used as a factor in progress probation and disqualification procedures. 
5. Students will be blocked from registering in courses in which they have three previously recorded “W” notations or have exceeded the maximum enrollment limit (see Course Enrollment, Repetition and Withdrawal Limits). Students may petition Admissions & Records for exceptions (www.sbcc.edu/forms).
6. If a student officially withdraws prior to the course census date, no notation will be recorded on the transcript.
7. A student activated for military service may receive a military withdrawal (MW) at any time during the semester. Contact Admissions & Records. Military withdrawals will not factor into progress probation. disqualification and shall not be counted for the permitted number of withdrawals.

Special Instructional Programs

Professional Development Center
The Professional Development Center (PDC) provides coordination and administration for credit-based, short-term workplace training and contract education. Most courses are housed in the Professional Development Studies and Computer Applications and Office Management departments, and are delivered in half-day and one-day training formats. See Professional Development Studies courses in this Catalog. Workshops focus on topics such as: Microsoft Office Applications, Business Writing, and Effective Communication.

Summer Programs
Language programs may be available during the summer for four weeks of intensive study in Costa Rica, Spain, France, Italy or other non-English speaking destinations. Non-language summer programs have included film studies and production in Italy, Thailand and Australia, photography in Cuba, Paris and London, communication in Australia, India and Rwanda, as well as other disciplines and destinations. New programs are continuously being developed.

Study Abroad Programs
Santa Barbara City College is committed to promoting international understanding and global responsibility. Part of that commitment is reflected through offering opportunities to study in foreign countries.

SBCC offers full semester-length programs in a number of countries. In the past, SBCC semester program participants have studied in France, Italy, England, Spain, Greece, Costa Rica, China, Vietnam, Chile, Argentina and New Zealand. Courses typically include a broad range of disciplines, such as art, literature, political science, marketing, communication, language other courses appropriate to the country. Instruction is normally provided by SBCC and local instructors.

On-Campus Attendance
Although fully online courses do not require specific time-and-place commitments, some partially online courses require varying levels of on-campus attendance, as determined by the instructor:

- Fully online courses require no on-campus meetings but require students to take proctored exams. These can be accomplished via virtual proctoring.
- Partially online courses require attendance at on-campus orientations and exams, or have regular meeting times.

Please check the online course descriptions at www.sbcc.edu/distanceeducation/onlinecourses.php for information on each section’s attendance requirements.

Distance Education

Online courses provide excellent opportunities for students to pursue their educational goals with time and place flexibility. These courses are offered over the Internet and should not require on-campus attendance. Online courses comprise equivalent content and satisfy the same academic requirements as their on-campus counterparts.

Online Student Success
Online courses are rigorous and require a clear commitment. You will need to be motivated, well-organized, and on-task to succeed in this mode of learning. Check the online course descriptions at http://www.sbcc.edu/distanceeducation/onlinecourses.php for information about making initial contact with the instructor. We strongly encourage you to take the Distance Education Online Orientation to determine whether you are ready to take an online course and to help you prepare for a successful distance learning. You can find this at http://online.sbcc.edu/support/orientation/media/orientationObjectives/page1.php.

Online Student Success

Technical Requirements
In order to log on to your course websites, all students taking online courses must have access to a computer/mobile device with an internet connection and a recommended web browser. Information on specific requirements is located at www.sbcc.edu/distanceeducation/index.php. Please note that Modern Lang- uages courses may require that a student use a computer/mobile device with sound capabilities. We strongly encourage you to take the assessment to determine whether you are ready to take an online course. You can find this at http://online.sbcc.edu/support/orientation/media/orientationObjectives/page1.php.

Support for Classes
While taking an online course, students will be able to seek support from several sources. For example, technical assistance is available through Student Technical Support at (805) 965-0581 ext. 2494 or email at online@sbcc.edu. Accessibility assistance for disabled students is available through the Services for Students with Disabilities at the college’s distance education Web site at www.sbcc.edu/distanceeducation. This site includes information on the advantages of dis- tance learning, links to the locations of each semes- ter’s online courses, lists the fully online courses and degrees, links directly to student technical support, provides frequently asked questions (FAQ), links directly to the campus portal, details steps to enrollment, includes comprehensive information on preparation for distance education, details technical support for classes, and offers other support services.

Additional Information
A wealth of information about online education can be found on the Santa Barbara City College Distance Education Web site at www.sbcc.edu/distanceeducation. This site includes information on the advantages of dis- tance learning, links to the locations of each semes- ter’s online courses, lists the fully online courses and degrees, links directly to student technical support, provides frequently asked questions (FAQ), provides information on academic standards/policies, special instructional programs, summer programs, study abroad programs, and additional information.
requirements, provides information on how to start a course, lists important dates, includes information on library services for distance education students, details policies and procedures, provides up-to-date information on state authorization of distance education, and more. Course schedules, technical requirements and registration information can be found online at www.sbcc.edu/distanceeducation/index.php. For support, call (805) 965-0581, ext. 2949, or e-mail online@sbcc.edu.

State Authorization of Distance Education Outside of California

If you are a Santa Barbara City College student (or prospective student) who will not reside in California when enrolled in distance education courses at Santa Barbara City College, please be aware of the following information:

Santa Barbara City College delivers online education programs and courses throughout the United States and internationally, and its online offerings continue to expand. All programs have been approved by the California Community College Chancellor's Office.

Due in part to the increased popularity of distance education, many states have prescribed an "authorization" process for out-of-state institutions delivering online programs to its state residents. States are attempting through these processes to ensure quality postsecondary education, to preserve the integrity of an academic degree and to instill greater consumer protection for their students.

Authorization (sometimes referred to as "registration," "licensure," "approval," etc.) indicates that certain minimum standards have been met by the institution under the laws and regulations of that state. Authorization does not constitute an endorsement of any institution, course or degree program. Credits earned at an institution do not necessarily transfer to another institution.

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2013-2014 SBCC Programs of Study

(In Alphabetical Order)

Programs of study in which an Associate in Arts (A.A.), Associate in Arts for Transfer (A.A.-T) Degree, Associate in Science (A.S.) Degree, Associate in Science in Transfer (A.S.-T), a Certificate of Achievement (C), Skills Competency Award (SCA), or a Departmental Award (D) are offered:

Access SQL Professional (SCA)
Accounting (AS)
Accounting Assistant/Bookkeeper, Level I (D)
Accounting Assistant/Bookkeeper, Level II (D)
Accounting Assistant/Bookkeeper, Level III (D)
Accounting Assistant/Bookkeeper, Level IV (C)
Acting Level I (SCA)
Acting Level II (SCA)
Acute Care CNA (SCA)
Administration of Justice: Criminology Emphasis (AS/C)
Administration of Justice: Legal Studies Emphasis (AS/C)
Administration of Justice: Law Enforcement Emphasis (AAAS/C)
Administration of Justice: Legal Studies Emphasis (AS/C)
Administration of Justice: Law Enforcement Emphasis (AAAS/C)
Accounting Assistant/Bookkeeper, Level III (D)
Accounting Assistant/Bookkeeper, Level IV (C)
Accounting Assistant/Bookkeeper, Level II (C)
Accounting Assistant/Bookkeeper, Level IV (C)
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Administration of Justice: Law Enforcement Emphasis (AAAS/C)
Administration of Justice: Legal Studies Emphasis (AS/C)
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