

Consumer Information

In accordance with federal regulations set forth by The Higher Education Act of 1965, as amended, below is a summary of consumer information that must be made available to all students at Santa Barbara City College (SBCC). Each topic listed gives a brief description of the information that must be disclosed and explains how it can be obtained. If you need assistance obtaining information listed or you would like a paper copy, contact the Financial Aid Office.

I. Information about Santa Barbara City College

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Santa Barbara City College maintains student records and privacy in accordance with the Family Educational Rights and Privacy Act (FERPA).

The Family Educational Rights and Privacy Act sets forth requirements regarding the privacy of student records. FERPA protects students' rights to inspect and review their education records, to request to amend their educational records, and to limit disclosure of personally identifiable information contained in education records.

Student education records are defined as records, files, documents and other materials that contain information directly related to a student and are maintained by the institution or by a party acting for the institution. Education records are NOT: sole possession records, law enforcement unit records, employment records, medical records, or post-attendance records.

The college may disclose information without student consent to the following:

- To college faculty, staff and administrators with a legitimate educational interest in the information.
- In response to a request for directory information.
- To Federal, State and local education authorities involving an audit, evaluation or compliance with education programs.
- Agents acting on behalf of the college (i.e. National Student Clearinghouse).
- In connection with processing financial aid.
- Accrediting organizations.
- To comply with a judicial order or subpoena.
- In connection with a health or safety emergency if the information will assist in resolving the emergency.

All currently enrolled and former SBCC students, regardless of age, are protected under FERPA.

Visit www.sbccc.edu/ferpa for complete information regarding SBCC and FERPA.

PROGRAMS AND SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES

The Disabled Student Program and Services (DSPS) provides support services to students with disabilities in an effort to ensure equal opportunity and participation at the college.

For more information about the facilities and services available to students with disabilities, visit the department's website at www.sbccc.edu/dsps.

STUDENT BODY DIVERSITY

SBCC regularly reports this information to the Integrated Postsecondary Education Data System (IPEDS). Follow these steps to access this information:

1. Go to the IPEDS College Navigator at <http://nces.ed.gov/collegenavigator/>
2. In the "Name of School" box type Santa Barbara City College
3. Click on the Santa Barbara City College link that appears.
4. For gender and race/ethnicity data, click on the Enrollments link to expand the selection
5. For information about Pell Grant recipients, expand the Financial Aid link

Gender, demographic, and other data is also available in the Student Profile documents published regularly by the SBCC department of Institutional Assessment, Research, and Planning can be found on our website at http://www.sbccc.edu/institutionalresearch/student_profiles.php

TEXTBOOK INFORMATION

Student can access each semester's book list at www.sbcccbooks.com . This URL can be found at www.sbccc.edu/bookstore/ . Every class in the schedule has a link to the booklist. Not all classes listed require texts.

Each semester's booklist is posted at the same time the class schedule is made public. Book information is listed as it becomes known through the submission of book orders from faculty. The list is updated daily.

The book list is subject to substantial change prior to, and through the course of a semester. A disclaimer listing various reasons for these changes can be found at www.sbcccbooks.com/buy_main . The Textbook Refund Policy is listed on the same page.

VOTER REGISTRATION INFORMATION

Santa Barbara City College encourages eligible students to register to vote. Students may access the California Voter Registration website by logging onto Pipeline and selecting "Register to Vote" on the Student Registration tab. Students wishing to register via voter registration card may pick one up in Admissions & Records, Student Services Building, SS 110 or in the Office of Student Life, Campus Center. The Office of Student Life also organizes voter registration events periodically. Additionally, voter registration cards are provided to all graduates at the time of diploma distribution.

TRANSFER OF CREDIT POLICIES AND ARTICULATION AGREEMENTS

Transfer of Credit to other Colleges and Universities

Santa Barbara City College is fully accredited by the Accrediting Commission for the Community and Junior Colleges, which is part of the Western Association of Schools and Colleges. All courses equivalent to university and college work are generally accepted by all WASC member colleges and most other colleges and universities in the United States. Specific information on course and/or program articulation agreements with the University of California and the California State University can be found at www.assist.org. For information on articulation agreements with California independent colleges, out of state colleges and international colleges, contact the Santa Barbara City College Transfer Center or Articulation Office.

Transfer of Credits from American Colleges

Santa Barbara City College grants lower division credit for most degree-applicable coursework completed at regionally accredited (Associations of Colleges and Schools) institutions of higher learning. Credit earned at a time when an institution was a candidate for accreditation may be accepted for credit. To earn units and/or subject credit from previous coursework, students must submit an official transcript to the SBCC Admissions & Records Office. Official transcripts of all high school and college work are important documents to have on file for proper counseling/advisement and are required for degree certification. All transfer course work will be evaluated by appropriate department faculty and/or by the Academic Counseling Center and/or the Transcript Evaluation Office under authority of appropriate department faculty. Subject and unit credit will not be granted for postbaccalaureate level course work. Quarter system units earned will be converted to semester units (semester units = quarter units / 1.5). For additional information refer to www.sbccc.edu/transcriptevaluationpolicy.

Transfer of Credits from Foreign Countries

Only credentials issued by recognized institutions may be used for admission or transfer credit in the United States. Transfer credits from foreign countries will be accepted with the recommendations of an approved foreign credential transcripts evaluation and translation service, in consultation and approval by appropriate department faculty and/or by the Transcript Evaluations Office under authority of appropriate department faculty. Specific credit of any subject with content that may vary according to regional influence will be evaluated by the Transcript Evaluation Office to determine content, relevance and SBCC course credit. Quarter system units earned will be converted to semester units (semester units = quarter units /1.5). For additional information refer to www.sbccc.edu/transcriptevaluationpolicy.

TRANSFER OF CREDIT POLICIES AND ARTICULATION AGREEMENTS

Military Experience

A maximum of 24 credits may be granted for military service based on *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education. After enrolling at Santa Barbara City College, an honorably discharged veteran or an active duty service member who has served on active duty a minimum of 180 days may apply for evaluation of military service experience for college credit. At a minimum, credit will be applied towards the PE requirement for the SBCC Associate Degree (Area E-3) based on official discharge documents (DD-214 or DD-295) or official military experience transcripts recognized by the American Council on Education (e.g AARTS, SMART) and completion of fifteen (15) units at Santa Barbara City College. A copy of the veteran's DD-214 separation form and/or official military experience transcripts and an SBCC Non-Traditional Credit Petition form must be submitted to the Transcript Evaluations Office. Credit granted for military service is based on *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education.

COST OF ATTENDANCE

Standard cost budgets used for financial aid purposes can be found at http://www.sbccc.edu/financialaid/cost_of_attendance.php. These budgets include the cost of attendance including enrollment fees, out of state tuition fees (if applicable), books and supplies, room and board, personal expenses and transportation for students living at home with parents or those living off campus. These budgets are based on full time enrollment at the college average of 14 units per term.

For additional information on college fees, visit the fee page on the college website at <http://www.sbccc.edu/apply/payfees.php>

Students are charged various mandatory course fees based on specific courses.

Art fees range from	\$15.00 to \$40.00
Cosmetology fees range from	\$500.00 to \$700.00
Graphic Design fees range from	\$15.00 to \$20.00
Marine Diving fees range from	\$40.00 to \$175.00
Nursing fees range from	\$25.00 to \$50.00
Radiology fees range from	\$35.00 to \$50.00

COST OF ATTENDANCE

Bio-Medical Sciences fees are	\$40.00
Journalism	\$20.00
PE Golf fees are	\$25.00
Photography fees are	\$20.00

ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

NET PRICE CALCULATOR

The Net Price Calculator for Santa Barbara City College will be posted to the college website prior to the deadline for it to be posted which is October 29, 2011.

REFUND POLICY

The refund policy for the college can be found online at <http://www.sbccc.edu/fiscalservices/cashier/Refund.php>

WITHDRAWAL PROCEDURES

Withdrawal procedures are defined by SBCC Board Policy and Administrative Procedure 5075 Course Adds, Drops and Withdrawals.

Withdrawals, or drops, are authorized through the last Friday of the ninth week of instruction for full semester length classes or 60% of the course for all other classes and in summer.

Students who drop classes during the first two weeks of full semester length classes or 20% of the term for courses less than full semester in length, whichever is less, will receive no notation on their academic record and will be eligible for a refund of enrollment fees.

It is the student's responsibility to officially withdraw from courses by the appropriate deadline(s). A student who remains in a semester length class beyond the 9th week (60% point of the class for all other classes and in summer) must receive an evaluative grade other than a "W".

Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students. No notation, "W" or other shall be made on the academic record of a student who withdraws prior to census.

"Inactive students" include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor.

WITHDRAWAL PROCEDURES

An instructor may drop a student from a semester length class until the end of the 9th week of the semester (60% point of the class for all other classes and in summer) for excessive unexcused

absences. Absence is considered excessive if a student misses more than the equivalent of one week of class during the semester.

In such instances, the student will receive a “W”. An instructor may reinstate a student when it is determined that the student has been dropped in error. The instructor may not drop a student from a full semester length class after the 9th week (60% length of the class for all other classes and in summer). After the end of the 9th week (60% length of the class for all other and summer), an evaluative grade symbol must be assigned.

Drop deadlines are posted for each class on the online schedule of classes on the student Schedule/Bill available in Pipeline after registration. Visit <http://www.sbcc.edu/admissions/register.php#Adding and Dropping Classes> for more information or contact Admissions & Records.

DESCRIPTIONS OF ACADEMIC PROGRAMS

Upon satisfactory completion of requirements and upon approval of the Board of Trustees students may earn the Associate in Arts Degree, Associate in Science Degree, Certificate of Achievement, Skills Competency Award and Department Award.

Associate in Arts/Science Degrees

Awarded to students who have demonstrated competence in reading, written expression and mathematics, and who have satisfactorily completed at least 60 semester units of college work. This coursework requirement will be fulfilled in a curriculum accepted toward the degree by the college and must include at least 18 semester units in General Education and at least 18 units in a major.

Certificate of Achievement

A state approved program of study, designed to prepare students for job entry or career advancement. Most certificate programs are comprised primarily of courses within a specific discipline.

Skills Competency Award

Identifies courses which, when taken together, will best prepare students to enter the work force in their chosen field.

Department Award

Designed to provide students with needed skills in a particular area in a short period of time. They are not state approved and are offered to provide recognition of achievement.

DESCRIPTIONS OF ACADEMIC PROGRAMS

For more information about all academic programs including requirements visit www.sbccc.edu/classes/general_catalog , www.sbccc.edu/majors or the Academic Counseling Center located in the Student Services Building.

INSTRUCTIONAL FACILITIES AND LABS

The college provides the instructional, laboratory, and physical plant facilities needed to support each of its academic programs. Contact the chairperson for the department for specific information about the facilities and resources available to support the academic program. Departments can be found online at <http://www.sbccc.edu/departments/academic.php>

FACULTY

Information on the college's faculty and instructional personnel is available through Santa Barbara City College's online catalog http://www.sbccc.edu/classes/general_catalog.php and through the Office of Human Resources & Legal Affairs; Nancy Baird, Baird@sbccc.edu. The office is located in Santa Barbara City College's Student Services Building, Room 230, 721 Cliff Drive, Santa Barbara, CA 93109.

ACCREDITATION INFORMATION

This information can be found on the website at www.sbccc.edu/accreditation/index.php

COPYRIGHT INFRINGEMENT

Illegal Distribution of Copyrighted Materials

SBCC supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. SBCC Board Policy 3700 and SBCC Administrative Procedure 3700, developed through the consultation process, provide guidelines to students, faculty and staff to assist in compliance with federal copyright laws. BP and AP 3700 are posted on the college website at http://www.sbccc.edu/boardoftrustees/board_policies_procedures.php

CONSTITUTION DAY INFORMATION

In order to comply with the new federal regulation requiring the development of educational programming to celebrate Constitution Day on September 17th of each year, Santa Barbara City College's Office of Student Life provides faculty, students and staff with access to U.S. Constitution Day educational resources, movies, toolkits and free pocket size U.S. Constitution books.

STANDARDS OF STUDENT CONDUCT

The Santa Barbara City College Board of Trustees is charged with responsibility for the governance of Santa Barbara City College. In furtherance of that responsibility, the Board of Trustees has the authority to adopt and enforce such rules and regulations, as it deems necessary for the operation, control, and management of Santa Barbara City College. *Education Code Section 66300* states that the Board of Trustees shall adopt specific rules and regulations governing student behavior. A copy of these policies is provided to each student at registration, and copies are also available from Dr. Ben Partee, Dean, Educational Programs, Room CC-222 ext 2825. The *Standards of Student Conduct* adopted by the Board of Trustees include provisions relating to the standards of conduct expected of students at Santa Barbara City College. Faculty and administrators involved in the disciplinary process are expected to abide by the standards articulated in the Santa Barbara City College *Standards of Student Conduct*. Students who fail to conform to the established standards of student conduct are subject to one or more of the disciplinary penalties listed in the *Standards of Student Conduct*. A disciplinary penalty may not be imposed upon a student for engaging in prohibited conduct unless the student has been offered an opportunity for a hearing that conforms to certain minimal procedural due process standards. Student Conduct Policies have been drafted to establish disciplinary hearing procedures that conform to procedural due process requirements. The *Standards of Student Conduct* can be located at the following URL:

http://sbcc.edu/boardoftrustees/board_policies_procedures.php

Discipline

School discipline has two main goals: (1) ensure the safety of staff and students, and (2) create an environment conducive to learning.

College Conduct Standards

Interference with the College's educational objectives or community life is cause for disciplinary action. All members of the College community and visitors are expected to refrain from such interference on College premises and at College sponsored or authorized activities.

Although all staff members representing the College are concerned with the welfare and discipline of students, it is the responsibility of the Dean, Educational Programs in concert with the other campus offices to see that rules and regulations are maintained.

Due Process

In the pursuit of his/her academic ends, a student should be free of unfair and improper action by any member of the academic community. A grievance may be initiated by a student when s/he believes that s/he has been subject to unjust action or denied his/her rights as stipulated in published college regulations, State laws or Federal laws. Such action may be instituted by a

STANDARDS OF STUDENT CONDUCT

student against a faculty/staff member of an administrator. When a student believes an injustice has been done to him/her, s/he may seek redress through B.P. 3235 “*Student Grievance Policy*.”

If there are any questions regarding Student Conduct Standards of Due Process/Discipline these should be referred to Dr. Ben Partee, Dean, Educational Programs, Room CC-222.

II. Information Regarding Student Financial Aid

OVERVIEW OF FINANCIAL AID PROGRAMS

Santa Barbara City College has a full array of Title IV programs and California State Programs.

Title IV Aid - Federal

Pell Grant

Supplemental Educational Opportunity Grant

Federal Direct PLUS Loan

Federal Direct Subsidized Loan

Federal Direct Unsubsidized Loan

Federal Work Study

California

Board of Governors Fee Waiver

Cal Grant B and C

Chafee Grant (federal funds administered by CSAC)

Alternative Loans offered by private lenders, Santa Barbara City College Foundation Scholarships and off campus scholarships are also administered by the SBCC Financial Aid Office.

CONTACT INFORMATION FOR OBTAINING FINANCIAL AID ASSISTANCE

Prospective or enrolled students who have questions about obtaining SBCC Scholarships or federal or state financial aid should contact the Santa Barbara City College Financial Aid Office at (805) 730-5157 or finaid@sbcc.edu. Additional contact information for specific staff members can be found at www.sbcc.edu/financialaid

HOW TO APPLY FOR FINANCIAL AID

SBCC makes several financial aid resources available to its students including state, federal, and local funds. Some funds are need-based, meaning the funds go to the most financially needy students who qualify first. There are also non need-based funds which are available to any students who qualify for the programs regardless of their income or that of their parents. Please refer to the Financial Aid Office’s [Types of Aid](#) webpage for detailed information.

HOW TO APPLY FOR FINANCIAL AID

Need-based programs include Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), subsidized student loans, work-study, Board of Governor's Fee Waiver Program (BOG), [Cal Grant](#), and some scholarships.

Non need-based programs include unsubsidized student loans, parent loans, alternative loans, and some scholarships.

Students who would like to be considered for financial aid must apply using either the [Free Application for Federal Student Aid](#) (FAFSA) or the BOG. Both forms can be found on the Financial Aid Office's website or by following the hyperlinks above and below. Some financial aid resources require a student to submit additional application materials; scholarships, for example, might have a completely separate form to submit to the funding agency. The Financial Aid Office is not responsible for the application process of outside resources like non-SBCC scholarships, but all students are encouraged to apply for scholarships that might contribute to their financial resources while attending college.

Federal – All Title IV Aid (Pell, SEOG, FWS, Student and Parent Loans)
www.fafsa.ed.gov

State

Board of Governors Fee Waiver – http://www.sbccc.edu/financialaid/types_of_aid.php

Cal Grant – <http://www.csac.ca.gov/doc.asp?ID=20>

Chafee Grant – <http://www.csac.ca.gov/doc.asp?id=936>

Scholarships

Foundation Scholarships - http://www.sbccc.edu/financialaid/scholarships_sbccc.php

ELIGIBILITY FOR FINANCIAL AID

The federal government is the primary source of financial aid for college students. Students must meet several requirements in order to be eligible to receive federal aid. The following requirements are common to most federal (and many other) financial aid programs:

- Students **must have financial need** and demonstrate it through their financial aid application materials. (Note, however, that some loan programs and many scholarship programs are available to students who do not have financial need.) We strongly encourage students to apply for aid by the deadline dates if they think they may need financial assistance.
- In order to *receive* financial aid, **students must be admitted to the college** and working toward a degree or certificate. (However, students may apply for aid before being accepted for admission or enrolled.)

ELIGIBILITY FOR FINANCIAL AID

- To qualify for most aid, students must be **U.S. citizens or eligible non-U.S. citizens**. Federal regulations and campus policy severely limit the types of financial assistance available to non-U.S. citizens.
- All students must have a valid Social Security Number.
- Most male students who are between the ages of 18 and 25 must be registered with the U.S. Selective Service.
- Continuing students must be making **satisfactory academic progress**.
- Students receiving federal student aid may use it only for educational purposes.
- To continue to qualify for financial aid, students may not owe a refund on a federal grant or be in default on any federal educational loan.

Restrictions on Eligibility

• **BACHELOR'S DEGREE**

Undergraduates who have already received a bachelor's degree may only receive loans and the Board of Governor's Fee Waiver while pursuing an additional course of study and are not eligible for federal grant assistance such as the Pell Grant or state grant assistance such as the Cal Grant.

• **ENROLLMENT AT MORE THAN ONE INSTITUTION**

Students who are enrolled at more than one college or university at the same time may receive Pell grant from only one institution, not both. Students may borrow a Direct Loan from more than one institution for the same term. However, students may not borrow more than their annual loan limit, and SBCC will determine loan eligibility by reviewing the student's borrowing record with the National Student Loan Data System (NSLDS). For more information, contact the SBCC Financial Aid Office at (805)730-5157.

SATISFACTORY ACADEMIC PROGRESS POLICY

Reference: *34 Code of Federal Regulations Section 668.34*

PREFACE

Santa Barbara City College's Financial Aid programs stem from a belief that student aid services should facilitate and foster the successful academic participation of financially disadvantaged students. SBCC's Financial Aid Satisfactory Academic Progress Policy has been formulated with

SATISFACTORY ACADEMIC PROGRESS POLICY

this belief in mind. It is designed to strengthen and reinforce the relationship that should exist between financial aid and successful academic participation.

INTRODUCTION

Federal regulations require that schools establish satisfactory academic progress standards for students applying for and receiving federal aid. These regulations require that the Financial Aid Office review all periods of a student's enrollment history regardless of whether financial aid was received, to determine if a student is making satisfactory academic progress towards an educational objective. A student's progress will be evaluated at the end of the fall, spring and summer semesters by the standards outlined below. All periods of enrollment will be evaluated regardless of whether or not financial aid was received. Any official academic transcripts from other colleges received by Santa Barbara City College will be utilized in the review of our Satisfactory Progress standards once the transcript has been evaluated for the degree at SBCC.

These standards apply to all students who apply for and receive financial aid from the following programs:

- Cal Grant B and C
- Federal Work Study
- Federal Pell Grant
- Federal Direct Loan Program (including Parent Loans)
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Students only receiving the Board of Governor's Fee Waiver (BOGW), Alternative Loans, Campus or Off Campus Scholarships will not be subject to this policy unless specified by the scholarship.

EDUCATIONAL OBJECTIVE

Students receiving financial aid at SBCC must be enrolled in a course of study leading to an A.A. degree, an A.S. degree, or a certificate.

SATISFACTORY ACADEMIC PROGRESS CRITERIA

In order to satisfy Satisfactory Academic Progress requirements, financial aid recipients must:

Earn a minimum Cumulative GPA of 2.00 for all classes attempted

SATISFACTORY ACADEMIC PROGRESS POLICY

Grade symbols of A, B, C, D, P, or CR earned during Fall, Spring or Summer will be considered as acceptable for courses completed, and Satisfactory Academic Progress consideration. Courses completed with an F, I, NC, NP, IP, or W will not be considered acceptable for satisfactory academic progress. Courses completed with a WM (withdrawal for military service) are excluded from the determination.

GRADE POINT AVERAGE

Grade symbols of A, B, C, D or F will be used in grade point average calculation. Courses completed with a CR, P, NP, NC, I, IP, or W will not be used in grade point average calculation. However, please note that non-passing grades, which are not used to determine grade point average, will be used to determine minimum unit requirements. Additionally, even though a “D” is considered a passing grade, the total Cumulative GPA must not fall below 2.00 for each semester. Repeated courses will be considered in the GPA calculation.

In addition to maintaining a Cumulative 2.00 GPA semester, students must have a minimum cumulative GPA of 2.00 at the end of their second academic year at SBCC to continue eligibility for financial aid.

PACE OF PROGRESSION

Federal regulations require that institutions measure a student’s pace toward their educational objective to ensure they complete within the maximum time length for that program.

Pace is calculated by dividing cumulative units completed by cumulative units attempted. Remedial and ESL units will be excluded in this calculation. Courses completed with an Incomplete or a Withdrawal will be counted as not completed in the calculation. Repeated courses will be counted in the pace calculation for completed and attempted units.

For a student pursuing an Associate Degree or Certificate the pace cannot be less than 67%.

MAXIMUM TIME LENGTH

Federal regulations require that institutions establish a maximum time period or unit total for a student to complete an educational objective (degree/certificate) if financial aid is received. Financial aid recipients will be considered to be making satisfactory academic progress if they complete their educational objective in the time frame indicated below. The educational objective as indicated by the student as their current major/program of study will be used for this determination.

SATISFACTORY ACADEMIC PROGRESS POLICY

Associate Degree: This requires completion of a minimum of 60 units at SBCC. Students must complete their objective by the time they have attempted 90 units.

Certificate: SBCC offers a number of Certificate Programs each requiring a specific number of units for completion. Students enrolled in Certificate programs must complete their objective by the time they have attempted 150% of the number of units required for the specific requirement. For example a student enrolled in a program which is an 18 unit Certificate, must complete that objective by the time her or she has attempted 27 units.

All **English as a Second Language** classes and all remedial course work are deducted from the units attempted when determining satisfactory academic progress for maximum time.

Transfer Students to Santa Barbara City College: Students are encouraged to submit official transcripts from all previous colleges attended to Santa Barbara City College's Admission and Records Office. Degree applicable units will be used in the calculation of Maximum Time Length and Pace of Progression.

The college will only fund up to three different distinct educational objectives for a student while at SBCC.

FINANCIAL AID WARNING/DISQUALIFICATION

The Financial Aid Office will evaluate each financial aid recipient's academic progress each semester. Each semester end evaluation will include a GPA review, an assessment of pace of progression as well as maximum time length. Students placed on financial aid warning or disqualification will be so notified.

FINANCIAL AID WARNING: Students will be placed on financial aid warning if they earn less than a 2.0 Cumulative GPA for all courses attempted or do not meet the pace of progression calculation. Financial assistance will be continued during this warning semester.

If at the end of the warning semester a student completes the minimum pace of progression with a minimum Cumulative GPA of 2.0, they will be removed from financial aid warning. Students not completing sufficient units to meet the pace of progression calculation requirement during the warning semester will be subject to disqualification from financial assistance.

FINANCIAL AID DISQUALIFICATION: Financial aid recipients will be disqualified from financial assistance if, for two consecutively enrolled semesters they earn less than a 2.0 Cumulative G.P.A and/or do not meet the pace of progression.

SATISFACTORY ACADEMIC PROGRESS POLICY

Financial aid recipients will also be disqualified from financial assistance if they exceed the maximum time length or fail and/or withdraw from all their classes in a semester.

REINSTATEMENT/APPEALS PROCEDURES

REINSTATEMENT: A student, who was previously disqualified, may have their financial aid reinstated if they meet the minimum pace of progression with a minimum Cumulative GPA of 2.0.

APPEALS/PROBATION STATUS: A student appeal may be filed for not meeting the GPA standard. Students may also appeal if they have reached the maximum time period or are not making pace of progression.

An appeal form can be downloaded from the Financial Aid Office's website. The student is responsible for presenting sufficient information and documentation to substantiate the existence of mitigating circumstances and what steps the student has taken to prevent this in the future. The Financial Aid Office will initially review the appeal and notify the student by email when a decision has been made. If the student wishes to appeal that decision, he/she may make a written or email request to the Financial Aid Director to have a hearing before the Financial Aid Appeal Committee. The decision of that committee is final.

INELIGIBLE TO APPEAL

Students who did not meet satisfactory progress guidelines based on pace of progression or GPA may not be able to appeal again under certain conditions.

If in the last semester enrolled at SBCC, the student appealed and that appeal was denied, another appeal cannot be filed for the next enrolled semester. The student would need to reinstate themselves (without financial aid) by meeting the minimum pace of progression with a minimum Cumulative GPA of 2.0 while enrolled in classes at SBCC.

NEED BASED AND NON NEED BASED FEDERAL AND STATE FINANCIAL AID

Santa Barbara City College has a full array of aid programs. Some are need based and some are non need based as determined by the information provided and verified on the Free Application for Federal Student Aid or the SBCC Scholarship Application.

Need Based

Pell Grant
Board of Governors Fee Waiver

Non Need Based

Federal Direct Unsubsidized Loan
Federal Direct PLUS Loan

NEED BASED AND NON NEED BASED FEDERAL AND STATE FINANCIAL AID

Supplemental Educational Opportunity Grant
Cal Grant B and C
Chafee Grant
Federal Direct Subsidized Loan
Federal Work Study
Foundation Scholarships

Alternative Student Loans
Foundation Scholarships

HOW ELIGIBILITY FOR NEED-BASED AID IS DETERMINED AND HOW NEED-BASED AID IS AWARDED

Definition of Financial Need

Students are packaged for financial aid (given financial aid from several of the programs for which a student is eligible) based on the student's financial need. Financial need is determined by a student's Expected Family Contribution (EFC) (computed from information provided on the Free Application for Federal Student Aid) as compared to SBCC's Cost of Attendance (COA). Those who have a positive number remaining after the EFC is subtracted from the Cost of Attendance may qualify for some need based aid sources. To meet with federal regulations, SBCC defines the neediest students as those whose EFC = \$0.

Resources Included in Award Packaging

Financial aid packages are awarded as follows in this order:

1. The BOGW is awarded to those students who qualify for the program. SBCC awards the amount listed in SBCC's Cost of Attendance (based on 14 units) for every eligible student even if the student is taking units which differ from the average enrollment information used to calculate the Cost of Attendance. To qualify to receive a BOGW, a student must have at least \$1 of financial need once the EFC is subtracted from COA.
2. The Pell Grant is awarded to students who meet the federal criteria as determined by EFC levels. The amounts of the award vary as the federal government determines.
3. The SEOG is first awarded to Pell Grant eligible students with EFC = \$0 to help ensure that the neediest students receive financial assistance. If there are SEOG funds available after all students with EFC = \$0 have been awarded, then awards are given to students according to federal guidelines using \$100 increments in EFCs. For an SBCC student, the minimum SEOG award is \$120 per semester (\$240 per academic year) and the maximum SEOG award is \$240 per semester (\$480 per academic year). SEOG funds are prioritized for the fall and spring semesters at SBCC. However, if there are available funds after spring awards, then summer SEOG grants are offered.
4. Federal work-study is awarded next. SBCC offers a maximum of \$2700 per semester (\$5400 per academic year) and a minimum of \$1000 per academic year if the student has financial need.

HOW ELIGIBILITY FOR NEED-BASED AID IS DETERMINED AND HOW NEED-BASED AID IS AWARDED

5. Student Loans are awarded last. Students are offered their maximum loans based on dependency status (dependent or independent) and by level in college (first year or second year). Those who have completed less than 30 units at SBCC are first year students and those who have completed 30 units or more at SBCC are second year students. Transcripts from other colleges are not considered to determine grade level for loan eligibility. Students are offered subsidized or unsubsidized loans in amounts based on need, dependency status and year in college. For information on students loans, please refer to http://www.sbcc.edu/financialaid/loans_for_students.php

These are the only programs that SBCC includes as part of a student's financial aid package initially.

Resources Not Included in Initial Award Packaging

Santa Barbara City College may be informed from campus or external agencies regarding other financial aid programs requiring an adjustment to a student's aid package. These may include Cal Grant, Chafee Grant, Foundation Scholarship or Off Campus Scholarship. These aid sources when added may require that other aid originally offered be adjusted (i.e federal work study and student loan).

FINANCIAL AID FOR STUDY ABROAD

If you enroll in a Santa Barbara City College sponsored study abroad program, you may apply for financial aid through the SBCC Financial Aid Office. You will be considered for all aid programs (Pell Grant, Cal Grant (California Residents), BOGW (California Residents), Foundation Scholarships and Loans) except Federal Work-Study.

Depending on the cost of your study abroad program, the financial aid you receive may or may not meet your full demonstrated financial need. To make up the gap between your aid and the cost of your program, you may want to apply for a private scholarship or an alternative loan. Please also contact the Study Abroad Office about application procedures and deadlines for Study Abroad Scholarships. You are responsible for making any payments for the program by the appropriate deadlines.

HOW AND WHEN FINANCIAL AID WILL BE DISTRIBUTED

SBCC chooses to disburse all financial aid funds to eligible students in two disbursements per semester with the only exceptions being scholarships and loans. Financial aid funds are either sent in a paper check mailed to the student or by Direct Deposit to the student's checking or

HOW AND WHEN FINANCIAL AID WILL BE DISTRIBUTED

saving account. The student makes that choice and can change it at any time themselves through the student portal – Pipeline.

For instance, if a student is eligible for a Pell Grant, then half of the funds the student is eligible to receive will be disbursed at the beginning of the semester and the remaining funds will be disbursed one week after the withdrawal date listed on the [financial aid calendar](#).

All scholarships are distributed in one disbursement per semester.

For subsidized, unsubsidized, and parent loans: If the loan is for an academic year, then half is disbursed in the Fall and the second half is disbursed in the Spring. If the loan is for only one semester, then the entire amount is disbursed in two payments that semester.

For alternative loans: The loan is disbursed one disbursement per semester.

Federal and state regulations allow SBCC to begin disbursing financial aid to eligible students up to 10 days before the start date of the student's class. If the student has classes that start later in the term, only the enrollment for the classes he/she is attending will be used at the time of disbursement. Those students whose financial aid files are complete and otherwise eligible will have their student accounts credited with their first disbursement 10 days before their first class begins. SBCC continues crediting the first disbursement of financial aid to eligible students when their files are complete every week during the semester. If they are eligible, students can expect their second financial aid disbursement one week after the withdrawal date listed on the financial aid calendar each year.

For example, if a student is eligible to receive a \$1500 Pell Grant for the year (\$750 for Fall and \$750 for Spring) and decides to borrow \$2000 for the year (\$1000 for Fall and \$1000 for Spring), then:

- Within 10 days before the Fall semester begins, the Financial Aid Office will disburse one half the Fall Pell Grant and the Fall loan (\$1375)
- One week after the withdrawal date for the Fall semester the Financial Aid Office will disburse the second half of the Pell Grant for the Fall (\$375)
- Within 10 days before the Spring semester begins, the Financial Aid Office will disburse one half the Spring Pell Grant and the Spring loan (\$1375)
- One week after the withdrawal date for the Spring semester, the Financial Aid Office will disburse the second half of the Pell Grant for the Spring semester (\$375)

RIGHTS AND RESONSIBILITIES OF AID RECIPIENTS

Rights

Students at SBCC applying for and receiving financial aid have a right to the following:

1. Information on all financial assistance available, which includes all federal, state, and institutional financial aid programs.
2. Disclosure of deadlines for applications of each financial aid program and for any supporting documentation.
3. Specific information regarding fees, tuition and the refund policy for those who drop out of school (withdraw).
4. An explanation of how students are selected for receipt of financial aid and how financial need is determined. This process includes a consideration of costs of tuition and fees, books and supplies, room and board, transportation, personal and miscellaneous expenses, etc., plus the student's income and assets, parental contribution, other financial aid (such as scholarships) and so on.
5. Knowledge of what resources are considered in the calculation of student need.
6. Knowledge of how a financial aid package is determined.
7. An explanation of various programs awarded in the student's financial aid package. If a student feels unfairly treated, a reconsideration of the award may be requested.
8. An explanation of the portion of financial aid the student received that must be repaid and what portion is grant aid or work study and does not need to be repaid. If the aid is a loan, the student has the right to know what the interest rate is, the total amount to be repaid, when the repayment is to begin, and the conditions of deferment and cancellation.
9. Knowledge of how SBCC determines whether students are making "satisfactory academic progress" and the consequences of not meeting this requirement.
10. A student has the right to challenge or appeal the student's financial aid award or any other decision of the Financial Aid Office pertaining to the student, which does not fall under the jurisdiction of federal or state regulations. The right includes: answers to questions, explanations of policies and decisions and request for reconsideration.

Responsibilities

Students at SBCC applying for and receiving financial aid are responsible for the following:

RIGHTS AND RESONSIBILITIES OF AID RECIPIENTS

1. Reviewing and considering all information about SBCC's academic programs before enrolling.
2. Completing all the application forms **ACCURATELY AND COMPLETELY** and submitting them to the right place on time. If this is not done, financial aid could be delayed. Since errors cause misunderstanding and misrepresentation of information provided, errors must be corrected before any financial aid can be received. Intentional misreporting of information on application forms for federal financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code, and subjects the student's application to denial. Additionally, regulations require that all cases of suspect fraud emanating from misrepresentation, be reported to the Office of the Inspector General.
3. Promptly returning all additional documentation, verification, corrections and/or new information requested by either the Financial Aid Office or the agency or agencies to which an application was submitted.
4. Reading and understanding all forms that the student is asked to sign.
5. Notifying the lender (if the student has a loan) of changes in the name, address or school enrollment status.
6. Performing the work that is agreed upon in accepting a college work-study award.
7. Knowing and complying with the deadlines for application or reapplication for aid.
8. Knowing and complying with the SBCC Federal Aid Refund Policy.
9. Repaying financial aid funds if it is determined that the student was ineligible to receive the funds.

FINANCIAL AID FRAUD

Every year, millions of high school graduates seek creative ways to finance the markedly rising costs of a college education. In the process, they sometimes fall prey to scholarship and financial aid scams. On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the Department, working in conjunction with the Federal Trade Commission (FTC), with implementing national awareness activities, including a scholarship fraud awareness site on the ED Web site.

FINANCIAL AID FRAUD

According to the FTC, perpetrators of financial aid fraud often use these telltale lines

- The scholarship is guaranteed or your money back.
- You can't get this information anywhere else.
- I just need your credit card or bank account number to hold this scholarship.
- We'll do all the work.
- The scholarship will cost some money.
- “You've been selected by a national foundation to receive a scholarship” or “You're a finalist, in a contest you never entered”.

To file a complaint, or for free information, students or parents should call **1-877-FTC-HELP (1-877-382-4357)** or visit: <http://www.ftc.gov/scholarshipscams>

RETURN TO TITLE IV

Federal financial aid (“Title IV funds”) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grant or loan funds withdraws from SBCC after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the student receives less Federal Student Aid than the amount earned, SBCC offers a disbursement of the earned aid that was not received. This is called a Post-withdrawal disbursement.

Withdrawal Date

See “Withdrawal Procedures” above for an explanation of withdrawal procedures at SBCC. The withdrawal date established by SBCC is the date used by the Financial Aid Office to determine the point in time that the student is considered to have withdrawn so the percentage of the payment period or period of enrollment completed by the student can be determined. The percentage of Title IV aid earned is equal to the percentage of the payment period or period of enrollment completed.

Process for Calculation of Amount of Title IV aid earned by student

The amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned by the total of Title IV program aid disbursed plus the Title IV aid that could have been disbursed to the student or on the student’s behalf.

RETURN TO TITLE IV

If the day the student withdrew occurs when or before the student completed 60% of the payment period or period of enrollment, the percentage earned is equal to the percentage of the payment period or period of enrollment that was completed. If the day the student withdrew occurs after the student has completed more than 60% of the payment period or period of enrollment, the percentage earned is 100%. When a student fails to earn a passing grade in any of their classes, SBCC must assume, for Title IV purposes, that the student has unofficially withdrawn, unless SBCC can document that the student completed the period.

Post-Withdrawal Disbursement

If the student receives less Federal Student Aid than the amount earned, SBCC offers a disbursement of the earned aid that was not received. This is called a Post-withdrawal disbursement. Without obtaining a student's permission, Title IV grant funds from a Post-withdrawal disbursement are credited to a student's account to pay for tuition and fees for the term for which the student is eligible for a Post-Withdrawal disbursement *or* are disbursed directly to the student. SBCC must obtain a student's authorization to credit a student's account with Title IV grant funds for charges other than current charges and must notify the student no later than 30 calendar days after the date that SBCC determines the student withdrew. SBCC notifies students by letter that they are eligible for a Post-withdrawal disbursement and that the student has a deadline of 14 days to respond to the request for authorization. In the notification, SBCC states that SBCC is not required to make the Post-Withdrawal disbursement if the student does not respond by the deadline.

Title IV aid to be returned: SBCC and student

If the student receives more Federal Student Aid than the amount earned, SBCC, the student, or both must return the unearned funds in a specified order as follows:

1. Unsubsidized Direct Stafford loans (other than PLUS loans).
2. Subsidized Direct Stafford loans.
3. Direct PLUS loans.
4. Federal Pell Grants for which a return of funds is required.
5. Federal Supplemental Educational Opportunity Grants (SEOG) for which a return of funds is required.

When a Return of Title IV funds is due, SBCC and the student may both have a responsibility for returning funds. Funds that are not the responsibility of SBCC to return must be returned by the student. SBCC exercises its option to collect from the student any funds SBCC is obligated to return, and funds required for SBCC to return will become a debit on the student's account

RETURN TO TITLE IV

which the student will be responsible for paying. This charge is not reported to the Department of Education and simply remains as a debit on the student's account with SBCC.

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, SBCC will notify the student that he or she must repay the overpayment. In its notification SBCC will inform the student that the student owes an overpayment of Title IV funds, that the student's eligibility for additional Title IV funds will end if the student fails to pay SBCC by the 45th day following the date SBCC sent notification to the student, and that if the student fails to pay SBCC during the 45-day period, the student's overpayment immediately must be reported to the National Student Loan Data System (NSLDS) and referred to the Debt Resolution Services for collection.

Although a student may be eligible for a refund of fees from SBCC (see "Refund Policy" above), the student may still be required to repay all or part of their Title IV aid. Students who wish to estimate how much Federal Student Aid they will retain and how much they may have to return should contact the Financial Aid Office at (805)730-5157.

TERMS AND CONDITIONS OF FEDERAL WORK STUDY EMPLOYMENT

Once a student is awarded Federal Work Study they must come to the Financial Aid Office to pick up a Job Referral Form (JRF), which will show their award allocation. The maximum award per year is \$5400, but may vary depending on the students need.

For the student's next step they will take the Job Referral to the supervisor of the Department where they will be working; the supervisor will fill out their information for their department.

The student will then take Job Referral to the Human Resources Department and be given a Student Employment package, which the student will complete and return to the Human Resources Department. At this point they will need to provide two pieces of identification such as a Social Security card, Drivers License and/or Passport for the I-9 paperwork.

Students will need to be in a minimum of 6 units during the semester they are working.

Students cannot work over 19.5 hours a week or exceed their allocation.

Students cannot work over 175 days in a fiscal year.

Students cannot work over a 1000 hours in a fiscal year.

Hourly wages range from \$8.50- \$14.50 an hour.

Students will be paid at the end of every month, and will pick up their check in the cashier's office.

STUDENT LOAN INFORMATION

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education, though the entity the borrower deals with, the loan servicer, can be a private business. The Borrower Rights and Responsibilities Statement issued by the Department of Education with the Master Promissory Note includes information regarding use of the loan money, information the borrower must report to the Department of Education after the loan is received, the amount the borrower may borrow, the interest rate, payment of interest, the loan fee, repayment incentive programs, disbursement information, loan cancellation, the grace period, loan repayment information, late charges and collection costs, demand for immediate repayment, defaulting on the loan, consumer reporting agency notification, deferment and forbearance options, discharge, loan consolidation, Department of Defense and other federal agency loan repayment, and Americorps program education awards.

A Disclosure Statement is issued to the borrower by the Department of Education once the Department receives a loan origination record from the school. A Notice of Disbursement(s) Made Letter is issued to the borrower by the Department of Education once the Department receives a disbursement that was made to the borrower.

Santa Barbara City College notifies the borrower by email of the anticipated date and amount of the loan disbursement and the student's (or parent's) right to cancel all or part of the loan or disbursement and procedures and time by which the student (or parent) must notify the school that he or she wishes to cancel the loan or disbursement.

Students who are California residents can visit the Calgrants.org web site to see if they qualify for a Cal Grant, as well as obtaining the necessary information to apply for a Cal Grant. Students from other states are encouraged to research any state aid for which they may be eligible as a resident of that state

TERMS AND CONDITIONS OF DIRECT LOANS

Terms and conditions of Direct Loans are included in the Borrower's Rights and Responsibilities Statement, which the borrower receives upon completion of a Master Promissory Note with the Department of Education. The borrower may request another copy of their Borrower's Rights and Responsibilities Statement at any time by contacting the Direct Loan Servicing Center.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for student financial aid records. Federal loans disbursed to students or parents will be submitted to NSLDS and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system. Student and parent borrowers can track and manage their federal student loans and grants online at www.nslds.ed.gov. The secured site displays information on loans and grants, including amounts, outstanding balances and status. Student and parent borrowers can also find contact information for their loan servicer.

TERMS AND CONDITIONS OF DIRECT LOANS DEFERMENTS

Information regarding the various deferments available to student and parent loan borrowers is available at the Department of Education web site – www.studentloans.gov under “Managing Repayment” and click on “Trouble Making Payments?”

TERMS OF LOANS RECEIVED, REPAYMENT SCHEDULES AND REPAYMENT

Generally, borrowers will have 10 to 25 years to repay their loan, depending on the repayment plan they choose. The loan servicer will notify the borrower of the date the first payment is due. If a repayment plan is not chosen by the borrower, the borrower will be placed on the standard repayment plan, with fixed monthly payments for up to 10 years. Repayment plans can be changed at any time by contacting the loan servicer. Information about standard repayment, extended repayment, graduated repayment, income contingent repayment (not available for parent PLUS loans), and income-based repayment can be found at www.studentloans.gov under “Managing Repayment”. Click “Repayment Plans & Calculators”.

LOAN ENTRANCE COUNSELING

The Federal Government requires first-time student borrowers to complete loan entrance counseling to ensure that the student borrower understands the responsibilities and obligations they are assuming. In order to provide the required comprehensive information on the terms and conditions of the loan and the borrower’s responsibilities, first-time student loan borrowers at Santa Barbara City College are required to complete online entrance counseling at www.studentloans.gov as part of their Direct Loan application with SBCC.

LOAN EXIT COUNSELING

Santa Barbara City College is required to provide counseling to federal student loan borrowers when the student ceases at least half-time study at SBCC. Student borrowers who fall below half-time units at SBCC are sent an email directing them to www.studentloans.gov to complete exit counseling and to receive information on monthly repayment amounts, repayment plan options, options to prepay or pay on a shorter schedule, debt management strategies, use of the Master Promissory Note, the seriousness and importance of student’s repayment obligation, terms and conditions for forgiveness or cancellation, terms and conditions for deferment or forbearance, consequences of default, options and consequences of loan consolidation, and tax benefits available to borrowers, as well as other necessary information.

LOAN CODE OF CONDUCT POLICY

This code of conduct¹ is applicable to all officers, employees and agents of Santa Barbara City College with responsibilities (directly or indirectly) with respect to private student loans.² Santa Barbara City College officers, employees and agents subject to this policy are prohibited from doing any of the following, either on their own behalf or on behalf of Santa Barbara City College:

LOAN CODE OF CONDUCT POLICY

- * Participating in a revenue-sharing arrangement with any lender by which the lender pays a fee or provides other material benefits to the college or any officer, employee or agent subject to this policy in exchange for the college's recommendation of that lender or its loan products;
- * Receiving gifts from a lender, a guarantor, or a loan servicer;
- * Accepting any contracting arrangement that provides financial benefit from any lender or affiliate of a lender;
- * Directing borrowers to particular lenders or delaying loan certifications;
- * Requesting or accepting from any lender any offer of funds to be used for private education loans in exchange for the college providing the lender with a specified number of loan volume of, or preferred lender arrangement for private education loans;
- * Requesting or accepting any lender's assistance with call center or Office of Financial Aid staffing; and
- * Receiving anything of value from any lender, other than reimbursement for reasonable expenses, in exchange for service on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors.

Any employee who is offered any gift or monetary compensation from a lender should contact the Financial Aid office for clarification and guidance before responding favorably to that offer.

Should an employee subject to this policy inadvertently accept a gift or other type of monetary compensation from a lender, that employee must immediately notify the Department's Director or Dean. The amount received, the name of the employee or agent, a brief description of the activity and the dates of the activity for which the expenses were paid or provided must be reported to the Department's Director or Dean. The Director of Financial Aid is responsible for reporting this information annually to the Secretary of the Department of Education.

The Director of Financial Aid is responsible for notifying all officers, employees and agents of this requirement annually.

1 Federal regulations require all institutions that participate in the federal Title IV student loan programs to adopt a code of conduct that meets the requirements of 34 C.F.R. § 601.21.

2 A list of private education loan lenders used by our students may be found on the SBCC financial aid website at <http://www.sbcc.edu/financialaid> - "Loans - Alternative".

PRIVATE EDUCATIONAL LOAN DISCLOSURES

Any student applying for a private education loan at Santa Barbara City College must complete a FAFSA (Free Application for Federal Student Aid) with the school in order to ensure that all available waivers and grants are available to the student, as well as to encourage students to make use of low-interest loans available through the Department of Education (subsidized if eligible). Student borrowers at Santa Barbara City College are counseled to compare the terms and conditions of Department of Education loans with the terms and conditions of private education loans to determine the more favorable borrowing option.

Upon request, Santa Barbara City College will provide the self-certification form for private education loans required under Sec. 128(e)(3) of the Truth in Lending Act (15 U.S.C. 1638(e)(3)) and the information required to complete the form, to the extent that Santa Barbara City College possesses the information.

III. Information Regarding Student Outcomes

GRADUATION, TRANSFER AND RETENTION RATES

SBCC regularly reports this information to the Integrated Postsecondary Education Data System (IPEDS). Follow these steps to access this information:

1. Go to the IPEDS College Navigator at <http://nces.ed.gov/collegenavigator/>
2. In the “Name of School” box type Santa Barbara City College
3. Click on the Santa Barbara City College link that appears.
4. Click on the Retention and Graduation Rates link to expand the selection.

GRADUATION AND RETENTION RATES FOR STUDENT ATHLETES

Graduation and retention rates must be provided to student-athletes, their parents, high school coaches, and guidance counselors when an athletically related student aid offer is made. Santa Barbara City College does not offer financial aid to students based on athletic ability. For information on graduation and retention rates or student success programs for student-athletes, please contact the Athletic Department, 721 Cliff Drive, Santa Barbara, CA 93109-2394.

EQUITY IN ATHLETICS DISCLOSURE

As part of federally mandated Equity in Athletics Disclosure Act, information on annual participation rates and financing of men's and women's sports in intercollegiate athletic programs is available by request to students and the general public. For more information or to receive a copy of the report, contact the Athletic Department, Santa Barbara City College, 721 Cliff Drive Santa Barbara, CA 93109-2394 or you can find the data online: <http://ope.ed.gov/athletics/>

IV. Information Regarding Health and Safety

CAMPUS SAFETY AND SECURITY

The Annual Security Report including the college's crime statistics is available online before October 1st of each year. An email to staff, faculty and students will precede the report informing them where to view the report and how to request the report to be delivered by mail.

Timely warnings which alert staff, faculty and students whenever a serious crime takes place on campus and the suspects are at large leaving a potential risk to the college's employees, students and guests. Staff, faculty and students would be alerted by campus wide email as well as notices posted on building entrances campus wide.

The Daily Crime Log is available for review at the Campus Security Office.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

This information can be found online at
<http://www.sbccc.edu/adminservices/emergencyoperations.php>
<http://sbccc.edu/security/emergencyprocedureinformation.php>