2016-2017 IMPORTANT DATES

FALL SEMESTER 2016

First day applications accepted for New and Former Students ................................................................. Feb 1
Internet Registration ................................................................................................................................. Feb 1

**INSTRUCTION BEGINS** ......................................................................................................................... August 22

Labor Day Observance – classes not in session ......................................................................................... September 5
Last day to apply for Fall Graduation ......................................................................................................... November 1
Veterans Day Observance – classes not in session .................................................................................... November 11
Thanksgiving Observance – classes not in session .................................................................................... November 24 – 27
Final Exams .............................................................................................................................................. December 12 – 18
Winter Break .............................................................................................................................................. December 19 – January 16

See the online Schedule of Classes for all “drop” dates, P/NP, and refund deadlines.

SPRING SEMESTER 2017

First day applications accepted for New and Former Students ................................................................. August 1
Internet Registration ................................................................................................................................. August 1

**INSTRUCTION BEGINS** ......................................................................................................................... January 17

Lincoln's Day Observance – classes not in session ..................................................................................... February 17
Presidents' Day Observance – classes not in session .................................................................................... February 20
Last day to apply for Spring Graduation ...................................................................................................... March 1
Spring Recess – classes not in session ........................................................................................................ March 19 – 25
Final Exams .............................................................................................................................................. May 19 – 25
Commencement – Saddleback College ......................................................................................................... May 26

See the online Schedule of Classes for all “drop” dates, P/NP, and refund deadlines.

SUMMER SESSION 2017

First day applications accepted for New and Former Students ................................................................. February 1
Internet Registration ................................................................................................................................. February 1

**INSTRUCTION BEGINS** ......................................................................................................................... May 30 – August 11

Memorial Day Observance – classes not in session ..................................................................................... May 29
Last day to apply for Summer Graduation .................................................................................................... July 1
Independence Day Observance – classes not in session ............................................................................. July 4

See the online Schedule of Classes for all “drop” dates, P/NP, and refund deadlines.

*Saddleback College has made every reasonable effort to ensure that the “important dates” published in the Student Handbook are accurate. However, these dates are subject to change.*
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Deadlines or policies are subject to change. Every effort has been made
to ensure the accuracy of the information presented in this publication
at the time of printing. It is the individual student’s responsibility to be
aware of current college policy as stated in the college catalog.
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Welcome to Saddleback College

Congratulations on choosing Saddleback College first. Whether your plans include transferring to a four-year college or university, training for a career, or acquiring new skills, attending Saddleback first is a smart choice.

Starting your higher education at Saddleback is a good decision for a variety of reasons. Did you know that:

— In the 2015-2016 academic year, more than 3,500 of our students transferred to four-year colleges and universities including UCLA, UC Berkeley, UC Irvine, San Diego State University, CSU Fullerton, and USC, to name a few.
— The average lifetime earnings of a community college graduate with an associate degree is $1.6 million – $400,000 more than for a high school graduate.
— Students who earn a degree or certificate nearly double their earnings within three years.

Saddleback students also have access to a wide range of resources to help them succeed in their studies. Personal tutoring services are offered in our Learning Resource Center and mathematics student lounge. Our student services programs offer a full range of counseling, career planning and job placement services, and assistance for students with disabilities. On-campus childcare, a fully-staffed health center, financial aid, and services for veterans and re-entry students are available.

Students often find that their college experience is enriched when they participate in activities outside the classroom. I encourage all students to get involved in a campus activity, whether they participate in athletics or the performing arts, or join a club and attend the activities hosted by our associated student government and student development office. Find something that interests you, and get involved!

Indeed, choosing Saddleback first was a wise choice, and I commend you for your initiative in attaining your higher education goals. Welcome to the Saddleback College family!

Sincerely,
Tod A. Burnett, Ed.D.
President

A Letter from the ASG President

I am honored to serve as your student body president for the next year. After four semesters of being a part of the Associated Student Government, I feel very prepared to lead the organization. I am very excited for the next year and the plans that we have to help all students have a great college experience. I, along with the whole ASG team, am committed to serving you and will work hard to make sure all students feel supported and at home while attending Saddleback College!

Lucy Hendrix
Associated Student Government President, 2016-2017

Saddleback College Mission

Saddleback College enriches its students and the south Orange County community by providing a comprehensive array of high-quality courses and programs that foster student learning and success in the attainment of academic degrees and career technical certificates, transfer to four-year institutions, improvement of basic skills, and lifelong learning.
**AVID for Higher Education**

Empowering Every Student’s Potential

For more information please contact or visit:
www.saddleback.edu/avid
949.582.4455
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Emily Quinlan, J.D.
equinlan@saddleback.edu

**BENEFITS TO STUDENTS:**

- Prioritized counseling appointments
- Priority tutoring services to improve reading/writing
- Peer-to-peer mentoring
- Strategies to improve your college and career success
- Connections with the Saddleback College community
- Support toward your certificate, degree, and/or transfer goals.

WWW.SADDLEBACK.EDU/AVID

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**SMOKE & TOBACCO FREE campus.**

Need help kicking your habit?
Visit the Student Health Center in SSC-177 for free resources and support.

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**SEXUAL VIOLENCE EDUCATION AND PREVENTION POLICY**

The South Orange County Community College District is committed to creating and maintaining an environment in which all persons who live, work, and learn in our campus community can be free of all forms of sexual assault, sexual misconduct, domestic violence, dating violence, stalking, and retaliation. Every member of the campus community should be aware that sex offenses are prohibited by law as well as our district policy. Sex offenses threaten the emotional, physical, and psychological well-being of our students, faculty, and staff and endanger the safety of our community. Sex offenses violate the principles of our community and the values that we hold most important. Therefore, sex offenses will not be tolerated and is prohibited on campus, and sets forth the procedure for the investigation and resolution of complaints of harassment/violence by or against any staff or faculty member or student within the District.

For more information, visit www.saddleback.edu/shc/sexual-assault-what-sexual-assault

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**DID YOU KNOW?**
STUDENT SUCCESS & SUPPORT PROGRAM (SSSP)

SSSP Services

NEW STUDENT ORIENTATION is completed online and provides information about Saddleback College’s student services, special programs, and campus policies and procedures. The orientation is mandatory for all students required to complete the Matriculation Process.

MATH AND ENGLISH PLACEMENT can be accomplished by either taking the Saddleback College assessment exams or submitting alternative evidence for evaluation. Math and English placement is mandatory for all students required to complete the Matriculation Process.

Assessment exams in Reading, English, and Mathematics are taken at Saddleback College and will provide appropriate course placement. Information and appointment schedules are available through your MySite, at the Matriculation Office (949-582-4970), or at www.saddleback.edu/matriculation

Alternative Evidence can be submitted in place of the assessment exams by students who have completed and passed a Saddleback College equivalent Math and/or English course at another college or university or have passed the AP English and/or Calculus exams with a 3 or higher. Please see the Matriculation website for the procedures to submit Alternative Evidence. www.saddleback.edu/matriculation

MATH AND ENGLISH PREREQUISITES All courses that have a Math or English prerequisite must be evaluated and cleared by the Matriculation Office prior to enrollment. Please see the “Classes with a Prerequisite” page for more information.

STUDENT ADVISEMENT & FIRST SEMESTER ED PLAN is completed online after the student completes the Assessment exams and/or the evaluation of Alternative Evidence and has received Math and English placement. Advisement helps students determine their educational goal, plan a first semester schedule, and create a First Semester Educational Plan using My Academic Plan (MAP). The Advisement and First Semester Plan are mandatory for all students required to complete the Matriculation Process.

FOLLOW-UP SERVICES See a Counselor for follow up counseling after the semester begins to refine your Educational Plan, and discuss your goals. Students are required to complete a Comprehensive Ed Plan and have it approved by a counselor once they have completed 15 degree-applicable units or by the end of their third semester – whichever comes first. Failure to do so will delay your registration.

Attend workshops to: help with deciding a major, completing academic plans, and academic/progress probation.

STUDENT SUCCESS TAKE RESPONSIBILITY for your success in college. Be aware of deadlines and due dates, instructors’ office hours, and the many resources available at Saddleback College to help you succeed in obtaining your certificate, AA/AS/ADT degree or transfer to a 4-Year institution. The most successful student is the one who takes responsibility for himself or herself.

MATRICULATION
A Process Leading You to Student Success

1 NEW STUDENT ORIENTATION
Online Orientation of Student Services & Programs, Campus Policies and Campus Involvement.

2 ASSESSMENT OR ALTERNATIVE EVIDENCE
Reading, English and Mathematics Placement Exams, Other California Community College assessment scores, or other College Transcripts showing completion in Math and English.

3 ADVISEMENT/ED PLAN
Online Student Advisement to determine an educational goal and prepare a First Semester Educational Plan using My Academic Plan (MAP).

STUDENT SUCCESS
Obtain a Certificate, AA/AS/ADT Degree, or Transfer to a 4-Year College or University.
You may be attending Saddleback College in order to transfer, obtain a two-year associate degree, and earn a career technical Certificate of Achievement or Occupational Skills Award. Whatever your goal, be sure you get the award that you have earned.

You must apply for your degree, certificate, certification, or skills award. It is not given to you automatically. If you are unsure which award to apply for, be sure to meet with a counselor who will assist you.

At the beginning of the semester in which you are completing your requirements, be sure to apply for your award online in MySite. From the menu choose “Degree/Certs/Transfer.” Be sure to apply before the following deadlines:
- November 1 for Fall
- March 1 for Spring
- July 1 for Summer

Upon completion, your award is posted on your official Saddleback College transcript and you will receive a diploma or certificate. Graduation is celebrated in May each year.

Students earning a degree or certificate of achievement in summer, fall or spring, may participate in the commencement ceremony.
USING YOUR SADDLEBACK COLLEGE ONLINE TOOLS

1. Open your Internet web browser and go to www.saddleback.edu
2. Click on the button link that reads MySite
3. Log-in with your Saddleback student ID number and PIN

If you do not know your student ID number or PIN you will need to show a photo ID at the Admissions and Records Office (SSC 102) to obtain them!

1. Completing your Online Orientation
   • Click on the menu link that reads My Information
   • Click on the menu link that reads Matriculation
   • Click on the Online Orientation link to start the program
     Students must pass the final test at the end of the orientation in order to receive credit for this step of the Matriculation Process. Average time for completion is about 45 minutes.

2. Obtaining your Assessment and Placement results
   • Click on the menu link that reads My Information
   • Click on the menu link that reads Matriculation
   • Click on the menu link that reads Assessment & Placement

3. Completing your Advisement & First Semester Ed Plan
   • Click on the menu link that reads My Information
   • Click on the menu link that reads Matriculation
   • Click on the Online Advisement link to start the program
     Complete all sections of the advisement and then click on the NEXT link to start your First Semester Educational Plan. Create your Ed Plan and add at least one required course to your plan. (You will finalize your Ed Plan with a counselor prior to completing 16 units.)

☆ NOTE: If you forget to click on the First Semester Ed Plan link at the end of the Online Advisement, you can access it directly by clicking on the menu link under My Academic Plan.

4. Viewing prerequisite evaluations & appeal results
   • Click on the menu link that reads My Information
   • Click on the menu link that reads Matriculation
   • Click on the menu link that reads Placement Info

5. View your registration appointment
   • Click on the menu link that reads My Information
   • Click on the menu link that reads Appointments
   • Select the semester in the drop-down menu and your registration appointment will be listed. If you DO NOT have an appointment posted, please check the Admissions & Records website for the posting date

6. Creating a My Academic Plan (MAP)
   • Click on the menu link that reads My Academic Plan
   • Click on the menu link that reads New Plan
   • To Review Plans, click on the menu link that reads My Plans

7. Register for classes
   • Click on the menu link that reads My Classes
   • Click on the menu link that reads Register For Classes
   • Click on the Add/Drop button in the term box you wish to enroll in
   • Follow the on-screen instructions to add classes
   • Pay for classes and print a copy of the receipt

8. Student E-mail
   • Click on the menu link that reads My E-mail
   • Click on the menu link that reads Student E-mail
   • Log-in and check your e-mail or forward it to a preferred e-mail address

MySite will be updating to a new menu system starting Fall 2016, this information may appear differently in your student portal.
WHAT IS BLACKBOARD?
It is the learning management system at Saddleback College that allows instructors to post and distribute course content to students, as well as a place for instructor/student and student/student communication. The majority of instructors use Blackboard as a tool for all or part of their courses.

To access Blackboard
• Go to saddleback.blackboard.com
• Log in with your username and password
  (If you don’t know your username and password, log into MySite to obtain this information)

Blackboard Resources
• Blackboard Basics for Students
• Student Technical Support
If these links don’t work. Please use Blackboard Basics for Students:
  www.youtube.com/playlist?list=PLptkUnLpaak1W3gDRALZuXUODlwLZ0
And for Student Technical Support use:
  www.saddleback.edu/oe/student-technical-support

LEARNING RESOURCES CENTER (LRC)
The Learning Resource Center (LRC) is a newly remodeled space that includes the library as well as several resources to support student success – tutoring services, the writing, reading, and language labs, study rooms, and computer work stations.

This service is free of charge for all Saddleback College students. If you are unable to stop by for an in-person tutoring session, visit: www.saddleback.edu/tutoring/
online-tutoring-paper-center for additional information about our online paper center, online tutoring, and more!

STUDENT EMAIL
IMPORTANT NOTICE: Student email privileges are designed solely for educational purposes. District policy forbids personal, recreational or commercial use of college computers, email and Internet services.

Upon enrolling in a course, students automatically receive a college email account. User names are assigned automatically and accounts are continued with no interruption in services so long as the student remains enrolled in contiguous semesters.

Students’ assigned college email addresses may be found on “MySite” at www.saddleback.edu. Click on “Email” in the left-hand column.

Email addresses are available within 24 hours after applying to the college.

Email accounts will be deleted approximately three weeks after the start of the semester for students who do not enroll in at least one class for that semester. Accounts will be deleted along with any unread messages.

EXAMPLE: If your name is Jane Deer, your assigned student email address is jdeer0@saddleback.edu. Your username is jdeer0

NOTE: All student email names always end in a number. Your default email password is your PIN plus two zeros.
CLASSES WITH PREREQUISITES OR LIMITATIONS

Prerequisites/Corequisites/Limitation on Enrollment/Recommended Preparation
Saddleback College is committed to helping students select appropriate level courses in order to provide the greatest chance for their academic success. Information relating to prerequisites, corequisites, limitation on enrollment, and recommended preparation is printed in bold as part of the course descriptions in the catalog. Courses with a mandatory prerequisite have a padlock symbol printed on the course details section in the schedule of classes. Students are responsible for meeting or clearing the prerequisite courses prior to registering for any course with these restrictions.

Prerequisite:
Mastery of a certain body of knowledge is necessary for students to be successful in the target course (the course that has the prerequisite). Most commonly, such knowledge is measured by successful completion of the prerequisite course listed in the class schedule. “Successful completion” is defined by a grade of A, B, C or P in the prerequisite course. Grades that are not acceptable are C-, D, F or NP.

Corequisite:
Concurrent (simultaneous) enrollment in a companion course is required. The information presented, or the practice gained in the corequisite course, is considered necessary for success in the target course.

Limitation on Enrollment:
A condition of enrollment which limits how students qualify for a particular program. Limitations apply to courses that include public performance or inter-collegiate competition where a tryout or audition is necessary. Some courses require formal admission to a particular program in order to enroll (e.g., Nursing, EMT, Paramedic).

Recommended Preparation:
Certain course preparation is advised before students enter the target course. These recommendations indicate preparation that is considered advantageous, but not essential, to success in the target course.

How to Clear a Prerequisite
Students can clear their prerequisite requirement by completing one or more of the following:

1. Saddleback Course Completion
   Complete the course(s) at Saddleback College with a satisfactory grade of A, B, C or P.
   Note: Grade of C- or lower is not satisfactory.

2. Alternative Evidence/College Transcripts
   Provide Matriculation (if courses have a Math or English prerequisite) or the appropriate division offices (if courses have other prerequisites) with transcripts from another accredited college or university. Such transcripts must demonstrate satisfactory completion of the prerequisite course – that is, completion of the course with a grade of A, B, C, P or CR.
   Note: Grade of C- or lower is not satisfactory.

3. Saddleback Assessment Exams
   Earn the appropriate score on the English assessment exam, or earn the appropriate score on the math assessment exam. Note: only Alternative Evidence may be used to place into ENG 1B; MATH 3B, 3C, 26 or 24.

4. Other California Community College Assessment Exams
   Provide evidence of completion of an assessment exam administered at another California community college. In some cases, students may clear prerequisites in English and mathematics if they have received the appropriate score on the MDTP math assessment exam and recommended course placement on the English assessment exam. Students must have the Matriculation Office evaluate their assessment exams for acceptance.

5. AP Exams
   Provide Matriculation (Literature/Language, Composition or Calculus AP) or the appropriate division offices (other than math or English exams) with the original College Board test results.
   Note: A satisfactory score of 3 or higher is required on AP exams for prerequisite clearance.

Prerequisite Evaluation Procedures
Math and/or English Prerequisites
1. Complete the Saddleback College Math and English Evaluation Form. The form is available in the Matriculation Office or online at www.saddleback.edu/matriculation
2. Attach a copy (official or unofficial) of your previous college coursework, California community college assessment results, or AP score report. Unofficial copies must include the student’s name, college name, and the course with a final grade. Incomplete courses cannot be used.
3. Fax (949) 582-4789, email (scmatric@saddleback.edu) or drop off all documentation to the Matriculation Office (Village 8-5).

Prerequisites Other than Math or English
For all other prerequisites, please contact the division office where the course originates for their evaluation procedures. Please see www.saddleback.edu/academics for division office contact information.

Evaluation Processing
Given the large amount of prerequisite evaluations, please allow a minimum of five working days for evaluations to be processed. Students should submit evaluations a minimum of two weeks prior to their registration date to avoid enrollment delays. Specific information regarding procedures, time lines, and transcript evaluation notification is available in the Matriculation Office or online at www.saddleback.edu/matriculation
MATRICULATION ASSESSMENT AND PLACEMENT

Reading and English Placement Procedures
1. Students who have completed the reading and English assessment exams will find their placement results in MySite under My Information > Matriculation > Assessment and Placement. The Placement Letter displays a reading and English placement recommendation.
2. If a student believes that the placement recommendation is not indicative of his/her abilities, the student may appeal their placement by taking the Writing Sample Appeal.
3. Students may retake the reading and English sections of the placement exam after a 3 month waiting period.

Reading Placements
- English 70: Reasoning and College Reading. IGETC approved!
- English 180: Speed Reading and Comprehension training
- English 340: Reading and Writing Skills for College
- English 345: Building Basic Reading Skills
Note: English 70 has an English 1A Prerequisite. Please review your reading course placement with your counselor to ensure you are taking the correct reading course.

English Placements
- English 1A: Principles of Composition I (transfer level)
- English 200: Fundamentals of Composition
- English 390: Introduction to College English
- English 300: Beginning Writing

Writing Sample Appeal
The Writing Sample gives students the option to appeal their English placement recommendation of English 200 or 300 within the 3 month waiting period if they believe the initial placement does not indicate their current English proficiency. The Writing Sample Appeal requires you to construct a clear and persuasive response to a specific prompt. After carefully reading the provided passage, you will respond to the topic by writing an essay that is controlled by a central idea (your thesis) and specifically developed. The Writing Sample is a Final Appeal given by appointment only at the Matriculation Office.

Mathematics Placement Procedures
There are four different levels of math assessment exams provided through Saddleback College’s Matriculation Office. Students should evaluate their own skill level to determine which math assessment exam is most appropriate for them. Sample test questions can be found online at www.saddleback.edu/matriculation
1. Students who have completed the math assessment exam will find their placement results in MySite under My Information > Matriculation > Assessment and Placement. The Placement Letter displays a math placement recommendation.
2. If the student believes that the placement recommendation is not indicative of his/her abilities, the student has the option to take a different level test and/or appeal their placement with the Math Department.
3. Students may retake the same math test level after 3 months have passed.

Math Test Levels and Placements
- Test Level 1: Math 351, 353
- Test Level 2: No Placement or Math 353, 205, 253
- Test Level 3: No Placement or Math 205, 253, 7, 8, 10, 112, 124, 11
- Test Level 4: No Placement or Math 2, 3A

SPS courses are offered through the DSPS department. These courses are designed for students who may benefit from more specialized instruction prior to transitioning to the next English/Math course sequence. Placement is provided by Saddleback College, another accredited college or counselor/specialist recommendation.
**ENGLISH AS A SECOND LANGUAGE (ESL)**

**COURSE SEQUENCE**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Core Class</th>
<th>Prerequisite</th>
<th>Co-requisite</th>
<th>Units</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-College Level</strong></td>
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<tr>
<td>ESL 350*</td>
<td>Essential Academic Skills</td>
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<td>ESL 340 or 345</td>
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<tr>
<td><strong>Advanced 2</strong></td>
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<tr>
<td>ESL 354</td>
<td>Vocabulary Skills for College</td>
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<tr>
<td>ESL 355</td>
<td>ESL Reading for College: American Literature</td>
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<td>ESL 356</td>
<td>Academic Success Strategies for ESL Students</td>
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<tr>
<td>ESL 357</td>
<td>Grammar Review for College</td>
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<td>ESL 902</td>
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<tr>
<td>ESL 358</td>
<td>Listening and Notetaking Skills for College</td>
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<td>ESL 359</td>
<td>American Language and Culture through Film</td>
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<td><strong>Advanced 1</strong></td>
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<tr>
<td>ESL 340</td>
<td>Advanced Multi-Skills</td>
<td>✓</td>
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<td>ESL 342</td>
<td>Advanced Conversation</td>
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<td>ESL 343</td>
<td>Advanced Pronunciation</td>
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<td>ESL 344</td>
<td>Idioms and Expressions</td>
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<td>ESL 345</td>
<td>Advanced Writing I</td>
<td></td>
<td>ESL 331 or 336</td>
<td>ESL 802</td>
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<td>ESL 346</td>
<td>Advanced Writing for Work</td>
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<td>ESL 347</td>
<td>Advanced Grammar Review</td>
<td></td>
<td>ESL 901</td>
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<td><strong>Intermediate</strong></td>
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<tr>
<td>ESL 330</td>
<td>Intermediate Multi-Skills I</td>
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<td>6</td>
<td>6</td>
</tr>
<tr>
<td>ESL 331</td>
<td>Intermediate Multi-Skills II</td>
<td>✓</td>
<td></td>
<td></td>
<td>6</td>
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</tr>
<tr>
<td>ESL 332</td>
<td>Intermediate Conversation</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ESL 333</td>
<td>Intermediate Pronunciation</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ESL 335</td>
<td>Intermediate Reading and Writing I</td>
<td></td>
<td>ESL 321 or 325</td>
<td></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ESL 336</td>
<td>Intermediate Writing II</td>
<td></td>
<td>ESL 330 or 335</td>
<td>ESL 801</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Beginning</strong></td>
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</tr>
<tr>
<td>ESL 320</td>
<td>Beginning Multi-Skills I</td>
<td>✓</td>
<td></td>
<td></td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>ESL 321</td>
<td>Beginning Multi-Skills II</td>
<td>✓</td>
<td></td>
<td></td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>ESL 322</td>
<td>Beginning Conversation</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ESL 323</td>
<td>Beginning Pronunciation</td>
<td></td>
<td></td>
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<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ESL 325</td>
<td>Beginning Reading and Writing</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
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</tr>
</tbody>
</table>

**Please note:** ESL titles printed in RED above are the “core” courses for each level.

**English as a Second Language Placement Procedures:**

1. The ESL test will result in one of the ESL course placement recommendations listed above.
2. If a student believes that the placement recommendation is not indicative of his/her abilities, the student may take the ESL Writing Sample Appeal or wait 3 months to take the ESL test again.
3. Dates and times for the ESL test are available in the Matriculation Office (Village 8-5) or on the Matriculation website [www.saddleback.edu/matriculation](http://www.saddleback.edu/matriculation)
COUNSELING SERVICES

Your enrollment at Saddleback College entitles you to receive the following services from Counseling Services and Transfer, Career and Special Programs divisions at Saddleback College.

Academic Counseling
Counselors are available to help you plan your educational program, to advise you about schedule planning, adding and dropping courses, and MAP. Successful students see a Counselor at least once a semester.

Career Counseling
Choosing a career is one of the most important decisions a person can make. Career Counseling professionals are available to assist you in choosing a career that will match your interests, skills, values, and personality.

Personal Counseling
We all have our share of problems. Sometimes these problems interfere with our ability to do well in college, sometimes they interfere with our ability to continue in class, and sometimes they interfere with our emotional well-being. Personal counseling is available from professional Counselors who may help you find solutions to your problems.

Workshops
Various workshops are offered throughout the year. How to Decide on a Major, How to Apply to the UC and/or CSU, How to Write a Personal Statement are just some of the many useful workshops offered. Visit the Counseling Department or Transfer Center for dates and times of up-coming workshops.

My Academic Plan – MAP Your Future!
MAP or My Academic Plan is a computerized academic planning program that allows students to develop a comprehensive semester-by-semester academic plan for their specific educational goal. The Counseling Services Division encourages students to use MAP prior to meeting with a counselor and registering for classes. Visit MAP in MySite at www.saddleback.edu

Counseling Services:
www.saddleback.edu/counseling
To schedule an appointment call: (949) 582-4572 or visit the website.
Location: SSC 167

Transfer Center:
www.saddleback.edu/transfer
To schedule an appointment call: (949) 582-4328
Location: SSC 225B
Email: sctco@saddleback.edu

Disabled Students Programs and Services:
www.saddleback.edu/dsps
To schedule an appointment call: (949) 582-4885
Video Phone: (949) 482-4430
Locations: SSC 113
Fax: (949) 347-1526

Extended Opportunity Program & Services and CARE:
www.saddleback.edu/eops
To schedule an appointment call: (949) 582-4620
Location: SSC 126
Fax: (949) 364-6949
Email: sceops@saddleback.edu

Career and Re-Entry Center:
www.saddleback.edu/career
To schedule an appointment call: (949) 582-4575
Location: SSC 140

Veterans Education & Transition Services:
www.saddleback.edu/vets
To schedule an appointment call: (949) 582-4252
Location: SSC 207
Email: vetsoutreach@saddleback.edu
ACADEMIC COUNSELING

What Courses Do I Take?

Selecting courses for the first semester can be frustrating and difficult. Here are some suggestions you may find helpful:

Decide how many units you want to take.

Make a list of possible courses, which might include:

- **Career Planning, College Orientation or Educational Planning courses** such as Counseling 1, 140, 160, or Women’s Studies 120

- **Basic Skills courses**: It is important to begin with any basic skills courses in Mathematics, Reading or English. These courses do NOT transfer to four-year colleges and universities. However, these courses are the building blocks to develop skills in order to be a successful college student.

- **General Education courses**: All students working towards a college degree need these courses. You will find lists of courses required for the Saddleback College Associate Degree (non-transfer) as well as those for the California State University and the University of California in this handbook. (see Pages 20, 22 and 23).

- **Major Preparation courses**: Courses that you are required to take at Saddleback College for an Associate Degree or an Associate Degree for Transfer are listed in the Saddleback College Catalog. For Transfer major requirements see [www.assist.org](http://www.assist.org)

- **Personal Interest and Exploration**: Many students enjoy taking an introductory course in a major they are considering or courses they have always wanted to take such as music, art, computer programs, etc.

Beginning fall 2014 all students seeking an academic goal such as a certificate, AA/AS, ADT or transfer are required to have a comprehensive educational plan by the time they reach 15 degree applicable units or their third semester. To determine coursework needed students must go to their MySite page and click on My Academic Plan (MAP). You can obtain step-by-step instructions on how to identify courses required for the goal and semester by semester course planning tips.

Review each course you have selected to make sure you have any required prerequisites. All prerequisites are being enforced.

After the semester begins, make an appointment with a counselor so you can do some long-range academic planning. Counselors will help you explore majors, careers, and programs of study during your appointment. Multiple appointments can be made if needed.

Time Management

When deciding how many units to take, it is very important to plan time for reading, studying, and preparing for those classes. No time is given “in class” for studying. You are expected to be ready for each class before the class period begins.

The recommended formula to determine expected amount of TOTAL TIME required for success in a class is as follows:

\[
\text{Schedule } 2-3 \text{ hours per unit, per week for studying.}
\]

**Example:**

3 unit class –

\[
\begin{align*}
\text{In-class time} & = 3 \text{ hours per week} \\
\text{Study time} & = 6 \text{ hours per week}
\end{align*}
\]

**TOTAL TIME: 9 HOURS PER WEEK FOR A 3-UNIT CLASS**

If you take 12 units, total time to budget is 36 hours per week.

That is why 12 units is considered full-time student status.

You may take as little as .5 units or as many as 19 units during a single semester. To take more than 19 units (not including work experience or independent study) you are required to obtain special permission from the Counseling Division. You must have a cumulative 3.0 grade point average to gain permission to enroll in more than 19 units.

College Units

- A college “unit” is a term used to define the time value of a course, or a “unit” of time involved in class instruction.

- A one-unit class typically requires one hour of instruction per week for a 16-18-week semester. Lab units are calculated differently.

- A three-unit class requires three hours of instruction per week for a 16-18-week semester.

Managing Work and School

Recommended combination:

<table>
<thead>
<tr>
<th>Work</th>
<th>School</th>
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<tbody>
<tr>
<td>5-15 hours per week ..........</td>
<td>12-15 units</td>
</tr>
<tr>
<td>20 hours per week ............</td>
<td>9-12 units</td>
</tr>
<tr>
<td>30 hours per week .............</td>
<td>6-9 units</td>
</tr>
<tr>
<td>40 hours per week ..............</td>
<td>3-6 units</td>
</tr>
</tbody>
</table>

Do not overload yourself when you register for classes. Design a course load that is reasonable for your level of energy and motivation.
CAREER COUNSELING PROCESS

The Career Planning Process is a lifelong process that is fluid rather than chronological. One stage does not necessarily need to be completed to move to the tasks of another stage, and you may move back and forth between two or more stages at any given time.

1. **Self Assessment:**
   (Finding out who you are and what you want)
   - What are your skills, interests, values and personality?
   - What is your idea of work and a career?
   - What do you want your career to be?

2. **Exploration:**
   (Finding out more about the world of work and education)
   - Investigate possible career fields and talk to people who work in careers that interest you.
   - Use internships, volunteer jobs, and part-time work to sample jobs and careers that interest you.
   - Research majors and careers that match your self-assessment.

3. **Decision Making:**
   (Analyzing the information)
   - Begin to define your specific career goals.
   - Make tentative career decisions.
   - Set short and long term goals that allow you to reach your chosen career.
   - If not comfortable in the decision – return back to Exploration Stage.

4. **Educational Planning:**
   (Developing a Plan for Success)
   - Researching two year and four year college programs that will allow you to reach your career goals.
   - Decide on the amount of time you are willing to attend college or program.
   - Establish a plan that allows you to complete your education and training in a time frame that works for you.

5. **Job and Career Search:**
   (Looking for a job)
   - Develop a job search plan of action.
   - Establish and use job search resources and contacts.
   - Overcome barriers and keep motivated.
   - Manage your career with an up-to-date cover letter and resume.

**Useful Websites and Resources:**
- www.cacareercafe.com
- www.cacareerzone.org
- www.onetcenter.org/sites.html
- Visit our center to receive access to: www.careercruising.com

**Complete Career Exploration Profiles:**
- www.onetonline.org
- www.bls.gov/ooh
- Complete one or more of the following classes:
  - COUN 1 – Academic Planning
  - COUN 140 – Educational & Vocational Planning
  - COUN 160 – Career & Vocational Exploration
  - WS 120 – Women & Careers

**Make an Academic and/or Career Counseling Appt. – Visit Counseling Services:**
- www.saddleback.edu/counseling
- www.saddleback.edu/career
- Visit Career & Guidance Services: www.saddleback.edu/career/decision-making-stage

**MAP – My Academic Plan**
- www.saddleback.edu/counseling/my-academic-plan

**Saddleback College Catalog**
- www.saddleback.edu/cc

**Transfer Information**
- www.assist.org
- www.aiccu.edu
- www.csumentor.edu
- www.universityofcalifornia.edu

**Student Employment - Gaucho Jobs**
- www.saddleback.edu/jobs

**Off Campus Resources**
- www.usajobs.com
- www.indeed.com
- www.job-hunt.org
- www.snagajob.com
PERSONAL COUNSELING

College offers many new experiences and challenges. This can be an exciting time in your life – it can also be a stressful time if you, or someone you know, feels overwhelmed. Sometimes problems interfere with our emotional well-being. As a result, our ability to continue with classes or do well in college will diminish.

Personal Counseling is available on campus from trained counselors and psychologists who can help you find solutions. These services are free to all currently enrolled students. All counseling appointments are confidential. Our program offers short-term counseling, as well as crisis intervention counseling. The Counseling Program welcomes students of all cultural and ethnic groups, ages, lifestyles, and diverse value systems.

COUNSELING SERVICES

(949) 582-4572
SSC 167
M-Th 8 am - 7 pm
F 8 am - Noon

Generalist Counselors may help students with:
- Individual counseling
- Personal growth
- Maximizing potentials
- Relationship problems
- Values clarification
- Stress management
- Referrals to other agencies or practitioners

Students can also meet with a counselor from the TCSP Division.

HELP A STRESSED STUDENT

At – Risk training has been adopted by the Counseling Services Division to help support students’ mental health and maintain a healthy environment on our college campus. To take the course, go to: www.saddleback.edu/counseling/help-stressed-student

The goal of this program is to significantly increase the number of individuals on our campus who are trained to identify, address, and refer students exhibiting signs of psychological distress including depression, anxiety, and thoughts of suicide.

HEALTH CENTER

(949) 582-4606
SSC 177
M-Th 8 am - 7 pm
F 8 am - 3 pm

Advanced graduate school interns under the direct supervision of a licensed clinical psychologist will provide:
- Individual Therapy
- Couples Therapy
- Family Therapy
- Drug & Alcohol Prevention & Intervention
- Group Support
- Psychological Testing
- ADHD Testing

www.211oc.org

2-1-1 Orange County offers a comprehensive information and referral system linking Orange County residents to community health and human services and support. Callers seeking assistance can dial 211 (toll-free) 24 hours-a-day and be connected to trained, multilingual Information and Referral specialists.

Simply put, 2-1-1 is to health and human services what 9-1-1 is to emergency services. 2-1-1 Orange County also serves as a crucial public information system during local emergencies such as earthquake, fire or other disaster.

REMEMBER, COUNSELING WORKS!

IN THE EVENT OF A CRISIS, IMMEDIATELY CONTACT THE CRISIS INTERVENTION TEAM (CIT):

Student Health Center ......................... (949) 582-4606
Counseling Services ............................ (949) 582-4572
Campus Safety or Campus Police ............ (949) 582-4444 or 911
DSPS is committed to providing quality support services and specialized instruction to students with verified disabilities which enables them to access and participate in all programs at Saddleback College. Visit us at www.saddleback.edu/dsps

What is a Disability?
A disability is a physical or mental condition which limits one or more major life activities, having a record of such a condition, or being regarded as having such a condition.
Disabilities include: Mobility, Learning, Speech, Hearing, Visual, Acquired Brain Injury, Developmental, Psychological, and Other disabilities such as ADHD and Autism Spectrum Disorders.

Applying for DSPS
Students must fill out an application in the DSPS Office to determine eligibility for services. Please bring copies of any educational, psychological, therapeutic, or professional documentation, including scores from assessment or diagnostic reports. This information is needed to verify your disability and to authorize appropriate accommodations. Students with disabilities who do not have recent and complete assessment results must complete either the California Community College Eligibility Process or provide sufficient documentation which establishes objective disability verification. Students must self-identify and give reasonable notice to DSPS in order to verify their disability and receive authorized accommodations. PLEASE complete your DSPS Application as soon as you receive your Saddleback College student ID number.

Learning Disability Assessment: Testing is provided for students who suspect that they may have a learning disability or who were previously assessed, but have outdated testing. Students who qualify for services will be authorized academic adjustments that relate to their educational limitations.

High Tech Center and Alternate Media: Specialized computer hardware and software are available to assist students with access to computer information. Alternate Media services are provided to those students who have difficulty accessing and utilizing print and digital media.

Special Services Classes: Special Services classes utilize specialized basic skills instruction and facilitate success in regular classes. These classes are listed under Special Services in the college catalog and class schedule.

Adapted Kinesiology Classes: Classes provide an opportunity for adults with physical and health-related disabilities to improve their strength, coordination, stamina and mobility. Classes are individualized to address student needs.

Counseling: Counseling services are provided by professional counselors specifically trained to assist adults dealing with disability-related issues and to help them reach their academic, career and personal goals. We encourage all eligible students to use DSPS counselors to plan appropriate course selections and support services prior to enrollment each semester at Saddleback College.

Suspension of Services
DSPS services may be suspended if you fail to meet one or more of these requirements:
1. Responsible use of services and adhere to written procedures adopted by DSPS including the college code of conduct.
2. Fail to meet measurable progress towards your goals established in your Student Educational Contract.
3. Fail to meet academic standards established by the college and/or district.

You have the right to appeal suspension of services within 10 days of notification. A copy of the Student Responsibilities, located on your DSPS application, may be obtained in SSC 113.

Location and Hours
DSPS Office is located in the SSC 113. Phone (949) 582-4885 (voice), (949) 582-4833 (TDD) or (949) 482-4430 (videophone). Any questions related to disability discrimination or academic adjustment should be directed to the DSPS Counselor/Coordinator or the campus ADA/504 Officer. A copy of Saddleback College’s Academic Adjustment Procedure may be obtained in DSPS or in the office of the Vice President for Student Services (AGB 127).
Vocational Certificate
Major courses only – number of units required varies. A series of special major courses, all related to a particular occupational skill. Offered by community colleges, university extension programs, and private educational organizations. Can be helpful in obtaining or upgrading employment.

Associate Degree
Major courses plus general education and electives, 60 units required. Usually referred to as AA or AS (Associate in Arts or Science) Degrees. Normally requires two years of full-time study but may take longer. Associate degrees are offered by community colleges, and at Saddleback College courses numbered 1-299 count towards AA/AS degrees.

Bachelor’s Degree
Major courses plus general education and electives, approximately 120-132 total units required. Usually referred to as BS (Bachelor of Science) or BA (Bachelor of Arts) Degrees. Normally requires 4-5 years of full-time study. Students may complete the Freshman and Sophomore years (lower-division courses) at a community college and then transfer to a four-year university for Junior and Senior years (upper-division courses). Saddleback College courses numbered 1-199 transfer to CSU and courses numbered 1-99 transfer to UC (with some exceptions).

Master’s Degree
Bachelor’s Degree plus graduate courses in specialized area. Bachelor’s Degree units (120-132) plus 36-56 units, depending on major. Usually referred to as MS (Master of Science) or MA (Master of Arts) Degrees. Normally requires two additional years of full-time study after completion of a Bachelor’s Degree.

Doctorate Degree
Advanced training beyond a Bachelor’s or Master’s degree. Units vary, depending on field of study. Usually referred to as Ph.D. (Doctor of Philosophy) or Ed.D. (Doctor of Education). It usually takes 4-5 years of full-time study beyond a Bachelor’s Degree.
### SYSTEM:

<table>
<thead>
<tr>
<th>THE UNIVERSITY OF CALIFORNIA (UC)</th>
<th>THE CALIFORNIA STATE UNIVERSITY (CSU)</th>
<th>THE CALIFORNIA COMMUNITY COLLEGES (CCC)</th>
<th>INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMPUSES: 10</td>
<td>23</td>
<td>113</td>
<td>75</td>
</tr>
</tbody>
</table>

### ADMISSION REQUIREMENTS

#### FRESHMEN

Upper 12.5% of California High School graduates based on:
1. High School GPA in required a-g courses; and
2. ACT or SAT I score.
3. Three specific SAT II subject tests are required: writing, math, a third test in science, foreign language, English literature or social studies.

Upper 33.3% of California High School Seniors based on:
1. High School GPA in grades 10-12, excluding P.E. and military science courses; and
2. ACT or SAT I score;
3. Required pattern of courses.

High School Diploma or High School Equivalency or 18 years of age at time of admission or High School Juniors and Seniors with approval of Principal and parent.

Refer to individual college catalog or request information on the independent California colleges and universities from: Association of Independent California Colleges and Universities (AICCU) 1100 Eleventh Street, Suite 10 Sacramento, CA 95814 (916) 446-7626 See: [www.aiccu.edu](http://www.aiccu.edu)

#### TRANSFER

Students need 60 UC-transferable units with a minimum GPA of 2.4 (higher for most campuses). Completion of all lower division major preparation and general education courses is considered essential especially for selective majors and campuses. Saddleback College courses numbered 1–99 are certified as UC-transferable. See: [admission.universityofcalifornia.edu](http://admission.universityofcalifornia.edu)

Students need 60 CSU-transferable units with a minimum GPA of 2.0 (higher for some campuses). Completion of all lower division major preparation and at least 30 units of CSU General Education courses is essential especially for transfer to selective majors and campuses. Saddleback College courses numbered 1–199 are certified as CSU-transferable. See: [www.csumentor.edu](http://www.csumentor.edu)

Refer to the Association of Independent California Colleges and Universities (AICCU) See: [www.aiccu.edu](http://www.aiccu.edu)

#### ACADEMIC CALENDAR

Eight campuses on the quarter system. UC Berkeley and UC Merced are on the semester system.

16 on semester system; 6 on quarter system; 1 on (4-1-4) system.

Refer to individual college catalog.

Refer to individual college catalog.

### DEGREES AWARDED

Bachelor’s, Master’s, Doctorates, and Professional (law, medicine, dentistry, etc.)

Bachelor’s, Master’s, Some Doctorate Programs

Associate Degrees

Vocational Certificates

Transfer Programs

Associates, Bachelors, Masters, Doctorates, Professional (varies from campus to campus).

### TUITION / FEES

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UC</th>
<th>CSU</th>
<th>CCC</th>
<th>INDEPENDENT</th>
</tr>
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<tbody>
<tr>
<td>Residents of California – Approximately $13,400/year. Non-Residents – Approximately $36,000/year. $70 application fee first campus; $70 each additional campus. $80 application fee for non-resident international.</td>
<td>Residents of California – Approximately $6,700/year. Non-Residents – Approximately $16,000/year. $55 application fee, first campus – includes alternate campus. $55 per campus application fee for international.</td>
<td>Residents of California – $46 per unit. Non-Residents – $211 per unit. Foreign students – $322 per unit, plus an application fee of $54. Non-Residents and Foreign students must also pay the $46 per-unit tuition.</td>
<td>Residents of California – $46 per unit.* Non-Residents – $211 per unit** Foreign students – $322 per unit*, plus an application fee of $54*. Non-Residents and Foreign students must also pay the $46 per-unit tuition.</td>
<td>Variable – See individual college catalog Vanguard.........................$30,980* Chapman University ...............$48,310* Loyola Marymount ..............$44,222* USC..............................$51,442* Azusa Pacific ..................$35,540*</td>
</tr>
<tr>
<td>* Subject to change</td>
<td></td>
<td></td>
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<td>*2016-17 (annual tuition fees only)</td>
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### FINANCIAL AID

Scholarships, grants, loans and work-study employment are the principal forms of financial aid. Nearly all are awarded on the basis of financial need.

A limited number of honorary scholarships awarded on the basis of academic achievement are available. Application for financial aid is separate from application for admission.
### ASSOCIATE DEGREES AND CERTIFICATE PROGRAMS

<table>
<thead>
<tr>
<th>Program</th>
<th>AA</th>
<th>AS</th>
<th>Cert</th>
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<tbody>
<tr>
<td>Accounting</td>
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<td>Accounting</td>
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<td>Computerized Accounting Specialist</td>
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<td>Tax Preparation</td>
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<tr>
<td>Administrative Assistant</td>
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<td>Advanced Manufacturing</td>
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<td>American Sign Language</td>
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<td>Anthropology</td>
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<td>Arabic</td>
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<td>Art</td>
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<tr>
<td>Architectural Drafting</td>
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<td>Studio Arts</td>
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<td>Art History</td>
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<td>Astronomy</td>
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<td>Automotive Technology</td>
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<td>Alternative Fuel Vehicle Specialist</td>
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<td>Automotive Chassis Specialist</td>
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<td>Automotive Engine Performance Specialist</td>
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<td>Automotive Engine Service Specialist</td>
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<td>General Automotive Technician</td>
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<td>Biology</td>
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<td>Business Management</td>
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<td>Business Leadership</td>
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<td>Entrepreneurs</td>
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<td>Global Business</td>
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<tr>
<td>Marketing</td>
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<td>Project Management</td>
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<td>Child Development</td>
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<td>Early Childhood Education</td>
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<td>Early Childhood Teacher</td>
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<td>Elementary Teacher Education</td>
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<td>Infant Toddler Teacher</td>
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<td>Master Teacher</td>
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<td>School Age Care &amp; Recreation</td>
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<td>Site Supervisor</td>
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<td>Associate Teacher</td>
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<td>Chinese</td>
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<td>Cinema/Television/Radio</td>
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<td>Cinema</td>
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<td>CTVR-Critical Studies</td>
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<td>Post Production</td>
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<td>Screen Acting/Voice Performance</td>
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<td>Communication Studies</td>
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<td>Computer and Information Management</td>
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<td>Applications Developer</td>
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<td>Information Security: Security</td>
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<td>Office and Computer Skills</td>
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See Saddleback College Catalog for full descriptions of programs.

### Educational Degrees and Transfer

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<td>Construction Inspection</td>
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<td>Consumer Services</td>
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<td>Cosmetology</td>
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<td>Culinary Arts</td>
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<td>Advanced Culinary Arts</td>
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<td>Basic Culinary Arts</td>
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<td>Drafting Technology</td>
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<td>Economics</td>
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<td>Education (see Child Development)</td>
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<td>Electronic Technology</td>
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<td>Analog and Digital Circuit</td>
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<td>Digital Electronic Technology</td>
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<td>Basic Analog and Digital Electronics</td>
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<td>English as a Second Language</td>
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<td>ESL Beginning Level</td>
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<td>ESL Intermediate Level Pre-College</td>
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<td>Basic Costume Construction and Sourcing</td>
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<td>Visual Fashion Merchandising</td>
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<td>Fashion Stylist</td>
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<td>Fine and Applied Arts</td>
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<td>Foods</td>
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<td>General Studies</td>
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<td>Biomedical Illustration</td>
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<td>Illustration/Animation</td>
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<td>Horticulture</td>
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<td>Plant Identification</td>
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See Saddleback College Catalog for full descriptions of programs.
**THE ASSOCIATE DEGREES**

**MAJOR**
- Total units vary by major.
- At least 18 units are required.

**GENERAL EDUCATION COURSES**
- Between 23 to 39 units required. Designed to allow students to experience courses in a variety of academic disciplines.

**ELECTIVES**
- Electives give students the opportunity to explore a wide variety of subjects or to focus more on an area of special interest. Units may vary.

Designed for students who do NOT wish to transfer to a CSU or UC campus

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**Associate in Arts Degree**

To earn an Associate in Arts Degree (non-transfer) from Saddleback College, a student would complete the Saddleback College General Education requirements shown on Pg. 20 and the requirements for a major. Major requirements can by met by completing an Associate Degree program listed in the Saddleback College Catalog.

**Associate in Science Degree**

To earn an Associate in Science Degree (non-transfer) from Saddleback College, a student would complete the Saddleback College General Education requirements shown on Pg. 20 and the requirements for a major. A minimum of 60 units is required. Major requirements can by met by:

a) completing an Associate Degree program in one of the Natural Sciences (Astronomy, Biology, Chemistry, Computer Science, Geology or Physics) or Engineering as listed in the Saddleback College Catalog, or by

b) completing an occupational (certificate) program described in the Saddleback College Catalog.

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**Career Technical Education (CTE) Transitions Program for High School & Regional Occupational Program (ROP) Students**

Saddleback College maintains faculty-approved formal course articulation agreements with local CTE Transitions high school and ROP districts including: Capistrano Unified School District, Laguna Beach Unified School District, Saddleback Valley Unified School District, South Coast ROP and Coastline ROP. Courses with articulation agreements that follow the California Career Statewide Pathways Templates in the areas including: Accounting, Architecture, Automotive Technology, Business, Child Development, Cinema-TV-Radio, Computer Information Management, Computer Maintenance Technology, Drafting, Fashion, Food & Nutrition, Graphic Design, Horticulture, Kinesiology, Advanced Manufacturing, Photography and Theatre Arts. For a complete listing, see the CTE website at [www.saddleback.edu/cte](http://www.saddleback.edu/cte)

Students who complete a CTE Transitions articulated class offered through a partnering high school or ROP district, and receive a grade of A or B, will be eligible to have Credit by Exam units for the corresponding Saddleback College class posted to their official transcript. Eligible students should make an appointment with a Saddleback College counselor once they are enrolled at the college. The counselor will verify their Articulation Certificate and/or high school transcript, assist them in completing a CTE Transitions Petition form and submit the form to the Admissions and Records Office for processing. Contact the Counseling Department for further information: (949) 582-4572.
## I. CORE REQUIREMENTS

### 1. LANGUAGE AND RATIONALITY

<table>
<thead>
<tr>
<th>A. Written Communication</th>
<th>C</th>
<th>IP</th>
<th>N</th>
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</thead>
<tbody>
<tr>
<td>ENG 1A or 1AH – Grade of “C” or better required</td>
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<thead>
<tr>
<th>B. Oral Communication</th>
<th>C</th>
<th>IP</th>
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<tbody>
<tr>
<td>Complete ONE course from the following with a grade of “C” or better:</td>
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<tr>
<td>SP 1, 5 (formerly 105); BUS 102</td>
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### 2. MATHEMATICS COMPETENCY

| C | IP | N |
| Complete Option A or Option B |

**Option A:** Completion with a grade of “C” or better of any mathematics course currently offered within the Mathematics Department, other than MATH 351 or 353.

**Option B:** Evidence of one of the following:
1. A score of 3 or above on the College Board Math SAT
2. A score of 3 or above on the ACT Mathematics Test
3. A score of 35-39 percentile on the Comprehensive section of the Nelson-Denny Reading Test, Form H or equivalent.
4. A score of 30-37 on the CTEP Reading Test.

### 3. READING COMPETENCY

| C | IP | N |
| Complete Option A or Option B |

**Option A:** Completion, with a grade of “C” or better, of any academic reading course currently offered within the Social and Behavioral Sciences.

**Option B:** Evidence of one of the following:
1. 400 or above on the critical reading section of the SAT
2. 23 or above on the ACT Reading Test
3. A score of 35-39 percentile on the Comprehensive section of the Nelson-Denny Reading Test, Form H or equivalent.
4. A score of 30-37 on the CTEP Reading Test.

### 4. INFORMATION COMPETENCY

| C | IP | N |
| Complete ONE course from the following with a grade of “C” or better: |
| ANTH 2 or 2H, 3, 4, 6, 8 |
| BUS 102 |
| CD 7 (formerly 107) |
| CIM 1, 10 |
| CIMW 115 |
| DANC 64 |
| EN 18 or 18H, 70 (formerly 170) |
| ENV 1, 18 |
| ES (formerly CCS) 1*, 2*, 3*, 10* |
| FCS 115 |
| FN 50 |
| HIST 4, 5, 12, 16, 17, 32 |
| LIB 2 (formerly 102) or 2H, 100, 101 |
| N 176 |
| PSYC 1 or 1H, 2 or 2H, 7 |
| SP 1, 2, 3 |

**Note:** Courses used to fulfill any competency requirement may also apply to our course or breadth requirement.

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## II. BREADTH REQUIREMENTS

### 1. FINE ARTS AND HUMANITIES

| A. The Arts, Music, Theatre | C | IP | N |
| Complete ONE course from the following: |
| ARCH 12 (formerly 112) |
| ART 4 |
| ARTH 20, 21, 22, 23, 24*, 25, 26, 27, 28, 29 |
| CTRV 3, 2 (formerly CA 30), 7* (formerly CA 27), 9 (formerly CA 29) |
| DANC 64 (formerly PE/TA 64), 74* (formerly 174) |
| FA 27 |
| FASH 144 |
| GD 1 |
| HORT 115 |
| ID 110, 122, 125 |
| MUS 1, 20, 23*, 24, 25, 26, 27*, 28, 29 |
| PHOTO 25 |
| SP 32 |
| TA 20, 22, 25, 26, 32, 110* |

### 2. LITERATURE, PHILOSOPHY, HISTORY, RELIGION, FOREIGN LANGUAGE

| C | IP | N |
| Complete ONE course from the following: |
| ARAB 1, 2, 3, 4, 21 |
| CHI 1, 2, 21 |
| FR 1, 2, 3, 4 |
| GER 1, 2, 3, 4 |
| HEBR 1, 2, 3 |
| HIST 4, 5 |
| HUM 1, 3, 10A, 10B, 21, 22, 25 |
| ITA 1, 2, 3, 4, 21 |
| JA 1, 2, 21 |
| KOR 1, 2, 3, 4, 21 |
| PHIL 1, 2 (formerly 103), 5 (formerly 104), 10, 14, 15 |
| PORT 1, 2, 3, 4, 21 |
| PRSN 1, 2, 3, 4 |
| SL 1 (formerly 32), 2 (formerly 33), 3 (formerly 34), 4 (formerly 35), 101* |
| SPAN 1 (or 1A and 1B), 2, 3, 4, 20A, 20B, 21A, 21B, 21C* |
| SP 30 |
| TA 30 |

### 2. NATURAL SCIENCES

| C | IP | N |
| Complete ONE course, with a laboratory, from the following: |
| ANTH 1 or 1H, and 1L |
| Students are advised to complete the ANTH 1 lab within one (1) year of the lecture component |
| ASTR 20 and 25 |
| BIO 3A (formerly 1A), 3B (formerly 1B), 4A, 4B, 11, 15, 19 | ENV 19, BIO 20, 31, 113 |
| CHEM 1A, 2, 3, 108 |
| ENV 18, 23, 24 |
| GEOG 1 or 1H, and 1L |
| GEOL 1, 20, 23 |
| HORT 20 |
| MS 4, 20 |
| PHYS 1A, 1B, 2A, 4A, 20 |

**Requirements are subject to change.**

The Articulation Office 6/2016

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## 3. SOCIAL AND BEHAVIORAL SCIENCES

| A. Social/Behavioral Science | C | IP | N |
| Complete ONE course from the following: |
| ANTH 2 or 2H, 3, 4*, 5*, 7*, 8, 9, 10, 13, 14, 17, 21 |
| BUS 1 or 1H |
| CD 7 (formerly 107), 15 (formerly 105), 117* |
| CTRV 1 |
| ECON 2 or 2H, 4 (formerly 1 or 4H), 11, 20 |
| ENV 1 |
| ES (formerly CCS) 1*, 2*, 3*, 10* |
| GEOG 2 or 2H, 3, 38 |
| HIST 12, 19, 20*, 21*, 27, 28, 30, 32, 33*, 61, 62, 63, 70, 71, 72, 74, 75, 80/PS 80, 81* |
| HS 100, 120, 121*, 186 |
| JRN 1 |
| PS 4, 10H, 11, 12, 14 |
| PSY 1 or 1H, 7*, 16*, 21, 125 |
| SOC 1, 2, 6*, 10, 15, 20*, 21, 25, 125, 126|
| SP 8, 20* |
| WS 10 or 10H, 40 |

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

### A. American Institutions

| C | IP | N |
| Complete ONE course from the following: |
| HIST 7, 8, 16, 17, 22 or PS 1 or 1H |

### 4. LIFE SKILLS/CRITICAL THINKING

| C | IP | N |
| Complete ONE course from A or B: |
| A. Life Skills | C | IP | N |
| ACCT 120 |
| BUS 116 |
| CD 73 (formerly 107), 117* |
| COLN 1, 140, 150, 151, 160 |
| FCS 115, 142 |
| FASH 141 (formerly FCS 140) |
| FN 50, 64 |
| HILTH 1, 3 |
| HS 170, 175 |
| N 161, 165 |
| PSYC 5, 7*, 33 |
| SOC 126*, 180 |
| SPS 115, 205 |
| WS 120 |

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

### B. Critical Thinking

| C | IP | N |
| Complete ONE course from the following: |
| PHIL 12 |
| PS 2, 3 |

### 5. PHYSICAL FITNESS ASSESSMENT

| C | IP | N |
| Complete ONE course from the following: |
| KNES 107 (formerly PE 107) |
| KNEA 107–For disabled students (formerly APE/PESS 107) |

### 6. CULTURES IN THE UNITED STATES REQUIREMENT

| C | IP | N |
| Complete ONE course in the Fine Arts and Humanities or in the Social and Behavioral Sciences that is marked with an asterisk (*) will satisfy this requirement. |
| Nursing Equivalency – Completion of the Nursing Program meets the Cultures in the U.S. requirement. |

### III. MAJOR

A minimum of 60 units is required for the degree.

A major requires 18 or more units (refer to the Certificates and Degrees section in the catalog).
**Bachelor’s Degree**

Preparation for the Bachelor’s Degree at Saddleback College is made up of lower-division General Education requirements and preparation courses in a major. Some students take elective courses in subjects in which they have an interest. General Education Certification includes courses in the arts, humanities, the natural sciences, English, social sciences and mathematics. There are two major General Education Certification patterns:

- **CSU General Education Certification** (see Pg. 22)
  Primarily used for the California State University System and some private colleges and universities in California.

  **Note:** Only Saddleback College courses numbered 1-199 are certified as transferable courses to the CSU.

- **IGETC – Intersegmental General Education Transfer Curriculum** (see Pg. 23)
  Used for the University of California. Can also be used for CSU and some private colleges and universities.

  **Note:** Only Saddleback College courses numbered 1-99 are certified as transferable courses to the UC.

Preparation for the major includes lower-division courses taken at Saddleback College that prepares you for upper-division course work in your major at the university.

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**TAG – Transfer Admission Guarantee**

Special agreements now make it easier for students to transfer to certain California universities. We currently have this type of agreement with UC Davis, UC Irvine, UC Merced, UC Riverside, UC Santa Barbara and UC Santa Cruz. Please visit a counselor at the Transfer Center or Counseling Department for further information. [uctap.universityofcalifornia.edu](http://uctap.universityofcalifornia.edu)

**Honors Program**

Students who complete the Honors Program are eligible for preferential admission consideration at a variety of colleges and universities. Contact the Honors Program at (949) 582-4853 or visit [www.saddleback.edu/honors](http://www.saddleback.edu/honors) for further information. Counselors in the Transfer Center are also available to answer Honors Program questions.

**Associate Degree for Transfer (CSU)**

For the California State University, under Senate Bill 1440, the CSU shall grant a student priority admission to his or her local CSU campus, and to a program or major that is similar to his or her community college major or area of emphasis, as determined by the CSU campus to which the student is admitted. All this can be done by completing a specific Associate in Arts or Associate in Science degree at Saddleback College. Please contact the Transfer Center or Counseling Department for further information. [www.adeegreewithaguarantee.com](http://www.adeegreewithaguarantee.com)
MATH 122 completed
Date: 2/18/2017

AT LEAST 3 COURSES TOTALING A MINIMUM OF 9 UNITS REQUIRED

Complete ONE course from Area A1 and ONE course from Area A2.

C1 ARTS

ARCH 12 (formerly 112)
ART 1, 4
ARTH 20, 21, 22, 23, 24, 25, 26, 27, 28, 29

C1 HUMANITIES

ARAB 1 [F90], 1A [F90], 1B [F90], 2 [F90], 3 [F90], 4 [F90], 21
CHEM 1A [F90], 1B [F90], 2

C2 MATHEMATICS

MATH 2, 3A or 3AH, 3B, 3C, 4B, 5, 6A, 6B, 7, 8, 9, 10, 11, 12, 24, 26, 112

C3 SOCIAL SCIENCES

HIST 7, 8, 9, 10 [F07], 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24

AT LEAST 3 COURSES TOTALING A MINIMUM OF 9 UNITS REQUIRED IN AREA A

Complete ONE course from Area A3.

Area B:

SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

AT LEAST 9 UNITS ARE REQUIRED IN AREAS B1 THROUGH B4

Complete ONE course from Area B1.

Complete ONE course from Area B2.

Complete ONE course from Area B3.

Complete ONE course from Area B4.

Area C:

ARTS AND HUMANITIES

AT LEAST 3 COURSES TOTALING A MINIMUM OF 9 UNITS REQUIRED

Complete ONE course from Area C1 and ONE course from Area C2.

Complete A THIRD course from either area.

Area D:

SOCIAL SCIENCES

AT LEAST 3 COURSES TOTALING A MINIMUM OF 9 UNITS REQUIRED

Courses from two different subjects required.

Area E:

LIFE LONG UNDERSTANDING AND SELF-DEVELOPMENT

3 UNITS ARE REQUIRED TO COMPLETE AREA E

A maximum of 2 units of DANL/CNES/KNEA/PAC activity courses are permitted.

Legend

C ...........Completed
IP ...........In Progress
N ...........Need

Student Name: ____________________________
Counselor Name: ____________________________

ID No. ____________________________
Date: ____________________________
Counselor Name: Date: Student Name: ID No.

N ..........Need
IP ..........In Progress
♦

Reinstated

One science course
21A [F01], 20B [F01], [F98]
(formally 35)
(formally 34)

Total transferable units completed
[S07], 24

HIST 4, 5, 18, 30*, 40*, 41*, 60, 61*‡
[S07], 18
[after F93]
[S07], 4A
[1B prior to F03]
[S07], 1 and 1L

ANTH 1, 1 and 1L

FR 2 [F10], 3, 4, 20 [F95-F07], ^21
27D, 27E, 27F, 31 [F02], 35 [F92], 44 [F95], 46, 47, 50, 52 [F97], 54 [F95]

[201x329]‡ Cross-referenced course.

21E [F95], 23A [F95], 23B [F95], 24 [F95], 25, 27A or 27AH, 27B, 27C,
[203x434]**

♦ [S07], 20
4C

ARAB 2 [F10], 3 [S07], 4 [S07], 21 [F95]

CHI 2 [F10], 3 [F07], 4 [F07], 21 [F95]

ENG 15A, 15B, 17A, 17B, 18, 19, 20, 21A, 21B, 21C [F95], 21D [F95],

PHYS 1A

MS 4

[225x423]♦

[247x365]

‡ Cross-referenced course.

ARCH 12 [S07] ART 4 ARTH 20, 21, 22, 23, 24, 25, 26, 27, 28, 29

AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES

Select a course from the Humanities.

Select

AREA 6: LANGUAGE OTHER THAN ENGLISH

JRN 1* [S07] PS

4B, 6A, 6B, 7**, 8**, 9, 10,
(formally 4A)
75*‡, 80‡ [F00]

KOR 1 [F09], 2 [F09], 3, 4
PORT 1 [F12], 2 [F12], 3, 4
PRSN 1, 2 [F05], 3, 4
SL 1

ITA 1, 1B, 2 [F05], 3 [F05], 4 [F05]

ONLY

REQUIRED FOR CSU TRANSFER

SP 1 –

GEOG 2 or 2H, 3, 38 [F10] HD 7‡

ECON 2 or 2H, 4

ARAB 1 [F02], 2 [F05], 3 [F07], 4 [F07]

CTVR 1*

(formally CDES 7),

ENG 1B or 1BH – Completed Summer 1992 or after.

ONE

Complete

two or more different multiple subject courses from the Humanities.
QUESTIONS?
Does Psychology 5 meet a CSU General Education Certification requirement?
How many lower division mathematics courses are required at Cal State Fullerton in Engineering?
What are the lower division major preparation courses for an English major at UCI?

ANSWERS
If you are planning to transfer from a community college to a University of California (UC) or a California State University (CSU) campus, ASSIST can help you to:
1. Determine if courses are transferable.
2. See if a course meets a requirement of the CSU General Education Certification requirements or IGETC.
3. Find out what courses at Saddleback College meet major preparation requirements at many CSU and UC campuses.
Note: Not all universities have all of the transfer information available on ASSIST. If any item is shown in light gray text, then that information is not available for the university selected. Please see a counselor for more information.

HOW TO USE ASSIST
1. VISIT ASSIST AT www.assist.org
2. SELECT AN INSTITUTION: Select “Saddleback College.”
3. SELECT ACADEMIC YEAR TO QUERY: Select appropriate academic year.
4. AGREEMENTS WITH OTHER CAMPUSES: Select a UC or CSU campus.
5. SELECT THE TYPE OF TRANSFER INFORMATION YOU WANT:
   - UC TRANSFERABLE COURSES – Displays all Saddleback courses that are transferable to the UC from that college.
   - CSU TRANSFERABLE COURSES – Displays all Saddleback courses that are transferable to the CSU from that college.
   - CSU GE-BREATH CERTIFICATION COURSES – Displays all of the Saddleback courses that meet CSU general education.
   - IGETC FOR UC AND CSU – Displays all of the Saddleback courses that meet IGETC general education courses.
6. PRINT THE INFORMATION: Click on the gold PRINT button on the top left of the screen.
7. SEE A COUNSELOR: Students are advised to contact a counselor for more information and for details regarding other transfer agreements and options not available on ASSIST. Counselors have up-to-date information often not available on ASSIST. Stop by Counseling Department in SSC 167 (949) 582-4572 or the Transfer Center SSC 225B (949) 582-4328 to schedule an appointment.
# California Four-Year Public Universities

## California State University* – 23 Campuses

<table>
<thead>
<tr>
<th>#</th>
<th>Institution</th>
<th>Founding Year</th>
<th>Phone Number</th>
<th>Enrollment</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>California Maritime Academy</td>
<td>1929</td>
<td>(707) 654-1330</td>
<td>1,046</td>
<td><a href="http://www.csum.edu">www.csum.edu</a></td>
</tr>
<tr>
<td>2</td>
<td>California Polytechnic State University, San Luis Obispo</td>
<td>1901</td>
<td>(805) 756-2311</td>
<td>20,186</td>
<td><a href="http://www.calpoly.edu">www.calpoly.edu</a></td>
</tr>
<tr>
<td>3</td>
<td>California State Polytechnic University, Pomona</td>
<td>1938</td>
<td>(909) 869-3210</td>
<td>22,156</td>
<td><a href="http://www.cpp.edu">www.cpp.edu</a></td>
</tr>
<tr>
<td>4</td>
<td>California State University, Bakersfield</td>
<td>1965</td>
<td>(661) 664-2011</td>
<td>8,720</td>
<td><a href="http://www.csub.edu">www.csub.edu</a></td>
</tr>
<tr>
<td>5</td>
<td>California State University, Channel Islands</td>
<td>2002</td>
<td>(805) 437-8400</td>
<td>5,140</td>
<td><a href="http://www.csuci.edu">www.csuci.edu</a></td>
</tr>
<tr>
<td>6</td>
<td>California State University, Chico</td>
<td>1887</td>
<td>(530) 898-4636</td>
<td>17,287</td>
<td><a href="http://www.csuchico.edu">www.csuchico.edu</a></td>
</tr>
<tr>
<td>7</td>
<td>California State University, Dominguez Hills</td>
<td>1960</td>
<td>(310) 243-3300</td>
<td>14,670</td>
<td><a href="http://www.csudh.edu">www.csudh.edu</a></td>
</tr>
<tr>
<td>8</td>
<td>California State University, East Bay</td>
<td>1957</td>
<td>(510) 885-3000</td>
<td>14,526</td>
<td><a href="http://www.csueastbay.edu">www.csueastbay.edu</a></td>
</tr>
<tr>
<td>9</td>
<td>California State University, Fresno</td>
<td>1911</td>
<td>(559) 278-4240</td>
<td>23,179</td>
<td><a href="http://www.csufresno.edu">www.csufresno.edu</a></td>
</tr>
<tr>
<td>10</td>
<td>California State University, Fullerton</td>
<td>1957</td>
<td>(657) 278-2300</td>
<td>38,128</td>
<td><a href="http://www.fullerton.edu">www.fullerton.edu</a></td>
</tr>
<tr>
<td>11</td>
<td>California State University, Long Beach</td>
<td>1949</td>
<td>(562) 985-4111</td>
<td>35,586</td>
<td><a href="http://www.csulb.edu">www.csulb.edu</a></td>
</tr>
<tr>
<td>12</td>
<td>California State University, Los Angeles</td>
<td>1947</td>
<td>(323) 343-3000</td>
<td>23,258</td>
<td><a href="http://www.calstatela.edu">www.calstatela.edu</a></td>
</tr>
<tr>
<td>13</td>
<td>California State University, Monterey Bay</td>
<td>1995</td>
<td>(831) 582-3330</td>
<td>38,310</td>
<td><a href="http://www.csun.edu">www.csun.edu</a></td>
</tr>
<tr>
<td>14</td>
<td>California State University, Northridge</td>
<td>1958</td>
<td>(818) 677-1200</td>
<td>14,670</td>
<td><a href="http://www.csun.edu">www.csun.edu</a></td>
</tr>
<tr>
<td>15</td>
<td>California State University, Sacramento</td>
<td>1947</td>
<td>(916) 278-6011</td>
<td>38,128</td>
<td><a href="http://www.fullerton.edu">www.fullerton.edu</a></td>
</tr>
<tr>
<td>16</td>
<td>California State University, San Bernardino</td>
<td>1960</td>
<td>(909) 537-5000</td>
<td>18,398</td>
<td><a href="http://www.csusb.edu">www.csusb.edu</a></td>
</tr>
<tr>
<td>17</td>
<td>California State University, San Marcos</td>
<td>1989</td>
<td>(760) 750-4000</td>
<td>10,610</td>
<td><a href="http://www.csusm.edu">www.csusm.edu</a></td>
</tr>
<tr>
<td>18</td>
<td>California State University, Stanislaus</td>
<td>1957</td>
<td>(209) 667-3122</td>
<td>8,917</td>
<td><a href="http://www.csusm.edu">www.csusm.edu</a></td>
</tr>
<tr>
<td>19</td>
<td>Humboldt State University</td>
<td>1913</td>
<td>(707) 826-3011</td>
<td>8,315</td>
<td><a href="http://www.humboldtstate.edu">www.humboldtstate.edu</a></td>
</tr>
<tr>
<td>20</td>
<td>San Diego State University</td>
<td>1897</td>
<td>(619) 594-5000</td>
<td>32,576</td>
<td><a href="http://www.sdsu.edu">www.sdsu.edu</a></td>
</tr>
<tr>
<td>21</td>
<td>San Francisco State University</td>
<td>1899</td>
<td>(415) 436-1300</td>
<td>29,905</td>
<td><a href="http://www.sfsu.edu">www.sfsu.edu</a></td>
</tr>
<tr>
<td>22</td>
<td>San Jose State University</td>
<td>1857</td>
<td>(408) 924-1000</td>
<td>24,713</td>
<td><a href="http://www.sjsu.edu">www.sjsu.edu</a></td>
</tr>
<tr>
<td>23</td>
<td>Sonoma State University</td>
<td>1960</td>
<td>(707) 664-2880</td>
<td>9,120</td>
<td><a href="http://www.sonomastate.edu">www.sonomastate.edu</a></td>
</tr>
</tbody>
</table>

## California State University, San Francisco

California State University, San Francisco is a graduate/professional institution requiring pre-professional preparation or graduate standing for admission. (415) 476-9000 Post Grad 4,636

# University of California* – 10 Campuses

<table>
<thead>
<tr>
<th>#</th>
<th>Institution</th>
<th>Founding Year</th>
<th>Phone Number</th>
<th>Enrollment</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>University of California, Berkeley</td>
<td>1868</td>
<td>(510) 642-6000</td>
<td>36,204</td>
<td><a href="http://www.berkeley.edu">www.berkeley.edu</a></td>
</tr>
<tr>
<td>2</td>
<td>University of California, Davis</td>
<td>1908</td>
<td>(530) 752-1011</td>
<td>43,239</td>
<td><a href="http://www.ucdavis.edu">www.ucdavis.edu</a></td>
</tr>
<tr>
<td>3</td>
<td>University of California, Irvine</td>
<td>1965</td>
<td>(949) 824-5011</td>
<td>30,757</td>
<td><a href="http://www.uci.edu">www.uci.edu</a></td>
</tr>
<tr>
<td>4</td>
<td>University of California, Los Angeles</td>
<td>1919</td>
<td>(310) 825-4321</td>
<td>43,239</td>
<td><a href="http://www.ucla.edu">www.ucla.edu</a></td>
</tr>
<tr>
<td>5</td>
<td>University of California, Merced</td>
<td>2004</td>
<td>(209) 228-4400</td>
<td>6,268</td>
<td><a href="http://www.ucmerced.edu">www.ucmerced.edu</a></td>
</tr>
<tr>
<td>6</td>
<td>University of California, Riverside</td>
<td>1954</td>
<td>(951) 827-1012</td>
<td>21,297</td>
<td><a href="http://www.ucr.edu">www.ucr.edu</a></td>
</tr>
<tr>
<td>7</td>
<td>University of California, San Diego</td>
<td>1964</td>
<td>(858) 534-2230</td>
<td>35,415</td>
<td><a href="http://www.ucsd.edu">www.ucsd.edu</a></td>
</tr>
<tr>
<td>8</td>
<td>University of California, Santa Barbara</td>
<td>1944</td>
<td>(805) 893-8000</td>
<td>31,502</td>
<td><a href="http://www.ucsb.edu">www.ucsb.edu</a></td>
</tr>
<tr>
<td>9</td>
<td>University of California, Santa Cruz</td>
<td>1965</td>
<td>(831) 459-0111</td>
<td>17,866</td>
<td><a href="http://www.ucsc.edu">www.ucsc.edu</a></td>
</tr>
<tr>
<td>10</td>
<td>University of California, San Francisco</td>
<td>1889</td>
<td>(415) 476-9000</td>
<td>4,636</td>
<td><a href="http://www.ucsf.edu">www.ucsf.edu</a></td>
</tr>
</tbody>
</table>

* Enrollment figures subject to change

[Diagram of California public universities]
The California State University system (CSU) is the largest system of four-year public higher education in the United States. Its 23 campuses extend from Arcata in the north (Humboldt State University) to San Diego in the south (San Diego State University). For every first-time freshman student admitted, two community college transfer students are admitted. Since the CSU began in 1961, it has awarded almost two million degrees.

The CSU historically has played a critical role in preparing students to enter the job market. The system prepares 60 percent of the teachers in the state and more graduates in business, engineering, agriculture, communications, health, education, and public administration than all other California universities and colleges combined. Altogether, about half of all of the Bachelor’s degrees awarded in California are from a CSU campus.

Upper-division transfer applicants must earn a minimum 2.0 grade point average (GPA) in 60 transferable units. Within those 60 transferable units, transfer applicants must complete at least 30 transferable semester units of General Education (GE) courses with a grade of “C” or better to include the following CSU GE requirements in Oral Communication (A-1), Written Communication (A-2), Critical Thinking (A-3), and Mathematics/Quantitative Reasoning (B-4). When choosing General Education courses, most CSU transfer applicants follow either the CSU General Education Certification course pattern or the Intersegmental General Education Transfer Curriculum (IGETC). Some majors may be impacted at some campuses. In such cases, campuses use supplementary criteria to screen applications such as GPA, required lower-division major coursework, or test scores. For information on Saddleback College lower-division major coursework, please visit www.assist.org

For the California State University under the law SB1440, the CSU shall grant a student priority admission to his or her local CSU campus and to a program or major that is similar to his or her community college major or area of emphasis, as determined by the CSU campus to which the student is admitted. All this can be done by completing a specific Associate in Arts/Associate in Science – Transfer degree at Saddleback College. Please contact the Transfer Center (SSC 225B) or Counseling Department (SSC 167) for further information.

Ranking of CSU Campuses for Saddleback College Transfer Students

<table>
<thead>
<tr>
<th>CSU Fullerton</th>
<th>#1</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU Long Beach</td>
<td>#2</td>
</tr>
<tr>
<td>San Diego State University</td>
<td>#3</td>
</tr>
<tr>
<td>CSU San Marcos</td>
<td>#4</td>
</tr>
<tr>
<td>Cal Poly San Luis Obispo</td>
<td>#5</td>
</tr>
</tbody>
</table>
In just over a century, the University of California (UC) has built an international reputation for academic excellence. Whether you want a broad liberal arts education, preparation for graduation study, or training for a particular profession, the University of California probably has a program to meet your needs.

The University of California includes world-famous campuses such as UC Berkeley and UCLA. The UC campuses are primarily research and theoretical institutions providing transfer students with the skills to pursue graduate-level degrees. At most campuses, undergraduate majors are offered by academic units called colleges, such as the College of Letters and Science, College of Engineering, or College of Natural Sciences. At UC San Diego, each of the six colleges has a distinct academic philosophy. UC Santa Cruz has eight colleges, each a small community with unique intellectual interests and social traditions.

Upper-division transfer applicants must earn a minimum 2.4 grade point average (GPA) in 60 transferable units. Within those 60 transferable units, transfer courses must include the following UC General Education requirements as outlined in the Intersegmental General Education Transfer Curriculum (IGETC) in English Composition (1-A), Critical Thinking/Composition (1-B), and Mathematical Concepts (2). When choosing general education courses, most UC transfer students follow the Intersegmental General Education Transfer Curriculum (IGETC). However, students pursuing a high-unit major may choose not to complete IGETC in order to complete their lower-division major coursework before transfer. Some majors may be impacted at some campuses. In such cases, campuses may screen for admissions based on additional criteria such as GPA or required lower-division major coursework. For information on Saddleback lower-division major coursework, please visit www.assist.org and the Transfer Center (SSC 225B).

**Ranking of UC Campuses for Saddleback College Transfer Students**

- UC Irvine #1
- UCLA #2
- UC San Diego #3
- UC Santa Barbara #4
- UC Berkeley #5
California’s independent colleges and universities represent an established tradition of higher education in California. The first institutions opened their doors in 1851. Each of the 75 colleges and universities have their own unique character and strengths.

75 Campuses – over 100 locations
• Two- and Four-Year Specialized Schools in the Arts and Sciences
• Traditional Liberal Arts Colleges
• Small Comprehensive Universities
• Major Research Universities
• Free-Standing Graduate and Professional Schools
• Campuses for Working Adults

The Students
320,000 Students equals 22% of California’s Four-Year Undergraduate Students
176,000 Undergraduate Students / 144,000 Graduate Students
• 38% Transfer Students
• 48% Undergraduate Ethnic Minority Students
• 15% International Students
• Average Campus Student/Faculty Ratio – 12:1

Annual Financial Aid
• $137 Billion from the Independent Colleges and Universities
• $288 Million from State and Federal Governments (Cal Grant aid)
• 86% of the Students Receive Financial Aid – $15,000 Average Student Financial Aid Package

Degrees Awarded
• Approximately 20% of California’s Bachelor’s Degrees
• Approximately 50% of California’s Master’s and Doctorate Degrees
• Approximately 61% of California’s Professional Degrees

There are 75 fully accredited independent colleges and universities affiliated with the Association of Independent California Colleges and Universities (AICCU) providing a host of options at the undergraduate, graduate, and professional levels. Independent colleges are often flexible in admissions policies and in awarding previous college credit. They invite interested students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.
TRANSFER INFORMATION ON THE INTERNET

www.assist.org
What is ASSIST?
If you are planning to transfer from a community college to a University of California or a California State University, ASSIST can help! ASSIST is the official California statewide database listing a selection of campus-approved transfer agreements, general education requirements, and information on UC and CSU transferable courses. Students are also advised to contact a Saddleback College counselor for more information, and for details regarding other transfer agreements and options not available on ASSIST for your transfer college choice.

www.csumentor.edu
What is CSUMentor?
CSUMentor provides students with a simpler, friendlier way to plan their transfer to a California State University. CSUMentor can help you select a CSU campus, plan to meet CSU entrance and academic requirements, apply online for admissions and financial aid, understand financial aid eligibility and opportunities, and establish an electronic communications link between the student and CSU campus(es). A wealth of information about all 23 CSU campuses is available at CSUMentor.

admission.universityofcalifornia.edu
Visit this site for information about UC Admissions. This site will answer your questions about transferring, financial aid, campus fit and more. The UC Application is accessible through this site.

www.aiccu.edu
What is AICCU – Association of Independent California Colleges and Universities?
California’s independent colleges and universities represent a long tradition of higher education in California. The first institution opened in 1851. Today, each of the AICCU’s 75 colleges and universities have their own unique character and strengths. Here, you will get a comprehensive look at each of these independent colleges, information and facts, and transfer information to AICCU colleges such as Chapman University, Mills College, Concordia University, University of San Diego, Westmont College, and Pepperdine University.

www.californiacolleges.edu
What is californiacolleges.edu?
CaliforniaColleges.edu has been developed in collaboration with the California State University (CSU), University of California (UC), California Community Colleges (CCC), Association of Independent California Colleges and Universities (AICCU), and the California Department of Education to allow students to obtain information about higher education opportunities in California. The site aims to become the portal for all colleges and universities in the state. The site provides two major functions: college exploration, and guidance and counseling.

www.saddleback.edu/transfer
Saddleback College Transfer Center Home Page
Here you will find web pages filled with information for the Saddleback College student interested in transferring. These pages cover all aspects of transferring such as major preparation, degrees, eligibility, transfer guarantee programs, GPA, and more! All of the links you need to transfer are included. Visit this site created just for Saddleback College students!

- California Virtual Campus: www.cvc.edu
- Western Undergraduate Exchange (Reduced Tuition Program): www.wiche.edu/wue
- College Navigator – Explore Colleges and Majors in the U.S. (some schools not accredited): www.nces.ed.gov/collegenavigator
- Search Colleges & Universities worldwide (some schools not accredited): www.university-world.com
- What can I do with a major in…?: www.saddleback.edu/uploads/career/static/majors
- Study Abroad: www.studyabroad.com
- Major Resource Kits: www.udel.edu/CSC/students/major_resource_kits
- College Board: www.collegeboard.org
GLOSSARY OF COLLEGE TERMS

**Advanced Placement (AP)**
A College Board examination program through which students who score 3 or higher may be awarded credit toward graduation or credit toward general education or breadth requirements. Official copies ordered from College Board must be on file and one semester must be completed at Saddleback College to receive AP credit. See the Saddleback College catalog for details.

**Advisement**
An online session that helps students determine their educational goal, plan a first semester schedule, and prepare a First Semester Ed Plan.

**Articulation Agreement**
A written agreement that lists courses at one college which are equivalent to courses at another college.

**Assessment and Placement**
Assessment exams determine the students current skill level in reading, English, mathematics, and ESL (English as a Second Language) which provides students with appropriate course placement.

**Associate Degree**
A degree granted by community colleges upon completion of 60 units of college work, including general education, major requirements, and electives.

**Catalog**
A book published by a college describing all of the courses and giving requirements for all majors. The Saddleback College catalog is for sale in the bookstore or online at www.saddleback.edu/cc

**Certificate**
An occupational certificate is granted upon completion of a prescribed list of courses in a field leading to employment, usually about 18-30 units.

**Certification**
The process a community college uses to verify to a California State University or a University of California campus that a transfer student has completed the lower-division general education requirements. Saddleback will certify completion of either IGETC or the CSU General Education patterns and award a Certificate of Completion in General Education.

**Corequisite**
Concurrent (simultaneous) enrollment in a companion course is required.

**Full-time Student**
A student taking 12 or more units in one semester.

**General Education**
A pattern of coursework covering communication skills, natural sciences, social sciences, arts, humanities, and mathematics that all colleges require to qualify for a degree. The pattern will vary from college to college.

**Grade Point Average (GPA)**
A measure of academic achievement obtained by dividing a student’s total grade points by the number of units attempted. See Pg. 31 for calculating GPA.

**Guaranteed Transfer**
A special agreement between a community college student and a participating four-year college that either guarantees transfer admission or gives priority to a transfer application.

**IGETC or the CSU General Education patterns and award a Certificate of Completion in General Education.**

**Orientation**
An online presentation designed to explain college policies, programs, and services.

**Prerequisite**
A requirement that must be met before enrolling in a particular course.

**Probation**
A student is placed on probation for two reasons:
1. Falling below a 2.0 (“C”) grade point average.
2. Failing to successfully complete half or more of the units originally attempted.

**Recommended Preparation**
A condition of enrollment that a student is advised, but not required, to meet before enrolling in a particular course.

**Residency**
To be classified as a legal resident of California for tuition purposes, a student must meet certain requirements, including living in the state for at least one year. The Admissions and Records Office verifies residency.

**Semester**
One half of the academic year, usually 16-18 weeks long.

**Transcript**
An official record of your work at a college. Saddleback College transcripts can be obtained at the Admissions and Records Office.

**Transfer Courses**
Courses from a community college which are accepted by four-year colleges and universities. Check the catalog to be sure a course transfers to the appropriate college.

**Unit**
A college unit (or credit) usually means one hour of lecture per week for a semester. Many Saddleback College courses are three units, meaning that they meet for three hours of lecture per week. An Associate Degree requires 60 units.
CALCULATING YOUR GRADE POINT AVERAGE

Your GPA is often very important since it may influence your admission to a college or university, chances for a particular job, eligibility to obtain an Associate Degree, or your eligibility for financial aid.

How to Figure Your Grade Point Average

The most common grading system is the 4.0 grade point system. This is the system Saddleback College uses. Following is the value chart to help determine your GPA:

<table>
<thead>
<tr>
<th>Grade Point Value Per Unit</th>
<th>The following grades are not part of the GPA computation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 4 grade points</td>
<td>P = Pass: Zero grade points, no units attempted, but counts for units completed</td>
</tr>
<tr>
<td>B = 3 grade points</td>
<td>NP = No Pass: Zero grade points, no units attempted, no units completed</td>
</tr>
<tr>
<td>C = 2 grade points</td>
<td>W = Withdrawal: Zero grade points, no units attempted, no units completed</td>
</tr>
<tr>
<td>D = 1 grade point</td>
<td>I = Incomplete: Zero grade points, no units attempted</td>
</tr>
<tr>
<td>F = 0 grade points</td>
<td>IP = In Progress: Zero grade points, no units attempted</td>
</tr>
<tr>
<td></td>
<td>RD = Report Delayed: Zero grade points, no units attempted</td>
</tr>
<tr>
<td></td>
<td>R = Repeated Course: Zero grade points, credit and grade may replace previously recorded course.</td>
</tr>
</tbody>
</table>

Computing the GPA – the Steps

1. Multiply the grade points by the number of semester units per course. (For example: For a 3-unit class, an “A” grade earns 4 grade points per unit: 4 grade points x 3 semester units = 12 grade points.)
2. Add to find the total number of units attempted for the semester.
3. Add to find the total number of grade points earned.
4. Use the following formula to determine your GPA: GPA = (Total Earned Grade Points) ÷ (Total Units Attempted)

### AN EXAMPLE: FALL SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Units Attempted (UA)</th>
<th>Grade</th>
<th>Units Completed (UC)</th>
<th>Grade Points (GP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1A</td>
<td>4</td>
<td>A</td>
<td>4</td>
<td>16.0</td>
</tr>
<tr>
<td>Psychology 1</td>
<td>3</td>
<td>C</td>
<td>3</td>
<td>6.0</td>
</tr>
<tr>
<td>Math 353</td>
<td>5</td>
<td>B</td>
<td>5</td>
<td>15.0</td>
</tr>
<tr>
<td>Counseling 140</td>
<td>3</td>
<td>P</td>
<td>3</td>
<td>0.0</td>
</tr>
<tr>
<td>Speech 1</td>
<td>3</td>
<td>D</td>
<td>3</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>15</strong></td>
<td></td>
<td><strong>18</strong></td>
<td><strong>40.0</strong></td>
</tr>
</tbody>
</table>

GPA for the semester: 40 ÷ 15 = 2.66

Final Exams

The “Final Exam Schedule” is available online. The link can be found at [www.saddleback.edu/cs](http://www.saddleback.edu/cs)

During summer session final exams are given during the last week of scheduled classes.
ASSOCIATED STUDENTS

All persons enrolled at Saddleback College are automatically members of the Associated Students of Saddleback College (ASSC), but are only considered “active” members upon payment of the Associated Student Body membership fee and validation on the student photo identification card.

The ASSC’s governing board is called the Associated Student Government (ASG). Participation in the ASG offers students a unique opportunity to explore and develop leadership potential while providing services and a comprehensive activities program for Saddleback students. Additionally, Student Government members represent the ASSC on various district and college governance committees to provide student input into the decision-making process.

The ASG President, Vice President and Board Members are elected by a vote of the general student body during the Spring semester preceding the new school year.

Typically, the ASG organizes a variety of programs and events to enhance student life, including hosting guest speakers, entertainment, and educational forums related to student, college, and/or community-related topics. Included among typical programs and activities are AIDS awareness, Red Cross Blood Drives, Multi-Cultural Experiences, and many other educational, entertaining, and/or social activities.

The Associated Student Government’s various committees hold regularly scheduled meetings throughout Fall and Spring semesters. Meetings are typically held in SSC 211.

For further information, visit us on the Web at: www.saddleback.edu/asg

Associated Student Government
Student Activities Fee “ASB Stamp”

Sales of the ASB stamps form part of the ASG budget. The Associated Student Body (ASB) Gaucho stamp can be purchased for the Fall and Spring Semesters during registration or in person in SSC 210. Benefits of the “ASB Stamp” include:

1. No-cost entry to various athletic events for the specific term of purchase. (Exceptions: state playoffs and championship events; reduced prices for cardholders)
2. Reduced prices for Fine Arts presentations
3. Reduced prices for items purchased at the Cafeteria, Village Cafe, and Coffee carts.
4. Reduced prices for movie and amusement park tickets (purchases made in SSC 210)
5. Discounts at a variety of local businesses via Fund Card booklet.

ASG funds provide financial assistance for campus activities such as athletic teams and support services, drama productions, journalism programs, fine arts productions, commencement ceremony and career fair, among others.

All students who wish to receive ASG travel funds or those participating in the following should purchase an ASB stamp at the beginning of each semester: in-season college athletic teams, student managers and trainers of such teams, Forensics team, Pep Squad, Concert Choir, Orchestra, student drama productions, Lariat staff, or Associated Student Government.

Student Photo IDs

All students may take a one-time permanent Student Photo ID. Student ID cards are required to use the college library and for college transactions. Photo IDs are taken year-round in the Admissions and Records Office, SSC 102, during normal business hours. Drivers license, passport or other photo must be presented. There is a charge for replacement cards.
STUDENT ATHLETES AT SADDLEBACK COLLEGE

How do you get started?

• Visit the Athletic Counseling homepage at: www.saddleback.edu/counseling/athletic-counseling to learn how to apply to Saddleback College, complete the matriculation process and more.
• Apply to Saddleback College and complete the Matriculation Process.
• Meet with your respective coach. Contact information can be found on our college athletics website at www.saddlebackgauchos.com
• Make an appointment with an Athletic Counselor to review eligibility policy, establish a Student Educational Plan, and discuss your academic, personal, and career goals.
• It is crucial to select a major as soon as possible. If you are having trouble with this step, some great courses to assist you in this process are Counseling 140, 160, and 1.

Eligibility Basics:

During intercollegiate competition at Saddleback College

• You must be ACTIVELY enrolled in 12 units, of which 9 must be academic/degree applicable.
• Before the beginning of your second season, you must complete at least 24 units, of which 18 must be academic/degree applicable, with at least a 2.0 cumulative grade point average.
• If you are transferring in to Saddleback from another California Community College, you must establish residency by completing 12 units, only 8 of which may be completed during the summer session.
• Remember, meeting these standards is the bare minimum and will likely not lead to gaining eligibility to transfer and compete at the “next level.”

In order to gain eligibility to win an athletic scholarship and compete at the four-year level:

• There are wide differences in the eligibility policy of NCAA Division I, Division II, Division III, and NAIA institutions. You should discuss your goals with your athletic counselor to fully understand your eligibility obligations.
• You must first be defined by the NCAA Eligibility Center (www.ncaaclearinghouse.net) as a qualifier or a non-qualifier and as an amateur or professional.
• Then set an appointment at (949) 582-4572 and come in to see your athletic counselor with:
  > A list of possible transfer institutions
  > Your information from the NCAA Eligibility Center
  > A list of possible careers that you may be interested in pursuing
  > All transcripts from previous coursework including high school and college
  > All questions that you have about your journey ahead
  > Above all, check with your athletic counselor before making any changes to your academic status such as dropping or adding courses.

Remember that competing in intercollegiate athletics is a privilege, not a right. Not only must you earn the privilege, but you must be proud to have made it into the Cardinal and Gold!
STUDENT CLUBS

How to Charter a Club
Any five interested students and a faculty or full-time staff advisor may charter an interest club on campus. The process is overseen by the Student Development Office (SSC 210), scstudentdevelopment@saddleback.edu or (949) 582-4616. Visit www.saddleback.edu/clubs for more information.

Clubs
The following organizations have been chartered by the Associated Student Government (ASG). If there is a club you wish to learn more about, or if you would like to start a new club, call or come into the Student Development Office (SSC 210), scstudentdevelopment@saddleback.edu or (949) 582-4616.

- ALPHA GAMMA SIGMA
- AMNESTY INTERNATIONAL
- ANIME CLUB
- ANTHROPOLOGY CLUB
- APPRECIATION OF PHILIPPINO AMERICAN CULTURE
- ARABIC CLUB
- ART CLUB
- ASTRONOMY AND PHYSICS CLUB
- AVALON RISING
- BEST BUDDIES
- BAHAI CLUB
- BIOLOGICAL SOCIETY
- BLACK STUDENT UNION
- BUDDHISTS FOR WORLD PEACE
- BUSINESS CLUB
- CALIFORNIA NURSING STUDENTS’ ASSOC.
- CAMPUS CRUSADE FOR CHRIST
- CAMPUS GREEN
- CHEMISTRY CLUB
- CHICANO/LATINO STUDENT STUDIES ASSOC.
- CHRISTIAN STUDENTS CLUB
- CLASS ACTION
- COLLEGE REPUBLICANS
- COMPUTER SCIENCE SOCIETY
- DANCE COLLECTIVE
- DEMOCRATIC CLUB
- EASTERN ARTS CLUB
- ENGLISH SOCIETY
- ENVIRONMENTAL AWARENESS
- FASHION CLUB
- FOODS AND NUTRITION CLUB
- GAY-Straight ALLIANCE
- GENDER STUDIES
- GEOLOGY CLUB
- Hillel
- HONORS CLUB
- INTERIOR DESIGN CLUB
- INTERNATIONAL CLUB
- JOURNALISM CLUB
- LATIN-AMERICAN FILM CLUB
- LATTER-DAY SAINTS CLUB
- MATH CLUB
- MODEL UNITED NATIONS
- MUSIC MOVEMENT
- NATIONAL ORGANIZATION FOR WOMEN
- PERSIAN CULTURE CLUB
- PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY
- PHYSICS CLUB
- POETRY CLUB
- PROGRESSIVE BOOK CLUB
- POLITICAL THEORIES CLUB
- PSI BETA NATIONAL HONOR SOCIETY
- PSYCHOLOGY CLUB
- S.T.A.G.E.
- SADDLEBACK PRE-LAW SOCIETY
- SADDLEBACK SYMPHONY
- SALSA/LATIN DANCE CLUB
- SIGN LANGUAGE CLUB
- SNOWBOARD AND SKI CLUB
- SPANISH CLUB
- SPDI: STUDENTS FOR PROGRESS AND DEVELOPMENT IN IRAN
- STUDENT FILM MAKERS
- WOMEN’S STUDIES ASSOC.
The Financial Assistance and Scholarship Office is in the Student Services Center, 106.
Saddleback College administers a comprehensive student financial aid program to assist students in meeting college costs. The amount of financial aid awarded varies from student to student, depending on the individual’s need and resources. Financial Aid is intended to help students who might not otherwise be able to attend college. Although the primary responsibility for meeting college costs rests with the student and his or her family, it is recognized that many families have limited resources and are unable to meet the cost of a college education. Federal and state financial aid programs have been established to provide assistance to students with documented financial need. The application process for financial aid begins with the completion of the Free Application for Federal Student Aid (FAFSA) which is available in January 1 for the Following fall semester (apply online at www.fafsa.gov).

In addition to having financial need students must meet the following conditions:

- Must be enrolled in an eligible program of study leading to completion of an AA/AS degree, transfer requirements or eligible certificate program
- Maintain satisfactory academic progress;
- Be a U.S. citizen or eligible non-citizen
- Certify compliance with selective service registration requirements
- Not be in default on any student loan or owe a refund on any grant made under any Title IV program
- Have a social security number
- Have a high school diploma, or GED*

*Effective July 1, 2012, we are no longer offering the Ability to Benefit test. Students without a High School diploma or GED who passed the Ability to Benefit test or completed 6 college credits towards a degree or a certificate prior to July 1, 2012 are still eligible to continue receiving aid in future years.

The amount of financial aid awarded varies from student to student, depending on the individual’s need and resources. Student budgets include educational expenses, such as tuition, fees, books, supplies, housing, food, transportation, child-care and personal expenses. Financial aid recipients must adhere to the standards of progress of the financial aid programs.

**Federal Pell Grants**

This grant is a federally funded program designed to be the foundation of financial aid for undergraduates who demonstrate need. The amount of the PELL Grant is based on the cost of attendance, minus the expected calculated family contribution and the student’s enrollment status at the time of payment. Award amounts vary according to eligibility and enrollment. Please check with the Financial Aid Office or visit the website for the maximum and minimum PELL award amounts. PELL Grants are limited to 12 semesters.

**Federal Supplemental Educational Opportunity Grants (FSEOG *)**

This federally funded grant is available to Pell Grant eligible students who demonstrate exceptional financial need.

**The Federal Work Study Program (FWS *)**

This federally funded program provides employment opportunities to students with financial need. Students awarded FWS receive an allocation of funds earned through part-time jobs on campus. FWS provides an excellent “learning process” through on-the-job training. Students are employed a maximum of ten hours per week while school is in session.

FSEOG and FWS funds are limited and early application is strongly advised.

**The William D. Ford Direct Loan Program** provides loans to students to be used for educational expenses.

Freshman students may borrow up to $3,500 per year and sophomores (those who have completed 30 units) may borrow up to $4,500 per year in subsidized loans. Based on need additional unsubsidized loans are also available.

**California State Programs**

**Board of Governors Waiver (BOGW)**

A State program for California residents to waive the enrollment fees at community colleges. There are several ways to qualify for a BOGW:

- The student demonstrates financial need according to federal methodology based on completion of the Free Application for Federal Student Aid (FAFSA);
- OR
- The student or the student’s family, is receiving CalWORKs, formerly TANF/AFDC, or Supplemental Security Income (SSI), or General Assistance/General Relief, or the student is a disabled veteran or a dependent of a deceased or disabled veteran as certified by the California Department of Veterans Affairs, or the student is a recipient or the child of a recipient of the Congressional Medal of Honor, or the student is a dependent of a victim of the 9/11/01 terrorist attack, or the student is a dependent of deceased law enforcement/fire suppression personnel killed in the line of duty.
- OR
- The student meets specific income criteria based on family size as set by the State of California.

Beginning with the Fall 2015 term your academic progress will also be applied to the BOG Fee Waiver. Presently, students with 2 consecutive terms of less than a 2.0 GPA and/or cumulative course completion of 50% or less may lose their enrollment priority. Based upon how you perform academically during the 2015-2016 school year you could also lose your BOG Fee Waiver beginning with the Fall 2016 semester.
Cal Grants

Cal Grant Programs are available to California Residents who qualify. United States citizens, permanent residents or eligible non-citizens may apply for Cal Grant, via the Federal Application for Student Aid (FAFSA). Beginning January 15, 2013 AB 540 students may apply via the California Dream Act Application. The deadline to apply is March 2nd Each year for all California College Students (maximum opportunity). If you miss the March 2nd deadline AND you plan to attend a community college in the fall, you have until September 2nd (limited number of grants available). Be aware there is also a GPA submission requirement. The college electronically transmits GPA verifications for certain students. For detailed information go to www.csac.ca.gov. Students must be actively enrolled in at least 6 units to receive Cal Grant Benefits.

Cal Grant A assists low- and middle-income students with tuition/fee costs at four-year colleges and universities. Grant recipients are selected on the basis of financial need and grade point average. For students who qualify for a Cal Grant A and want to attend a public community college first, the Student Aid Commission will hold the tuition/fee award on reserve until they transfer to a four-year school, provided they continue to qualify.

Cal Grant B provides a living allowance and tuition/fee help for low-income students. Cal Grant B may be used at community colleges, as well as at four-year schools.

Cal Grant C helps vocational school students with tuition and training costs. Recipients must be enrolled in a vocational program at a community college, independent college or vocational school, in a program of study from four months to two years in length.

Chafee Grant program is available to former foster youth. Awards are $5,000 per year. Apply using the FAFSA and the separate Chafee Grant application. For more information please visit www.chafee.csac.ca.gov

Dream Act/AB540 Eligibility

Several types of state and institutional aid are available to AB 540 students as a result of the California Dream Act such as BOG Fee Waiver or Cal Grant. Please go to www.saddleback.edu/fao/california-dream-act to read more about it.

Scholarships

In addition, the college administers a variety of scholarship programs. Information about the College Scholarship Program can be obtained in the Financial Aid Office or visit www.saddleback.edu/fao/scholarship-information

Important Financial Aid Information

The first Friday in July – The first priority deadline for financial aid at Saddleback College. Turn in all required financial aid documentation by this date to be sure to receive your financial aid at the beginning of the fall semester. This is required for all eligible students to receive their financial aid Pell awards by the first week of the fall semester. For more information about the financial aid programs at Saddleback College and our office hours, visit our website at: www.saddleback.edu/fao. For further information and for help with the financial aid application process, come into the Financial Aid office (SSC 106).

For Financial Aid Students

The Saddleback Card

• A simplified disbursement of your eligible financial aid funds.

• The one card that can simplify your finances while in school. Financial services created by students for students!!!

The Student Financial Assistance & Scholarship Office

Funding your Bright Future!

The deadline for a Cal Grant is March 2!

Students can earn thousands of dollars in grants. Contact the Student Financial Assistance & Scholarship Office for more information.
Grading Policy
In section 55023 of the California Administrative Code (Title V), the State Legislature mandated a grading policy for all California Community Colleges. In compliance with this mandate, the South Orange County Community College District Board of Trustees approved Board Policy 5300, titled Grading Policy (see the Saddleback College Catalog for details).

ACADEMIC RECORD SYMBOLS AND GRADE POINT AVERAGE
Evaluative Symbol Grade Point Value
A........................................... 4
B........................................... 3
C........................................... 2
D........................................... 1
F........................................... 0
P – Pass (at least satisfactory: units awarded not counted in GPA)
NP – No Pass (less than satisfactory or failing: units not counted in GPA)
I – Incomplete
W – Withdrawal from class.

Pass/No Pass (P/NP)
Students have the option to be evaluated on a Pass/No Pass grading basis except in courses not approved for such grading. These courses are designated in the College Catalog. Students must declare the Pass/No Pass option within the first 30 percent of the class. Once chosen, this option may not be reversed after the deadline to choose the P/NP option. Students may choose the Pass/No Pass option online through the MySite web portal. Nursing courses may not be taken for Pass/No Pass grade, unless no other grading option is available.
Courses in which there is a single satisfactory standard of performance may be evaluated only on a Pass/No Pass grading basis. Such courses will be so designated in the College Catalog.
A Pass “P” grade is defined as satisfactory (“C” or better) and units are awarded. However, no grade points are assigned and the grade is not used to compute the grade point average.
A No Pass “NP” grade is defined as less than satisfactory (“D” or “F”) and no units are earned nor is the grade used to compute the grade point average.
NOTE: In lieu of the traditional letter grade, the “P/NP” option is offered so that students may explore subject areas of interest outside of their assumed competence or known abilities without being over-concerned with a grade or jeopardizing their grade point average.
Before you decide to take a course Pass/No Pass, we suggest you discuss the implications with a counselor.
Four-year universities vary widely in their policies regarding acceptances of P/NP grades.

Course Repetition
State regulations govern the number of times a student may repeat a course within a community college district. Regulations are subject to change.

Repetition to Alleviate Previously Earned Substandard Grade.
1. To alleviate a substandard grade in calculating the GPA from a non-repeatable course, the student should re-enroll in the same course at Saddleback College or take an equivalent course at Irvine Valley College. The student must ensure that the IVC course taken is deemed equivalent prior to enrolling in it by consulting with a counselor at Saddleback College. Students are limited to a maximum of three enrollments in a course to complete it with a satisfactory grade.
2. A student may request to have the substandard grade disregarded in the computation of their GPA by submitting a Request for Transcript Repeat Notation to the Office of Admissions and Records. The form is available to download from the Admissions and Records website at www.saddleback.edu/admissions/forms-and-petitions
The previously recorded course and grade will remain on the student’s transcript and the transcript will show which course was excluded for purposes of grade point calculation. Only the most recent course grade earned will be used in calculating the student’s grade point average. A maximum of the first two previous grades per course may be disregarded in computing the student’s grade point average. All previous work will remain on the student’s transcript to ensure a true and complete academic history.

Repetition for Courses with a Passing Grade
Students receiving a passing grade (A, B, C, P, or CR) in a course designated as “non-repeatable” may not re-enroll in a course except in limited circumstances. Exceptions are considered only by petition. Consult the Office of Admissions and Records in SSC 102 or online at www.saddleback.edu/admissions/forms-and-petitions for information about the petition process.
Please refer to the college catalog for additional information.

Probation
First Time Probation
Students whose GPA falls below a 2.0 or are on Progress Probation for the first time will receive a PB Hold. This requires the student to attend a Probation Workshop conducted by a counselor. Students who are on Probation or Progress Probation for two consecutive terms jeopardize their registration dates.

Academic Probation
A student who has attempted at least 12 semester units at Saddleback College is placed on academic probation when the earned grade point average in all units attempted is less than 2.0.
Progress Probation
A student who has enrolled in at least 12 semester units at Saddleback College is placed on a probation when the percentage of units in which he or she has enrolled and for which entries of “W,” “I” and “NP” are recorded reaches or exceeds 50 percent.

It is the responsibility of a student who has been placed on academic or progress probation to confer with a counselor regarding the probationary status and/or to use services provided by the college including basic skills courses, tutoring services and faculty conferences. The college reserves the right to require special counseling and regulation of the student’s program on the basis of his or her achievement.

Removal From Probation
First Time Probation (PB)
A student that finds themselves on probation (academic or progress) for the first time must attend a Probation Workshop in order to remove the hold and be eligible to register on their assigned date.

Academic Probation (JA)
A student on academic probation for a grade-point deficiency shall be removed from probation when the student’s cumulative grade point average is 2.0 or higher.

Progress Probation (JP)
A student on progress probation because of an excess of units of which entries “W,” “I” and “NP” are recorded shall be removed from probation when the percentage of units in this category drops below 50 percent.

Dismissal From College
A student whose cumulative grade point average falls below 1.75 in three consecutive semesters shall be subject to dismissal. A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled, for which entries of “W”, “I” and “NP” are recorded in three consecutive semesters or exceeds 50 percent.

A combination of low scholarship and continued progress probation for three consecutive semesters may also result in dismissal.

Readmission After Dismissal
Students who have been dismissed from Saddleback College may apply for readmission after one semester of non-attendance by following the petition procedure in the Admissions and Records Office. Students who are readmitted and fail to maintain a grade point average of 1.75 or higher during the semester following readmission shall be subject to permanent dismissal.

Academic Renewal
Under certain circumstances, students may elect to have previously completed courses disregarded in the computation of their cumulative grade point average (GPA). This process is known as academic renewal, defined in accordance with Title 5, California Code of Regulations, Section 55046. Students must complete the following requirements:
1. A petition must be filed in the Office of Admissions and Records. The Registrar or Dean of Enrollment Services is the designated authority for approval of academic renewal.
2. Accompanying the petition must be evidence that the previous substandard work does not reflect the student’s current performance or capabilities.
3. Previous substandard work will be disregarded. Substandard grades are defined as “D,” “F,” or “NP”
4. No more than 30 units of coursework can be considered for academic renewal.
5. Such alleviation shall be permitted only after thirty (30) semester units with a 2.50 GPA have been completed and a minimum of two (2) terms have elapsed since the earning of the last substandard grades to be alleviated. Work from other accredited colleges may be considered for calculating their GPA.
6. When coursework is disregarded in the computation of the cumulative GPA, the student’s academic record will be annotated; all coursework remains on record, ensuring a true and complete academic history. Academic renewal actions are irreversible.

Academic renewal by the South Orange County Community College District does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

Academic renewal procedures may not conflict with the District’s obligation to retain and destroy records or with the instructor’s ability to determine a student’s final grade.
STUDENT RIGHTS AND RESPONSIBILITIES

Rules and Regulations for Student Behavior
(Reference Board Policy 5401)

Saddleback College students are responsible for regulating their own conduct and for respecting the rights and privileges of others in accordance with the Code of Conduct set by the District Board of Trustees (Administrative Regulation 5401). Saddleback students are expected to conduct themselves in a manner compatible with the function of the college as an educational institution and respect and obey all civil and criminal laws. Failure to show respect for the standards as set forth by Saddleback College is cause for disciplinary action.

Standard of Student Conduct

In compliance with California Education Code Section 66300 and in keeping with the above, the following regulations have been established.

Students may be disciplined for one or more of the following causes related to college activity or attendance:

A. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open defiance of the authority of, district or personnel.

B. Assault, battery, or any threat of force or violence upon a student, district or personnel, or an authorized visitor.

C. Willful misconduct resulting in injury or death to a student or district personnel or an authorized visitor, or willful misconduct resulting in damage, defacing, theft, or other injury to any real or personal property owned by the District, or district personnel, or students in attendance at the colleges or programs of the District.

D. Unsafe behavior in a clinical or lab setting that poses a threat to self or others.

E. The unlawful use, sale, or possession on district property or presence on district property while under the influence of any controlled substance or any poison classified as such by state or federal law.

F. Smoking in an area where smoking has been prohibited by law or by policy of the Board of Trustees or administrative regulation.

G. Disorderly, lewd, indecent, or obscene conduct on district property or at district-sponsored functions.

H. Sexual assault (as defined in Board Policy 5404) on any student or employee of the District, on campus or off campus grounds or facilities maintained by the District.

I. The possession or use of any firearms, explosives, dangerous chemicals, deadly weapons, or other potentially harmful implements or substances while on district property or at a district-sponsored function without the prior authorization of the disciplinary officer.

J. The obstruction or disruption, on or off campus, of any educational or administrative process or function of the District.

K. Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse when related to a district program or activity.

L. Misrepresentation of oneself or of an organization as an agent of the District.

M. Soliciting or assisting another to do any act which would subject a student to discipline.

N. Use, possession, or distribution of alcoholic beverages and/or illegal narcotics/drugs on district premises, or at district-sponsored events, or appearance on district-property or at district-sponsored events while under the influence of alcohol or illegal narcotics/drugs unless otherwise provided by law and district policy.

O. Unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium.

P. Actions of force or threat of force to injure, intimidate, oppress or threaten because of the other person’s race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or because of the perception that the other person has one or more of these characteristics.

Q. Academic dishonesty, including, but not limited to, falsification, plagiarism, cheating or fabrication which compromises the integrity of an assignment, a college record or a program.

a. Falsification involves any conduct in academic work, records or programs that is intended to deceive, including, but not limited to, the following acts:

1. forging signatures on official documents such as admissions cards and financial aid applications.

2. changing or attempting to change official academic records without proper sanction.

3. misrepresenting or falsifying successful completion prerequisites.

4. providing false information, such as immigration materials, during the admission or matriculation process.

5. falsifying one’s identification or falsely using another identification.

6. logging in or otherwise gaining access to a computer, computer network or protected web site using the password or identity of another.

7. citation of data or information not actually in the source indicated.

8. including in a reference list of works cited a text or other information source which was not used in constructing the essay, paper or other academic exercise.
b. Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else’s words, ideas or data as one’s original work, including, but not limited to, the following:

1. intentionally representing as one’s own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
2. taking sole credit for ideas and/or written work that resulted from a collaboration with others.
3. paraphrasing or quoting material without citing the source.
4. submitting as one’s own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill or Internet-derived products).
5. sharing computer files and programs or written papers and then submitting individual copies of the results as one’s own individual work.
6. submitting substantially the same material in more than one course without prior authorization from each instructor involved.
7. modifying another’s work and representing it as one’s own work.

c. Cheating is the use of any unauthorized materials or information in academic work, records or programs, the intentional failure to follow express directives in academic work, records or programs, and/or assisting others to do the same including, but not limited to, the following:

1. knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
2. completing, in part or in total, any examination or assignment for another person.
3. knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another (e.g., take-home exams or on-line assignments which have been completed by someone other than the student).
4. copying from another student’s test, paper, lab report or other academic assignment.
5. copying another student’s test answers.
6. copying, or allowing another student to copy, a computer file that contains another student’s assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one’s own.
7. using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.
8. storing answers in electronic devices and allowing other students to use the information without the consent of the instructor.
9. employing aids excluded by the instructor in undertaking course work.
10. looking at another student’s exam during a test.
11. using texts or other reference materials (including dictionaries) when not authorized to do so.
12. knowingly gaining access to unauthorized data.
13. altering graded class assignments or examinations and then resubmitting them for regrading or reconsideration without the knowledge and consent of the instructor.

R. Contravention of Copyright Laws.

S. Violation of District Board Policies and Administrative Regulations.

Victims of Sexual Assault
Any student, faculty or staff member who is a victim of sexual assault, sexual misconduct, domestic violence, dating violence, or stalking shall receive information and treatment set forth in Administrative Regulation 5404 (California Education Code, Section 67385).

For a copy of the Sexual Assault Education, Victim Survival Guide and Campus Reporting Protocol see the Vice President for Student Services in Room AGB 126, or the Director of Student Health Services in Room SSC 177 or go online at: www.saddleback.edu/shc/sexual-assault

Removal From Class by Instructor
An instructor may remove a student from class for the day of the incident and the next class meeting for any of the causes set forth in the South Orange County Community College District Student Code of Conduct, which includes cheating, plagiarism, class disruption, etc. The instructor shall immediately report the removal to the Vice President for Student Services. The Vice President will take the appropriate actions, including any necessary parent conferences if the student is a minor. During the period of suspension, the student shall not be returned to the class from which he or she was removed without the concurrence of the instructor (Administrative Regulation 5401 (IV) and the California Education Code, Section 76032).
Recommended Range of Sanctions and Disciplinary Actions

In matters of alleged academic dishonesty, the responsibility for initiating disciplinary proceedings rests with the instructor and the instructor’s academic division. The Vice President for Student Services will provide assistance if the student or the instructor so requests, or if such action is deemed necessary by the Vice President for Student Services. The following disciplinary actions and procedures are not meant to be a comprehensive list, but are guidelines. Students should be notified, verbally or in writing, with regard to unacceptable behavior and potential disciplinary action. The faculty member is advised to file a written report with the Vice President for Student Services.

For matters requiring mild discipline:
- The student is given a verbal or written warning about unacceptable behavior.
- The student is moved to another seat and warned.
- The student is advised that all future work will be closely monitored.

Stronger Disciplinary Actions
- Assign additional work, or have the student rewrite the assignment, or take another version of the test, paper, etc. This must be completed by the student, or the faculty member may move to a stronger disciplinary action.
- Lower the grade on the assignment or test.
- Give the student a zero or an “F” on that assignment or exam. If there is an option to drop the lowest grade, the option will not apply in this case.
- Request that the Vice President for Student Services further discipline the student, including suspension and expulsion from the institution.

Grade Grievance Policy
(Reference Board Policy 5505 and accompanying forms.)

By law, the instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by California Education Code, Section 76224 (a).

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith or incompetence, shall be final.

Prior to filing a grade grievance, an attempt must be made by the student to resolve the matter on an informal basis. The student is expected to contact his/her instructor directly to discuss their differences. Most differences will be resolved at this level. This contact should be conducted directly with the instructor whenever possible, with all pertinent issues well defined so they may be discussed as confidentially and objectively as possible.

If the problem cannot be resolved at this level, the following procedures are to be used.

Step 1. Any student who believes he or she has a grade grievance shall file a written, signed Statement of Grievance form stating the basis for the grade grievance with the appropriate dean or designee no later than 45 days after the student knew or should have known of the grade in the course. The Statement of Grievance must be filed whether or not the student has initiated efforts at informal resolution, if the student wishes the grievance to become official.

Step 2. After the written Statement of Grievance form has been filed, a request for a grievance hearing shall be filed with the appropriate dean or designee on a Request for Grievance Hearing form within 30 days after filing the Statement of Grievance. Within 20 days following receipt of the Request for Grievance hearing the student will be notified in writing of the status of the request for a hearing. If a hearing is to occur, all parties will be notified of the date, time and location of the grievance hearing 10 days prior to the grievance hearing. The decision of the Grievance Hearing Panel shall be final.

Step 3. In the event of an appeal to the Grievance Hearing Panel decision, the College President’s decision shall be in writing and shall be final.

The protocol for grade grievance is very specific. For the complete criteria and procedure to file a grievance, forms and appeal process, refer to the College website; Administration: Office of Instruction or Office of the Vice President for Student Services.

Gender Equity Grievance Procedure – Title IX Notice

Saddleback College does not discriminate on the basis of handicap, sex, race, color, or national or ethnic origin in administration of (1) educational policies, (2) personnel practices, and (3) college programs. The college, by law, cannot engage in any such discriminatory activity. Complaint procedures exist for students, employees and job applicants. Information can be obtained from the Office of Human Resources for job applicants and employees. The Office of Student Services maintains complaint procedure information for students. Any question regarding discrimination and sexual harassment may be directed to the Director of Human Resources.

Any questions regarding the access of handicapped persons to programs and services should be directed to the 504/ADA Coordinator (referring to the Americans with Disabilities Act), Saddleback College, 28000 Marguerite Parkway, Mission Viejo, CA 92692 (949) 582-4885 or (949) 582-4566.
Section 504/Americans with Disabilities Act Complaint/Grievance Procedure

Students with disabilities have the same legal entitlement as any other student. The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of disability in any program or activity offered by Saddleback College. It is the policy of Saddleback College to offer programs and activities which are accessible to students with disabilities. Any individual who believes he/she has been subjected to discrimination on the basis of a disability may file a written complaint in the office of the Vice President for Student Services (AGB 126).

Any student with a verified disability who believes they have received an unacceptable response or have been denied an authorized accommodation is encouraged to speak with a Counselor/Specialist or the Coordinator of DSPS (SSC 113, (949) 582-4885) and/or complete an Academic Adjustment Grievance form. The Academic Adjustment Grievance form and a copy of the procedures for filing a Section 504/ADA Complaint regarding discrimination are available in DSPS or the office of the Vice President for Student Services. The Vice President for Student Services currently serves as the campus Section 504/ADA Officer (949) 582-4566, Saddleback College, 28000 Marguerite Pkwy, Mission Viejo, CA 92692.

Copies of complete Board Policy Rules and Regulations for Student Behavior are available in the Student Development Office (SSC 210) or the Office of the Vice President for Student Services.

Alcohol and Drug Enforcement Policies and Education

The South Orange County Community College District and California State law prohibit the possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by students on college property or as part of any college activity. [California Ed. Code, Section 76033 (a) and South Orange County Community College District Board Policy and Administrative Regulation 5401 – Code of Conduct]

The Federal Controlled Substance Act provides penalties of up to 15 years’ imprisonment and fines up to $25,000 for distribution or possession with intent to distribute narcotics. For possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to $5,000. Any person who unlawfully distributes a controlled substance to a person under 21 years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Smoke Free District

It is the policy of the South Orange County Community College District to maintain a smoke free/tobacco free environment for all district sites. The use of cigarette and/or all tobacco products is prohibited within any District facility and/or on any property.

This administrative regulation pertains to students, faculty, staff, administrators, visitors, and the general public attending events at any site within the district. Additionally, this policy shall apply to all District facilities or properties, owned or leased, regardless of location; and all state and auxiliary vehicles.

The following guidelines shall apply:

1. Smoking and the use of all tobacco products is prohibited in all District buildings and on all District property.
2. District owned or rented vehicles transporting students and staff for instructional/extra-curricular activities are considered non-smoking areas.
3. As new related medical research and information becomes available, this Administrative Regulation and corresponding Board Policy will be reviewed by the Student Health Centers and the Employee Wellness Program and distributed as appropriate.
4. The Student Health Centers will serve as referral agencies and provide guidance for students and staff as requested.
5. A district committee composed of representatives from the colleges and the district will review the regulations periodically.

Tobacco products include, but are not limited to, the burning of any type of cigar, cigarette or pipe. In addition, the use of electronic cigarettes (vapor) and smokeless/chewing tobacco are also prohibited. Tobacco products shall not be commercially sold or distributed in any manner on any district site. This includes free samples distributed by vendors. Advertising and sponsorship of events by tobacco companies is also prohibited.

Violators of this regulation may be subject to a citation.

Crime Statistics

Saddleback College crime statistics are available at the Saddleback College Police Department. Contact Campus Police at (949) 582-4585 or Ext. 4585 from any campus phone or visit www.saddleback.edu/police
PARKING ON CAMPUS

Parking Permit

- You will need to purchase a parking permit to park your vehicle at Saddleback College. Permits are required any time you park on campus.
- Visitors can park in any white stall (student) on campus after purchasing a daily parking permit at any of the seven permit dispensers located on campus, or in any metered space on campus for a fee. Maximum time limit for the metered areas is two hours. All meters accept only dollar bills and credit card.
- Metered stalls are for visitors and casual short-term users of the campus. If you wish to use a metered stall, you must pay the meter. Your parking permit must be properly displayed in your vehicle at all times when you are parked on campus. It is to be placed on the lower portion of the driver’s side windshield. Tickets will not be voided for improperly displayed permits.
- If you lose your permit, a replacement can be purchased from the Campus Police. If your permit is stolen, you should report any theft to Campus Police. You will be asked to show proof of purchase of a permit and sign an affidavit under penalty of perjury that it has been stolen. Only then will a replacement be issued by the Campus Parking Office.
- If you are participating in a college-sponsored field trip you may leave your car on campus while you are gone. Contact Campus Police for the proper parking location and fill out an Overnight Registration Form.

Handicapped Parking

- If you have a disability and a California access/disabled placard from the DMV, you must display a Saddleback permit as well as the DMV Placard.

Medical Parking

- You may obtain a temporary medical parking permit at the Student Health Center. A medical parking permit will be issued to you once a Saddleback College doctor has approved your request. You may not park in disabled parking with a medical parking permit.

Parking Tickets

- If you believe that you received a parking ticket in error you may request a review online at: www.paymycite.com/saddleback – Within 21 days, the results of the review will be mailed to you. Please understand that California law prohibits anyone, including the officer issuing the ticket, from voiding the ticket.
- If you still feel that you should not be held liable for the ticket, you may request a hearing in person with a Hearing Examiner. However, to do this, you must first pay the parking ticket and complete a request for an in-person hearing at the Campus Parking Office.

Accidents and Special Circumstances

- In the case of accidents or damage to your car, contact Campus Police immediately.
- If your vehicle is disabled and you have to leave it overnight on campus, you will need to contact the Campus Police Office. They will provide an overnight parking authorization for your vehicle.

Motorcycles

- All motorized vehicles must have a valid permit to park on campus, including motorcycles or mopeds. Motorcycle permits are only available at Campus Police.

Parking Fees

The Board of Trustees annually determines the cost of purchasing parking permits by employees and students and the fees charged to park in metered areas. Please consult the college web page for more detailed cost and purchasing information.
SAFETY ON CAMPUS

Saddleback College seeks to offer the safest possible campus environment for students. However, students are encouraged to follow a few common-sense guidelines applicable to being in any public place, particularly at night:

- Try to walk with other people to and from your car, or keep other people in view. The college also provides free security Escort Services through the Campus Police Department.
- Be sure to lock your car. Leave windows open only about an inch for ventilation. Don’t leave valuables on the seat where they are visible.
- Be alert to your surroundings, and project that alertness by keeping your head up and walking in a purposeful manner.
- Stay on the lighted main walkways through campus. Additional lighting has been added throughout the campus for increased night visibility.
- Hold firmly to purses and bags.
- Trust your gut-level instincts.
- Report any suspicious activity or persons to Campus Police at (949) 582-4585 or Ext. 4585 from any campus phone.

Pets on Campus

No animals and/or pets of any kind are allowed within the boundaries of the college. This restriction also applies to animals and/or pets confined in any vehicle parked within college boundaries.

NOTE: This policy does not apply to the use of a guide dog, signal dog or service dog specially trained for assisting a person with a verified disability. To bring guide dogs in training on campus, you must contact the Chief of Campus Police Department (582-4585).

Free Service for your Safety!

Emergency or Police Service

Use the yellow call boxes located in Lots # 1, 1A, 1B, 4A, 5A, 7, 9N, 9S, 10N, 10S, 12, 13 to contact Campus Police.

Security Escort

Call (949) 582-4585
or ext. 4585 from any campus phone

Disaster Preparedness Information

General Information
1. To contact Campus Police 24 hours a day call:
   - (949) 582-4585 or
   - Ext. 4585 for non-emergency calls or
   - Ext. 4444 for emergency calls from any campus phone.
2. When calling 911 from a campus phone, you must dial 9-911 to reach the outside line.

During An Emergency
1. Remain in the classroom with your instructor until your class has been instructed to evacuate.
2. Acknowledge ALL campus alarms. When you hear the alarm, calmly exit the building you are in and NEVER enter a building when the alarm is sounding. A campus official will alert all students when it is safe to enter the building.
3. Should an earthquake occur:
   - Duck, Cover and Hold.
   - Do not run out of the building.
   - Stay away from glass while indoors.
   - Remain calm and stay with your class.
   - If you are not in a building, seek out an open area and stay away from glass.
4. Should a fire occur:
   - Stay with your instructor, and evacuate the building together.
5. If you are the first to witness a fire, immediately sound the fire alarm. Evacuate the building if you are unable to contain a small fire. Contact Campus Police as soon as possible at Ext. 4444 and report any fire that occurs on campus.

Building evacuation routes and areas are posted with the EMERGENCY PROCEDURES flip chart in every classroom on campus. Contact Campus Police if you have any additional questions or concerns. Together we can keep our campus safe.
SAFETY TIPS

Taking Stress Seriously
For many young adults, college is the best time of life. These critical years of adjustment can also be undermined by depression, anxiety, substance abuse and eating disorders. Researchers are finding that many mental illnesses are traced to trauma, whose damage surfaces in times of stress and change, such as the college years. It is essential that stress—in ourselves or in someone about whom we care—should be taken and treated seriously.

If you or someone you know has an urgent emergency situation and notices any of the following symptoms, please contact one of the on-campus resources for assistance. WHEN IN CRISIS you do not need a pre-scheduled appointment to see a counselor.

- Extreme sadness or depression
- Extreme panic or anxiety
- Thoughts of self-harm or suicide
- Thoughts of harming someone else
- Death of a loved one, family member or friend
- Experience of a traumatic event
- Experience of odd, bizarre or intrusive thoughts

Quick tips to reduce stress while in college

- Include a minimum of 20 minutes of aerobic exercise.
- Eat well-balanced meals, more whole grains, nuts, fruits and vegetables. Substitute fruits for desserts.
- Avoid caffeine. The substance may aggravate anxiety, insomnia, nervousness and trembling.
- Reduce refined sugar. Excess sugar cause frequent fluctuation in blood glucose levels, adding stress to the body’s physiological functioning.
- Reduce alcohol and drugs. These substances may add to headaches, swelling, decrease coping mechanisms, and add to depression.
- Get at least 7 hours of sleep nightly.
- Spend time each day with at least one relaxation technique—imagery, daydreaming, prayer, yoga or meditation.
- Take a warm bath or shower.
- Go for a walk.
- Get in touch! Hug someone, hold hands, or stroke a pet. Physical contact is a great way to relieve stress.
- Keep your space and consequently your mind organized.
- Go to class.
- Keep up with coursework (the rule of thumb is two hours of study per one hour in class).
- Get involved with campus activities.
- Maintain communication with your family.
- Take advantage of campus resources and choose a career path.
- Form healthy relationships.
- Talk to someone about your problems (family member, friend, college counselor).
- Get to know your professors.

Sexual Violence Education and Prevention Policy
Saddleback College provides sexual violence prevention information to students during on-campus orientations and posts this information on the campus Internet Web site www.saddleback.edu (follow links: Students > Student Services > Student Health Center > Sexual Assault). This site contains valuable information on how to avoid rape, what to do in risky situations and what to do in case of sexual assault. Copies of the “Sexual Violence Education, Victim Survival Guide and Campus Reporting Protocol” are available in the Office of the Vice President for Student Services (AGB Room 126) and in the Student Health Center (SSC Room 177).

California Education Code, Section 67385
If you are victim of sexual assault on campus, seek assistance immediately.
Go directly to the Student Health Center at SSC 177, call (949) 582-4606
or call Campus Police at (949) 582-4444.
COLLEGE SERVICES

Admissions and Records
(949) 582-4555 • SSC 102
You may apply to the college using the online application at www.saddleback.edu/admissions – After applying, you will receive an email and be assigned a registration time during which you may enroll in classes online through MySite, the student web portal containing the college online services for students. The Admissions and Records Office can assist you with transcript requests, application for degrees, certifications, and occupational certificates as well as many other enrollment-related services.

Bookstore
(949) 582-4715 • SSC 134
The Bookstore offers a wide variety of texts and general books, supplies, software, gifts, and Saddleback College clothing. During the first week of each semester the Bookstore has extended hours, which are posted near the Bookstore entrance.

Cafeteria
(949) 582-4659 • SSC 213
The college cafeteria is located on the second floor of the Student Services Center, with elevator access for students with disabilities. In addition, there is the Village Cafe, plus coffee carts and vending machines are located throughout the campus.

CalWORKs
(949) 582-4207 • SSC 126
Saddleback College CalWORKs program is designed to help students develop the necessary skills, knowledge and experience that will make them more marketable for employment after earning a certificate and/or college degree. Students are provided with services such as: academic, personal, career counseling and work-study. For office hours or more information, call the CalWORKs office (949) 582-4207. www.saddleback.edu/eops/calworks

Career and Re-Entry Center
(949) 582-4575 • SSC 139-140
www.saddleback.edu/career
Career Guidance Services offers services and materials to assist with making career decisions, researching career demographics, and assist with courses that offer self-assessment and career exploration. The area offers career exploration workshops, individual sessions, EDD assistance, hosts career counseling and much more. Educational and occupational information is available in the computer lab and library. Personaility and career assessments are available whether you are in a class, working with a counselor or merely exploring. Free resources are available but may require fees for assessments www.saddleback.edu/cgs

Re-Entry Services helps men and women who are transitioning to college, changing careers, or finding a new direction in their lives. The Re-Entry Center provides guidance and referrals to on and off campus resources and services. It offers one-on-one appointments, information sessions, support groups, and events. The program is particularly committed to expanding student awareness of opportunities for those who are underrepresented or overcoming life barriers as they reenter the college setting. Incoming students and alumni have certain appointment restrictions as current active students have priority with the Re-Entry Specialist. For more information, please visit: www.saddleback.edu/reentry

Child Development Center
(949) 582-4582 • CDC (lower campus)
The college Child Development Center offers services for children who are a minimum of 18 months of age and may remain in the program up to their entrance into kindergarten. Priority is given to children of Saddleback College students carrying six or more units, then to faculty and staff. Families from the community are also invited to enroll their children. Interested parents are encouraged to call for information. The Center adjoins Parking Lot 1A, near the Avery entrance to the campus. www.saddleback.edu/cdc

Counseling Department
(949) 582-4572 • SSC 167
Counselors are available to assist students with course selection, preparation for transfer, a degree or employment, making career decisions, and resolving personal problems that interfere with success in college. Counselors are available for appointments, or on a walk-in basis. www.saddleback.edu/counseling

DSPS (Disabled Students Programs and Services)
(949) 582-4885/TDD 582-4833 • SSC 113
DSPS provides support and instruction for students with disabilities. Support includes services such as counseling, interpreters for the deaf, mobility orientation, registration help, alternate media production and learning disability assessment. www.saddleback.edu/dsps

EOPS / CARE
582-4620 • SSC 126
Extended Opportunity Programs and Services (EOPS): EOPS is an outreach and retention program designed to assist low-income and educationally disadvantaged students in achieving a college education. EOPS-eligible students may receive priority registration, EOPS book service, academic, personal and career counseling, and assistance in transferring to a four-year university. Interested students should apply at the EOPS Office in the Student Services Center. www.saddleback.edu/eops

Cooperative Agencies Resources for Education (CARE): As a supplement program of EOPS, CARE provides educational support services for EOPS eligible students who are single heads of households receiving CalWORKs (California Work Opportunity and Responsibility to Kids). More information is available at the EOPS office. www.saddleback.edu/eops/care-program

Financial Assistance/Scholarships
(949) 582-4860 • SSC 106
Various types of financial assistance, including federal, state and institutional programs, are available to students attending Saddleback College. Types of assistance may include grants, loans, scholarships or work-study. For information and applications, contact the Student Financial Assistance & Scholarship Office. www.saddleback.edu/fao

Game Lounge
(949) 582-4299 • SSC Quad
The Game Lounge, located in front of Admissions & Records in the SSC Quad, can be used by ASB stamp holders. Benefits include the use of ping-pong tables, table hockey, giant chess and checkers.
Health Center
(949) 582-4606 • SSC 177
The Student Health Center provides students with acute, episodic, short-term physical and psychological health care. Appointments are scheduled with registered nurses, physicians, psychologists, and mental health intern therapists by telephone or by visiting the health center in SSC Room 177. www.saddleback.edu/shc

International Student Office
(949) 582-4637 • SSC 107
The office is a resource for International Students who have been granted an F-1 International Student Visa. Assistance and information is provided with a variety of complex issues. The office is a resource for advisement, assistance and information on the following:
- International admission, enrollment and transfer process.
- Specialized academic counseling services.
- Immigration workshops and advisement with difficult and complex issues.
- On-campus employment and F-1 Visa practical training internships.
- Assistance and advisement with health insurance and housing.
- Resources for transcript evaluation services, language translation, tax preparation and travel.
- Concurrent /cross enrollment.
Advisement with complex immigration issues related to their F-1 Visa is provided in compliance with the U.S. Department of Homeland Security. www.saddleback.edu/iso

Job Search Services (Career Placement)
(949) 582-4278 • BGS 205
Students interested in job search, resume writing, and interview resources can utilize many self-directed tools on this site. Gauchos Jobs is the official online employment system for internships, job postings, and job fair announcements. Students can join the ‘Saddleback College Career Network’ group on LinkedIn to start networking with professionals. www.saddleback.edu/jobs

Learning Resource Center (Tutoring)
(949) 582-4519 • LRC 212
LRC Tutoring provides free tutoring for Saddleback students. Services include one-on-one tutoring, small groups, and drop-in math and science tutoring. www.saddleback.edu/tutoring

Library Services
(949) 582-4314 • Library/LRC
The Saddleback College Library provides a book collection of over 34,000 volumes, an e-book collection of over 61,000 volumes, magazines and journals, local and national newspapers, DVDs, online databases and an extensive reserve textbook collection, over 950 titles. Remote access to the library databases is available to enrolled students. Librarians are available to assist students with research, teach library workshops, and teach credit courses on campus and through distance education. Computers with internet access are available on the second and third floor for research, email, word processing and other applications. Visit www.saddleback.edu/library for library hours, workshops and other services.

LRC Tutoring Computer Skills Lab
(949) 582-4441 • LRC 258
This is a staffed computer center that is part of LRC Tutoring. Staff assistance is available for Microsoft Office programs, Internet use, and email. Printing is available with a copy card.

Matriculation
(949) 582-4970 • Village 8-5
Matriculation is a process designed to assist students in achieving their educational goals at Saddleback College. The Matriculation process consists of three steps: Orientation; Assessment in reading, English and math; and Advisement with First Semester Ed Plan. Matriculation also handles all math and English prerequisite evaluations of courses taken at other schools. Visit us at www.saddleback.edu/matriculation

Student Payment Office
(949) 582-4870 • SSC 208
The Student Payment Office accepts payments for college fees, processes refunds, disburses certain financial aid checks and debit cards, processes payment deferrals, and posts fees and fines. This office also audits and corrects student accounts as necessary. To check on your student account or for details on the services provided by this office, refer to our web site at www.saddleback.edu/spo or call.

Transfer Center
(949) 582-4328 • SSC 225B
The Transfer Center provides information and assistance to students preparing to transfer to a four-year university. Representatives from four-year universities and colleges are available, and the Transfer Center will help students select a transfer institution, prepare transfer applications, and meet deadlines. Come by the Transfer Center to attend a workshop, schedule an individual counseling appointment, or for Transfer Express counseling. www.saddleback.edu/transfer

Veterans Education and Transition Services (VETS)
(949) 582-4252 • SSC 207
Saddleback College is committed to easing the transition process and providing opportunities for success to our United States military Veterans. The VETS Program directly provides support services and acts as a bridge to external support services for student Veterans, active military personnel, and their loved ones. VETS Program services include but are not limited to: new student guidance, Veterans counseling, scholarship assistance, a link to the Veterans club, Veterans Outreach, and a venue for community-building. Saddleback College also offers a “Boots to Books” course each year that integrates Veterans specific topics into the curriculum of Counseling 140 (3 units; CSU-transferable). The VETS Program hosts events aimed at reintroduction into civilian and college life. For more information visit our website at www.saddleback.edu/vets or email us at vetsoutreach@saddleback.edu.

Veterans Office
(949) 582-4871 • SSC 208
The Veterans Office administers Veterans Administration (VA) education benefits for all veterans and their family members who qualify for benefits under the various VA education benefit programs. Qualifying students are encouraged to take advantage of their VA entitlement. The Veterans Office also assists active-duty military students who are using any of the various Military Tuition Assistance (MTA) programs, and military spouses using the Military Spouse Career Advancement Account (MyCAA) program. For details on any of these education programs, refer to our website at www.saddleback.edu/va or call.
### CAMPUS LOCATIONS AND PHONE NUMBERS

All phone numbers are in (949) area code

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<thead>
<tr>
<th>Location</th>
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<td>Academic Reading Center</td>
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<td>Bookstore</td>
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<td>582-4715/4716</td>
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<td>Bus Transportation and Schedule Information</td>
<td>Orange County Transportation Authority</td>
<td>636-RIDE (7433)</td>
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<td>Campus Tours</td>
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Get your books and supplies together and make 2 friends in each class for networking purposes!

– Saddleback College Student Success Team