# Student Services Directory

<table>
<thead>
<tr>
<th>Services</th>
<th>Days/Hours</th>
<th>Contact Person</th>
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<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Counseling Center (academic planning, degree</td>
<td>M-Th 8-6:45, F 8-4:15</td>
<td>Acad. Counselors.....</td>
<td>SS-120</td>
<td>2285</td>
</tr>
<tr>
<td>applications, educational planning)</td>
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<tr>
<td>Admissions Outreach Services</td>
<td>M-Th 8-4:30, F 8-4:15</td>
<td>Pat Canning..........</td>
<td>SS-132</td>
<td>7222</td>
</tr>
<tr>
<td>Prospective student information, registration assistance, campus tours,</td>
<td>Admissions &amp; Records (Application, registration, grade changes, credit / no credit, transcripts, petitions, records)</td>
<td>M-Th 8-6:45, F 8-4:15</td>
<td>Allison Curtis</td>
<td>SS-110</td>
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<tr>
<td>Dual Enrollment for high school students</td>
<td>Articulation</td>
<td>M-F 8-4:00</td>
<td>Laura Castro</td>
<td>SS-134</td>
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<tr>
<td>Assessment (Math, writing, reading placement exams)</td>
<td>M-Th 8-4:30, F 8-4:15</td>
<td>Shari Calderon.......</td>
<td>SS-251</td>
<td>2349</td>
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<tr>
<td>Evening hours during enrollment periods are the same as Admissions</td>
<td></td>
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<tr>
<td>Athletics</td>
<td>M-F 8-4:30</td>
<td>Michael Warren......</td>
<td>PE-301</td>
<td>2276</td>
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<tr>
<td>Athletics Academic Support</td>
<td>Check posted hours</td>
<td>Michele Rasch.......</td>
<td>PE-211</td>
<td>2380</td>
</tr>
<tr>
<td>Bookstore</td>
<td>M-Th 7:45-7:00, F 7:45-4:00</td>
<td>Bookstore Info.......</td>
<td>Bookstore</td>
<td>4047</td>
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<tr>
<td>Campus Security (Accidents, parking, escorts, crimes, impounded bikes)</td>
<td>M-F 8-4:30</td>
<td>Erik Fricke..........</td>
<td>Campus</td>
<td>2264</td>
</tr>
<tr>
<td>CARE Program (Educational resources for single parents)</td>
<td>M-Th 8-4:30, F 8-4:15</td>
<td>Elizabeth Shiffrar...</td>
<td>SS-240</td>
<td>2384</td>
</tr>
<tr>
<td>Career Planning (Career counseling, assessment, job referral; re-entry adults)</td>
<td>MTTh 8-4:30, W 8-6:45, F 8-4:15</td>
<td>Career Counselors...</td>
<td>SS-282</td>
<td>2331</td>
</tr>
<tr>
<td>Child Care for Children, 3 mos. – 5 yrs. (Kinko’s Early Learning Center)</td>
<td>M-Th 7:30-5:15, F 7:30-4:00</td>
<td>Holly Haws...........</td>
<td>365 Loma Alta</td>
<td>965-6883</td>
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<tr>
<td>Clubs and Student Life</td>
<td>M-F 8-4:30</td>
<td>Ann Frieslie.........</td>
<td>CC-217</td>
<td>2262</td>
</tr>
<tr>
<td>Computer Labs—CLRC/Library (Computer Commons, course-related computer applications, CAI labs)</td>
<td>M-Th 8-8, F 8-4, S 9-5</td>
<td>Karen Shannon.......</td>
<td>CLRC-109/110</td>
<td>2672/2658</td>
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<tr>
<td>Degree Audit Reporting System (DARS)</td>
<td>M-Th 8-5:00, F 8-4:15</td>
<td>Arleen Stagat........</td>
<td>SS144</td>
<td>2581</td>
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<tr>
<td>Disabled Student Programs and Services (DSPS)</td>
<td>M-Th 8-6:45, F 8-4:15</td>
<td>DSPS Counselors.....</td>
<td>SS-160</td>
<td>2364</td>
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<tr>
<td>Emergency (Call boxes located around campus)</td>
<td>24/7</td>
<td>Security Staff.......</td>
<td>Campus</td>
<td>2400</td>
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<tr>
<td>EOPS (Support services for economically disadvantaged students)</td>
<td>M-Th 8-6:30, F 8-4:15</td>
<td>Marsha Wright.......</td>
<td>SS-240</td>
<td>2279</td>
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<tr>
<td>Escort Service</td>
<td>M-F 8-4:30</td>
<td>Erik Fricke</td>
<td>Campus</td>
<td>2264</td>
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<tr>
<td>Federal Work Study (Part-time employment for financial aid students)</td>
<td>M-Th 8-6:45, F 8-4:15</td>
<td>Eileen Naish</td>
<td>SS-210</td>
<td>2301</td>
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<tr>
<td>Financial Aid</td>
<td>M-Th 8-6:45, F 8-4:15</td>
<td>Brad Hardison</td>
<td>SS-210</td>
<td>2716</td>
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<tr>
<td>Gateway to Student Success</td>
<td>M-Th 8-6:00, F 8-12:00</td>
<td>Sheila Wiley</td>
<td>ECC-33</td>
<td>4770</td>
</tr>
<tr>
<td>Health Services/Wellness (Health information, illness assessment, first aid, personal counseling, peer health education, insurance information)</td>
<td>MTTh 8-6:00, W 8-6:45, F 9-3</td>
<td>Susan Broderick</td>
<td>SS-170</td>
<td>2298</td>
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<tr>
<td>High School Students</td>
<td>M-Th 8-4:30, F 8-4:15</td>
<td>Pat Canning</td>
<td>SS-132</td>
<td>2201</td>
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<td>International Students</td>
<td>M-F 8-12, 12:30-4</td>
<td>Advisers</td>
<td>IE-13</td>
<td>2240</td>
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<tr>
<td>Internships (Volunteer, paid, credit)</td>
<td>MTTh 8-4:30, W 8-6:30, F 8-4:15</td>
<td>Career Counselors</td>
<td>SS-282</td>
<td>2331</td>
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<tr>
<td>Kinko’s Early Learning Center (Children 3 mo.-5 yrs.)</td>
<td>M-Th 7:30-5:15, F 7:30-4</td>
<td>Holly Haws</td>
<td>365 Loma Alta</td>
<td>965-6883</td>
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<tr>
<td>Learning Assistance (Student self-study learning materials, including slides, videotapes, multimedia tools)</td>
<td>M-Th 8-8, F 8-4, S 9-5</td>
<td>Nina Mahaffey</td>
<td>LRC-115</td>
<td>2666</td>
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<tr>
<td>Learning Resource Center</td>
<td>M-Th 8-8, F 8-4, S 9-5</td>
<td>Staff</td>
<td>LRC</td>
<td>2670</td>
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<tr>
<td>Learning Support Services Academic Skills Center (Improvement of reading, writing, grammar, study skills, spelling and vocabulary)</td>
<td>M-Th 8-8, F 8-4, S 9-5</td>
<td>Jerry Pike</td>
<td>LRC-123</td>
<td>2673</td>
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<tr>
<td>Library, Luria (Library usage, reference and research)</td>
<td>M-Th 7:30-10, F 7:30-4:30</td>
<td>Kenley Neufeld</td>
<td>Library 134</td>
<td>2635</td>
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<tr>
<td>Lost and Found</td>
<td>M-F 8-4:30</td>
<td>Amy Collins</td>
<td>CC-217</td>
<td>2262</td>
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<tr>
<td>Math Lab (Individualized assistance)</td>
<td>M-Th 8:00-7:30, F 8:00-2:00</td>
<td>Barbara Dunaway</td>
<td>IDC-102</td>
<td>2300</td>
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<tr>
<td>Online College Support</td>
<td>M-F 8:30-4:30</td>
<td>Staff</td>
<td><a href="mailto:online@sbcc.edu">online@sbcc.edu</a></td>
<td>2949</td>
</tr>
<tr>
<td>Parking on Campus (Security Office)</td>
<td>M-F 8-4:30</td>
<td>Erik Fricke</td>
<td>Campus</td>
<td>2264</td>
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<tr>
<td>Personal Counseling</td>
<td>MTTTh 8-6, W 8-6:45, F 9-3</td>
<td>Alyson Bostwick</td>
<td>SS-170</td>
<td>2298</td>
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<tr>
<td>Pipeline (Technical support, password reset)</td>
<td>M-F 8:30-4:30</td>
<td>Staff</td>
<td>Cyber Center</td>
<td>2949</td>
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<tr>
<td>Re-Entry Adults (Contact the Career Center)</td>
<td>MTTTh 8-4:30, W 8-6:30, F 8-4:15</td>
<td>Camie Vignoe</td>
<td>SS-282</td>
<td>2331</td>
</tr>
<tr>
<td>Office of Student Life (Activity cards, lost and found, Student Senate, club activities, housing)</td>
<td>M-F 8-4:30</td>
<td>Ann Fryslie</td>
<td>CC-217</td>
<td>2263</td>
</tr>
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<tr>
<td>Student Employment (Full/part-time community job openings)</td>
<td>M-Th 8-4:30, F 8-4:15</td>
<td>Kristin Frascella</td>
<td>SS-282</td>
<td>2331</td>
</tr>
<tr>
<td>Student Finance (Cashiers Office)</td>
<td>M-Th 8-6:45, F 8-4:15</td>
<td>Staff</td>
<td>SS-150</td>
<td>2397</td>
</tr>
<tr>
<td>Student Housing (Current listings of all types of off-campus housing availabilities)</td>
<td>M-F 8-4:30</td>
<td>Amy Collins</td>
<td>CC-217</td>
<td>2262</td>
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<tr>
<td>Transfer Academy</td>
<td>MTTh 8-5, W 8-6:45, F 8-4:15</td>
<td>Angela Warren</td>
<td>SS-140</td>
<td>2547</td>
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<tr>
<td>Transfer Achievement Program (Underrepresented Student Transfer)</td>
<td>M-TH 8-5, F 8-4:15</td>
<td>Francisco Dorame</td>
<td>SS-140</td>
<td>2547</td>
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<tr>
<td>Transfer Center</td>
<td>MTTh 8-5, W 8-6:45, F 8-4:15</td>
<td>Kathie Adams</td>
<td>SS-140</td>
<td>2547</td>
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<tr>
<td>Tutorial Center (Individual/group tutoring for content classes)</td>
<td>M-F 8-4:00</td>
<td>Donna Waggoner</td>
<td>LRC-120</td>
<td>2667</td>
</tr>
<tr>
<td>Veterans (V.A. benefits information, course/program verification)</td>
<td>M-Th 8:00-6:45, F 8-4:15</td>
<td>Magdalena Torres</td>
<td>ECOC-1, Rm. 7</td>
<td>2203</td>
</tr>
<tr>
<td>Writing Lab (Help with planning, drafting and revising)</td>
<td>M-Th 9-7, F 9-2, S 10-2</td>
<td>Gloria Lovano</td>
<td>LRC</td>
<td>2671</td>
</tr>
</tbody>
</table>
Student Services

Academic Counseling Center
Santa Barbara City College provides trained, experienced personnel qualified to counsel and teach at the community college level. The college’s principal objectives in the area of counseling and guidance services are in assisting students in assessing, planning and implementing their immediate and long-range goals; providing career counseling, in which the student is assisted in assessing his or her aptitudes, abilities and interests; advising students concerning current and future employment trends; providing orientation services in which the student is empowered to identify and utilize college and community support services; teaching students through personal development/college success courses; and providing personal counseling or referring students to licensed counselors for the purpose of assisting them with personal, family or other social concerns, when that assistance is related to the student’s education.

The Academic Counseling Center is located in Room SS-120, and counseling services are available from 8 a.m. to 6:30 p.m., Monday through Thursday; and 8 a.m. to 4 p.m. on Fridays. Students may drop by or phone the Counseling Center for procedures on meeting with a counselor.

Career Counseling is available through the Career Advancement Center located in Room 282 of the Student Services Building.

Short-term personal counseling is provided through the Health and Wellness Office (SS-170), on an appointment basis, for students having difficulty adjusting to the psychological demands of college, or those who are experiencing emotional difficulties which inhibit their academic performance. Group support sessions, lecture series and community referrals for a variety of mental health issues are also offered by the Health and Wellness Office.

Admissions Outreach Services Office
Admissions Outreach Services provides information and services for prospective students, campus tours, registration assistance and other information as requested through inquiries to the College via phone, email, mail and in person.

Admissions & Records
Admissions and Records, Room SS-110, is where students should go for information and assistance regarding applications, official college records, registration in classes, adding or dropping of classes, forwarding of transcripts and withdrawal from college.

Athletics
Santa Barbara City College is a member of the Western State Conference. Competition and eligibility are governed by the Western State Conference and the Commission on Athletics Constitution and By-Laws. Intercollegiate athletic competition is offered in men’s and women’s cross-country, men’s and women’s soccer, football, women’s volleyball and women’s golf in the fall.

During the winter, men’s and women’s basketball is offered. For spring, baseball, men’s golf, men’s volleyball, women’s softball and men’s and women’s tennis, and men’s and women’s track and field are offered.

The Athletic Department also sponsors a cheerleading program that participates during both fall and spring athletic events.

Any questions pertaining to athletic eligibility or cheerleading should be directed to Mike Warren, Athletic Director, ext. 2277, or Ms. Ellen O’Connor, Associate Athletic Director, Room PE-306, ext. 2270, or the coach of the sport in which one decides to participate.

Bookstore
The function of the Campus Bookstore is to provide students with the highest quality “tools of education” at the lowest prices consistent with sound business practices.

The operation of the Bookstore is a function of the Santa Barbara Community College District under the direction of the Executive Vice President.

The Bookstore has available for purchase all books and supplies required for classes at Santa Barbara City College. Recommended classroom materials are carried in the store as well. A selection of clothing and other items with the college insignia is also available for sale. Students and staff are eligible to purchase selected computer software sold through the store. Textbooks may be purchased or reserved for pickup at www.sbccbooks.com. Textbooks are usually available two to three weeks before the beginning of each semester. The Bookstore is open 7:45 a.m. to 7 p.m., Monday through Thursday, and 7:45 a.m. to 4 p.m., Friday. The store is open 9 a.m. to 1 p.m.
the Saturday prior to each Fall and Spring Semester and the first Saturday of each semester. A buyback of useable texts is held during finals week of each semester. Those books which have been reordered by instructors for the following semester and which have not been changed by the publisher, are usually bought back at 50% of the retail price. The Bookstore cannot guarantee the buyback of any text. A list of those books being bought back is available on the Bookstore website during the week of buyback.

**Campus Security**

The Campus Security Office is located across the courtyard from the Student Services Building. The office is open Monday through Friday, 8:30 a.m. to 4:30 p.m., telephone 965-0581, ext. 2264. Security is on campus 24 hours a day, seven days a week, and can be reached during non-office hours at ext. 2400. If there is an emergency please call ext. 2400. The Security Office’s main responsibilities are responding to incident calls, providing escorts and medical tram rides, issuing citations for illegally parked vehicles, and securing buildings on campus. When school is in session the campus is patrolled by officers in designated locations to observe and report any suspicious activity.

The department works closely with the Santa Barbara Police Department and each officer has the ability to contact the police directly over their handheld radios in case of an emergency. The department has six full-time employees and up to 30 part-time officers.

Santa Barbara City College is committed to the safety of all students, faculty and staff. In response to Assembly Bill 1088’s concern that women on American college campuses who are 18-24 years of age are at greater risk for becoming victims of sexual assault than women in the general population, information on sexual assault prevention and information on what to do if sexual assault occurs can be obtained at the following websites: [www.sbcc.edu/healthservices](http://www.sbcc.edu/healthservices) or [www.sbrapecrisiscenter.org](http://www.sbrapecrisiscenter.org)

For further information on Campus Security services, visit [www.sbcc.edu/security](http://www.sbcc.edu/security).

**SBCC Clubs**

Participation in campus club life is a great way to enrich your experience at Santa Barbara City College. Clubs are organized to involve students in specialized fields of interest associated with academics, hobbies and special service to the community or college. Come to the Office of Student Life, CC-217, to join a club or to start your own group. A Club Manual is available to assist you in having a successful club. It includes information about club rosters, constitutions, advisers and charters. Many past clubs have focused on career options, student diversity, sports, politics, religion, service, recreation and social events. Listed below is a sample of the clubs that are now active or have been active in the past.

- Project HOPE
- Engineering & Science Club
- Auto Club
- Single Parents ASK Club
- Chess Club
- E.O.P.S. Club
- Student Nurses Assn.
- Vaquero Christian Fellowship

**Career Center**

The center is located in Room 282 of the Student Services Building. It provides students with direct access to the college’s comprehensive business, occupational and career development programs and services. The professional staff address students’ unique career goals and aspirations through:

- Comprehensive career counseling services that are available to all students.
- Computerized career guidance programs that allow the student to determine job interests, skills and values and to develop decision-making and job search strategies.
- Career-planning classes, workshops and seminars offered throughout the year.
- Work experience, internships, volunteer and mentorship opportunities for students.
- Up-to-date information on the college’s diverse array of business, occupational and career education programs/services.
- Comprehensive job referral assistance for those students who complete occupational education certificate or degree programs. Assistance is also provided to students seeking part-time and summer employment. For information on career services, call 965-0581, ext. 2331.
Cyber Center
The Cyber Center is equipped with WiFi connection and computer stations for student use. The lab is also equipped with comfortable lounge-style chairs for those students who just want to relax or read a book. It is one of the few computer labs that is not discipline-specific. The Student Technical Support Helpdesk is located within the lab, and the lab is used as an on-site training and support facility for students. It is open to the student body as a whole, providing Internet access and desktop software needed by students to complete their coursework. One of the greatest benefits of the lab is that it is a casual environment with few restrictions. The Cyber Center is opened Monday through Thursday, from 7:30 a.m. to 5:00 p.m., and from 7:30 a.m. to 4:30 p.m. on Friday.

Child Care:
Kinko’s Early Learning Center
Santa Barbara City College offers full- or half-day care for children, aged three months to five years. Priority is given to those parents who are low-income and are enrolled at the college. The center also serves the faculty and staff of the college.
Located near SBCC’s Main Campus at 365 Loma Alta Drive, the Kinko’s Early Learning Center also serves as a demonstration child care facility to meet the teacher-training needs of the college’s Early Childhood Education majors. For information, call ext. 2552, or 965-6883.

Disabled Student Programs
& Services (DSPS)
Santa Barbara City College welcomes students with disabilities. The college has established the office of Disabled Student Programs and Services to perform the following functions:

• Provide educational support for over 1,200 students with disabilities enrolled in SBCC courses.
• Offer the assistance of six full-time disabilities specialists, three service providers, and over 30 auxiliary aides.
• Provide such services as educational accommodations, counseling, extended time on tests, priority registration, alternate media, assistive technology, adapted equipment and specialized instruction.
• Determine eligibility for educational accommodations or services by requiring students to present verification of disability to a DSPS disability specialist.
• Empower students with disabilities to attain maximum independence, integration, self-advocacy and self-determination.
• Support the participation of students with disabilities in all educational activities consistent with the mission of community colleges.
• Provide reasonable educational accommodations for students with disabilities while maintaining the integrity of uniform academic standards at SBCC and the fundamental nature of college programs and services.
• Encourage the achievement of academic and vocational goals, such as degree or certificate completion, college transfer and workplace needs.
• Counsel students with disabilities to comply with the skills advisories for each course and meet prerequisites or enrollment requirements.
• Support students with disabilities in demonstrating their ability to benefit from instruction so that SBCC instructors may assign a grade that gives an accurate measure of the student’s achievement of course objectives. Inform auxiliary aides and personal service attendants to provide support in such a way as to allow instructors to observe that the student with a disability is doing his/her own work.
• Provide programs and services for students with disabilities, in compliance with the Americans with Disabilities Act, Section 504 and 508 of the Rehabilitation Act, the California Community Colleges Title V Regulations, and policies and procedures adopted by the Board of Trustees of the Santa Barbara Community College District.

SBCC expects students to have a stable level of health in order to benefit from a full semester’s work. It also expects students to demonstrate the ability to take care of personal needs unassisted, or provide a personal service attendant (PSA).
Personal needs include such activities as negotiating campus facilities, lifting and carrying possessions, eating, drinking, or completing personal hygiene activities. SBCC requires students to contact a DSPS disabilities specialist if they intend to bring a PSA to campus. It also expects students to comply
with the Code of Student Conduct, regardless of the basis of disability. SBCC invites students to request educational accommodations or DSPS services by contacting the DSPS Office, Room SS-160, or calling 965-0581, ext. 2364 (voice) or 965-8411 (TTY), or e-mailing the online service, dspshelp@sbcc.edu.

Drama & Music
The Theatre Arts and Music departments present a wide range of programs on campus and in the community during the school year.

Auditions, open to all students, are conducted for the many drama productions sponsored by the college each year, including Santa Barbara City College Theatre Group productions, which are held in the Garvin Theatre, as well as Jurkowitz Theatre productions in the Drama-Music Complex. For complete information on drama activities, call Mr. Rick Mokler, ext. 2325, or Mr. Tom Garey, ext. 2218.

Students with musical talents are invited to join such critically acclaimed groups as the College Choir, Quire of Voyces, Symphony Orchestra, Jazz Ensembles, Concert Band and Chamber Singers. For complete information on these groups, call the Music Dept. Office, ext. 2379, and speak with Donald Krueger.

Employment
The Career Center receives numerous job orders from employers in the community. The Center can provide referrals for part-time or full-time jobs and internships. It also provides a website listing information on all on-campus student jobs and maintains an online job referral system. The center also sponsors an annual Job Fair, held every spring, that invites local employers and allows students to learn about career opportunities and to apply for job openings. Additional information on job referrals is available at the Career Center, located in the Student Services Building, Room 282, or by calling 965-0581, ext. 2331.

Extended Opportunity Program & Services
EOPS is a state-funded, comprehensive support system for qualified low-income students who are enrolled full-time (12 or more units). The goal of the program is to help students meet their educational objectives, whether they seek an occupational certificate, an Associate in Arts or Science Degree, or transfer to a four-year college.

Special EOPS services, available in Room SS-240, include:

Admissions Assistance
Assistance will be provided by Special Program Advisers and the EOPS Academic Counselor to EOPS students who need help with enrolling in classes.

Career Planning
EOPS provides career tests for EOPS students who are interested in exploring their career options, occupational outlook or values clarification.

Financial Aid
Eligible EOPS students receive assistance in completing federal/state financial aid forms, and help with eligibility to receive an EOPS grant, in combination with other types of federal and state aid.

Transition Assistance
EOPS students receive counseling and assistance to help them transfer to four-year institutions of their choice. These services are coordinated with the SBCC Transfer Center. The EOPS Program actively seeks job employment information for its students to assist in the transition from college vocational programs to full-time employment in the community and state.

Tutoring
Tutoring in any subject is available through the EOPS Tutorial Center or on a one-on-one basis, as needed.

CARE (Cooperative Agencies Resources for Education)
Santa Barbara City College provides opportunities for low-income single parents to obtain the skills and education necessary to move from poverty to economic self-sufficiency. By providing individualized counseling and support services (financial aid, tutorial, career exploration, transportation and child care), single parents are able to enroll as full-time students working toward a wide variety of career and personal goals.

Some major program goals for CARE are to provide incentives to individuals to minimize their welfare dependence and enhance their employability; to strengthen self-awareness and self-confidence, leading to a positive self-image; to provide career awareness and decision-making skills; and to provide work experience in meaningful employment positions, both on and off campus.
Running Start
A six-week summer program for eligible students offers college orientation, field trips and a weekly stipend. Students are eligible for priority registration, academic counseling, orientation/motivation/personal development courses, child care and other support services.

S.P.A.R.C. (Single Parents Arriving Ready for College)
A six-week program for eligible single-parent students offers college orientation, field trips and a weekly stipend. Students are eligible for priority registration, academic counseling, orientation/motivation/personal development courses, child care and other support services.

EOPS Internships
These are designed to assist second-year students who are working toward graduation or certification. The program offers students the opportunity to attend college and work at off-campus employment sites in their career areas.

Food Service
The College Cafeteria is located to the right of the main entrance of the Campus Center. It is open from 7:30 a.m. to 8:00 p.m., Monday through Thursday, and 7:30 a.m. to 1:15 p.m. on Friday. Hot meals are served from 7:30 a.m. to closing, daily.

Excellent food and service are available at reasonable prices. Students are asked to return their trays, silverware and dishes to the designated areas.

The Cafe is located in the School of Culinary Arts Building, which lies between the Campus Center and the Bookstore. Lunch is served from 11:15 a.m. to 1:30 p.m., Monday through Friday.

The School of Culinary Arts Gourmet Dining Room is located in the School of Culinary Arts Building. Seating is available from 11:30 a.m. to 12:30 p.m. for lunch and 5:30 to 7:00 p.m. for dinner. Lunch is served Monday through Friday, and dinner is served Thursday and Friday evenings. For reservations, call ext. 2773.

The snack shops are open from 7:30 a.m. to 8:30 p.m., Monday through Thursday, and the West Campus snack shop is open until 1:15 p.m., Friday. The East Campus snack shop is closed on Friday. They are located in front of the Campus Center and in the West Campus Business/Communication Building.

The School of Culinary Arts also provides catering for on-campus events. Call ext. 2888 to book catering events.

Gateway to Student Success
The Gateway Program is part of the “Partnership for Student Success,” a SBCC faculty-driven initiative developed to help students achieve success in their first years of college. The program was designed on the concept of triangulated supplementary instruction that builds a strong and complementary relationship between the instructor, tutor, and each student participating in Gateway. All Gateway classes have a teacher-trained tutor in the classroom working directly with the faculty member. The tutor assists the faculty member by helping students achieve academic success. In addition, The Gateway to Student Success Center, located on East Campus, provides a tutorial center for all participating students in the Gateway Program.

Health Services/Wellness Program
The college’s Health Services and Wellness Program is administered in Room SS-170 (965-0581, ext. 2298). The office is open daily and during evening hours as posted.

The program’s emphasis is on health education, disease prevention and development of healthful lifestyle choices. Various “awareness days,” events, are available each month to promote health and wellness. A registered nurse is on duty for first aid, emergency care, assessment of illness conditions, referrals and health counseling. Physician and Nurse Practitioner hours are available for diagnosis and treatment of acute care needs upon referral of an RN.

Free Smoking Cessations classes are available to support students to quit smoking.

Short-term personal counseling is provided on an appointment basis for students having difficulty adjusting to the psychological demands of college, or those who are experiencing emotional difficulties which inhibit their academic performance. Community referrals for a variety of mental health topics are also offered.

Project HOPE is a group of trained SBCC students who provide peer health education on campus and to community youth organizations. The student-driven program promotes education through class presentations, campus events and media campaigns focusing on topics which include HIV/AIDS, alcohol and other drugs, stress management and eating disorders. Students interested in joining Project HOPE can obtain information in the Student Health Services Office.
**ASAP – Alcohol and Substance Awareness Program**

ASAP is a confidential program to help students who are concerned about their alcohol and/or drug use. Students receive consultation, education, individual evaluations and support.

If there are questions or concerns about alcohol or drug problems, smoking addictions, HIV risks, eating disorders, sexual harassment or date rape, personal counseling, referrals and information are available through Health Services.

**Housing**

California community colleges were established primarily to serve local high school graduates and other community residents and, therefore, have no on-campus housing.

With the advent of the 18-year-old majority ruling, students no longer need to attend the community college in their own district. As a result, a much more mobile student population exists than in past years.

As a service to those students living away from home, the Office of Student Life (Campus Center, Room 217) maintains listings of available rooms, apartments, and room and board situations in the community. This list is also available at [www.sbcc.edu/housinglist](http://www.sbcc.edu/housinglist). The office also provides a renters’ housing brochure, which informs students about available rentals, dorms and rental strategies. This information is also available at [www.sbcc.edu/housing](http://www.sbcc.edu/housing). The college, however, assumes no responsibility for inspecting or supervising such housing facilities. It does support and endorse the Fair Employment and Housing Act.

**Injury/Accident Reporting & Insurance**

Voluntary accident/medical or dental/optical insurance is available to students at a special student rate through a private insurance company. Information on these plans is available in the Health Services office and on the Student Health website: [www.sbcc.edu/healthservices](http://www.sbcc.edu/healthservices).

Contracts with Santa Barbara Cottage Hospital and Goleta Valley Cottage Hospital emergency rooms have been established to provide medical care to all students at a discounted rate. The emergency rooms are open 24 hours a day, seven days a week. Your student ID card must be presented at the time services are rendered.

All class-related, accidental injuries must be reported to the Student Health Services Office, Room SS-170, within 72 hours of the incident to be eligible for student accident policy insurance coverage. This coverage is limited to accidental injuries while participating in college classes or activities and is secondary to any other medical insurance the student may have. Coverage and limitations are outlined in a brochure available in the Health Services Office.

**International Student Programs**

International students have always played an important role in the life of the college. SBCC welcomes international students and encourages them to utilize all of the services provided by the International Student Programs staff.

International Student Programs’ goals are to provide international students with an opportunity to benefit from a high-quality academic curriculum, as well as from intellectually stimulating social and recreational activities.

Such activities, both on and off campus, are conducted by the SBCC International Students Association and the college’s staff.

The college conducts two International Student programs. One is the English Language Studies Program (ELSP). The other is the International Student Academic Program (ISAP).

SBCC offers a diverse array of courses and programs transferable to four-year colleges and universities. Students who are at the appropriate level of English language skills may earn a two-year Associate Degree, as well as complete lower-division transfer requirements for four-year colleges and universities.

Housing assistance is offered to all international students. Literature on Santa Barbara area hotels and motels, as well as lists of families who will provide short-term accommodations, is available. For permanent housing, students may live with an American family through SBCC’s Homestay Referral Program.

All international students who have a student visa (F-1) are requested to contact their international student adviser as soon as possible after arriving at SBCC. Such enrollees with student visas will be assisted with the processing of papers and will be given information on upcoming international student activities and events.

**Internship Referral Service**

Internship opportunities are available to students through the Career Center which links local employers and students. Internships are an ideal way for students to gain hands-on experience in the workplace and make valuable professional contacts while still in college. Internships are made available both through listings in the Career Center and through the online job posting service that the center sponsors. Additional information about internships is available at the Career
Learning Resources Center

The Cartwright Learning Resources Center (which houses Learning Support Services) is open Monday through Thursday, 8 a.m. to 8 p.m.; Friday, from 8 a.m. until 4 p.m.; and Saturday, from 9 a.m. until 5 p.m. The Writing Lab is open Monday through Thursday, from 9 a.m. to 7 p.m.; Friday, from 9 a.m. to 2 p.m.; and Saturday, from 10 a.m. to 2 p.m.

Tutorial Center

The Tutorial Center coordinates a large number of tutorial services. Small group tutoring and tutorial labs covering a variety of subjects are available for the general student population.

In addition, Learning Support Services offers a short course, Tutor Training 199, to provide students working as tutors an opportunity to learn tutoring skills that will assist them in their work with students.

199 — Tutor Training
(0.75-1.0) F, S — CSU
Skills Advisories: Eligibility for ENG 110 or ENG 110H
Limitation on Enrollment: Must have faculty sponsorship
Two hours per week for five weeks totaling 10 hours per semester, and 15 to 25 lab hours per semester
Variable-unit course for students who want to gain tutoring skills. Enrollees learn how to organize tutorial sessions, refer students to appropriate campus services, help students develop problem-solving strategies, and offer assistance with core academic competencies. Course may qualify enrollees for CRLA certification. Enrollees must be sponsored by a faculty member. Graded Credit/No Credit.

Learning Assistance Center (LAC)

The LAC is a multimedia library for a variety of subjects. These materials do not circulate outside of the LAC. Individual viewing/listening carrels are available. The LAC administers required instructional materials for “plus one hour” classes in Earth Science, History, Music and Theatre Arts. Anthropology 121-126 (one-unit) classes are offered each semester, and all assignments are completed in the LAC.

Computer-Assisted Instruction

Labs (CAI I & CAI II). The CAI Labs are Macintosh labs with laser printers. They are primarily teaching facilities, with limited hours available for drop-in use. Check the posted schedule for “open lab” hours.

Computer Commons

This is a drop-in computer lab with Macintosh and PC computers and HP Laserjet printers. When the lab is full, individual use is limited to one hour. Bring a zip disk or floppy disk to save your work.

Writing Lab

The Writing Lab is adjacent to the Computer Commons and offers drop-in and by-appointment assistance with organization, spelling, grammar, punctuation, sentence structure and vocabulary, as well as research composition format. Individual Writing Lab sessions generally last 20 minutes to a half-hour. The Writing Lab also provides online writing assistance. See the lab’s website on the SBCC home page. Search for “OWL.”

Important Advisory: You must present your SBCC student identification card with a current semester sticker when using any of the Learning Support Services.

Lost & Found

Articles found on campus and in its immediate environments are turned in to the Office of Student Life, Room CC-217. Owners must appear in person to identify and claim lost items.

Luria Library

The Library seeks to facilitate and improve learning by providing collections and services to meet the educational, cultural and professional needs of students and faculty. There is a collection of more than 120,000 books, selected with faculty and student recommendations (approximately 2,500 volumes are added each year), as well as more than 300 periodical and newspaper subscriptions in hard copy, plus over 5,000 in electronic format. There is also a large collection of electronic books. Copies of many course textbooks are available for short-term use inside the Library.

Located in the combined Library/Learning Resource Center building, the Luria Library provides seating for...
more than 500, mostly in individual study carrels, as well as group study rooms and lounge areas. There are scanners, photocopiers, and black/white or color laser printers. A computerized system is used as a catalog (which also has records for audio-visual materials in other campus locations) and for circulation. Internet access to the catalog and circulation status information are available from the library web site. Checkout of library materials is accomplished with student ID cards issued by Admissions and Records.

Access to periodical and newspaper articles is available primarily through ProQuest, available via the library web site from on or off campus. Copies of articles from periodical titles not owned or leased are available via Interlibrary Loan.

There are over 50 computer workstations in the Library Cyber Center Wi-Fi access for students using personal laptop computers is provided throughout the Library. Professional librarians are available at all times to aid in reference and research and to provide instruction in Library use. The Buzz Shack is the Library Café where you can purchase coffee drinks, juices, and pastries. The Buzz Shack is open 7:30 a.m. to 8:00 p.m. Monday through Thursday and 7:30 a.m. to 2:00 p.m. on Friday.

The Library is open from 7:30 a.m. to 10:00 p.m., Monday through Thursday, and 7:30 a.m. to 4:30 p.m. on Friday. Extended hours are available prior to finals week each semester.

Newspaper: The Channels

The Channels is a weekly newspaper published Wednesdays by students in the School of Media Arts, from journalism, photography, design, video and multimedia classes. The Channels Online, www.thechannelsonline.com, also features work from broadcast and web journalists.

The Channels is designed to expose media students to the fast-moving, real-life, interactive world of journalism. Students work in labs on state-of-the-art equipment, under the guidance of a journalist, faculty adviser and a design editing expert.

SBCC is The Channels' beat, and students serve the campus with news, features, investigative reporting, editorials, reviews, photos and illustration and design. The Channels is also a First Amendment, community forum news publication that provides a free flow of ideas generated by the campus and community.

For further information, contact Patricia Stark, faculty adviser, located in Room CC-124, ext. 2378.

Online Services

The college has established a comprehensive website. It constitutes a comprehensive access to the institution’s many programs and services, and may be accessed at www.sbcc.edu. Information on the college may also be obtained by Internet/e-mail at info@sbcc.edu.

Re-Entry Adult Services

An increasing number of adults are attending college for the purposes of retraining, transition from home to the workplace and continuing education. Santa Barbara City College welcomes them and recognizes the wealth of experiences they bring to the college setting. It is recognized that this group has unique concerns, and the college is committed to providing services to address adult re-entry issues. Services may be accessed through the Career Center, Room SS-282, ext. 2331.

Schedule of Credit Classes

The Schedule of Credit Classes, containing specific course offerings, information on admission/registration procedures, assessment/advising, student services and mandated compliances, is published prior to each Fall, Spring and Summer college term. Free copies are mailed to 75,000 District residents each term. Additional copies are also available at nominal cost on campus.

Office of Student Life

The Office of Student Life, located in the Campus Center, Room 217, is the center of co-curricular and extracurricular student activities on campus. Its staff assists individual students and student groups in coordinating activity projects, along with providing support to SBCC’s Clubs and Student Senate.

A variety of services and programs are provided by the department upon request. It is the place where students go if they need information on poster and sign-making, use of the Free Speech Area, display tables for literature, authorization to solicit funds on behalf of a campus club, weekly calendar of events, participation in student government, student activity stickers, senior discount cards, housing, MTD bus pass information, noontime activities, lost and found, housing and participation on college committees.
Student Senate

All students at Santa Barbara City College are encouraged and invited to participate in the governance of the Associated Student Body. Executive board elections are held during the Spring Semester, but applications for the senator positions are available year-round.

The Student Senate is made up of students representing a diverse range of SBCC academic and occupational disciplines and activity interests and, yet, they are fully committed to creating a better campus environment in which students may learn, study and come to know one another. The Student Senate plays an important role in the decision-making process at the college—while providing a wide variety of services and activities that enhance the total student experience.

Further information on Student Senate affairs may be obtained from the Office of Student Life, Room CC-217.

Transfer Center

The Transfer Center, located in Room SS-140, is designed to offer assistance to students and staff with transfer information and education. The center provides access to catalogs and other information on California State University and University of California institutions, as well as many independent California colleges and universities.

Working directly with all campuses of the University of California, California State University, California private colleges and many out-of-state institutions, the Transfer Center arranges visits by representatives and faculty from those campuses and many others. Seminars on majors, financial aid and other transfer concerns are offered during such visits.

Students may obtain additional information on Transfer Center services and programs by visiting the center in person, by calling 965-0581, ext. 2547, or at www.sbcc.edu/transfercenter.

Articulation with Four-Year Institutions

To assist the student with transfer to four-year institutions, articulation agreements have been established with most California State Universities, University of California campuses and some independent California colleges. These agreements define the courses at Santa Barbara City College that satisfy many lower division major requirements and General Education requirements at four-year institutions.

ASSIST Transfer Articulation Information

ASSIST is a computerized student transfer articulation information system that can be accessed over the World Wide Web. It displays reports of how California community college courses can be applied when transferred to California State Universities and University of California campuses.

ASSIST is the official repository of articulation for California’s public colleges and universities, and therefore provides the most accurate and up-to-date information available about student transfer in California.

ASSIST may be accessed at www.assist.org.

Transfer Academy (www.sbcc.edu/transferacademy)

The Transfer Academy guides students through the process and courses needed to qualify for Transfer Admission Guarantees (TAGS) with UCSB, UCLA, UC San Diego, UC Santa Cruz, UC Davis, UC Irvine, UC Riverside, CSU Channel Island, CSU Northridge and Antioch University.

Students must apply to the Transfer Academy in order to participate. The application will serve as a statement of intent to meet the requirements for one or more of the TAGS. Applications are available in the Transfer Center, SS-140.

To be eligible for the Transfer Academy students must have completed Math and English Assessment tests/placement, Orientation, Advising, and be eligible to enroll in English 100. Students must also be enrolled in appropriate math and English courses every semester until the requirements for their campus of choice are completed.

Transfer Achievement Program (TAP)

The Transfer Achievement Program (TAP) is a comprehensive support program designed to assist all under-represented students (including African-American, Mexican-American, Latino and American Indian) in successfully transferring to four-year colleges/universities. TAP offers individualized in-depth advising to future transfers, outreach to potential transfer students, and a variety of relevant student support programs.

The program is designed to ensure that each TAP student participates in important activities and uses valuable services related to successful transfer. Assistance is available in English classes through
the Multicultural English Transfer Program (see MET description under “English”).

In support of TAP, SBCC and several participating four-year colleges and universities provide a number of special services and activities for TAP members. To join TAP, contact the Transfer Center, Room SS-140, or call 965-0581, ext. 2547, to arrange for a program orientation.

Veterans Assistance
Santa Barbara City College is fully prepared to assist veterans in securing their educational benefits. A comprehensive packet provides information on eligibility, application procedures and special assistance. Copies of this packet are available at the Academic Counseling Center, Room SS-120, ext. 2285.

Any course work or college credit undertaken by active duty personnel, veterans and qualified dependents at an accredited institution of higher education, and officially recorded on an educational transcript, shall be reviewed and evaluated by Santa Barbara City College, and appropriate credit value given toward an Associate Degree, Certificate of Completion, or other applicable goal in higher education. Both the student and the Veterans Administration are notified of previous credit accepted toward the current goal.

Volunteer Center
The Santa Barbara City College Career Advancement Center offers volunteer opportunities for students interested in community service, career exploration and self-growth. Students may also participate in one-time events, such as yearly festivals, educational camps, or special cleanup projects.

The program is committed to helping students gain easy access to volunteer opportunities in the community. Additional information about volunteer opportunities is available at the Career Advancement Center, Student Services Building, Room 282, or by calling 965-0581, ext. 2331.

Student Rights
The Santa Barbara Community College District exists in order to foster knowledge, the pursuit of truth, the development of students and the general well-being of society.

This can only be achieved in an environment where there are appropriate educational opportunities and academic freedom, including the freedom to teach and the freedom to learn in an environment where students are encouraged to develop their critical judgment and engage in a free search for truth.

To achieve the environment and conditions essential to the pursuit of these goals, SBCC has developed a policy regarding student rights and responsibilities. This policy may be obtained from the Dean, Educational Programs, Room CC-222.

A. Students shall have the right of protection against prejudiced or capricious academic evaluation. Students have the right to impartial, objective evaluation of their academic performance and to receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.

B. Students shall be assured that all college programs and activities are available to all persons without regard to ethnic group identification, sexual orientation, religion, age, gender, color, or physical or mental disability. The Santa Barbara Community College District subscribes for additional information please refer to the principles. District’s Non-Discrimination/Sexual Harassment Policy (This policy and implementation of Equal Opportunity and Affirmative Action and to the provisions of Assembly Bill 803. (Further information procedures may be obtained from the District’s Affirmative Action Officer/Vice President of Human Resources and Legal Affairs, SS-230.)

C. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression. Santa Barbara City College expressly prohibits sexual harassment by all faculty, staff and students. The college is committed to creating and maintaining an educational environment which is free of objectionable and disrespectful conduct, and communication of a sexual nature that interferes with an individual’s work or classroom
D. Students shall have the right to free assembly and to exercise free expression. This includes the right to hear and to present speakers on any subject. The right to free assembly is subject only to regulations that ensure the regular functioning of the college; these regulations shall include reasonable provisions for the time, place and manner of conducting these activities. The exercise of free expression includes, but is not limited to, the use of bulletin boards and the distribution of buttons, badges and other insignia. The right of free expression does not include discriminatory harassment, speech, or other expressions which insult or stigmatize individuals or groups on the basis of gender, race, color, disability, religion, sexual orientation, or national and ethnic origin.

E. Students shall have the right to form an organization around any particular interest and to join student organizations, subject to published district policy.

F. Students shall have the right to be informed on all campus matters that can be shown to be directly relevant to them and to have a voice in decision-making that affects their academic future. Students are to have an active role in campus governance by having student members on all faculty and administrative committees, as well as groups which deal with matters related to student concerns (with the exception of staff appointments, terminations and tenure or confidentiality where other students are concerned). In case of conflict, the determination of what campus matters are relevant to students will be determined by a campus-designated student/faculty/administrative committee.

G. Students have the right to have student publications which are free from censorship and advance copy approval, except as provided by published district regulations which adhere to the guidelines for responsible journalism.

Academic Records

A. Students shall have the right to have their academic records treated in a confidential and responsible manner as required by the Family Educational Rights and Privacy Act of 1974 and outlined in SBCC district policy which stipulates that any release of student educational records be made with the student’s written consent, except where specified.

B. Students have a right to inspect and review the content of their educational records and to request copies of these records. Students wishing to gain access to his/her educational records will submit a written request to the Director, Admissions & Records requesting the right to inspect and review his/her educational records.

Due Process

Procedures for due process are described in the District’s Standards of Conduct for Members of the College Community and Guidelines for Due Process. Copies are distributed to all new students during advisement. For more information, contact the Office of the Dean of Educational Programs, Room CC-222.

Family Educational Rights & Privacy Act

All Santa Barbara City College student records are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 and Title 5 regulations of the State of California adopted in 1976.

Students may request access to those campus records which personally identify the student; the student may challenge the accuracy of the record or the appropriateness of its retention in the campus records. Student consent is not needed for the release of records covered by the Act to outside parties (e.g., campus officials, other schools, federal educational and auditing officers, and requests in connection with the application or receipt of financial aid). The college may forward pertinent information and transcripts to other educational institutions in which the student seeks or intends to enroll. These provisions apply to records received and used after Nov. 19, 1974.

Educational records are maintained in the college’s Admissions and Records Office (SS-110), which is supervised by the Director, Admissions and Records. Students also have the right to review their personal information at the Health/Wellness Office (Nurse, SS-170); Financial Aid Office (Financial Aid Specialist, SS-210); Veterans Office (Clerk, ECOC-1, Rm. 7); Foundation for SBCC (Executive Director, A-210); Extended Opportunity Program/Services (Director, SS-240); and Disabled Student Program/Services (Director, SS-160).

Directory information which may be released includes confirmation of current registration at SBCC,
dates registered, the degrees/awards received and qualifying for the President’s Honor Roll.

A student may file a complaint with the Department of Education regarding alleged violations of the rights accorded them by the Act.

A student may request a copy of a record which the student has requested or consented to be released. If a student desires a copy of file material subject to his/her review, it will be provided at a cost of $1.00 for the first copy and 50 cents for each additional copy.

Particular questions with respect to a student’s prerogatives under the Family Educational Rights and Privacy Act of 1974 should be directed to the Director, Admissions and Records (SS-110).

Financial Aid Rights

A. Students have the right as applicants for/or recipients of financial aid to information about procedures, deadlines, refund policies, eligibility requirements and the appeal process. The EOPS/Financial Aid Advisory Committee is available to those students who feel the need to appeal ANY decision, policy, or procedure regarding the distribution of financial aid at Santa Barbara City College. Any committee decision will be final and binding on the Financial Aid Office and the student who registers an appeal—as long as it does not violate any district, state, or federal policy/regulation.

Names of Financial Aid Advisory Committee members will be furnished on request. Direct your request to the Financial Aid Office, Room SS-210.

B. Students have the right to file a grievance, in the event of an alleged breach of their rights, as outlined in the student grievance policy which is available from the office of the Dean, Educational Programs, Room CC-222.

Grievance Rights

A. Students have the right to be free from the imposition of disciplinary sanctions without proper regard for due process.

B. Students have a right to file a grievance, in the event of an alleged breach of their rights, as outlined in the student grievance policy.

C. Students have a right to be informed in writing of the issues and charges, and be given the opportunity to refute the charges, in any conflict relating to student discipline.

For information on grievance procedures, contact the Dean, Educational Programs, Room CC-222.

Matriculation Rights

A. Each student has the right to develop an individual written student education plan with a counselor within 90 days after a specific individual educational goal has been declared.

B. Students have the right to have their educational plan reviewed as needed by a counselor/academic adviser to ensure that it continues to accurately reflect the needs and goals of the student.

C. Students may challenge any prerequisite, using the Prerequisite Challenge Form, on one or more of the following grounds:
   i. The prerequisite is not valid because it is not necessary to succeed in the course for which it is required;
   ii. the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite; or
   iii. the prerequisite is discriminatory or is being applied in a discriminatory manner.

D. Students may obtain a waiver of any prerequisite or corequisite course for a particular term because the course is not available to students during two consecutive terms.

E. Students may challenge placement test results, retake the placement tests, and request to enroll in a course which is not recommended by the course placement process.

F. Students may review the matriculation regulations of the California Community Colleges and file a complaint when they believe the college has engaged in any practice prohibited by these regulations. The regulations are available and complaints may be filed in the office of the Dean, Educational Programs, Student Development, in Room SS-260.
G. Students may challenge matriculation regulations through the student grievance process available from the Dean, Educational Programs, Student Support Services, Room CC-222.

H. A list of exemptions to matriculation components is available in Admissions, Counseling, or from the Dean, Educational Programs, Student Development, Room SS-260.

I. The college’s policy on “priority registration” is available from the Director, Admissions and Records in Room SS-111.

Non-Discrimination/Sexual Harassment Policy

The policy of the Santa Barbara Community College District is to provide an educational and employment environment in which no person shall be denied full and equal access to, the benefits of, or be subjected to discrimination, in whole or in part, on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the Santa Barbara Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

The following definition will aid in identifying the kinds of behavior which constitute sexual harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

(1) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other college activity;

(2) Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive college environment.

The policy of the Santa Barbara Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

This non-discrimination policy covers admission, access and treatment in college programs and activities—including, but not limited to, academic admissions, financial aid, educational services and athletics—and applications for, and treatment in, college employment.

In conformance with the requirements of Title II of the Educational Amendments of 1976, amending the Vocational Education Act of 1963, the college is committed to overcoming sex discrimination and sex stereotyping in vocational education programs.

Furthermore, in compliance with the Vocational Education Guidelines for Eliminating Discrimination on the Basis of Race, Color, National Origin, Sex and Handicap, lack of English language skills alone will not be a barrier to admission to and participation in vocational education programs. Any screening procedures for vocational programs will evaluate skill levels and proficiencies pertinent to the program as criteria for admission.

Employees, students, or other persons acting on behalf of the District who engage in discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including suspension, discharge, expulsion, or termination of contract.
Filing of Discrimination Complaints

Students intending to file a complaint regarding any action which they believe discriminates against them, or who require additional information on the policy and procedures may contact Dr. Ben Partee, Dean of Educational Programs, 721 Cliff Drive, Room CC-222, Santa Barbara, CA 93109, at (805) 965-0581, ext. 2278.

Employees intending to file a complaint regarding any action which they believe discriminates against them or who require additional information on the policy and procedures may contact Vice President Susan Ehrlich, Human Resources and Legal Affairs, 721 Cliff Drive, Room SS-230, Santa Barbara, CA 93109, (805) 965-0581, ext. 2261.

If you are a student and you require additional information regarding the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act, please contact Dr. Janet Shapiro ADA/504/DSPS Coordinator, 721 Cliff Drive, Room SS-160, Santa Barbara, CA 93109, (805) 965-0581, ext. 2365 [voice], or (805) 965-8411 [TTY: hearing-impaired]).

If you are an employee and you require additional information regarding the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act, contact Pat English, Human Resources Manager, 721 Cliff Drive, SS-230, Santa Barbara, CA 93109, (805) 965-0581 ext. 2434 [voice].

The ADA/504 Coordinator for employees is Joe Sullivan, Vice President of Business Services, 721 Cliff Drive, Santa Barbara, CA 93109, (805) 965-0581, ext. 2357.

The Title IX Coordinator is Vice President Susan Ehrlich, Human Resources and Legal Affairs; see above.


Política contra la discriminación/Política contra el acoso u hostigamiento sexual

La política del Distrito de Santa Barbara Community College es la de ofrecer un ambiente educativo y de empleo, en el cual a ninguna persona se le niega el pleno y paritario acceso ni sus beneficios, o ser sujeto de discriminación, totalmente o en parte, en base a su identificación con un grupo étnico, nacionalidad, religión, edad, sexo, raza, color, ascendencia, orientación sexual, discapacidad física o mental, o en base a la percepción de estas características, o en base a la asociación con una persona o grupo con una o más de estas características, ya sea percibidas o reales, en cualquier programa o actividad administrada, patrocinada directamente, o para la que recibe cualquier asistencia financiera del Cancellor del Estado o de la Junta de Gobernadores de las Instituciones Postsecundarias de dos años (California Community Colleges Board of Governors).

La siguiente definición ayuda a identificar los tipos de comportamientos que constituyen el acoso u hostigamiento sexual:

La política del Distrito de Santa Barbara Community College es proporcionar un ambiente educativo y de empleo libre de solicitudes sexuales forzadas, solicitudes de favores sexuales, favoritismos basados en el sexo u otra conducta física o verbal o comunicación que constituye acoso u hostigamiento sexual.

Las solicitudes sexuales forzadas, solicitudes de favores sexuales y otra conducta verbal o física de naturaleza sexual constituyen acoso u hostigamiento sexual cuando:

1. La sumisión o el rechazo a tal conducta se expresa explícitamente como una condición para la instrucción, el empleo o la participación en una actividad de la universidad;
2. La sumisión o el rechazo a tal conducta por un individuo se usa como base para evaluar y tomar decisiones académicas o de personal que afectan al individuo; o
3. Tal conducta tiene el propósito o efecto de interferir desproporcionadamente con el rendimiento de una persona o de crear un ambiente universitario hostil, intimidador u ofensivo.
La política del Distrito de Santa Barbara Community College es la de cumplir con los requisitos de accesibilidad de la Sección 508 de la Ley de Rehabilitación de 1973 en el desarrollo, consecución, mantenimiento, o uso de información electrónica, o información tecnológica, y responder y resolver las quejas de discriminación relacionadas con la accesibilidad. Tales quejas se tratarán como quejas de discriminación basada en la discapacidad en cuestión.

La política de no-discriminación cubre la admisión, el acceso y el tratamiento recibido en los programas y actividades universitarios –incluyendo, pero no limitados a, la admisión académica, ayuda financiera, servicios educativos y deportes– y la solicitud a y el trato en el empleo en la universidad.

En conformidad con los requisitos del Title II de las Enmiendas Educativas de 1976, emendando el Vocational Education Act de 1963, la universidad se compromete a superar la discriminación sexual y los estereotipos en los programas de educación profesional.

Es más, en cumplimiento de las Guías para la eliminación de la discriminación en base a la raza, el color, la nacionalidad, el sexo y la discapacidad en programas de Educación Profesional, la falta de lengua inglesa en sí misma no será barrera para la admisión y participación en programas de educación profesional. Cualquier procedimiento de selección para programas profesionales evaluará los niveles de habilidad y destreza pertinentes al programa como criterio de admisión.

Los empleados, estudiantes u otras personas que actúen en nombre del Distrito y que actúen discriminatoriamente tal y como se define en este reglamento o en las leyes del estado o federales, están sujetos a medidas disciplinarias que pueden incluir la suspensión, el despido, la expulsión o la rescisión de contrato.

Presentación de una queja por discriminación/Información adicional:

Los estudiantes que quieren presentar una queja en relación con cualquier acción que ellos consideran discriminatoria contra ellos, o que requieren información adicional sobre el reglamento y los procedimientos, pueden contactar al Dr. Ben Partee, Decano de Programas Educativos, en 721 Cliff Drive, Oficina CC-222, Santa Barbara, CA 93109, o llamando al teléfono (805) 965-0581, extensión 2278.

Los empleados que quieren presentar una queja en relación con cualquier acción que ellos consideran discriminatoria contra ellos, o que requieren información adicional sobre el reglamento y los procedimientos, pueden contactar a la Vicerrectora Susan Ehrlich, En oficina de Recursos Humanos y Asuntos Legales (Human Resources and Legal Affairs), en 721 Cliff Drive, Oficina SS-230, Santa Barbara, CA 93109, o llamando al teléfono (805) 965-0581, ext. 2261.

Si usted es empleado o empleada y requiere información adicional sobre la Ley de Americanos con Discapacidades (Americans with Disabilities Act -ADA), o la Sección 504 de la ley de Rehabilitación (Rehabilitation Act) póngase en contacto con la Dra. Janet Shapiro, Coordinadora de ADA/504/DSPS, en 721 Cliff Drive, Oficina SS-160, Santa Barbara, CA 93109, (805) 965-0581, extensión 2365, o en (805) 965-8411 [TTY: para personas con problemas de audición]).

Si usted es empleado o empleada y requiere información adicional sobre la Ley de Americanos con Discapacidades (Americans with Disabilities Act -ADA), o la Sección 504 de la ley de Rehabilitación (Rehabilitation Act) póngase en contacto con el Dr. Joe Sullivan, Vicerrector de Práctica de Servicios, 721 Cliff Drive, Santa Barbara, CA 93109, (805) 965-0581, extensión 2357.

La coordinadora de Title IX es Susan Ehrlich, de la oficina de Recursos Humanos y Asuntos Legales. Vea la información mencionada arriba.

El coordinador de ADA/504 para los empleados es Ben Partee, Decano de Programas Educativos, en 721 Cliff Drive, Oficina CC-222, Santa Barbara, CA 93109, o llamando al teléfono (805) 965-0581, extensión 2278.


Autoridad: Código de Regulaciones de California, tit. 5, § 59300; Código de Educación §§ 66250 et seq., 66271.1, 66700, y 70901; Código de Gobierno §§ 11135 a 11139.5. Referencia: Código de Educación §§ 66250 et seq. y 72011; Código de Gobierno, §§ 11135-11139.5; Código Penal §§ 422.5 y 422.55; 20 U.S.C. § 1681; 29 U.S.C. §§ 794; 42 U.S.C. §§ 6101, 12100 et seq. and 2000d; 36 C.F.R. § 1194.
Student Responsibilities

It is the responsibility of each student at Santa Barbara City College to be a responsible member of the college community by:

1. Obeying the laws of the college community.
2. Reading and complying with the published rules and regulations of the college, as outlined in the General Catalog, Schedule of Credit Classes and other official printed materials.

Academic Honesty Policy

The purpose of this policy statement is to expand, clarify and set forth clear levels of authority and disciplinary protocols in response to academic dishonesty, as so referenced in the "Adherence to Standards" section of the SBCC Standards of Student Conduct.

Academic Dishonesty

The following actions constitute academic dishonesty:

- Cheating on an exam or assignment
- Using other individuals to take course or placement exams
- Unauthorized use of commercial "research" services, such as those producing term papers
- Providing information to others without instructor’s permission or allowing the opportunity for others to obtain information that provides the recipient with an advantage on an exam or assignment.
- Plagiarism: Stealing the works or original efforts of others and presenting them as one’s own

Examples of plagiarism include:

- Failure to footnote sources consulted
- Submitting papers or other work authored/created by others
- Undocumented paraphrasing of ideas originated by others
- Undocumented use of verbatim material originated by others

Plagiarism is applicable to written, oral and artistic work

Individual First Offenses

In classroom-related activities, on an individual’s first offense, decisions regarding the severity of penalties imposed for academic dishonesty shall reside with the instructor. The instructor shall notify the student, the appropriate department chair, Dean of Educational Programs, Student Services, of the incident and the penalties imposed. The Dean, Educational Programs, Student Services, shall retain this documentation in his/her files.

In non-classroom activities, on an individual’s first offense, the staff member shall notify the appropriate Dean of Educational Programs of the incident and the Dean shall notify the student of the incident and the penalties imposed.

Penalties for the first offense may include, but not be limited to, the following:

- A failing grade on the assignment, paper or exam. Violations related to placement shall nullify course placement for the term.
- A failing grade for the course

The student may grieve the determination of cheating using the Student Grievance Policy as administered by the Executive Vice President of Educational Programs. The student may grieve the penalty determined by the instructor to the appropriate Dean of Educational Programs for the reasons stated in Policies for Student Personnel, Section 3233.1 (1) and Student Grievance Policy (Ed Code Section 76224), following administrative procedures for responding to grievances regarding grades.

Multiple Offenses

When the Dean of Educational Programs, Student Services (CC-222), has determined that a cheating infraction is a second such offense, he/she shall initiate institutional action. Penalties may include, in addition to those listed for a first offense, suspension from the college with a forfeiture of fees.

The Dean of Educational Programs, Student Services, shall inform the student in writing of the penalty or penalties to be imposed. The student may grieve the action of the Dean by following the Student Grievance Policy.
Appeals
All penalties imposed under the first and recurring offense shall be suspended during the appeal process.

Alcohol & Drug Use Policy
The Drug-Free Schools and Communities Act Amendments of 1989 require institutions of higher education to implement a drug prevention program, which includes the annual dissemination of the following policy on alcohol and drug use:

Santa Barbara City College is committed to the success of each student and, as a college, it realizes that the use of alcohol and drugs can be a major impediment to success.

There are physical and psychological health risks associated with drug and alcohol use, including decreased immunity, exhaustion, decreased muscle coordination, depression, confusion and paranoia, among other conditions. In most cases, anyone who uses drugs and abuses alcohol can expect a decline in the quality of his/her life and difficulty with academic success.

The Health Services and Wellness Program offers educational programming, peer health education programs, resources and counseling, as well as referrals to community service agency counseling and rehabilitation programs.

According to the Standards of Student Conduct, possession, use or distribution of illicit drugs and alcohol on college property or during campus-related activities are subject to disciplinary action. This can be up to, and including, expulsion from SBCC, as well as punishment under California State law, including from six months to one year in county jail, or up to five years in state prison.

Animals On Campus
The college does not permit animals on campus—except “seeing eye” and “hearing ear” dogs and animals to be used for instructional purposes. At no time should dogs be left in vehicles. Animals will be controlled by the local Animal Control Department. Questions on college and municipal regulations in this area should be directed to the Campus Security Office.

Attendance
All students enrolled at Santa Barbara City College are expected to be punctual and to attend class regularly. 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 the 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) 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 online or in person in Admissions and Records prior to the published deadline. Students failing to officially withdraw may receive an “F” grade.

Further information may be obtained from the Dean, Educational Programs—Student Development, Room SS-260, ext. 2237.

College Records
It is the responsibility of each student to:

1. Inform Admissions and Records of changes in personal data.
2. Withdraw officially from the college or drop classes when he or she stops attending and to observe established deadlines.
3. Submit legal, not fraudulent, documents.
4. Repay any money received or owed as a result of the submission of fraudulent documentation or any other reason.

Conduct
We, at Santa Barbara City College, as members of an institution of higher education, believe that our special contribution to the achievement of the ideal of social justice is to provide a setting in which ideas may be freely explored and objectively examined. We believe that “justice for all” can be achieved only when each person recognizes the right of all others to study, to learn, to grow and develop. The democratic educational process of free exploration of ideas must
be kept free from interference. Neither coercion, intimidation, nor disruption may be allowed to interfere with the educational process. A student enrolling at Santa Barbara City College assumes an obligation to act in a manner compatible with the college’s function as an educational institution. These regulations apply on campus and at all college-sponsored activities, or at activities sponsored by college clubs or organizations on or off campus, except where specifically limited.

*Education Code* Section 66300 states that the Board of Trustees shall adopt specific rules and regulations governing student behavior, along with applicable penalties, and that each student shall be provided with a copy of such policies. In compliance with this *Education Code* section, the Board approved Student Code of Conduct policies. A copy of these policies is provided each student at registration, and copies are also available from the Dean, Educational Programs, CC-222.

**Financial Aid Responsibilities**

It is the responsibility of an applicant for, and recipient of, financial aid to:

1. Provide complete and accurate information regarding financial aid enrollment status, and any changes which may occur, knowing that he/she is responsible for any consequences which may result from misreporting information.
2. Understand the college’s refund policy.
3. Understand the college’s academic standards policy.
4. Repay all student loans and notify the lender of any changes in name, address, or enrollment status.
5. Perform the work that is agreed upon on acceptance of a Federal Work Study (FWS) award.

**Financial Aid Satisfactory Academic Progress Standards**

Federal regulations mandate that all institutions of higher education establish minimum standards of “satisfactory academic progress” for students receiving financial assistance. All students who apply for and receive financial assistance are expected to meet the academic standards described in Santa Barbara City College’s *Financial Aid Satisfactory Academic Progress Policy*. Copies of the *Financial Aid Satisfactory Academic Progress Policy* are available in the Financial Aid Office, Room SS-210, or read it online at www.sbcc.edu/financialaid, under “Downloadable Forms”.

**Injury/Accident Reporting**

All class-related, accidental injuries must be reported to the Student Health Services Office, Room SS-170, within 72 hours of the incident to be eligible for student accident policy insurance coverage. This coverage is limited to accidental injuries while participating in college classes or activities and is secondary to any other medical insurance the student may have. Coverage and limitations are outlined in a brochure available in the Health Services Office.

**Matriculation Responsibilities**

It is the responsibility of the matriculated student to:

1. Identify a broad educational intent upon admission and a specific educational goal after completing 15 semester units of degree-applicable course work.
2. Cooperate with the college in the development of an *Individual Educational Plan* within the prescribed time period and to abide by the terms of that plan.
3. Participate in counseling if student is an undecided student, is on probation, and/or is enrolled in English, reading or math courses that do not count toward the Associate Degree.
4. Diligently attend class and complete assigned course work.
5. Complete courses and maintain progress toward an educational goal.

**Parking & Traffic Regulations**

**Permit Parking**

Any student who intends to park a vehicle on campus must purchase a parking permit. A Day permit is $30; Evening Only, $15; Summer permits, $15. Permits may be purchased at the Cashier’s window, Room SS-150. Student parking areas are provided along Loma Alta Drive, Shoreline Drive (beach frontage) Pershing Park and in West Campus lots. Cars are to be parked in those places specifically designated for students.
Disabled Student Parking
Certain areas on the Santa Barbara City College campus have been designated for parking by disabled/handicapped students. Those students with significant disabilities may obtain authorization to park in such areas. Disabled parking permits may be applied for through the DSPS Office, Room SS-160, 7:30 a.m. to 3 p.m., Monday through Friday. All vehicles parked in “Handicapped” zones must display the fee parking permit and a handicapped symbol. “Handicapped” zone violators will receive a $300 citation.

Mopeds & Motorcycles
Permits are not required for mopeds and motorcycles. However, they may be parked only in the designated areas for such vehicles on campus.

Parking & Traffic Enforcement
In accordance with the vehicle code, parking citations will be given for illegally parked vehicles in all campus parking lots. Payments should be submitted to the Cashier’s Office, Room SS-150, 8:00 a.m. to 6:45 p.m., Monday through Thursday and Friday from 8:00 a.m. to 4:15 p.m. Illegally parked vehicles may be towed away at the owner’s expense. The penalty fee schedule ranges from $10 to $300. If left unpaid for more than 21 days, a citation’s cost doubles in price. Failure to pay for the citation or make appearance, as required, will result in further legal action.

Bikes, Skating & Skateboarding
Students are requested by the Campus Security Office to observe the following rules and advisories regarding bicycles, roller-skating and skateboarding: (1) On campus, ride your bike on designated bike routes only; (2) have your bike registered with the City of Santa Barbara; (3) park and lock your bike in the bike racks provided; (4) bikes parked illegally will be impounded; (5) if you use your bike for transportation to and from campus, be sure to have sufficient lights and reflectors for night riding and good visibility; and (6) no roller-skating or skateboarding is permitted on campus at any time.

Smoke-Free Workplace Policy
It is the intent of the college’s governing Board of Trustees to maintain a workplace that is conducive to the health and safety of our students and employees. Realizing the health hazards posed by smoking and by second-hand smoke, it is the policy of the Santa Barbara Community College District to maintain a smoke-free campus, except for officially posted designated smoking areas. In addition, the use of smokeless tobacco is prohibited in any campus facility.

This policy pertains to students, faculty, staff, administrators, visitors and the general public attending campus events.

This policy shall apply to all SBCC facilities, owned or leased, regardless of location, and all state and auxiliary vehicles.

Temporary designated smoking areas may be set up for special events near the Garvin Theatre and Campus Center, as determined by the event coordinator and approved by the Director of Facilities.

Tobacco products shall not be commercially sold or distributed in any manner on campus. This includes free samples distributed by vendors. Advertising and sponsorship of campus events by tobacco companies is also prohibited.

The campus shall make available to students, faculty, staff and administrators information about smoking-cessation programs.

Smokers are requested to ensure that their smoke does not enter buildings. In any dispute arising under this policy, the rights of the non-smoker shall have preference. The district’s Grievance Policy may be used in cases of unresolved disputes regarding this policy.

Signs which designate smoking or non-smoking areas shall be posted when deemed appropriate by the Director of Facilities.

This policy is compliant with State law AB-846, Chapter 342, Sections 19994.30 and 19994.33, of the Government Code Relating to Tobacco.