Sacramento City College

Student Guide and Academic Calendar
2015 – 2016

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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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President’s Message

Welcome to Sacramento City College! You have made an excellent choice in higher education. SCC offers state-of-the-art facilities, award-winning instructors, dedicated staff, and student support services focused on helping you succeed. We consider you a member of the SCC family now. No matter your origin, goals, or challenges, you are the heart of everything we do at the college. Our mission is to provide opportunities for academic success and career achievement. In fact, opportunities abound here. SCC is committed to leadership in quality education, services, access, and affordability. We offer a variety of locations, transportation options, programs of study, and campus activities at rates and flexible times that make us among the most accessible in the Sacramento region. Our 72-acre main campus is centrally located, only 2 miles from downtown Sacramento. SCC also offers state-of-the-art classrooms and support services in West Sacramento and Davis. Each location can easily be accessed by bicycle, car, bus, or light rail, with affordable parking and discounted regional transit passes available.

Planning and preparedness are critical to your success at SCC. Arrive early to beat traffic, and seek tutoring the moment you realize help is needed outside the classroom.

In addition, following these Steps to Success can make a big difference!
Step 1 - Apply (page 11)
Step 2 - Complete orientation (page 11)
Step 3 - Complete assessment/testing (page 11)
Step 4 - Create an education plan (page 12)
Step 5 - Register for classes (page 12)

This Student Guide contains important information about each of the Steps to Success and many other valuable resources: financial aid, tutoring services, counseling, career center, disabilities services, Veterans services, job opportunities, and much more. Keep this guide as a convenient reference for all of the resources available to you at SCC, and as a calendar/timeline for your personal success.

Thank you for choosing Sacramento City College and contributing to our dynamic community of learners. I look forward to seeing you on campus!

Most sincerely,

Kathryn E. Jeffery, Ph.D.
President
About the College

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

Founding and Organization
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.

Accreditation
Sacramento City College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: http://www.accjc.org. The University of California and other accredited colleges and universities give full credit for appropriate courses completed at Sacramento City College.

Mission Statement
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 leading to transfer, career advancement, basic skills development, degree and certificate attainment, and personal enrichment. Our commitment to continuous improvement through outcome-guided assessment, planning, and evaluation effectively promotes student learning. Through these efforts, we contribute to the intellectual, cultural, and economic vitality of the community.

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

College Goals 2015 - 2016
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
- 112 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](http://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](http://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’s counselors 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, 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.

**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 which 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 any skills, competencies or 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. Click on: CURRENT STUDENTS
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: $1,656 (estimated average per year)*
- Non-Resident/Out-of-State: $257 per unit
- International Student Tuition: $257 per unit

Parking on SCC Campus
- Automobiles: $35 per semester (BOG Fee Waiver student $20)
- Motorcycle: $20 per semester (BOG Fee Waiver student $10)
- Daily Parking Fee: $2 a day all drivers
- Bicycle Lockers: $18 per semester plus $10 refundable key deposit
- UTP fee per semester for less than 6 units: $5.54 (BOG Fee Waiver student $2.77)
- UTP fee per semester for 6 to 11.9 units: $11.08 (BOG Fee Waiver student $5.54)
- UTP fee per semester for 12 units or more: $16.62 (BOG Fee Waiver student $8.31)

The UTP fee is not charged 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 2015 Class Enrollment
1. Student enrollments from April 22 through May 23:
   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 24 and before the start of the term:
   Your payment must be received and processed by June 7 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 2015 Class Enrollment
1. Student enrollments from April 22 through August 8:
   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 9 and before the start of the term:
   Your payment must be received and processed by August 23 or you will be dropped.
Spring 2016 Class Enrollment

1. Student enrollments from November 18 through January 2:
   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 January 3 and before the start of the term:
   Your payment must be received and processed by January 17 or you will be dropped.

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 telling them to check their fee balance in eServices.

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.

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.

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 2015 semester, you must re-apply for a 2015-2016 BOG Fee Waiver. The BOG Fee Waiver covers one year of classes beginning with summer 2015. 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 weekly 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.

Financial Aid
Financial aid programs are available to SCC students who meet the eligibility requirements. The programs are:
• Board of Governors (BOG) Waiver
• Cal Grant
• Chafee Grant (for former foster care students)
• Federal Direct Student Loans
• Federal Supplemental Educational Opportunity Grant (FSEOG)
• Federal Work Study (FWS)
• Scholarships

Student Access Card / Universal Transit Pass (UTP)
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). The fee is $5.54 per semester for less than 6 units ($2.77 for students receiving BOG Fee Waivers); $11.08 per semester for 6 to 11.9 units ($5.54 for students receiving BOG Fee Waivers); and $16.62 per semester for 12 or more units ($8.31 for students receiving BOG Fee Waivers).
• 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 on 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.
Weekly Class Schedule

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 Friday evenings and Saturdays. Online classes are also available.

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How to Read a Class Schedule

Spring 2012 Class Schedule (SCC)

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
Days class meets

MW 07:30AM-08:50AM LEC E.Imagine SCC MAIN RHS 222 18525 Textbook

Course requires access to computer

Supplemental information - important for student to read before registering

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

ENGRD 10
3 units
lecture/discuss

ENGRD 11
3 units
lecture/discuss

ENGRD 110
3 units
lecture/discuss

ENGRD 208
3 units
lecture/discuss

ENGRD 312
3 units
lecture/discuss

ENGRD 310
3 units
lecture/discuss

ENGLB 55
.5 - 1 unit
Open entry/exit lab modules
Individualized reading practice

Teacher Prep
Program Component
English Curriculum

**ENGWR 301**
College Composition and Literature

**ENGWR 302**
Advanced Composition and Critical Thinking

**ENGWR 303***
Argumentative Writing and Critical Thinking Through Literature

**ENGWR 300***
College Composition

**ENGWR 101**
College Writing

**ENGWR 51**
Developmental Writing

**ENGWR 52**
Developmental Writing Workshop

---

**Literature and Creative Writing Courses**
These courses require a passing grade in ENGWR 101 (formerly ENGWR 100) or equivalent

- ENGCW 400
- ENGLT 311
- ENGLT 360
- ENGCW 410
- ENGLT 317
- ENGLT 365
- ENGCW 420
- ENGLT 320
- ENGLT 370
- ENGCW 431
- ENGLT 321
- ENGLT 380
- ENGCW 433
- ENGLT 327
- ENGLT 392
- ENGCW 450
- ENGLT 331
- ENGLT 401
- ENGCW 451
- ENGLT 332
- ENGLT 480
- ENGLT 303
- ENGLT 334
- ENGLT 481
- ENGLT 304
- ENGLT 335
- ENGLT 494
- ENGLT 310
- ENGLT 335

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* Fulfills Written Expression Competency for associate degree.

** Required for A.A. for Transfer degree in English; CSU general education and IGETC articulation anticipated for Fall 2014. Students should confirm with Counseling or English Department.
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>
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<td></td>
<td>5. Listening and speaking skills</td>
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<td>6. Reading skills</td>
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What happens in the classroom? What kinds of things are taught?

IN THE ENGLISH CLASS
1. Composition (writing essays)
2. Critical thinking skills
3. Rhetorical argumentation
4. Vocabulary (advanced)
5. Grammar for native speakers
6. Literature
7. Literary criticism/analysis (in literature classes)

IN THE ESL CLASS
1. Grammar, basic through advanced
2. Composition skills, basic through advanced
3. Spelling and punctuation
4. Reading skills, basic through advanced
   (Some literature in advanced classes)
5. Critical thinking skills
6. Pronunciation
7. Vocabulary, basic through advanced
8. US culture

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. Prerequisites for Level 40 and above are assessment/placement into ESL or successful completion of the prior course (and sometimes lab). Lines indicate prerequisites. Prerequisites differ for Level 30, Labs, and Electives. Please check their prerequisites/corequisites carefully. Labs R/L 90-93 are advisories for their level/prerequisites for the next level.
2. Elective courses are indicated by dotted lines and are open to students at the level indicated and all higher levels.
3. Courses numbered 300 and above are transferable. Check with a counselor about transfer requirements.
4. ESLW 340 and ESLR 340 meet the Writing and Reading Competency requirements for the A.A. degree.
Sequence of Mathematics Courses

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 three degree programs:
- Associate in Arts (A.A.)
- Associate in Science (A.S.)
- Associate Degree for Transfer (A.A.-T or A.S.-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); or 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, 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 www.scc.losrios.edu/graduation. Deadlines:

- Fall graduation: first Friday of October
- Spring graduation: first Friday of March
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 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 varia-
tion 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 (see the specific disciplines below)

Administration of Justice, AS-T
Anthropology, AA-T
Art History, AA-T
Business Administration, AS-T
Communication Studies, AA-T
Early Childhood Education, 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
Philosophy, AA-T
Political Science, AA-T
Psychology, AA-T
Sociology, AA-T
Spanish, AA-T
Studio Arts, AA-T
Theatre Arts, AA-T

Airframe
Aircraft Dispatcher
Combined Airframe and Powerplant
Flight Technology
Powerplant

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

Art Degrees:
A.A. - Art
AA-T - Studio Arts

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

Biology Degree:
A.S. - Biology
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
A.S. - Virtual Office and Management Technologies, Level D

Certificate 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
and Management Technology, Level C
Office Administration - Virtual Office and
Management Technologies, Level D
Real Estate
Retail Management
Small Business Management

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 (Emphasis on Direct Services) Degree:
A.A. - Community Studies (Emphasis on Direct Services)
Certificate of Achievement:
Community Studies (Emphasis on Direct Services)

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
Certificates of Achievement:
Advanced CISCO Networking
Computer Science
Information Processing Specialist
Information Processing Technician
Information Systems Security
Management Information Science
Network Administration
Network Design
PC Support
Programming
Web Developer
Webmaster, Level 1
Webmaster, Level 2
Word Processing Technician

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
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

Education/Teaching Degree:
AA-T - Elementary Teacher Education

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)
HVAC Systems Design
Mechanical (HVAC/Plumbing Systems)
Surveying (Geomatics)

English Degrees:
A.A. - English
AA-T - English for Transfer
Ethnic Studies Degrees:
A.A. - African-American Emphasis
A.A. - Asian-American Emphasis
A.A. - Mexican-American Emphasis
A.A. - Native-American Emphasis

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

Fashion - Applied Apparel Studies Degrees:
A.A. - Applied Apparel Studies Production
A.A. - Custom Apparel Construction and Alterations

Certificates of Achievement:
Applied Apparel Studies Construction
Custom Apparel Construction and Alterations
Fashion Design and Production

Foreign Languages
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
Interactive Design
Web Design

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

Instructional Assisting Degrees:
A.A. - Instructional Assisting - Bilingual/Bicultural
A.A. - Instructional Assisting - General
A.A. - Instructional Assisting - Special Education

Certificates of Achievement:
Instructional Assisting - Bilingual/Bicultural
Instructional Assisting - General
Instructional Assisting - Special Education

Intercultural Studies Degree:
A.A. - Intercultural Studies

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

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 (Formerly Physical Education) 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:
Commercial Building Energy Auditing and Commissioning Specialist
Mechanical-Electrical Technology
Mechanical Systems Technician

Music Degrees:
A.A. - 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

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
   Visual Journalism

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

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

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

Railroad Operations Degree:
   A.S. - Railroad Operations

Certificate of Achievement:
   Railroad Operations

Social Sciences Degree:
   A.A. - Social Sciences

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
   (approval pending)

Theatre Arts Film Degree:
   A.A. - Film

Certificates of Achievement:
   Film Production
   Film Studies

Women’s Studies Degree:
   A.A. - Women’s Studies

Sacramento City College offers the following:
Certificate (under 11.5 units)
   Business, Customer Service

Sacramento City College offers the following:
Areas of Study - Courses Only
   Allied Health

Astronomy
   Community Leadership Development
   Economics
   English as a Second Language
   Experimental Offerings in (Subject)
   Foreign Languages (courses only)
   Arabic
   Cantonese/Chinese
   French
   German
   Greek
   Italian
   Japanese
   Korean
   Mandarin/Chinese
   Persian
   Punjabi
   Russian
   Spanish - Please also see Spanish for Transfer degree
   Tagalog
   Vietnamese
   Geography
   Geology
   Health Education
   Honors
   Human Career Development
   Human Services
   Independent Studies
   Interior Design
   Learning, Tutoring, and Academic Technology
   Library
   Philosophy
   Physics
   Recreation
   Sign Language Studies
   Statistics
   Student Government
   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
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
DANCE - Dance
(See Kinesiology)
DAST - Dental Assisting
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
FASHN - Fashion
(See Fashion and Interior Design)
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
GERM - German
(See Foreign Languages)
GERON - Gerontology
GREEK - Greek
(See Foreign Languages)
HCD - Human Career Development
HEED - Health Education
HIST - History
HUM - Humanities
HSER - Human Services
IDES - Interior Design
(See Fashion)
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/Chinese
(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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>PACT</td>
<td>Personal Activity</td>
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<tr>
<td>PHIL</td>
<td>Philosophy</td>
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<td>PHOTO</td>
<td>Photography</td>
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<td>PHYS</td>
<td>Physics</td>
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<td>POLS</td>
<td>Political Science</td>
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<td>PRSIAN</td>
<td>Persian</td>
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<tr>
<td>PSYC</td>
<td>Psychology</td>
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<tr>
<td>PTA</td>
<td>Physical Therapist Assistant</td>
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<td>PJABI</td>
<td>Punjabi</td>
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<tr>
<td>RAILR</td>
<td>Railroad Operations</td>
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<tr>
<td>RE</td>
<td>Real Estate</td>
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<td>RECR</td>
<td>Recreation</td>
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<td>RUSS</td>
<td>Russian</td>
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<td>SGVT</td>
<td>Student Government</td>
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<tr>
<td>SILA</td>
<td>Sign Language Studies</td>
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<td>SOC</td>
<td>Sociology</td>
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<td>SOCSC</td>
<td>Social Science</td>
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<td>SPAN</td>
<td>Spanish</td>
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<td>STAT</td>
<td>Statistics</td>
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<td>SURVY</td>
<td>Surveying</td>
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<td>TA</td>
<td>Theatre Arts</td>
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<td>TAFILM</td>
<td>Theatre Arts Film</td>
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<td>TAP</td>
<td>Theatre Arts Performance</td>
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<tr>
<td>TGLG</td>
<td>Tagalog</td>
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<tr>
<td>TMACT</td>
<td>Team Activities</td>
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<tr>
<td>VIET</td>
<td>Vietnamese</td>
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<td>VN</td>
<td>Vocational Nursing</td>
</tr>
<tr>
<td>WEXP</td>
<td>Work Experience and Internships</td>
</tr>
</tbody>
</table>
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**
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 Cafè, HUB Kitchen and the HUB Market.

Davis Center
1720 Jade Street
West Village, U.C. Davis
Davis, CA 95616
Phone: 530-747-5200 Fax: 530-747-5211
Email:  daviscenter@scc.losrios.edu
Website:  www.scc.losrios.edu/daviscenter

**West Sacramento Center**
The West Sacramento Center (WSC) was officially opened in fall 1999 on Halyard Drive in West Sacramento. With 3 classrooms and 1 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 3-story building that includes 11 classrooms, 2 computer labs, 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.

West Sacramento Center
1115 West Capitol Avenue
West Sacramento, CA 95691
Phone:  916-375-5511 Fax: 916-375-5520
Email:  sccwsac@scc.losrios.edu
Website:  www.scc.losrios.edu/westsaccenter/

**Hours of Operation:**
- Monday - Thursday 8 a.m. - 6 p.m.
- Friday 8 a.m. - 4 p.m.
- Saturday - Sunday Closed

Please contact the center or check the websites listed above since the schedule varies.
Campus Resources

Prefix 916 unless otherwise specified.

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.

411 for Success
558-2231 Rodda Hall North (RHN) 147 www.scc.losrios.edu/411forsuccess
The “SCC’s 411 for Success” website was created to provide students with strategies for college success, to keep updated with important information, and to stay connected to the campus. Topics include:

- Creating a class schedule
- Staying motivated
- Meeting with a counselor
- Study skills
- Preparing for mid-terms and finals

Visit the 411 website every week to read a new post or to watch a new video or animation. The 411 provides tips and strategies on how to create a positive first-year experience at Sacramento City College.

For more information about SCC’s 411 for Success, please contact Maristella Bacod in Counseling and Student Success.

Admissions and Records
558-2351 Student Services (STS) 103 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. - 4 p.m.

Assessment Center
558-2541 Student Services (STS) 140 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 required for all assessments.

Business Services Office
558-2321 Rodda Hall North (RHN) 173 www.scc.losrios.edu
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. 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
California Work Opportunity and Responsibility for Kids (CalWORKs)

558-2331  Temporary Building 1, Room 3  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.

Career Center

558-2565 or 558-2384  Rodda Hall North (RHN) 147  http://www.scc.losrios.edu/careercenter/

Choose your path. The Career Center helps students with all aspects of the career development process. You will find tools to help figure out which occupations may be a good fit for you, and you can look for work to help get you through school. The Career Center is the place for assistance with job applications, resumes, practice interviews, and all things job/career related. The Center provides listings of on and off campus jobs and assistance with completing applications. 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.

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.
Campus Resources

Prefix 916 unless otherwise specified.

Clubs on Campus
558-2381 South Gymnasium (SOG) 226

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)

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 also be purchased at the Davis and West Sacramento Centers during the first two weeks of the semester.

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

SCC Counseling faculty is available throughout the year. Please stop 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

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) 103

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
Campus Resources

*Prefix 916 unless otherwise specified.*

accommodations. Services include:
- Alternate media format materials
- 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 Temporary Building 8 (T-08) for intake, counseling, learning disabilities assessment, and service coordination. The High Tech Center, Proctored Testing Center, and Deaf and Hard of Hearing Services are located in Performing Arts Center (PAC-102). 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.

**Distance / Online Education**

558-2635 or 650-2726  Learning Resource Center (LRC) 109  www.scc.losrios.edu/online

Students can 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 maintains 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 facilitates DE courses using the Desire2Learn (D2L) online course management system. D2L may be used for course announcements, lectures, discussions, assignments, exams, and other course-related activities. Students log in to their courses on D2L at www.d2l.losrios.edu using their student ID number and Los Rios password. Students who need assistance with D2L have access to the following support resources:
- Visit the Los Rios D2L student help website at d2lresources.losrios.edu, which includes steps for getting started as well as detailed instructions for various tools within D2L.
- View the D2L Student Orientation video for a general overview of how to log in and navigate
Campus Resources

Prefix 916 unless otherwise specified.

D2L, available on the Distance Education website at www.scc.losrios.edu/online.

• Enroll in LTAT 330, “Desire2Learn Familiarization.” This is a short-term, 1/2-unit course designed to help students quickly gain familiarity with the D2L system.

• Log into the Los Rios “Free Sample Class” in D2L. This self-paced course can be accessed after a student has logged into D2L. Students must click on the “self-registration” link or banner advertisement. Students may use this course to explore D2L functions and receive an electronic certificate of completion after finishing the recommended online activities, which typically take between 30 to 60 minutes.

• Visit 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 Rios 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.

English as a Second Language (ESL) Center
558-2324 Rodda Hall South (RHS) 328 www.scc.losrios.edu/esl/esl-lab/

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.
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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 are economically and educationally disadvantaged. EOPS is first and foremost a counseling program that assists students with identifying their educational goal, and keeps them on track to achieve that goal by providing personal, academic, career counseling, academic monitoring, case management, and priority registration. In addition, students are offered book assistance, school supplies and have access to a book lending library. EOPS also sponsors workshops on personal development and school success, in addition to hosting community building activities. Students interested in EOPS must sign a contract which outlines the programs expectations and offerings.

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 be in good standing in EOPS and meet eligibility requirements for Temporary Assistance for Needy Families (TANF). CARE offers eligible students additional resources such as educational grants, transportation assistance, food stipend, and additional supplies to assist them with being successful in college.

EOPS takes a special interest in reaching out to former foster youth between the ages of 16 and 24. Our Fostering Futures Program within EOPS is designed to provide specialized activities to meet the unique personal, social, and educational needs of our foster youth. Students are invited to attend bi-weekly meetings where they are able to converse, connect and be a part of a supportive community.

There is only one application period per academic year for EOPS which occurs during the month of April for the fall semester. For further information, please contact the number listed above, or email scceopsinfo@scc.losrios.edu.

Financial Aid
558-2501 Student Services (STS) 103 www.scc.losrios.edu/financialaid
Business Building (BUS) 153 - Registration/Financial Aid Lab
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, available online at www.csac.ca.gov (AB540 eligible students only);
• Declare an Eligible Educational Goal;
• Earn 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;
• Enroll in classes;
• Meet Satisfactory Academic Progress requirement.

FAFSA applications for each new academic year are available online at www.fafsa.ed.gov on January 1 and the CA Dream applications are available online at www.csac.ca.gov on January 6. The priority deadline for completing the FAFSA and CA Dream Act is March 2 and applications are accepted throughout the academic year. Please note that deadlines for the various programs vary considerably. Generally, funding is
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provided as long as funds are available. Apply early!

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

Financial Aid Update

• SB 1456 establishes the Student Success Act of 2012. Students qualifying for the BOG Fee Waiver are required to meet academic and progress standards. The BOG Fee Waiver shall become ineligible if a student is placed on academic or progress probation beginning with fall 2016 enrollment. An 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.
• Students enrolling in a program of study for the first time on or after July 1, 2012, must have either a high school diploma, GED/high school proficiency certificate, or completed home school. 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

• 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 course(s) for their major at ARC, CRC, and/or FLC and would like to receive financial aid for those course(s) must submit a consortium request. Students must be enrolled in at least one course at SCC during the term. Approved courses will be included in Financial Aid Satisfactory Academic Progress (SAP).
• Attend a Financial Aid Satisfactory Academic Progress (SAP) workshop to learn more about how grades impact your financial aid eligibility.

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.

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.

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 class 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.

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.

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 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 above.

Instructional Media, located on the first floor of the Learning Resource Center (LRC), houses the library’s non-print collection which includes videos and DVDs. Students must have a current Student Access Card / Universal Transit Pass (UTP) to check out media materials. Instructional Media issues Student Access Cards and Universal Transit Passes (Regional Transit Sticker) to students registered for the current semester.
International Student Center (ISC)
558-2486 Rodda Hall North (RHN) 147 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 Friday from 8:30 a.m. to 4:30 p.m.

Kinesiology, Health and Athletics (KHA)
558-2425 Hughes Stadium (HUS) 1 sccpanthers.losrios.edu
Sacramento City College is a member of the California Community College Athletic Association (CCCAA), Big 8 Conference, and Northern California Football Association. 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:

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<th>Spring Sports</th>
<th>Fall Sports</th>
<th>Winter Sports</th>
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<tr>
<td>Baseball</td>
<td>Football</td>
<td>Men’s Basketball</td>
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<tr>
<td>Men’s and Women’s Swimming</td>
<td>Men’s and Women’s Cross Country</td>
<td>Women’s Basketball</td>
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<td>Men’s and Women’s Tennis</td>
<td>Women’s Golf</td>
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<td>Men’s and Women’s Track and Field</td>
<td>Women’s Soccer</td>
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Any out-of-area prospective student desiring information regarding athletic participation is required to contact the Kinesiology, Health, and Athletics Division. Please visit the website listed above for additional information.
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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 PAL tutoring groups; 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 - 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, Reference Desk Learning Resource Center (LRC), 2nd Floor www.scc.losrios.edu/library
558-2301, Circulation/Reserve
The SCC Library is one of the largest and most comprehensive community college libraries in California. The Library has many of the most current textbooks for short-term checkout as well as an extensive collection of print, media and electronic resources to directly support and improve 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 orientations to library services and resources. The Library also offers both face-to-face and online credit courses. Students must have a current Student Access Card / Universal Transit Pass (UTP) to check out books, use library computers and access e-books and library databases from off-campus.
Hours of Operation (Fall - Spring):
Monday - Thursday 7:30 a.m. - 8 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.
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Mathematics, Engineering, Science Achievement (MESA)
558-2497 Rodda Hall South (RHS) 122 http://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.

Puente Project
558-2338 Rodda Hall North (RHN) 136 www.scc.losrios.edu/puente
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.

Respect, Integrity, Self-Determination and Education Program (RISE)
650-2782 Temporary Building 5 www.scc.losrios.edu/RISE
The Respect, Integrity, Self-Determination and Education (RISE) Program offers support services to help students get on track. RISE provides one-on-one personalized counseling, tutoring in Mathematics and English, visitations to four-year universities and peer mentoring to assist SCC students in overcoming the barriers they face. We believe all students can successfully complete college if they choose.

Scholarships
558-2197 Rodda Hall North (RHN) 222 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.
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 Computer Labs
www.scc.losrios.edu/campusservices/computerlabs/

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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
Performing Arts Center (PAC-102) 558-2105
Available only by referral
Monday - Thursday 8 a.m. - 6 p.m.
Friday 8 a.m. - 3 p.m.

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

English as a Second Language (ESL) Center
Rodda Hall South (RHS-328)
(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 Resource Center
Learning Resource Center (LRC-144) 558-2099
MS Office Suite, Internet, Scanner, Color printer
Monday - Thursday 7:30 a.m. - 8 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)
LOIS (electronic library catalog), Internet, MS Office Suite, Research databases
Monday - Thursday 7:30 a.m. - 8 p.m.
Friday 7:30 a.m. - 5 p.m.
Saturday 9 a.m. - 3 p.m.

Mathematics Lab
Rodda 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.
1 p.m. - 5:30 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
6 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
Rodda 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

Transfer Center

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.
Tutorial Services
www.scc.losrios.edu/tutoring/

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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 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-224)  650-2763
Open to Business Division students. Tutoring is available 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.

Hope Center
Lillard Hall (LIH-115)  558-2129
Open to Science and Allied Health students as a study lab. Tutoring is available for Biology, Chemistry, Medical Language and Allied Health Programs.

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 including: Anthropology, Biology, Chemistry, English/ESL, History, Mathematics, Philosophy, Physics, Psychology, Sign Language, 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
Open to SCC students with calculus-based mathematics, engineering and science majors.

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.

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 students in all academic and vocational classes.
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Umoja-SBA Learning Community
558-2450 Rodda Hall North (RHN) 147
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
558-2591 Student Service (STS) 103 www.scc.losrios.edu/veterans
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.

Hours of Operation:
Monday - Thursday 8 a.m. - 6 p.m.
Friday 8 a.m. - 4 p.m.

Veterans Resource Center (VRC)
558-2299 or 558-2591 Performing Art Center (PAC) 101 www.scc.losrios.edu/veterans
The 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.

Website www.scc.losrios.edu
Launched in spring, 2014, the new SCC website will feature sections on critical information for current students, people thinking about coming to SCC (future students), academic programs, scholarships, and college history. There will be 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 D2L and eServices. Other features include an events calendar and student tools which will provide direct access to useful forms, documents, and publications. An “essentials” widget will provide 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.
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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 and face-to-face 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-year students who have claimed majors and who have a minimum 2.5 cumulative GPA.

For more information, please contact the coordinator at the number listed above, or the internship developer, 558-2069.

WorkAbility III Program (WAIII)
558-2590 Student Services (STS) 103 www.scc.losrios.edu/workability/
WorkAbility III (WAIII) Program helps students with disabilities transition from college to employment. Services through WAIII include career and disability counseling, College Success and Job-Seeking Skills classes, and one-on-one job placement assistance. Internships are available as well. To be qualified for WAIII services, a student must also be a consumer of the California Department of Rehabilitation. 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 - 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
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/admissionsrecords/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.

**Liberal Arts**
An interdisciplinary program including courses in humanities, 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 and Alcohol-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 and Drugs
Sacramento City College is committed to a drug and alcohol-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. Therefore, the faculty, staff and administrators of Sacramento City College ask you to support the creation of a drug and alcohol-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

College students have 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 the Los Rios Board policies and SCC Rules and Regulations. The following Standards of Conduct are based on LRCCD Board Policies and Regulations (Policy 2000, 2440, 2441, 2443, etc.) and have been adopted by SCC to protect the rights and privileges of students and to allow the college to function properly.

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.
   • 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. Consequences of Dishonesty
   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
Sacramento City College is committed to a drug and alcohol-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
Los Rios Community College District 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.”

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.

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 on time periods). 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. Library
All library property and material must be checked out before being taken from the Library. Library fines must be paid in full before grades or transcripts are released. A hold will be placed on your record until all library obligations are addressed.

13. Animals and Service Animals
Animals are not allowed on the campus unless covered by the Los Rios Community College District Policies P-6000 and Regulations R-2426, R-5178, R-6167, and R-9159.

14. Smoking
Smoking is prohibited in all College/District facilities. Smoking is prohibited within 30 feet of any building entrance, exit, door, operable window and/or air intake duct (LRCCD regulation 1411.2.10). In addition to LRCCD regulation, and to promote a smoke-free, clean air environment, smoking at all Sacramento City College locations is permitted only in Designated Smoking Areas and parking lots. Designated Smoking Areas can be found at various locations throughout the campus. To ensure a clean environment, smoking waste (e.g. butts, filters, e-cigarettes) should be placed in appropriate waste receptacles. Smoking in non-designated smoking areas and inappropriate disposal of smoking waste may be subject to discipline. This new regulation includes electronic inhalant devices.

15. Fundraising and Selling
Recognized student organizations may raise funds on campus for purposes related to the organization’s objectives under the following conditions:
• Authorization by the advisor of the organization.
• Approval of the Student Leadership and Development Office (SOG-226).
• Funds collected must be deposited to the student organization’s account in the Business Services Office within twenty-four hours of collection.
• Use of funds collected must be approved by the organization’s advisor.
• All other fundraising, selling, or solicitation for donations or memberships, for any organization not directly under the control of the SCC administration, is prohibited.

16. Posting Materials
Student fliers, advertisements, or other student-related activities must be approved by the Student Leadership and Development Office (SOG-226) before posting in approved locations. Commercial posting or other non-student oriented materials must be approved by the Facilities Office. Unauthorized material will be removed.

Approval is subject to Los Rios Community College Board policies and campus regulations. Please refer to Los Rios Community College Policies Section P-1313 (Solicitation, Advertising and Business Activities), Regulation 1300, Section 3.0.

17. 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 (SOG-226).

18. 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 legal actions by the President of the college or his/her designee(s).

19. Facilities Use
Faculty and Staff may reserve rooms for class/club functions through the Facilities Office in Operations, 916-558-2304. If the event is not a campus function it will be reviewed to determine if charges or insurance requirements apply. Use of District facilities is categorized as either “College Use” or
“Rental”; District regulations do not allow “co-sponsorships”. If food is planned to be served, by contract City Café (Aramark) has first right of refusal to provide food for both on-campus and rental events. If Aramark is unable to support the event, outside food services may be procured. Contact the Vice President of Administrative Services Office if you have questions. Scheduling of SCC facilities is done by faculty and staff. You must coordinate use through your Club Advisor or Instructor (for special projects).

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

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone in the work or educational setting.

Sexual harassment includes, but is not limited to the following:
- Making unsolicited written, verbal, visual, or physical contact with sexual overtones;
- Continuing to express sexual interest after being informed that the interest is unwelcome;
- Making reprisals, threats of reprisal, or implied threats of reprisal, following a negative response to a sexual advance, such as:
  - Suggesting or actually withholding grades earned or deserved;
  - Suggesting a scholarship recommendation or college application will be denied;
  - Offering favors of educational or employment benefits, such as grades, assignments, or recommendations, in exchange for sexual favors.

If you want to review SCC’s complete Sexual Harassment Policy, or if you believe that you may have been the victim of sexual harassment, please contact the Campus Title IX, Equity, Grievance and ADA/504 Officer, 916-558-2407, www.scc.losrios.edu/equityoffice/

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.
While attending Sacramento City College, students sometimes have misunderstandings or 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**

**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.

**FORMAL GRIEVANCE**

**Level 2**
**Filing:** Within five 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 reasons why;

b) If deemed grievable, a hearing is scheduled.

**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.

**Level 4**
**Filing:** Within five (5) days of Level 3 decision, the student 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.

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 Officers:
Debra Luff, Associate Vice President of Enrollment and Student Services
916-558-2139
Vacant, 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

- 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

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).
The future rewards those who press on.
I’m going to press on.

—President Barack Obama
July 2015 Calendar of Events

1: Effective date for new Officers of the Student Associated Council
2: Last Day of 1st Four Weeks of Summer Session
2: Last Day to Enroll in 2nd Six Weeks of Summer Session
3: Last Day to Petition for 2nd Six Weeks of Summer Session Class for Pass/No Pass
3: Independence Day Holiday ~ Campus Closed
6-31: 2nd Four Weeks of Summer Session
7: Last Day to Drop 1st Six Weeks of Summer Session Class With a “W” Grade
9: Recalculation Date (Summer Award Eligibility Date) for Financial Aid
9: Loan Request for Summer
10: Last Day to Drop 2nd Four Weeks of Summer Session Class to Qualify for a Refund for Enrollment & Tuition Fee
10: Last Day to Petition for 2nd Four Weeks of Summer Session Class for Pass/No Pass
10: Last Day to Drop 2nd Four Weeks of Summer Session Class With a “W” Grade
11: Last Day to Enroll in 2nd Four Weeks of Summer Session
13: Last Day to Appeal Financial Aid Satisfactory Academic Progress Eligibility
14: Last Day to Drop Middle Six Weeks of Summer Session Class With a “W” Grade
17: Last Day of 1st Six Weeks of Summer Session
17: Last Day to Drop 1st Eight Weeks of Summer Session Class With a “W” Grade
20: Enrollment Cut-Off for First Fall Payment
21: Last Day to Drop 2nd Six Weeks of Summer Session Class With a “W” Grade
23: Last Day to Drop 2nd Eight Weeks of Summer Session Class With a “W” Grade
24: Last Day of Middle Six Weeks of Summer Session
24: Last Day to Drop 2nd Four Weeks of Summer Session Class With a “W” Grade
31: Last Day of 2nd Six Weeks of Summer Session
31: Last Day of 1st Eight Weeks of Summer Session
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*Education is the most powerful weapon which you can use to change the world.*  
—Nelson Mandela
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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August 2015 Calendar of Events

5: Last Day of 2nd Eight Weeks of Summer Session
5: Summer Session Final Exams
5: End of Term File Completion for Financial Aid
10: Summer Grades Due
20-21: Instructional Improvement Days
22: First Day Full Fall Session
22: First Day of 1st Eight Weeks of Fall Session
22: First Day of 1st Five Weeks of Fall Session

22: Last Day to Enroll in of 1st Five Weeks of Fall Session
22-31: Fall Late Enrollment
28: Last Day to Drop 1st Eight Weeks of Fall Session Class to Qualify for a Refund for Enrollment & Tuition Fee
28: Last Day to Drop 1st Eight Weeks of Fall Session Class Without Notation on Record
28: Last Day to Drop 1st Five Weeks of Fall Session Class Without Notation on Record

Notes

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77
Change is the end result of all true learning.
—Leo Buscaglia
September 2015 Calendar of Events

1: Last Day to Petition for 1st Five Weeks of Fall Session Class for Pass/No Pass
2: Cal Grant CC Deadline
4: Last Day to Drop Full Fall Session Class to Qualify for Enrollment & Tuition Fee
4: Last Day to Petition for 1st Eight Weeks of Fall Session Class for Pass/No Pass
5: Last Day to Enroll in 1st Eight Weeks of Fall Session
6: Last Day to Enroll in Full Fall Session
6: Last Day to Drop Full Fall Session Class Without Notation on Record
7: Labor Day Holiday ~ Campus Closed
8: Census Date for Fall Session Classes

18: Last Day to Drop 1st Five Weeks of Fall Session Class With a “W” Grade
21: First Day of UCD - Fall Session
25: Last Day to Drop UCD - Fall Session Class to Qualify for a Refund for Enrollment & Tuition Fee
28: Last Day of 1st Five Weeks of Fall Session
29: First Day of 2nd Five Weeks of Fall Session
30: Last Day to Drop 1st Eight Weeks of Fall Session Class With a “W” Grade

Notes

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81
Education is the key to unlock the golden door of freedom.

—George Washington Carver
October 2015

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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October 2015 Calendar of Events

2: Last Day to Drop 2nd Five Weeks of Fall Session Class to Qualify for a Refund for Enrollment & Tuition Fee

2: Last Day to Drop 2nd Five Weeks of Fall Session Class Without Notation on Record

4: Farmers Market, 8am-1pm, SCC F Parking Lot

7: Last Day to Enroll in 2nd Five Weeks of Fall Session

8: Last Day to Petition for 2nd Five Weeks of Fall Session Class for Pass/No Pass

11: Last Day to Drop UCD – Fall Session Class Without Notation on Record

13: Last Day to Enroll in UCD - Fall Session

14: Last Day of 1st Eight Weeks of Fall Session

14: Last Day to Petition for UCD - Fall Session Class for Pass/No Pass

15: First Day of 2nd Eight Weeks of Fall Session

15: Fall Consortium Request

16: Last Day to Drop 2nd Eight Weeks of Fall Session Class to Qualify for a Refund for Enrollment & Tuition Fee

16: Last Day to Drop 2nd Eight Weeks of Fall Session Class Without Notation on Record

17: First Day of 2nd Eight Weeks (Alternate) of Fall Session

23: Last Day to Drop 2nd Eight Weeks (Alternate) of Fall Session Class to Qualify for a Refund for Enrollment & Tuition Fee

23: Last Day to Drop 2nd Eight Weeks (Alternate) of Fall Session Class Without Notation on Record

24: Last Day to Drop 2nd Five Weeks of Fall Session Class With a “W” Grade

25: Last Day to Petition for Fall Session Class for Pass/No Pass

29: Fall Award Eligibility Date

29: File Completion for Spring Financial Aid

30: Last Day to Enroll in 2nd Eight Weeks of Fall Session

30: Last Day to Petition for 2nd Eight Weeks of Fall Session Class for Pass/No Pass

Notes

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November 2015

An investment in knowledge pays the best interest.

—Benjamin Franklin
November 2015

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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November 2015 Calendar of Events

1: Last Day to Enroll in 2nd Eight Weeks (Alternate) of Fall Session
2: Last Day of 2nd Five Weeks of Fall Session
2: Last Day to Petition for 2nd Eight Weeks (Alternate) of Fall Session Class for Pass/No Pass
2: Last Day to Appeal Financial Aid
3: First Day of 3rd Five Weeks of Fall Session
5: Loan Request for Fall
6: Last Day to Drop 3rd Five Weeks of Fall Session Class to Qualify for a Refund for Enrollment & Tuition Fee
6: Last Day to Drop 3rd Five Weeks of Fall Session Class Without Notation on Record
11: Veterans Day Holiday ~ Campus Closed
12: Last Day to Enroll in 3rd Five Weeks of Fall Session
13: Last Day to Petition for 3rd Five Weeks of Fall Session Class for Pass/No Pass
17: Last Day to Withdraw from Full Fall Session Classes
17: Last Day to Drop Full Fall Session Class With a “W” Grade
20: Last Day to Drop UCD - Fall Session Class With a “W” Grade
26: Last Day to Drop 2nd Eight Weeks of Fall Session Class With a “W” Grade
27: Last Day to Drop 2nd Eight Weeks (Alternate) of Fall Session Class With a “W” Grade
26-29: Thanksgiving Recess ~ Campus Closed
30: 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
December 2015 Calendar of Events

10: Last Day of 3rd Five Weeks of Fall Session
11: Last Day of 2nd Eight Weeks of Fall Session
11: Last Day of UCD - Fall Session
11-17: Fall Finals
12: Last Day of 2nd Eight Weeks (Alternate) of Fall Session
17: Last Day of Full Fall Session
17: End of the Term File Completion for Financial Aid
18-31: Winter Break
24-25: Christmas Holiday ~ Campus Closed
28-31: Winter Break ~ Campus Closed

Notes

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

— Martin Luther King

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January 2016
January 2016

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 2016 Calendar of Events

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<td>Session Break</td>
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<td>Enrollment Cut Off for Spring Payment</td>
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<td>Fall Grades Due</td>
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<td>14-15:</td>
<td>Instructional Improvement Days</td>
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<td>16:</td>
<td>First Day of Spring Session</td>
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<td>18:</td>
<td>Martin Luther King’s Birthday Holiday ~</td>
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<td>Campus Closed</td>
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**Notes**

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February 2016

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

—Abraham Lincoln
February 2016

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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February 2016 Calendar of Events

1: Census Date for Spring Session Classes
12: Abraham Lincoln’s Birthday Holiday ~ Campus Closed
15: 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 2016

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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March 2016 Calendar of Events

10: Spring Consortium Request
21-27: Spring Break
25: Spring Recess ~ Campus Closed
31: Spring Financial Award Eligibility Date

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April 2016

Champions keep playing until they get it right.

—Billie Jean King
April 2016

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 2016 Calendar of Events

4: Last Day to Appeal Financial Aid Satisfactory Academic Progress Eligibility
7: Loan Request for Spring
17: Last Day to Withdraw from Full Spring Session Classes

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Education is the movement from darkness to light.

—Allan Bloom
May 2016

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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May 2016 Calendar of Events

2: File Completion for Financial Aid
12-18: Spring Session Finals
16: Enrollment Cut-Off for First Summer Payment
18: End of the Term File Completion for Financial Aid
18: Last Day of Spring Session
20: Commencement
30: Memorial Day Holiday ~ Campus Closed
31: Spring Session Grades Due

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The whole purpose of education is to turn mirrors into windows.

—Sydney J. Harris
June 2016

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 2016 Calendar of Events

23: Summer Consortium Request
30: Deadline to Complete a 2015-2016 FAFSA

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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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<td>HUS-1B</td>
<td>558-2426</td>
<td>Mitch Campbell</td>
<td>Dean/Athletic Director</td>
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<td>HUS-1A</td>
<td>558-2613</td>
<td>Paul Carmazzi</td>
<td>Assistant Athletic Director/</td>
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<td>Athletic Coordinator</td>
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<tr>
<td>SOG-142E</td>
<td>558-2445</td>
<td>Connie Zuercher</td>
<td>Department Chairperson</td>
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<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>
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<td>NOG-132</td>
<td>558-2273</td>
<td>Jude Temple</td>
<td>Athletic Trainer</td>
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<td>HSP</td>
<td>558-2418</td>
<td>Dave Jackson</td>
<td>KHA Equipment Attendant</td>
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<td>NOG-132</td>
<td>558-2273</td>
<td>Mary Lund</td>
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<td>Dave Whittington</td>
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### Faculty/Head Coaches

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<td>650-2971</td>
<td>Marisa Avendano</td>
<td>Head Cross Country, Assistant Track and Field</td>
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<tr>
<td>HUS-5A</td>
<td>558-2610</td>
<td>Lisa Bauduin</td>
<td>Head Women’s Track and Field</td>
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<tr>
<td>SOG-142G</td>
<td>558-2306</td>
<td>Deborah Blair</td>
<td>Study Skills Coordinator</td>
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<tr>
<td>SOG-142C</td>
<td>558-2329</td>
<td>Deskaheh Bomberry</td>
<td>Assistant Baseball</td>
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<td>NOG-209</td>
<td>558-2457</td>
<td>Julia Allender</td>
<td>Head Women’s Basketball</td>
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<td>HUS-5F</td>
<td>558-2574</td>
<td>Dannie Walker</td>
<td>Head Football</td>
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<td>HOOS-1C</td>
<td>558-2535</td>
<td>Steve Hanson</td>
<td>Head Water Polo and Swimming</td>
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<td>HUS-5B</td>
<td>558-2305</td>
<td>Rob Dewar</td>
<td>Head Men’s Track and Field</td>
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<td>HUS-5C</td>
<td>558-2586</td>
<td>Dave Griffin</td>
<td>Head Men’s and Women’s Tennis</td>
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<td>NOG-208</td>
<td>558-2317</td>
<td>Andrew Jones</td>
<td>Head Women’s Basketball</td>
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<td>SOG-142D</td>
<td>558-2494</td>
<td>Tim Kiernan</td>
<td>Head Men’s Golf</td>
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<td>Derek Sullivan</td>
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<td>NOG-207</td>
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<td>Laurie Nash</td>
<td>Head Volleyball</td>
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<td>Head Women’s Soccer</td>
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<td>Dave Pacheco</td>
<td>Head Wrestling</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
- Siskiyou 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.
BUS Business Building
Business Division - 213, Business Division
Open Lab - 151, Business Student Center - 224,
Computer Services, Learning Resources
Academic Computing Lab - 152,
Registration and Financial Aid Lab - 153
CDC Child Development Center
Classrooms, Preschool
CIC City Café
COS Cosmetology Building
CST College Store
Bookstore
DVS Davis Outreach Center
1720 Jade Street, Davis, CA 95616
FFA Fischbacher Fine Arts Building
Gregory Kondos Art Gallery, Art classes & Studios
HSP Hoos Swimming Pool
KHA (Kinesiology, Health and Athletics) classes,
Intercollegiate Swimming and Water Polo
HUS Hughes Stadium
KHA (Kinesiology, Health and Athletics) classes,
Intercollegiate Football, Track & Field and Soccer
LIH Lillard Hall
Science classes
LRC Learning Resource Center
First Floor: Distance Education and Instructional Development,
Instruct. Media and Computing, Media Production & Services,
Learning Skills and Tutoring Center, Staff Resource Center -106
Second Floor: Library, Library Reference Desk
Third Floor: Special Collections Room (Archives)
LRP Los Rios Police Department
Staff parking permits, lost and found, crime reports,
Live Scan fingerprinting, bicycle and property Registration, Employee IDs
LUC Lusk Center
Engineering and Math Classes, Mechanical-Electrical Technology Department
MOH Mohr Hall
Mohr Hall Lab, Nursing Department - 16,
Occupational Therapy Department, Science & Allied Health Division - 18
MOG North Gymnasium
Life Fitness Center, Gymsmums
OPS Operations
Keys, Facility Use and Rentals, Facilities Repair/Maintenance Coordination
PAC Performing Arts Center
Art Court Theatre, Little Theatre, Main Stage, Classrooms, Music, Veteran’s Center - 101
PAS Parking Structure
REP Reprographics
Duplicating, Graphic Impressions
RHN Rodda Hall - North
First floor: Business Services Office,
Dean of Counseling and Student Success - 111, EOP/CARE,
Financial Aid, Information & Orientation, Counseling Area: Career Center,
Counseling, Health Center, International Student Center,
Transfer Center, Work Experience.
Second Floor: Behavioral and Social Sciences Division - 226, Vice President of Administrative Services - 269, Vice President of Instruction - 257, Vice President of Student Services - 272,
College Advancement/Scholarships/Foundation - 222, Planning, Research & Institutional Effectiveness - 221, President’s & Public Information Offices - 277
RHS Rodda Hall - South
First Floor: Dental Clinic, Math Lab, MESA, Math Classrooms, Math Faculty Offices
Second Floor: Language & Literature Division
Third Floor: ESL Center, Reading Lab
Fourth Floor/Roofop: Observatory
SOC Softball Complex
SOG South Gymnasium
Associated Student Government - 226,
Dean of Student Equity and Success - 226, Humanities & Fine Arts Division - 129, Math, Statistics & Engineering Division - 220, Matriculation, Student Leadership & Development - 226
STC Student Center
Cultural Awareness Center
STS Student Services
First Floor: Admissions & Records, Assessment Center, Associate Vice President of Enrollment and Student Services, College 2 Career,
Deaf Services, Disability Services and Programs for Students (DSPS), Outreach and Recruitment, Workability
Second Floor: Journalism Department & Classrooms, Photography Department & Studio
TEC Technology
Mac CAD Lab, GCOM classes
T01 Temporary 1 CallWorks
T03 Temporary 3 Classrooms
T04 Temporary 4 Classrooms
T05 Temporary 5 RISE
T06 Temporary 6 Classrooms
T07 Temporary 7 Classrooms
T08 Temporary 8 Classroom/Lab
T09 Temporary 9 Office Space (TBD)
T10 Temporary 10 Classrooms
T11 Temporary 11 Science Classroom
UNS Union Stadium
VEC Vehicle Compound
WSC West Sac. Outreach Center
1115 West Capitol Ave., West Sacramento, CA 95691
SACRAMENTO CITY COLLEGE seeks to create a learning community that celebrates diversity, nurtures personal growth, and inspires academic and economic leadership.