Associated Council website.

**Student Athlete Counseling**

650-2742  South Gym 142F

The Student Athlete Counseling Center provides student athletes with personal, academic and career counseling, as well as assistance with meeting and maintaining eligibility requirements.
Prefix 916 unless otherwise specified.

**Academic Computing Lab**
Learning Resource Center (LRC-144)  558-2099
MS Office Suite, Internet, Scanner, Color printer
Monday - Thursday  7:30 a.m. - 9:30 p.m.
Friday  7:30 a.m. - 5 p.m.
Saturday  9 a.m. - 3 p.m.

**Advanced Technology Design Lab**
Technology (TEC-109)  558-2663
Monday - Thursday  8 a.m. - 9 p.m.
Friday  11 a.m. - 5 p.m.
Saturday  1 p.m. - 5 p.m.

**Business Division Open Lab**
Business Building (BUS-151)  558-2507
(Open to students enrolled in Business Division classes)
Monday - Thursday  8 a.m. - 8:15 p.m.
Friday  8 a.m. - 4 p.m.

**Business Student Center**
Business Building (BUS-224)  650-2763
(Open to students enrolled in Business Division classes)
Monday - Thursday  8 a.m. - 7 p.m.
Friday  Closed

**DSPS High Tech Center**
Student Services (STS 140)  558-2105
Available only by referral
Monday - Thursday  8 a.m. - 6 p.m.
Friday  8 a.m. - 3 p.m.

**English Lab**
Rodd Hall South (RHS-326)  558-2370
Hours vary - check posted schedule

**English as a Second Language (ESL) Center**
Rodd Hall South (RHS-328)  558-2370
(Quiet lab, phone number not available)
Hours vary - check posted schedule

**Learning Resources Academic Computing Lab**
Business Building (BUS-152)  558-1240
MS Office Suite, Internet
Monday - Friday  8 a.m. - 4 p.m.

**Learning Resources Academic Computing Lab**
Learning Resource Center (LRC-144)  558-2099
MS Office Suite, Internet, Scanner, Color printer
Monday - Thursday  7:30 a.m. - 9:30 p.m.
Friday  7:30 a.m. - 5 p.m.
Saturday  9 a.m. - 3 p.m.

**Learning Resource Center**
Reference Desk Learning Resource Center
(LRC-2nd Floor)  558-2461
LOIS (electronic library catalog), Internet, MS Office Suite, Research databases
Monday - Thursday  7:30 a.m. - 9:30 p.m.
Friday  7:30 a.m. - 5 p.m.
Saturday  9 a.m. - 3 p.m.

**Mathematics Lab**
Rodd Hall South (RHS-162)  558-2447
Open to students who are enrolled in at least one unit at SCC and have Math-related questions.
Monday - Thursday  8 a.m. - 8 p.m.
Friday  8 a.m. - 4 p.m.
Saturday  10 a.m. - 4:30 p.m.

**Mohr Hall Lab**
Mohr Hall (MOH-25)  558-2519
Monday - Thursday  8:30 a.m. - 12 p.m.
12:30 p.m. - 5 p.m.
Friday  8 a.m. - 12 p.m.
12:30 p.m. - 4:30 p.m.

**Music Lab**
Performing Arts Center (PAC-22)  558-2132
six PCs with music editing software available in piano practice lab.
Monday, Wednesday, Thursday  8:30 a.m. - 12 p.m.
1 p.m. - 8 p.m.
Tuesday  9:30 a.m. - 12:30 p.m.
1 p.m. - 4 p.m.
Friday  8 a.m. - 12 p.m.
1 p.m. - 4 p.m.
Saturday  9 a.m. - 3 p.m.

**Reading Lab**
Rodd Hall South (RHS-329)  558-2207
Hours vary - check posted schedule

*Student Computer Lab hours may be subject to change; please contact the appropriate lab.*
The Student Leadership and Development (SLD) Program at SCC is designed to provide and complement learning in and out of the classroom. All students are encouraged to create and take advantage of opportunities for involvement that will enhance their academic studies and contribute to their lifelong goals. Students participating in clubs, the Student Associated Council (SAC), event, and leadership workshops and classes become intimately connected with the campus community. Getting involved at SCC can help students to feel more valued on campus and achieve their goals through enhanced learning and larger support networks. Join in the fun now and enjoy the benefits for the rest of your life! For more information, visit the SLD website.

- Join the Student Associated Council.
- Check out the many diverse clubs on campus.
- Attend activities and events, including Welcome Day, Arts and Crafts Faire, and People’s Day.
- Sign-up for the variety of leadership workshops and classes.
- Read electriCITY, a monthly publication “sending the power of information to students”.
- Notice the many postings on bulletin boards throughout campus.
- Register to vote and pick up election materials.
- Hang out, study, and have meetings at the Student Center.

Success Coaches
558-2390  Student Services (STS) 103, Information Counter  www.scc.losrios.edu/successcoaching
Success Coaches can help students start the semester off right, improve and develop academic skills, and learn how to succeed at Sacramento City College. A one-on-one meeting with a success coach can help students set goals, overcome challenges, and identify resources. Success coaches add an additional layer of support for students and are available for appointments with all SCC students. Appointments can be scheduled over the phone, in person, or by emailing successcoach@scc.losrios.edu. The success coaches also have a website with valuable information for academic success strategies: http://www.scc.losrios.edu/successcoaching/.

Transfer Center
558-2181  Rodda Hall North (RHN) 147  www.scc.losrios.edu/transfercenter
The Transfer Center is a component of Counseling Services which is designated to assist students in transferring to any four-year college or university. The center houses a computer lab and resource materials from many colleges and universities. Various events are hosted each semester to provide additional information to SCC students about colleges/universities from all over the U.S.; these events include Transfer Day, Mini Transfer Day events, college representative visits, workshops, and bus trips to various colleges/universities.
Campus Resources – Tutorial Services
www.scc.losrios.edu/tutoring

Prefix 916 unless otherwise specified.

**Academic Computing Labs**
Learning Resource Center (LRC-144) 558-2099
Business Building (BUS-152) 558-2666
Assistance with word processing, Internet usage, and other basic computer operations.

**Advanced Technology Design Lab**
Technology (TEC-109) 558-2277
Tutoring is available for Graphic Communication and Engineering Design Technology courses.

**Athletic Study Skills Lab**
South Gymnasium (SOG-144) 558-2036
Tutoring in mathematics, English, and study strategies is available for SCC student athletes.

**Business & CIS Division Open Computer Lab**
Business Building (BUS-151) 558-2507
Open to Business Division students. Assistance is available for CIS courses.

**Business Student Center**
Business Building (BUS-152) 650-2763
Tutoring and computers are available for SCC students for accounting, economics and specific Business courses.

**Davis Center (DAC)**
1720 Jade St, Davis 95616 530-747-5235
Tutoring open to SCC students and is focused on courses offered at the Davis Center. Please check with staff regarding hours of availability.

**Language and Literature Computer Lab**
Rodda Hall South (RHS-326) 558-2370
Assistance with word processing, Internet usage, and other basic computer operations is available during open lab (drop-in) times. A new schedule is posted each Monday morning on the window next to the lab door.

**Learning Skills and Tutoring Center**
Learning Resource Center (LRC-144) 558-2258
Individual, small group, and Beacon tutoring in a variety of subjects such as: anthropology, biology, chemistry, history, mathematics, philosophy, physics, psychology, deaf culture and ASL, foreign languages, and statistics.

**Mathematics Lab**
Rodda Hall South (RHS-162) 558-2447
Open to all SCC students for drop-in tutoring in Mathematics and related topics.

**MESA**
Rodda Hall South (RHS-122) 558-2497
Supports financially and educationally disadvantaged SCC students with calculus-based majors in Mathematics, Engineering, and Science.

**Occupational Labs**
Tutoring is available for vocational programs such as Dental Hygiene and Electronics Technology at various campus locations. Vocational course instructors will provide information about this tutoring to their classes.

**RISE**
Temporary 5 (Temp-5) 650-2782
Tutoring is available in a variety of subjects depending on tutor availability.

**Science & Allied Health Tutoring Center**
Lillard Hall (LIH-115) 558-2129
Open to Science and Allied Health students as a study lab. Tutoring is available for science classes and the Allied Health Programs.

**West Sacramento Center (WSC)**
1115 West Capitol Ave, West Sacramento 95691 375-5511
Tutoring is open to SCC students and is focused on courses offered at the WSC. Please check with staff regarding hours of availability.

**Writing Center**
Writing Tutoring For All Courses
Learning Resource Center (LRC-144) 558-2126
Writing tutoring is available for SCC students in all academic and vocational classes.
The Umoja-SBA program supports the academic success and personal growth of African Ancestry as well as other students of diverse ancestries with an emphasis on first-year college students. Umoja-SBA students are enrolled in a guidance course (HCD 110-fall semester and HCD 310-spring semester) that is partnered with an English Reading, Math, History, Anthropology or Psychology course. Umoja-SBA provides counseling; cultural, educational and life skills workshops; transfer resources; and culturally responsive skills in multi-media literacy, technology and leadership.

Veterans Affairs offers a variety of programs for military and reservists. Dependents of deceased or disabled veterans may also qualify for both federal and state programs. New students should contact the office at least two months prior to the start of the semester. Students who qualify for educational benefits as disabled veterans should contact the Veterans Administration Rehabilitation Counselor prior to enrolling.

Veterans Resource Center (VRC) offers military veterans and reservists a place to connect with other veterans and provides three vital services: Academic Support, Camaraderie, and Wellness. In addition to peer support, specific services include: access to computers and assistance in the use of assistive technologies; academic and career counseling, financial aid information, and application assistance and referrals to on and off campus resources (i.e., DSPS, local VA centers).

At its core, the VRC is committed to having veterans provide services to fellow veterans. The camaraderie and trust that veterans experience with their peers, along with traditions of shared values and experience, is an invaluable resource for student veterans to be successful in the academic and civilian world.

The SCC website features sections on critical information for current students, people thinking about coming to SCC (future students), academic programs, scholarships, and college history. Sites devoted to activities at the college outreach centers in Davis and West Sacramento as well as direct links to highly used websites such as Canvas, D2L and eServices. Other features include an events calendar and student tools that provide direct access to useful forms, documents, and publications. An “essentials” widget provides direct links to useful information such as the academic calendar, class schedule, lists of degrees, certificates, and transfer programs, and programs of study within the Los Rios Community College District. Students can also access Facebook, Twitter, and other social media used by the college.
What You need2know
558-2231 Counseling Center / Rodda Hall North 147 www.scc.losrios.edu/weeklyupdate
SCC’s “what you need2know” website was created to provide students with strategies for college success, to stay updated with important information, and to keep connected to the campus. A new post is added every week on topics such as: college expectations, student support services, creating a class schedule, meeting with a counselor, and study skills.

Work Experience (WEXP) Education and Internship Program
558-2383 Rodda Hall North (RHN) 114 www.scc.losrios.edu/workexperience/
The Work Experience (WEXP) Education and Internship Program allows students to earn units for their workplace hours, as well as gain experiential training via internships in their majors. We offer two services to students: 1) Online Work Experience (WEXP) classes for currently employed students (in jobs, internships, or volunteer positions) who can show new or enhanced knowledge in their workplace situations; and 2) Internship assistance for second-semester students who have claimed majors and have a minimum 2.5 cumulative GPA.

WorkAbility III Program (WAIII)
558-2590 Student Services (STS) 104 www.scc.losrios.edu/workability/
The WorkAbility III (WAIII) Program assists students with disabilities in their transition from college to employment. Services through WAIII include career exploration, vocational counseling, employment preparation, and assistance connecting to jobs and internships. To be eligible for the WAIII program, a student must also be a consumer of the California Department of Rehabilitation (DOR); for those not currently with DOR, assistance connecting to DOR services can also be provided. For more information on this program, please contact the office at the number listed above. We are located in the same area with Disability Services and Programs for Students (DSPS).

Writing Center / Writing Tutoring for all Courses
558-2126 Learning Resource Center (LRC) 144 www.scc.losrios.edu/writingcenter
The Writing Center offers individual writing tutoring sessions and workshops to help students with all stages of the writing process for all types of writing assignments in any SCC course. Students can work with tutors on a variety of writing topics, including understanding a writing assignment, getting started, developing a thesis, organizing, revising, understanding grammar, and learning strategies for editing. The Center also offers online tutoring and workshops that students can view online.

Hours of Operation:
Monday 9 a.m. - 5 p.m.
Tuesday - Thursday 9 a.m. - 7 p.m.
Friday 9 a.m. - 3 p.m.
Saturday 10 a.m. - 2 p.m.
Student Email Accounts

Free Student Email
https://apps.losrios.edu

The college, academic and student services departments, and individual instructors use Los Rios Gmail as the primary means of communication. Your Los Rios Gmail account is automatically set up when you apply. Use your login and password for eServices to log into Los Rios Gmail.

Why do I need Los Rios Gmail?
The college communication to all students is through Los Rios Gmail. Without checking your Los Rios Gmail, you may miss important information about your class and campus!

Can I forward Los Rios Gmail messages to my personal email?
Yes! You may set up your Los Rios Gmail to automatically forward messages to an account of your choice.
1. Log into your Gmail account;
2. Click on: Settings
3. Click on: Forwarding and POP/OMAP
4. Click on: Add a Forwarding Address and follow the directions

Understanding Your GPA

All letter grades also have a numerical value, that is “A” = 4.0, “B” = 3.0, “C” = 2.0, “D” = 1.0, “F” = 0. A grade point is this numerical value multiplied by the number of units. For example, if you get a “C” in a three-unit class, the result is 3 units multiplied by 2 (the value of the “C” grade) for a total of 6 grade points.

The next step is to figure out your grade point average (GPA), which is the total grade points of all the courses you have taken, divided by the number of units attempted. For example, let’s say that at the end of your first semester you took 12 attempted units, and received an “A” in one three-unit class, a “B” in two other classes, and a “C” in another. The “A” is 12 grade points, the two “B” grades are 18 points, and the “C” is 6 grade points which adds up to 36 grade points. Divide by 12 units attempted and you get a grade point average (GPA) of 3.0, which is a straight “B” average.

A............Excellent
B............Good, above average
C...........Average
D...........Passing, below average
F............Fail
I.............Incomplete
IP..........In Progress
NP.........No Pass
P..........Pass
RD.......Report Delayed

Transcripts

SCC provides two free transcripts and additional copies may be obtained for $5 each. Requests for official transcripts are made at the Admissions and Records Office, Student Services (STS) 103 or online at www.scc.losrios.edu/transcripts. Please allow at least five working days for a transcript to be prepared. A $10 service charge will be assessed for students requesting rush service. Unofficial transcripts can be viewed and printed online via eServices.
College Terms

Accredited
A college or program that is officially recognized by a professional association as maintaining certain standards. Accredited programs qualify graduates for admission to higher or more specialized programs and for professional practice. SCC is accredited by The Western Association of Schools and Colleges.

Advanced Education
Advanced Education is intended to provide students sixteen years of age and older, or currently in 10th grade, with educational enrichment opportunities at the community college level. An Advanced Education student is defined as any non-high school graduate, non-18 year old, non-California Proficiency or non-GED student.

Application
A form requesting admittance to attend college during a specific semester. Available online only.

Advisories
A suggested, not required, course or skill level that a person is advised to meet prior to enrolling in a course or program.

Articulation
A connecting link between two or more schools. Articulation agreements between SCC and other schools list courses that meet requirements and are transferable. Students are recommended to contact a counselor.

Assessment
A process of gathering information about individual students, reflecting their strengths and weaknesses in basic skills.

Catalog Rights
For the purpose of meeting Associate Degree or certificate requirements, students may elect to meet the requirements in the SCC Catalog in effect either at the time of first enrollment or at the time of graduation from SCC if they are continuously enrolled for at least one regular semester in each calendar year.

Certificate of Achievement
A document indicating that the student has satisfactorily completed major required courses in a program, but not the general education courses. A certificate is not a degree.

College Catalog
A college publication describing academic programs, student services, general regulations, requirements and procedures. The publication describes all classes offered by SCC, including information as to unit value, transferability, and prerequisites. The catalog is available through the College Store.

Concurrent Enrollment
Enrollment in two schools at the same time

Corequisite
A corequisite is a course that a student is required to enroll in at the same time as enrolling in another course.

Credential
A certificate or diploma permitting a college graduate to practice in a professional field, such as teaching
or counseling. Requirements usually include a bachelor’s or master’s degree, plus additional courses or experience.

Credit
Certification of a student’s successful completion of a course, usually expressed in units of coursework

Dismissal
A restriction from attending school, usually because of poor grades, a lack of progress or disciplinary reasons. A dismissal is often temporary in nature, provided the student agrees to certain conditions. (Refer to the College Catalog for dismissal policies.)

Electives
Courses that are not required subjects, but are taken for credit.

Full-time Student
A student who is enrolled in, and satisfactorily completes, a minimum of 12 units. Fifteen units per semester is the norm for full-time students. For financial aid purposes, 12 units meet the requirements. Part-time students are students that are enrolled in, or completing fewer than, 12 units a semester.

General Education Breadth Requirements
Courses all students must satisfactorily complete to obtain a degree. Most are prescribed by state law, depending on the degree desired; requirements vary. (Lists are available in the Counseling Department.)

Grade Points
The number value of a college letter grade: A=4, B=3, C=2, D=1, F=0. To find grade points for a class, multiply the number of units by the number assigned to the grade. (Example: Ann’s grade in Math 13 is a C. C=2. It is a 3-unit class. 2x3=6. Ann has earned 6 grade points for Math 13.)

Grade Point Average (GPA)
A measure of academic achievement determined by dividing the total grade points by the total number of units attempted. (Example: Ted has 64 grade points. He has attempted 25 units. 64¸25=2.56. Ted has a GPA of 2.56.)

Graduation Proficiencies
College-level Reading, Writing and Mathematics skills that a student must master to qualify for an associate degree. Proficiencies can be shown by completing specific courses with satisfactory grades and/or achieving satisfactory scores on proficiency tests.

Interdisciplinary Studies
An interdisciplinary program including courses in arts and humanities, environmental studies, natural sciences, and social sciences.

Lower Division
College courses at the freshman and sophomore levels

Major
An organized body of required classes in a student’s chosen area of interest

Matriculation
To enroll as a member of a body and especially of a college or university

Minor
A secondary subject area in a student’s program, not quite as comprehensive as the major area, but usually complementary
Occupational (Vocational) Programs
Programs of study emphasizing job skills and may include only major courses or degree requirements

Participatory Decision-Making
By law, California Community Colleges are required to provide opportunities for the entire campus community (staff, faculty, managers) to participate in the process of making decisions that affect them. Students can participate by serving on campus standing committees. The Student Senate makes all appointments.

Pass/No Pass
A policy of granting credit, but no grade, for satisfactory completion of a specific course. The Pass/No Pass policy at SCC is described in the College Catalog.

Pre-Professional Programs
Undergraduate coursework either recommended or required for enrollment in professional schools

Prerequisite
A prerequisite is a course or skill level that a student must meet prior to enrolling in a course or program.

Probation
Whenever a student who is enrolled in at least 12 units fails to complete at least half (50%) of all units in which he/she is enrolled and his/her cumulative grade point average drops below 2.0, the student is placed on progress or academic probation.

Registration
The official process of enrolling in classes. The process must be repeated each semester (including summer session) in which the student wishes to be enrolled.

Student Access Card / Universal Transit Pass (UTP)
The Student Access Card / Universal Transit Pass (UTP) also known as Universal Transit Pass (UTP) serves as an official college photo ID, Regional Transit pass, library card, GoPrint card, and a discount card good at participating stores. Students can get their access cards in the Learning Resource Center (LRC) by presenting a picture ID and either a printout of their eServices account that shows a zero balance and proof of enrollment. Cards are also available at the Davis and West Sacramento Centers.

Transfer Program
A series of courses designed to match lower-division courses with requirements at a university for future transfer to that university.

Undergraduate
Freshman through senior years of college work.

Unit
A value that indicates the amount of credit given to a class. It often reflects the weekly time interval required for class attendance.

Upper Division
The junior and senior years of college work

Withdrawal
The process by which a student officially drops a class or classes during a semester
Drug, Alcohol and Smoke-Free Campus

District Policy
Los Rios Community College District (LRCCD) Policy 2443 States:
“. . . the District . . . is committed to maintaining a drug and alcohol-free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, and the drug and alcohol-free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989.”

Alcohol, Drugs and Smoke-free
Sacramento City College is committed to a drug, alcohol and smoke-free campus. The abuse of illicit drugs, alcohol and cigarettes disrupts classes, compromises one’s physical and mental health, subjects people to criminal penalties and impairs the ability to benefit from the learning experience. Therefore, the faculty, staff and administrators of Sacramento City College ask you to support the creation of a drug, alcohol and smoke-free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse.

Legal Sanctions
The LRCCD Standards of Student Conduct prohibit the use, sale or possession, on campus, of any controlled substance. Students who abuse drugs or alcohol on campus, or appear at a college-sponsored function under the influence of drugs or alcohol, can be suspended, expelled and/or criminally prosecuted.

Health Consequences
Use of controlled substances can lead to memory loss, indifference to academic achievement, impaired judgment, sudden death, liver disease, psychological disorders, and brain damage. Likewise, long-term alcohol abuse can cause ulcers, gastritis, pancreatitis, liver disease, cancer, loss of coordination, heart disease, stroke, emotional distress, sexual dysfunction and other health problems. For confidential assistance and referral, please contact the following offices:

On-campus
• Counseling 916-558-2204
• Health Services 916-558-2367

Off-campus
• Sacramento County Mental Health Treatment Center 916-875-1000
• Sacramento County
  • Alcohol and Drug Bureau 916-874-9754
  • National Council on Alcoholism and Drug Dependence 916-922-9217
  • Alcoholic Anonymous 916-454-1100
  • Narcotics Anonymous (non-crisis) 1-877-623-6363
**Student Standard of Conduct**

SCC students exercise the same rights as other members of the community and are accountable to the same federal and state laws and statutes. In addition, SCC students are accountable to Los Rios Board policies and SCC Rules and Regulations. The following Expectations of Behavior and Conduct are based on those policies and regulations. They have been adopted by SCC to protect the rights and privileges of all students and to allow the college to function effectively. These guidelines are also available in the SCC Student Guide and on the SCC Website.

1. **Misconduct and Discipline**
   Misconduct for which students are subject to discipline:
   - Obstruction or disruption of the learning process of the college, including teaching administration, and college activities.
   - Physical or threatening abuse of any person on college-owned or controlled property, or at any college-sponsored or supervised activity.
   - Theft of, or damage to, property of any person on college-owned or controlled property, or at a college-sponsored or supervised activity.
   - Unauthorized entry to or use of college facilities.
   - Violation of college policies or campus regulations. Please refer to www.losrios.edu/legal/.
   - Disorderly, lewd, obscene, or indecent conduct or expression on college-owned or controlled property or at college sponsored or supervised activities.
   - Willful disturbance at any college meeting.

2. **Cheating**
   Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, or fraudulent means. Cheating includes the following:
   - Copying from someone else’s test.
   - Submitting work that is not your own.
   - Submitting work presented previously in another course, if contrary to the rules of either course.
   - Altering or interfering with grading.
   - Using material during an exam that is not allowed.
   - Consulting with someone, other than the instructor, during an exam.
   - Committing other acts that defraud or misrepresent.

3. **Plagiarism**
   Plagiarism is representing the work of someone else as your own and submitting it for any purpose. Plagiarism includes the following:
   - Incorporating the ideas, works, sentences, paragraphs, or parts of another person’s writings, without giving appropriate credit, and representing the product as your own work.
   - Representing another’s artistic/scholarly work as your own.
   - Submitting a paper purchased from a research or term paper service.

4. **Other Acts of Dishonesty**
   - Purposely allowing another student to copy from you during a test.
   - Giving your homework, term paper, or other academic work to another person to plagiarize.
   - Theft of, or damage to, property of any person on college-owned or controlled property or at a college-sponsored or supervised activity.
   - Having another student submit work in your name.
   - Lying to an instructor to improve your grade.
   - Altering a graded work after it has been returned and then resubmitting the work for re-grading.
   - Removing a test from the classroom.
   - Stealing tests.
5. **Disciplinary Consequences**
Depending on the seriousness of the infraction, students may incur the following consequences:
- Receive a failing grade on the test or paper.
- Have a course grade lowered.
- Be placed on disciplinary probation or suspension.
- Be expelled.

6. **Weapons**
Possession or use of explosives, dangerous chemicals or deadly weapons on college property or a college function without prior authorization of the college President or designated representative is grounds for expulsion.

7. **Drug and Alcohol-Free Campus**
SCC is committed to a drug, alcohol and smoke-free campus. The abuse of illicit drugs and alcohol disrupts classes, compromises one’s physical and mental health, subjects people to criminal penalties, and impairs the ability to benefit from the learning experience.

**Legal Sanctions**
The LRCCD Standards of Student Conduct prohibit the use, sale, or possession on campus of any controlled substance. Students who abuse drugs or alcohol on campus, or appear at a college-sponsored function under the influence of drugs or alcohol, can be suspended, expelled and/or criminally prosecuted. (LRCCD Policy 2443)

8. **Hazing**
No student or other person connected with SCC or in attendance at the college shall participate in hazing, conspire to engage in hazing, or commit any act that injures, degrades, or disgraces any person attending the college.

9. **Gambling**
Gambling is prohibited on campus.

10. **Dress**
The dress on campus shall be in accord with the dictates of custom and good taste in the college environment.

11. **Demonstrations**
Students have the right to demonstrate in a responsible manner, under the following conditions:
- Demonstrations will in no manner interfere with any class, community service program, or other approved activity being conducted on campus.
- Demonstrations will neither impede access to and from buildings nor block normal traffic flow, pedestrian or vehicular.
- Voice amplification is permitted only during specified time periods (contact Student Leadership and Development for information). Excessive noise will not be permitted.
- Students will not be granted excused absences from classes to participate in demonstrations.
- No obscenities or challenges that create a clear and present danger of inciting physical reactions will be tolerated.
- Students participating in on-campus demonstrations are not immune from civil regulations and penalties.

12. **Animals**
Pets and other animals are not allowed in buildings or to be turned loose on campus. They must be contained. Seeing-eye and service animals are the exceptions.
13. **Smoking**
   Beginning August 20, 2016, all tobacco products, including chew, vapes, and e-cigarettes, are prohibited on any SCC property. Please see www.scc.losrios.edu/smokefree/ for more information.

14. **Posting Materials**
   Student fliers, advertisements, or other student-related activities must be approved by the Student Leadership and Development Office before posting in approved locations. Commercial posting or other non-student oriented materials must be approved by the Operations office. Unauthorized material will be removed. Approval is subject to Los Rios Community College Board policies and campus regulations.

15. **Program Sponsorship**
   A recognized student organization presenting programs solely for its members requires only the approval of its faculty advisor. Programs open to the student body must be coordinated through Student Leadership and Development (South Gym 226).

16. **Non-College Persons on Campus**
   Any person on college-owned property or at college-sponsored or supervised activities who engages in disruptive behavior is subject to disciplinary and/or legal actions by the college President or his/her designee.

17. **Sexual Assault/Harassment**
   SCC does not tolerate sexual assault or harassment in any form – sexual violence, relationship violence, or stalking. SCC has procedures in place to support those who report sexual assault/harassment. Students are encouraged to report any incidences in one of three ways:
   - File a report with the Los Rios Police Department;
   - File a report with the SCC Title IX Officer (located in the Office of Instruction, Rodda Hall North 257);
   - Ask for help from a WEAVE Confidential Advocate. This person will be on the SCC main campus one day per week. To contact: weaveconfidentialadvocate@losrios.edu or (916) 568-3011.

For more information regarding Student Standard of Conduct, please contact the Vice President of Student Services, (RHN-272) 916-558-2141.
Student Rights and Responsibilities

Access to and Confidentiality of Student Records
Student records are protected by state law and Los Rios Community College District Board policy from access by casual or unauthorized persons. Access to records is provided to the student, parents of a dependent student, persons having written consent of the student, or by court order or subpoena. Rights and procedures for access to records are outlined in Los Rios Community College District Administrative Regulation 2265. Copies of this document are available for review through the Dean of Financial Aid and Student Services, 916-558-2439, or Vice President of Student Services, 916-558-2141.

Catalog Rights
For the purpose of meeting Associate Degree or certificate requirements, students may elect to meet the requirements in the SCC Catalog in effect either at the time of first enrollment or at the time of graduation from SCC if they are continuously enrolled for at least one regular semester in each calendar year.

Assembly and Speech
Students have the right to:
• To hear speakers on any subject, and on-campus recognized student organizations shall have the right to present speakers on any subject;
• To freely assemble, subject to regulations that assure the continued regular functioning of the college, which shall include reasonable provisions for the time, place, and manner of conducting these activities.

Causes
Students have the right to:
• Take stands on issues;
• Examine and discuss questions of interest to them;
• Support causes by orderly means, which are in harmony with the regular functioning of the institution.

Decision-Making
Students have the right to:
• Be informed and participate in campus matters that can be shown to be directly relevant to them;
• Be members of faculty and administrative committees related to students’ concerns; such student representatives shall have votes as committee members.

Organizations
Students have the right to:
• Form an organization around any particular interest not in violation of campus and district regulations;
• Join established student organizations.

Publications
Student publications are generally free from censorship and advance copy approval, providing they:
• Adhere to canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo;
• State on the editorial page that the opinions expressed are not necessarily those of the college or of the student body.
**Universal Transit Pass (UTP) / Access Card**

Students who drop all classes for the semester and receive a refund must return their UTP sticker to the Business Services Office. Students who drop all classes for two semesters and keep the UTP sticker are subject to Student Discipline and must meet with the Vice President of Student Services, Rodda Hall North (RHN-272), prior to future enrollment.

For additional information regarding Student Rights and Responsibilities, please refer to the Los Rios Community College District Administrative Regulation/Policy, Sections 2400-2443. Students should contact the Vice President of Student Services, 916-558-2141, for clarification.
Student Grievance Procedures

While attending Sacramento City College, students sometimes have misunderstandings or challenging experiences with a district or college employee. When students feel they have been treated unfairly or believe that one or more of their rights has been violated, they can pursue a remedy or solution to the problem through the college’s Student Grievance Process. The grievance process is explained in detail in Los Rios Community College District (LRCCD) Board Policy and Regulations P/R-2412. The levels and timelines of the Student Grievance Process are as follows:

**INFORMAL GRIEVANCE**

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**Level 1**

The student is required to meet with staff member(s) and/or immediate supervisor of the staff member(s) in an attempt to mutually resolve the matter. This discussion must take place within ten (10) days of the alleged incident.

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**FORMAL GRIEVANCE**

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**Level 2**

**Filing:** Within five (5) days of completion of the informal procedure, and no later than twenty-five (25) days from the date of the alleged incident, the student may choose to file a Student Grievance Form.

**Location:** Rodda Hall North (RHN-257) Office of the Student Grievance Officer.

**Purpose:** To determine grievability of the matter.

**Timeline:** Within ten (10) days of filing date, the Student Grievance Officer must notify all parties of the status of grievability.

a) If deemed not grievable, the Student Grievance Officer will notify the student, in writing, that the grievance has been rejected and state the reason(s) why;

b) If deemed grievable, a hearing is scheduled.

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**Level 3**

**Hearing:** A formal hearing is scheduled within ten (10) days following the appointment of a Hearing Officer.

**Decision:** Within ten (10) days of receipt of appeal documents, the Hearing Officer will inform all parties, in writing, of his or her decision.

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**Level 4**

**Filing:** Within five (5) days of Level 3 decision, either party may appeal the decision of the Hearing Officer.

**Location:** Rodda Hall North (RHN-277) Office of the College President.

**Decision:** Within ten (10) days of receipt of the appeal documents, the College President or designee will inform all parties, in writing, of his/her decision. The decision is final at this level.

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Students should be aware that an assigned grade by an instructor is not a grievable matter, except as outlined in the Education Code 76224(a) which states:

“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course; and the determination of the student’s grade by the instructor in the absence of mistake, fraud, bad faith, or incompetence shall be final.”

**Timeline:** It is important for students to fully understand and comply with various timelines. As used in these procedures, “days” shall mean calendar days, provided, however, the days during winter break, spring break, and breaks before and after summer sessions shall not be counted as “days.”
Student Grievance Officer, Associate Vice President of Instruction
558-2407  Rodda Hall North 257
The Student Grievance Officer assists students in resolving concerns or problems that may be handled through the college’s Student Grievance Process. The Associate Vice President can also answer questions students have about any aspect of the process. The Student Grievance Form and LRCCD Board Policy and Regulations P/R-2412 are available through that office.

Equal Opportunity

Equal Opportunity in Education
Non-Discrimination Policy
The Los Rios Community College District is in compliance with all pertinent Titles and Sections of the Civil Rights Act of 1964, the Educational Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Federal Carl D. Perkins Career and Technical Education Improvement Act of 2006 (P.L. 109-270), and all other applicable Federal, State and local laws.

It is the policy of the Los Rios Community College District to take action to guarantee that no qualified student or prospective student or any person having an educational relationship with the District shall be unlawfully discriminated against, harassed, or excluded from any benefits, activities, or programs on the grounds of ethnic group identification, race, color, gender, sexual orientation, sexual identity, religion, age (over forty), national origin, ancestry, disability, political affiliation or belief, military and veteran status, or marital status, nor shall any students be discriminated against for conversing in a language other than English. However, students shall be required to speak English when the use of English is necessary for educational or communication purposes. Sexual harassment is a form of unlawful discrimination based on sex and is prohibited in the District/College programs and activities under Title IX of the Education Amendments of 1972, 20 U.S.C., sections 1681 and following (Title IX).

Such non-discrimination policies extend to all of the functions and activities of the Los Rios Community College District including employment and employment selection, educational programs, services, admissions, and financial aid. Student equity in all academic and vocational programs is a primary goal of the college.

The lack of English language skills will not be a barrier to admission to and participation in vocational education programs.

Students and employees who believe they have suffered discrimination based on any of the above reasons may file a complaint with the appropriate office. Note: In addition to complaints being filed by students or employees, discrimination complaints may be initiated by individuals or entities, such as a family member, representative, organization, or other third party wishing to file on behalf of an individual or group alleged to have suffered unlawful discrimination or harassment. The complaint will not be dismissed or removed if it is not presented on the form provided by the Office of the Chancellor.

Americans with Disabilities Act (ADA)/504 Officer:
Julia Jolly, Associate Vice President of Instruction
916-558-2407
Disciplinary Officer:
Dr. Debra Luff, Associate Vice President of Enrollment and Student Services
916-558-2139

Michael Poindexter, Vice President of Student Services
916-558-2142

Equity Officer:
Julia Jolly, Associate Vice President of Instruction
916-558-2407

Sexual Harassment Officer:
Julia Jolly, Associate Vice President of Instruction
916-558-2407

Student Grievance Officer:
Julia Jolly, Associate Vice President of Instruction
916-558-2407

Title IX Coordinator:
Julia Jolly, Associate Vice President of Instruction
916-558-2407

Associate Vice President of Instruction
558-2407 Rodda Hall North (RHN) 257 www.scc.losrios.edu/equityoffice
• Grievance Officer
• Sexual Harassment/Title IX/Gender Equity Officer
• Student Equity Officer
• ADA Officer

Equity Officer
The Associate Vice President of Instruction trains and appoints staff as Equity representatives for employee selection committees and facilitates, reviews, and/or refers complaints presented by staff based on:
• Ethnic Group Identification
• Religion
• Age
• Race
• Language

Americans with Disabilities Act Officer
The Associate Vice President of Instruction coordinates compliance efforts and investigates complaints presented by students and staff that are based on:
• Physical Disability
• Mental Disability

Sexual Harassment/Title IX/Gender Equity Officer
The Associate Vice President of Instruction facilitates and handles complaints of harassment and/or discrimination presented by students and staff that are based on:
• Sex (Gender)
• Sexual Orientation
• Sex Bias
• Sex Stereotyping
**Student Equity Officer**
The Associate Vice President of Instruction facilitates discrimination complaints presented by students that are based on:
- Ethnic Group Identification
- Religion
- Race
- Language
- Ancestry
- Retaliation
The Campus Security Act of 1990 (20 USC 1092 [Clery Act]) requires that all colleges and universities receiving Title IV student aid assistance prepare and distribute an annual report (Clery Report) which sets forth its policies on crime prevention issues and gives statistics on the number of specific crimes that occur on campus and other defined locations and the number of arrests on campus for liquor law and drug abuse violations, and weapons possession. In addition, the act requires colleges and universities to provide timely warnings to the campus community of certain crimes reported to law enforcement, that may represent a continued threat to other students and employees.

Annually, on or before October 1, the Clery Report is published for public dissemination. This data is sent electronically to all students, staff, and faculty and is also available on the SCC website under the Los Rios Police Department (LRPD) at www.police.losrios.edu/pdf/annualcleryreport.pdf. Hard copies of the Clery Report can be obtained from the Los Rios Police Department located at the base of the parking structure (main entrance off of Sutterville Road and Sutterville Bypass).
June 2017

Education is not preparation for life; education is life itself.
—John Dewey
June 2017

Goals for this month

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Important dates for this month

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June 2017 Calendar of Events

26:   Summer Consortium Request
30:   Deadline to Complete a 2016-2017 FAFSA

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Education is not preparation for life; education is life itself.

—John Dewey
July 2017

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July 2017 Calendar of Events

3-28: 2nd Four Weeks of Summer Session

4: Independence Day Holiday ~ Campus Closed

4: Last Day to Drop 1st Six Weeks of Summer Session Class With a “W” Grade

6: Recalculation Date (Summer Award Eligibility Date) for Financial Aid

7: Last Day to Drop 2nd Four Weeks of Summer Session Class to Qualify for a Refund for Enrollment & Tuition Fee
    Last Day to Petition for 2nd Four Weeks of Summer Session Class for Pass/No Pass

8: Last Day to Enroll in 2nd Four Weeks of Summer Session

10: Last Day to Appeal Financial Aid Satisfactory Academic Progress Eligibility

11: Last Day to Drop Middle Six Weeks of Summer Session Class With a “W” Grade

13: Loan Request for Summer

14: Last Day of 1st Six Weeks of Summer Session

14: Last Day to Drop 1st Eight Weeks of Summer Session Class With a “W” Grade

18: Last Day to Drop 2nd Six Weeks of Summer Session Class With a “W” Grade

20: Last Day to Drop 2nd Eight Weeks of Summer Session Class With a “W” Grade

21: Last Day of Middle Six Weeks of Summer Session

21: Last Day to Drop 2nd Four Weeks of Summer Session Class With a “W” Grade

21: Last Day to Drop 2nd Four Weeks of Summer Session Class With a “W” Grade

24: Enrollment Cut-Off for First Fall Payment

28: Last Day of 2nd Six Weeks of Summer Session

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*Education is the most powerful weapon which you can use to change the world.*

—Nelson Mandela
August 2017

Wednesday Thursday Friday Saturday

2 Freshmen Welcome

3 Freshmen Welcome

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19 Fall Instruction Begins

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August 2017

Goals for this month

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August 2017 Calendar of Events

3:  Last Day of 2nd Eight Weeks of Summer Session
3:  Summer Session Final Exams
3:  End of Term File Completion for Financial Aid
7:  Summer Grades Due
19: First Day Full Fall Session
19: First Day of 1st Eight Weeks of Fall Session
19: First Day of 1st Five Weeks of Fall Session
28: Last Day to Enroll in of 1st Five Weeks of Fall Session

19-9/3:  Fall Late Enrollment
25:  Last Day to Drop 1st Eight Weeks of Fall Session Class to Qualify for a Refund for Enrollment & Tuition Fee
25:  Last Day to Drop 1st Eight Weeks of Fall Session Class Without Notation on Record
25:  Last Day to Drop 1st Five Weeks of Fall Session Class Without Notation on Record
29:  Last Day to Petition for 1st Five Weeks of Fall Session Class for Pass/No Pass

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Change is the end result of all true learning.

—Leo Buscaglia
Goals for this month

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September 2017 Calendar of Events

1: Last Day to Drop Full Fall Session Class to Qualify for Enrollment & Tuition Fee
1: Last Day to Petition for 1st Eight Weeks of Fall Session Class for Pass/No Pass
2: Cal Grant CC Deadline
2: Last Day to Enroll in 1st Eight Weeks of Fall Session
3: Last Day to Enroll in Full Fall Session
3: Last Day to Drop Full Fall Session Class Without Notation on Record

4: Labor Day Holiday ~ Campus Closed
15: Last Day to Drop 1st Five Weeks of Fall Session Class With a “W” Grade
22: Last Day to Petition for Fall Session Class for Pass/No Pass
25: Last Day of 1st Five Weeks of Fall Session
26: First Day of 2nd Five Weeks of Fall Session
27: Last Day to Drop 1st Eight Weeks of Fall Session Class With a “W” Grade
27: First Day of UCD - Fall Session
29: Last Day to Drop UCD - Fall Session Class to Qualify for a Refund for Enrollment & Tuition Fee
29: Last Day to Drop 2nd Five Weeks of Fall Session Class to Qualify for a Refund for Enrollment & Tuition Fee
29: Last Day to Drop 2nd Five Weeks of Fall Session Class Without Notation on Record

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*Education is the key to unlock the golden door of freedom.*

—George Washington Carver
October 2017

Goals for this month

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Important dates for this month

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October 2017 Calendar of Events

4: Last Day to Enroll in 2nd Five Weeks of Fall Session
5: Last Day to Petition for 2nd Five Weeks of Fall Session Class for Pass/No Pass
11: Last Day of 1st Eight Weeks of Fall Session
13: Last Day to Drop 2nd Eight Weeks of Fall Session Class Without Notation on Record
15: Last Day to Drop UCD – Fall Session Class Without Notation on Record
16: Fall Consortium Request
19: Last Day to Enroll in UCD - Fall Session
19: First Day of 2nd Eight Weeks of Fall Session
19: First Day of 2nd Eight Weeks (Alternate) of Fall Session
20: Last Day to Petition for UCD - Fall Session Class for Pass/No Pass
20: Last Day to Drop 2nd Eight Weeks of Fall Session Class to Qualify for a Refund for Enrollment & Tuition Fee
20: Last Day to Drop 2nd Eight Weeks (Alternate) of Fall Session Class to Qualify for a Refund for Enrollment & Tuition Fee
20: Last Day to Drop 2nd Eight Weeks (Alternate) of Fall Session Class Without Notation on Record
21: Last Day to Drop 2nd Five Weeks of Fall Session Class With a “W” Grade
26: Fall Award Eligibility Date
27: Last Day to Enroll in 2nd Eight Weeks of Fall Session
27: Last Day to Petition for 2nd Eight Weeks of Fall Session Class for Pass/No Pass
30: Last Day of 2nd Five Weeks of Fall Session
31: First Day of 3rd Five Weeks of Fall Session

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- **22**: Thanksgiving Break (No Classes)
- **23**: Thanksgiving Break (No Classes)
- **24**: Thanksgiving Break (No Classes)
- **25**: Thanksgiving Break (No Classes)
November 2017

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November 2017 Calendar of Events

3: Last Day to Enroll in 2nd Eight Weeks (Alternate) of Fall Session
3: Last Day to Petition for 2nd Eight Weeks (Alternate) of Fall Session Class for Pass/No Pass
3: Last Day to Drop 3rd Five Weeks of Fall Session Class to Qualify for a Refund for Enrollment & Tuition Fee
3: Last Day to Drop 3rd Five Weeks of Fall Session Class Without Notation on Record
6: Last Day to Appeal Financial Aid
6: File Completion for Spring Financial Aid
9: Last Day to Enroll in 3rd Five Weeks of Fall Session
9: Last Day to Petition for 3rd Five Weeks of Fall Session Class for Pass/No Pass
10: Veterans Day Holiday ~ Campus Closed
13: Loan Request for Fall
14: Last Day to Drop Full Fall Session Class With a “W” Grade

23-24: Thanksgiving Recess ~ Campus Closed
23: Last Day to Drop 2nd Eight Weeks of Fall Session Class With a “W” Grade
25: Last Day to Drop UCD - Fall Session Class With a “W” Grade
27: Last Day to Drop 3rd Five Weeks of Fall Session Class With a “W” Grade

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Nine tenths of education is encouragement.

—Anatole France
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December 2017

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Activities for this month
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Important dates for this month
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December 2017 Calendar of Events

1: Last Day to Drop 2nd Eight Weeks
   (Alternate) of Fall Session Class With a “W”
   Grade
7: Last Day of 3rd Five Weeks of Fall Session
8-14: Fall Finals
8: Last Day of 2nd Eight Weeks of Fall Session
14: Last Day of Full Fall Session
14: End of the Term File Completion for
   Financial Aid
15: Last Day of UCD - Fall Session
16: Last Day of 2nd Eight Weeks (Alternate) of
   Fall Session
18-31: Winter Break
24-25: Christmas Holiday ~ Campus Closed

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January 2018

The function of education is to teach one to think intensively and to think critically.

— Martin Luther King
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January 2018
January 2018

Goals for this month

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Activities for this month

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Important dates for this month

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January 2018 Calendar of Events

1:   New Year’s Day Holiday ~ Campus Closed
2-10: Session Break
2:   Fall Grades Due
13:  First Day of Spring Session
15:  Martin Luther King’s Birthday Holiday ~ Campus Closed
29:  Census Date for Spring Session Classes

Notes

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February 2018

Always bear in mind that your own resolution to succeed is more important than any other.

—Abraham Lincoln
February 2018

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February 2018 Calendar of Events

16: Abraham Lincoln’s Birthday Holiday ~ Campus Closed
19: George Washington’s Birthday Holiday ~ Campus Closed

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The great aim of education is not the knowledge but the action.
—Herbert Spencer
March 2018

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March 2018 Calendar of Events

12: Spring Consortium Request
26-April 1: Spring Break
22: Spring Financial Award Eligibility Date

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April 2018

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Champions keep playing until they get it right.

—Billie Jean King
April 2018

Goals for this month

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Activities for this month

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Important dates for this month

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April 2018 Calendar of Events

9: Last Day to Appeal Financial Aid Satisfactory Academic Progress Eligibility
15: Last Day to Withdraw from Full Spring Session Classes
16: Loan Request for Spring

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May 2018

*Education is the movement from darkness to light.*

—Allan Bloom
May 2018

Goals for this month

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Activities for this month

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May 2018 Calendar of Events

10-16: Spring Session Finals
16: File Completion for Summer Session Financial Aid
16: Last Day of Spring Session
21: Enrollment Cut-Off for First Summer Payment
28: Memorial Day Holiday ~ Campus Closed
29: Spring Session Grades Due

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*The whole purpose of education is to turn mirrors into windows.*
—Sydney J. Harris
Goals for this month

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Activities for this month

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Important dates for this month

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June 2018 Calendar of Events

25: Summer Consortium Request

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Introduction
The purpose of this section is to provide pertinent information as it pertains to being a student athlete at Sacramento City College. It is our hope that while you are a student athlete at SCC, you will have the best possible educational experience, both academically and athletically. The intent of this handbook is to help support that educational experience by providing you with information that is critical to you as a student athlete, and as it pertains to your status as a student at SCC. Please take some time to familiarize yourself with all the services that SCC has to offer in this section.

Division Mission Statement
The mission of the SCC’s Kinesiology, Health and Athletics (KHA) Division is to provide a positive educational setting in which students can achieve skills for the personal management of life-long health and wellness.

Within athletics, an integral part of the total educational process, we strive to promote the mission of the college through student athlete participation in an integrity-based, collaborative, and equitable athletic program. SCC’s athletic program aims to provide the opportunity for student athletes to realize their full potential both academically and athletically.

Important Division Phone Numbers
Prefix 916 unless otherwise specified.

Full-time Staff

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<tr>
<td>HUS-1B</td>
<td>558-2426</td>
<td>Mitch Campbell</td>
<td>Dean/Athletic Director</td>
</tr>
<tr>
<td>HUS-1A</td>
<td>558-2613</td>
<td>Paul Carmazzi</td>
<td>Assistant Athletic Director/Athletic Coordinator</td>
</tr>
<tr>
<td>SOG-142E</td>
<td>558-2445</td>
<td>Connie Zuercher</td>
<td>Department Chairperson</td>
</tr>
<tr>
<td>HUS-1F</td>
<td>558-2420</td>
<td>Laura Love</td>
<td>Administrative Assistant</td>
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<tr>
<td>SOG-142F</td>
<td>650-2742</td>
<td>Victoria Cornelius</td>
<td>Athletic Counselor</td>
</tr>
<tr>
<td>NOG-132</td>
<td>558-2273</td>
<td>Jude Temple</td>
<td>Athletic Trainer</td>
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<tr>
<td>HSP</td>
<td>558-2418</td>
<td>Dave Jackson</td>
<td>KHA Equipment Attendant</td>
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<tr>
<td>NOG-132</td>
<td>558-2336</td>
<td>Michael Kaufman</td>
<td>Athletic Trainer</td>
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<td>HSP</td>
<td>558-2508</td>
<td>Dave Whittington</td>
<td>KHA Equipment Attendant</td>
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<td>558-2425</td>
<td>Lizzy Lynch</td>
<td>Division Clerk</td>
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<td>558-2081</td>
<td>Heather Ralphs</td>
<td>Student Personnel Assistant</td>
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<td>558-2489</td>
<td>Steve Gill</td>
<td>Sr. Sports Information Director</td>
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<td>Rueben Gill</td>
<td>Sports Information Director</td>
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Faculty/Head Coaches

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<td>SOG-142A</td>
<td>650-2971</td>
<td>Marisa Avendano</td>
<td>Head Cross Country, Assistant Track and Field</td>
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<tr>
<td>SOG-142G</td>
<td>558-2306</td>
<td>Deborah Blair</td>
<td>Head Women’s Track and Field Coach</td>
</tr>
<tr>
<td>SOG-142C</td>
<td>558-2329</td>
<td>Deskakeh Bomberry</td>
<td>Study Skills Coordinator</td>
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<td>NOG-209</td>
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<td>Julia Allender</td>
<td>Assistant Baseball Coach</td>
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<td>HUS-5F</td>
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<td>Dannie Walker</td>
<td>Head Women’s Basketball Coach</td>
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<td>HOOS-1C</td>
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<td>Steve Hanson</td>
<td>Head Football Coach</td>
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<td>Head Water Polo, Swimming &amp; Diving Coach</td>
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California Community College Athletic Association (CCCAA)

The California Community College Commission on Athletics and Athletic Association Constitution and Bylaws, together with the Sport Guides, constitute the policies and procedures of the California Community College Commission on Athletics and Athletic Association, which govern the administration of California Community College intercollegiate athletics.

Big 8 Conference

Sacramento City College is a member of the Big 8 conference. This conference is made up of:

- Sacramento City College
- American River College
- Cosumnes River College
- Sierra College
- Diablo Valley College
- Santa Rosa Junior College
- San Joaquin Delta College
- Modesto Community College

SCC Football belongs to the Northern California Football Association (NCFA), and the Mid-Empire Conference. The members of the Mid-Empire Conference are:

- Sacramento City College
- American River College
- Mendocino College
- Feather River College
- Siskiyous College

Athletic Eligibility at Sacramento City College

Current Enrollment:

9/12 Rule (Bylaw 1.3): Every student athlete must be currently enrolled in at least twelve units in the semester that he/she is participating (i.e., competing) in their sport. If, during an academic term, a student athlete is not enrolled in either nine academic or twelve total units and competes in a contest, that student athlete will be immediately ineligible for any future contests until he/she is once again enrolled in the required number of units and he/she will have to sit out at least as many contests as he/she participated in while ineligible.

- Nine of the twelve units must be classified as “Academic” units.
Sport, Fitness, Dance and Physical Activity (PACT) classes do not count towards the nine “academic” units;
- Wait List classes do not count towards current enrollment;
- Late start (i.e., 2nd eight-week or other term) classes do not count towards current enrollment until the actual start date of the class;
- The student athlete must be enrolled in the “Sport” class in order to participate;
- While the Kinesiology Office checks eligibility on a daily basis for those sports that are in-season, the eligibility of the student athlete is his/her responsibility.

2nd Year of Participation:

18/24 Rule (Bylaw 1.6): In order to participate in a second season of competition at a California Community College, a student athlete must pass twenty-four semester units. The twenty-four semester units must be successfully completed prior to the beginning of the semester of the second season of sport (the unit count begins with and includes the units taken during the first semester of competition.)
- Eighteen of the twenty-four units must be classified as “Academic” units. Sport, Fitness, Dance and Physical Activity (PACT) classes do not count towards the eighteen “academic” units;
- Student athletes must also achieve and maintain a minimum 2.0 Grade Point Average (GPA);
- Late start (i.e., second eight-week or other term) classes do not count towards current enrollment until the actual start date of the class.)

Important Terms

CCCAA Manual and Bylaws: All of the rules and regulation, as established by the CCCAA that govern our participation in Community College athletics are present in this manual, which is located at the following site: “coasports.org”.

Red Shirt: This refers to a full-time student who does not participate in any competitions so does not utilize a season of participation. Since they are a full-time student, however, their NCAA “clock” will begin.

Gray Shirt: This refers to a part-time student who cannot, by rule, participate in any competitions and does not utilize a season of participation. Since this student is part-time, their NCAA “clock” does not start.

Athletic Eligibility Upon Transfer

NCAA Clearinghouse: Any freshmen who wants to be immediately eligible to participate at an NCAA school must first register with the NCAA Clearinghouse and be deemed a “qualifier,” based upon a sliding scale that measures their high school GPA in approved core courses, along with their SAT/ACT test scores.
- Qualifier: Term for those who meet high school academic standards as set by the NCAA Clearinghouse.
  1. Community College transfers who are “Qualifiers” do not need to have an A.A. degree to be immediately eligible upon transfer to a NCAA four-year college.
  2. Community College transfers who are “Qualifiers”, in order to be immediately eligible upon transfer to a NCAA four-year college, must maintain an average of twelve transferable units per full time semester (i.e., if the athlete is at a Community College for three years, he/she would need seventy-two transferable units) and have a minimum 2.0 GPA.
    a. PE units may count towards these transfer units only if the four-year college in question will accept those PE units.
    b. This applies to all NCAA Division I and Division II schools.
- Non-Qualifier: term for those who do not meet high school academic standards as set by the NCAA Clearinghouse.
  1. Community College transfers who are “Non-Qualifiers” must have an A.A. degree, average twelve transferable units per full-time term, and have a 2.0 cumulative GPA in order to be immediately eligible upon transfer to a NCAA Division I and Division II school.
- Amateurism: Starting April 1, 2007, all D1 and D2 athletes wishing to compete for an NCAA institu-
tion will have to register with the NCAA Clearinghouse to clear their amateur status. It does not matter if you are a qualifier or not. The site for registration is: www.ncaaclearinghouse.com.

40/60/80 (Progress Towards Degree) Rule:
This NCAA rule states that, for any student athlete, after two years of full-time collegiate enrollment, he/she must have completed forty percent of the degree requirements (forty-eight semester units) at the certifying institution in order to be eligible for competition at that institution.

After three years of full-time collegiate enrollment, he/she must have completed sixty percent of the degree requirements (seventy-two semester units) at the certifying institution in order to be eligible for competition at that institution. After four years of full-time collegiate enrollment, he/she must have completed eighty-percent of the degree requirements (ninety-six semester units) at the certifying institution in order to be eligible for competition at that institution.

• This rule pertains to all NCAA Division I institutions;
• Four-year institutions, particularly out of state schools, vary on what they consider transferable;
• Not all PE units transfer;
• Transferable units at SCC (to UC and CSUS schools) are courses numbered 300 and above.

Clock Rule:
• Within NCAA Division I, a student athlete has five years in which to participate in four seasons of competition. A student athlete’s clock begins immediately upon enrollment at any collegiate institution as a full-time student (i.e., enrolled in twelve units.)
• Within NCAA Division II, a student athlete has ten full-time semesters in which to participate in four seasons of competition.

Athletic Counseling Program
We are very fortunate to have a full-time counselor dedicated to the support of our student athletes. The following are some of the services that are provided via our program:

• Education Plans: Educational plans are completed with the counselor at least once per semester and must be on file before a student athlete is allowed to participate in competition. Ed Plans may be done more often if you change your major, educational goal, classes, etc. These plans map out your two or three year plan here at Sacramento City and are based upon each individual’s assessment scores, major, transfer plan, etc. They are kept in your file your entire stay here and help guide you when planning your next semester classes and registration. Educational plans are important for every student, regardless of whether they are planning on competing in athletics at the four-year level.

• Progress Reports: A student athlete must complete two grade checks each semester. These ensure that the student is meeting attendance, coursework and testing requirements. It also allows us to assess at-risk students and refer them for tutoring assistance if necessary. Los Rios Community College District requires this process.

• Holds: A hold is put on all student athletes’ records at the beginning of every semester. It will not be removed until after the last day to drop classes and the student athlete has updated their Education Plan.
• If a student needs to add or drop a class during the semester, they must meet with the student athlete counselor. This helps with transfer rules, tutoring, intervention and eligibility.
• SPORT 90: The student athlete study skills lab is coordinated by Debbie Blair. You must be registered every semester for either one unit (three hours per week) or .5 unit (one and a half hours per week.) This class is always taught by an instructor and tutoring is available.
• Athletic Report: The athletic counseling staff tracks the progress of each student athlete during the year and enters their information into a database. By examining the results of the data by individual sport, risk status, year of participation and several other variables, staff can determine where the program is succeeding and where improvements should be made.
**Athletic Training Room**

The primary role of the athletic training program is to oversee the safety and well-being of the student athlete by monitoring the prevention and care of injuries and illnesses. Each student athlete can expect the following to be provided by our Athletic Training Staff:

- In-season coverage of all sports contest and practices by Sports Medicine Staff and student athletic trainers;
- Emergency care of athletic injuries;
- Treatment and rehabilitation of athletic injuries;
- Access to Sports Medicine facilities for treatment and rehabilitation of injuries;
- Athletic training room reasonable hours of operation: Monday through Friday: 10:30 a.m. to 7 p.m., as scheduled by the Sports Medicine Staff;
- Orthopedic physician visitations in Athletic Training Room and scheduled home Football Games by the Sports Medicine Staff;
- Secondary insurance coverage of in-season athletic related injuries by LRCCD;
- Sports Medicine supplies as indicated for participation;
- Ice and water provided at all scheduled practices and contests;
- Annual general physicals and orthopedic screenings;
- Follow-up medical care for all athletically related injuries that occur as a result of in-season participation in SCC Athletics;
- Maintenance of athletic injury records by the Sports Medicine Staff.

**Student Athlete Responsibilities Regarding Athletic Training**

To ensure proper care, coverage, and safety during athletic participation and to expedite return to activity following injury, each student athlete is expected to fulfill the following responsibilities (Head Coaches and Assistant Coaches will facilitate):

- The primary role of the athletic training program is to oversee the safety and well-being of the student athlete by monitoring the prevention and care of injuries and illnesses. Each student athlete can expect the following to be provided by our Athletic Training Staff:
- Student athletes are responsible for completing all physical paperwork requested by the Sports Medicine Staff prior to their participation in SCC Athletics;
- Athletes must have a thorough physical examination, which includes and orthopedic screening performed by the SCC Sports Medicine Staff and physicians, prior to beginning participation in SCC Athletics;
- Athletes are responsible for notifying the SCC Sports Medicine Staff within twenty-four hours of occurrence of their in-season athletic injury;
- Student athletes assigned rehabilitation protocols by the Sports Medicine Staff should consider rehabilitation mandatory and adhere to the appointment schedule;
- To maintain uniformed communication: Head Coach, Sports Medicine Staff and Student Athlete, referral to any medical physician must be pre-approved by the Sports Medicine Staff;
- Second opinion referrals are the right of the student athlete but must be facilitated and communicated to the Sports Medicine Staff;
- Adhere to Athletic Training Room Rules and Conduct posted in the main Athletic Training room and Hydrotherapy area.

**Athletic Passes**

All SCC students are allowed free admission to all home athletic events with presentation of their student ID card. No other passes are valid and there is no free admission for playoff events.

**Sports Information**

Information on the Sacramento City College Panthers and sport information can be found online at sccpanthers.losrios.edu.
Big 8 Conference Decorum Policy
Participants in any conference athletic contest who exhibit inappropriate behavior shall be subject to the appropriate penalties.

The first offense will result in ejection for the balance of the contest, plus the next two conference contests. The second offense will result in ejection for the balance of the contest and suspension for the balance of the season (minimum of three contests), including championships. If the season ends prior to the conclusion of the suspension, the penalty will carry over to the next conference season of the same sport. A full investigation of the incident shall be conducted by the student athlete’s college administration and a written report filed with the Commissioner, prior to the student athlete’s reinstatement of playing status. The Commissioner shall review the report immediately and may make additional recommendations he/she feels are appropriate. The college may impose additional consequences based upon their findings. Examples of Decorum Policy violations include but are not limited to:

- Fighting in conjunction with an athletic contest;
- Fights that occur prior to, or immediately following the contest will be treated as if they occurred during the contest;
- Student athletes who leave the bench during a fight, whether as a peacemaker or participant;
- Physically attacking or otherwise verbally abusing a game official, coach, assistant coach, or college-appointed contest supervisor;
- Unsporting tactics such as: disrespectfully addressing contest participants, using profanity, vulgarity, taunting, ridiculing, pointing of finger, making obscene gestures, baiting an opponent, or inciting undesirable crowd reactions.

Each Sport Supplement shall address the penalties associated with unsporting tactics that result in an ejection. If the Sport Supplement does not address said penalties, Article IX.2.1 shall prevail.

Sacramento City College Decorum Policy
To be presented and signed at each team’s preseason Eligibility meeting.