

# SADDLEBACK COLLEGE



## Student Handbook 2013-2014



# 2013-2014 IMPORTANT DATES

## FALL SEMESTER 2013

First day applications accepted for New and Former Students .....	April 1
Internet Registration .....	By appointment – Check registration time in MySite>MyInfo>Appts.
<b>INSTRUCTION BEGINS .....</b>	<b>August 19</b>
Labor Day Observance – classes not in session .....	September 2, 3
Last day to petition for Fall Graduation.....	November 1
Veterans Day Observance – classes not in session .....	November 11
Thanksgiving Observance – classes not in session .....	November 27 – 29
Final Exams .....	December 15 – 21
Winter Break.....	December 22 – January 20
See the online Schedule of Classes for all “drop” dates, P/NP, and refund deadlines.	

## SPRING SEMESTER 2014

First day applications accepted for New and Former Students .....	October 1
Internet Registration .....	By appointment – Check registration time in MySite>MyInfo>Appts.
<b>INSTRUCTION BEGINS .....</b>	<b>January 21</b>
Presidents’ Day Observance – classes not in session .....	February 14 – 17
Last day to petition for Spring graduation .....	March 1
Spring Recess – classes not in session .....	March 23 – 29
Final Exams .....	May 16 – 22
Commencement – Saddleback College .....	May 23
See the online Schedule of Classes for all “drop” dates, P/NP, and refund deadlines.	

## SUMMER SESSION 2014

First day applications accepted for New and Former Students .....	March 1
Internet Registration .....	By appointment – Check registration time in MySite>MyInfo>Appts.
<b>INSTRUCTION BEGINS .....</b>	<b>May 27 – Aug 8</b>
Memorial Day Observance – classes not in session .....	May 26
Last day to petition 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.	



View the Student Handbook online! Scan this QR code with your smartphone and QRC-reading software.

***It is the responsibility of the students to read, understand and follow the catalog, student handbook, and pertinent educational information and requirements.***

*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.*



# SADDLEBACK COLLEGE STUDENT HANDBOOK

The Division of Counseling Services  
Saddleback College

28000 Marguerite Parkway • Mission Viejo, CA 92692

(949) 582-4500

[www.saddleback.edu](http://www.saddleback.edu)

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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

Our number one priority is the success of all of our students. Whether they are just beginning college or are well into their studies, our students find that Saddleback College's outstanding education and training programs help them fulfill their goals and aspirations.

Contained in the pages of this student handbook you will find excellent information on our wide variety of services for students, including counseling, financial aid, transfer requirements, and job search assistance. Our faculty, staff and administrators are fully committed to helping you succeed. In addition, our counselors are a tremendous asset to Saddleback College and provide students with one-on-one support to help them create their academic plans or resolve personal issues.

To assist student veterans, Saddleback College's Veterans Education and Transition Services (VETS) program seeks to help students and their families who were in combat become acclimated to the college environment through such services as a special "boots to books" course, an active veterans campus club, assistance with identifying available veterans benefits, and services for students who require special accommodations.

Saddleback College offers a huge selection of student clubs and activities that contribute to our vibrant campus life. From Associated Student Government and Model United Nations, to performing arts productions and athletic teams, students find that there are numerous ways to get involved on campus and enhance their college experience. Our campus newspaper, the award-winning Lariat, gives students the opportunity to report on campus news and events, and students working on our radio and television stations, KSBR-FM and Channel 39, learn broadcasting techniques from our excellent faculty and staff. Students follow their interests through our wide selection of campus clubs and activities, and enterprising students are always welcome to introduce new clubs to our campus community.

Since Saddleback College first opened its doors to students in 1968, more than half a million students have made us their first choice in higher education, and we're happy that you have also made this wise choice. To learn more about all of our academic programs, counseling services, and clubs and activities, please visit our website at [www.saddleback.edu](http://www.saddleback.edu). We look forward to seeing you on campus and thank you for becoming a member of our Saddleback College family!

Go Gauchos!

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



## A Letter from the ASG President

Saddleback College empowers students to devise, define, develop, and deliver their own success. This exceptional institution administers outstanding resources, expert faculty, a diverse student population and social atmosphere that will assist you in making your success story possible.

As a Saddleback College student you have unlocked a path to academic excellence. The counseling and guidance available provide the assistance necessary in achieving your academic and personal aspirations. The faculty and staff are truly invested in the success of the students, advocating students to dream big and dare to be unique.

The plethora of social and learning activities on campus, encourage students to share their values, thoughts, and beliefs with other students, ultimately enriching their own life, as well as the lives of others. The student voice offers great significance to Saddleback College, and so I urge you to get involved and advocate your beliefs and interests. No

matter what you get involved with during your time here, the odds are in your favor that you're going to have a great experience.

As Saddleback College's Associated Student Government President I advocate for the students cohesively. I will lead honorably and pledge myself to protect and foster the best interests of the students. I am incredibly proud to be your Associated Student Government President, and I hope to see you around campus! Thank you for choosing Saddleback College!

Bahman Sabahi  
*Associated Student Government President, 2013-2014*



## SADDLEBACK COLLEGE – A BRIEF HISTORY

On Valentine's Day in 1967, residents of the rural southern half of Orange County approved the creation of a community college, dubbing it the "Sweetheart of South Orange County." The local press noted that "Saddleback JC, already a reality, will open its doors next fall, another event that will shape the lives of many people in the years to come." Following a 54-day construction marathon, Saddleback College was ready to welcome 1,546 freshmen for the start of the fall 1968 quarter. Now, over 40 years later, thriving suburban communities dot the hillsides where cattle used to roam. Saddleback College has developed into one of California's finest community colleges, with students ranging in age from teenagers to centenarians.

During the 1970s and '80s, Saddleback College carried on a major construction program, beginning with the James B. Utt Library, completed in 1973. The Math/Science building (1974) was next followed by the Physical Education/Athletics and Fine Arts complexes (1977), the Business/General Studies building (1986), the Technology/Applied Science building (1989) and the Student Services Center (1990). More recently the Health Sciences/District Offices building was opened in spring 2005.

Since the 1970s, the college has experienced a dramatic growth in enrollment – burgeoning from 3,025 to nearly 40,000 students. As Saddleback College grew, so did its reputation for excellence, attracting teachers and

administrators from throughout the United States. Together they have created a dynamic, constantly evolving learning environment where students are challenged to fulfill their potential and encouraged to achieve their goals. The excellence of Saddleback College's programs and faculty can best be measured by the success of the college's alumni in their academic pursuits at four-year universities and in the professional world.

In addition to being a center of learning, Saddleback College has developed into one of south Orange County's premier cultural and recreational sites. The campus hosts film festivals, music and dance concerts, lectures by renowned newsmakers and scholars, and is home to an award-winning theatre arts program. Its men's and women's intercollegiate athletic teams have achieved a solid reputation for success and hold more than 100 conference, state and national titles. On-campus sports facilities include a golf driving range and putting greens, aquatics complex, football stadium, baseball and softball fields, gymnasium and fitness facilities, tennis courts, and all-weather track.

Saddleback College has become an integral part of the south Orange County landscape, linking education with community growth and vitality. After four decades, Saddleback College continues to strengthen its ties with the communities it serves and to help residents fulfill their dreams and aspirations.

### 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.



#### About our Logo

Saddleback College adopted its name from the slump (or saddleback) between the twin peaks of Santiago and Modjeska in the Cleveland National Forest. Our logo depicts this prominent geographical feature, which provides a dramatic backdrop to our campus and to the whole of the Saddleback Valley.

# STEPS TO ENROLLMENT/MATRICULATION PROCESS

## SADDLEBACK STEPS TO ENROLLMENT

### Step 1:

**APPLY ONLINE** at [www.saddleback.edu](http://www.saddleback.edu) or at the Admissions and Records Office, located in Student Services Center 102. After you have applied through CCCApply you will receive your Permit to Register e-mail within 24 hours which will list your pre-registration requirements and the date and time of your registration. Please contact the Admissions and Records Office at 949-582-4555 if you do not receive your e-mail.

### Step 2:

**COLLEGE ORIENTATION** of student services and special programs is available online at — [www.saddleback.edu/matriculation](http://www.saddleback.edu/matriculation)

### Step 3:

**ASSESSMENT** in reading, English, and mathematics will provide students with appropriate course placement.

**ALTERNATIVE EVIDENCE** - Students who have completed and passed a math and English course at another college or university can submit transcripts for evaluation in place of the assessment exams.

Students who complete the Matriculation process have higher first semester GPAs than those who do not! Information and appointments are available through your MySite, at the Matriculation Office at (949) 582-4970.

### Step 4:

**ADVISEMENT** helps students determine their educational goal, plan a first semester schedule, and prepare a "Preliminary Student Educational Plan". The Advisement session occurs online after the student completes the assessment testing session and/or evaluation of Alternative Evidence.

### Step 5:

**REGISTER** Registration is done online through your MySite account. MySite is a service of the South Orange County Community College District. MySite accounts allow students to register, manage and review their academic information while attending one of the SOCCCD campuses. Detailed instructions on how to use MySite are published on Pg. 5.

### Step 6:

**ATTEND** classes.

### Step 7:

**SEE A COUNSELOR** for follow up counseling after the semester begins to refine your Educational Plan, and discuss your goals. Students should complete a full comprehensive educational plan before starting their second semester. You can make a Counseling appointment by calling (949) 582-4572.

### Step 8:

**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. The most successful student is the one who takes responsibility for himself or herself.

## MATRICULATION

A Process Leading  
You to Success

# 1

### ONLINE ORIENTATION

Student Services and Programs,  
Campus Involvement

# 2

### ASSESSMENT OR ALTERNATIVE EVIDENCE

Reading, English and  
Mathematics or Alternative  
Evidence

# 3

### ADVISEMENT

First Semester Schedule,  
Preliminary Educational Plan

# 4

### REGISTRATION

Online Enrollment  
through MySite

# 5

### FOLLOW-UP

Attend Workshops,  
See a Counselor

# 6

### STUDENT SUCCESS

Achieve Your Goal

## 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](http://www.saddleback.edu). Click on "Email" in**

**the left-hand column.** Email addresses are available within three days of registration.

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.*

## USING YOUR MySITE ACCOUNT

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

**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 Obtain 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



### 2 3 Complete your Online Orientation and Advisement

- Click on the menu link that reads: My Information
- Click on the menu link that reads: Matriculation
- Click Online Orientation and select either link to start the program.  
*You will need to complete all six sections of the orientation and print the final page for proof of completion.*
- Click Online Orientation and select either link to start the program.  
*You will need to have your test results prior to starting the advisement. Complete all sections of the advisement and fill out the advisement worksheet located in your advisement packet. The worksheet must be turned in to the Matriculation Office in order to receive credit.*

### 4 5 Create a MAP (My Academic Plan)

- 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

### 6 View prerequisite evaluation and challenge/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

### 7 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 listed please call the Admissions and Records Office at (949) 582-4555.

### 8 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
- Complete all required fields on the Information Page
- Follow the on-screen instructions to add classes
- Pay for classes and print a copy of the receipt

### 9 Student Email

- Click on the menu link that reads: My Email
- Click on the menu link that reads: Student Email
- Log-in and check your email or forward it to a preferred email address.



# 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 6 month waiting period.

## Reading Placements

English 345: Building Basic Reading Skills

English 340: Reading Skills for College

English 180: Speed Reading and Comprehension Training

English 170: Reasoning and College Reading

Note: Please review your reading course placement with your counselor before enrolling. Depending on your educational goals you may not be required to take a reading course.

## English Placements

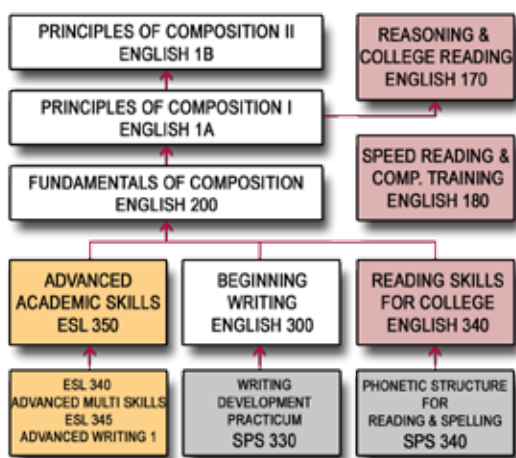
English 300 & 340: Beginning Writing & Reading Skills for College

English 300: Beginning Writing

English 200: Fundamentals of Composition

English 1A: Principles of Composition I (transfer level)

## ENGLISH & READING COURSE SEQUENCE



## Writing Sample Appeal

The Writing Sample allows the student to appeal their English placement recommendation 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 Appeal is given by appointment only at the Matriculation Office.

**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.

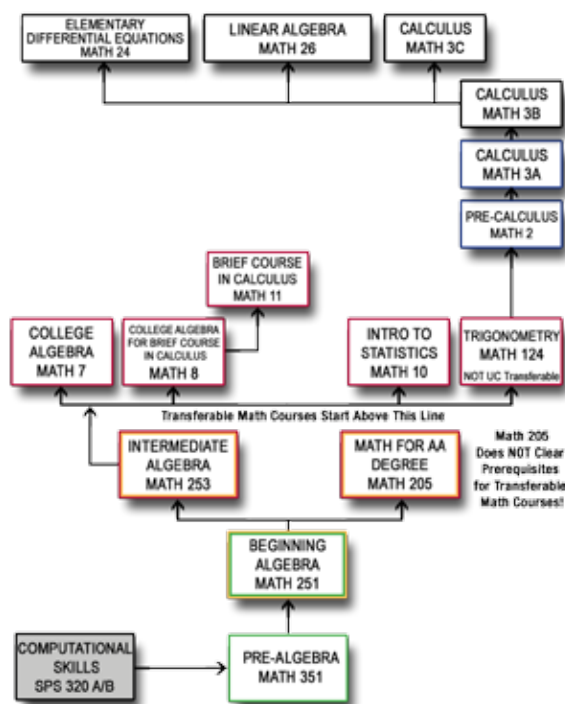
## Mathematics Placement Procedures

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 test is most appropriate for them. Sample test questions can be found online at:

[www.saddleback.edu/matriculation](http://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 attempt the high school math challenge.
3. Students may retake the same math test level after three months have passed.

## MATHEMATICS COURSE SEQUENCE



## Math Test Levels and Placements

Test Level 1: Math 351, 251

Test Level 2: No Placement or Math 251, 205, 253

Test Level 3: No Placement or Math 205, 253, 7, 8, 10, 124, 11

Test Level 4: No Placement or Math 2, 3A

## Math Challenge

Students may challenge their math placement by submitting official or unofficial high school transcripts showing completed coursework in Algebra I, Algebra II, Trigonometry, Pre-Calculus or Calculus with a grade of C or better. Math courses with a grade of C- or courses taken in adult education, summer school or continuation schools will NOT be accepted. High school transcripts can be used as a challenge only after the student has completed one of the math assessment exams.



## ENGLISH AS A SECOND LANGUAGE (ESL) COURSE SEQUENCE

Course #	Course Name	Core Class	Prerequisite	Co-requisite	Units	Hours
<b>Pre-College Level</b>						
ESL 350*	Essential Academic Skills	✓	ESL 340 or 345		3	6
<b>Advanced 2</b>						
ESL 354	Vocabulary Skills for College				3	3
ESL 355	ESL Reading for College: American Literature				3	3
ESL 356	Academic Success Strategies for ESL Students				3	3
ESL 357	Grammar Review for College			ESL 902	3	3
ESL 358	Listening and Notetaking Skills for College				3	3
ESL 359	American Language and Culture through Film				3	3
<b>Advanced 1</b>						
ESL 340	Advanced Multi-Skills	✓			3	6
ESL 342	Advanced Conversation				2	3
ESL 343	Advanced Pronunciation				2	3
ESL 344	Idioms and Expressions				2	2
ESL 345	Advanced Writing I		ESL 331 or 336	ESL 802	3	3
ESL 346	Advanced Writing for Work				3	3
ESL 347	Advanced Grammar Review			ESL 901	3	3
<b>Intermediate</b>						
ESL 330	Intermediate Multi-Skills I	✓			3	6
ESL 331	Intermediate Multi-Skills II	✓			3	6
ESL 332	Intermediate Conversation				2	3
ESL 333	Intermediate Pronunciation				2	3
ESL 335	Intermediate Reading and Writing I		ESL 321 or 325		3	3
ESL 336	Intermediate Writing II		ESL 330 or 335	ESL 801	3	3
<b>Beginning</b>						
ESL 320	Beginning Multi-Skills I	✓			3	6
ESL 321	Beginning Multi-Skills II	✓			3	6
ESL 322	Beginning Conversation				2	3
ESL 323	Beginning Pronunciation				1	2
ESL 325	Beginning Reading and Writing				3	3
<b>Please note:</b> ESL titles printed in <b>RED</b> above are the “core” courses for each level						



### English as a Second Language Placement Procedures:

1. The ESL test will result in an ESL course placement recommendation.
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.
3. Dates and times for the Writing Sample test are available in the Matriculation Office, (Village 8), or on the Matriculation website: [www.saddleback.edu/matriculation](http://www.saddleback.edu/matriculation)

# 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 the prerequisite, corequisite, limitation on enrollment, or recommended preparation 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 and courses offered for "zero units" cannot be used to satisfy a prerequisite.

### 2. Alternative Evidence

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 (excluding English 1B), or earn the appropriate score on the math assessment exam (excluding Math 3B, 3C, 26 and 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 and CLEP Exams

Provide Matriculation (Literature/Language, Composition or Calculus AP/CLEP exams) 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 Prerequisite Evaluation Form. The form is available in the Matriculation Office or online at: [www.saddleback.edu/matriculation](http://www.saddleback.edu/matriculation)
2. Attach a copy (official or unofficial) of your previous college coursework, California community college assessment results, or AP/CLEP test scores. Unofficial copies must include the student's name, college name, and the course with a passing grade.
3. Fax (949) 582-4789, email ([scmatic@saddleback.edu](mailto:scmatic@saddleback.edu)) or drop off all documentation to the Matriculation Office.

### Prerequisites Other than Math or English

For all other prerequisites, please contact the division office where the course originates for their evaluation procedures.

### Evaluation Process

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.

## COUNSELING SERVICES

**Your enrollment at Saddleback College entitles you to these Counseling Services:**

### Academic Counseling

Counselors are available to discuss and help you plan your educational program, to advise you about college or university entrance requirements, major requirements, General Education Certification, and the application process. 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



*Jerilyn Chuman, Dean,  
Counseling Services*

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 Choose 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 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 complete semester-by-semester academic plan for their specific educational goal. The Counseling Department encourages students to use MAP prior to meeting with a counselor and registering for classes. Visit MAP in **MySite** at [www.saddleback.edu](http://www.saddleback.edu)



*Counseling Services faculty and staff*

## To make a Counseling Appointment

Call (949) 582-4572, schedule on-line at

[www.saddleback.edu/counseling](http://www.saddleback.edu/counseling)

or visit the Counseling Department in SSC 167.

We book appointments on **Mondays**  
for the **following** week.



View the Counseling homepage. Scan this QR code with your smart-phone and QRC-reading software.

## 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 Applied Psychology 1, 140 or 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.
- **General Education courses:** All students working towards a college degree need these courses. You will find lists of courses required for the Saddleback College AA Degree (non-transfer) as well as those for the California State University and the University of California in this handbook. (see Pages 18, 24 and 25).

• **Major Preparation courses:** Courses that you are required to take at Saddleback College either for a non-transfer AA Degree or for transfer to four-year colleges and universities are listed in the Saddleback College Catalog.

• **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.

Determine how many courses you will need from your list to equal the number of units you want to take. If you want to take nine units, you will probably want to select three courses with three units each.

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 that you can do some long-range academic planning. Counselors will help you explore majors, careers, and programs of study during your one-hour 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 study. 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:

*Schedule 2-3 hours per unit, per week for studying.*

**Example:**

3 unit class –

In-class time = 3 hours per week

Study time = 6 hours per week

*(3 units x 2 hrs/unit study = 6 hours)*

**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 Department. 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:

Work	School
5-15 hours per week .....	12-15 units
20 hours per week .....	9-12 units
30 hours per week .....	6-9 units
40 hours per week .....	3-6 units

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



## CAREER PLANNING PROCESS

Career planning is an organized step-by-step plan that generates clarity, confidence, and excitement. The following steps are recommended as you start your journey towards a career and major selection.

### 1 **Self-Assessment: Find out who you are and what you want**

- [cacareercafe.com](http://cacareercafe.com) – California community colleges Virtual Career Center
- [cacareerzone.org](http://cacareerzone.org) – Assessments, exploration search, and by-industry search



*Where students meet success*

### 2 **Exploration: Find out more about the world of work and your educational path**

- Complete career exploration from:
  - [cacareerzone.org](http://cacareerzone.org) – California CareerZone
  - [onetonline.org](http://onetonline.org) – O\*NET OnLine
  - [bls.gov/search/ooh.asp?ct=OOH](http://bls.gov/search/ooh.asp?ct=OOH) – Bureau of Labor Statistics Occupational Outlook Handbook
- Complete one of the Applied Psychology classes:
  - Applied Psychology 1..... Academic Planning
  - Applied Psychology 140.... Educational and Vocational Planning
  - Applied Psychology 160.... Career and Vocational Exploration



### 3 **Decision Making: Analyze occupational, academic, and career information**

- Begin to define your specific career goals and discuss with others
- Identify, evaluate and branch your options by sharing your plan with others

### 4 **Academic Planning: Plan your path to compete in the work place of tomorrow**

- Begin to define your specific educational path and career goals
- Meet with a counselor in Counseling, DSPS, EOPS, CARE, CalWORKS or the Transfer Center
- Use Career Center resources
- MySite-MAP (My Academic Plan)



### 5 **Job and Career Search: Look for job experience (jobs and internship)**

- Develop a job search plan of action. This may include:
  - Creating a cover letter and resumé
  - Searching for specific practice interviewing
  - Viewing job announcements (Gaucho jobs)



## 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 DEPARTMENT

(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.

### 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 psychologist will provide:

- Individual Therapy
- Couple Therapy
- Family Therapy
- Drug & Alcohol Prevention & Intervention
- Group Support
- Psychological Testing

**at-risk**  
**HELP A FRIEND WHO IS STRUGGLING**

Learn how to identify, talk to, and refer peers at-risk in this innovative online training.

Key: ccc6445 **START NOW**

To take the course, go to:  
<http://www.kognitocampus.com/student/ccc>

- Click "Access Training"
- **STUDENTS ONLY:** Create an account using enrollment key: **ccc6445**
- Follow the on-screen instructions

## REMEMBER, COUNSELING WORKS!

[www.211oc.org](http://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.

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

Student Health Center ..... (949) 582-4606

Counseling Department ..... (949) 582-4572

Campus Safety or Campus Police ..... (949) 582-4444 or 911

# DISABLED STUDENTS PROGRAMS AND SERVICES DSPS

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](http://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:

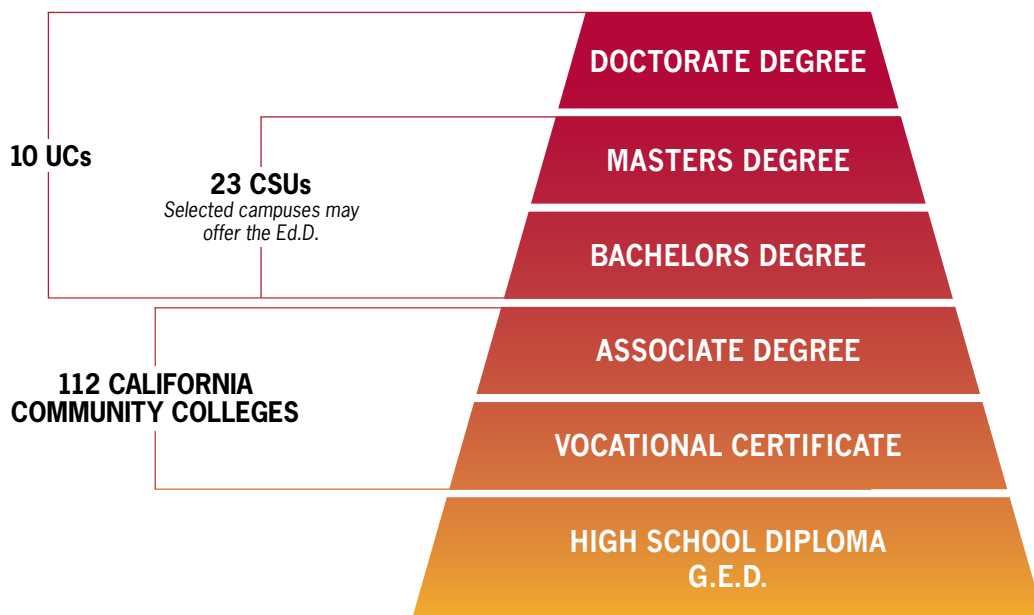
1. Responsible use of services and adhere to written procedures adopted by DSPS including the college code of conduct.
2. Fail to meet measurable progress towards your goals established in your Student Educational Contract.
3. Fail to meet academic standards established by the college and/or district.

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).

## EDUCATIONAL OPTIONS IN CALIFORNIA



### 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 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.

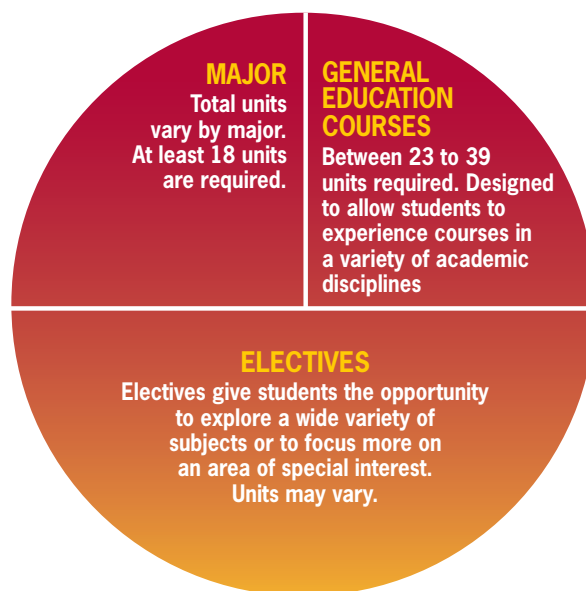


## GUIDE TO CALIFORNIA HIGHER EDUCATION

SYSTEM:	THE UNIVERSITY OF CALIFORNIA (UC)	THE CALIFORNIA STATE UNIVERSITY (CSU)	THE CALIFORNIA COMMUNITY COLLEGES (CCC)	INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES
CAMPUSES:	10	23	112	100
ADMISSION REQUIREMENTS <b>FRESHMEN</b>	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 PE, 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: <a href="http://www.aiccu.edu">www.aiccu.edu</a>
TRANSFER	Students need 60 UC-transferable units with minimum GPA of 2.4 (higher for most campuses). Completion of all lower division major preparation and general education is considered essential especially for selective majors and campuses. The UC-transferable course list is available at <a href="http://www.assist.org">www.assist.org</a> . See also: <a href="http://www.ucop.edu">www.ucop.edu</a>	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: <a href="http://www.CSUmentor.edu">www.CSUmentor.edu</a>		Variable units and other transfer admission requirements.
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	Bachelors, Masters, Doctorates, and Professional (law, medicine, dentistry, etc.)	Bachelors, Masters, Some Doctorate Programs	Associate Degrees Vocational Certificates Transfer Programs	Associates, Bachelors, Masters, Doctorates, Professional (varies from campus to campus).
TUITION / FEES (subject to change)	Residents of California – Approximately \$13,200/year. Non-Residents – Approximately \$36,078/year. \$70 application fee first campus; \$70 each additional campus. \$80 application fee for non-resident/ international.	Residents of California – Approximately \$6,235/year. Non-Residents – Approximately \$16,000/year. \$55 application fee, first campus – includes alternate campus. \$55 per campus application fee for international.	Residents of California – \$46 per unit.* Non-Residents – \$190 per unit*# Foreign students – \$257 per unit*, plus an application fee of \$54# Non-Residents and Foreign students must also pay the \$46 per-unit tuition. * Subject to change # At Saddleback College and subject to change	Variable – See individual college catalog Vanguard ..... \$28,500* Chapman University ..... \$21,445* Loyola Marymount ..... \$39,344* USC ..... \$43,722* Azusa Pacific ..... \$31,416* *2013-14 (annual tuition fees only)
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.			

NOTE: The information provided is subject to change.

## THE ASSOCIATE DEGREES



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

### 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. 18 and the requirements for a major. Major requirements can be met by completing an Associate Degree program listed in the Saddleback College Catalog. A minimum of 60 units is required. With an overall grade-point average of 2.0 for all units attempted.

**Note:** Saddleback College courses numbered 1-299 count towards the Associate Degree.

### 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. 18 and the requirements for a major. Major requirements can be 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. A minimum of 60 units is required.

### 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, Capistrano-Laguna Beach ROP and Coastline ROP. Courses with articulation agreements 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, Interior Design 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.

# ASSOCIATE DEGREES AND CERTIFICATE PROGRAMS

Program	AA	AS	Cert	Program	AA	AS	Cert	Program	AA	AS	Cert
Accounting				Computer Maintenance Technology				Humanities			
Accountant	•	•	•	Computer Science	•	•		Interior Design			
Computerized Accounting Specialist	•	•	•	Construction Inspection	•	•	•	Interior Design Assistant			•
Tax Preparation	•	•	•	Consumer Services	•	•	•	Interior Design Professional	•	•	•
Administrative Assistant	•	•	•	Cosmetology			•	Interiors Merchandising			•
American Sign Language Interpreting	•	•	•	Cosmetician *				International Language:			
Anthropology	•			Culinary Arts				Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Persian, Spanish	•		
Aquarium and Aquaculture Science		•	•	Catering	•	•	•	Journalism	•	•	•
Aquaculture Technician *				Culinary Arts	•	•	•	Kinesiology	•		
Aquarium Technician *				Food Service	•	•	•	Athletic Training *			
Architectural Drafting	•	•	•	Dance	•			Coaching *			
Art	•			Drafting Technology	•	•	•	Recreation Administration *			
Astronomy	•	•		Ecological Restoration			•	Landscape Design	•	•	•
Automotive Technology				Economics	•			General Landscape Design *			
Automotive Chassis Specialist	•	•	•	Education				Liberal Studies	•		
Automotive Engine Performance Specialist	•	•	•	Instructional Assistant: *				Marine Science Technology			
Automotive Engine Service Specialist	•	•	•	Online Educator *				Marine Science Technician	•	•	•
General Automotive Technician	•	•	•	Electronic Technology				Seamanship	•	•	•
Biology	•	•		Analog and Digital Circuit				Mathematics	•		
Business				Electronic Technology	•	•	•	Medical Assistant			
Business Administration	•			Digital Electronic Technology	•	•	•	Administrative Medical Assistant	•	•	•
Business Leadership	•	•	•	General Electronic Technology	•	•	•	Clinical Medical Assistant	•	•	•
Business Management	•			Emergency Medical Technician *				Comprehensive Medical Assistant	•	•	•
Entrepreneurship *				Engineering		•		Health Information Technology	•	•	•
Global Business	•	•	•	English as a Second Language				Medical Insurance Coding *			
Human Resources Management *	•	•	•	ESL Beginning Level #				Medical Lab Technology	•	•	
Marketing	•	•	•	ESL Intermediate Level Pre-College #				Music	•		
Professional Retailing	•	•	•	ESL Advanced Level #				Natural Sciences	•		
Retail Management	•	•	•	English Literature	•			Nursing			
Project Management *	•	•		Environmental Studies	•			Registered Nurse		•	•
Chemistry	•	•		Sustainability Studies *				Licensed Vocational Nurse to Registered Nurse		•	
Child Development				Ethnic Studies	•			Licensed Vocational Nurse to Registered Nurse (30-Unit Option)			•
Associate Teacher *				Family and Consumer Sciences	•	•	•	Diploma School Registered Nursing	•		
Early Childhood Teacher	•	•	•	Fashion Design				Nutrition	•	•	•
Early Interventionist	•	•	•	Advanced Fashion Design and Apparel Manufacturing	•	•	•	Oceanography	•	•	
Infant Toddler Teacher	•	•	•	Basic Costume Construction and Sourcing *				Paramedic		•	•
Master Teacher	•	•	•	Fashion Design	•	•	•	Philosophy	•		
School Age Care & Recreation	•	•	•	Sustainable Fashion & Social Entrepreneurship *				Phlebotomist/Laboratory Assistant *			
Cinema/Television/Radio				Fashion Merchandising				Photography	•		
Cinema *	•	•	•	Fashion Merchandising	•	•	•	Physical Education (see Kinesiology)			
Critical Studies *	•	•	•	Visual Fashion Merchandising	•	•	•	Physical Science	•		
Post Production *	•	•	•	Fine and Applied Arts	•			Physics	•	•	
Radio *	•	•	•	Foods	•	•	•	Political Science	•		
Screen Acting/Voice Performance *	•	•	•	General Education (IGETC or CSU GE)			•	Psychology			
Television *	•	•	•	General Studies	•			Rapid Digital Manufacturing		•	•
Computer and Information Management				Geographic Information Systems		•		Real Estate			
Applications Developer	•	•	•	Geography	•			Real Estate Appraisal	•	•	•
E-Commerce Specialist	•	•	•	Geology	•			Real Estate Escrow	•	•	•
Information Security: Security *				Gerontology	•	•		Real Estate Sales/Broker	•	•	•
Office and Computer Skills *				Graphics				Social Sciences	•		
Network Administrator	•	•	•	Computer Graphics	•	•	•	Sociology			
Software Specialist	•	•	•	Graphic Communications	•	•	•	Speech/Communication	•		
Web Designer	•	•	•	Graphic Design	•	•	•	Theatre Arts			
Webmaster	•	•	•	Illustration/Animation	•	•	•	TA Entertainment and Theatre Technology	•	•	•
				Health Sciences	•			TA Performance and Acting	•		
				History	•			Travel and Tourism	•	•	•
				Horticulture	•	•	•	Women's and Gender Studies	•		
				General Horticulture *							
				Plant Identification *							
				Human Development	•						
				Human Services							
				Alcohol and Drug Studies	•	•	•				
				Corrections and Criminal Justice	•	•	•				
				Human Services Generalist	•	•	•				
				Mental Health	•	•					

See Saddleback College Catalog for full descriptions of programs.

**AA** Associate in Arts Degree

**AS** Associate in Science Degree

**Cert** Certificate of Achievement – Vocational Program (18 units or more)

**T** Associate in Arts Degree for Transfer

**#** Certificate of Completion – (non-credit ESL only)

**\*** Occupational Skills Award – Vocational Program (6-17.9 units)

# 2013-2014 ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS

These requirements are for students who do not wish to transfer to the CSU or UC

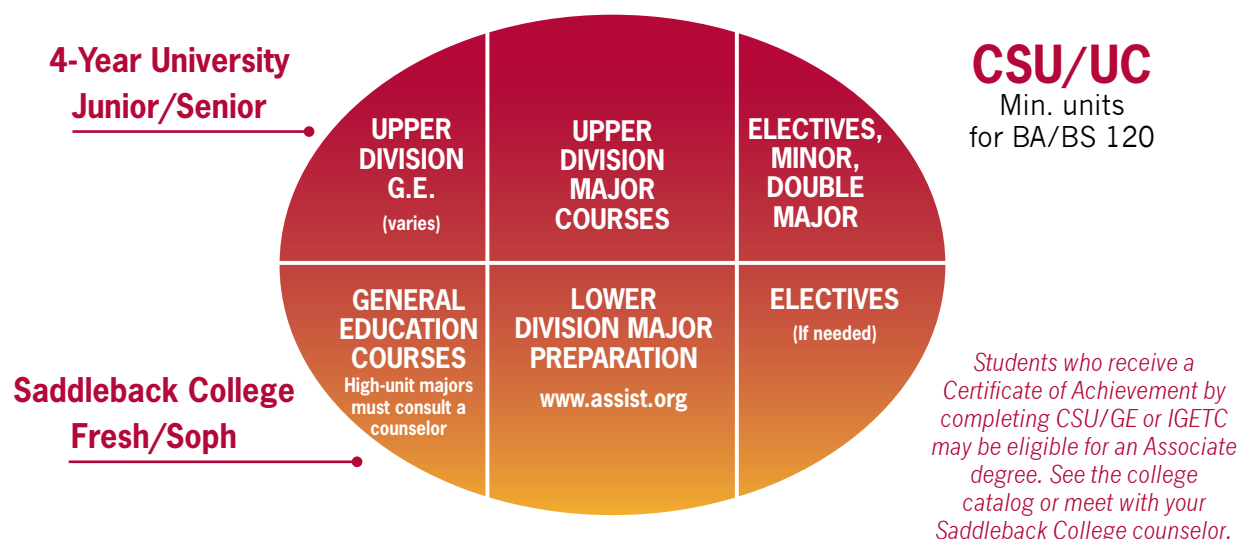
I. CORE REQUIREMENTS			
1. LANGUAGE AND RATIONALITY			
<b>A. Written Communication</b>		C	IP N
English 1A or 1AH – Grade of “C” or better required			
<b>B. Oral Communication</b>		C	IP N
Complete ONE course from the following with a grade of “C” or better: Speech 1, 5 (formerly 105); Business 102			
2. MATHEMATICS COMPETENCY			
<b>Complete Option A or Option B</b>		C	IP N
<b>Option A:</b> Completion with a grade of “C” or better of any mathematics course currently offered within the Mathematics Department, other than MATH 251, 251A and B, 351.			
<b>Option B:</b> Evidence of one of the following: 1. A score of 3 or above on the College Board Advanced Placement Exam 2. 530 or above on the Mathematics section of the SAT 3. 23 or above on the ACT Mathematics Test 4. 520 or above on the College Board Math Achievement Test.			
3. READING COMPETENCY			
<b>Complete Option A or Option B</b>		C	IP N
<b>Option A:</b> Completion, with a grade of “C” or better: English 1B, 170, 180, 190, or 340^ (formerly 220) ^ Units earned for English 340 do not apply to the associate degree.			
<b>Option B:</b> Evidence of one of the following: 1. 400 or above on the critical reading section of the SAT 2. 19 or above on the ACT English Test 3. A score of 35-39 percentile on the Comprehension section of the Nelson-Denny Reading Test, Form H or equivalent. 4. A placement of English 170 based on CTEP.			
4. INFORMATION COMPETENCY			
<b>Complete ONE course from the following with a grade of “C” or better:</b>		C	IP N
Anthropology 2, 3, 4*, 6, 8 Business 102 Child Development 107 (formerly CD 7) Computer & Information Management 1, 10 Dance 64 English 1B, 170 Environmental Studies 1, 18 Ethnic Studies (formerly CCS) 1*, 2*, 3*, 10* Family & Consumer Sciences 115 Foods & Nutrition 50 History 4, 5, 12, 16, 17, 32 Library 2 (formerly 102), 100, 101 Nursing 176 Psychology 1, 2, 7 Speech 1, 2, 3  Note: Courses used to fulfill any competency requirement may also apply to our course or breadth requirements.			
II. BREADTH REQUIREMENTS			
1. FINE ARTS AND HUMANITIES			
<b>A. The Arts, Music, Theatre</b>		C	IP N
Complete ONE course from the following: Architecture 12 (formerly 112) Art 4, 20, 21, 22, 23, 24*, 25, 26, 27, 28, 29 Cinema, Television and Radio 3 (formerly CA 30), 7* (formerly CA 27), 9 (formerly CA 29), 102 Dance 64 (formerly PE/TA 64), 174* Fashion 144 Fine Arts 27 Horticulture 115 Interior Design 110, 122, 125 Music 1, 20, 23*, 24, 25, 26, 27*, 28, 29 Photography 25 Speech 32/Theatre Arts 32 Theatre Arts 20, 22, 25, 26, 110*			
<b>B. Literature, Philosophy, History, Religion, Foreign Language</b>		C	IP N
Complete ONE course from the following: Arabic 1, 2, 21 Chinese 1, 2, 21 English 3, 4, 5, 15A, 15B, 17A, 17B, 18, 19, 20, 21A, 21B, 23A*, 24*, 25, 27A, 27B, 27E, 44, 50, 52, 142 (formerly 42) French 1, 2, 3, 4 German 1, 2, 3, 4 History 4, 5 Humanities 1, 3, 10A, 10B, 21, 22, 25 Italian 1, 2, 3, 4, 21 Japanese 1, 2, 21 Korean 1, 2, 3, 4, 21 Persian 1, 2, 3, 4 Philosophy 1, 10, 14, 15 Portuguese 1, 2, 3, 4 Sign Language 1 (formerly 32), 2 (formerly 33), 3 (formerly 34), 4 (formerly 35), 101* Spanish 1 (or 1A and 1B), 2, 3, 4, 20A, 20B, 21A, 21B, 21C* Speech 30/Theatre Arts 30			
2. NATURAL SCIENCES			
<b>Complete ONE course, with a laboratory, from the following:</b>		C	IP N
Anthropology 1 and 1L Students are advised to complete the ANTH 1 lab within one (1) year of the lecture component Astronomy 20 and 25 Biology 3A (formerly 1A), 3B (formerly 1B), 11, 15, 19/ENV 19, BIO 20, 31, 113 Chemistry 1A, 3, 108 Environmental Studies 18, 24 Geography 1 and 1L Geology 1, 20, 23/ENV 23 Horticulture 20 Marine Science 4, 20 Physics 2A, 4A, 20			
Requirements are subject to change. The Articulation Office 6/2013			
3. SOCIAL AND BEHAVIORAL SCIENCES			
<b>A. Social/Behavioral Science</b>		C	IP N
Complete ONE course from the following: Anthropology 2, 3, 4*, 5, 7*, 8, 9, 10, 17, 21 Business 1 Child Development 105 (formerly CD 15), 107‡ (formerly CD 7), 117* Economics 2, 4 (formerly 1), 20 Environmental Studies 1 Ethnic Studies (formerly CCS) 1*, 2*, 3*, 10* Geography 2, 3, 38 History 12, 19, 20*/SOC 20*, 21*, 27, 28, 30, 33*, 61, 62, 63, 70, 71, 72, 74, 75, 80/PS 80, 81* Human Services 100, 120, 131*, 186 Journalism 1/Cinema, Television and Radio 1 Political Science 4, 11/Economics 11, 12, 14 Psychology 1, 7‡, 16*, 21 Sociology 1, 2, 6*, 10, 15, 21, 25 Speech 20* Women’s Studies 10, 40 ‡ Course may be listed in more than one area, but shall not be certified in more than one area.			
<b>B. American Institutions</b>		C	IP N
Complete ONE course from the following: History 7, 8, 16, 17, 22 or Political Science 1			
4. LIFE SKILLS/CRITICAL THINKING			
<b>Complete ONE course from A or B:</b>		C	IP N
<b>A. Life Skills</b>		C	IP N
Accounting 120 Applied Psychology 1, 140, 150, 151, 160 Business 116 Child Development 107‡ (formerly CD 7), 117 Family & Consumer Sciences 115, 142 Fashion 141 (formerly FCS 140) Foods & Nutrition 50, 64 Health 1, 3 Human Services 170, 175 Nursing 165 Psychology 5, 7‡, 33 Special Services 115, 205 Women’s Studies 120 ‡ Course may be listed in more than one area, but shall not be certified in more than one area.			
<b>B. Critical Thinking</b>		C	IP N
Child Development 120 English 1B, 170 (both courses also apply for the Reading Competency requirement) Philosophy 12 Speech 2, 3			
5. PHYSICAL FITNESS ASSESSMENT			
<b>Complete ONE course from the following:</b>		C	IP N
KNES 107 (formerly PE 107) KNEA 107–For disabled students (formerly APE/PSS 107)			
6. * CULTURES IN THE UNITED STATES REQUIREMENT			
C IP N			
One course completed 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).			

For graduation, a minimum GPA of 2.0 in all units attempted at Saddleback College and an overall GPA of 2.0 in all units attempted is required. At least 12 units must be completed at Saddleback College. Completion of either CSU General Education Certification Requirement or the Intersegmental General Education Transfer curriculum may substitute for the Saddleback College general education requirements. See the current Saddleback College catalog for further information on catalog rights. Students who maintain continuous enrollment from 2008-2009 or earlier, and have completed MATH 251 with a “C” or better, will have satisfied the math competency.

For graduation, a minimum GPA of 2.0 in all units attempted at Saddleback College and an overall GPA of 2.0 in all units attempted is required. At least 12 units must be completed at Saddleback College. Completion of either CSU General Education Certification Requirement or the Intersegmental General Education Transfer curriculum may substitute for the Saddleback College general education requirements. See the current Saddleback College catalog for further information on catalog rights. Students who maintain continuous enrollment from 2008-2009 or earlier, and have completed MATH 251 with a "C" or better, will have satisfied the math competency.



## THE BACHELOR DEGREES



### 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. 24)

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. 25)

Used for the University of California. Can also be used for CSU and some private colleges and universities in California.

**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. The Saddleback College Catalog contains many major preparation transfer patterns for California universities.

#### 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 San Diego\*, UC Santa Barbara and UC Santa Cruz. Please visit a counselor at the Transfer Center or Counseling Department for further information.

#### 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 in Arts in Transfer (CSU)

For the California State University, under the new law SB #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 degree at Saddleback College. Please contact the Transfer Center or Counseling Department for further information.

**\*NOTE: Fall 2014 will be the last year for UC San Diego TAG.**

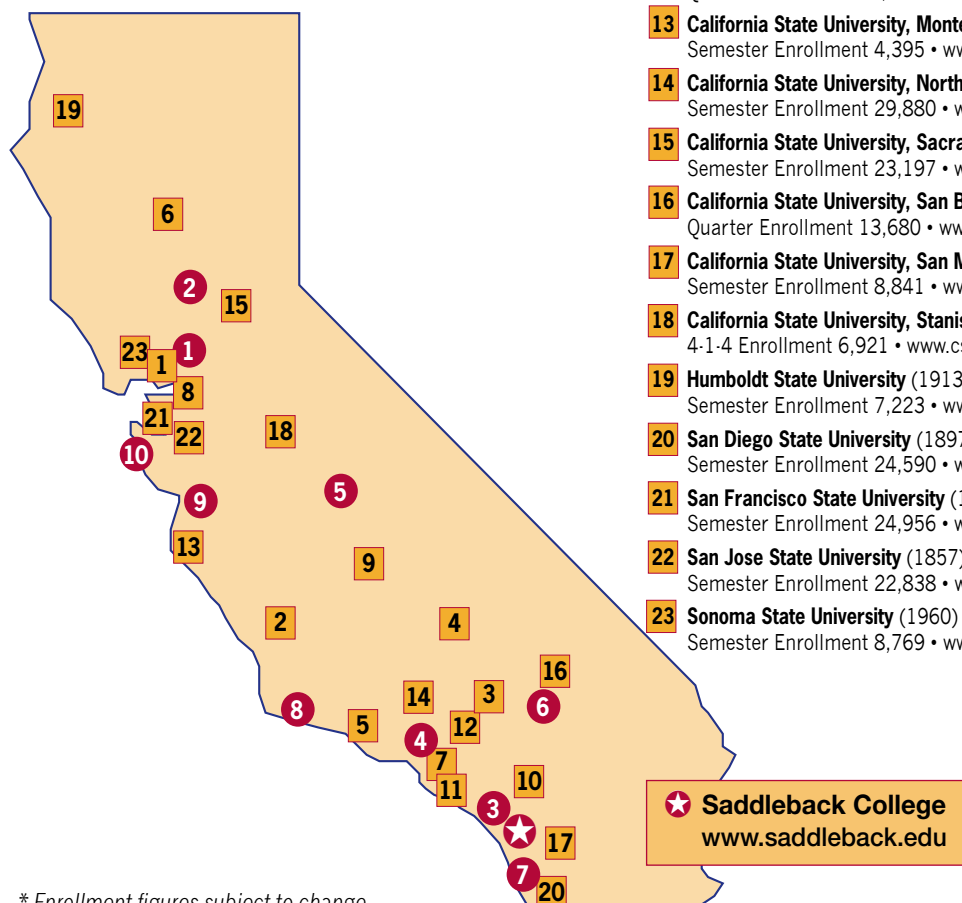
# CALIFORNIA FOUR-YEAR PUBLIC UNIVERSITIES

## University of California\* – 10 Campuses

- 1 **University of California, Berkeley** (1868) • (510) 642-6000  
Semester Enrollment 25,540 • [www.berkeley.edu](http://www.berkeley.edu)
- 2 **University of California, Davis** (1908) • (530) 752-1011  
Quarter Enrollment 24,487 • [www.ucdavis.edu](http://www.ucdavis.edu)
- 3 **University of California, Irvine** (1965) • (949) 824-5011  
Quarter Enrollment 22,071 • [www.uci.edu](http://www.uci.edu)
- 4 **University of California, Los Angeles** (1919) • (310) 825-4321  
Quarter Enrollment 26,162 • [www.ucla.edu](http://www.ucla.edu)
- 5 **University of California, Merced** (2004) • (209) 228-4400  
Semester Enrollment 4,138 • [www.ucmerced.edu](http://www.ucmerced.edu)
- 6 **University of California, Riverside** (1954) • (951) 827-1012  
Quarter Enrollment 18,293 • [www.ucr.edu](http://www.ucr.edu)
- 7 **University of California, San Diego** (1964) • (858) 534-2230  
Quarter Enrollment 23,663 • [www.ucsd.edu](http://www.ucsd.edu)
- 8 **University of California, Santa Barbara** (1944) • (805) 893-8000  
Quarter Enrollment 19,199 • [www.ucsb.edu](http://www.ucsb.edu)
- 9 **University of California, Santa Cruz** (1965) • (831) 459-0111  
Quarter Enrollment 15,668 • [www.ucsc.edu](http://www.ucsc.edu)
- 10 **University of California, San Francisco**, is a graduate/professional institution requiring pre-professional preparation or graduate standing for admission. (415) 476-9000 • [www.ucsf.edu](http://www.ucsf.edu)

## California State University\* – 23 Campuses

- 1 **California Maritime Academy** (1929) • (707) 654-1330  
Semester Enrollment 832 • [www.csum.edu](http://www.csum.edu)
- 2 **California Polytechnic State University, San Luis Obispo** (1901)  
(805) 756-2311 • Quarter Enrollment 17,332 • [www.calpoly.edu](http://www.calpoly.edu)
- 3 **California State Polytechnic University, Pomona** (1938)  
(909) 869-3210 • Quarter Enroll. 18,706 • [www.csupomona.edu](http://www.csupomona.edu)
- 4 **California State University, Bakersfield** (1965) • (661) 664-2011  
Quarter Enrollment 6,550 • [www.csusb.edu](http://www.csusb.edu)
- 5 **California State University, Channel Islands** (2002) • (805) 437-8400  
Semester Enrollment 3,593 • [www.csuci.edu](http://www.csuci.edu)
- 6 **California State University, Chico** (1887) • (530) 898-4636  
Semester Enrollment 14,689 • [www.csuchico.edu](http://www.csuchico.edu)
- 7 **California State University, Dominguez Hills** (1960) • (310) 243-3300  
Semester Enrollment 10,823 • [www.csudh.edu](http://www.csudh.edu)
- 8 **California State University, East Bay** (1957) (formerly CSU Hayward)  
(510) 885-3000 • Quarter Enrollment 10,064 • [www.csueastbay.edu](http://www.csueastbay.edu)
- 9 **California State University, Fresno** (1911) • (559) 278-4240  
Semester Enrollment 17,876 • [www.csufresno.edu](http://www.csufresno.edu)
- 10 **California State University, Fullerton** (1957) • (657) 278-2300  
Semester Enrollment 29,896 • [www.fullerton.edu](http://www.fullerton.edu)
- 11 **California State University, Long Beach** (1949) • (562) 985-4111  
Semester Enrollment 27,436 • [www.csulb.edu](http://www.csulb.edu)
- 12 **California State University, Los Angeles** (1947) • (323) 343-3000  
Quarter Enrollment 15,952 • [www.calstatela.edu](http://www.calstatela.edu)
- 13 **California State University, Monterey Bay** (1995) • (831) 582-3330  
Semester Enrollment 4,395 • [www.csumb.edu](http://www.csumb.edu)
- 14 **California State University, Northridge** (1958) • (818) 677-1200  
Semester Enrollment 29,880 • [www.csun.edu](http://www.csun.edu)
- 15 **California State University, Sacramento** (1947) • (916) 278-6011  
Semester Enrollment 23,197 • [www.csus.edu](http://www.csus.edu)
- 16 **California State University, San Bernardino** (1960) • (909) 537-5000  
Quarter Enrollment 13,680 • [www.csusb.edu](http://www.csusb.edu)
- 17 **California State University, San Marcos** (1989) • (760) 750-4000  
Semester Enrollment 8,841 • [www.csusm.edu](http://www.csusm.edu)
- 18 **California State University, Stanislaus** (1957) • (209) 667-3122  
4-1-4 Enrollment 6,921 • [www.csustan.edu](http://www.csustan.edu)
- 19 **Humboldt State University** (1913) • (707) 826-3011  
Semester Enrollment 7,223 • [www.humboldt.edu](http://www.humboldt.edu)
- 20 **San Diego State University** (1897) • (619) 594-5000  
Semester Enrollment 24,590 • [www.sdsu.edu](http://www.sdsu.edu)
- 21 **San Francisco State University** (1899) • (415) 338-1111  
Semester Enrollment 24,956 • [www.sfsu.edu](http://www.sfsu.edu)
- 22 **San Jose State University** (1857) • (408) 924-1000  
Semester Enrollment 22,838 • [www.sjsu.edu](http://www.sjsu.edu)
- 23 **Sonoma State University** (1960) • (707) 664-2880  
Semester Enrollment 8,769 • [www.sonoma.edu](http://www.sonoma.edu)



\* Enrollment figures subject to change

## THE CALIFORNIA STATE 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 Inter-segmental 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](http://www.assist.org).

For the California State University under the new 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.



 CALIFORNIA STATE UNIVERSITY, CHICO

### Saddleback College's 2012 Transfer Ranking to the California State University from Orange County

CSU Channel Islands	#1
Cal Poly San Luis Obispo	#1
CSU Chico	#1
CSU San Marcos	#1
Sonoma State	#1
San Diego State	#2
CSU Fullerton	#3
Cal Poly Pomona	#4
CSU Long Beach	#4



## THE UNIVERSITY OF CALIFORNIA

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 Chemistry. At San Diego, each of the six colleges has a distinct academic philosophy. 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](http://www.assist.org) and the Transfer Center (SSC 225B).



### Saddleback College's 2012 Transfer Ranking to the University of California from Orange County

UC Davis	#2
UCLA	#2
UC Santa Barbara	#2
UC Santa Cruz	#2
UC San Diego	#2
UC Irvine	#3





# CALIFORNIA INDEPENDENT COLLEGES

Visit [www.aiccu.edu](http://www.aiccu.edu)

California's independent colleges and universities represent an established tradition of higher education in California. The first institutions opened their doors in 1851. Yet each of the 76 colleges and universities have their own unique character and strengths.

## 76 Campuses – 125 Majors

- 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

263,382 Students equals 22% of California's Four-Year Undergraduate Students

132,301 Undergraduate Students / 101,111 Graduate Students

- 38% Transfer Students
- 41% 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
- \$230 Million from State and Federal Governments
- 85% 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 76 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.

## SADDLEBACK COLLEGE

## 2013-2014 CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION CERTIFICATION

AREA A: ENGLISH LANGUAGE, COMMUNICATION AND CRITICAL THINKING				AREA C: ARTS AND HUMANITIES				AREA D: SOCIAL SCIENCES			
3 COURSES TOTALING A MINIMUM OF 9 UNITS REQUIRED IN AREA A				AT LEAST 3 COURSES TOTALING A MINIMUM OF 9 UNITS REQUIRED				AT LEAST 3 COURSES TOTALING A MINIMUM OF 9 UNITS REQUIRED			
Complete <b>ONE</b> course in Areas A1, A2, and A3 with a grade of " <b>C</b> " or better.				Complete <b>ONE</b> course from Area C1 and <b>ONE</b> course from Area C2.				Courses are to be selected from Area D1 through D0 in at least <b>TWO</b> areas.			
A1 ORAL COMMUNICATION				C1 ARTS				CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS:			
Speech 1 or 5 (formerly 105)				Architecture 12 (formerly 112)				This CSU requirement can be met prior to transfer by completing PS 1 from Area D8 <b>AND</b> one U.S. History course in Area D6 selected from: HIST 7, 8, 16, 17, or 22. Courses taken to meet this requirement can also be used for 6 of the 9 units required in Area D.			
A2 WRITTEN COMMUNICATION				C2 HUMANITIES				CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS:			
English 1A or 1AH				Arabic 1 [F90], 1A [F90], 1B [F90], 2 [F90], 3 [S07], 4 [S07], 21				D1 Anthropology—ANTH 2, 3, 5 [F08], 6, 8, 9, 10, 13 [S07], 14 [F03]; ENV/SOC 22; ENV 36; HD 7, 15; HIST 26, 74 (prior to F90); HS 100 (prior to F86); 120 (prior to F86); SOC 100 (prior to F88)			
AP Exam				Chinese 1 [F89], 1A [F89], 1B [F89], 2 [F89], 3 [F07], 4 [F07], 21				D2 Economics—ECON 2, 4 (formerly 1), 20 (MGT 100 prior to F86); ENV 20 [F90], 36 [F96]; HD 15; HIST 26, 74; HS 100 (prior to F86), 120 (prior to F86); PS 9			
A3 CRITICAL THINKING				English 3, 4, 5, 7, 15A, 15B, 17A, 17B, 18, 19, 20, 21A, 21B, 21C, 21D, 21E, 23A, 23B, 24, 25, 27A, 27B, 27C, 27D, 27E, 27F, 29, 31 (formerly 131A), 31B, 32, 33, 34, 35, 36, 40, 41, 44, 46, 47, 48, 50, 52, 54, 56, 131A, 131B, 132, 134, 135, 136, 142 (formerly 42)				D3 Ethnic Studies—ANTH 4, 7 [S07]; ENV 20, 21, ES (formerly CCS) 1, 2, 3, 10; HIST 20, 26 (prior to S89), 33 [F01], 74, 81; PS 15; HS 100 (prior to F86); MGT 100 (prior to F88); HIST 21, 26; HD 7, 15; HS 120 (prior to F86); PS 9, 21; PSYC 21; SOC 21, 100 (prior to F88); WS 10, 21, 31, 40			
Complete <b>ONE</b> of following:				French 1*, 1A*, 1B*, 2*, 3, 4, 10, 20 (prior to F07), 21 (prior to F07)				D4 Gender Studies—ANTH 21; ENV 35; HIST 21, 26; HD 7, 15; HS 120 (prior to F86); PS 9, 21; PSYC 21; SOC 21, 100 (prior to F88); WS 10, 21, 31, 40			
English 1B, 170				German 1*, 1A*, 1B*, 2*, 3, 4, 10, 21				D5 Geography—GEOG 2, 3, 38; HIST 26, 74; HS 100 (prior to F86); PS 9; SOC 4, 5, 34 [F04], 6, 20, 100 (prior to S88)			
Philosophy 12				Hebrew 1 [F89], 1A [F89], 1B [F89], 2 [F89], 3 [F09], 4 [F09], 21				D6 History—HIST 7, 8, 9, 10 [S07], 11, 12, 15 [S07], 16, 17, 18, 19, 22, 25, 27, 28, 30, 31, 32, 40, 41, 60, 62 [F03], 63 [F03], 70, 71, 72, 74; HS 100 (prior to F86); HD 15			
Speech 2, 3				History 4 [F93], 5 [F93]				D7 Interdisciplinary, Social/Behavioral Science—ANTH 20 SP 20 (formerly 109), CTVR/IRN 1 [F05]; ECON/ENV 6; ENV 1; HIST 29, HIST/PS 61 (prior to F10); HIST 74, HIST 75 [PS 25, 80; PS/ECON 11]; PSYC/SOC 30; SE 109			
AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING				Humanities 1, 2 [F12], 3, 4, 5, 10A, 10B, 21, 22, 25				D8 Political Science—PS 1, 2, 4, 10 [S07], 12, 14, PS/ECON 11 (prior to F09), PS 17			
AT LEAST 9 UNITS ARE REQUIRED IN AREAS B1 THROUGH B4				Interdisciplinary Studies 1, 2, 3, 5				D9 Psychology—PSYC 1, 2, 3 (prior to F12), 4, 5, 34 [F05], 74; CD 107* (formerly CD 7), PSYC 16* (formerly 116) [S07], 33 [S07], 37 [S07]			
Complete <b>ONE</b> course from Area B1 and <b>ONE</b> course from Area B2.				Italian 1*, 1A*, 1B*, 2*, 3, 4, 10, 21				D0 Sociology—SOC 1, 2**, 5***, 10, 15, CD 105 (formerly CD 15), 25 [F05], 120 (prior to F88)			
One course <b>MUST</b> have a laboratory.				Japanese 1 [F89], 1A [F89], 1B [F89], 2 [F89], 3 [F09], 4 [F09], 21				** Retroactive Fall 1991			
Complete <b>ONE</b> Math course from Area B4 with a grade of " <b>C</b> " or better.				Korean 1A, 1B, 1 [F09], 2 [F09], 3, 4, 21 [F96]				# Psychology 16 (formerly 116) either D3 [F93] or D9 [S07]			
B1 PHYSICAL SCIENCE				Latin 1 [F90], 1A [F90], 1B [F90], 2 [F90]				AREA E: LIFE LONG UNDERSTANDING AND SELF-DEVELOPMENT			
Astronomy 1A, 20, 20 and 25*, 21, 45, 145				Persian 1, 2, 3, 4				3 units are required to complete Area E.			
Chemistry 1A*, 1B*, 2A*, 2B*, 3*, 8*, 12A*, 12B*, 20*, 108*, 120*				Philosophy 1, 3, 4, 8, 9, 10, 14, 15				A maximum of 2 units of KNES/PE activity courses are permitted.			
Environmental Studies 23A [F89], 120*				Portuguese 1, 2, 3, 4, 21				Applied Psychology 140, 145, 150, 151, 160, 162, 163, 165			
Geography 1, 1 and 11*, 20				Russian 1 [F90], 1A [F90], 1B [F90], 2 [F90]				Business 116 [F02]			
Geology 1*, 2*, 3, 4, 5*, 5* [S07], 7, 20*, 21, 23* [F89]				Sign Language 1 [F93] (formerly 32), 2 (formerly 33), 3 (formerly 34), 4 (formerly 35)				Child Development 107* (formerly CD 7)			
Marine Science 1*, 4*, 20*				Spanish 1* (or 1A* and 1B*), 2*, 3, 4, 10, 20A (formerly 20), 20B, 21A, 21B, 21C				Family & Consumer Sciences 115, 140 (prior to F07), 142 [F97]			
Physics 2A*, 2B* [F91], 3A*, 4A*, 4B* [F91], 4C* [S07], 20*, 21*				Speech 30, 31				Fashion 141 (formerly CRR/FCS 140)			
AP Exam				Theatre Arts 30, 31				Foods & Nutrition 50, 64			
AP Exam				* Beginning Fall 1988				Health 1, 3, HLTH/HSC 105; HSC 120			
B2 BIOLOGICAL SCIENCE				^ Reinstated				Human Services 175 [F95]			
Anthropology 1, 1 and 11*, 10A*, 16* (formerly 110A)				† Course may be listed in more than one area, but shall not be certified in more than one area.				Interdisciplinary Studies 107			
Biology 3A* (1A* prior to F03, 5* prior to F94), 3B* (1B* prior to F03, 2* prior to F94), 3C* [S07], 6* (prior to F95), 11*, 12*, 15*, 16*, 18*, 19*, 20*, 22 (formerly 41), 24, 30, 31*, 40, 43, 113* [F03]				Undeclared courses are no longer being offered at Saddleback College.				Kinesiology/KNEA (For PE or PEES see www.ASSIST.org) The following courses are accepted beginning F09 unless indicated otherwise: 107 [F06], or select one from KNES 1 [F06], 2 [F06], 3 [F06], 4 [F06], 5 [F06], 6 [F06], 7 [F06], 8 [F06], 9 [F06], 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28 [F06], 29 [F06], 30, 41, 45, 50 [F06], 63, 70, 71, 72, 74, 75, 76, 77, 78, 79, 80, 90 [F06], 93 [F06], 94 [F06], or Dance 63 (formerly PE/TA 63); or KNEA 1 [F06], 2, 4, 5, 6, 107 [F06]			
Environmental Studies 18*, 19*, 19*, #24*								Nursing 165			
Horticulture 20*								Psychology 5*, 7*, 7*, [F05], 33*			
Marine Science 3*								Special Services 100, 110			
Psychology 3								Women's Studies 30, 100, 120, 135			
# Lab designation beginning Fall 2007											
B3 LABORATORY COURSE											
One science course <b>MUST</b> have a laboratory.											
Denotes laboratory courses.											
B4 MATHEMATICS											
Complete <b>ONE</b> course with a grade of " <b>C</b> " or better.											
Mathematics 2, 3A, 3C, 4B, 5, 6A, 6B, 7, 8, 9, 10, 11, 12, 24, 26, 112, 122, 124, 128											
Psychology 44 [F12]											
NOTE: An intermediate algebra course (MATH 122) completed prior to Fall 1988 will meet this requirement.											
AP Exam											
Student Name: _____				ID No. _____							
Counselor Name: _____				Date: _____							

## 2013-2014 IGETC – INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

May be used for General Education Certification for the University of California and/or the California State University

AREA 1: ENGLISH COMMUNICATION				AREA 4: SOCIAL AND BEHAVIORAL SCIENCES				AREA 6: LANGUAGE OTHER THAN ENGLISH			
A. ENGLISH COMPOSITION		C	IP	AT LEAST 3 COURSES TOTALING A MINIMUM OF 9 UNITS REQUIRED		C	IP	UC REQUIREMENTS ONLY		C	IP
English 1A or 1AH			AP Exam	Courses from two different subjects required				Proficiency equal to two years of study in one foreign language in high school with grades of "C" or better. (An official copy of the high school transcript must be on file in Admissions and Records), or select one course from the following:			
B. CRITICAL THINKING/COMPOSITION		C	IP <td colspan="2">C</td> <td>IP<td>N</td><td colspan="2">Arabic 1 [F02], 2 [F05], 3 [F07], 4 [F07] Chinese 1, 1B, 2 [F05], 3 [F07], 4 [F07] French 1, 1B, 2 [F05], 3 [F05], 4 [F05] German 1, 1A &amp; 1B, 2 [F05], 3 [F05], 4 [F05] Hebrew 1, 1A &amp; 1B, 2 [F05], 3 [F09], 4 [F09] Italian 1, 1B, 2 [F05], 3 [F05], 4 [F05] Japanese 1, 1A &amp; 1B, 2 [F05], 3 [F07], 4 [F07] Korean 1 [F09], 2 [F09], 3, 4 Persian 1, 2 [F05], 3, 4 Portuguese 1 [F12], 2 [F12], 3, 4 Sign Language 1 (formerly 32 prior to F98), 2 [F05], 3 (formerly 34) [F05], 4 (formerly 35) [F05] Spanish 1, or 2 [F05], 3 [F05], 4 [F05], 6 [F05] or see a counselor for other options.</td><td></td><td></td></td>	C		IP <td>N</td> <td colspan="2">Arabic 1 [F02], 2 [F05], 3 [F07], 4 [F07] Chinese 1, 1B, 2 [F05], 3 [F07], 4 [F07] French 1, 1B, 2 [F05], 3 [F05], 4 [F05] German 1, 1A &amp; 1B, 2 [F05], 3 [F05], 4 [F05] Hebrew 1, 1A &amp; 1B, 2 [F05], 3 [F09], 4 [F09] Italian 1, 1B, 2 [F05], 3 [F05], 4 [F05] Japanese 1, 1A &amp; 1B, 2 [F05], 3 [F07], 4 [F07] Korean 1 [F09], 2 [F09], 3, 4 Persian 1, 2 [F05], 3, 4 Portuguese 1 [F12], 2 [F12], 3, 4 Sign Language 1 (formerly 32 prior to F98), 2 [F05], 3 (formerly 34) [F05], 4 (formerly 35) [F05] Spanish 1, or 2 [F05], 3 [F05], 4 [F05], 6 [F05] or see a counselor for other options.</td> <td></td> <td></td>	N	Arabic 1 [F02], 2 [F05], 3 [F07], 4 [F07] Chinese 1, 1B, 2 [F05], 3 [F07], 4 [F07] French 1, 1B, 2 [F05], 3 [F05], 4 [F05] German 1, 1A & 1B, 2 [F05], 3 [F05], 4 [F05] Hebrew 1, 1A & 1B, 2 [F05], 3 [F09], 4 [F09] Italian 1, 1B, 2 [F05], 3 [F05], 4 [F05] Japanese 1, 1A & 1B, 2 [F05], 3 [F07], 4 [F07] Korean 1 [F09], 2 [F09], 3, 4 Persian 1, 2 [F05], 3, 4 Portuguese 1 [F12], 2 [F12], 3, 4 Sign Language 1 (formerly 32 prior to F98), 2 [F05], 3 (formerly 34) [F05], 4 (formerly 35) [F05] Spanish 1, or 2 [F05], 3 [F05], 4 [F05], 6 [F05] or see a counselor for other options.			
C. ORAL COMMUNICATION		C	IP <td colspan="2">C</td> <td>IP<td>N</td><td colspan="2">U.S. HISTORY, CONSTITUTION, AMERICAN IDEALS</td><td></td><td></td></td>	C		IP <td>N</td> <td colspan="2">U.S. HISTORY, CONSTITUTION, AMERICAN IDEALS</td> <td></td> <td></td>	N	U.S. HISTORY, CONSTITUTION, AMERICAN IDEALS			
Speech 1 – REQUIRED FOR CSU TRANSFER ONLY				A MINIMUM OF 7 UNITS ARE REQUIRED				NOT PART OF IGETC: CSU GRADUATION REQUIREMENT ONLY		C	IP
AREA 2: MATHEMATICAL CONCEPTS				A MINIMUM OF 7 UNITS ARE REQUIRED				History 7*, 8*, 16*, 17*, or 22* (one course) AND Political Science 1			
A MINIMUM OF 3 UNITS REQUIRED				Select ONE course from the Physical Sciences and ONE course from the Biological Sciences. One course MUST include a lab (denoted with a ♦).				Application of the above courses to Area 4, as well as to the CSU American Ideals requirement, is at the discretion of the CSU campus.			
Select any ONE course:				A. PHYSICAL SCIENCE: ONE COURSE REQUIRED		C	IP <td colspan="2">IMPORTANT INFORMATION AND FOOTNOTES</td> <td></td> <td></td>	IMPORTANT INFORMATION AND FOOTNOTES			
Math 2** 3A**, 3B, 3C (formerly 4A), 4B, 6A, 6B, 7**, 8**, 9, 10, 11**, 24, 26				Astronomy 1♦ (prior to F94), 20, 20 and 25♦ 21♦ [F01], 45 [F01] Chemistry 1A**, 1B**, 3A**, 3A**, 12A♦ [S07], 12B♦ [S07] Environmental Studies 23♦† Geography 1, 1 and 1L♦ [F99] Geology 1♦ 2♦, 3 [S05], 4 [S04], 5♦, 6♦ [S07], 7 [S04], 20**, 21† [F01], 23♦† Marine Science 4♦, 20♦				All courses on IGETC must be completed with a grade of "C" or better. Grades of "C-" are not acceptable. Students wishing to use a course to meet an IGETC requirement must be sure that the course is on the IGETC list during the academic year when it is taken.			
Psychology 44 [F12]			AP Exam	B. BIOLOGICAL SCIENCE: ONE COURSE REQUIRED		C	IP <td colspan="2">* Course may be listed in more than one area, but shall not be certified in more than one area.</td> <td></td> <td></td>	* Course may be listed in more than one area, but shall not be certified in more than one area.			
AREA 3: ARTS AND HUMANITIES		C	IP <td colspan="2">Anthropology 1, 1 and 1L♦ [F98] Biology 2♦ 3A♦ (1A prior to F03), 3B♦ (1B prior to F03), 3C♦ [S07], 5♦ (prior to F93), 6♦ (prior to F94), 11♦ [F93], 15♦ [S07], 18♦ [F99], 19♦ [S05], 20**, 30, 31♦ 40, 43 [S07] Environmental Studies 18♦ [F99], 19♦ [S05], 24♦ [S07] Psychology 3 [F10]</td> <td></td> <td></td> <td colspan="2">** UC credit may be limited. (1) No credit given for an introductory course if taken after a more advanced college course, and (2) credit may be limited for courses with overlapping content, e.g., History 7, 8, 16, 17, 22, or Math 2, 7, 8.</td> <td></td> <td></td>	Anthropology 1, 1 and 1L♦ [F98] Biology 2♦ 3A♦ (1A prior to F03), 3B♦ (1B prior to F03), 3C♦ [S07], 5♦ (prior to F93), 6♦ (prior to F94), 11♦ [F93], 15♦ [S07], 18♦ [F99], 19♦ [S05], 20**, 30, 31♦ 40, 43 [S07] Environmental Studies 18♦ [F99], 19♦ [S05], 24♦ [S07] Psychology 3 [F10]				** UC credit may be limited. (1) No credit given for an introductory course if taken after a more advanced college course, and (2) credit may be limited for courses with overlapping content, e.g., History 7, 8, 16, 17, 22, or Math 2, 7, 8.			
Speech 1 – REQUIRED FOR CSU TRANSFER ONLY		C	IP <td colspan="2">C. LABORATORY REQUIREMENT</td> <td>C</td> <td>IP<td colspan="2">† Cross-referenced course.</td><td></td><td></td></td>	C. LABORATORY REQUIREMENT		C	IP <td colspan="2">† Cross-referenced course.</td> <td></td> <td></td>	† Cross-referenced course.			
AREA 2: MATHEMATICAL CONCEPTS				One science course MUST have a laboratory. ♦ Denotes laboratory courses.				Unidentified courses are no longer being offered at Saddleback College.			
A MINIMUM OF 3 UNITS REQUIRED				Legend				AP Exam: IGETC credit can be granted for AP Exam scores of 3, 4, or 5. See the college catalog for additional information.			
Select any ONE course:				C.....Completed IP.....In Progress N.....Need				Total transferable units completed (60 units needed):		UC	CSU
Math 2** 3A**, 3B, 3C (formerly 4A), 4B, 6A, 6B, 7**, 8**, 9, 10, 11**, 24, 26				One science course MUST have a laboratory.				Transferable units in progress:			
Psychology 44 [F12]			AP Exam	♦ Denotes laboratory courses.				Units needed:			
AREA 3: ARTS AND HUMANITIES		C	IP <td colspan="2">Student Name: _____</td> <td></td> <td></td> <td colspan="2">Grade Point Average:</td> <td></td> <td></td>	Student Name: _____				Grade Point Average:			
A. ARTS: ONE COURSE REQUIRED		C	IP <td colspan="2">Counselor Name: _____</td> <td></td> <td></td> <td colspan="2">ID No. _____</td> <td></td> <td></td>	Counselor Name: _____				ID No. _____			
Architecture 12 [S07]								Date: _____			
Art 4, 20, 21, 22 [F94], 23 [F94], 24 [F96], 25, 26, 27, 28, 29 [F02]											
Cinema, TV & Radio 3 (formerly CA 30) [F94], 5, 7, 9 (formerly CA 29) [S07]											
Dance 64 (formerly PE/TA 64) [F96]											
Fine Arts 20 [F94], 27											
Music 20, 21 [F94], 23 [F94], 24, 25, 26, 27 [F94], 28 [F94], 29 [F94]			AP Exam								
Photography 25 [F94]											
Theatre Arts 20, 21, 25, 26											
B. HUMANITIES: ONE COURSE REQUIRED		C	IP <td colspan="2"></td> <td></td> <td></td> <td colspan="2"></td> <td></td> <td></td>								
Arabic 2 [F10], 3 [S07], 4 [S07], 21 [F95]											
Chinese 2 [F10], 3 [F07], 4 [F07], 21 [F95]											
English 15A, 15B, 17A, 17B, 18, 19, 20, 21A, 21B, 21C [F95], 21D [F95], 21E [F95], 23A [F95], 23B [F95], 24 [F95], 25, 27A, 27B, 27C, 27D, 27E, 27F, 31 [F02], 35 [F92], 44 [F95], 46, 47, 50, 52 [F97], 54 [F95]											
French 2 [F10], 3, 4, 20 [F95-F07], 21 [F95-F07]											
German 2 [F10], 3, 4, 21 [F95]											
Hebrew 2 [F10], 3 [F09], 4 [F09], 21 [F95]											
History 4, 5, 1B, 30*, 40*, 41*, 60, 61† (prior to F95), 70*, 71*, 72* [F01], 75**											
Humanities 1, 2 [F12], 3, 4, 10A, 10B, 21*, [F94], 22* [F94]											
Interdisciplinary Studies 1* [F94], 2* [F94]											
Italian 2 [F10], 3, 4, 21 [F95]											
Japanese 2 [F10], 3, 4, 21 [F95]											
Korean 2 [F09], 3, 4, 21 [F95]											
Persian 2 [F10], 3 [F05], 4 [F05]											
Philosophy 1, 3, 4, 10, 14, 15											
Political Science 61*† (prior to F95), 75**											
Portuguese 2, 3, 4, 21 [F95]											
Sign Language 2 [F10], 3 (formerly 34) [F98], 4 (formerly 35) [F98]											
Spanish 2 [F10], 3, 4, 20A (formerly 20) [F01], 20B [F01], 21A (formerly 21) [F01], 21B [F01], 21C [F09]			AP Exam								
^ Reinstated											

## TRANSFER INFORMATION ON THE INTERNET



[www.assist.org](http://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](http://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.



[www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions)

University of California information and online application.



[www.aiccu.edu](http://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 76 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.

[CaliforniaColleges.edu](http://CaliforniaColleges.edu)

[www.californiacolleges.edu](http://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](http://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. Come visit this site created just for Saddleback College students!



## 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 campus (CSU), 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](http://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 or telephone (949) 582-4572 to schedule an appointment. Appointments and drop-in counseling are also available at the Transfer Center in SSC 225B, phone (949) 582-4328.



## HELPFUL WEBSITES FOR TRANSFER STUDENTS

### California State University (CSU)

<a href="http://www.calstate.edu">www.calstate.edu</a> .....	CSU home page and home link
<a href="http://www.csumentor.edu">www.csumentor.edu</a> .....	CSU mentor application
<a href="http://www.csumentor.edu/Filing_Status">www.csumentor.edu/Filing_Status</a> .....	CSU application filing status report
<a href="http://www.calstate.edu/sas/impactioninfo.shtml">www.calstate.edu/sas/impactioninfo.shtml</a> .....	CSU impacted majors

### University of California (UC)

<a href="http://www.universityofcalifornia.edu">www.universityofcalifornia.edu</a> .....	University of California
<a href="http://admission.universityofcalifornia.edu/transfer/index.html">admission.universityofcalifornia.edu/transfer/index.html</a> .....	UC transfer information
<a href="http://admission.universityofcalifornia.edu/transfer/preparation-paths/index.html">admission.universityofcalifornia.edu/transfer/preparation-paths/index.html</a> .....	UC systemwide major prep

### Educational Resources

<a href="http://www.utexas.edu/world/univ/alpha">www.utexas.edu/world/univ/alpha</a> .....	A general listing of colleges and universities
<a href="http://www.collegereview.com">www.collegereview.com</a> .....	General college/university information
<a href="http://www.saddleback.edu/ss/ccld/cgs/accelerated.html">www.saddleback.edu/ss/ccld/cgs/accelerated.html</a> .....	Accelerated programs for the adult learners
<a href="http://secure.californiacolleges.edu/Select/MatchAsst/default.asp">secure.californiacolleges.edu/Select/MatchAsst/default.asp</a> .....	Matching Assistant (CA. campus finder)
<a href="http://www.university-world.com">www.university-world.com</a> .....	University World: Search universities world wide (some schools are not accredited)
<a href="http://www.princetonreview.com/college-education.aspx?uidbadge=%07">www.princetonreview.com/college-education.aspx?uidbadge=%07</a> .....	College Search
<a href="http://www.utexas.edu/world/univ">www.utexas.edu/world/univ</a> .....	Web U.S. Higher Education
<a href="http://www.saddleback.edu/career/majors/index.html">www.saddleback.edu/career/majors/index.html</a> .....	What can I do with a major in ...?
<a href="http://www.udel.edu/csc/mrk.html">www.udel.edu/csc/mrk.html</a> .....	Major resource kits
<a href="http://www.collegenet.com">www.collegenet.com</a> .....	College Net/Scholarships
<a href="http://www.aiccumentor.org">www.aiccumentor.org</a> .....	Independent colleges and universities in CA
<a href="http://www.studyabroad.com">www.studyabroad.com</a> .....	Study abroad
<a href="http://www.collegeboard.org">www.collegeboard.org</a> .....	College Board online

### Career Information and Job Placement Services

<a href="http://www.saddleback.edu/career">www.saddleback.edu/career</a> .....	Career Guidance Services
<a href="http://www.saddleback.edu/jobs">www.saddleback.edu/jobs</a> .....	Gaucha Jobs
<a href="http://www.bls.gov">www.bls.gov</a> .....	U.S. Department of Labor
<a href="http://www.indeed.com">www.indeed.com</a> .....	One Search – all jobs
<a href="http://www.onetonline.org">www.onetonline.org</a> .....	O*Net online
<a href="http://www.jobtrak.com">www.jobtrak.com</a> .....	Monster – job network
<a href="http://www.caljobs.com">www.caljobs.com</a> .....	California employment
<a href="http://www.occareers.com">www.occareers.com</a> .....	Orange County careers
<a href="http://www.careerpath.com">www.careerpath.com</a> .....	Career Path by Career Builder

# GLOSSARY OF COLLEGE TERMS

## Ability To Benefit Test (ATB)

A Department of Education approved test for students who do not have a high school diploma or equivalent.

## 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 "Preliminary Student Educational 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, and mathematics 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](http://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. 30 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

A general education plan which community college students can use to fulfill lower-division general education requirements for either the UC or CSU system.

## Lower-Division Courses

Courses at the freshman or sophomore level of college. Community colleges offer lower-division courses.

## Major

A planned series of courses in one particular field designed to develop special skills or expertise.

## Matriculation

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.

## 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, 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:

#### Grade Point Value Per Unit

A = 4 grade points

B = 3 grade points

C = 2 grade points

D = 1 grade point

F = 0 grade points

#### The following grades are not part of the GPA computation:

P = Pass: Zero grade points, no units attempted, but counts for units completed

NP = No Pass: Zero grade points, no units attempted, no units completed

W = Withdrawal: Zero grade points, no units attempted, no units completed

I = Incomplete: Zero grade points, no units attempted

IP = In Progress: Zero grade points, no units attempted

RD = Report

Delayed: Zero grade points, no units attempted

R = Repeated

Course: Zero grade points, credit and grade may replace previously recorded course.

### 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:  $GPA = (\text{Total Earned Grade Points}) \div (\text{Total Units Attempted})$

### AN EXAMPLE: FALL SEMESTER

Course	Units Attempted (UA)	Grade	Units Completed (UC)	Grade Points (GP)
English 1A	3	A	3	12.0
Psychology 1	3	C	3	6.0
Math 251	5	B	5	15.0
Applied Psychology 140		P	3	0.0
Speech 1	3	D	3	3.0
<b>Totals:</b>	<b>14</b>		<b>17</b>	<b>36.0</b>

**GPA for the semester:  $36 \div 14 = 2.57$**

### 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](http://www.saddleback.edu/asg)**

### 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.

### Associated Student Body Membership Fee and Gaucho Stamp

Sales of the ASB stamps form part of the 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 all home 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 211F)
5. Discounts at a variety of local businesses via Gaucho stamp booklet.

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



Graphic Design student and 2013-14 Student Handbook Cover Design winner Gergana Injev.





## STUDENT ATHLETES AT SADDLEBACK COLLEGE

### How do you get started?

- 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.saddlebackcollege.edu/athletics](http://www.saddlebackcollege.edu/athletics)
- 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 Applied Psychology 140, 160, and 1.
- Visit the athletic counseling web page: [www.saddleback.edu/faculty/mlong](http://www.saddleback.edu/faculty/mlong)

### 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](http://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 staff advisor may charter an interest club on campus. The following procedures should be followed:

1. Attend an orientation. Orientation dates can be found online at [www.saddleback.edu/clubs/calender](http://www.saddleback.edu/clubs/calender)
2. A meeting is held by the interested students and faculty advisor to develop and approve a constitution for the club. A club's constitution may not be in conflict with the Associated Student Government (ASG) Constitution and By-Laws.
3. The club's constitution is turned in to the Student Development Office along with an Activation Form (provided at the orientation).
4. The proposed club and its constitution are reviewed and approved by the Inter-Club Council and Director of life.
5. A club must be ratified by a majority of the ICC voting members present at an official meeting.



### Clubs

The following organizations have been chartered by the Associated Student Government. If there is a club you wish to learn more about, or if you would like to start a new one, call or come into the Student Development Office (SSC 210) or ICC (SSC 211B) at (949) 582-4616.

ALPHA GAMMA SIGMA	GAY-STRAIGHT ALLIANCE
AMNESTY INTERNATIONAL	GENDER STUDIES
ANIMÉ CLUB	GEOLOGY CLUB
ANTHROPOLOGY CLUB	HILLEL
APPRECIATION OF PHILIPINO AMERICAN CULTURE	HONORS CLUB
ARABIC CLUB	INTERIOR DESIGN CLUB
ART CLUB	INTERNATIONAL CLUB
ASTRONOMY AND PHYSICS CLUB	JOURNALISM CLUB
AVALON RISING	LATIN-AMERICAN FILM CLUB
BEST BUDDIES	LATTER-DAY SAINTS CLUB
BAHA'I CLUB	MATH CLUB
BIOLOGICAL SOCIETY	MODEL UNITED NATIONS
BLACK STUDENT UNION	MUSIC MOVEMENT
BUDDHISTS FOR WORLD PEACE	NATIONAL ORGANIZATION FOR WOMEN
BUSINESS CLUB	PERSIAN CULTURE CLUB
CALIFORNIA NURSING STUDENTS' ASSOC.	PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY
CAMPUS CRUSADE FOR CHRIST	PHYSICS CLUB
CAMPUS GREEN	POETRY CLUB
CHEMISTRY CLUB	PROGRESSIVE BOOK CLUB
CHICANO/LATINO STUDENT STUDIES ASSOC.	POLITICAL THEORIES CLUB
CHRISTIAN STUDENTS CLUB	PSI BETA NATIONAL HONOR SOCIETY
CLASS ACTION	PSYCHOLOGY CLUB
COLLEGE REPUBLICANS	S.T.A.G.E.
COMPUTER SCIENCE SOCIETY	SADDLEBACK SYMPHONY
DANCE COLLECTIVE	SALSA/LATIN DANCE CLUB
DEMOCRATIC CLUB	SIGN LANGUAGE CLUB
EASTERN ARTS CLUB	SNOWBOARD AND SKI CLUB
ENGLISH SOCIETY	SPANISH CLUB
ENVIRONMENTAL AWARENESS	SPDI: STUDENTS FOR PROGRESS AND DEVELOPMENT IN IRAN
FASHION CLUB	STUDENT FILM MAKERS
FOODS AND NUTRITION CLUB	WOMEN'S STUDIES ASSOC.

## HOW DO I APPLY FOR FINANCIAL AID?

All it takes is **three** steps! Students must make sure that each step in the process is **completed**. A little bit of time may allow you to qualify for financial assistance. The Student Financial Assistance and Scholarship Office (SFASO), SSC 106, is here to assist you as you apply for financial aid. Remember, all it takes is **three** steps!

**1 Get Your PIN**

**2 Apply @ FAFSA**

**3 Complete your file**

**1 Get Your PIN**

**www.pin.ed.gov**

The PIN Application is for students or parents who would like to receive a PIN, or Personal Identification Number. Your PIN will allow you and your parents to sign the Free Application for Federal Student Aid (FAFSA) **electronically** over the Internet. If you already have a U.S. Department of Education PIN, but you are not sure what your PIN is, you can use the PIN Application Form to receive your PIN electronically or update your PIN email or mailing address.

**2 Apply @ FAFSA**

Completing the Free Application for Federal Student Aid (FAFSA) will evaluate your eligibility for student aid. This form is what students use to apply for federal and California student aid. While the paper FAFSA is accepted by the U.S. Department of Education, filing over the Internet is best. Here's why:

**www.fafsa.ed.gov**



- Get both general and specific help for each page of the application as you go.
- Access worksheets that automatically calculate and enter information for you. It's really slick!
- Save your application at any time and return to where you left off.
- Read frequently asked questions (FAQs) about the application from other students just like yourself.
- Use your PIN to electronically sign your FAFSA on the Web application!

**Of course, the SFASO is ready to help you complete the FAFSA.**

**Please come in if you have any questions, or visit our website for workshop information.**

**3 Complete your file**

Additional information and/or documents are needed to complete your file at Saddleback College. The processing of your application cannot continue until you return all requested and completed documentation. These documents may include a Student Educational Plan, a Financial Aid Supplement sheet, the student's, and in some cases, the parent's income tax return. Most of the documents needed can be found on our website: **www.saddleback.edu/fao**. Look for Financial Aid forms at the top left of the page. And remember, we are here to help you get started with the FAFSA and the student aid award process. Let us know what assistance you need.

## How Do I Check My Financial Aid Status?

### My Financial Aid Portal

By accessing the Online Financial Aid System you can:

- Check the status of your application
- Check the messages to see if you are eligible for a Board of Governors Fee Waiver (BOGFW)
- View a list of documents we have received from you and a list of the documents still outstanding
- View your financial aid awards
- View your loan history

### Log-In Instructions

To access the online system, enter your student ID and your Mysite PIN and click on Submit. If you forgot your PIN number, please see the recover options at **www.saddleback.edu/admission/mysitehelp.html**

If your MySite login is locked, please contact the Admissions and Records Office to unlock the account.

You must have a valid 2013/2014 financial aid application in order to use this system. If you have not applied for financial aid at this time, go to the Free Application for Federal Student Aid (FAFSA) online at **www.fafsa.ed.gov**

## FINANCIAL ASSISTANCE

Saddleback College hopes to make it possible that no student is denied an opportunity for post-secondary education due to a lack of funds.

Many students incorrectly assume they do not qualify for financial assistance and, as a result, do not apply for any financial aid. The Student Financial Assistance and Scholarship Office (SFASO) encourages students to find out whether their assumption is correct or incorrect. In many cases, funds are available, if you try.

The SFASO is located in SSC 106. The phone number is (949) 582-4860. The office has a committed team of professionals who are ready to assist and help you understand the financial aid process. Appointments are available upon request.

There is a variety of programs for which to apply. One application, the Free Application for Federal Student Aid (FAFSA), will evaluate your eligibility.

We know the process of qualifying for some programs can be cumbersome and time-consuming; however, if you qualify, the time spent may be well worth it. In addition, going through the process at Saddleback College will help you understand the financial aid requirements and processes if you choose to transfer to a four-year system.

### Federal Programs

#### Federal Pell Grant

THIS IS A GRANT AND DOES NOT NEED TO BE REPAYED, as long as you remain enrolled in at least 60 percent of the academic term (semester).

Pell Grants provide financial assistance to eligible part-time and full-time students based on need. You must be an undergraduate student who does not have a bachelor's degree or professional degree. The maximum award is \$5,645. Applicants must be US citizens or eligible non-citizens and complete the FAFSA and other required supplemental documents.

#### Federal Perkins Loan

THIS IS A LOAN AND MUST BE REPAYED. The SFASO receives a very limited number of dollars from the federal government for this program and is, therefore, extremely critical in the advancement of these funds to students. The student who receives funds from this program must demonstrate the greatest financial need and repay the funds. The default rate of these funds (the rate measuring the failure of students to repay) affects the ability of Saddleback College to advance or lend these funds to other deserving students.

#### William D. Ford Federal Direct Loan Program

THIS IS A LOAN AND MUST BE REPAYED. Loans made through this program are referred to as Direct Loans. Eligible students borrow directly from the U.S. Department of Education at their participating schools. There are two types of Direct Loans: subsidized and unsubsidized. You must have financial need to receive a subsidized Direct Loan. The Department of Education will pay (subsidize) the interest that accrues on subsidized Direct Loans during certain periods or enrollment. Financial need is not a requirement to obtain an unsubsidized Direct Loan. You are responsible for paying the interest that accrues on unsubsidized Direct Loans. Borrowers will eventually make payments on their loans directly to the U.S. Department of Education after they have completed their program of study or dropped below half-time enrollment. All loan borrowers are required to be enrolled at least half time to apply for a loan. Students must also apply for regular financial aid and submit all the documents required for all federal financial aid. All loans will be disbursed in two disbursements each semester for a total of four disbursements if the loan is a fall and spring loan.

The combination of subsidized and unsubsidized Direct Loans may not exceed the annual and aggregate limits for loans under the Federal Direct Loan Program.

#### Federal Supplemental Educational Grant Program

THIS IS A GRANT AND DOES NOT NEED TO BE REPAYED, as long as you remain enrolled in at least 60 percent of the academic term (semester).

This is a federal grant program designed to assist students who demonstrate exceptional financial need and eligibility to receive PELL grant. Other eligibility requirements include U.S. citizenship or eligible noncitizen and undergraduate status.

#### Federal Work-Study Program (FWSP)

THIS IS A WORK PROGRAM WHICH ALLOWS A STUDENT TO EARN MONEY. Many FWSP positions exist on campus. The wage rate is \$9.50\* per hour. The student will find that working on campus will provide invaluable experience and an opportunity to obtain early knowledge of college operations and possibly work in the area of his or her educational goals.

*\* Subject to change.*

#### Bureau of Indian Affairs

This program is available for students who are documented as at least one-quarter American Indian. GRANTS DO NOT HAVE TO BE REPAYED and replace the loan or work portion of the financial aid package: Students who may qualify should check with the SFASO for clarification and further assistance.

## Important Federal Laws:

### Return of Title IV Funds

When a recipient of Title IV grant or loan assistance totally withdraws from Saddleback College prior to 60 percent of the enrollment period, federal law, "Return of Title IV Funds" will require repayment of Title IV funds (federal financial aid).

For additional information on this requirement, please contact the SFASO, SSC-106.

### Drug Conviction

A student is not eligible to receive Title IV, HEA program funds if the student has been convicted of an offense involving the possession or sale of illegal drugs while receiving aid. For further assistance please contact the SFASO.

## State Programs

### Board of Governors Fee Waiver

The Board of Governor's Fee Waiver (BOGW) is available to California residents or eligible students under the provisions of the California Dream Act who meet specific income eligibility requirements. The program waives the Enrollment Fee. The BOGW will be in effect for the academic year (Summer, Fall and Spring). There are no minimum unit requirements.

Saddleback College will use the results of the FAFSA (Free Application for Federal Student Aid) to determine student eligibility for the BOGW and will automatically award those students who are eligible. Students who have not completed the FAFSA must fill out the BOGW Application if they want to see if they are eligible.

### Extended Opportunity Programs and Services (EOPS)

Students who are California residents and are enrolled full-time as an undergraduate may be eligible for a state grant, depending upon availability of funds. To participate in and receive aid from EOPS, a student must have exceptional financial need that is beyond the present capability of standard Federal Aid programs. The EOPS office will determine your eligibility for EOPS Grants. Students interested in such assistance should contact the EOPS office in SSC 126 or (949) 582-4620.

### 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!!!
- With your Saddleback Card, there's choice and convenience of 24/7 online banking and free checking with the Higher One Account. Choose the purchasing power of Debit MasterCard.

**The Student Financial Assistance  
& Scholarship Office**  
**Funding your Bright Future!**

## Cal Grants

There are three types of Cal Grants for which students may apply. There are two deadline dates for community college students: March 2nd and September 2nd. Apply by completing the FAFSA. Some students must also submit a GPA Verification Form. Instructions and information are available in the Financial Assistance & Scholarship Office. However, do not give up if you missed the dates for your first year. The three types of grants are:

- **Cal Grant A:** Available for students for the payment of tuition. Since there is no tuition and minimal fees at community colleges, these grant winners must place the grant on hold until they transfer to a four-year college or university. (Two years go by quickly and before you know, the funds will be available to help pay for the costs at the four-year institution.)
- **Cal Grant B:** These are grants for high-potential, low-income students. They are also available to the transferring community college student, so students who miss the application period when they initially enroll at Saddleback should be aware that the state has set aside special grants for students preparing to transfer.
- **Cal Grant C:** These grants are for qualified students who are preparing for vocational programs.

## Institutional Programs

### Scholarships

Saddleback College has developed an outstanding scholarship program with individual awards ranging from \$100 to \$10,000. Students may apply for a scholarship between December and March of each year by completing the Saddleback College Online Scholarship Application at [www.saddleback.edu/fao](http://www.saddleback.edu/fao).

Students are notified of the amount and the donor at the annual scholarship award ceremony sponsored by the Associated Student Government.

Students who have completed at least twelve units by the end of Fall and are enrolled in at least six units in the Spring are encouraged to apply. GPA is not the only factor considered. College involvement, references and financial need are also considered.

### Emergency Loans

The SFASO has an emergency loan program available to students. Qualified students in emergency circumstances can borrow up to \$200 for the semester.

### 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.

# COLLEGE POLICIES AFFECTING ALL STUDENTS

## 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)

### (Formerly Credit/No Credit)

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. 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 for Courses with a Substandard Grade.

1. Repetition may be permitted for courses deemed equivalent within the South Orange County Community College District. Please see a counselor for details.
2. Most courses may be repeated twice when the student has earned a substandard grade (D, F, NP, NC) or has withdrawn from the course ("W" appears on the transcript).
3. Students are limited to a maximum of three enrollments in courses designated as "nonrepeatable." For courses, designated as "repeatable," students are limited to the number of repetitions designated in the course catalog, regardless of the grade earned by the student.
4. To alleviate a substandard grade in calculating the GPA, a student should retake the same course at Saddleback College or take the equivalent course at Irvine Valley College. The student must ensure that the course to be repeated is deemed equivalent prior to taking it. (Please see a Counselor to determine which courses are equivalent in the district.). After repeating a course, the student may request to have the substandard grade disregarded in the computation of their GPA by submitting a request to the Office of Admissions and Records. The most recent grade will then be used to calculate the student's GPA.
5. No more than two substandard grades for a course may be noted as repeated.

All previous work must remain on the transcript.

### Repetition for Courses with a Passing Grade

1. 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 due to a significant lapse of time or extenuating circumstances. These exceptions are considered only by petition. Consult the Office of Admissions and Records for information about the petition process.
2. Where the course is designated as "repeatable," students are limited to the number designated for the course in the catalog.

Please refer to the college catalog for additional information.



## Probation

### First Time Probation

Students whose GPA fall 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 progress 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

### Academic Probation

A student on academic probation for a grade-point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

### Progress Probation

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 from consecutive terms 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, Sections 55763, 55765. Various restrictions apply, including the following:

1. A petition must be filed in the Admissions and Records Office.
2. Accompanying the petition must be evidence that (a) previous work in question was substandard (less than C or the equivalent), and (b) the previous substandard work does not reflect the student's current performance or capabilities.
3. Previous substandard work will be disregarded only by the term, not by the individual course—that is, all courses completed in a given term will be disregarded, including those for which the student received a passing grade.
4. No more than two semesters or three quarters of full-time work or 30 units of part-time work may be disregarded.
5. Only work completed three years or more before the date of petition may qualify for academic renewal.
6. The student must have completed a minimum of 30 semester units at regionally accredited colleges or universities with a 2.50 GPA subsequent to the substandard work in question.
7. When course work is disregarded in the computation of the cumulative GPA, the student's academic record will be annotated; all course work remains legible, ensuring a true and complete academic history.
8. 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.
9. A student may request academic renewal only once.



# 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.

## Code of 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. 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.
- E. Smoking in an area where smoking has been prohibited by law or by policy of the Board of Trustees or administrative regulation.
- F. Disorderly, lewd, indecent, or obscene conduct on district property or at district-sponsored functions.
- G. 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.
- H. 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.
- I. The obstruction or disruption, on or off campus, of any educational or administrative process or function of the District.
- J. 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.
- K. Misrepresentation of oneself or of an organization as an agent of the District.
- L. Soliciting or assisting another to do any act which would subject a student to discipline.
- M. 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.
- N. Unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium.
- O. 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.
- P. 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.

9. submission in a paper, lab report or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
  10. submitting as the student's own work any academic exercises (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.
  11. taking a test for someone else or permitting someone else to take a test for a student.
  - 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.
- Q. Contravention of Copyright Laws.
- R. Violation of District Board Policies and Administrative Regulations.

## Victims of Sexual Assault

Any student, faculty, or staff member who is a victim of a sexual assault at or on the grounds of the South Orange County Community College District, or upon grounds or facilities maintained by the District, or upon grounds or facilities maintained by affiliated student organizations, shall receive treatment and information set forth in Administrative Regulation 5404 (California Education Code, Section 67385).

For a copy of *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](http://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 Special Services (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 Special Services 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 unlawful 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 unlawful distribution or possession with intent to distribute narcotics. For unlawful 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.

## Non-Smoking Rules and Regulations

The intent of this administrative regulation is to provide a healthy environment and to ensure the availability of information and programs related to the effects of smoking on the health and well-being of the students and staff of the South Orange County Community College District.

1. Smoking is prohibited inside all South Orange County Community College District buildings.
2. Vehicles transporting students for instructional/extracurricular activities are considered non-smoking areas.
3. Smoking is permitted in outside areas that are 25 feet away from any college building.
4. As new medical research and information becomes available, it will be reviewed by the Student Health Center and the employee-wellness program and distributed as appropriate.
5. The Student Health Center will serve as a referral agency and provide guidance for students and staff as requested.
6. Smoking-cessation programs will be presented under the auspices of the Student Health Center and the employee-wellness program.
7. A district committee composed of representatives from the colleges and district services will review the regulations periodically.

## Crime Statistics

Saddleback College crime statistics are available on the Saddleback College web site under Campus Police/Emergency Information, Annual Security Report ("Your Right to Know") or contact Campus Police at (949) 582-4585 or Ext. 4585 from any campus phone.



## 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 four 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, coin, or 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 Parking Office.
- 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 are an employee or registered student and have a disability and a California access/handicapped placard from the DMV, you must display a Saddleback permit as well as the DMV Placard. For visitors, the state DMV placard will be honored in both metered and access/handicapped stalls.
- You may obtain a temporary medical parking permit at the Campus Police Office for a limited period by submitting a physician's statement or Student Health Center, indicating the probable length of time of your disability. Upon approval, a medical parking permit will be issued to you.

### Parking Tickets

- If you believe that you received a parking ticket unjustly or in error you may request a review online at: [www.paymycite.com/saddleback](http://www.paymycite.com/saddleback). Within four weeks, 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. If the hearing examiner finds in your favor you will be refunded the ticket amount. Finally, if still unsatisfied, you have a right to appeal the hearing examiner's decision to the Orange County Municipal Court. Complete details of the appeal process are available at the Campus Parking Office.

### Accidents and Special Circumstances

- In the case of accidents or damage to your car, contact Campus Police immediately. An officer will respond.
- 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.
- If you have locked your keys inside your vehicle, contact Campus Police, and an officer will be dispatched to unlock your vehicle for you. However, there is one exception: Vehicles with electronic locking systems cannot be opened by the Campus Police staff. You will have to contact a locksmith.

### Motorcycles and Convertibles

- All motorized vehicles must have a valid permit to park on campus, including motorcycles or mopeds. If you already have bought a permit for your car and need to have another one for your motorcycle or moped, as long as both vehicles are registered to you, and your primary purchase was for an automobile, you may come to Campus Parking and purchase a motorcycle permit for \$1.00. Duplicate permits are never issued under any circumstances.
- All students who have a convertible or open-top vehicle can go to Campus Police and be recorded on the "auto soft-top list." They must purchase a valid parking permit but will not be required to display the permit when the top is down. Permits must be available if requested by an officer.

### 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, 5, 5A, 7, 9N, 9S, 10N, 10S, 12, 13, 14 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

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Include a minimum of 20 minutes of aerobic exercise.</li> <li>• Eat well-balanced meals, more whole grains, nuts, fruits and vegetables. Substitute fruits for desserts.</li> <li>• Avoid caffeine. The substance may aggravate anxiety, insomnia, nervousness and trembling.</li> <li>• Reduce refined sugar. Excess sugar cause frequent fluctuation in blood glucose levels, adding stress to the body's physiological functioning.</li> <li>• Reduce alcohol and drugs. These substances may add to headaches, swelling, decrease coping mechanisms, and add to depression.</li> <li>• Get at least 7 hours of sleep nightly.</li> <li>• Spend time each day with at least one relaxation technique – imagery, daydreaming, prayer, yoga or meditation.</li> <li>• Take a warm bath or shower.</li> <li>• Go for a walk.</li> </ul> | <ul style="list-style-type: none"> <li>• Get in touch! Hug someone, hold hands, or stroke a pet. Physical contact is a great way to relieve stress.</li> <li>• Keep your space and consequently your mind organized.</li> <li>• Go to class.</li> <li>• Keep up with coursework (the rule of thumb is two hours of study per one hour in class).</li> <li>• Get involved with campus activities.</li> <li>• Maintain communication with your family.</li> <li>• Take advantage of campus resources and choose a career path.</li> <li>• Form healthy relationships.</li> <li>• Talk to someone about your problems (family member, friend, college counselor).</li> <li>• Get to know your professors.</li> </ul> |
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### 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](http://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 Room126) 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](http://www.saddleback.edu/admissions). After applying you will 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](http://www.saddleback.edu/eops/calworks)

### Career and Re-Entry Center

**(949) 582-4575 • SSC 139-140**

[www.saddleback.edu/career](http://www.saddleback.edu/career)

**Career Guidance Services** offers services and materials to assist with making career decisions, researching career demographics, and assistance with courses that offer 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. Personality, aptitude and career assessments are available whether you are in a class, working with a counselor or merely exploring. [www.saddleback.edu/career](http://www.saddleback.edu/career)

**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, workshops, one-on-one sessions, and an annual Re-Entry Student Conference. 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 our specialist.

[www.saddleback.edu/career](http://www.saddleback.edu/career)

### 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 faculty and staff and of Saddleback students carrying six or more units; however, children of the general community are also invited to attend. 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](http://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](http://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](http://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](http://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/eopscare.html](http://www.saddleback.edu/eops/eopscare.html)

### 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](http://www.saddleback.edu/fao)

### 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 center in SSC Room 177. [www.saddleback.edu/shc](http://www.saddleback.edu/shc)

**Housing Information****(949) 582-4299 • SSC 211**

Saddleback College does not offer on-campus housing. However, listings of off-campus rentals are posted on a housing bulletin board located on the balcony outside the Recreation Room in the Student Services Center.

**International Student Office****(949) 582-4637 • SSC 107**

The International Student Office provides services and support to all international students holding F-1 visas. Assistance is provided with admission to the college, registration, obtaining health insurance, homestay, new-student orientations and preparing

**Job Search Services****(949) 582-4278 • BGS 204**

Students interested in job search, resume writing, and interview resources can utilize many self-directed tools on this site. Gaucho 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](http://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](http://www.saddleback.edu/tutoring)

**Library Services****(949) 582-4314 • VIL 3 & VIL 4**

While the Saddleback College Library building is undergoing remodeling and upgrading, a large and representative collection of hardcopy and electronic books, periodicals, audio/visual materials, and an extensive textbook reserve collection have been relocated to Village 3 and Village 4 on lower campus. All library services to students remain unchanged.

Computers with Internet access are available in VIL 3 and VIL 4 for research, email, word processing and other applications. Visit [www.saddleback.edu/library](http://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 the 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. Matriculation also handles all math and English prerequisite evaluations of courses taken at other schools. [www.saddleback.edu/matriculation](http://www.saddleback.edu/matriculation)

**Recreation Room****(949) 582-4299 • SSC 211**

The Recreation Room, located across the hall from the Student Lounge, can be used by ASB stamp holders. Benefits include the use of pool and ping-pong tables, TV and DVD privileges.

**Student Payment Office****(949) 582-4879 • AGB 131**

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](http://www.saddleback.edu/spo) or call.

**Transfer Center****582-4328 • SSC 225B**

The Transfer Center provides information and assistance to students preparing to transfer to a four-year university. Appointments with 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](http://www.saddleback.edu/transfer)

**Preparing for a Career in Teaching (PACT):**

PACT provides counseling and resources for future teachers. PACT resources include workshops, scholarship resources, teacher testing information and the Student California Teachers Association (SCTA) Future Teachers Club. EDUC 90 and EDUC 115 allows PACT students the opportunity to gain hands-on classroom experience.

**Teacher Preparation Pipeline (TPP):**

The TPP program allows students to discover if teaching might be a career for them.

**[www.saddleback.edu/transfer](http://www.saddleback.edu/transfer)****Twitter: @sctransferctr****Facebook: Saddleback College Transfer Center****Veterans Education and Transition Services (VETS)****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 Applied Psychology 140 (3 units; CSU-transferable). The VETS Program hosts events aimed at reintegration into civilian and college life.

For more information visit our website at [www.saddleback.edu/vets](http://www.saddleback.edu/vets) or email us at [vetsoutreach@saddleback.edu](mailto: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](http://www.saddleback.edu/va) or call.



# CAMPUS LOCATIONS AND PHONE NUMBERS

All phone numbers are in (949) area code

Admissions and Records Office.....	SSC 102.....	582-4555
Alumni Association.....	AGB 123.....	582-4479
ASG Ticket Office.....	SSC 211F (limited hours).....	582-4299
Associated Student Government (ASG).....	SSC 211.....	582-4517
Athletics.....	PE 422.....	582-4547
Bookstore.....	SSC 134.....	582-4715/4716
Bus Transportation and Schedule Information.....	Orange County Transit District.....	636-RIDE
Cafeteria.....	SSC 213.....	582-4659
CalWORKs.....	SSC 126.....	582-4207
Campus Police.....	Campus Police Station, Village.....	582-4585
Campus Tours.....	SSC 208.....	582-4272
CARE.....	SSC 126.....	582-4620
Career Guidance Services.....	Career & Re-Entry Center (SSC 140).....	582-4575
Child Development Center.....	Lower Campus.....	582-4582
Clubs and Organizations.....	Clubs & Events Office (SSC 211F).....	582-4517
College Information.....	SSC Lobby.....	582-4500
Counseling.....	SSC 167.....	582-4572
Cross-Cultural Studies.....	BGS 314.....	582-4733
Disabled Students Programs and Services (DSPS).....	SSC 113.....	582-4885
Enrollment Information.....	Admissions and Records Office (SSC 102).....	582-4555
Extended Opportunity Programs and Services (EOPS).....	SSC 126.....	582-4620
Financial Assistance & Scholarship Office.....	SSC 106.....	582-4860
Foundation Office.....	AGB 123.....	582-4479
Graduation Evaluation/UC and CSU Certification.....	Admissions and Records (SSC 102).....	582-4555
Honors Program.....	BGS 223.....	582-4853
Housing Information Bulletin Board.....	SSC 211F.....	582-4299
Information Management Center (IMC Lab).....	BGS 248.....	582-4783
International Student Office.....	SSC 107.....	582-4637
Job/Career Search Services.....	BGS 204.....	582-4278
KSBR (Saddleback College Radio Station 88.5 FM).....	SSC 222.....	582-4358
Language Lab.....	LRC 202.....	582-4534
Lariat (campus newspaper).....	LRC 116.....	582-4688
Learning Resource Center Tutoring.....	LRC 212.....	582-4519
Library/Learning Resources.....	VIL 3 & 4.....	582-4314
Lost and Found.....	Campus Police Station, Village.....	582-4585
LRC Tutoring Computer Skills Lab.....	LRC 258.....	582-4441
Matriculation Services.....	VIL 8-5.....	582-4970
Outreach.....	SSC 208.....	582-4218
PACT (Preparing for A Career in Teaching).....	SSC 225B.....	582-4328
Parking and Traffic Information.....	Campus Police Station, Village.....	582-4585
Reading Lab.....	LRC 215.....	582-4539
Re-Entry Services.....	Career & Re-Entry Center (SSC 140C).....	582-4575
Student Government (ASG).....	SSC 211.....	582-4517
Student Health Center.....	SSC 177.....	582-4606
Student Payment Office (student fees/fines/refunds).....	SSC 208.....	582-4870
TDD (Telecommunication Device for the Deaf).....	SSC 113.....	582-4833
Theatre Ticket Office.....	FA 124.....	582-4656
Transcripts and Records.....	Admissions and Records Office (SSC 102).....	582-4555
Transfer Center.....	SSC 225B.....	582-4328
Tutoring Services (LAP).....	VIL 8.....	582-4519
VETS Center (Support for Veterans).....	SSC 207.....	582-4252
Veterans Office.....	SSC 208.....	582-4871
Withdrawal From College.....	Admissions and Records Office (SSC 102).....	582-4555
Writing Center.....	LRC 210.....	582-4784

# ADMINISTRATIVE OFFICES

All phone numbers are in (949) area code

<b>OFFICE OF THE PRESIDENT</b> President – Dr. Tod A. Burnett	<b>AGB 103 • 582-4722</b>	<b>PUBLIC MARKETING/COMMUNICATIONS</b> Director – Jennie McCue	<b>AGB 110 • 582-4320</b>
<b>OFFICE OF ADMINISTRATIVE SERVICES</b> Vice President – Carol Hilton	<b>AGB 124 • 582-4437</b>	<b>STUDENT HEALTH CENTER</b> Director – Jeanne Harris-Caldwell	<b>SSC 177 • 582-4606</b>
<b>OFFICE OF INSTRUCTION</b> Vice President – Dr. Kathy Werle	<b>AGB 133 • 582-4795</b>	<b>SADDLEBACK COLLEGE FOUNDATION</b> Director – Dr. Donald L. Rickner	<b>AGB 123 • 582-4479</b>
<b>OFFICE OF STUDENT SERVICES</b> Vice President – Dr. Juan Avalos	<b>AGB 126 • 582-4566</b>	<b>STUDENT DEVELOPMENT</b> Director – Audra DiPadova	<b>SSC 210 • 582-4616</b>
<b>ADMISSIONS AND RECORDS OFFICE</b> Dean – Jane Rosenkrans	<b>SSC 102 • 582-4555</b>	<b>STUDENT FINANCIAL ASSISTANCE PROGRAMS</b> Director – Christian Alvarado	<b>SSC 106 • 582-4860</b>
<b>COMMUNITY EDUCATION</b> Director – Estella Garrison	<b>Lower Campus • 582-4646</b>	<b>STUDENT PAYMENT OFFICE</b> Vice President – Carol Hilton	<b>AGB 131 • 582-4870</b>
<b>LEARNING ASSISTANCE</b> Director – Patti Weekes	<b>LRC 212 • 582-4605</b>	<b>VETERANS OFFICE</b> Vice President – Carol Hilton	<b>AGB 131 • 582-4871</b>
<b>PLANNING, RESEARCH, AND ACCREDITATION</b> Director – Dr. Caroline Q. Durdella	<b>AGB 103 • 582-4565</b>		

# ACADEMIC DIVISIONS

<b>ADVANCED TECHNOLOGY &amp; APPLIED SCIENCE</b> Dean – Don Taylor	<b>TAS 207 • 582-4541</b>	<b>KINESIOLOGY &amp; ATHLETICS</b> Dean/Athletic Director – Tony Lipold Assistant Athletic Director – Jerry Hannula Kinesiology Athletics	<b>PE 422 • 582-4545</b> <b>PE 420 • 582-4547</b>
<b>BUSINESS SCIENCE AND ECONOMIC &amp; WORKFORCE DEVELOPMENT</b> Dean – Rocco J. Cifone	<b>BGS 226 • 582-4773</b>	<b>LIBERAL ARTS</b> Dean – Dr. Kevin O'Connor	<b>LRC 344 • 582-4788</b>
<b>COUNSELING SERVICES</b> Dean – Jerilyn Chuman	<b>SSC 167 • 582-4572</b>	<b>MATHEMATICS, SCIENCE &amp; ENGINEERING</b> Dean – Dr. Christopher McDonald	<b>SM 334 • 582-4820</b>
<b>EMERITUS INSTITUTE</b> Director – David E. Anderson, Jr.	<b>HS 244 • 582-4835</b>	<b>ONLINE EDUCATION &amp; LEARNING RESOURCES</b> Dean – Dr. Patricia Flanigan	<b>BGS 249 • 582-4397</b>
<b>FINE ARTS &amp; MEDIA TECHNOLOGY</b> Dean – Bart McHenry	<b>FA 124 • 582-4747</b>	<b>SOCIAL &amp; BEHAVIORAL SCIENCES</b> Dean – Dr. Cadence Wynter	<b>BGS 314 • 582-4733</b>
<b>HEALTH SCIENCES &amp; HUMAN SERVICES</b> Dean – Donna Rane-Szostak Assistant Dean/Director of Nursing – Tamera Rice	<b>HS 236 • 582-4701</b>	<b>TRANSFER, CAREER, AND SPECIAL PROGRAMS</b> Dean – Terence Nelson	<b>SSC 140G • 582-4418</b>



## Beginning Fall 2014 Priority Registration Changes!

## Who Gets Priority Registration?

In addition to students who qualify for specialized programs, starting fall 2014, new state regulations will give priority registration to students who have completed all steps of the matriculation process and are in good academic standing.

Priority Registration will be given to first-time freshman who complete Matriculation:

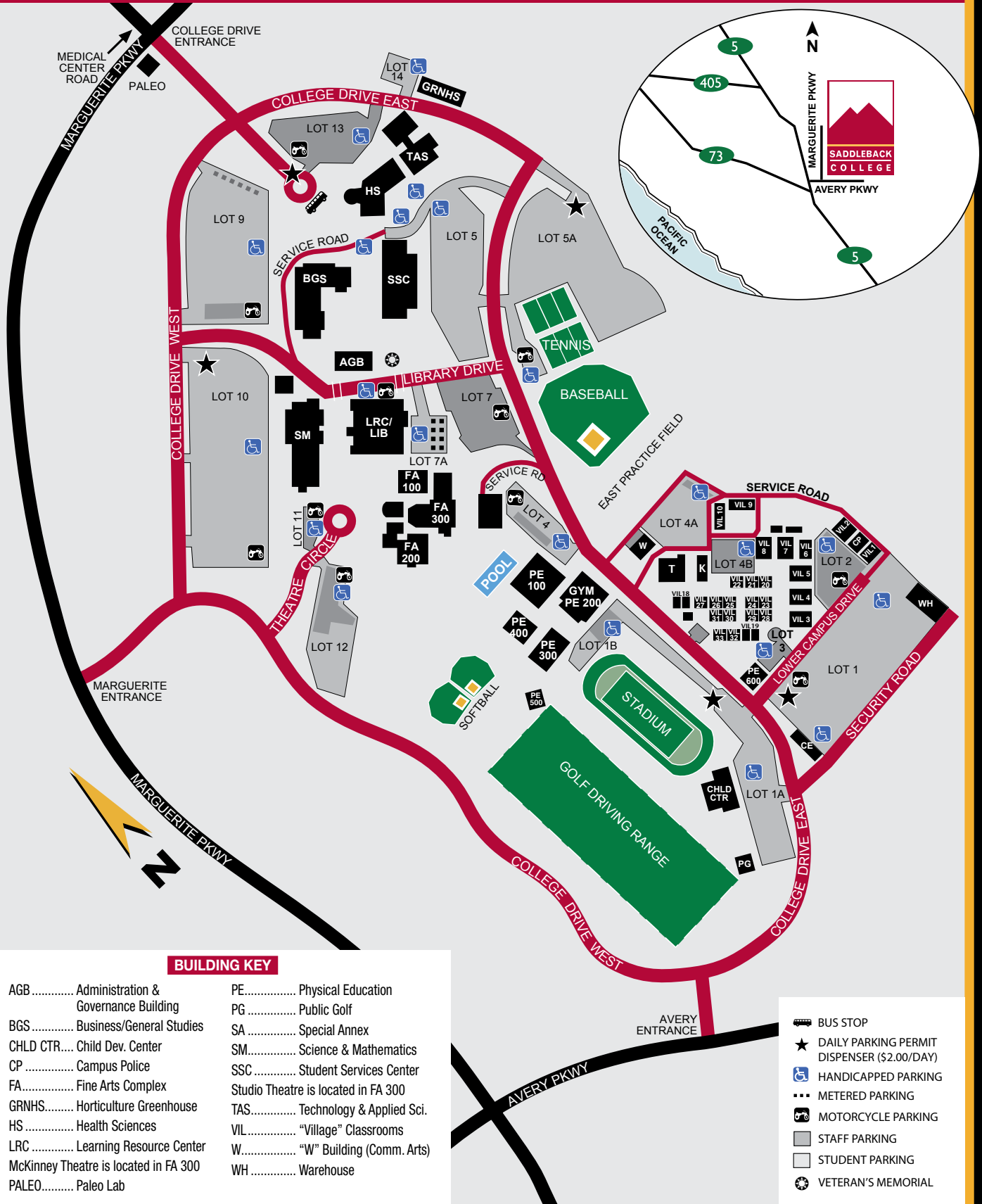
- Orientation
- Assessment
- Advisement/Preliminary Educational Plan

Priority Registration will also be given to continuing students who have completed their Comprehensive Educational Plan.

For more information, please make an appointment to see a Saddleback College counselor or visit:

**[www.saddleback.edu/news/priority-registration](http://www.saddleback.edu/news/priority-registration)**

# SADDLEBACK COLLEGE CAMPUS MAP



## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES:

Dr. William O. Jay, Timothy Jemal, David B. Lang, Marcia Milchiker, Nancy M. Padberg, T.J. Prendergast, III, Dr. James R. Wright, Gary L. Poertner, Chancellor **SADDLEBACK COLLEGE: Dr. Tod A. Burnett, President**