Admissions

College Admission
Admission to Santa Barbara City College is governed by the laws of the State of California and such supplementary regulations as have been prescribed by the Santa Barbara Community College District Board of Trustees. Citizens of other countries and out-of-state residents are required to pay tuition.

It is the policy of the Santa Barbara Community College District that every course, course section, or class, wherever offered and conducted throughout the district, shall be fully open to enrollment and participation by any person who is eligible for admission to Santa Barbara City College and who meets such prerequisites as may be established, pursuant to Chapter 9, Division 6, Subchapter 2, Article 1, Title 5 of the California Administrative Code.

Graduates of High Schools
Graduates of high schools, or equivalent, are eligible for admission and may undertake any program of study for which they are prepared.

Persons 18 years of Age or Older
Persons 18 years of age or older who have not received a high school diploma may be admitted to the college if they can reasonably profit from instruction.

High School Students (9th Grade or Higher):
On-Campus Dual Enrollment Program
Students enrolled in a public or private school who are eligible for ninth (9th) grade or higher may concurrently register in up to nine (9) units of college-level courses at Santa Barbara City College through the Dual Enrollment Program. Under the Dual Enrollment Program, second-semester seniors, who need to enroll part-time in high school to complete requirements, may concurrently register in up to twelve (12) units of college-level courses. Course prerequisites apply. Some courses are not available to concurrently enrolled high school students. The student must have a recommendation from his/her principal or counselor, a parent and an SBCC counselor.

In accordance with Education Code Section 76001, special part-time K–12 students enrolled in the secondary schools and attending SBCC (enrolled up to and including 11.9 units) are exempt from paying the enrollment fee. Special full-time K–12 students (12.0 units and above per semester) may not be exempted from the enrollment fee; they may, however, be individually considered for the BOGW fee waivers Part A, B or C. Those students who do not qualify for a BOGW fee waiver will be required to pay the enrollment fee for all units. All other out-of-state, non-resident and international students must pay tuition. High school students who are concurrently registered in courses given on the SBCC campus must pay the transportation and health fees.

The Dual Enrollment Application and Dual Enrollment Approval form are available through the students’ school counselors, the SBCC Academic Counseling Center and Admissions Office and online. The Dual Enrollment Approval Form must have a signed recommendation from the student’s principal or counselor, a parent and an SBCC counselor. Contact Pat Canning, 730-4001, or more information.

Middle College
Through Middle College, a limited number of local high school students who want to earn a high school diploma in the SBCC environment may complete their high school requirements through an Independent Study Program while also taking classes at SBCC. The curriculum is designed to guide students through a smooth transition into college life. Acceptance into the program is determined by the on-campus instructors through an application process. It is helpful to have a recommendation from the student’s high school counselor. Contact Regina Freking by e-mail, freking@sbcc.edu, or phone 965-0581, ext. 3561.

Special Students
Persons less than 18 years of age who do not plan to be enrolled in a secondary school program, and who are eligible to enter ninth (9th) grade or higher, may petition the Admissions Outreach Services Coordinator (SS-132) to register as a Special Student. Special application procedures and documentation requirements apply. Petitions must be filed at least fourteen (14) days prior to the start of the semester. Interested persons should contact the SBCC Admissions Outreach Services Coordinator for petition information.

Persons not eligible to enter ninth (9th) grade or higher may petition the Admissions Outreach Services Coordinator (SS-132) to register as a Special Student. Special application procedures and documentation requirements apply. Petitions must be filed at least fourteen (14) days prior to the start of the semester.
Interested persons should contact the SBCC Admissions Outreach Services Coordinator for petition information.

Out-of-State Students
Out-of-state students may be admitted to the college on the same basis as California residents except that they will be required to pay tuition prescribed by the Board of Trustees to cover the costs of instruction. After a student has been physically present in California for one year and has manifested clear intent to become a California resident, he/she may apply for reclassification as a California resident. State law requires consideration of financial independence for students seeking reclassification. It is the student’s responsibility to substantiate his or her claim for residency.

International Students:
Other than F-1 or M-1 Visa
Students on visas other than F-1 or M-1 will be evaluated for eligibility to be admitted to register and for residency status based on the type of visa, length of stay in California and intent to maintain California as their permanent home.

International Students: F-1 or M-1 Visa
Admission Requirements
1. Apply by the following application deadlines:
   - Fall Semester: July 1*, August 1**
   - Spring Semester: November 10*, December 10**
   - Summer Session: May 1*, May 1**
   *Out-of-USA applicants
   **Current F-1 students in USA
2. Students must be 18 years or older by the time of arrival at SBCC.
3. Confidential Financial Statement: Verification of funds sufficient to cover all expenses while in this country, approximately $11,810 (9 months), or $13,645 (12 months), including Summer (optional) in 2007-2008. An official bank certification letter issued within the past 6 months must accompany the Confidential Financial Statement form.
4. Transcript of School Records: A complete transcript of all previous high school, English language programs, secondary school and collegiate or university work. Eligibility for admission requires proof of graduation and the equivalent of a GPA of “C” or better. Original transcripts written in a language other than English must be accompanied by an official English translation.
5. All students must take SBCC’s English assessment test to determine their level of proficiency in English.
6. All international students are required to purchase the Student Insurance Agency Accident & Sickness Health Insurance Plan approved by the college prior to registering for courses. No other insurance will be accepted. Students must purchase student insurance at the time of registration. The policy is approximately $685.00 annually (subject to change).
7. Submit a transfer form only if you are transferring from a school within the United States where you attended as an F-1 student. Please see www.sbcc.edu/internationalstudents.
8. A non-refundable $50.00 application fee is required for processing the application.

Rules & Regulations Governing Enrollment of F-1 or M-1 Students
1. All F-1 and M-1 visa students are required to enroll in and maintain 12 or more units unless they have prior written authorization by the International Student Advisors or the Director of the International Student Support Program. Failure to do so will constitute a violation of visa status. Authorization for reduced course load will be given only in limited circumstances, as specified by federal regulations. When a student has violated the visa status, the student must apply to the Department of Homeland Security for reinstatement. Until the student is reinstated, the student’s ability to travel, to work, or to transfer is impeded.
2. International students cannot depend on employment for financial support while in the U.S. Employment in the U.S. is unlawful unless it is authorized by the Immigration and Naturalization Service. Students who successfully complete one semester of studies at SBCC and maintain
12 units are permitted to work on campus up to 19.5 hours per week, but there are very few jobs available. International students may apply to the Immigration and Naturalization Service for off-campus work permits for up to 19.5 hours per week only after 9 months (2 consecutive semesters) of continuous full-time F-1 status.

3. International students are required to maintain the same academic standards as other students and shall be subject to the same rules of probation and disqualification. A student who is academically disqualified is in violation of student visa status.

4. International students are required to pay a $179.00 tuition fee per unit, plus the enrollment fee of $20.00 (subject to change).

5. International students must attend a mandatory meeting to learn about the immigration rules applying to them.

Program Admissions—Supplemental Applications

The following instructional programs require supplemental applications, in addition to the general college application.

Honors Program

Students may apply for entrance into the Honors Program based on high school transcripts. For consideration, a student’s high school grade point average must be at least 3.0, with no grade below a “C” in an academic subject.

Continuing, returning and transfer students who have completed 12 units of academic course work may apply for entrance into the Honors Program based on college units completed. A minimum overall college grade point average of 3.0 is required, with no grade below a “C” in an academic subject.

To be accepted into the Honors Program, students must demonstrate eligibility for ENG 110 and at least MATH 107 (Intermediate Algebra). Mathematics eligibility is met with three years of high school math, including two years of algebra, with grades of “C” or better. English and Mathematics placement examinations are part of the SBCC enrollment procedure.

It is expected that some potential Honors students entering from high school will have satisfied the SBCC ENG 110 requirement by completing advanced placement English or SBCC ENG 110 in high school. These students should contact the Honors Program Director or Program Counselor, or SBCC Assessment Office.

Applications for the Honors Program must be filed with the Honors Program Counselor in the Academic Counseling Center. All new and returning students requesting entrance into the Honors Program are required to file two applications: an application for admission to SBCC and a separate application for admission into the Honors Program. Official high school transcripts must be submitted with the applications of students using high school records to qualify. Continuing students are required to file only the application for admission to the Honors Program.

Application forms and further information may be obtained from the Academic Counseling Center and the office (IDC-311) of the Honors Program Director, Dr. Melanie Eckford-Prossor.

The application deadline for admission to SBCC and the Honors Program each fall semester is in August. In order for a student’s application to be considered by the Honors Program Committee, English and Mathematics placement examination scores and all supporting materials must be on file at Admissions and Records. Placement examination dates and locations may be obtained from the Academic Counseling Center.

For more information, refer to the Honors Program in the Department and Course Description section of this Catalog.

Cosmetology/Esthetician

Acceptance to the Cosmetology Academy is based on the number of spaces available, the postmark date of the completed application and attendance at an SBCC Cosmetology Academy Orientation meeting. Applications are available from the Academic Counseling Center (SS­120) or from the Cosmetology Academy, 5160 Hollister Ave., Santa Barbara, CA 93111. For more information, refer to the Cosmetology Academy in the Department and Course Description section of this Catalog.

School of Culinary Arts & Hotel Management

Applications for the Culinary Program should be submitted to the School of Culinary Arts and Hotel Management (SCAHM) Department. Please call the department at 730-4258, for program information or to schedule an appointment with Randy Bublitz, SCAHM Director.
Marine Diving Technologies
Applicants must submit the Application for Diving/Hyperbaric Exposure along with a $50.00 application fee and Scuba certification card to:
SBCC Marine Technologies Department
721 Cliff Drive, Santa Barbara, CA 93109-2394
Applications are available upon request from the Academic Counseling Center (SS-120). For additional information, contact the Marine Diving Technologies Department, 965-0581, ext. 2426.

School of Nursing: Associate Degree Nursing, Vocational Nursing, Certified Nursing Assistant, Home Health Aide
Special supplemental application procedures and admission criteria apply to these programs. Refer to the School of Nursing in the Catalog Index for additional information, or contact the Health Technologies Office, 730-4166.

Radiographic & Imaging Sciences/Diagnostic Medical Sonography
Special supplemental application procedures and admission criteria apply to this program. Refer to the Radiographic & Imaging Sciences section of this Catalog for additional information, or contact the Health Technologies Office, 730-4166.

Residence Requirements
The right of a student to attend any public community college in California as a resident requires that he/she:

1. Be a citizen of the United States, or possess or be an applicant for a permanent-resident, amnesty or other visa that does not preclude establishing domicile in the United States and meeting certain requirements.

2. Be at least 19 years of age, and have lived in California one year and one day prior to the residency determination date: Fall 2007 - August 26, 2007; and Spring 2008 - January 27, 2008. (Note: A student, who has not been a resident of California for more than one year and who is the dependent [for income tax purposes] child of a California resident who has been a resident since the above-noted residence determination date, is entitled to resident classification. Submit documentation with application.)

3. Have parents or a guardian who have resided in California for one year and one day, if he/she is younger than 18 years of age.

4. Present evidence showing the student’s or the student's parents’ (if under 19) intent to make California their permanent home.

5. Manifest residency intent if the student is 19 years of age or over by maintaining a home in California continuously for the last two years, unless there is contrary evidence of intent.

6. Manifest residency intent, if the student is under 19 years of age, by both the student and his/her parents maintaining a home in California continuously for the last two years, unless there is contrary evidence of intent.

If manifest intent cannot be shown within #5 and #6 above, then the student is required to provide evidence of intent to make California his or her permanent home. Objective manifestations of this intent include, but are not limited to:

1. Payment of California state income tax as a resident.
2. Registering to vote and voting in California.
3. Licensing from California for professional practice.
4. Active membership in service or social clubs.
5. Presence of spouse and/or dependent children in the state.
6. Showing California as the home address on a federal income tax form.
7. Ownership of residential property or continuous occupancy of rented or leased property in California.
8. Possessing California motor vehicle license plates.
9. Possessing a California driver’s license.
10. Maintaining a permanent military address or home of record in California while in the armed services.
11. Establishing and maintaining active California bank accounts.
12. Being the petitioner for a divorce in California.

Military personnel on active duty in California, their spouses and dependent children qualify as immediate residents. (Submit documentation with application.)
Students on visas will be evaluated for residency based on the type of visa, visa issue date, length of stay in California and intent to maintain California as their permanent home.

A student who cannot qualify as a resident of California must pay non-resident tuition, as stipulated by the Board of Trustees of the Santa Barbara Community College District.

**Exemption from non-resident tuition** is available to certain non-resident students who attended high school in California for at least three years and received a California high school diploma or its equivalent (per AB 540 statute). Contact Admissions and Records for information and an exemption request form.

Non-resident students do not automatically become residents by being in California for one year. A student seeking reclassification from non-resident to resident status must complete and file a residency questionnaire and a statement of financial independence and must provide evidence of intent to establish permanent California residency no later than two weeks prior to the student’s registration date.

The burden of proof is on the student to clearly demonstrate physical presence in California, intent to establish California residency and, in the case of students changing from non-resident to resident, financial independence from non-resident parents. The Supervisor of Admissions and Records shall determine residency of all applicants. Appeals of residency decisions shall be determined by the Executive Vice President, Educational Programs, or his designee.

### Registration

**Registration Procedures**

Registration is the process of becoming officially enrolled in college. At Santa Barbara City College, registration for new and returning students consists of the following steps:

1. **Filing an Application with Admissions**

Applications may be filed online, by mail or in person with Admissions and Records, Room SS-110, months before you intend to register. All new and/or returning students must file an application for admission and be admitted to the college before they may register in classes. High school students participating in dual enrollment must file the Dual Enrollment Application and Dual Enrollment Approval Form for each semester of attendance. Official transcripts of all high school and college work are important documents to have on file for proper counseling/advisement.

The application deadlines are August 25 for Fall 2007 and January 26 for Spring 2008.

Select majors and programs with special admission prerequisites. The following programs ALSO require separate applications or have special admission procedures and/or enrollment deadlines:

- Cosmetology / Esthetician
- Dual Enrollment & Middle College Honors Program
- Marine Diving Technologies
- Nursing: Associate Degree Nursing, Vocational Nursing, Certified Nursing Assistant, Home Health Aide
- Radiographic & Imaging Sciences/Diagnostic Medical Sonography
- School of Culinary Arts & Hotel Management
- Special Students

For information on the Cosmetology, Esthetician, Programs, call 683-4191.

For information on the School of Culinary Arts & Hotel Management, call 730-4258.

For information on the Marine Diving Technologies Program, call 730-4226.

For information on the Radiographic & Imaging Sciences, Diagnostic Medical Sonography and Nursing programs, call 730-4166.

For application procedures and information on the Dual Enrollment Program, Middle College or Special Student status, contact Admissions Outreach Services, 730-4450.

When students file their applications with the Admissions and Records Office, they will be given information about the assessment/orientation/advising program. The program is provided to help students succeed in reaching their educational goals.

2. **Assessment**

When you file your application for admission to the college, you will be given information about the assessment process. **First-time-in-any-college** students with goals of Associate Degree, transfer, or basic English/reading/math skills are **required** to be assessed in both Math and English or English-as-a-Second-Language **before** enrolling in classes. Assessment may include options other than testing. It is important that you read the list of acceptable options for alternatives to testing.
All Students—Prerequisite Assessment Requirement

Many courses at Santa Barbara City College have enforced prerequisites, which are noted in the Schedule of Classes. **All students are required** to meet prerequisite standards **prior to** registering in any of the following courses: **English 60-111**, **Math 1-150**, **Psychology 150**, and **English-as-a-Second-Language** reading, grammar and writing courses. Proof of prerequisite completion may include assessment by testing, as well as options other than testing. It is important that you read the following options carefully for alternatives to testing.

All Students—Skills Advisory Recommendations

In addition to prerequisites, many Santa Barbara City College courses have recommended minimum Math and/or English advisories, which are noted in the Schedule of Classes. Advisories have been established as a means of alerting students to the minimum standards necessary for class success. Enrollment in such courses is recommended for students who have met the eligibility level prescribed. Assessment tests are given many times prior to registration each semester. Appointment tickets may be obtained online, in the Assessment or the Admissions and Records offices for paper and pencil exams. Testing is also available in the Assessment Computer Lab on a drop-in basis, without an appointment. Specific test dates and times are listed at the Assessment website, www.sbcc.edu/assessment.

Options (Testing not required)

Please check the options to assessment listed below, and bring verification to the Assessment Office (Rm. SS-251) for evaluation prior to enrollment.

**English**

(1) AP scores of 3, 4, 5; or 5 or higher on the International Baccalaureate English Exam; (2) SAT Writing Test, score of 680 (660 prior to Spring 2005); (3) ACT Combined English/Writing test score of 30; (4) proof of AWPE exam passage at UC, or EPT exam passage at CSU; (5) an equivalent English 110 course (Freshman Composition), with a grade of “C” or better; (Note: For out-of-state and private colleges, a catalog course description is required.); or (6) B.A. or B.S. degree.

**Mathematics**

(1) Scores of 3, 4, 5 on the Mathematics-Calculus AB or BC Advanced Placement Exam; (2) a score of 3 on the Advanced Placement Statistics Exam; (3) transcript or grade report which shows an equivalent prerequisite math course from another college, with a grade of “C” or better (For 4-year, out-of-state or private colleges, a catalog course description is required.); (4) qualifying raw score report from an MDTP math test taken at another college; or (5) elect to begin at the Math 1, Basic Math level (students must notify a counselor, or Assessment staff for option 5).

**Psychology 150**

A transcript or grade report, which shows completion of intermediate algebra, with a grade of “C” or better, at another college is required.

**Prerequisite Challenge**

A student may petition to challenge a prerequisite based upon (1) knowledge or ability to succeed; (2) prerequisite course has not been made reasonably available; (3) the prerequisite is not valid; (4) prerequisite is discriminatory; and (5) prerequisite was not established in accordance with the college’s process for establishing prerequisites. This petition must be filed 5 days prior to the semester start date.

Students seeking to defer or refuse assessment should contact the Academic Counseling Center, SS-120, for procedures. (Note: Enrollment in the math and/or English classes listed on the preceding pages without assessment is not permitted.)

For additional information about testing, call (805) 730-4149. If you have a verified disability that requires accommodation, contact the Learning Disabilities Specialist, (805) 730-4164, to request alternative test-taking arrangements. For information about the English-as-a-Second-Language test, call Assessment at (805) 730-4149, or the English-as-a-Second Language Department at (805) 965-0581, ext. 2320.

**3. Orientation**

Orientation is required for all first-time students who have a goal of earning an Associate Degree, developing basic English/reading or math skills, or transferring to a four-year college or university. All other students are strongly urged to participate in Orientation. By participating in Orientation, students will learn about the college’s services and programs and enrollment procedures. They will learn how to be successful at SBCC by developing an educational plan.
appropriate to their skill levels and educational goals. Options for completing orientation may be found at www.sbcc.edu/orientation.

4. Counseling/Advisement
Counseling/Advising is required for first-time new students with a goal of earning an Associate Degree, developing basic English/reading or math skills or transferring to a four-year college or university. All other students are strongly urged to participate in counseling/advisement prior to enrolling. Options for advising may be found at www.sbcc.edu/advising. Students transferring to the college with units from other colleges are encouraged to attend an individual advisement session for evaluation of prior course work.

5. Register in Classes
Following assessment, orientation and advising, students will have sufficient information to register in classes. Registration is available online and in person in Admissions & Records (SS-110). A registration appointment is required. During the first two weeks of the semester (first week in summer), program changes are allowed online and in person in Admissions and Records.

6. Paying Fees
All fees are due at time of enrollment. Students finding it difficult to pay enrollment fees should go to the Financial Aid Office, Room SS-210—before enrolling. All fees are subject to change without notice.

7. Secure Student Identification Card
The SBCC photo ID card provides access to college services, including computer labs, library and learning resource center, and serves as a student MTD bus pass for those taking classes on the SBCC campus.

8. Class Attendance
The last step of enrollment will be completed upon attendance at the first class meeting. Students who are not in attendance at the first class meeting are considered “no-shows” and the instructor may withdraw such persons in order to give their seats to non-registered students seeking admission. Also, an instructor may withdraw a student from semester-length courses at any time for excessive absence through the 9th week of the Fall/Spring Semesters, and 60% point of the class for Summer and courses less than a semester in length. As a guideline, absence is considered excessive if a student misses three (3) class meetings or the equivalent of one week of class attendance, or according to absence guidelines as published in the course syllabus.

Absence due to a verified illness may be accepted as an excused absence for a limited period of time. Students are expected to notify their instructor by e-mail and/or phone message if they are absent for a medical reason. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled. Students anticipating or encountering extended absences due to medical, personal or family emergencies should contact the Dean, Educational Programs – Student Development, Room SS-120, ext. 2237. It is the student’s responsibility to officially withdraw either online or in person in Admissions and Records. Students failing to officially withdrawal by the deadline may receive an “F” grade. Further information may be obtained from the Dean, Educational Programs – Student Development, Room SS-120, ext. 2237.

9. Late Registration
Applicants who do not register during the registration period may register in classes during the first two weeks of the semester (first week during Summer Session). Applicants registering in this manner will be required to obtain add approval (add authorization codes) from instructors and officially add classes online or in person in Admissions and Records by the published deadline date. An instructor may refuse to admit a late registrant when the total number of class hours missed by the student exceeds the number of hours the class meets in one week; when the work missed cannot be made up; when the class is full; or when normal progress in the course would be impossible or unsafe. Special instructions for late registration are available from Admissions and Records.

10. Registration Deadlines
Throughout the enrollment process (including class adds, drops and withdrawals), certain deadlines are established. These deadlines are necessary in order to comply with State of California attendance laws and must be complied with by all students. Failure to comply with these deadlines may mean that the student will not be registered and will not receive credit for, or be allowed to attend, classes.