



**2001-2002
A CALIFORNIA COMMUNITY COLLEGE**

Accredited by

The Western Association of Schools and Colleges
Accrediting Commission for Community & Junior Colleges
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Approved by

The Board of Governors of the California Community Colleges
The California Department of Education
The University of California
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Approved for

The training of U.S. veterans and other eligible persons

College of the Canyons
26455 Rockwell Canyon Road, Santa Clarita, CA 91355
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Accuracy Statement

The Santa Clarita Community College District and College of the Canyons have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the College for reasons related to student enrollment, level of financial support or for any other reason at the discretion of the College. The College further reserves the right to add to, amend, or repeal any of the rules, regulations, policies and procedures, consistent with applicable laws.

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President's Message

Dear Students,

No sensible decision can be made any longer without taking into account not only the world as it is, but the world as it will be.

- Isaac Asimov

For the past decade, College of the Canyons has been engrossed in making good decisions to meet the immediate challenges that confront us each year. But we have also been making the more challenging long-range decisions that prepare us to fulfill our hopes, goals and our expectations for the future. As we have developed and revised our curricula, expanded our programs and services and planned new facilities, our overarching goal has consistently been to create new and expanded opportunities for the residents of our surrounding communities. Creating new opportunities requires innovative thinking, leadership, confidence and enthusiasm. College of the Canyons exemplifies these competencies daily! We have challenged ourselves to provide an environment conducive to innovation and creativity for our employees and students. We have encouraged members of the college community to embrace change, envision the future, develop capabilities and empower themselves to lead the change that will enhance the college's mission.

The beautiful cover of this 2001-2002 Catalog is a visual representation of our commitment to provide opportunity through learning, competence, initiative, responsiveness and vision. Created by our newly organized Design Arts and Technology Department, the cover's colorful banners proudly and clearly illustrate that the concept of opportunity through creativity is a reality in the world of applied art. It symbolizes the reality that is present, every day, in every department and office, in every nook and cranny of the college. For example, during the past year we have re-evaluated much of our curriculum, aligned it with existing jobs, emerging jobs and needed skills sets, and made 879 course changes to update and expand the curriculum. In addition to creating new educational programs, we have enhanced access by adding more than 1,500 new parking spaces to allow our expanding student population ease of access to the campus. We developed the drawings for a new, state-of-the-art performing arts center, which will be under construction this year. We opened an outreach site called ACCESS in Canyon Country, so students on the eastern end of the Santa Clarita Valley can access classes in a convenient location.

We are on the move and are changing in very important, significant ways. As tremendous growth in student population has challenged us to grow larger, we have grown better at the same time. Fueled in large part by the advancing development of the Santa Clarita Valley,



Dr. Dianne G. Van Hook
Superintendent-President

our growth has brought with it a more dynamic and diverse campus community, an impressive variety of new and expanded educational and training programs, added transfer agreements with universities, and a continually changing landscape of new and expanded facilities.

Planning and making decisions that take the future into account have enabled us to step through the

sequences of creating the future we envision. All members of our faculty have been involved in writing plans for the future of their programs, predicting how their disciplines will evolve and envisioning what changes will be required in curriculum, in technology and in the facilities that will be needed to serve future students in the best ways possible. This has resulted in the creation of a new College of the Canyons Educational and Facilities Master Plan.

With the new Educational and Facilities Master Plan in hand, we are moving on to the task of planning the facilities that will be needed to provide state-of-the-art, diversified and stimulating learning environments for our students and business partners. It will include recommendations for high-tech labs, a music/drama lab building, a business center, two general classroom buildings, expanded physical education facilities, warehouse, college services building, University Center, athletic fieldhouse, library expansion and advanced technology center that will house our science, engineering and biotechnology programs.

We look forward to working with our students, staff, community members and business leaders to ensure that our plans and dreams become reality. I am reminded of George Bernard Shaw's wonderful quote, "*Some look at things that are, and ask, why? I dream of things that never were and ask why not?*"

As you pursue your goals, I challenge you to achieve your peak performance by accepting responsibility for your growth and progress. Believe in yourself, never give up and remember that your attitude makes a big difference. If you believe you can, **you will!** Good luck and welcome to College of the Canyons, the community's college.

A handwritten signature in black ink that reads "Dianne G. Van Hook". The signature is written in a cursive, flowing style.

Dianne G. Van Hook
Superintendent-President



MISSION STATEMENT

College of the Canyons is a learning-centered community college that provides academic education and workforce training at the lower-division level to all capable of profiting from instruction. The faculty and staff promote substantive personal growth and intellectual progress of learners by combining time-proven concepts with the latest technological advances.

VISION STATEMENT

College of the Canyons is dedicated to enhancing our reputation as a leading two-year college, recognized locally, regionally and statewide for technical advancement, institutional effectiveness, student support, model academic and professional programs, excellence in teaching and learning, and the sense of community that we provide to our students and staff.

PHILOSOPHY

We believe in the following values:

Teaching & Learning

We honor and reward high performance in teaching and learning.

Respect for All People

We foster a campus climate characterized by civility, collegiality and tolerance. We encourage honesty, integrity and social responsibility.

Partnership with Community

We create relationships providing the foundation of success for chosen current and future partnerships with local schools, colleges and universities, businesses, government, and social agencies. These partnerships advance the educational, intellectual, artistic, civic, cultural, and economic aspirations of our surrounding community.

Excellence

We set the highest standards for ourselves and support the professional development of faculty, staff and administrators.

Creativity and Innovation

We provide an environment conducive to innovation and creativity. We encourage members of the college community to embrace changes that will enhance the college's mission.

History of the College



The academic year 2001-2002 marks College of the Canyons' 32nd proud year of service to the communities of the Santa Clarita Valley. From what began in 1969 as a small college, with only 800 students on the campus of Hart High School in Newhall, the College now boasts 11,500 students per semester, a 153.4-acre campus with 12 permanent and 23 temporary structures, on-campus computer networks, state-of-the-art technical programs, and more than 700 full and part-time faculty and staff.

Voters initially approved the College and elected a board of trustees in 1967. Taking the reigns of the fledgling district in 1968 was the first superintendent-president, Dr. Robert C. Rockwell. A \$4 million construction bond was approved by voters, and the district purchased the permanent campus site in Valencia, now part of the City of Santa Clarita, just east of the Interstate 5 Freeway on Valencia Boulevard. In October 1970, temporary buildings provided classroom and office spaces for the new college. Ample parking and outdoor sports facilities soon followed.

The master plan for the College includes a desire to maintain the natural beauty of the location that consists of rolling hills and tree-dotted arroyos. As additional buildings have been constructed, the College has carefully situated the structures to blend with the natural attributes of the location, creating a relaxed and com-

fortable physical environment that enhances the wonderful learning environment for which the College is noted.

The Bonelli Center, the "I" Building, was constructed in 1972-73 and was a welcome addition to the existing spaces in the classroom "C" building and the Student Center; the stadium (the only facility of its size in the Santa Clarita Valley) was constructed in 1974; the Boykin Laboratory Center, the "L" building, was completed in 1986. The College Services Building, the "A" building, opened in 1982; the Family Studies and Early Childhood Education Center opened in 1995; and the Library and Media Arts buildings came into the inventory in 1997. The total assigned square footage for the College now is more than 257,000 square feet -- with more on the way.

With a projected student population of 21,000 by the year 2010, it is anticipated that the campus will grow by about five to seven new buildings in the relatively near future. A remodel of the Student Center was completed last year, and construction will begin on the new Performing Arts Center this year. The College opened its first off site-facility called ACCESS in Canyon Country in 2001 and additional parking is nearing completion. An updated Facilities Master Plan is expected to include recommendations for a second physical education facility, warehouse, college services building, high-

tech labs, music/drama lab building, business center, two classroom buildings, a university center, athletic field house and additions to several existing buildings.

College of the Canyons is proud to deliver outstanding services, programs and opportunities to our community. Fifty associate of arts and associate of science degree programs are offered, as are 42 certificate programs. The College is ranked fourth in California in the number of associate degrees awarded per student population.

As a matter of institutional philosophy, College of the Canyons believes in educating the body as well as the mind. Sixteen intercollegiate athletic programs – nine women's and seven men's sports, have been developed to provide athletic opportunities for all who are interested.

The College has maintained its status over the years as the sixth largest employer in the Santa Clarita Valley. While we often think of education in more altruistic terms, it is inescapably a business -- having a lot in common with the burgeoning business growth in the region. The College plays an important role in training, retraining and educating members of the local workforce so that businesses don't have to look far for high-quality employees. In fact, dozens of partnerships have been forged with local companies to provide specific training

for employees; with the College supplying the instructors and educational expertise to train either at the work site or on campus, whichever is appropriate. This "win win" arrangement between businesses and the educational supplier fulfills the increasingly complex technological and managerial training needs of companies of all sizes in the region – many of them in the local aerospace and manufacturing fields.

The breadth, depth and quality of a College of the Canyons education is fast becoming one of the college's most powerful marketing tools. It is human nature to want to be associated with a "winner," so success in one area naturally breeds success in others. Over the last year, the College has received nearly \$2 million in grants to conduct broad-ranging activities and begin new trial programs and educational opportunities for the community.

As College of the Canyons begins its 32nd year, it has positioned itself to be a vital and enduring educational and economic force in the region. From modern facilities to a capable and enthusiastic staff, innovative programs and high-tech solutions – those who are involved with the College now and in the future will find a safe, collegial campus that embodies a learning environment second to none!



Ways This Catalog Can Help You

This catalog is easy to use if you follow these steps.

1. Use the index on page **220** to help you find things quickly.
2. All new students are requested to participate in the College's "Matriculation Program." Some parts of this program are mandated for new students. Components consist of admission, counseling/advisement and orientation. English and math placement testing is also part of the process. Refer to page **11** for more details or contact the Counseling/Advisement Office.
3. If you want to know the important dates that affect you during the academic year, turn to the Academic Calendar. You'll find the beginning and end of each term, holidays and vacation periods.
4. If you want information about the requirements for transfer from College of the Canyons to a university, turn to page **36**.
5. The Program description and associated degrees and certificates are on page **46**.
6. Turn to page **81** for a list of the course descriptions. Read the information given for each course you plan to take. Pay careful attention to prerequisites and related information so that you won't take the incorrect course or one for which you won't receive credit.
7. The College requires students to take certain general-education courses to obtain a college degree or certificate. You will find these specified on page **33**. If you plan to graduate from College of the Canyons, be sure to read the entire section on graduation requirements.
8. College of the Canyons has established various rules and regulations in order to function properly. You'll find these in the "Regulations & Policies" section on page **200**.

FALL SEMESTER 2001

August 20 - December 15, 2001

Monday, August 20.....Instruction Begins
Monday, September 3Labor Day
Monday, November 12.....Veterans' Day Observed
Thursday through Saturday, November 22-24Thanksgiving Holiday
Monday through Saturday, December 10-15Final Exams

Christmas/New Year Holidays.....December 16, 2001 through January 1, 2002

WINTER INTERSESSION 2002

January 2-18, 2002

Wednesday, January 2.....Instruction Begins
Friday, January 18.....Instruction Ends

SPRING SEMESTER 2002

January 22 - May 25, 2002

Monday, January 21Martin Luther King Jr. Day
Tuesday, January 22.....Instruction Begins
Friday, February 8.....Lincoln's Birthday
Saturday, February 9.....Lincoln's Day (observed for Saturday Classes)
Monday, February 11Presidents' Day
Monday through Saturday, April 1-6Spring Break
Monday through Saturday, May 20-25Final Exams
Friday, May 24.....Commencement
Saturday, May 25Instruction Ends

Admission and Registration Procedures

ADMISSION TO THE COLLEGE

Eligibility for Admission

1. Any person applying for admission to the College must qualify under one of the following:
 - a. Be a graduate of high school or have passed the California High School Proficiency Exam.
 - b. Be 18 years of age or older and be capable of profiting from the instruction offered.
 - c. Be eligible as a special student pursuant to Sections 76001-76002 of the California Education Code.
2. In all programs and classes requiring special screening, the College will make the final selection of students. Students will still be admissible to the College under the above provisions. (For international students, see the section on International Students in this catalog.)
3. Students enrolled in grades K-12 in a public school district may apply for admission to the College upon submitting an approved concurrent enrollment form. Parents or guardians of a student who is not enrolled in a public school district may petition the dean of students for such admission.
4. Pursuant to California Education Code Section 76001(a), specially admitted students may not enroll in more than 12 units per semester.
5. Pursuant to California Education Code Section 76300(f), students enrolled under #3 above may be exempt from payment of the enrollment fees, per special action of the Board of Trustees. All other appropriate fees shall be assessed.

Admission Procedure - Application

A formal application for admission must be filed with the Admissions and Records Office. This should be done as soon as the decision has been made by the individual to seek admission to the College.

Documents Required (Transcripts)

Each applicant entering as a first-time freshman must arrange to have a transcript or record from the high school of graduation or school of last attendance sent to the Admissions and Records Office. Students should have transcripts sent from each college attended. All transcripts become the property of the college.

Credit Accepted

College of the Canyons accepts credit for courses completed at colleges and universities that have been accredited by one of the regional Associations of Schools and Colleges. Upon petition and after evaluation, credit may be accepted from schools and colleges having other types of accreditation. Students must have 12 units in residence before credit will be placed on our transcript.

Residence

New and returning students to College of the Canyons are classified for the purpose of determining California residency and/or non-resident status. The classifications are as follows:

Unmarried minors (persons under 18 years of age), whose parents have resided in California for a period of one year immediately prior to the first day of instruction of the term the applicant expects to attend, may attend as residents.

Persons 18 years of age or older, who have legal residence in California for a period of one year immediately prior to the first day of instruction of the term the applicant expects to attend, may attend as residents.

Applicants having less than one year of residence in California immediately prior to the first day of instruction of the term they expect to attend are classified as non-residents for tuition purposes.

Foreign-visa students are required to pay the non-resident tuition and must meet certain other admission requirements. The Admissions and Records Office should be consulted in these cases.

International Students

College of the Canyons is authorized under federal law to enroll non-immigrant alien students. International students applying for admission and subsequent student visas must meet special admission requirements. For a statement of these requirements and procedures, inquiries should be made to the director of international students. (See #4 above.)

Advanced Scholastic Program for High School Students

The California Education Code permits the attendance of 11th- and 12th-grade high school students who would benefit from advanced scholastic or vocational work at

a community college. In addition, certain students below the 11th grade, under certain circumstances and upon recommendation of the appropriate school district authority, may attend by special arrangements.

The student must pursue a minimum full-time program at the high school and have the recommendation of the principal in order to be admitted. Courses may be taken for high school or college credit. Students may enroll in a maximum of 12 units.

MATRICULATION

All students who enroll in credit courses are matriculants, and matriculation is a process that brings College of the Canyons and matriculants into an agreement for the purpose of realizing students' educational objectives. The agreement acknowledges responsibilities of both College of the Canyons and students to attain those objectives through the College's established programs, policies and requirements.

College of the Canyons agrees to provide an admissions process; an assessment of basic educational skills and career goals; pre-enrollment counseling/advising and course selection; an orientation to College programs, services, and procedures; a suitable curriculum or program of courses; quality instruction; and continuous follow-up on student progress with referral to support services when needed.

Students agree to express a broad educational intent at the time of admission, declare a specific educational objective within a reasonable period of enrollment, attend classes and complete assigned course work, confer with counselors/advisors to discuss choices, seek out support services as needed, and complete courses and maintain progress toward an educational goal.

There are several components of matriculation that are specifically addressed in this catalog. These components include application for admission, pre-enrollment assessment and educational planning, academic advisement/counseling and course selection, orientation, registration and course enrollment; follow-up on student progress, institutional research and evaluation, and prerequisites.

ASSESSMENT

All new students are required to complete the College's placement tests in English, writing skills, reading and mathematics. There are no fees charged for the placement examinations administered by the College.

Students who have taken a placement test at another California community college within the last two years should have the results forwarded to the Admissions and Records Office. (Students who have college credit in English or mathematics should have their transcripts sent to the Admissions & Records Office.)

The Counseling Office may waive the mandatory test requirement for new students who have already earned college degrees who have completed appropriate college level courses in English or mathematics, or for other reasons in compliance with Board policy.

A test waiver form will be required of all new students who waive the test requirement prior to registration.

For information concerning the tests, applicants should contact the Counseling Office or Testing Center.

COURSE ADVISEMENT AND APPROVAL

An applicant who has completed the admissions procedure will be referred to the Counseling Office for course advisement and approval. All new students should have an approved course list (first-semester education plan) signed by a counselor or program advisor before registering. They may obtain this approval either on a walk-up basis at the Counseling Office or by attending a new student orientation session. New students undecided about their majors and/or needing in-depth assistance in course selection and planning are urged to make counseling appointments. Students should, before the time of their appointments, study this catalog, the catalog of any college or university to which they may seek transfer, and the Schedule of Classes for the upcoming term at College of the Canyons. To obtain the most benefit from the appointment, students need to be able to discuss their long-range educational goals as well as the courses desired in the ensuing term.

ORIENTATION

Unless they have received an exemption, new students are required to attend an orientation program prior to registering in classes. These sessions are designed to assure that students will be acquainted with the College's programs, services, academic expectations,

Admission and Registration Procedures

procedures and campus grounds. These groups also prepare students for class registration at the end of each orientation program.

REGISTRATION

Registration is the formal process of arranging courses desired by the student into a program of classes and of securing space in the classes. Continuing students register during the regular registration period in priority order by the number of units earned at College of the Canyons. Students are given registration appointments for telephone (STAR) registration by the Admissions and Records Office. Students with appointments for regular priority registration will have no priority in obtaining a class unless they register in accordance with the registration schedule. Late registration, which occurs after the regular registration period closes, will be permitted on a first-come, first-served basis into those vacancies that may exist in classes.

Clearance of Obligations (Holds)

All obligations to the College must be met before a student's record may be considered clear. Outstanding obligations may prevent registration of classes and obtaining official transcripts of grades.

Classification of Students

Full Time	Enrolled in 12 units or more in a full-length semester
3/4 Time	Enrolled in 9 to 11 units
1/2 Time	Enrolled in 6 to 8 units
1/4 Time	Enrolled in 3 to 5 units
Freshman or less	One who has completed 30 units or less
Sophomore	One who has completed 30 units or more

SCHEDULE OF FEES

Fees are paid at the time of registration each semester or each time materials are acquired or services rendered. All fees are established by action of the Board of Trustees of the Santa Clarita Community College District and the California State Legislature. The following fees are effective as of fall semester 1999.

Fees are subject to change. Consult current semester schedule of classes or the Admissions and Records Office for current fee schedules.

Enrollment Fee

Each student is required to pay an enrollment fee upon registration at a community college in California. At the time of printing, the 2001-2002 enrollment fee is \$11 per unit as mandated by the State Legislature. The enrollment fee and other fees are subject to change during the academic year.

Additional Fees

Annual Student Center Fee	\$1 per unit/ \$10 maximum
Audit Fee (see Community Services)	\$15 per unit
Enrollment Certification.....	\$1
Health Fee (Fall and Spring)	\$12
Health Fee (Summer).....	\$9
International Student Application Fee (applied to tuition).....	\$100
International Student and Non-Resident Tuition.....	\$125 plus \$11 enrollment fee per unit
Lab Fee.....	\$15
Official Transcript (first two free).....	\$5
Official Transcript (24-hour rush processing).....	\$8
Parking Fee per term (Summer).....	\$20
Parking Fee per semester (Fall and Spring).....	\$40
Student Activities Fee	\$18 annual/ \$10 semester
Student Representation Fee.....	\$1
Refund Fee (once classes begin).....	\$10

Refund Policy

A student must submit a refund request form to the Student Business Office prior to the published refund deadline for full-length semester classes and prior to 10 percent of the instructional time for short term classes. Parking permits, student activity cards, and student registration receipts must be returned with the refund request form. Refund checks are mailed approximately six weeks after the refund deadline.

Refund of Enrollment Fee

For a full refund of all eligible fees, a student must completely withdraw from all classes by the date designated in the schedule of classes.

Once classes begin, a processing fee of \$10 is deducted from the refundable total.

Short-term class refunds for all fees must be applied for on or before 10 percent of the class time has transpired. Check the Schedule of Classes calendar page for exact dates.

No refunds will be given for withdrawal after the second week of the semester for full-term classes or after 10 percent of the instructional time for short-term classes. A week consists of three calendar days, including Saturday.

Refund of Other Fees

Student Activity Fee must be applied for by the refund deadline date. To obtain a full refund, return the Student Activity and "25 Score" cards with the refund application form to the Student Development Office in Building S, Room 103. Students who have purchased an annual card and who have withdrawn prior to the refund deadline for the second semester will receive a 50 percent refund of the annual fee.

NON-RESIDENT TUITION

Students classified as non-residents by the residency determination date each semester or term are subject to non-resident tuition. For the 2001-2002 academic year, tuition is set at \$125 per unit for non-resident students, plus the \$11-per-unit enrollment fee.

Students classified as International Students (with an F-1 or J-1 visa) are subject to International Student tuition. For the 2001-2002 academic year, tuition is set at \$125 per unit for International Students, plus the \$11-per-unit enrollment fee.

International students must pay a \$100 application fee that is deducted from their tuition fee if they register for classes within two semesters from the date of application.

LIMITATION OF UNIT LOAD

A unit load of 18 units per semester is considered maximum. Maximum load for summer school will be two courses or 6 units, whichever is greatest. To take more than the maximum, approval must be obtained from the Counseling Office.

CHANGE OF PROGRAM

The Santa Clarita Community College District's chief student services officer in conjunction with the director of admissions and records and the Academic Senate will determine the last day to add classes. The specific date for each semester will be published in the Schedule of Classes and made available in Admissions and Records. Exceptional cases will be considered by the director of admissions and records after receipt of documented extenuating circumstances. Students must follow the established change of program procedures.

Non-standard-length classes will have individually published change-of-program deadlines.

Exceptions to this policy may be made for students who:

1. are transferring from one section to another section of the same class;
2. are transferring from an advanced section to a less advanced section in the same department;
3. enter an open entry/open exit class;
4. are being reinstated following an administrative adjustment.

ADD PROCEDURES

Add forms must be filled out; signed and dated by the instructor, and submitted to the Admissions and Records Office during business hours for processing by the deadline published in the Schedule of Classes. Add Forms may be obtained in the Schedule of Classes or in the Admissions and Records Office.

DROP PROCEDURES AFFECTING A STUDENT'S PERMANENT RECORD

A student may drop a class or withdraw from college anytime during the first four weeks of a full semester class (or within the first 30 percent of instruction for a short-term class) without receiving any marks or notations on his or her permanent record. Drops may be processed using the STAR registration system (888) 206-STAR (7827), or by visiting the Admissions and Records Office during business hours. Drop forms may be obtained in the Schedule of Classes, or in the Admissions and Records Office.

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WITHDRAWAL PROCEDURES

A student may withdraw from class or from college any-time between the first day of the fifth week of school and the last day of the ninth week of school for a full-length semester class (or between 30 percent and 50 percent of the term for a short-term class). Withdrawals that take place in this time frame will result in a mark of "W" being placed on the student's permanent record. This symbol carries no evaluation of the student's work. However, excessive "W"s may affect a student in the calculation of probation and dismissal, loss of financial-aid awards, and are sometimes not accepted in classes completed to meet major requirements at some four-year colleges and universities. Withdrawals may be processed using the STAR registration system (888) 206 STAR (7827), or by visiting the Admissions and Records Office during business hours. Withdrawal forms may be obtained in the Schedule of Classes or in the Admissions and Records Office.

WITHDRAWAL AFTER THE ESTABLISHED DEADLINE

Instructors may not drop students from class, and students may not drop classes or withdraw from college after the withdrawal deadline. The withdrawal deadline is the 50-percent point for full-length semester classes and short-term classes. All students enrolled after the withdrawal deadline shall receive an academic grade (A, B, C, D, F, CR, NC) or an incomplete mark for the course.

Deadline dates for adds, drops, and withdrawals are published in the Schedule of Classes.

Petition for Extenuating Circumstances

Petitions will be accepted after the posted deadline dates for documented extenuating circumstances only. A student may petition to add, drop, or withdraw after the established deadline date only if extenuating circumstances exist. Some examples of extenuating circumstances are (1) serious and prolonged illness, (2) bereavement, and (3) job requirements. Petition forms may be obtained from the Admissions & Records or Counseling offices during business hours. The petition must be filled out by the student, signed by the appropriate person, and must include documented evidence of extenuating circumstances. The petition will then be reviewed by the Academic Standards Committee and/or its designee. Once a determination has been made by the Committee and/or its designee, the student will receive notice of the action by mail.

College of the Canyons provides many services that enhance students' adjustment to college life and facilitate the total process of self development in the areas of social, academic and workforce preparation.

ACCIDENT INSURANCE

Accident insurance is included in the student activities fee and provides on-campus accident coverage while attending college or college-sponsored activities. It is recommended that each student carry voluntary insurance coverage for off-campus emergencies and illnesses. Information on various carriers may be obtained in the Student Health & Wellness Center.

ATHLETIC PROGRAM

College of the Canyons Cougar athletic teams compete in the Western State Conference. The College provides a wide range of intercollegiate sports for both men and women. Men's teams compete in baseball, basketball, cross country, football, golf, swimming, and track and field. Cougar athletics fields women's teams in basketball, cross country, golf, soccer, softball, swimming, track and field, volleyball, and water polo. Intercollegiate athletic competition is governed by the California Community Colleges Commission on Athletics.

To be eligible for intercollegiate competition, student athletes must be enrolled in a minimum of 12 units during the season of sport (nine of those units must be degree applicable). Between seasons of sport, student athletes are required to complete 24 units, 18 of which must be degree applicable, with a 2.0 grade point average. Consult the athletic director or athletic advisor to determine athletic eligibility and to complete a student educational plan.

BOOKSTORE

The College Bookstore is maintained for the convenience of the entire college community. The function of the store is to provide students with textbooks, materials and supplies required for scheduled courses. A selection of books and supplies of general interest to students is also stocked.

Operation of the Bookstore is a function of the Santa Clarita Community College District under the direction of the director of fiscal services and managed by Barnes and Noble and the College bookstore.

Books purchased for the current semester may be returned for a refund with a current receipt within 15 calendar days from the first class. Books purchased after the first 15 days are eligible for a refund if returned within two calendar days of purchase. Textbooks purchased the last week of classes or during examination periods are ineligible for a refund.

CALWORKS

CalWORKs is a state-funded program that provides supportive services and encouragement to students who are on welfare (i.e. AFDC, TANF). The program provides support to qualified students in their educational goals and in their transition from college to work or to university. Students may receive:

- * Financial assistance for child-care
- * Financial assistance for books, educational related materials and supplies
- * Financial assistance for transportation
- * Work-study opportunities that ensure all earnings are 100 percent exempt from cash aid
- * Personal and academic counseling in a supportive and informative environment that encourages student success
- * Vocational and career counseling
- * Study skills, life skills and job skills workshops
- * Confidential liaison between program participant, the College, the Department of Public Social Services and other agencies
- * Referral to other departments at the College and to other agencies when required

CalWORKs Eligibility Criteria

1. The student must be a legal resident of the State of California
2. The student must be on welfare (i.e. AFDC, TANF)
3. The student must be in compliance with DPSS and/or GAIN program requirements
4. The student must be enrolled and taking a minimum of six units at College of the Canyons.
5. A CalWORKs contract must be signed and followed by the student
6. The student must be in compliance with the College CalWORKs program requirements

Student Services

7. The student must maintain normal progress (as defined by college policies) toward a certificate or degree leading to employment while maintaining a satisfactory grade point average of 2.0 or higher.

CalWORKs applications and information are available in Room C-105. For more information call (661) 362-3016 or (661) 362-3015.

CAMPUS ACTIVITIES AND STUDENT LIFE

Students are highly encouraged to become involved with student-development activities and opportunities for enrichment outside the classroom. Many of these activities can be found on campus or in the surrounding community and help students to apply, in practical situations, the theory they learn in the classroom. Benefits include leadership development, skill-building, interacting with people and understanding group dynamics all of which can be utilized throughout one's life.

Information about all of the following programs and services can be obtained by visiting the staff of the Office of Student Development in Room S-103 of the Student Center.

Associated Student Government (ASG)

The purpose of the Associated Student Government is to promote the general welfare of the students, to guarantee equality of opportunity among students, to offer experience in the practice of American democratic government and to encourage student participation in planning student activities as permitted under the Education Code of the State of California and the policies of the Board of Trustees of the Santa Clarita Community College District.

The officers of the student government are elected by the student body to represent all students in interactions with the college administration, staff and faculty and with state legislators and statewide organizations. Student government personnel serve on District committees and represent student viewpoints and opinions on matters of policy, curriculum and other college issues.

The activity program supported by the ASG is a college-wide enterprise. Its operation is a direct benefit to each student.

ASG Benefits/Activities Fee

The Associated Student Government provides benefits to students who are active members of the association. Membership is obtained through payment of the Activities Fee (\$10 per semester, \$18 per year) which goes directly to the ASG to fund services, programs and activities that benefit all students and the campus.

ASG benefits include reduced rates or free admission to most ASG-sponsored activities such as concerts, athletic events, and lectures, as well as the following:

- * FREE 25-SCORE card (annual membership only) providing discounts from more than 400 local merchants
- * FREE blue books and Scantron forms from the College Bookstore
- * FREE admission to all home athletic events
- * Ability to apply for annual ASG scholarships
- * Reduced-cost (or discounted) movie theater passes (\$4.25-\$5.00) available through the Office of Student Development
- * FREE discount coupons/passes/tickets to Southern California theme parks
- * Plus much more

Clubs and Organizations

Many opportunities for involvement exist through membership and participation in student clubs and organizations. More than a dozen charters are on file for a variety of clubs and organizations. Please check with the Office of Student Development for active clubs and organizations.

Students are encouraged to develop new special-interest groups on campus in addition to those that already exist. Before a new group is recognized officially, a constitution must be submitted and approved for charter by the Office of Student Development, the ASG, and the Inter Club Council.

Cougar Volunteer Service Program and Service Learning

The Office of Student Development has established working agreements with off-campus community agencies and on-campus departments to provide volunteer opportunities for students. Volunteerism through the

Cougar Volunteer Service Program provides many altruistic rewards for the volunteer and a valuable service to the organization receiving the volunteer's help. A recognition system, including scholarships, exists to acknowledge students' involvement in these volunteer activities.

In addition, Service Learning opportunities exist through various courses on campus that provide students the ability to directly tie in their volunteer experience with what they are learning in the classroom while receiving class credit. The Volunteer and Service Learning Center, housed within the Office of Student Development, coordinates the placement of students with community agency partners, provides an orientation to the program, and monitors students' experiences.

Photo Identification Card

All students, when on campus, are required to carry a photo identification card provided by the College through the Office of Student Development. Besides serving as a form of photo identification, the card is used by many departments providing student services such as counseling and the Library, which uses the card for checking out books and materials.

Once a student receives the initial card, the student should keep the card for the entire period during which he or she attends the College, even during periods of non-enrollment. A replacement fee is charged for lost cards.

The initial card is the only one the student will receive during the student's tenure at the College. The same card is used each semester the student is enrolled. It is necessary for the student to receive a new validation sticker from the Office of Student Development at the beginning of each semester to validate enrollment for that semester.

CAMPUS SECURITY

The College Security Department shall provide reasonable protection by using methods that fit within and contribute to the educational philosophy and process of the institution.

CAREER CENTER/JOB PLACEMENT

The Career Center offers students all of the tools they need to explore and define occupational interests, market themselves to potential employers, and find full- or part-time employment.

The Career Center includes more than 400 community and campus jobs posted weekly; resume, interviewing, and job-search workshops; job clubs; Internet access; resume-critique service; faxing and phone bank privileges; semi-annual job fairs; on-campus recruitment; and career-assessment software. The Career Center is located in Room C-103. For more information call (661) 362-3286.

CHILD CARE

The Child Development Lab in the Family Studies and Early Childhood Education Center has child care openings for financially qualified student-parents of children 12 months to 5 years of age.*

The Center offers accredited, toddler and preschool programs on campus for student-parents, financially qualified community members and all who desire services.

For information on morning, afternoon or all-day sessions and/or to see if you qualify, please call (661) 259-7800 or (661) 362-3501.

*Under various State-funded programs, free and sliding scale enrollment may be possible. Openings are limited and subject to specific grant requirements.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

The Cooperative Agencies Resources for Education (CARE) is a State-funded program dedicated to assisting the most needy students in maintaining college attendance. At College of the Canyons since 1993, CARE is a joint effort between the California Employment Development Department, Department of Public Social Services, Chancellor's Office, and College of the Canyons to help the student reach his or her educational and career goals. CARE offers academic, economic, and emotional support to the student who is on the road to becoming independent. CARE emphasizes services to ensure student success and is sensitive to the student's needs. Qualified students may receive, but are not limited to:

- * First-day book services
- * Parenting workshops
- * Group support seminars
- * Referral services
- * Child-care grants
- * Supply grants
- * Self-esteem seminars
- * CARE peer advisement
- * Other services, as determined by need

Student Services

Eligibility Criteria

To be eligible for CARE, a student must:

1. Apply for financial aid
2. Be EOPS-eligible
3. Be single and head of household
4. Be 18 years of age or older
5. Have a dependent child under age 14
6. Be enrolled full time (12 units or more)
7. Be pursuing a certificate, associate degree, or transfer program.
8. Be a legal resident of California for more than a year.
9. Receive current assistance from CalWORKs, TANF, or AFDC.

CARE applications and information are available in Room C-101 or by calling us at (661) 362- 3279 or (661) 362-3270.

COUNSELING/PROGRAM ADVISEMENT Counseling

Students are urged to consult a counselor as soon as possible after enrolling at College of the Canyons. Counselors provide valuable assistance with educational and career planning.

The specific goal of the counseling staff is to assist students with the effective use of their personal resources and opportunities. Counselors assist students in determining, analyzing, and understanding their interests, aptitudes, abilities, and opportunities. Counselors are also skilled in providing personal counseling assistance to students. Counselors are available on an appointment and walk-in basis. Students should contact the Counseling Office regarding appointment and walk-in schedules. In addition, group advisement sessions are also offered during peak registration periods to accommodate students who are unable to schedule individual appointments due to staffing limitations. Students are responsible for making final decisions concerning their college programs.

Personal-development classes are taught by counselors and cover such topics as college-success skills, career development and self awareness. See the class schedule for specific offerings.

Specialized counseling is also provided through the DSP&S, EOPS, CalWORKs, New Horizons, and Transfer Center programs.

Program Advisement

Program advisors are available in the Counseling Office on a walk-in basis. They assist students in choosing classes or programs. They also provide information regarding transfer requirements, as well as degree and certificate requirements. They are able to answer a variety of other questions and are available during both day and evening hours.

DISABLED STUDENTS PROGRAMS AND SERVICES (DSP&S)

The Disabled Students Programs and Services (DSP&S) offers educational support services for students with disabilities who are enrolled in college classes. The program provides services to students with a variety of disabilities, including, but not limited to, physical, psychological, communication, and learning disabilities.

The DSP&S staff facilitates provisions for support services and accommodations that may include, but are not limited to, registration and scheduling assistance, issuance of parking permits to the mobility-impaired, academic and vocational counseling, general studies classes/tutorial lab, interpreters, test-taking accommodations, note takers, interagency referrals, and taped text.

For students with learning disabilities, or those suspected of having, who are enrolled in College classes, DSP&S offers assessment to determine individual strengths and weaknesses and program eligibility according to the California Community College criteria. Academic accommodations and strategies are available to students meeting the criteria. Academic accommodations and strategies are available to students meeting the learning disability eligibility requirements as defined in the Title V Administrative Code.

The High-Tech Center, using state-of-the-art adaptive computer technology, is also an integral part of services for students with disabilities. The High-Tech Center offers a wide selection of specialized computer systems, peripheral devices and selected software. Trained personnel provide assistance to students with disabilities in effective use of assistive technology.

DSP&S serves as a liaison with the campus and community agencies on behalf of students with disabilities. Students may contact DSP&S in Room C-103 or by calling (661) 362-3341.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

The Extended Opportunity Programs and Services (EOPS) is a State-funded retention program that recruits, and transitions to work or university those students who are eligible. The program's aim is to serve and encourage students from various backgrounds to continue their education at the community college level. The specific responsibility of EOPS is to develop programs, services, techniques, and activities that traditional college programs. Qualified students may receive, but are not limited to:

- * Priority registration
- * Meal-ticket subsidy
- * Academic counseling
- * Peer advisement
- * Financial-aid counseling
- * Transfer assistance
- * College-survival classes
- * Special tutoring
- * First-day book service
- * School supplies
- * Computer supplies
- * Vocational/Career counseling
- * Personal counseling
- * Study-skills workshops
- * Cultural-awareness activities
- * Other services as determined by need

EOPS Eligibility Criteria

1. Being a full-time student (12 units or more) is required.
2. The student must be a legal resident of the State of California.
3. Eligibility for the Board of Governors fee waiver is required.
4. An EOPS contract must be signed and followed by the student.
5. A student must maintain normal progress (as defined by College policies) toward a goal, certificate, or degree while maintaining a satisfactory grade-point average (2.0 or higher).

EOPS applications and information are available in Room C-101 or by calling (661) 362-3279 or (661) 362-3270.

FINANCIAL AID/SCHOLARSHIPS

The purpose of student financial-aid services is to assist students in attaining their educational goals. The Office of Financial Aid offers a complete array of financial-support services that are designed to help students with educationally related expenses involved in obtaining a college education.

Grant, loan and work-study job opportunities may be available to any College student who establishes financial need by completing a free application for student financial aid (FAFSA). Eligible applicants will be awarded financial aid through various types of programs as funds are available. Eligible applicants will be expected to adhere to standards of satisfactory academic progress to continue to remain eligible for financial aid. It is also critical to meet the priority deadline date of May 15 in order to receive award notification prior to the beginning of the following fall semester.

All students must apply using the Free Application for Student Financial Aid (referred to as "FAFSA").

Students can complete an application on the Internet at <http://www.fafsa.ed.gov> or by visiting the Office of Student Financial Aid in Room C-110. For information call (661) 362-3242.

Grants

A grant is an award, based upon demonstrated financial need and other criteria, that does NOT have to be paid back. The College participates in the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Cal Grant B and C, and the Board of Governors Waiver Programs.

Loans

Low-interest loans made by lenders such as banks, credit unions, or savings and loan associations, are available to qualifying students to help pay for their educational costs. The Stafford Student Loan must be repaid by the student borrower as specified by the lender, usually with repayment beginning six months after leaving college.

Current and former students who are in default on their Stafford Loan Program (formerly Guaranteed Student

Student Services

Loans) shall not be permitted to receive financial aid, grades, transcripts, or diplomas, nor will copies of their grades be transferred to other institutions.

Scholarships

Many community groups and organizations sponsor student scholarships as a means of expressing confidence in College of the Canyons' students. These scholarships range in amounts from \$100 to \$5,000 and are made available intermittently during the year. Eligibility varies according to each individual scholarship. A College Scholarship Brochure is available upon request. An up-to-date listing of available scholarships is available on the scholarship board near the Financial Aid Office in the Classroom Center, Room C-110.

Work Study

The College also participates in a variety of on-campus work-study programs. Although the applicants for these programs must be enrolled in a minimum of six units each semester, the additional program criteria vary as much as the sources of funding. Some programs require that the student be eligible based upon documented financial need, whereas other work-study programs require that the applicant have faculty recommendations, special training, past experience, specific skills or merely an interest and desire to work.

A current listing of on-campus jobs is available on the Job Placement Board located in the Career Center.

STUDENT HEALTH & WELLNESS CENTER

The primary purposes of the Student Health & Wellness Center are the following:

- * To provide accessible ambulatory health care for the treatment of minor acute illnesses and injuries.
- * To prepare students to be better informed health care consumers and active participants in their own health care.
- * To encourage and educate students to avoid unnecessary illness and injury in achieving levels of wellness.
- * To provide emotional support through periods of stress.

Eligibility

Full- or part-time students, who have paid enrollment fees and are currently enrolled and active in classes.

Cost

No charge is made for most services. A nominal fee is charged for certain tests or injections. A mandatory \$12 (fall and spring) and \$8 (summer) health services fee is charged to all students at the time of registration.

Medical Personnel

A registered nurse is available during Student Health and Wellness Center hours.

Services

- * Minor treatments
- * Mental-health counseling
- * Blood-pressure checks
- * Free health literature
- * Family-planning information
- * Nutritional counseling
- * Whole-health counseling
- * Some vaccinations
- * Pregnancy test (nominal fee)
- * Referrals for physicians and other health agencies
- * First aid
- * Vision screening
- * Tuberculosis skin test

Treatment of a Minor

Any student under the age of 18 will be required to have a parental consent form signed prior to receiving treatment, except in emergencies or cases exempted by state law.

Location

The Center is located in the Student Center. Call (661) 259-7800, (661) 362-3259 for further information.

Health Recommendation

Each student should be free of any communicable disease. It is strongly recommended that student immunizations are current.

HOUSING

The College is a community college serving primarily the students who live within the Santa Clarita Community College District. Most of the students reside within commuting distance of the campus. The College provides no campus housing.

As a service to students living away from home, the Student Development Office maintains a bulletin board listing available rooms, apartments, and houses to share or rent. However, the College assumes no responsibility for inspecting or supervising such housing facilities.

Landlords wishing to have their housing facilities listed must indicate that they, in offering housing, do not discriminate on the basis of race, religion or national origin. A signed statement to this effect must be on file in the Student Development Office prior to listing.

SPECIAL EVENTS

The College provides opportunities and facilities for visiting lecturers, music programs, films, interest group meetings and other special events.

LEARNING RESOURCES

The primary goal of Learning Resources Program is to support the College curriculum. To achieve this goal, Learning Resources, primarily through the Library and TLC Lab, provides services and materials to assist instruction and enhance student success.

Library, R Building

Library services include reference assistance, orientations, copy machines, group-study rooms, public gallery, open computer lab (with Internet access), instructor reserves, and interlibrary loans. Materials include books, pamphlets, periodicals (in paper and microfiche), and audio-visual media such as tape cassettes, filmstrips, slides and microfiche college catalogs of the western United States. These are accessible through an online catalog (College of the Canyons Library Information Online, CCLIO, in association with California Institute of the Arts) and are arranged by the Library of Congress classification system. A number of electronic resources are accessible including InfoTrac and ProQuest (periodical indexes and databases), and Encyclopedia Britannica Online.

The Open Media Lab on the Library's second floor provides audio-tape duplication, listening facilities, and equipment such as PCs, laser-disc players, a CD-I Compact Disc Interactive player, and a variety of other audiovisual equipment. Materials include audio tapes in German, French, and Spanish. College by Television programs, video tape library, English as a Second Language materials, CDs, and records.

TLC Lab, I-209

The Tutoring/Learning/Computing Lab provides no-cost tutorial assistance in English, mathematics and many other disciplines on a walk-in basis. In addition, computers with Microsoft Office (Word, Excel, PowerPoint and Access), and many course-related tutorials are available for student use. Tutors are on hand to assist students with questions regarding the computers and software.

LOITERING

Provisions of the California Penal Code and Education Code make it an offense punishable by fine or imprisonment for unauthorized persons to enter upon and interfere with the operation of a community college campus.

LOST AND FOUND

Lost-and-found articles are handled through the Security Department, located in Building X-10.

NEW HORIZONS

The New Horizons program is designed to improve the quality of life for re-entry students and their families, single pregnant women and teens, single parents, displaced homemakers and those seeking non-traditional careers. Students must attend the PERDEV-060 class. This is a 1- to 4-module, 1- to 4-unit, credit/non credit, open entry/open exit class that emphasizes personal, educational and career-development skills. Students may receive the following:

- * Financial assistance for child care;
- * Financial assistance for books;
- * Personal and academic counseling in a supportive and informative environment that encourages student success;
- * Vocational and career counseling;
- * Study-skills, life skills, and job skills workshops;
- * Referral to other other College departments and other agencies when required

New Horizons Eligibility Criteria

1. The student must be a legal resident of the State of California
2. The student must be enrolled at College of the Canyons

New Horizons applications and information are available in Room X-2. For more information call (661) 362-3393.

Student Services

PARKING

Any vehicle parked in a regular space shall have displayed a valid Student Parking Permit. A permit vending machine is located in Lot 6 for vehicles not displaying semester parking permits. An all-day parking permit can be purchased in Lot 6 for \$1 and is valid in any student parking lot. Metered spaces are located in Lot 3 (25 cents for two hours).

Parking permits are available for purchase at the time of registration. Permits cost \$40 per semester and \$15 during the summer term.

All funds collected through the assessment of this fee will be used directly for parking-related projects including lighting, maintenance and security.

CAMPUS SECURITY

It is the policy of the Santa Clarita Community College District Board of Trustees to protect the members of the college community and the property of College of the Canyons. The College's Security Department shall provide reasonable protection by using methods that fit within and contribute to the educational philosophy and process of the institution.

TRANSFER/HITE CENTER

The Transfer/HITE Center and HITE transfer program serve as a clearing house for transfer activities and information. The Transfer/HITE Center provides a variety of services and information for students who are interested in transferring to a four-year college or university.

In the Transfer/HITE Center, students will find catalogs, brochures, computer information databases, and applications for California State Universities, the University of California, and many independent colleges and universities.

University representatives from UCLA, USC, California State University, Northridge, among many others, visit the center on a regular basis to provide up-to-date information on the admission requirements, financial aid, housing facilities, specific majors and more.

Students may obtain additional information regarding transfer by dropping by the Transfer Center or by calling (661) 362-3455. Call for exact hours.

VETERANS INFORMATION

The College is approved for veterans' education and training by the California State Superintendent of Public Instruction. The College is also approved by the Council

for Private Postsecondary and Vocational Education for the training of veterans and other eligible persons. Veterans are encouraged to contact the Admissions and Records Office concerning any matters relating to veterans' benefits.

Veterans who qualify for training under one of the following categories are eligible for assistance payments for themselves and/or their families:

- * Veterans who were separated from active duty with the Armed Forces within the past 10 years who participated in the following programs:
- * Montgomery GI Bill - Active Duty Educational Assistance program (Chapter 30)
- * Montgomery GI Bill - Selected Reserve Educational Assistance program (Chapter 1606)
- * VEAP (Chapter 32) - Contributory VEAP or Section 903 - Services beginning on or after Jan. 1, 1977 through June 30, 1985.
- * Vocational Rehabilitation (Chapter 31) - Veterans who served in the Armed Forces are eligible for vocational rehabilitation if they suffered a service-connected disability while on active service that entitles them to compensations, or would do so except for the receipt of retirement pay. The Veterans Administration (VA) determines a veteran's need for vocational rehabilitation to overcome the handicap of their disabilities.
- * Spouses and/or children of the following categories of veterans may be eligible for Dependent's Educational Assistance Program (Chapter 35):
- * Veterans who are 100% permanently disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
- * Service persons missing in action or captured in the line of duty by a hostile force.
- * Service persons forcibly detained or interned in the line of duty by a foreign government or power.

Additional information regarding any of the above Chapters may be obtained from the Veterans Administration Regional Office, 11000 Wilshire Boulevard, Los Angeles, CA 90024. For individual questions regarding claims, benefits, or payments, call (800) 827-1000.

Dependents of veterans with disabilities (spouses and/or children) may be eligible to receive tuition-free assistance at any California postsecondary educational

institution (community college or university). Additional information may be obtained from the State of California, Department of Veterans Affairs, 11000 Wilshire Boulevard, Los Angeles, CA 90024.

Veterans Policy

Veterans Administration regulations (21.4253, 21.4277, 21.4135, and 21.4203) have established a requirement that all schools set standards of attendance and progress for attending veterans. The following guidelines have been developed to meet these requirements. For the purpose of this policy, the term “veteran” will be considered to mean all veteran-students collecting educational assistance under Chapters 34 and 35, Title 38, U.S. Code.

Evaluation of previous education/training, CFR 521.4253 (d) (3)

This institution will conduct an evaluation of previous education and training, grant appropriate credit, shorten the veteran or eligible person's duration of the course proportionately, and notify the VA and student accordingly.

Counseling

All veterans are required to have course approval and counseling at College of the Canyons prior to their first registration to help determine the best program available to meet their educational objectives. Veterans are encouraged to consult an advisor prior to each registration and at any other time they have problems concerning their educational program.

Attendance

All students, including veterans, are expected to regularly attend all classes. Any student absent without leave, for any reason whatsoever, from any class for one more time than that class meets in one week may be dropped from the class. Students who will be absent from any class or classes for one week or longer for health or other personal emergencies are required to complete an Emergency Leave Petition and file it with the Student Services Office prior to the absence.

Academic Probation and Disqualification of Veterans Benefits

Federal regulations require College of the Canyons to terminate benefits for any veteran or eligible person who remains on academic probation for two consecutive semesters. Students are placed on academic probation when, after attempting 12 units, their cumulative grade-point average drops below 2.0. Veterans who are disqualified under these regulations will not have benefits

reinstated until their cumulative grade point average is 2.0 or higher, they seek the advice of a counselor, and they submit a petition restating their intent to make satisfactory progress in their educational goals.

Standards of Progress

No veteran-student will be considered to have made satisfactory progress when he/she is disqualified for substandard academic work or when he/she has been dismissed for progress where 50 percent or more of all units have recorded marks of Ws, INCs, or NCs in the third consecutive semester or term of enrollment.

Exceptions will be considered upon documented evidence of extenuating circumstances. Where there are no extenuating circumstances, a report will be made to the Veterans Administration that the student is making unsatisfactory progress and no further certification for benefits will be made until approved by the director of admissions & records.

Extended Benefits

The Veterans Administration assumes that when students receive an associates degree or complete 70 semester units, they have met their objective. Any additional work completed at College of the Canyons beyond this limit requires special justification before benefits may be received. Such special justification might take the form of a letter from a four-year college or university indicating that additional courses required for a specific major will be transferred at full credit.

Duplication of Work

Veterans programs at College of the Canyons cannot duplicate previous training satisfactorily completed. Transcripts of all college work attempted must be on file in the Admissions and Records Office at College of the Canyons prior to certification for veterans benefits. (see Credit for Military Service.)

College of the Canyons Foundation and Mission

THE SPECIAL MISSION OF THE COLLEGE OF THE CANYONS FOUNDATION

The mission of the College of the Canyons Foundation is to generate and administer contributions to promote the general welfare of the College. These contributions are used to assist the College in providing the programs and services beyond what tax dollars alone will support and to strive for the highest reaches of excellence in teaching, scholarship, vocational training and innovation.

The Foundation is governed by a volunteer board of directors that is composed of Santa Clarita Valley business and community leaders. Dedicated to providing funds to College of the Canyons through private gifts, the Board of Directors believes that public educational institutions and private enterprise must work together to provide an affordable and accessible college education for all who have the desire to succeed.

Through annual giving, special events and programs, the Foundation provides the College with crucial private resources. Individuals, businesses and organizations interested in contributing to the College of the Canyons Foundation are encouraged to contact the Executive Director at (661) 362-3434.

COC OFFERS ACTIVITIES TO THE COMMUNITY

Students, parents and community members have many opportunities to become involved with the College through Foundation-managed support groups. Members of these support groups enjoy a variety of benefits including social events, on-campus privileges, recognition and prior notice of upcoming events.

Current support groups include

- * President's Circle-A prestigious group of community and business leaders,
- * Alumni and Friends Association-Current and former students,
- * Library Associates-Individuals who are interested in supporting the College Library,
- * Friends of the Fine Arts-Art lovers who support the activities of the College Art Gallery,
- * Child Development Circle of Friends Individuals who support the [Children's Center](#) and [Early Childhood Training Program](#)
- * Cougar Club Through a variety of activities, this club supports the enhancement of athletic programs.

The Foundation also has an active Legacy Society through which friends of the College make planned gifts to the Foundation.

COLLEGE OF THE CANYONS FOUNDATION BOARD OF DIRECTORS

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ABSENCE FROM CLASS

Students are expected to attend class on a regular basis. Any student absent for any reason, for one more time than that class meets in one week, may be dropped from the class, providing the deadline for the instructor's option to drop has not passed. Instructors may opt to reduce a student's grade based on excessive absences.

Students enrolled in courses other than the standard semester in length may be dropped if they are absent from more than 10 percent of the total class meetings, providing the instructor's option to drop has not passed.

CONTINUING STUDENT STATUS

Students are considered to be in continuing student status if they are not absent from the College for more than one semester before re-enrolling. Degree and transfer requirements for continuing students are determined by those listed in the catalog for the year in which they initially enroll.

EMERGENCY LEAVE PETITIONS

Students who will be absent from any class or classes for one week or longer for health or other personal emergencies are required to complete a petition for an emergency leave and file it with the Student Services Office prior to the absence.

ADVANCED PLACEMENT

College of the Canyons shall grant associate degree credit for successful completion of any examinations in the Advanced Placement Program of the College Entrance Examination Board. Students who present scores of 3 or better may be granted up to 8 semester units of elective credit for each examination. (Refer to the table of equivalencies on next page)

Advanced Placement Credit

Credit for advanced-placement exams varies from university to university. Although College of the Canyons will give credit for advanced-placement scores of 3 or higher, the policy may be different at the university to which the student intends to transfer. All students are advised to consult with a counselor or review the catalog of their transfer college for specific rules concerning advanced-placement credit.

CREDIT BY EXAMINATION

Credit by examination may be granted for proficiency previously accomplished in other than an accredited institution for study, travel, or other experiences. Credit attempted by this method shall be so marked on the student's permanent record on an A-F grading system. Units and grade points earned shall be counted toward the associate degree.

Units earned via credit by examination are not considered part of the student's official program and will not be used for reports to insurance companies or other similar agencies.

Students must obtain permission from the division dean or department chair from which the course is offered and obtain approval from a counselor. A \$25/unit fee must be paid prior to taking the exam. Department chairs (or division deans) will forward the results of the examination to the Admissions and Records Office for processing and recording.

Requirements for Credit by Examination:

- a. Students wishing to receive credit by examination must be a student in good academic standing at College of the Canyons and be currently enrolled in a minimum of six units.
- b. Petitions for credit by examination in approved courses must be submitted by the eighth week of the semester. Grades for courses taken through credit by examination are due in the Admissions and Records Office by the last day of finals for the semester or term.
- c. Courses taken through credit by examination are subject to A-F grading. Incompletes, withdrawals, or no-credit grades are not allowed.
- d. Unit credit may not be granted after credit has been earned for a more advanced College of the Canyons course. Additionally, unit credit may not be granted for prerequisites once the more advanced course has been completed.
- e. A second examination may not be attempted for the same course, but the course may be taken for credit following regular enrollment procedures.
- f. The student must be eligible to take the particular course for credit in terms of any prerequisites and other enrollment requirements.

Academic Policies and Procedures

Advanced Placement Credit Allowances & Equivalencies

Examination	Score	Units Allowed	COC Course Equivalent
Art-Studio	3	3	Art elective for associate degree
Art-Studio	4 or 5	3	Art 124A
Art History	3	3	Art 205
Art History	4 or 5	6	Art 110-111
Biological Sciences	3, 4 or 5	4	Biology 107
Chemistry	3	4	Chemistry 151
Chemistry	4 or 5	6	Chemistry 201
Computer Science-Exam A	3, 4 or 5	3	Computer Science 132
Computer Science-Exam AB	4 or 5	3	Computer Science 182
Economics-Macroeconomics	3, 4 or 5	3	Economics 201
Economics-Microeconomics	3, 4 or 5	3	Economics 202
English Language and Composition	3, 4 or 5	6	English 101 and 3 units of English elective credit toward the associate degree
English Literature and Composition	3, 4 or 5	6	English 101 and 3 units of English elective credit toward the associate degree
French-Language	3, 4 or 5	8	French 101-102
German-Language	3, 4 or 5	8	German 101-102
Government & Politics-US	3, 4 or 5	3	Political Science 150
Government & Politics-Comparative	3, 4 or 5	3	Political Science 250
History-European	3, 4 or 5	6	History 101, 102
History-US	3, 4 or 5	6	History 111, 112
Mathematics-Calculus AB	3, 4 or 5	5	Math 211
Mathematics-Calculus BC	3	5	Math 21
Mathematics-Calculus BC	4 or 5	10	Math 211-212
Music Theory	3, 4 or 5	4	Music 101 and Music 120
Physics-B	3, 4 or 5	8	Physics 110-111
Physics-C Mechanics	3, 4 or 5	4	Physics 220
Physics-C Elec. & Mag.	3, 4 or 5	4	Physics 221
Psychology	3, 4 or 5	3	Psychology 101
Spanish Language	3	8	Spanish 101-102
Spanish	4 or 5	8	Spanish 201
Spanish Literature	3, 4 or 5	4	Spanish 202
Statistics	4 or 5	4	Math 140

- g. A maximum of 18 units may be taken through credit by examination.
- h. Resident students will be charged \$20 per unit attempted through credit by examination. Non-residents, and international students will be charged the non-resident enrollment fee set at the time the exam is taken.
- i. Credit by examination fees must be paid prior to taking the exam. Fees are non-refundable.

CREDIT FOR MILITARY SERVICE

A veteran who has completed a continuous active-duty period of 181 days or more with the U.S. military service (Air Force, Army, Coast Guard, Marine Corps and/or Navy), and who was discharged or released from active duty under conditions other than dishonorable, may petition and be allowed credit as follows:

- * Army and Air Force: 3 units activity; 1 unit health
- * Navy: 1 unit activity; 2 units health
- * Coast Guard: 3 units activity; 1 unit health
- * Marines: 4 units activity
- * The veteran may, in addition to the credit allowable under the terms above, be allowed credit for formal service school courses offered by the U.S. military services recommended by the Commission on Accreditation of Service Experiences of the American Council on Education. The credit allowed will be added to that allowed under the provisions above, and reported as elective credit (no title, no grade). A maximum of 18 units will be allowed for Service School credit.

Veterans will be allowed full credit for college-level courses completed under the auspices of DANTES or the United States Armed Forces Institute. Such credit will be treated in the same manner and under the same policies as allowing credit from accredited colleges and universities.

Any work taken by a veteran while in military service at an accredited college or university and for which the college or university issues a regular transcript showing the credits allowable toward its own degree will be allowed credit toward the associate degree. Veterans are exempt from the health and physical education requirement for the associate degree.

CREDIT FOR NON-TRADITIONAL LEARNING

College of the Canyons will allow credit for education completed in certain non-accredited, post-secondary educational settings. These settings include military service schools, programs and courses as recommended in the American Council on Education's National Guide to Credit Recommendations for Non-Collegiate Courses and appropriate programs and courses from colleges and universities not accredited by recognized accrediting agencies.

In addition, many students have previously acquired skills and knowledge that may be equivalent to that taught in established courses at the College. These skills and knowledge may be appropriately recognized by challenging certain courses to receive credit by examination.

Eligibility for the awarding of such credit is determined by the Academic Standards Committee after review of all pertinent documents in support of a petition for credit for non-traditional learning experiences.

A maximum of 18 units of credit toward the associate degree will be allowed for non-traditional learning.

Sources of Credit Recommendations

Military Service Schools: credit given as recommended in Guide to Evaluation of Educational Experiences in the Armed Services (American Council on Education).

Non-Collegiate Courses: credit given as recommended in National Guide to Credit Recommendations for Non-Collegiate Courses (American Council on Education) and addenda for California.

Non-Accredited Colleges and Universities: credit given as recommended in Transfer Credit Practices (formerly Report of Credit Given) (American Association of College Registrars and Admissions Officers) and recommendations of the Council on Post-Secondary Accreditation (COPA) regarding other accrediting associations, such as American Association of Bible Colleges.

COLLEGE LEVEL EXAMINATION PROGRAM(CLEP)

College of the Canyons allows credit for the College-Level Examination Program. Credit is given for subject-matter examinations only and upon recommendation of the appropriate department.

Academic Policies and Procedures

CREDIT/NO CREDIT

It is recognized that many students fail to explore outside their specific fields of competence for fear of damaging their academic records. To offset this, a system of credit/no-credit grading has been devised. Students have the option, during the time of registration, to petition to take classes on a credit/no-credit basis in lieu of a grade of A, B, C, D, or F.

Students electing to be evaluated on a credit/no-credit basis will receive credit upon satisfactory completion (grade of C or better) of the course. Students who fail to perform satisfactorily will be assigned a grade of no credit. In computing a student's grade-point average, units of credit or no credit are omitted.

Regulations

1. A maximum of 18 semester units of credit can be applied toward the associate in arts or associate in science degree.
2. Students who elect to take a course on a credit/no-credit basis must receive approval of their counselor and file a Credit/No-Credit Petition in the Admissions and Records Office before 30 percent of the semester, or term, transpires.
3. Courses in which this option is available are all listed in this catalog, except that no course taken as credit/no-credit may be used toward a major for an associate degree.
4. Students who elect to be evaluated on a credit/no-credit basis do not have the option of reversing their decision at a later date.
5. Students taking courses on a credit/no-credit basis are held responsible for all assignments and examinations.
6. Credit is granted only for performance equivalent to the letter grade of C or better. Courses taken on a credit/no-credit basis are not counted in calculating grade-point average; however, they are considered in calculating probation and dismissal.
7. Students electing to take courses on a credit/no-credit basis that have a prerequisite will not have the prerequisite waived.
8. The credit/no-credit option is not applicable to courses taken through credit by examination.
9. Some courses are offered on a credit/no-credit basis only. These courses are listed in the College catalog.

AUDITING CREDIT COURSES

The governing board of the Santa Clarita Community College District has authorized the auditing of credit classes at College of the Canyons pursuant to AB 3776.

Classes taken by audit follow the same deadline dates as classes taken for credit. Contact Community Extension Office if you wish to audit classes.

Regulations

1. Students wishing to audit classes must receive the approval of the instructor of the course.
2. No student auditing a course shall be permitted to change enrollment in that course to receive credit for the course.
3. Students auditing a course are not subject to attendance, test or grade requirements. Attendance of students auditing a course is not included in computing apportionment.
4. A fee of \$15 per unit will be charged. Students enrolled in classes to receive credit for 10 or more units shall not be charged a fee to audit three or fewer semester units. Audit fees are paid through the Community Extension Office.

COURSE REPETITION

Per Title 5 of the California Code of Regulations, Section 55761, the Santa Clarita Community College District has adopted the following policy with regard to the repetition of courses for which a student has received a substandard grade. Nothing in this policy should be taken as an exception to Section 55762 of Title V of the California Code of Regulations.

Definitions:

For the purposes of course repetition, academic renewal and all other grade-related issues, substandard grades shall be defined as meaning coursework for which the student has earned a D, F and/or NC.

For the purposes of course repetition, academic renewal, and all other grade-related issues, non-substandard grades shall be defined as meaning coursework for which the student has earned a C, B, A, or Credit.

For the purposes of this policy "extenuating circumstances" is taken to mean verified cases of accident, illness or other circumstances beyond the control of the student.

Repetition of courses with substandard grades

Students may repeat courses for which they have earned a substandard grade one time.

Exceptions

Students may repeat a course for which a substandard grade has been recorded more than once under the following conditions:

- The District, through its Academic Standards Committee, finds that the previous grades were, at least in part, the result of extenuating circumstances.
- The District, through its Academic Standards Committee, determines that a student should repeat a course because there has been a significant lapse of time, normally more than five years, since the student previously took the course.

Transcript Notation

When repeating courses for which a substandard grade was received, credit will be given once. All coursework shall remain on the student's permanent record. The course will be annotated such that the grade point calculation occurs for the most recent grade.

When repeating courses for which a non-substandard grade was received, credit will be given once. All coursework shall remain on the student's permanent record. The course will be annotated such that the grade-point calculation and credit occur for the first grade received.

Repetition of courses for which the student has received a non-substandard grade

Per Section 55763 of Title 5, California Code of Regulations, the Santa Clarita Community College District has adopted the following policy with regard to repeating courses for which the student has earned a non-substandard grade:

Students may submit a petition to the Academic Standards Committee, accompanied by verified extenuating circumstances, requesting that courses be repeat-

ed. If approved, grades awarded for courses repeated under this section shall not be counted in calculating a student's grade-point average, nor will the student receive unit credit.

Course repetition shall be permitted, without petition to the Academic Standards Committee, in cases where such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses may be repeated for credit any number of times, regardless of whether substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade-point average. The Santa Clarita Community College District reserves the right to require a student to certify or document that course repetition is necessary to complete legally mandated training pursuant to this section.

ACADEMIC RENEWAL

In certain cases and within the guidelines outlined below, students may petition for alleviation of previously recorded substandard academic performance that is not reflective of a student's demonstrated ability.

A student's recently demonstrated performance may be quite satisfactory, but his/her cumulative grade-point average may be greatly affected by poor grades earned during an earlier period when undefined educational or career goals as well as personal difficulties inhibited demonstration of his/her academic potential. In these cases, current "satisfactory" performance may not be sufficient to ensure "normal" advancement to current educational goals.

College of the Canyons acknowledges these difficulties and has adopted the following guidelines for petition of alleviation of previously substandard coursework.

If the following conditions are met, the Santa Clarita Community College District may disregard from all consideration associated with the computation of a student's cumulative grade-point average up to a maximum of two (2) semesters of coursework or three (3) quarters taken at any college.

These conditions are:

- A. The coursework to be disregarded is substandard. The semester/quarter grade-point average of the courses to be disregarded is less than 2.0.

Academic Policies and Procedures

B. A minimum of 24 semester units have been completed at a college in the Santa Clarita Community College District with a grade-point average of at least 2.0, subsequent to the coursework to be disregarded.

C. At least three calendar years have elapsed since the most recent coursework to be disregarded.

Even though academic renewal is granted, all coursework will remain legible on the student's permanent record (transcript), ensuring a true and complete academic history. The student's permanent record will be annotated, however, so that it is readily evident to all users of the records that the units, even if satisfactory, are to be disregarded. This notation will be made at the time that the appropriate college office has received notification of approval from the Academic Standards Committee.

All units and grade points, even satisfactory units, earned during such a semester shall be disregarded. Subject credit may be allowed for work completed satisfactorily during disregarded terms.

If another accredited college has acted to remove previous coursework from consideration in computing the grade-point average, such action shall be honored in terms of its policy. However, such units/semesters disregarded shall be deducted from the two-semester maximum of coursework eligible to be disregarded in the Santa Clarita Community College District.

Academic-renewal actions are irreversible. Students should meet with a counselor before taking such an action.

If the student is otherwise eligible for graduation, academic renewal may not be used to raise the grade-point average to qualify for graduation with honors.

This policy is adopted for use in the Santa Clarita Community College District. Other institutions may have adopted different policies. The transfer status of such action depends on the policy of the college to which a student transfers.

GRADES

Awarding grades to students is the responsibility of the instructor of the course in which the student is enrolled. Once awarded, grades may not be changed except

where evidence is presented that a clerical error has occurred. (See Student Grievance Policy, Page 154.)

The grading system and grade-point equivalent follow:

A	Excellent	4 grade points/unit
B	Good	3 grade points/unit
C	Satisfactory	2 grade points/unit
D	Passing, less than satisfactory	1 grade point/unit
F	Failing	0 grade points/unit

The INC, W, NC, CR and IP are not used in computing grade point averages; however, INC, W, and NC are used in the calculation of progress probation/dismissal.

W	Withdrawal
CR	Credit
NC	No Credit
IP	In Progress
INC	Incomplete
RD	Report Delayed

Note: The grade of Incomplete(INC) is given only in cases of emergency and when the student is unable to complete the course due to circumstances beyond his/her control and usually during the final weeks of the course. Arrangements to receive an INC must be made with the instructor before the course ends.

To clear an INC grade, a student must make arrangements with the instructor to make up the grade prior to the end of the ensuing semester in which the incomplete was given. Failure to clear an INC grade will result in a grade by the instructor given in lieu of completion of the course and could result in an F grade being assigned. An incomplete grade cannot be changed to a W or to NC. Students may not re-enroll in a class in which an INC is pending.

TRANSCRIPT REQUESTS

Copies of the student academic transcripts are available and may be sent to another institution or agency upon written or fax request of the student to the Admissions and Records Office. Students are entitled to two copies of their transcript without cost. A charge of \$5 will be made for each additional transcript. There is a fee of \$8 for rush transcripts, which are prepared in 24 hours. The fax number is (661) 254-7996.

PROBATION/DISMISSAL Standards for Probation

ACADEMIC PROBATION: A student shall be placed on academic probation if the following conditions prevail:

1. The student has attempted a minimum of 12 semester units; and
2. The student has a cumulative grade-point average (including summer sessions) of less than 2.0; or
3. The student transferred to College of the Canyons from another institution of higher education where the student was on academic probation, or academically dismissed.

PROGRESS PROBATION: A student who has attempted a total of at least 12 units shall be placed on progress probation when 50 percent or more of all units have recorded marks of Ws, INCs, or NCs.

Removal of Probation

A student on academic probation for a grade-point deficiency shall be removed from probation when the student's cumulative grade-point average is 2.0 or higher.

A student on progress probation because of an excess of units for which grades of W, INC or NC are recorded shall be removed from probation when the percentage of units completed in this category rises above 50 percent.

Subject to Dismissal

A student shall be subject to dismissal when the student's cumulative grade-point average falls below 2.0 for two consecutive semesters. Students who are subject to dismissal are strongly encouraged to seek academic counseling from the Counseling Department. Call (661) 362-3287 for an appointment.

A student shall be subject to dismissal for progress when the number of units in which a W, INC, or NC is

recorded exceeds 50 percent for two consecutive semesters. Students who are subject to dismissal are strongly encouraged to seek academic counseling from the Counseling Department. Call (661) 259-7800 or (661) 352-3287 for an appointment.

Dismissal

A student will be dismissed if, after three consecutive semesters, his or her cumulative grade-point average is below 2.0. A student who is subject to dismissal shall not be dismissed if, in the most recent term of enrollment, the student enrolled in at least 6 units and earned a semester grade-point average of 2.25 or higher.

A student will be dismissed for lack of progress if, after three consecutive semesters, the number of units in which a W, INC or NC, is recorded exceeds 50 percent. A student who is subject to dismissal for lack of progress shall not be dismissed if in the most recent term the student completes more than 75 percent of the units in which the student enrolled.

Exceptions to Dismissal

A student who is dismissed may be continued subject to dismissal under the following conditions:

1. The dismissal determination is based on the academic record for the semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student.
2. The student elects to enroll in a prescribed corrective program designed to assist in improving academic skills.

Appeal of Probation, Subject to Dismissal, and/or Dismissal

A student who has been placed on probation is subject to dismissal or has been dismissed may submit a written appeal in compliance with college procedures. Dismissal may be postponed and the student continued subject to dismissal if the student presents evidence of extenuating circumstances or shows significant improvement in academic achievement but has not been able to achieve to a level that would meet the requirements for removal from probation or subject-to-dismissal status.

Academic Policies and Procedures

Appeals should be based on:

- 1.Evidence, based on the academic record, that subject-to-dismissal status does not reflect the student's usual level of performance.
- 2.Circumstances beyond the control of the student—accident or illness, for example.
- 3.Evidence that the student has enrolled in a prescribed corrective program designed to assist him/her in improving academic skills.

Re-admission after Dismissal

A student who has been dismissed may request reinstatement after one semester has elapsed (including summer sessions). The student shall submit a written petition in consultation with a counselor, no later than two (2) months prior to the start of the semester in which the student plans to attend, requesting readmission to the Academic Standards Committee. The petition must include evidence of constructive achievement during the student's one semester of absence.

Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the college. Readmitted students are returned to subject-to-dismissal status in accordance with college policy.

SUMMER SESSIONS

If a student has been dismissed for academic reasons following the spring semester, he or she may enroll in summer sessions in order to improve his or her academic standing. The following conditions shall be enforced:

- 1.The student must enroll in a minimum of three (3) units.
2. To be returned to subject-to-dismissal status and allowed to enroll in the fall semester, the student must earn a grade-point average of at least 2.25.

DIRECTORY INFORMATION

The Santa Clarita Community College District regards the following as "Directory Information" that can be released to the public: student's name, current enrollment status, dates of attendance, major field of study, degrees and awards received from the College, participation in officially recognized activities and sports, weight and height of members of athletic teams, the most recent public or private school attended by the student.

If you desire to withhold "Directory Information," you must file a written request with the Admissions and Records Office.

In accordance with the Family Education Rights and Privacy Act of 1974, all other student information, excluding that designated as Directory Information, cannot be released to a third party without written permission submitted to the college by the student. This law applies to all students attending College of the Canyons, regardless of the student's age.

EDUCATIONAL PROGRAMS

College of the Canyons offers four types of academic education: general education, transfer education, career/vocational education and developmental education.

General Education

The majority of courses offered at College of the Canyons are taken by students to meet general-education requirements for associate degrees. These general-education requirements are intended to provide students with a broad educational background so that they may participate in society more completely and benefit more from their participation.

Transfer Education

College of the Canyons provides preparation for transfer to four-year colleges and universities in more than 30 programs. Transfer courses are articulated to both the California State University and University of California systems (designated in the catalog as CSU and UC courses, respectively).

Career/Vocational Education

Career-education programs include vocational and occupational courses that enable students to acquire job skills or prepare for transfer to technical programs at four-year institutions. All career programs firmly support the principle of gender equity: men and women students are encouraged and supported to enter and complete any career program whether or not it has been a "traditional" field for their gender.

Developmental Education

Many courses in the English and mathematics departments are oriented toward allowing students to improve language skills (reading, spelling and writing) or mathematics skills (from basic arithmetic through high school courses).

ASSOCIATE DEGREES/GRADUATION REQUIREMENTS

The Board of Trustees of the Santa Clarita Community College District as authorized by the Board of Governors of the California Community Colleges shall confer the degree of associate in arts or associate in science upon a student who has satisfactorily completed a minimum of 60 semester units of work with a 2.0 grade-point average (C) or better in the curriculum presented for the degree and has met the requirements below. An associate in science degree shall include a major of at least 18 semester hours in the fields of engineering, physical, or biological sciences or an occupational curriculum. A student may not earn both the AA and AS degree from the same program.

1. File a petition for graduation no later than the fourth week of the semester in which the requirements will be completed.

2. Complete a minimum of 12 units at College of the Canyons (residence requirement).

3. Complete a minimum of 21 semester units of general education, including at least one course in each of the following areas. A given course meets the requirements in only one area.

a. Natural Sciences - three unit minimum

*Astronomy 100, 101, 102

*Biological Science 050, 100, 106, 107, 120, 125, 130, 204, 205, 215, 216, 219, 221, 230, 231, 250

*Chemistry 110, 151, 201, 202, 221, 255, 256

*Geology 100, 101, 102, 103, 105, 106, 107

*Physics 101, 110, 111, 220, 221, 222

OR

*Anthropology 101, Geography 101, Physical Science 101, Psychology 102

b. Social and Behavioral Sciences - three unit minimum:

*Anthropology 103, 105, 210, Business 103, Child Development 120, Communication Studies 223, 246, 256, 260, Geography 102, Journalism 100, RTVF 100, Sociology 105 (formerly Interdisciplinary Studies 100)

Any course in:

Economics, History, Political Science, Psychology (except Psychology 102 & Psychology 103), Sociology

c. Humanities - one course, three or more units, or combination of courses giving three or more units, from the list below.

* Anthropology 210

* Art 110, 111, 113, 114, 124A, 124B, 133, 140, 141, 142, 205, 222, 250

* Communication Studies 105, 150, 225, 246, 250, 256, 260

* Dance 100, 101, 111, 121, 122, 131, 132, 133, 134, 135, 141, 142, 160, 161, 170, 179, 180

* English 080, 102, 105, 106, 107, 135, 250, 251, 260, 261, 263, 264, 265, 271, 272, 273, 274, 275, 280

* Foreign Language: French 101, 102, 150, 201, 202; German 101, 102, 150, 201, 202; Spanish 101, 102, 150, 201, 202

* History 101, 102, 191, 192, 240, 241, 242, 243

* Humanities 100, 101, 105, 106, 150

* Cinema 120, 122, 125

* Music 100, 105, 106, 120, 125, 174, 175, 176

* Philosophy 101, 102, 110, 111, 112, 210, 220, 240

* Photography 140, 150, 160, 175, 285

* Sign Language 101, 102, 103, 110

* Sociology 200

* Theater 110, 126, 140, 141, 144, 175, 190, 192, 220, 221, 230, 240

d. Language and Rationality - six semester units (completion of both requirements (i) and (ii) is required).

(i.) Quantitative Skills - The student will either test out by means of the placement exam or complete 3 units of mathematics (Math 063, 070 or higher), Business 144 or Economics 291.

Academic Requirements

ii. Communication Skills - The student will either test out or complete a minimum of three units from the following courses:

English 090, 092, 101, ESL 100, 105, Journalism 105

If the student completes both the i and ii requirements in less than 6 semester units through a combination of coursework and testing, the remainder of the six unit requirement will be selected from the following courses:

- * Business 144
- * Communication Studies 105, 205, 225, 227
- * Economics 291
- * English 080, 090, 092, 101, 102, 103, 105, 134
- * ESL 100, 105
- * Computer Electronics 134
- * Computer Information Technology 116
- * Computer Science 111, 132
- * Journalism 105, 110, 205, 210
- * Math 063, 070, 102, 103, 130, 140, 211, 212, 213, 214, 215, 240
- * Philosophy 205, 230
- * Psychology 103
- * RTVF 201
- * Sociology 108

e. American Institutions - six unit minimum. The requirement may be satisfied in one of the following ways:

- * History 150 and Political Science 150
- * History 170 and Political Science 150
- * History 111 and 112
- * History 111 or 112 and Political Science 150
- * History 245 and Political Science 150

f. Physical Education - two units Physical Education or Dance activity required. (Veterans exempted)

4. Major field – Minimum of 18 units of study (C average) taken in a discipline or related disciplines as listed in the California Community College's Classification of

Instructional Disciplines. See specific programs for major requirements.

5. Electives

6. Writing Competency - A demonstrated ability to write expository prose in standard written English is required for the associate degree. The writing requirement may be satisfied through one of the following alternatives:

a. Successful completion of English 090, 092, 101 (Composition), ESL 100, or Journalism 105 (Newsriting) .

b. Demonstration of proficiency through examination

7. Reading Competency - A demonstrated competency in reading is required for the associate degree. The reading requirement may be satisfied through one of the following alternatives: a. Successful completion of English 080, 101, ESL 100, or their equivalent. b. Demonstration of proficiency through examination.

8. Mathematics Competency - A demonstrated competence in mathematics is required for the associate degree. The mathematics requirement may be satisfied through one of the following alternatives:

a. Successful completion of Mathematics 063 or higher, Business 144, or Economics 291.

b. Demonstration of proficiency through examination.

SECOND ASSOCIATE DEGREE

College of the Canyons is authorized to award a second associate degree provided the following conditions are met:

1. Minimum of 18 semester units are completed in the new major after the awarding of the first degree.
2. Minimum of 12 semester units are completed in residence at College of the Canyons after the awarding of the first degree.
3. All current College of the Canyons general-education and American institutions requirements will have been met with the awarding of the first degree. If not, these classes will also be required.

The opportunity to work for a second degree is restricted to those students able to demonstrate a particular need and requires the approval of the vice president/dean of instruction or the dean, student services.

GENERAL ARTS AND SCIENCES MAJOR

For students who do not desire intensive training for specific jobs but plan to spend their time in the community college broadening their cultural background, improving their effectiveness as citizens and parents, and adding to their understanding and knowledge of the world in which they live, the General Arts and Sciences Major allows students to obtain an associate degree that may lead to a four-year college or university transfer. This major has the following requirements.

1. Natural Sciences - At least 9 units (six units above the general associate degree requirement), which must include one biological science and one physical science.
2. Social Science - At least 9 units (six units above the general associate degree requirement), which must include courses in two or more subject fields.
3. Humanities - At least 9 units (six units above the general associate degree requirement), which must include courses in two or more subject fields.
4. Language and Rationality - At least 9 units (three units above the general associate degree requirement), which must include both English and quantitative reasoning (mathematics-type) courses.

GENERAL-EDUCATION TRANSFER MAJOR

Students who intend to complete the general-education transfer requirements for certification to the California State University or University of California systems may choose to use the certification pattern as their courses presented for the major. A counselor should be consulted to clarify this option.

CERTIFICATE OF ACHIEVEMENT

The Board of Trustees of the Santa Clarita Community College District as authorized by the Board of Governors of the California Community Colleges shall issue a certificate of achievement when a student has successfully completed a course of study or curriculum with grades of C or better, as specified in the College catalog and listed in the Degree Curricula and Certificate Programs.

CERTIFICATE OF COMPLETION

A certificate of completion is a departmental award in recognition of completed coursework. It does not imply that a graduation requirement has been met. The issuance of the departmental award is not recorded on the student's official transcript.

Transfer Requirements

Transfer curricula information has been compiled to help the many College of the Canyons students who intend to transfer to another college or university.

Each institution of higher learning has its own requirements for admission and junior standing. To prepare for continued education, a student must decide which college the student will attend and learn the requirements of that particular college. These requirements can be found in the catalog of that institution. A catalog file is available in the Transfer/HITE Center and the Library.

A university may be made up of a number of colleges. The college in which one will do work depends on the field of study or major. This means that in any institution of higher learning it will be necessary for a student to fulfill three types of requirements: First, the general university requirements for graduation; second, those set up by the college under which the major department is classified; and third, those set up by the department in which a student majors.

While attending College of the Canyons, a student who plans to transfer to a four-year college or university should take the courses required by the institution the student is preparing to attend. Since each institution numbers its courses differently, the student must study the course descriptions at both colleges to see if they are equivalent. The student is advised to seek counseling assistance as early as possible in planning transfer to a four-year institution.

The student should take care in observing the application deadlines that are published by the various institutions.

For help on which courses meet transfer requirements for specific majors at various four-year colleges and universities, please see a College of the Canyons counselor.

2001-2002 INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) (FOR TRANSFER TO CSU AND UC)

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or University of California (i.e., College of Letters & Science, etc.) system without the need, after transfer, to

take additional lower-division, general-education courses to satisfy campus general-education requirements.

The course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with grades of C or better.

AREA 1 - ENGLISH COMMUNICATION

CSU: 3 courses required, one from each group below.

UC: 2 courses required, one each from group A and B.

Group A:

English - Composition (1 course, 3 semester units)

English 101

Group B:

Critical Thinking - English Composition English 102 or English 103

Group C:

Oral Communication - CSU only (1 course, 3 semester units) Speech Communication 105

AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

(1 course, 3 semester units minimum)

Mathematics 103, 140, 211, 212, 213, 214, 215, 240

AREA 3 - ARTS & HUMANITIES

(At least 3 courses, with at least one from the "arts" and one from the "humanities" - 9 semester units)

Arts Courses:

Art 110, 111, 205, Cinema 120, 122, Dance 100, Music 100, 105, 106, Photography 140, Theater 110, 220, 221

Humanities Courses:

Anthropology *210, English 135, 150, 250, 251, 260, 261, 263, 264, 265, 271, 272, 273, 274, 275, 280, French 201, 202, German 201, 202, History *101, *102, *120, ** *111, ** *112, ** *150, *170, *191, *192, *210, *240, *241, *242, *243, *245, Humanities 101, 105, 106, Philosophy 101, 102, 210, 220, Sign Language 110, Sociology *200, Spanish 201, 202, 240

* Course may be listed in more than one area, but shall not be certified in more than one area.

** Indicates that transfer credit may be limited by UC or CSU or both. Please consult with a counselor.

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

(At least three courses in at least two disciplines - 9 semester units)

Anthropology 103, 105, *210, Biological Sciences 120, Economics 201, 202, Geography 102, History *101, *102, ** *111, ** *112, ** *150, *120, *170, *191, *192, 210, *241, *242, *243, *240, *245, Journalism 100, Political Science 150, 250, 270, Psychology 101, 105, 172, 230, 235, Sociology 100, 101, 102, *200, 207, Speech Communication 250

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

(Two courses, one Physical Science course and one Biological Science course; at least one must include a laboratory: 7-9 semester units)

Physical Sciences:

Astronomy 101, 102, Chemistry **151, 201, 202, 221, 255, 256, Geography 101, Geology 100, 101, 102, 105, Physics 101, **110, **111, **220, **221, **222

Biological Sciences:

Anthropology 101, Biology **100, **106, **107, 130, **204, **205, **215, **216, 221, 230, 231, **250, Psychology 102

LANGUAGE OTHER THAN ENGLISH

(UC requirement only) (Proficiency equivalent to two years high school study)

French 101, German 101, Sign Language 101, Spanish 101 or 101A

AMERICAN INSTITUTIONS STUDIES

(Six units required): Not part of IGETC but required for graduation from CSU.

U.S. History (3 units) and U.S. Constitution, State and Local Government (3 units) required.

- (a) History 150 and Political Science 150
- (b) History 170 and Political Science 150
- (c) History 111-112 (History Majors)
- (d) History 111 or 112 and Political Science 150
- (e) History 245 and Political Science 150

* Course may be listed in more than one area, but shall not be certified in more than one area.

** Indicates that transfer credit may be limited by UC or CSU or both. Please consult with a counselor.

- AP Exam scores of 3, 4 or 5 may be used to satisfy any IGETC subject area except Critical Thinking - English Composition.
- Students transferring to UC do not have to meet the oral communication requirement.
- Students transferring to CSU do not have to meet the proficiency in language other than English requirement.

Courses used to meet the American Institutions requirement may not be used to fulfill IGETC requirements above.

2001-2002 GENERAL-EDUCATION TRANSFER REQUIREMENTS TO CALIFORNIA STATE UNIVERSITY SYSTEM

(In Compliance with Executive Order 595 - Subject to revision by CSU system)

Upon completion of this pattern of courses, College of the Canyons will certify that a student's lower-division, general-education requirements are completed for any of the 23 campuses within the CSU system. If you transfer with GE certification, you will be responsible only for an additional 9 upper-division semester units in general education. Certification is not automatic; you must request certification with your final transcript at the Admissions and Records Office.

NOTICE:

1. These requirements apply to students who began college starting with the fall 2001 semester.
2. Students must have a minimum of 56 transferable semester units with a C average (2.0 GPA) to be considered an upper-division transfer. Of the 56 units needed, at least 30 semester units must be from the GE courses listed below. Completion of 60 transferable semester units constitutes "junior" standing.
3. Students must complete all of Area A (Communication in the English Language & Critical Thinking) and Area B-4 (Mathematics/Quantitative Reasoning) with C grades or better. Be aware that some campuses may not let you complete Area A and B-4 during your last term prior to transfer to CSU. See a counselor for specifics.

Transfer Requirements

4. With the exception of the science lab requirement (B-3), a single course may not meet more than one general-education requirement.

5. For clarification of transfer eligibility, please contact a COC counselor or program advisor.

AREA A: COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING

9 units (Select 3 units from each sub-category.)

A-1: Oral Communication: Communication Studies 105, 205, 223

A-2: Written Communication: English 101

A-3: Critical Thinking: Communication Studies 225; Computer Science 111, 132; English 102, 103, 134; Mathematics 140; Philosophy 205, 230; Sociology 108

AREA B: PHYSICAL UNIVERSE AND ITS LIFE FORMS

9 Units (Select at least one 3-unit class from B-1, B-2, and B-4. At least one of the selections must include a lab course, listed in B-3.)

B-1: Physical Science: Astronomy 100, 101, 102; Chemistry 151, 201, 202, 221, 255, 256; Geography 101; Geology 100, 101, 102, 105, 106, 107; Physical Science 101; Physics 101, 110, 111, 220, 221, 222

B-2: Life Science: Anthropology 101; Biology 100, 106, 107, 130, 204, 205, 215, 216, 221, 230, 231, 250; Psychology 102

B-3: Laboratory Activity (At least one of the following classes, which have labs, must be included in Group B-1 or B-2): Biology 100, 106, 107, 204, 205, 215, 216, 221, 230, 231, 250; Chemistry 151, 201, 202, 221, 231, 255, 256; Geology 100, 107; Physical Science 101; Physics 101, 110, 111, 220, 221, 222

B-4: Mathematics/Quantitative Reasoning: Economics 291; Mathematics 102, 103, 130, 140, 211, 212, 213, 214, 215, 240

AREA C: ARTS, LITERATURE, PHILOSOPHY, FOREIGN LANGUAGES, ETHNIC STUDIES, GENDER STUDIES

9 Units (9 Units total, with at least one class from C-1 and C-2.)

C-1: Arts (Art, Dance, Music, Theater): Art 110, 111, 113, 124A, 124B, 133, 140, 141, 205; Cinema 120, 122;

Communication Studies 150; Dance 100, 101, 111, 112, 121, 122, 131, 132, 141, 142, 160, 170; English 105; Music 100, 105, 106, 120, 121, 122, 123, 125, 126; Photography 140, 150, 160, 285; Theater 110, 140, 141, 190, 220, 221

C-2: Humanities (Ethnic Studies, Gender Studies, Literature, Philosophy, Foreign Language): Anthropology 210; English 102, 135, 150, 250, 251, 260, 261, 263, 264, 265, 271, 272, 273, 274, 275, 280; French 101, 102, 201, 202, 241, 242, 243; German 101, 102, 201, 202; History 101, 102, 120, 191, 192, 240, 241, 242, 243; Humanities 101, 105, 106; Philosophy 101, 102, 210, 220; Sign Language 110; Sociology 200; Spanish 101, 101A, 102, 150, 160, 201, 202, 240; Theater 240

AREA D: SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR; HISTORICAL BACKGROUND

9 Units (Select classes from at least two of the sub-categories listed below. It is recommended that the American Institutions requirement be met within the selected 9 units.)

D-1: Anthropology and Archaeology: Anthropology 103, 105

D-2: Economics: Economics 150, 201, 202

D-3: Ethnic Studies: Anthropology 210; History 101, 102, 240, 245; Sociology 100, 105; Spanish 240

D-4: Gender Studies: Communication Studies 260; Health Science 243; History 120; Psychology 235; Sociology 200

D-5: Geography: Geography 102

D-6: History: History 101, 102, 111, 112, 120, 150, 170, 191, 192, 210, 240, 241, 242, 243, 245

D-7: Interdisciplinary Social or Behavioral Science: Biological Sciences 120; Child Development 120; Communication Studies 246, 256; Health Science 243; Sociology 105

D-8: Political Science, Government and Legal Institutions: Political Science 150, 250, 270, 290

D-9: Psychology: Psychology 101, 105, 172, 230, 235

D-10: Sociology and Criminology: Sociology 100, 101, 102, 108, 200, 203, 207, 208, 210, 233

NOTE: The American Institutions requirement

(U.S. History, Constitution, California State and Local Government) as well as requirements for Political and Economic Institutions may be met by completion of one of the following options:

- a. History 150 and Political Science 150;
- b. History 170 and Political Science 150;
- c. History 111 and 112;
- d. History 111 or 112 and Political Science 150
- e. History 245 and Political Science 150

AREA E: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

3 Units

Communication Studies 250; Dance 101, 133, 134, 135 (unit limitation - all Dance courses); Health Science 150, 243; Journalism 100; Personal Development 111; Physical Education 100, 101; Physical Education Activity Classes 117-260 (limited to two units); Psychology 105, 150, 172, 230; Radio/Television/Film 100; Sociology 103, 208, 233

Santa Clarita Community College District					
LOS ANGELES COUNTY					
Crime Statistics Report					
Report of offenses committed during 1994, 1995, 1996 AND 1997.					
<u>Offense</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>
I. THE OCCURRENCE ON CAMPUS OF THE FOLLOWING CRIMINAL OFFENSES:					
a) Murder	0	0	0	0	0
b) Forcible & nonforcible sexual assault	0	0	0	1	0
c) Robbery	0	0	0	0	2
d) Aggravated assault	0	0	4	0	0
e) Burglary	0	1	2	28	16
f) Motor vehicle theft	4	0	3	0	0
II. The number of arrests for the following crimes occurring on campus:					
a) Liquor Law Violations	0	0	0	0	0
b) Drug Abuse Violations	0	1	0	1	0
c) Weapons Possessions	1	0	2	0	0

Special Programs & Courses

CIVIC CENTER OFFICE

The Civic Center Office is responsible for processing facility requests for use of College facilities. Facility-use questions should be directed to (661) 362-3240.

COMMUNITY EXTENSION

Community Extension provides new avenues for personal development, cultural enrichment, and recreational enjoyment for all ages. Our "not for credit," fee-based programs include continuing education for professionals, cultural events, educational travel and educational enhancement experiences for the Santa Clarita Valley.

Community Extension staff can be reached at (661) 362-3304 for questions regarding courses, registration procedures and/or future course offerings. Those wishing to propose new courses should call and request an instructor package.

DISTANCE LEARNING

The Distance Learning Program makes it possible for students to earn transferable college credits by taking courses via television or computer and the Internet. A distance-learning course is one in which the student and the instructor are removed from one another for at least 30 percent of the course time. These courses allow students greater flexibility than regular classroom attendance but provide the same quality. Distance-learning courses are listed in each schedule of classes and on our Web site (<http://www.coc.cc.ca.us>). Call (661) 362-3600 for additional information.

Online Courses

Online courses require that students have access to a computer with a modem and World Wide Web browser software such as Netscape Navigator or Microsoft Explorer (version 3 or higher). Students will communicate with their instructor(s) via e-mail and will need access to an Internet service provider. There may be on-campus orientation meetings and periodic on-campus testing.

College by Television (CTV)

CTV courses are aired on public television and on the local public-access cable channel. Because of the times that public TV broadcasts course lessons, having access to a VCR is critical. Students review the lessons, complete study assignments, and attend review sessions and take exams on campus.

EDUCATIONAL PARTNERSHIPS

Our partnerships with other higher-education institutions are a great advantage for our students. Besides our transfer alliances throughout the HITE Program, California State University, Bakersfield (CSUB) and University of La Verne currently provide upper-division, bachelor's degree coursework on the College of the Canyons campus. CSUB offers its Liberal Studies directly from our lower-division courses and completion of the teacher-credential program on the College of the Canyons campus. CSUB also offers a Bachelor of Science in environmental resource management. La Verne offers the upper-division work toward a bachelor's degree in business management. Over the next few years, we expect to build University Center on campus with the help of local business partners and donors. The center will bring together approximately eight universities that will offer bachelor's and graduate degrees in up to 25 majors.

College of the Canyons also has several partnerships with the local high school district, the William S. Hart Union High School District. One of them, located on our campus, is Academy of the Canyons, a comprehensive high school through which students take their required high school classes and college classes as well. The program is designed for students who are mature and ready for a college-campus experience. Applications are made through the high school district.

EMPLOYEE TRAINING INSTITUTE Your Business is Our Business

The College's local training resources combined with the training needs of business and industry have created a business partnership that makes good business sense.

A valuable training resource, the Employee Training Institute (ETI) provides custom-designed instruction at company work sites, offering the local business community unparalleled opportunities and benefits. Our programs are local; they help provide businesses with highly trained, productive employees; improve job skills to meet changing technologies; increase employee satisfaction; and provide businesses with the ability to meet changing business markets.

Convenience

Classes are scheduled before, during, or after business hours on weekdays or weekends throughout the year. The programs can be short or long-term, a single workshop or a series and run several weeks.

Quality

The Employee Training Institute brings resources and training expertise to public and private employers of the Santa Clarita Valley. Training meets company standards, and courses can be offered for college credit.

Cost-Effective

ETI's fees are economical and competitive. Because ETI is local, companies need not pay the cost of bringing an outside training firm into town or sending employees out of town.

HITE AND HONORS PROGRAM

The High-Intensity Transfer Enrichment (HITE) and Honors Program is designed to challenge students to achieve their highest academic potential and to successfully transfer to four-year institutions. To meet these goals, students in the program undertake special course projects in addition to the regular course requirements. Projects are completed on a contractual basis with individual faculty members. Students completing projects/contracts in 18 units are eligible to become HITE graduates while students who also have at least a 3.0 GPA can become HITE/Honors graduates. All students who complete the program receive special recognition at graduation and a cash award. Diplomas and transcripts are also notated.

Other benefits for participating in the HITE and Honors Program include the opportunity to establish a closer relationship with professors, increasing the likelihood of better letters of recommendation for transfer admissions and scholarships. HITE and Honors students also have the chance to tour local four-year colleges and universities, where they meet with counselors and often receive complimentary catalogs and tickets to cultural and sporting events.

Transfer Alliance Agreements and Honor Societies

Additionally, participants intending to transfer to UCLA are eligible for membership in the Transfer Alliance Program (TAP), which gives priority admission consider-

ation to any major in the College of Letters and Science at UCLA. Similarly, students interested in transferring to USC can participate in the Transfer Scholars Partnership (TSP) and receive guaranteed priority admission consideration to USC and special consideration for scholarships. Moreover, students intending to transfer to Pepperdine University can join our transfer program called Wavelink to receive priority transfer admission and scholarship consideration. Students who plan to transfer to Pomona College can participate in our Pomona Agreement for Transfer Honors (PATH) to qualify for priority admission and scholarship consideration. Students interested in transferring to UC Riverside can participate in our Honors Alliance for Riverside Transfers (HART) for priority admission, housing and scholarship consideration. New alliances are being added all the time, so check with the HITE and Honors Office. In addition, students with a 3.0 grade-point average or better can join the COC chapter of Alpha Gamma Sigma (the California community college honor society). Students with a 3.5 grade-point average or better are eligible for membership in Phi Theta Kappa (the national community college honor society). Membership in one or both of these societies entitles the students to special recognition, the opportunity to compete for scholarships and more.

For information about the HITE and Honors Program, TAP, PATH, TSP, Wavelink or the other alliances and the two honor societies, call the HITE Office at (661) 362-3333 or drop by the office in Room C-103 and pick up a HITE and Honors Program brochure.

INTENSIVE SPANISH INSTITUTE (ISI)

The Spanish Department offers a unique daytime foreign-language program, combining traditional courses with cultural workshops and guided group conversations over a one-week period. Students can earn up to 3.25 units of credit during the five days of the total immersion program. The comprehensive program provides all levels of language instruction from beginning to advanced. Cultural learning is an integral part of this program, which is ideal for teachers who need a second language requirement, nurses and emergency service personnel, students who want an in-depth language and cultural experience, and community members interested in Spanish language and culture. Both language and cultural options are offered. Specialized courses are

Special Programs & Courses

offered in Spanish for the Medical Professions; Spanish for Teachers; Spanish for the Business Profession, Spanish for Law Enforcement and more.

For information, contact the institute director at (661) 362-3530 or consult the Schedule of Classes.

INTERNATIONAL STUDENTS PROGRAM (ISP)

The International Students Program (ISP) exists to assist all foreign students attending College of the Canyons. The ISP Office is located in Room C-101. Students can be assisted in obtaining I-20 certification as a step to receiving an F-1 student visa. Academic, vocational and personal counseling are provided to foreign students by the ISP Office. Students are encouraged to make an appointment by calling (661) 362-3580.

MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA)

Mathematics, Engineering, Science Achievement (MESA) is a program that helps students excel in math, engineering and the sciences. If your goal is to transfer to a university with a major in math, engineering or science and you are eligible for financial assistance, then MESA is for you.

MESA is based on a rigorous program that builds academic skills and encourages cooperative problem-solving. Student learning communities, access to technology, academic advisement and other support services are available to MESA students while they are at College of the Canyons. The MESA student study center, located in Building X-2, is where students can study, participate in workshops, and receive academic advisement and support. For more information, call (661) 362-3448.

PROGRESSIVE ADULT COLLEGE EDUCATION (PACE)

PACE is an accelerated educational format for working adults to complete their education while meeting the demands of their busy lives. Most classes meet one evening per week and on Saturdays. While the traditional semester lasts for 18 weeks, most PACE classes run nine-week sessions. If you take two classes at a time, you are able to complete 12 to 15 units per semester. In only five semesters, taking two courses each session, you can fulfill most requirements for your associate degree and prepare to transfer to a university.

Features of the PACE program include

- * College courses for busy adults,
- * Most classes meet one night per week and selected Saturdays,
- * Classes that start every nine weeks at many locations,
- * Career skills enhancement,
- * Completion of an associate degree or preparation to transfer in only five semesters,
- * Choosing from Business Administration, Liberal Studies, or General-Education Distance Learning (Saturday track).

For more information, contact the PACE Office at (661) 362-3525 or by e-mail at: pace@mail.coc.cc.ca.us.

SCHOLASTIC HONORS President's Honors List

A President's Honors List of students who achieve academic honors is published each semester. It lists the name of each student who has completed 12 units or more of work with a grade-point average of 3.5 or higher during the immediately preceding regular semester. In addition to the public recognition given to the President's Honors List, each student listed will receive a letter of commendation.

Graduation with Honors

Students who have attained a grade-point average of 3.5 for all college work and completed a minimum of 30 semester units in a community college are awarded honors at graduation. Students meeting all these requirements and who attain a grade-point average of 3.75 and above are graduated with high honors.

SEMESTER ABROAD

The College is a member of the Southern California Foothills Consortium, a group of California community colleges. Through the Consortium, the College offers the Semester in Salamanca, (Spain) Program in the spring and the Semester in London Program in the fall. Both programs are open to students of all ages who have earned at least 12 college units with a grade-point average of 2.5 or higher and qualify to take English 101. An information meeting is given in the term prior to the start of each program. This meeting provides interested students with program highlights, details and costs.

The College also offers the London Work and Study Program through a consortium arrangement with Mt. San Antonio College. The requirements are the same as those for the semester-abroad programs described above, except that a student must have carried a minimum of 8 units in the semester prior to participating. Orientation meetings are also held.

TECH PREP

Tech Prep is a sequenced program of study beginning in high school and/or Regional Occupational Program and continuing through community college. The goal is to ensure students make a smooth transition from high school to college and into meaningful high-quality employment, and/or to further their education. Tech Prep addresses the need expressed by the business community throughout the nation to better educate and train students for employment in a technical career and inevitable future career shifts brought about by our rapidly changing technological workplace.

A critical component of Tech Prep is the creation of partnerships between education and employers in order to help students learn more about their potential career path. College of the Canyons is continuously working with its business partners and local feeder high schools to develop programs in the fastest-growing occupational areas in its geographic region.

In addition to career exploration and career-related school-based learning, Tech Prep promotes work-based learning such as: Cooperative Work Experience Education, internships, volunteer and Community Service Learning, job shadowing and mentoring. Tech Prep also provides referral to other college departments and to other agencies for job placement and career-related services.

SPECIAL COURSES

Special Topics Courses (098 or 198)

Special topics courses are offered in a department to add depth to the course offerings. Special topics courses in a department is offerings have consistent pedagogy but with a focus area that changes from term to term. Topics are differentiated from one another within the department offerings by a unique letter designation after the number, i.e. 198A. Each special topics course is designated with the number 198 (transferable) or 098 (non-transferable).

Experimental Courses - Courses Listed as 099 or 199

An experimental course is offered with the intent to make it part of the regular curriculum. Each experimental course is designated with the number 099 (non-transferable) or 199 (transferable).

Independent Study Courses

Enrollment in existing courses by independent study is done with permission of the instructor to act as sponsor, as well as the Instruction Office. Individual-Independent-study courses may be taken only in substitution for approved courses not available during the semester of enrollment. See a College counselor for further information.

299 Directed-Study Courses

Enrollment in directed study courses is by consent of the instructor to act as sponsor. Admission is based on evidence of ability to pursue independent study in-depth and approval of a project at the time of enrollment in the course. Regular progress meetings and reports are required during the semester. Enrollment is not a substitution for an existing course.

NOTE: Consult a counselor regarding limitations on maximum credit allowed for independent study or directed-study courses upon transfer to the University of California system.

WORK EXPERIENCE, COOPERATIVE EDUCATION PROGRAM

The Cooperative Work Experience Education (CWEE) Program has been integrated into programs throughout the College. This program allows students to apply knowledge they gain in college courses in an actual work setting. In addition, internship students who qualify for this program are able to sample career choices and improve job-readiness skills. This would be a paid or unpaid work experience that provides college credit. Information regarding student-eligibility requirements is available from the CWEE office by calling (661) 362-3309 for general CWEE information or (661) 362-3681 for internship information.

Special Programs & Courses

WHY IS THE CWEE PROGRAM OFFERED?

College of the Canyons and the local business community recognize job experience is a valuable learning resource. The CWEE objectives are designed to help the student:

1. Gain realistic work experience that is meaningfully related to the student's program major.
2. Acquire knowledge, skills and attitudes essential for successful employment in a specific program major.
3. Explore possible vocational career options.

TYPES OF CWEE ENROLLMENT

Occupational Work Experience Education

The CWEE program provides learning opportunities and career awareness for students through either paid or voluntary employment. Students must be employed in a field related to their occupational goals or college major.

General Work-Experience Education

The CWEE program is the supervised employment of students with the intent of assisting them to acquire desirable work habits, career awareness and positive attitudes in jobs. The jobs held by students need not be related to their occupational goals or college programs.

CWEE SCHOOL CREDIT

A CWEE student must be enrolled and maintain a seven-unit course load including CWEE throughout the fall and spring semesters. For summer, the student must be enrolled in at least one additional course from any of the summer sessions.

A student may earn one (1) unit of elective credit for every seventy-five (75) hours of paid work per semester or sixty (60) hours of volunteer work per semester.

For the satisfactory completion of Cooperative Work Experience Education, the College shall grant elective credit to a student as follows:

- a. General work-experience education: No more than three (3) credit hours per semester with a maximum of six semester credit hours.
- b. Occupational work-experience education: No more than four (4) credit hours per semester with a maximum of 16 semester credit hours.

Duplicate credit shall not be granted for concurrent enrollment in general work-experience education and occupational work-experience education with approved job-related objectives.

A. Student Eligibility: Occupational CWEE

1. The student's job must be directly related to his/her college major career goal.
2. Learning objectives are prepared each semester with the aid of the job supervisor and college advisor/coordinator.

B. Student Eligibility: General CWEE

1. The student's job does not have to be related to his/her college major or career goal.
2. Learning objectives are prepared each semester with the aid of the job supervisor and college instructor/coordinator.

HOW TO ENROLL IN THE CWEE PROGRAM

1. Enroll as a student at College of the Canyons with 7 units including CWEE internship.
2. When the semester begins, attend one of the mandatory orientation classes that will provide all program requirements. The orientation schedule will be listed in the current class schedule.