



SOLANO
COMMUNITY COLLEGE

SOLANO COMMUNITY COLLEGE

2021 | 2022 CATALOG

solano.edu | 707-864-7000

2021-2022

General Catalog

This catalog encompasses Summer semester (June-August 2021);
Fall semester (August-December 2021); and Spring semester (January-May 2022).

Catalog Revised 4/2021

www.solano.edu

A public community college serving the Northern California communities of
Benicia, Dixon, Fairfield, Suisun, Travis Air Force Base,
Vacaville, Vallejo, and Winters

Solano Community College Fairfield Campus
4000 Suisun Valley Road, Fairfield, CA 94534-3197
(707) 864-7000

Vacaville Center
2001 North Village Parkway, Vacaville, CA 95688
(707) 863-7836

Vallejo Center
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(707) 642-8188

Travis Air Force Base Center
530 Hickam Ave., Bldg. 249, Travis Air Force Base, CA 94535
(707) 424-2431

About this Catalog

ABOUT THIS CATALOG - Students are expected to be familiar with the information in the Catalog, Schedule of Classes, and other publications relating to student attendance and conduct. Since this Catalog is prepared in advance of the period of time it covers, changes may occur in some programs and regulations. Courses as described in this Catalog are subject to change without notice, and some listed courses are not offered each year. The College reserves the right to adjust fees, conditions of enrollment, class offerings, and services as dictated by local and state mandates, the limits of institutional resources, and enrollment conditions. Consult the current Schedule of Classes for supplementary information and updated requirements.

OPEN ENROLLMENT POLICY - It is the policy of the District that, unless specifically exempted by state statute, every course section or individual course which is eligible for state apportionment shall be open for enrollment by any person who has been admitted to the College, meets the course prerequisites, and has paid required fees.

EQUAL OPPORTUNITY - The Solano County Community College District is subject to all laws governing equal opportunity including but not limited to Title VI and VII of the Civil Rights Act of 1964, Executive Order No. 11246 of 1965, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, California Fair Employment Practices of 1959, Americans With Disabilities Act of 1990, and the Age Discrimination and Employment Act of 1972. Solano Community College does not discriminate on the basis of sex, sexual orientation, race, color, religious creed, national origin, marital status, veteran status, medical condition, age (over 40), pregnancy, disability, and political affiliation in its education programs and employment practices. Inquiries concerning compliance or complaints may be addressed to Human Resources: (707) 864-7128.

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A.A.-T = Associate in Arts for Transfer;
A.S.-T = Associate in Science for Transfer;
A.A. = Associate in Arts;
A.S. - Associate in Science;
C of A = Certificate of Achievement;
J-D = Job-Direct Low Unit Certificate

Accounting

(School of Applied Technology and Business)

Programs

Accounting A.S./C of A.....	116
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Courses

ACCT - Accounting.....	313
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Advanced Manufacturing

(School of Applied Technology and Business)

Programs

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Mechatronics A.S/C of A.....	120

Courses

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MT - Maintenance Technology	416

Aeronautics

(School of Applied Technology and Business)

Programs

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Powerplant Maintenance Technician A.S./C of A.....	122
Airframe & Powerplant Maintenance Technician A.S.	122
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Courses

AERO - Aeronautics.....	314
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American Sign Language

(School of Liberal Arts)

Programs

ASL/English Interpreter Training A.A./C of A.....	124
---	-----

Courses

ASL - American Sign Language.....	327
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Anthropology

(School of Social and Behavioral Sciences)

Programs

Anthropology A.S.-T.....	127
--------------------------	-----

Courses

ANTH - Anthropology.....	316
--------------------------	-----

Art

(School of Liberal Arts)

Programs

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Studio Arts A.A.-T.....	132
Graphic Design A.A.	133
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Courses

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Astronomy

(School of Mathematics and Science)

Programs

Astronomy A.S.	136
---------------------	-----

Courses

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------------------------	-----

Automotive

(School of Applied Technology and Business)

Programs

Automotive Technician A.S.	138
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Automotive Electrical and Body Systems C of A	140
Automotive Maintenance and Light Repair C of A....	141

Courses

ATEC - Automotive Technology	330
------------------------------------	-----

Biology

(School of Mathematics and Science)

Programs

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Courses

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Biotechnology

(School of Mathematics and Science)

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Courses

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Business

(School of Applied Technology and Business)

Programs

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Courses

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Chemistry

(School of Mathematics and Science)

Programs

Chemistry A.S.	168
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Courses

CHEM - Chemistry	351
------------------------	-----

Child Development and Family Studies

(School of Social and Behavioral Sciences)

Programs

Early Childhood Education A.S.-T	171
Early Childhood Education A.S./C of A.	172
Associate Teacher C of A.	173
Infant/Toddler Teacher C of A	174

Courses

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---	-----

Communication Studies

(School of Liberal Arts)

Programs

Communication Studies A.A.-T	177
Sports Broadcasting C of A.	178

Courses

COMM - Communication Studies	362
------------------------------------	-----

Computer Information Science

(School of Applied Technology and Business)

Programs

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Computer Programming A.S./C of A	180
Database Specialist J-D	183
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Digital Media and Web Development J-D	183
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Courses

CIS - Computer Information Science	354
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Computer Science

(School of Applied Technology and Business)

Programs

Computer Science A.S.-T	185
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Courses

CS - Computer Science	369
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Cosmetology

(School of Applied Technology and Business)

Programs

Cosmetology A.S./C of A	187
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Courses

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Counseling

Programs

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Courses

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Criminal Justice

(School of Applied Technology and Business)

Programs

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(School of Health Sciences)

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(School of Applied Technology and Business)

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Economics

(School of Applied Technology and Business)

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Education

(School of Social and Behavioral Sciences)

Programs

Elementary Teacher Education A.A.-T..... 205

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Emergency Medical Technician

(School of Health Sciences)

Programs

Emergency Medical Technician I J-D 208

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Engineering

(School of Mathematics and Science)

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English

(School of Liberal Arts)

Programs

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Courses

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English as a Second Language

(School of Liberal Arts)

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Film and Television

(School of Liberal Arts)

Programs

Film and Television A.A. 217

Courses

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Fire Technology

(School of Health Sciences)

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Fire Technology A.S./C of A..... 219

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FIRE - Fire Technology..... 387

Foreign Language

(School of Liberal Arts)

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French A.A. 225

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Courses

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Geography

(School of Mathematics and Science)

Programs

Geography A.S.-T 228

Courses

GEOG - Geography 391

Geology

(School of Mathematics and Science)

Courses

GEOL - Geology 392

History

(School of Social and Behavioral Sciences)

Programs

History A.A.-T 232

Courses

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Horticulture

(School of Mathematics and Science)

Programs

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Landscape Worker J-D.....	234
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HORT - Horticulture	396
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Humanities

(School of Liberal Arts)

Courses

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Human Services

(School of Social and Behavioral Sciences)

Programs

Human Services A.A./C of A.....	237
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Courses

HS - Human Services	398
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Interdisciplinary Studies

Programs

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Journalism

(School of Liberal Arts)

Programs

Journalism A.A.-T/A.A.	243
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Courses

JOUR - Journalism	402
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Kinesiology

(School of Health Sciences)

Programs

Dance A.A.	196
Kinesiology A.A.-T	247
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Mathematics

(School of Mathematics and Science)

Programs

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Courses

MATH - Mathematics	411
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Music

(School of Liberal Arts)

Programs

Music A.A.-T	258
Music - Instrumental A.A.	259
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Courses

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Nursing

(School of Health Sciences)

Programs

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Nutrition

(School of Health Sciences)

Programs

Nutrition A.S.-T	269
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Courses

NUTR - Nutrition	432
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Occupational Education

(School of Applied Technology and Business)

Programs

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Courses

OCED - Occupational Education.....	433
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Philosophy

(School of Social and Behavioral Sciences)

Courses

PHIL - Philosophy	437
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Photography

(School of Liberal Arts)

Programs

Photography, Professional A.A./C of A..... 274

Photo Illustration C of A..... 275

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Physical Science

(School of Mathematics and Science)

Programs

Physical Science A.S. 277

Courses

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Physics

(School of Mathematics and Science)

Programs

Physics A.S.-T/A.S. 280

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Political Science

(School of Social and Behavioral Sciences)

Programs

Political Science A.A.-T 284

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PLSC - Political Science..... 442

Psychology

(School of Social and Behavioral Sciences)

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PSYC - Psychology..... 444

Real Estate

(School of Applied Technology and Business)

Programs

Real Estate A.S./C of A 290

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RE - Real Estate 446

Science

(School of Mathematics and Science)

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Science, General A.A..... 292

Social Justice/Ethnic Studies

(School of Social and Behavioral Sciences)

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Ethnic Studies A.A..... 296

Courses

SJS - Social Justice Studies..... 447

Sociology

(School of Social and Behavioral Sciences)

Programs

Sociology A.A.-T/A.A.299, 300

Courses

SOC - Sociology 448

Theatre Arts

(School of Liberal Arts)

Programs

Theatre Arts A.A.-T/A.A.....304, 305

Theatre Arts Technical C of A..... 306

Courses

THEA - Theatre Arts 452

Tutoring

Courses

TUTR - Tutoring 458

Water and Wastewater Technology

(School of Mathematics and Science)

Programs

Water and Wastewater Technology A.S./C of A..... 309

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Welding

(School of Applied Technology and Business)

Programs

Welding Technician A.S./C of A..... 311

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Superintendent-President's Welcome!



Welcome to Solano Community College

On behalf of the faculty and staff at Solano Community College (SCC), I want to welcome you and congratulate you for choosing SCC. Our vision is clear: we want to be a recognized leader in educational excellence – transforming students' lives.

We have three campuses conveniently located near you: our Fairfield campus, the Vallejo Center, and the Vacaville Center. We also offer classes at Travis Air Force Base and online. Your decision to pursue a college education, whether it's a degree, a certificate, or transfer to a four-year college, is an important goal and our faculty and staff are here to help you succeed.

This catalog provides you with information you need to be successful at Solano Community College. You will find our academic and student policies; information on degrees, certificates, and requirements for transferring to a four-year college; and the names of our dedicated faculty and staff. In these pages you can also look up course descriptions and requirements for completing your degree or certificate as well as additional information on student services, including counseling, tutoring, and financial aid. Our entire College Catalog is also available online at www.solano.edu.

We are committed to providing a dynamic, supportive learning environment for the students and community we serve. Our centers and the main campus offer day, evening and Saturday classes, a variety of support services, and co-curricular activities (clubs, job fairs, etc.). Our Vallejo Center offers the opportunity to complete a Bachelor's Degree in Liberal Arts from Sonoma State University and our Vacaville Center offers a rigorous Bachelor's Degree in Biomanufacturing, the first four-year degree offered at our college.

It's time to experience all that SCC has to offer. Take advantage of our programs and services to advance life-long learning, to upgrade your job skills, or to complete your educational goal. If it has been a while since you enrolled with us, I encourage you to return and enroll in one or more classes, enjoy some of our musical or theatrical performances, or attend the games of our sports teams. We look forward to seeing you.



Celia Esposito-Noy, Ed.D. Superintendent-President
Solano Community College

Administration

Superintendent-President

Superintendent-President..... Celia Esposito-Noy, Ed.D.
Executive Coordinator..... Sandra Therrien

Governing Board

Vacaville..... Sarah E. Chapman, Ph.D. Fairfield/Vacaville/Travis Air Force Base Denis Honeychurch, J.D.
Vallejo Karimah Karah, J.D. Vacaville/Dixon/Winters Michael A. Martin
Benicia/Vallejo/Suisun..... Rosemary Thurston Fairfield/Green Valley/Cordelia..... Quinten R. Voyce
Vallejo A. Marie Young Board Secretary..... Celia Esposito-Noy, Ed.D.

Academic Affairs

Vice President, Academic Affairs David Williams, Ph.D.
Executive Coordinator..... Claire Gover
Dean, School of Health Sciences..... Sheila Hudson Ed.D.
Dean, School of Liberal Arts..... Neil Glines
Dean, School of Social and Behavioral Sciences Sandy Lamba
Dean, School of Mathematics and Science Joseph Ryan, Ph.D.
Dean, School of Applied Technology and Business, Lisa Neely
Interim Associate Dean, External Programs..... Peter "Tony" Zitko, Ed.D.

Finance and Administration

Vice President, Finance and Administration Vacant
Controller Shannon Beckham
Assistant Controller..... Virginia Bender
Assistant Facilities Director Myron Hord
Custodial Supervisor Eddie DelPilar
Lead Custodian Keith Willmschen
Director of Information Technology..... James "Kimo" Calilan
Lieutenant, Solano College Service Area, Solano County Sheriff's Office Craig Collins
Executive Bonds Manager..... Lucky Lofton
Project Manager Jason Yi

Human Resources

Manager..... Salvatore Abbate
Sr. HR Generalist Tracy Drake
HR Generalist Karen Mitchell
HR Generalist Amy Meacham
HR Generalist Tracy Vest

Student Services

Vice President, Student Services..... Shannon Cooper, Ph.D.
Executive Coordinator..... Chor Thao
Dean, Counseling Services Kristin Conner, Ed.D.
Dean, Academic Support Services Shirley Lewis, J.D.
Dean, Enrollment Services Alysa Borelli
Director, Financial Aid Vacant
Director, Athletics Erik Visser
Director, Early Learning Center Christie Speck

2021 - 2022 Academic Calendar

SUMMER 2021

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

FEBRUARY 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCTOBER 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MARCH 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		


NOVEMBER 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

APRIL 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY 2022						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

LEGEND

SUMMER 2021	
June 14 – August 6	
Six-week Session: June 14 – July 23	
Eight-week Session: June 14 – August 6	
Independence Day	July 5
FALL 2021	
August 16 – December 17	
Eight-week Session I: August 16 – October 11	
Eight-week Session II: October 13 – December 10	
Professional Development Day	August 12
Professional Development Day (Required)	August 13
Labor Day	September 4 – 6
Professional Development Day	October 12
Veterans Day	November 11
Thanksgiving Day	November 25 – 28
Finals Week	December 11 – 17
SPRING 2022	
January 18 – May 26	
Eight-week Session I: January 18 – March 15	
Eight-week Session II: March 18 – May 19	
Professional Development Day	January 13
Professional Development Day (Required)	January 14
Martin Luther King, Jr. Day	January 17
Lincoln Day	February 18 – 20
Washington Day	February 21
Professional Development Day	March 17
Spring Break	April 11 – 17
Finals Week	May 20 – 26
Memorial Day	May 30
Commencement	 May 26, 2022
No Classes	
Holidays (campus closed)	

FLEX DAYS

Fall 2020	3
Spring 2021	3
Total	6

NUMBER OF INSTRUCTIONAL DAYS (M-F)

	M	T	W	Th	F	Total
Fall 2021	16	16	16	15	16	79
Spring 2022	15	17	17	16	15	80

FINAL EXAMINATION DAYS (M-F)

	M	T	W	Th	F	Total
Fall 2021	1	1	1	1	1	5
Spring 2022	1	1	1	1	1	5

WEEKEND CLASS DAYS INCLUDING FINALS

	Sat	Sun
Fall 2021	15	15
Spring 2022	16	16

* The Academic Calendar applies to 175 Instructional Workdays. The Classified Calendar is a separate document, addressing Classified Workdays.

Class Locations and Campus Maps

On- and Off-campus classes: Classes and Counseling services are offered at the Main Campus and the three off-campus centers. Classes are also offered at other locations throughout Solano County.

Main Campus

4000 Suisun Valley Road, Fairfield

Vacaville Center

2001 N. Village Parkway, Vacaville

Vallejo Center

545 Columbus Parkway, Vallejo

Travis Air Force Base (TAFB)

Travis University Center

Building 249 at 530 Hickman, Travis AFB

Visit www.solano.edu/tafb for TAFB security requirements prior to registering for classes. Students must be enrolled in classes at TAFB in order to receive SCC services on Base.

Other Locations

Vallejo Automotive Technology

1687 North Ascot Parkway, Vallejo

Nut Tree Airport (Aeronautics)

275 County Airport Road, Vacaville

Various high school locations throughout the region

California State Prison Solano (CSPS)

California Correctional Medical Facility (CMF), Vacaville
(classes at CSPS and CMF are not open to the general public)

ONLINE codes

ONLN

OVJO

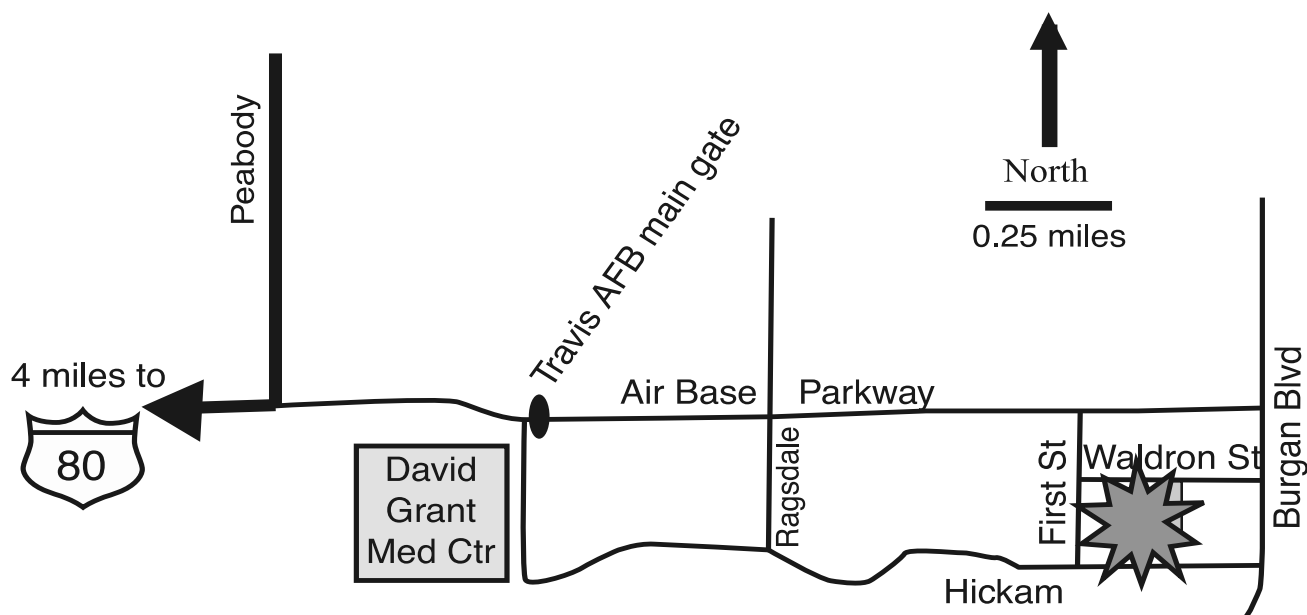
OVV

For specific locations and times, registration, and other information, refer to the Schedule of Classes at the SCC website www.solano.edu or contact the Admissions and Records Office at (707) 864-7171 or email admissions@solano.edu.

Parking permits are required at the Main Campus and the three off-campus centers. Permits must be placed as indicated on the permit directions. Parking fees are subject to change. An appeal process is available to contest parking citations.

For more information regarding parking, visit www.solano.edu/police or email at parkingservices@solano.edu or call (707) 864-7131.

Campus Maps - Travis Air Force Base



The Travis AFB University Center is located in Building 249 at 530 Hickam Avenue on Travis Air Force Base. To get to the Center, take the Air Base Parkway exit off of I-80 and follow it until it ends at the Travis Main Gate. Instructions for obtaining a pass are located below. After obtaining a pass, proceed through the Main Gate, staying on the same street. Turn right onto First Avenue, then left on Waldron Street. About half way down the length of the street, turn right into the parking lot. Drive to the back of the lot; the University Center is on the right. Parking is available in any vacant space.

TRAVIS AIR FORCE BASE GATE PROCEDURE:

All non-military students must be registered in a class that meets at TAFB to receive a pass to enter the base. Students registered for TAFB classes will be able to obtain a base pass the day class begins at the Visitor Control Center, 615 Airbase Parkway, located on the left-hand side before the main gates. Be advised it could take at least one hour or more to obtain a base pass. All registered students are required to present all of the documents listed below:

1. A Real ID. If you do not have a REAL ID you may use your driver's license. If your driver's license states "Federal Limitations" you will be required to bring your U.S. Passport and Social Security Card.
2. Valid car registration (this must be the vehicle you will drive to class each week)
3. Valid proof of vehicle insurance.
4. Proof of enrollment in a class at TAFB (a registration printout showing class(es)).
5. TAFB personnel may require other forms of identification.

IMPORTANT: Students must have their own transportation. Anyone in an automobile without military ID, or an authorized semester pass, will not be admitted on TAFB.

To add a class located at the TAFB center

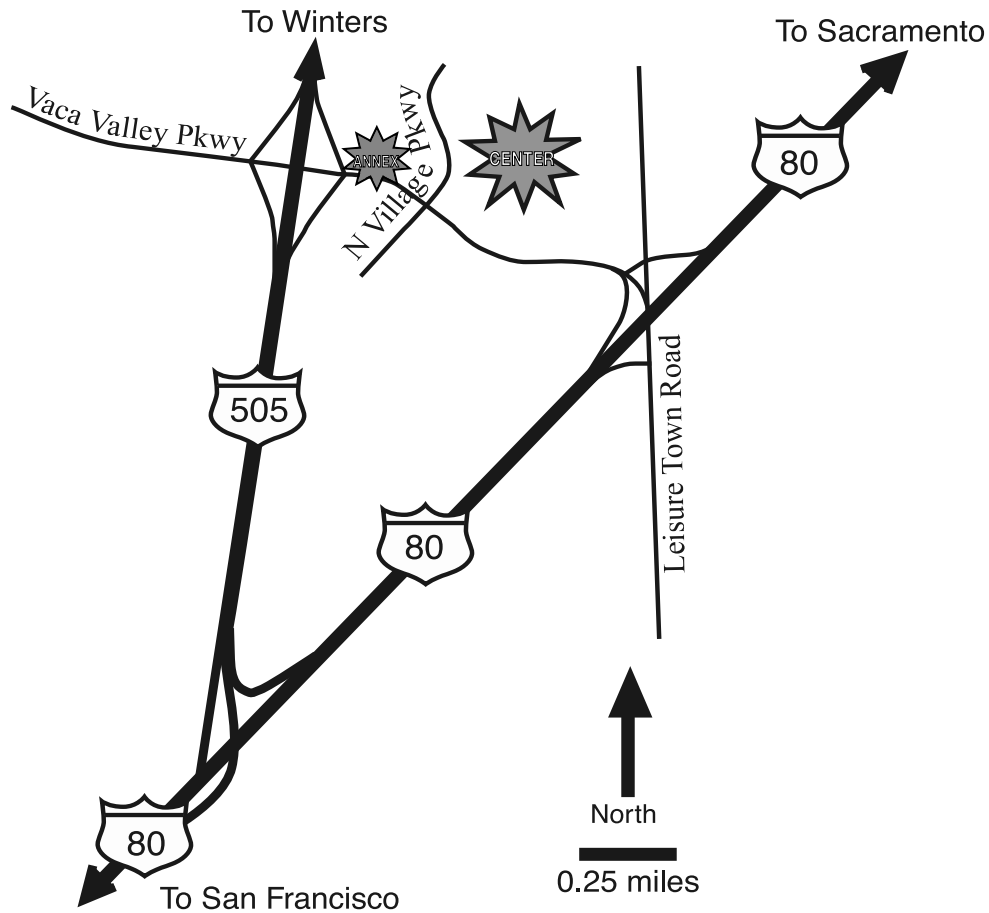
- Contact the instructor to obtain an "Add [Authorization] Code"
- Enroll in the course prior to being admitted to the Base. Contact the SCC TAFB office to inform them of enrollment.

Center Hours:

Monday-Thursday	9:00 am - 6:00 pm
Friday	Closed

For additional information please go to: www.solano.edu/tafb
or call the Travis Air Force Base University Center at (707) 863-7878

Campus Maps - Vacaville Center



The Solano Community College Vacaville Center is located north of the City of Vacaville at 2001 North Village Parkway. Turn onto North Village Parkway (formerly known as 1990 Akerly Drive), just off of Vaca Valley Parkway.

DIRECTIONS FROM FAIRFIELD/VACAVILLE:

Take I-80 East to I-505 and drive about 1/2 mile to the Vaca Valley Parkway exit. Turn right at the exit ramp stoplight on to Vaca Valley Parkway and go one block to North Village Parkway. Turn left at the stoplight on to North Village Parkway; the parking lot entrance to the Center is visible on the right side of the street within a distance of 1/2 block.

DIRECTIONS FROM DAVIS/DIXON:

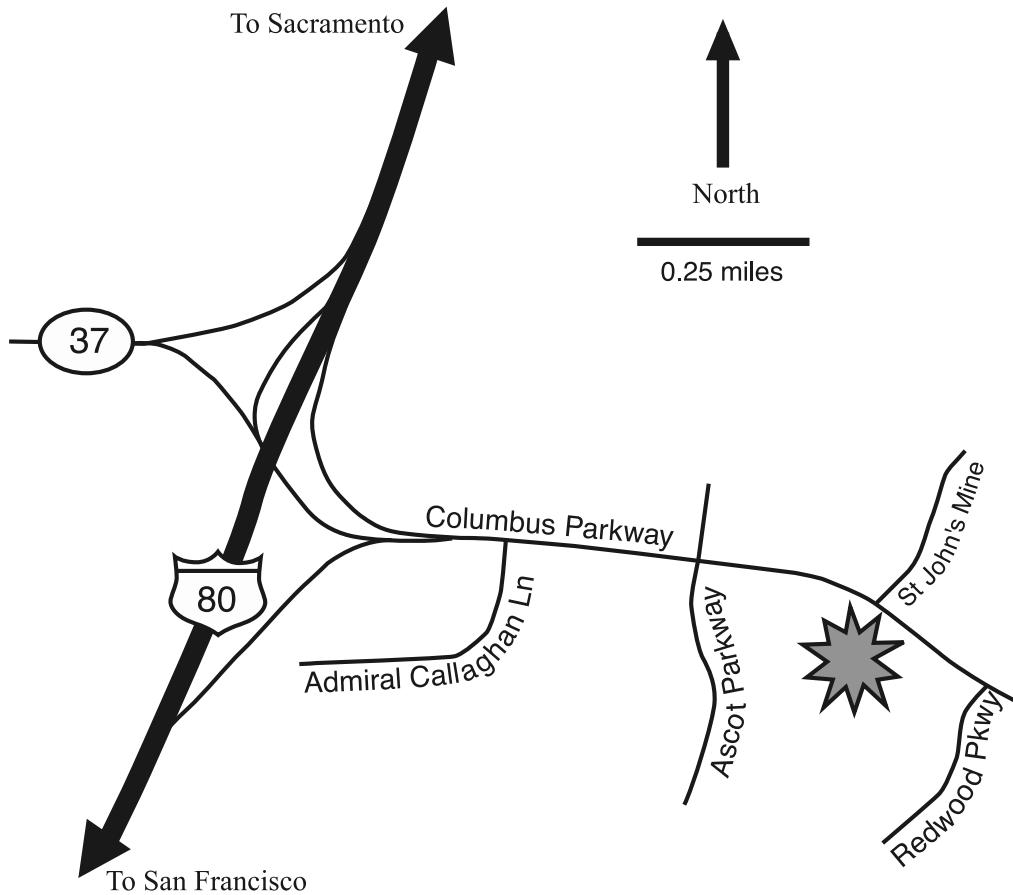
Take I-80 West to the Leisure Town Road exit. Turn right onto Vaca Valley Parkway. Continue straight for approximately 1/2 mile to North Village Parkway and turn right at the stoplight. Turn right into the parking lot entrance to the Center.

PARKING:

Parking passes are \$32 per vehicle for Fall/Spring Semesters and \$16 for Summer they may be purchased online through your MySolano account. The permit is valid for the Fairfield campus, the Vallejo and Vacaville Centers, and the Vallejo AutoTech Center. Daily parking permits are available for \$2 from the machines located in the parking lots and are valid for all campus locations.

For additional information please go to: www.solano.edu/vacaville
or call the Vacaville Center at (707) 863-7836

Campus Maps - Vallejo Center



The Solano Community College Vallejo Center is located at 545 Columbus Parkway.

DIRECTIONS FROM FAIRFIELD/VACAVILLE/DAVIS/DIXON

Take I-80 toward San Francisco and exit at Columbus Parkway. The Solano Community College Vallejo Center is located approximately 1 & 1/2 miles on the right.

DIRECTIONS FROM PLEASANT HILL/CONCORD/WALNUT CREEK

Take 680 North to 780 West. From 780 West take I-80 East toward Sacramento. Exit at Columbus Parkway. The Solano Community College Vallejo Center is located approximately 1 & 1/2 miles on your right.

PARKING:

Parking passes are \$32 per vehicle for Fall/Spring Semesters and \$16 for Summer they may be purchased online through your MySolano account. The permit is valid for the Fairfield campus, the Vallejo and Vacaville Centers, and the Vallejo AutoTech Center. Daily parking permits are available for \$2 from the machines located in the parking lots and are valid for all campus locations.

For additional information or inquiries please go to www.solano.edu/vallejo or call the Vallejo Center at (707) 642-8188.

Campus Maps - Main Campus, Fairfield



SOLANO
COMMUNITY COLLEGE

Fairfield Campus
4000 Suisun Valley Road
Fairfield, CA 94534
(707) 864-7000

Campus Police
(707) 580-6526
Building 1800B

www.solano.edu



4000 Suisun Valley Road, Fairfield, CA 94534, (707) 864-7000

600 Administration	1500 Computer Science	1000 Horticulture	300 Science/ECHS
400 Admission & Records	100 Contract Education	700 Humanities	2700 Science
400 Assessment Center	1600 Cosmetology	400 Information	700 Social Science
600 Boardroom	400 Counseling	600 Vice Presidents' Offices	2500 Stadium
1400 Bookstore	1900 Deliveries/Receiving Warehouse	100 Library	1400 Student Center
500 Business	400 Disability Services Program	1500 Math	1400 Student Health Services
1400 Cafeteria	1500 Engineering	1900 Maintenance	400 Student Services
400 CalWORKs	400 EOPS	400 MESA Program	2200 Swimming Pool
1800B Campus Police	900 Faculty Offices	800 Nursing	400 Transfer Center
400 CARE Program	600 Finance & Personnel Office	1200 Performing Arts/Theatre	100 Tutoring Center
1800 Career Technical Education	400 Financial Aid	1700 Physical Education	2700 Veterans Resource Center
400 Career & Employment Services	1300 Fine Arts	600 President's Office	100 Workforce Development
200 Children's Programs Center	100 Foundation	2600 Restrooms	

Accreditation, Governance, and Memberships

ACCREDITATION AND APPROVALS

Solano Community College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, California 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: www.accjc.org.

APPROVALS

Nursing - California State Board of Registered Nursing

Certified Nursing Assistant - California Department of Public Health

Cosmetology - California State Board of Barbering and Cosmetology

Veterans Training - U.S. Department of Veterans Services

Active-Duty Training - Department of Defense

Foreign Student Education - U.S. Immigration Service (USCIS)

CERTIFICATION

Aeronautics Program - Federal Aviation Administration (FAA) in accordance with CFR14, FAR Part 147

GOVERNANCE AND FUNDING

Solano Community College is a public community college funded by a combination of state and local tax dollars. The seven-member Board of Trustees of the Solano Community College District governs the College. Board members are elected at large from the representative areas of the district and serve four-year terms. Solano Community College is under the direction of its Superintendent-President, who, with faculty and staff, administers the College and oversees the implementation of Board policies.

The Solano Community College Governing Board meets the first and third Wednesdays of each month at 6:30 p.m. For room locations of the meetings, visit www.solano.edu/governing_board for the most current meeting information. All meetings, with the exception of closed sessions, are open to public participation. Agendas and meeting minutes are available from the Superintendent-President's office and on the Solano Community College District website www.solano.edu.

EDUCATIONAL FOUNDATION

The Solano Community College Educational Foundation was established in 1985 by District residents to support the continuation of a quality college for Solano County. As an independent, non-profit organization, the Foundation is designed to solicit, receive, and expend funds to support College programs, activities, and facilities, and assist the College in meeting essential needs that reach beyond the limits of state funding. Through fund raising efforts such as the Alumni Development Campaign, Corporate Gift Giving, Endowments, Major Campaigns and Charitable Remainder Trusts, the Foundation has provided funds for the library, nursing and pre-engineering programs, a Student Placement Center, and for campus signs. Governed by a board of community directors, the Foundation provides an avenue for individuals and businesses to make tax-deductible donations to support the work of Solano Community College. Call (707) 864-7177 or visit the website foundation.solano.edu for more information on donating to the Foundation.

MEMBERSHIPS

- American Association of Community Colleges (AACC)
- American Library Association
- Chambers of Commerce of Benicia, Fairfield, Vacaville, and Vallejo
- Community College League of California (CCLC)
- Directors of Educational Technology/California Higher Education (DET/CHE)
- EDUCAUSE
- Learning Resources Association of California Community Colleges (LRACCC)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Association of Student Personnel Administrators (NASPA)
- National Association of Veterans Program Administrators (NAVPA)
- Research & Planning Group of CA Community Colleges
- Solano County Economic Development Corporation (Solano EDC)
- Western Association of Veteran Education Specialists (WAVES)

Solano Community College

Solano Community College is a tradition in Solano County. Established in 1945 as Vallejo Junior College, Solano was part of the Vallejo Unified School District until 1967 when the College became a countywide institution. The 192-acre campus, centrally located just off Interstate 80, was completed in 1971 and opened with 5,000 students. Since then, facilities, programs, staff and services have expanded to meet the growing needs of a growing county.

Solano Community College is part of California's public community college system of 116 campuses in 72 districts across the state. The College's service area encompasses the communities of Benicia, Dixon, Fairfield, Suisun, Vacaville, Vallejo and Travis Air Force Base as well as Winters in Yolo County. Many graduates of the area's 16 public high schools and three private schools take advantage of the educational opportunities offered by Solano Community College.

Solano's classes are held during two semesters each year (spring and fall) and summer session. Flexible scheduling, designed for students' convenience, includes day, evening, and Saturday classes, held both on and off campus and online. Short-term classes, open-entry/open-exit formats, and special interest workshops and seminars add to this scheduling flexibility.

With the current student population of over 8,000 taking classes during both day and evening, the Solano Community College campus is alive at all hours offering academic study and occupational training to all area residents.

Mission and Vision

MISSION

Solano Community College's mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to student learning and achievement and to helping our students achieve their educational, professional, and personal goals. Solano transforms students' lives with undergraduate education, transfer courses, career-and-technical education, certificate programs, workforce development and training, basic-skills education, and lifelong-learning opportunities.

The mission shall be evaluated and revised on a regular basis.

VISION

Solano Community College will be a recognized leader in educational excellence— transforming students' lives.

Core Values and Code of Ethics

CORE VALUES

Integrity

Firm adherence to a code of ethical values in thought and behavior

Critical Thinking

The use of intellectually disciplined, logically sound processes involving data-driven decision making

Mutual Respect

Valuing the intrinsic worth of each person in an atmosphere of collegiality

Collaboration

Working together across areas of responsibility or interest to achieve common goals and objectives

Innovation

The search for and use of effective processes or procedures

Accountability

Individual and collective responsibility for achieving the highest level of performance

Student Well-being

Considering and addressing the impact on students of any and all actions or inactions

CODE OF ETHICS - POLICY 4100

The Code of Ethics serves to articulate values that the college embodies and promotes:

- Act with uncompromising integrity, dignity, respect, and fairness, and promote a spirit of collegiality campus-wide.
- Recognize and work to meet the College's responsibility to all citizens of the District to provide an educational program of the highest quality.
- Maintain and support transparency, communication, and equity in governance of the College, and in relationship to the community.
- Commit to the advancement and protection of academic freedom for all members of the institution.

Strategic Plan Goals

STRATEGIC PLAN GOALS

The Solano Community College Goals and Objectives Have a Foundation in Equity and Integrity in Action

Goal 1: Honor and empower students by helping them succeed in achieving their educational and career goals

Objective 1.1: Create clear and accessible Guided Pathways for all degrees and certificates to help students' education planning and attainment.

Objective 1.2: Ensure access to student support programs and services without regard to circumstances or identity.

Objective 1.3: Foster a student's sense of belonging and community within their discipline and within the College.

Goal 2. Honor and empower students to transfer in a timely fashion

Objective 2.1: Empower students to explore, select and complete a transfer pathway.

Objective 2.2: Increase outreach and resources for transfer students.

Objective 2.3: Empower students to complete college level math and English in their first year by offering guided self-placement and support services.

Goal 3: Honor and empower students to attain their education goals in a timely fashion while embracing the process of learning

Objective 3.1: Orient and direct students to programs of interest based on their career goals.

Objective 3.2: Increase the number of applicable units completed in the first year.

Goal 4. Honor and empower students to gain meaningful employment/careers in their chosen field fo study

Objective 4.1: Increase the number of students participating in internships and/or work experience opportunities.

Objective 4.2: Connect SCC programs to local industries and businesses to increase employment opportunities.

Goal 5: Honor and empower student equity and success by eliminating equity gaps with a focus on disproportionately impacted populations

Objective 5.1: Reduce the equity gaps for completion of a degree or certificate for traditionally underrepresented student groups.

Objective 5.2: Reduce the equity gaps for traditionally underrepresented student groups transferring to UC or CSU.

Objective 5.3: Reduce the equity gaps for traditionally underrepresented student groups so they can attain their education goals in a timely fashion.

Objective 5.4: Reduce the equity gaps for traditionally underrepresented student groups acquiring employment in their field of study.

Strategic Plan Goals

Goal 6: Strengthen ties to the community and local school districts to ensure access to college for all students.

Objective 6.1: Strengthen connections to local area high schools through articulation agreements and dual enrollment, where appropriate, as well as regular high school outreach.

Objective 6.2: Strengthen ties to community groups that serve or represent DI populations (e.g. adult schools, churches, mosques, Pride organizations).

Goal 7: Honor and empower the college community by maintaining adequate and sustainable financial resources to create an environment that supports teaching and learning.

Objective 7.1: Maintain reserves that equal or exceed the state average for California community colleges.

Objective 7.2: Engage all constituencies of the college community in financial planning to ensure transparency.

Objective 7.3: Implement and expand sustainability practices across facilities and educational programs.

Objective 7.4: Prioritize maintenance on existing buildings to ensure a safe and pleasing learning environment.

Goal 8: Maintain a campus culture that honors and empowers teaching and learning.

Objective 8.1: Proactively recruit and train diverse candidates for faculty and staff positions.

Objective 8.2: Develop new faculty/staff orientation and training programs.

Objective 8.3: Develop safe space training and support safe spaces on campus.

Institutional Learning Outcomes (ILOs)

Given the diversity of educational goals of our students and the length of their study, they will be proficient in the following areas to the extent required of their courses and/or program of study. These outcomes are neither course nor program specific but are meant to be applicable to all students.

Communication Competency

Students will effectively communicate ideas and information through writing, speaking, performance, art, or other modes of expression

Information Competency

Students will be conversant in the vocabulary and concepts of the discipline and be able to use discipline-appropriate tools to locate and retrieve relevant information effectively, upholding academic and ethical integrity

Quantitative Competency

Students will solve problems and interpret findings using appropriate mathematical, statistical, and scientific techniques

Technical Competency

Students will increase knowledge of social, economic, and environmental trends from local to global perspectives

Analytic Inquiry

Students will engage in critical thinking to discover and apply information to the analysis of problems

Ethics

Students will identify ethical issues and apply ethical principles to discipline specific problems

Global Awareness

Students will demonstrate an understanding of how diverse cultural beliefs and practices impact behavior and forms of expression. They will be able to articulate how social, economic, environmental, and political events impact society

Personal Growth

Students will manage personal health and well-being, including engaging in self-reflection to facilitate personal insight

Professional Development

Students will demonstrate effective workplace behaviors such as appropriate communication, professionalism, decision-making, and time management

General Education Outcomes (GELOs)

Upon completion of Solano Community College's General Education program, a student will demonstrate competency in the following areas:

Communication and Critical Thinking

SCC-GE, Area D IGETC, Area 1 and 6 CSU-GE, Area A

- Students will develop their writing, listening and speaking skills to communicate effectively
- Students will engage in critical thinking to analyze problems and consider potential solutions

Scientific Inquiry and Quantitative Reasoning

SCC-GE, Area A IGETC, Area 2 and 5 CSU-GE, Area B

- Students will engage in scientific inquiry to discover and apply information to the analysis of data and/or scientific phenomena
- Students will solve problems using appropriate mathematical and/or statistical techniques

Arts and Humanities

SCC-GE, Area C IGETC, Area 3 CSU-GE, Area C

- Students will exhibit an understanding of the ways in which people in diverse cultures and eras have produced creative works
- Students will analyze significant events and/or works from the past, including cultural and regional influences
- Students will create works through diverse forms of expression

Social Sciences

SCC-GE, Area B IGETC, Area 4 CSU-GE, Area D

- Students will analyze human behavior in a variety of contexts
- Students will investigate the social, political, economic, historical, geographical, and/or psychological forces that impact individuals, groups, and society

Lifelong Learning and Self Development

SCC-GE, Local District Requirement CSU-GE, Area E

- Students will demonstrate knowledge of the physical, psychological, cognitive, and/or developmental practices that foster personal well-being and human development

Cross-Cultural Studies

SCC-GE, Area E

- Students will analyze cross-cultural beliefs, practices, and forms of expression to gain a rich understanding of self and others

Getting Started

Student Success and Support Program

Admission to College

Assessment/Orientation/Guided Self-Placement

Registration

Debts and Fees

Transportation

(Parking and Regional Transit)

Financial Aid and Eligibility

Getting Started

STUDENT SUCCESS AND SUPPORT PROGRAM (SSSP)

SSSP is a process that brings students and their college into an agreement about the choices and processes needed for the student to realize their educational objectives. The agreement acknowledges the responsibilities and rights of both parties. As part of its on-going SSSP, Solano Community College provides a full range of services, including:

- Admission to the College
- Orientation to the College
- Counseling and advising
- Registration for courses
- Follow-up of student progress
- Various support services

Each student has the following responsibilities regarding SSSP services:

- Express a general educational goal at the time of admission
- Meet with a counselor to discuss academic choices and to develop an educational plan
- Identify a specific educational goal upon completion of 15 semester units of degree- applicable, credit coursework
- Attend classes and complete assigned course work
- Maintain progress toward the specified educational goal

The College has the following responsibilities:

- Use multiple sources of information as the basis of assessment for course placement.
- Provide special accommodations for students with learning or physical disabilities
- Provide a mechanism for changing a specified educational goal
- Inform students of their responsibilities and rights regarding matriculation services
- Upon request, provide students with written District procedures concerning challenges, complaints or appeals of SSSP services

The student has the right, and is strongly encouraged, to receive all SSSP services provided by the College. The student also has the right to refuse any or all of these services.

Exemptions

The following students may be exempt from orientation, and education planning:

- Students who have completed an Associate Degree or higher
- Students who seek to enroll only in non-credit courses
- Students indicating an educational goal of:
 - Job Skills – to maintain current job
 - Personal Interest – not for employment
 - Complete credits for High School
 - Maintain a Certificate or License (for example, in Nursing, Real Estate)

ADMISSION TO THE COLLEGE

Admission to Solano Community College is open to anyone who is a high school graduate, has a high school equivalency certificate, or is 18 years of age or older and shows evidence of being able to benefit from instruction. All inquiries concerning application, admission and registration should be sent to Solano Community College Admissions and Records, 4000 Suisun Valley Road, Fairfield, CA 94534, (707) 864-7171, www.solano.edu/ar/.

APPLICATION FOR ADMISSION

Applications for admission with detailed instructions are available on the college website at www.solano.edu click "APPLY NOW!"

An application must be submitted if a student is:

- A New Student entering Solano Community College for the first time
- A Returning (Former) Student who did not attend Solano during the prior semester
- An International Student www.solano.edu/international
- A Student In Grades K-12 enrolled in a public or private school seeking special admission www.solano.edu/ar/k12admission.php

Getting Started

SPECIAL ADMISSION (K-12)

Solano Community College may permit the admission of K-12 students who, in the opinion of the Superintendent-President, or designee, can benefit from instruction. Approval of the student's principal, and parent or guardian is required. The intent of this program is to provide educational enrichment opportunities for a limited number of eligible students who fulfill special admission standards.

The College reserves the right to exclude or limit enrollment in courses or programs where health, safety, instructional methodology, facility constraints, or legal requirements are deemed inappropriate for special admission students.

Special admission students shall conform to the College's academic rules and regulations and the code of conduct expected of all college students.

Students under grade 9 must attend an interview with a College official, along with the parent or guardian.

Email admissions@solano.edu for additional information, or visit www.solano.edu/ar/k12admission.php.

INTERNATIONAL STUDENT ADMISSION

Email international@solano.edu
solano.edu/international

Solano Community College admits international students each semester. Applications are accepted year round. International students must meet the following admission requirements:

1. File official transcripts from all secondary schools, universities or professional schools. Transcripts must be accompanied by an official English translation.
2. Submit scores from the Test of English as a Foreign Language (TOEFL). A minimum score of 500 is required for admission on the paper-based examination. A score of 61 on the internet-based test is required for admission (subject to change) and a score of 7.0 is required from the IELTS.
3. File a current declaration and certification of finances.
4. File a current certificate of health, including a tuberculin test. A copy of the health verification certificate submitted to immigration is acceptable provided it is not more than one year old.
5. Provide evidence of health and accident insurance protection.
6. Provide a local street address, not a post office box number, and a social security number, if applicable.

Students with an F-1 Visa must meet with the International Student Academic Counselor each semester for approval of their academic programs. Each student must maintain enrollment in at least 12 semester units of academic work each semester.

An email address is provided to all students and is the primary means of communication used by the college. Students should activate and check their email regularly.

Non-resident tuition is \$304.00 per unit plus \$11.00 per unit nonresidential capital outlay fee. All fees are subject to change by the State legislature.

RESIDENCY

The California residency requirement has two parts, Act and Intent. To claim residency a student must prove having physically lived in and shown intent to remain in California by:

- paying California income taxes
- possessing a valid California driver's license
- registering and voting in the state
- owning and registering a car in California
- the absence of these ties with another state

The payment of California state income taxes is an important act of intent. Concurrent with these acts of intent, physical presence in the state for one year and one day prior to the first day of classes is needed to establish California residency. Because the residency requirement is complicated, students with questions should contact the Admissions and Records office.

TRANSCRIPTS FOR ADMISSION

The following students are required to submit official transcripts from all regionally accredited institutions:

- Applicants for the Nursing Program
- Veterans
- International students
- Students receiving financial assistance
- Recipients of California State Scholarships must file high school transcripts showing the eight semesters
- Participants in intercollegiate athletics

Students planning to complete an A.A./A.S. degree or certificate should submit transcripts from other institutions if the units apply toward the degree or certificate requirements. The applicant is responsible for requesting the transcripts be mailed directly to the Admissions and Records office.

Getting Started

ASSESSMENT/ ORIENTATION PROGRAM

All new, non-exempt students should complete the assessment/orientation process prior to registering for classes. Guided self-placement, orientation and counseling are part of this process. See exemption criteria under SSSP.

GUIDED SELF-PLACEMENT

English/Math Placement: After completing the application in CCCApply, students who provided information regarding the highest level English and math completed in high school will receive an email to their Solano email address with information about suggested college-level math and English courses to take.

AB 705 requires that colleges maximize the probability that students will enter and complete transfer-level coursework in English and quantitative reasoning/mathematics within their first year of enrollment.

Math Placement

Students entering Solano Community College are minimally eligible to take the following transfer or one level-below-transfer math courses, regardless of prior math experience (consult with a counselor for specific guidance based on career and educational goal):

Transfer Level:

- MATH 011 - Statistics (with or without a co-requisite lab based on High School GPA)
- MATH 012 - Mathematical Ideas (with or without a corequisite lab based on High School GPA)

Below Transfer:

- MATH 104 - Intermediate Algebra
- MATH 112 - Intermediate Algebra for Liberal Arts

English Placement

Students entering Solano Community College are minimally eligible to take the following transfer-level English course, with or without co-requisite lab based on High School GPA and Jr/Sr English grade:

- ENGL 001 - College Composition
- ENGL 001 with ENGL 310D - College Composition with Advanced English Skills Lab

Procedures: To gain the most from these services, students should plan on completing the matriculation process in the following sequence:

1. Visit www.solano.edu/ar/apply to complete an "Application for Admission".
2. Complete an online orientation session at www.solano.edu/vip/ or complete an in-person orientation.
3. Meet with a counselor to complete an education plan.
4. Register for classes.

Additional information may be obtained from the Counseling Center or at the Admissions and Records office.

Students who have completed testing or coursework in English at another college or who have had equivalent educational experiences in high school may be eligible for an exemption in assessment or orientation. Contact a counselor for detailed information.

Getting Started

BSTEM

Solano Community College

ENGL and MATH Multiple Measures Placement Recommendation (AB705 Compliance)

ENGL Placement Recommendation by Multiple Measures		
Highest HS ENGL	GPA <2.60	GPA ≥2.60
Jr./Sr. ENGL	ENGL310D and ENGL001	ENGL001
		Other Clearance: [Jr./Sr. ENGL with B or better] OR [AP ENGL with C+ or better]

Notes: 1. ENGL360 is an option open for all students who do not feel prepared to take ENGL310D after engaging in Guided Self Placement.

MATH Placement Recommendation by Multiple Measures For BSTEM Path			
Highest HS MATH	GPA < 2.6	2.6 ≤ GPA < 3.4	GPA ≥ 3.4
Pre-Algebra	MATH 104 support strongly recommended		
Algebra 1, Integrated Math 1 or 2, Geometry			
Algebra 2, Integrated Math 3, Trigonometry	MATH 051, 002, 030 support strongly recommended	MATH 051, 002, 030 support recommended	MATH 051, 002, 030
Statistics			
Integrated Math 4, Pre-Calculus, Math Analysis	MATH 020, 030 support recommended	MATH 020, 030	
Calculus or higher (Failed Course)			
Calculus or higher (Passed Course)	MATH 020, 030, 021, 031 support recommended	MATH 021, 031	

Notes: 1. It is recommended to take MATH051 first, however, MATH002 and MATH051 can also be taken concurrently.

2. Support for all above courses is provided in our Math Activities Center by enrolling in the no-cost course Math 505.

Getting Started

SLAM

Solano Community College

ENGL and MATH Multiple Measures Placement Recommendation (AB705 Compliance)

ENGL Placement Recommendation by Multiple Measures		
Highest HS ENGL	GPA <2.60	GPA ≥ 2.60
Jr./Sr. ENGL	ENGL310D and ENGL001	ENGL001
		Other Clearance: [Jr./Sr. ENGL with B or better] OR [AP ENGL with C+ or better]
Notes: 1. ENGL360 is an option open for all students who do not feel prepared to take ENGL310D after engaging in Guided Self Placement.		

MATH Placement Recommendation by Multiple Measures For Non-STEM/SLAM Path			
Highest HS MATH	GPA < 2.30	2.3 ≤ GPA < 3.0	GPA ≥ 3.0
Pre-Algebra	MATH 012/312 or MATH 011/311 strongly recommended		MATH 012/312 or MATH 011/311 recommended
Algebra 1, Integrated Math 1 or 2, Geometry	MATH 012/312 or MATH 011/311 strongly recommended	MATH 012/312 or MATH 011/311 recommended	MATH 011, 012 MATH 311/312 support available
Algebra 2, Integrated Math 3, Trigonometry		MATH 012/312 or MATH 011/311 recommended or MATH 055	MATH 011, 012, 055 MATH 311/312 support available
Statistics			
Integrated Math 4, Pre-Calculus, Math Analysis	MATH 012/312 or MATH 011/311 recommended or MATH 055	MATH 011, 012, 055 MATH 311/312 support available	
Calculus or higher			

PRIORITY REGISTRATION

Set by Title 5 section 58108 Registration and Enrollment Procedures

58108(a-g)

Districts shall adopt policies and procedures for registration and standards for enrollment in any course(s) that are consistent with these and other sections of Title 5 and uniformly administered by appropriately authorized employees of the district.

The intent being to provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

The priority registration shall be provided to students in the following order and will be listed on the SCC Website approximately 2 weeks prior to the start of the registration period:

1. Veterans, homeless youth, foster or former foster youth, students eligible and receiving services through DSP, EOPS, CalWORKs
2. Athletes, ASSC
3. Continuing Students
4. New Students who have completed Orientation and Ed Plan
5. Returning Students
6. Transfer Students
7. New students who have NOT completed Orientation, Ed Plan
8. Concurrently enrolled K-12 students
9. Open Registration

Getting Started

58108(h 1-5)

Registration priority specified in subdivision (c) of this section shall be lost at the first registration opportunity after a student:

1. is placed on academic or progress probation or any combination thereof as defined in section 55031 for two consecutive terms; or
2. has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.
 - For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in section 55023.
 - The 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined in section 55000(j) or special classes as defined in section 55000.
 - Districts may set the unit limit lower than 100 units and may consider units from other higher education institutions. Solano Community College has set the limit at 90 units excluding transfer units from other higher education institutions.
 - Districts may adopt policies to exempt from the 100-unit limit categories of students, including but not limited to, those enrolled in high unit majors or programs.
 - Districts may exempt from the 100-unit limit units earned through credit by examination, advanced placement, International Baccalaureate, or other similar programs.

STUDENT CLASSIFICATION

Students are classified in terms of the number of units they have completed and the units in which they are currently enrolled.

Freshman: A college student who has earned from 0.0 to 29.5 semester units of college credit.

Sophomore: A college student who has earned from 30.0 to 60.0 semester units of college credit.

Full-time: A student enrolled in 12.0 or more semester units.

Part-time: A student enrolled in 11.5 or fewer semester units.

Post Associate Degree: A student who has been awarded an A.A., A.S. or higher degree.

REGISTRATION PROCEDURES

Preparation - Students should acquaint themselves with college policies and study the information in this Catalog, the Schedule of Classes and registration materials supplied by the Admissions and Records office (A&R). The Admissions and Records office is a convenient place to ask questions about College procedures, visit the website at www.solano.edu. The following registration procedures apply to students enrolling in day, evening, on-campus, and off-campus classes.

Student Load - A student load is defined as the total units carried in a program in any one semester. Fifteen units constitute the normal semester program; twelve units constitute minimum full-time enrollment. In many cases, a program may require more than fifteen units per semester for a student to complete a major in the normal two-year period.

Permission to carry an excess load of 20.5 or more units may be granted to individuals depending on the excellence of their academic work. A "Carry Excess Load" petition must be completed with a counselor. Petitions are available at the Admissions and Records office.

The California State Education Code specifies that each lecture hour of a community college class requires at least two hours of study outside of class. The following schedule is suggested for students who attend college and also work.

SUGGESTED TIME PLAN

IF YOU WORK (Hrs./WK)	AND ENROLL IN (Lecture Hours)	AND STUDY (Recommended)	YOUR TOTAL LOAD IS (Hrs./Wk)
40	3	6	49
30	6	12	48
20	9	18	47
10	12	24	46
0	15	30	45

Getting Started

REQUISITES AND ADVISORIES

It is the intent of Solano Community College to guide students into courses in which they will have the best opportunity for academic success. Therefore, many courses have corequisites, prerequisites, or advisories indicated in their descriptions.

Requisites ensure that the student has the minimum level of knowledge and/or skills to be successful in the specific course or program. Requisite information for a course, if any, appears in the catalog description. For registration purposes, if a student is currently enrolled in a prerequisite course, that student may enroll in a subsequent course contingent on successful completion of the prerequisite. If the student is unsuccessful in the prerequisite, they will be dropped automatically from the subsequent course.

Corequisite: A course or equivalent preparation that must be taken concurrently with another course. A student's enrollment in a course with a corequisite is blocked until the requirements of the corequisite are satisfied.

Prerequisite :There are two types of prerequisites.

1. A course or equivalent preparation that must be completed before enrolling in another course.
2. A course or equivalent preparation that may be taken before or concurrently with another course. A student's enrollment in a course with a prerequisite is blocked until the requirements of the prerequisite are satisfied.

Advisory: A course or equivalent preparation that will broaden or deepen a student's learning experience in a subsequent course. A student's enrollment in a course with an advisory is not blocked for lack of the advisory skills.

Advisories are recommendations made to enhance or deepen the student's learning experience in a course. While the advisory skills and proficiencies are not required in order for a student to be successful in the course, advisories should be taken seriously. For specific information, students should consult their counselor or faculty advisor.

Verification of a Requisite: Students desiring to enroll in a course or program that specifies a co/prerequisite course and who have completed such a course at an institution other than Solano Community College must submit documentation to verify this completion. This documentation (unofficial or official transcript or report card) must be presented to a counselor, or Office of Admissions and Records.

Challenging a Requisite:

A student has the right to challenge a course requisite based on the following grounds:

1. The requisite has not been established in accordance with the District process for establishing requisites
2. The requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner
3. The requisite course has not been made "reasonably available" and the required completion of it will cause a delay of one or more terms in attaining the goal specified in the student's authorized Individualized Education Plan (IEP)
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the requisite.

In the challenge process, the burden of proof is on the student. In order to file a challenge, students must submit a "Petition to Challenge a Course Pre/Corequisite," available at the Admissions and Records office. If the challenge is upheld, the student will be allowed to enroll, contingent on the availability of space in the course; if denied, the student will not be allowed to enroll or, if already enrolled, will be dropped automatically from the class. Refer to the form for more detailed information on the requirements and procedures for processing this petition.

SCHEDULE OF CLASSES

A searchable class schedule is online at www.solano.edu. The Schedule of Classes contains registration information and instructions.

WAITLIST

Waitlist allows students to show their interest in a course where the seat capacity has been reached. When a seat becomes available, the next student on the waitlist will receive a notification email which is sent to the student's preferred email account. It is the student's responsibility to check their email. If students choose to have their student email forwarded to their personal email, it is the student's responsibility to ensure that the forwarded address is correct and that the donotreply&r@solano.edu is not blocked by the external email provider's spam filters. Students have 48 hours to register in the waitlisted course from the time the notification email is sent. Failure to register within the 48 hour notification window will result in the student being expired from the waitlist which opens the opportunity for the next student to register.

Getting Started

LATE REGISTRATION

During the first week of each semester, students must go to the classes they wish to attend. If space is available, the instructors will give them an add code which they should use to enroll in the course online through MySolano. All enrollment fees must be submitted upon registration. (See Academic Calendar at www.solano.edu for all deadlines.)

DROPPING CLASSES

- Students are responsible for officially dropping courses online through MySolano before established deadlines.
- Students are responsible for paying all applicable fees each semester of attendance. Failure to pay fees may result in a hold on the student's account.
- Established deadlines are listed for each course on student's Schedule Bill.
- Students may be dropped from a class by the instructor for non-attendance.
- Students who do not officially drop courses may receive a grade of F.

DEBTS AND FEES

All debts and Fees to the College must be cleared before students may register for classes. Most debts for the current semester that are associated with registration can be paid online. If students do not have internet access or their debt involves special circumstances, contact the Cashier's Office. Debts left unpaid may be subject to collections and/or holds on student's records.

For proof of payment students are advised to:

- Keep receipts
- Print a copy of the confirmation page
- Save a screen shot on phone or tablet.

Student Photo-Identification Card Fee

A photo-identification card is recommended for all students. Students should carry their card while on campus. The fee is payable at registration. Once purchased, students may have photo taken and an ID will be created on the spot at the Cashier's Window.

The card may be used during nine consecutive semesters of attendance. The card must be validated each semester upon presenting proof of registration. Students with a valid ID card are eligible for off-campus student discounts. There is no charge for the validation. Student ID cards may be obtained at the Cashier's Window, Bldg. 400 (first floor).

Health Center Fees

The provision of health services is very expensive and the California Community College system does not have sufficient funds to subsidize student health services. The State Legislature mandates that the burden of supporting a student health center will be shared by all Solano Community College students through a general fee, regardless of whether they utilize the health center or have their own insurance.

The State of California has mandated this fee for credit courses through Section 72252 of the California State Education Code. The fee is not applicable to students who can demonstrate, at the time of enrollment, that they are recipients of benefits under the CalWORKS program, the Supplemental Security Income/State Supplementary program, or the General Assistance program. The fee is also not applicable to the following students: those who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization; and/or students who are attending a community college under an approved apprenticeship training program. Fee waiver forms may be obtained from the Cashier's Office.

Refer to Financial Aid Programs & Eligibility CCPG information.

Student Center Fees

Education Code section 76375 authorizes districts to establish an annual building and operating fee, for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a student body center.

Getting Started

General Enrollment Fees and Other Costs

Enrollment fee

- \$46 per unit
- There is no enrollment fee for non credit classes
- Fees are due and payable at registration
- Upper division courses (numbered 400-499 as part of the Biomanufacturing Baccalaureate Degree) require an additional \$84 per unit which cannot be covered by the California College Promise Grant

Non-resident tuition fees (Out-of-State and International students)

- \$304.00 per unit
- \$11.00 per unit nonresidential capital outlay fee
- Fees are subject to change

Parking permits

Required for students parking their vehicles at the Fairfield campus, Vallejo and Vacaville Centers, and Vallejo Auto Tech Center

- \$32 per vehicle, Fall/Spring
- \$20 per vehicle, Fall/Spring for CCPGA Students
- \$16 per vehicle, Summer
- \$2 daily

Student Transportation Fee

- \$1.00 per unit, to a maximum of \$10.00 per term, depending on number of units taken

Student Representation Fee

- \$2.00 per term

Student transcript fee

- \$2.00
- Rush service \$7.50
- \$1.00 unofficial transcript

Student on-campus enrollment verification fee

- \$1.00
- Verification service through the National Student Clearinghouse: Visit studentclearinghouse.org for current fees

Health Center fee

- Fall/Spring-\$17.00
- Summer-\$8.00

Student photo-ID card for on-campus students

Good for nine consecutive semesters when validated

- \$5.00

Student Center fee

- \$1 per unit
- Up to a maximum of \$10 per academic year

Library fines

- See website for fees

Parking citations

- \$32 plus fees (for regular parking citations)
- \$275 plus fees (for handicapped parking citations)

Instructional and required materials fees

- See the Schedule of Classes

***All fees subject to change**

APPLYING FOR REFUNDS

Classes dropped by appropriate deadlines are automatically refunded. Any outstanding debts are deducted from refunds. Fees are refunded by check 2-4 weeks after classes are dropped.

California Community Colleges Enrollment and Non-Resident Tuition Fee

Fall and Spring Semesters: Full Term Classes Through refund deadline, 100% of the California Community College Enrollment Fee will be refunded.

Summer Session and Short-Term Courses: Through 10% of the course, 100% of the California Community College Enrollment Fee will be refunded.

Health and Student Center Fees:

The Health and Student Center fees are only refundable if all classes are dropped prior to the beginning of the semester.

Getting Started

TRANSPORTATION

Parking Enforcement

Parking is not enforced the first week in student lots during the fall and spring semesters and first summer session.

Permit parking is enforced in student lots during each semester and summer session M-F 7 a.m. – 10 p.m.. Ride Share, Visitor Parking, Faculty and Staff Parking, Disabled Parking and other reserved areas require display of appropriate parking permit at all times 24 hours a day, 7 days a week.

Parking Handbooks are available online at www.solano.edu/police/parking.php or at the Campus Sheriff's office in Building 1800B on the Fairfield Campus. California Vehicle Code and SCC District parking regulations are enforced by the Campus Sheriff's office.

An appeal process is available to contest parking citations www.pticket.com/solanocc, click on "How to Contest". For questions regarding parking, call (707) 864-7131.

Parking Permits

Daily or semester parking permits are required and must be clearly displayed (semester and permit # or date and time for daily displayed permits) throughout each semester and summer session for all vehicles parked at the Fairfield Campus, the Vacaville, Vallejo Centers and the Vallejo Auto Tech Center. Parking permits are not transferable from one person to another. It is against the law to alter, forge, reproduce, sell, or loan a parking decal to another person. Faculty/Staff and designated reserved parking (Rideshare, Disabled, Visitors, etc.) is enforced 7 days a week, 24 hours a day. Motorcycles may park in designated motorcycle areas without cost or permits. Motorcycles parked in other areas require permits at the vehicle price. Reference Debts and Fees Section for current permit prices.

Parking permits for the upcoming term are available at the time of registration and throughout the term.

- Log in to MySolano www.solano.edu
 - Click on "Student" on the left hand side
 - Under the "Parking" block, click on "Purchase Parking Permit"
 - Select the Appropriate Term
 - Fill out all information then click "Next"
 - Choose or complete "Deliver to" address then click "Next"
 - Make any needed edits and/or click "Next"
 - Enter credit card information
 - Agree to Credit Card Transaction Agreement then click "Submit My Order"
 - Follow the link to print out a Temporary Parking Permit, or go to the order confirmation email and print the attached Temporary Parking Permit
- The parking permit should arrive by mail 7 – 10 business days after purchase.

Daily Parking Permits

- Daily permits must be purchased and displayed each day for vehicles parked on campus
- Purchase Daily permits from Dispensers which accept one-dollar bills, coins, and debit cards
- Dispensers are located near the entrance of each lot
- Daily parking permits are interchangeable between the Fairfield Campus, the Vacaville and Vallejo Centers, and the Vallejo Auto Tech Center
- An inoperable dispenser does not relieve the requirement for a parking permit. A functioning dispenser must be located to purchase a daily parking permit
- Notify the Campus Sheriff's office if the permit dispensers malfunction: (707) 864-7131, or Bldg. 1800B

Rideshare/Car Pool Permits

- Visit the Student Life office in Room 1425 (across from the Bookstore, Fairfield Campus) to apply for a Rideshare permit. Rideshare permits are available on a limited basis for current SCC students who have three or more current SCC students sharing transportation to campus (carpooling)
- Provide current SCC ID cards, proof of enrollment, and license plate numbers of all cars to be driven as part of Rideshare/Car Pool
- Contact the Student Life office for more information: (707) 864-7000 ext. 4367, or Bldg. 1400, Room 1425

Rideshare parking spaces are not available at the Vacaville or Vallejo Centers.

Getting Started

Parking Lot Information

Student Lots:

Fairfield Campus 1 – 7
Vallejo Center 1 – 2

Vacaville Center 1 – 4
Vallejo Auto Tech Center

Faculty/Staff Lots:

Fairfield Campus A – F
Reserved stalls in other locations

Disabled Parking

Individuals parked in the marked Disabled Parking spaces must have state issued placard or plates AND an SCC daily or semester parking permit.

Early Learning Center Parking

15-minute drop-off or pick-up parking is available in the yellow zones in Lot D outside 200A. No faculty/staff or student parking is allowed in the Child Care Center yellow zone parking.

Cosmetology Services Parking

Parking for Cosmetology Services is located in Lot D. Cosmetology Parking spaces are in front of the Cosmetology Building (1600). Patrons must display a permit from the Cosmetology Department. These spaces are restricted to Cosmetology patron parking M-F 8:00a.m. – 5:00p.m.

Visitor Parking

Visitor parking is available in marked spaces in Lot 1. Parking is available in these spaces for 30 minutes at a time in a 4-hour block. For visits longer than 30 minutes, daily parking permits can be purchased from the dispensers. The visitor parking area is not available for faculty, staff, or students.

Rideshare Parking

Special permits are available for 3 or more SCC students sharing transportation to the Fairfield Campus to park in Rideshare spaces in Lots 1 and 2.

Travis Air Force Base (TAFB) Parking

Obtain base pass at the Visitor Control Center, 615 Airbase Parkway, Fairfield, CA (located on the left-hand side before the main gates) by providing the following information:

- A REAL ID is required to get on base. If driver's license states "Federal Limitation" you will be required to bring your U.S. Passport and Social Security card for identification purposes. If your driver's license does not state "Federal Limitations" you can use your license to be granted a base pass.
- Valid car registration for the vehicle driven to class each week (vehicle [gate] passes are not transferable to any vehicle other than the one for which the pass was originally issued)
- Valid proof of vehicle insurance
- Proof of enrollment at Travis AFB (registration printout with current classes is acceptable)
- Additional forms of identification as needed upon request
- Allow one hour for issuance of a gate pass.

Students must have their own transportation to Travis AFB. Automobiles without military ID or an authorized semester pass will not be admitted on Travis AFB.

Register for a course at Travis AFB by contacting the instructor to obtain an 'add code' and add the class. Contact the Travis AFB office at (707) 863-7878 for additional instructions.

Getting Started

FINANCIAL AID TYPES AND ELIGIBILITY

Financial aid assistance is available through the federal and state government, as well as through scholarships offered by the institution, private, and non-profit foundations.

Financial aid may help to offset the cost of higher education such as tuition, fees, books, supplies, housing, transportation and personal expenses. Be aware that financial aid does not fully support a student with all expenses. Financial aid is one of many tools to help students achieve their educational and career goals. Here is a listing of financial aid programs available through Solano Community College:

Financial Aid Programs

Grants – Federal and state gift aid that does not have to be repaid, unless the student withdraws before completing 60% of semester.

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Work-Study - FWS-Money earned monthly working for the college through part-time work while taking classes.

Federal Direct Loans - Money borrowed which must be repaid with accrued interest.

- Subsidized
- Unsubsidized

California State Aid

- Cal Grant A, B, C, Transfer
- Chafee Grant for Foster Youth

California Community Colleges

- CCPG (CA residents)
- Student Success Completion Grant or SSCG for Cal Grant recipients
- Extended Opportunity Programs & Services (EOPS)
- Foster Youth Success Initiative (FYSI)
- CARE (Cooperative Agency Resources for Education)
- CalWORKS
- Solano Promise

Scholarships – Institutional, foundation, non-profit, and private gift aid that does not have to be repaid.

AB-540 Students The California Dream Act of 2011 (AB130/131) allows eligible undocumented and documented students to apply for and receive institutional scholarships and state administered financial aid (AB-130) and community college fee waivers (AB 131), effective January 2013. Apply with the CA Dream Application at dream.csac.ca.gov

How to Apply for Financial Aid

Apply online at www.fafsa.gov with the FAFSA (Free Application for Federal Student Aid) using the Solano Community College Title IV School Code 001292. Students are encouraged to submit the FAFSA by the annual March 2nd priority and state deadline; however, the FAFSA may be submitted late through the end of the spring term of the following academic year. Visit the FAFSA/CADAA Lab for help.

NOTE: Application processing may take up to 10 weeks after completing and submitting additional required forms and documentation (see “Student Requirements” on the MySolano Financial Aid Tab.)

Students are encouraged to log in to their MySolano account to read frequent email correspondence and check financial aid status. For more information, visit www.solano.edu/financial_aid.

ELIGIBILITY

Financial aid is based on financial need and several other factors. To be eligible to receive Federal Title IV financial aid assistance, students must:

- Demonstrate financial need (except for certain loans).
- Have a high school diploma or a General Education Development (GED) certificate, meet other standards home state establishes that the Department approves; complete a high school education in a home school setting that is treated as such under state law; or have completed 6 semester units in a post-secondary degree or certificate program prior to July 1, 2012.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security Number or Alien Registration Number (ARN).
- Register with the Selective Service (males age 18-25). Students may use the online FAFSA at www.fafsa.gov to register, or may register at www.sss.gov, or call 1-847-688-6888.
- Maintain Satisfactory Academic Progress (SAP).
- Not be in default on a federal student loan.
- Not owe money on a federal student grant.

Getting Started

COST OF ATTENDANCE

Every aid year, the financial aid office develops a basic budget based on the expenses that all students are expected to have during a year. This budget is not an amount that the college charges, but an estimate of how much it costs to live for a typical nine-month school year. This estimate is used during the awarding process to determine your unmet financial need; many types of awards use unmet need as a criterion for eligibility or as a factor in determining award amounts.

Note: Federal regulations require us to reduce a student's budget when they enroll in less than six units in a term.

For the 2021-22 aid year, the financial aid office has used state averages provided by the California Student Aid Commission to develop the following nine-month budgets:

	Living off-campus	Living at home
Tuition	\$1,170	\$1,170
Books and Supplies	\$1,125	\$1,125
Food and Housing	\$17,253	\$9,081
Transportation	\$918	\$999
Personal Expenses	\$3,843	\$3,276
TOTAL	\$24,309	\$15,651

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal and State financial aid regulations require Solano Community College (SCC) to establish, publish, and apply qualitative, quantitative and incremental standards by which SCC can determine whether a student requesting and/or receiving financial aid is maintaining Satisfactory Academic Progress (SAP) in their course of study. Financial Aid requires a declared major and enrollment in a Title IV eligible program (16 or more units in length).

Solano Community College Financial Aid office evaluates all three of the following standards at the end of each term to determine a student's eligibility for Financial Aid.

Qualitative-Grade Point Average (GPA)

- Students must have a cumulative GPA of 2.0 on a 4.0 scale.
- Grades for remedial and English-as-Second-Language (ESL) courses count in the GPA calculation.

Quantitative-Pace of Progression

- Students must complete at least 67% of the cumulative number of SCC units attempted at each SAP evaluation.
- Completion rate is computed by dividing the total number of institutional units completed by the total number of units attempted.

Quantitative-Maximum Timeframe

- A student may not exceed 150% of published units of the program in which the student is enrolled. Example: For degree and transfer programs of 60 units, maximum timeframe is 90 units.
- For eligible certificate programs, maximum timeframe varies (i.e., 30 unit program = 45 units maximum, 18 unit program = 27 units maximum);
- All attempted units are counted in the calculation of the 150% program limits.

Warning

Students not making SAP will be automatically placed on "Warning" status for a period of one (1) term

- SCC uses SAP Warning status for students identified as not meeting cumulative overall SAP standards for one term.
- Students may receive financial aid during the warning period.
- Students who meet the cumulative overall SAP standards at the end of their Warning term become fully eligible again the following term.
- Students not making SAP at the end of the Warning period are determined to be ineligible for financial aid.

Re-establishing Eligibility

- Students may reestablish their eligibility by taking classes without receiving Federal Financial Aid, and meeting the 67% completion rate and minimum cumulative GPA of 2.0.
- Any grade changes performed within the previous term will be assessed at the request of the student.
- Sitting out one term or longer will not reestablish eligibility.

Getting Started

Student 'SAP Appeal for Federal Financial Aid' for Extenuating Circumstance

- Students determined ineligible for Federal Financial Aid due to unsatisfactory academic progress may submit a 'SAP Appeal for Federal Financial Aid' based on extenuating circumstances.
- SAP Appeals require the following documentation:
 - Typed, signed, and dated statement indicating what extenuating circumstance caused the student to fall below the SAP standards, and what has changed that will allow the student to meet the standards and successfully complete their program of study
 - Supporting documentation of extenuating circumstances
 - A comprehensive Student Education Plan (SEP) signed by an SCC counselor
 - A Financial Aid Review from National Student Loan Data System (NSLDS), www.nsls.ed.gov
 - Current term Progress Report may be required prior to final determination

Final decision is a Professional Judgment by a Financial Aid administrator on a case-by-case basis and is neither capricious nor discriminatory.

Exception to SAP Policy and/or requests for additional documentation may be made on a case-by-case basis by the Director of Financial Aid.

Probation

- Approved appeals result in the student being placed on SAP probation;
- Students may receive financial aid during terms of probation;
- Students must meet the SAP standards and make consistent academic improvement by the end of each probationary term.

SCHOLARSHIPS

www.solano.edu/scholarship_foundation/

www.solano.edu/scholarships/

www.solano.edu/financial_aid/

Solano Community College offers a number of scholarships from awards provided by a variety of social and professional organizations. Qualifications vary according to conditions stipulated by the donors of the funds.

Recipients are usually selected on the basis of academic ability, promise for continued scholarly achievement, special talents and/or leadership abilities.

THE CALIFORNIA PROMISE GRANT, CCPG

A state financial assistance program offered through the California Community College system. Enrollment fee(s) for qualifying students who are California residents will be waived who meet CCPG income eligibility requirements:

- Be a California resident or eligible AB 540 student.
- Apply with the FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov, the California Dream Act Application CADA dream.csas.ca.gov or the CCPG application. Refer to www.solano.edu, click "Financial Aid" for the paper application or use the CCCApply online CCPG application.
- Fulfill one (1) of the following three (3) methods.

1. CCPG A:

- Be a recipient of CalWORKS/TANF (Temporary Assistance to Needy Families), or SSI/SSP (Supplemental Security Income/State Supplemental Program), or General Assistance/General Relief at the time of enrollment.
- Provide documentation of receiving CalWORKS/TANF, or SSI/SSP, or Untaxed Income Verification form of cash benefits currently received at time of enrollment.
- Documentation may include a copy of correspondence from the local office of Public Assistance which identifies the student (or family members if applicable) and indicates that a monthly payment is being awarded for the current or prior month. This may include a copy of an Adjustment-to-Benefits letter, Notice of Action or Aid Verification Summary that shows current receipt of CalWORKS/TANF, SSI/SSP, or General Assistance/General Relief and the amount of the grant.

Getting Started

2. CCPG B:

- Meet the following 2021-2022 Income Standards:

Number in Household (including yourself)	Total Household income (adjusted gross income and/or untaxed income)
1	\$19,140
2	\$25,860
3	\$32,580
4	\$39,300
8	\$46,020
6	\$52,740
7	\$59,460
8	\$66,180
Each additional family member	add \$6,720

These standards are for the academic year and are based upon the federal poverty guidelines, as published each year, in January, by the US Department of Health and Human Services. Under Title 5 of the California Code of Regulations, the student or the student's family must have a total income in the prior year that is equal to or less than 150% of the U.S. Department of Health and Human Services Poverty Guidelines based on family size.

3. CCPG C

- Demonstrate minimum need threshold of \$1,104.00 based upon FAFSA data. The "minimum need" threshold will be established annually by the California Community College Chancellor's Office. The minimum need threshold shall be in effect starting in Fall and ending in Summer for each academic year.

Important California College Promise Grant or CCPG (Formerly BOG Fee Waiver) Changes:

Once a student qualifies for the CCPG, it is important that the student ensures that they are meeting the ACADEMIC and PROGRESS STANDARDS in order to avoid losing the CCPG.

ACADEMIC: the student must sustain a GPA of 2.0 or higher. If cumulative GPA falls below 2.0 for two (2) consecutive primary terms (Fall/Spring semesters), the student may lose CCPG eligibility.

PROGRESS: a student must complete more than 50% of coursework. If the cumulative number of units completed is not more than 50% in two (2) consecutive primary terms (Fall/Spring semesters), the student may lose CCPG eligibility.

COMBINATION of ACADEMIC and PROGRESS

STANDARDS: any combination of two (2) consecutive terms of cumulative GPA below 2.0, and/or cumulative unit completion of not more than 50% may result in the loss of CCPG eligibility.

Solano Community College launches the award-winning GetAnswers online video service!



What is GetAnswers?



GetAnswers is an online library of short (60–90 seconds each) video clips that are accessible on demand, 24/7.



GetAnswers videos communicate complex financial aid information to current and prospective students in an easy to understand style.



GetAnswers covers a wide array of topics including: Financial Aid, Financial literacy, Loans, Grants, and more.



GetAnswers allows users to easily find pertinent videos through audience segmentation, categorization, and related content.



GetAnswers is a great tool for training new staff as well as cross-training purposes.



GetAnswers is a resource for any office to use!

We encourage you to visit Solano's GetAnswers site at: solano.financialaidtv.com



Student Resources

Student Life, Support Services and Programs

General Campus Services

Student Resources

ASTC (Academic Success and Tutoring Center)

www.solano.edu/academic_success_center/

Main Campus – Inside the Library (Bldg 100)

Vacaville - Room 137

Vallejo - Room 124

The Academic Success and Tutoring Center (ASTC) encourages and facilitates academic success through academic support services for students. The ASTC provides information about other important campus support resources; a quiet study space; use of laptop computers and printer; and academic success workshops (i.e. study skills, exam preparation, time management, research and writing papers).

ASTC-STEM (Academic Success and Tutoring Center - Science, Technology, Engineering, and Mathematics)

www.solano.edu/academic_success_center

(707) 864-7000 x4498

Student Services (Bldg 400) - 2nd Floor Room 434

M/W 9:30am-6pm, T 11am-6pm, R 11am-5pm

The ASTC-STEM program is a local program that supports economically and educationally disadvantaged students in attaining a degree in math, science or engineering related majors with a goal of transferring to four-year universities.

The ASTC-STEM model for success includes a variety of services that results in a high rate of academic achievement.

Student Study and Computer Lab Center

A dedicated multipurpose space for quiet study, workshops, computer related activities, and information sharing. There is a printer, resource books, and models available for students use.

Tutoring

Dedicated free peer tutors specifically for math and science courses.

ASTC-STEM Counselor

A dedicated counselor is provided to assist students with their educational planning and goals.

Assistance in the transfer process

Including field trips to universities, workshops on applications, and counseling.

Financial Literacy

The program connects students with resources to develop financial knowledge, including how to pay for community college and financial planning for transfer to a four-year college.

All students who are interested in participating in the ASTC-STEM program must meet the academic and economically disadvantaged criteria

A&R (Admissions and Records)

www.solano.edu/ar/

admissions@solano.edu

(707) 864-7171 Student Services (Bldg 400) - 1st Floor

The Admissions and Records Office is responsible for implementing College policies and procedures related to admissions, registration, grades and transcripts.

Registration information is printed in the Schedule of Classes and is available at www.solano.edu.

A.S.S.C. (Associated Students of Solano Community College)

www.solano.edu/assc/

(707) 864-7168

Student Center (Bldg 1400) - Room 1406 (707) 864-7268

The Associated Students of Solano Community College are represented by an Executive Board and the Student Senate. Every registered student is a member of the A.S.S.C. and is encouraged to participate in the student government. Students may obtain information from the Student Life office (Room 1425) concerning requirements for holding a student government office. The A.S.S.C. meets at 3:00 p.m. on Tuesdays during the Fall and Spring. Through its annual budget, the A.S.S.C. allocates student funds for the use and benefit of day, evening, and off-campus students. Students are invited to drop in and become familiar with the services provided by the Student Life office and to meet the people (students, staff, and faculty) who are working to make the student experience at Solano Community College a successful one.

CalWORKS

www.solano.edu/calworks/

(707) 864-7000 x4645

Fax: (707) 646-2058

Student Services (Bldg 400) - Room 406

The Solano Community College CalWORKs Program is dedicated to assisting students in achieving long-term self-sufficiency and success. The program provides comprehensive services to CalWORKs students while assisting them in achieving their academic goals. Students may earn a Certificate of Achievement, Associate Degree, or transfer to a 4-year institution. The CalWORKs program offers support, advocacy, counseling, work-study, and all childcare, transportation, and book costs. Our program is part of the college Student Services team and we are in collaborative partnership with Solano County Health and Social Service.

Student Resources

CARE PROGRAM

(Cooperative Agency Resources for Education)

www.solano.edu/eops/ (707) 864-7000 x4444

Student Services (Bldg 400) - 2nd Floor - Room 426

The CARE Program was established by the State of California to help welfare recipients become convinced that they and their children are important, that they are capable, and that with proper support they can break the welfare dependency cycle through education and job training.

CARE is a supplemental component of EOPS that specifically assists EOPS students who are single heads of welfare households with young children by offering supportive services so they are able to acquire the education, training and marketable skills needed to transition from welfare-dependency to employment and eventual self-sufficiency for their families.

Eligibility requirements for the CARE Program include:

- An EOPS student currently receiving the Pell Grant.
- Enrolled full-time at Solano Community College.
- A current recipient of Tribal TANF/TANF/CalWORKS cash aid, or at least one dependent child currently receiving cash aid.
- Single parent head-of-household.

CARE provides support services and CARE Grant reimbursement for child care expenses, textbooks and supplies, transportation costs, academic counseling, and personal development activities and workshops.

CAREER AND EMPLOYMENT SERVICES CENTER

www.collegecentral.com/solano (707) 864-7124

Student Services (Bldg 400) - 1st Floor

The Career and Employment Services Center offers one-stop services including career exploration and skills assessment, labor market information and free employment assistance to all Solano Community College students and alumni in obtaining full- or part-time employment on and off campus. Students can utilize resources to research information on occupations, including employment outlooks, education and training requirements, prospective employers, and current salaries. The Center offers computerized career information systems, online resume posting, and up-to-date listings of current employment opportunities.

Solano Community College Career and Employment Services does not accept or list any job opportunity that discriminates on the basis of sex, sexual orientation, race, religious creed, national origin, marital status, medical condition, or age (over 40). The SCC Career and Employment Services Center adheres to all laws governing equal opportunity and discrimination, including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Executing Section 504 of the Rehabilitation Act of 1973, California Fair Employment Practices of 1959, Americans With Disabilities Act of 1990, and the Discrimination and Employment Act of 1972.

COUNSELING SERVICES

www.solano.edu/counseling/

Student Services (Bldg 400) - 1st Floor

Main Campus (707) 864-7101 Vallejo (707) 642-8188

Vacaville (707) 863-7836 Travis AFB (707) 424-2431

The Counseling Department provides career and academic counseling services. The counselors work with students to help them understand their interests, abilities, and achievements. Counselors assist students in determining goals and planning programs to attain their goals. Careful course selection is the key to a successful college experience.

Because requirements differ for each program, major, and college or university, and because these requirements are subject to change, students are encouraged to consult with a counselor throughout their time at SCC. New students should plan to meet with a counselor well before the start of their term.

Counseling services are available in person at the main campus and College centers. Online Express counseling is available at:

www.solano.edu/counseling/ecounseling.php.

How to make a counseling appointment

1. In person at the main campus
2. Online at http://www.solano.edu/counseling/counseling_locations.php.
3. By phone

Student Resources

DSP (Disability Services Program)

www.solano.edu/dsp/

(707) 864-7136

Student Services (Bldg 400) - 1st Floor - Room 407

This program offers supportive services for students with physical, visual, hearing, learning and psychological disabilities or other medical problems. The purpose of this program is to enable persons with a disability to integrate successfully into the college program. Some of the supportive services are: specialized counseling, priority registration, assistive computer technology/alternate media, volunteer note takers, specialized equipment, and community agency liaisons. Also, adapted educational programs in Horticulture are offered.

The Solano Community College campus is ideal for the student with physical disabilities. Most rooms are on the ground level with many accessible restrooms and ramps, and second floor classrooms are accessible by elevator. The DSP maintains a working relationship with the Solano County Office of Education Department of Rehabilitation, Mental Health, Veterans Administration, Worker's Compensation (Private Rehab) and similar agencies.



www.solano.edu/childcare

(707) 864-7182

Bldg 200 & 200A (8am-4pm)

Fax: (707) 646-2061

The Solano Community College Early Learning Center provides child care and development services for children of student parents and from the community. The Center is also the early childhood education laboratory for students studying Child Development and Family Studies (CDFS).

The center is open for child care from 7:45 a.m. – 3:30 p.m. Monday through Friday, serving young children under age 5 in part-day and full-day programs. The afternoon preschool program is offered from 1:00 – 4:00 p.m. each week day.

To place a child on the subsidized or non-subsidized child care wait list, visit the 200 building on the Fairfield campus to complete an application. As openings occur, we enroll from the wait list.

The majority of the enrollment spaces are state or Federally subsidized with no- or low-cost child care available to low-income families. The fees for non-subsidized child care vary according to the child's age and hours enrolled in care.

The children's days and hours of enrollment are based upon the parents' school schedules and/or work hours. To support the consistency and structure that children need, we emphasize a consistent enrollment schedule for each child. We do not provide drop-in child care services.

High quality, developmentally appropriate services are provided daily by well-qualified, dedicated teachers. Child Development and Family Studies (CDFS) students learning to be teachers of young children work in the classrooms as well. The children receive one-on-one support through a curriculum designed to meet their developmental needs.

Department of Social Services Community Care Licensing numbers: 480111003 & 483000791

ENGLISH LABS

www.solano.edu/english_lab/

(707) 864-7239

Main Campus (Bldg 100)

Vacaville - Room 124

DROP-IN WRITING LAB

The English department offers a drop-in writing lab available to help students work on essays for any course at SCC, not just English courses. Students can drop in for immediate writing assistance if space is available. However, if the lab is busy, students have the option of signing up for drop-in sessions up to two weeks in advance. The lab is a place to help students develop the skills needed to improve their abilities in reading and writing. This means they will be introduced to strategies associated with active reading, brainstorming, organizing, revising and proofreading.

ESL (ENGLISH AS A SECOND LANGUAGE) LAB

www.solano.edu/labs/esl.php

(707) 864-7239

Main Campus (Bldg 100)

The English as a Second Language Department operates an ESL Lab to provide listening comprehension, pronunciation, and note-taking practice for second language learners. Students may also work on grammar and elementary word processing while carrying 0.5 unit per semester of lab hours.

Student Resources

EOPS PROGRAM

(Extended Opportunity Programs & Services)

www.solano.edu/eops/ email: eops@solano.edu
(707) 864-7000 x4444 Student

Services (Bldg 400) - 2nd Floor - Room 426

The EOPS program's primary goal is to encourage the enrollment, retention and transfer of students disadvantaged by language, social, economic, and educational circumstances, and to facilitate the successful completion of these goals and objectives in college.

Eligibility criteria for the EOPS Program include:

- Resident of California (or an AB540 student)
- Enrollment in at least 12.0 semester units at Solano Community College.
- Have not completed more than 48-degree applicable units. Unofficial transcripts from previous college(s) or school(s) are required with Application.
- Qualification and receipt of the California College Promise Grant or CCPG (formerly BOG Fee Waiver) Fee Waiver A, B or C with a zero EFC.
- Status of educationally disadvantaged according to
- State defined Title 5 Guidelines:
 - Did not graduate from high school or did not obtain General Education Diploma (GED)
 - Graduated from high school with a grade point average below 2.50 on a 4.00 scale. Unofficial copies of high school transcripts must be submitted with Application.
 - Previously/currently enrolled in remedial courses.
 - First generation student, foster youth, or disproportionately impacted student group.

EOPS support services include:

- Program review - orientation
- Academic, career, and personal counseling
- Bus tours to four-year colleges and universities
- EOPS Lab (study room for EOPS students)
- EOPS Book Library
- EOPS Book Lending Library
- EOPS Grant (based on funding)
- EOPS Transportation Grant (based on funding)
- Student Education Plan (SEP) development
- Fee waiver assistance for university applications
- Priority registration and registration assistance
- Progress reports
- Workshops
- Book voucher program for fall and spring semesters
- Transfer & Career Assistance

LIBRARY

www.solano.edu/library

Main Campus – Bldg 100

Vallejo – Room 124A

The Library houses a reserve collection of class-related materials and media, as well as a wide variety of materials for basic research. The Library also houses an Information Commons with sixty PC's, providing students with access to the Library's online catalog, databases, word processing packages, Excel, PowerPoint, and the Web. It also contains a Bibliographic Instruction Classroom accommodating students in library orientations and workshops, as well as Information Competency, Research and Web Searching courses. Independent and group study/work spaces are available as well.

The Library is open Monday through Friday when classes are in session, and is closed on all school holidays and breaks between sessions. The Library's website posts current hours of operations.

PUENTE PROGRAM

www.solano.edu/puente/

Puente Counselor/Coordinator: (707) 864-7000 x5779

Rebecca.LaCount@solano.edu

The Puente Program has won accolades for its approach to helping more than 400,000 underserved students thrive academically – by holding high expectations, valuing cultural and social capital, and ensuring that students and their families have critical college-going information and guidance. Puente's mission is to increase the number of educationally underrepresented students who enroll in four-year colleges and universities, earn degrees, and return to their communities as leaders and mentors to future generations. The Puente Program has three main components:

1. **One-year writing program:** ENGL 001, LR 010, and ENGL 310D in the fall and ENGL 002 in the spring. These classes provide a supportive and stimulating environment for Puente students to build confidence in writing skills.
2. **Focused counseling services:** Students take COUN 007 and work closely with the Puente counselor until graduation, exploring career options, developing an academic educational plan and identifying lifetime goals. Students will visit University of California and California State University campuses and attend an annual student transfer conference.
3. **Professional community mentors:** Each student is matched with a mentor from the business or professional community. Mentors share with students personal, academic, and career experiences, and provide a window into a "real life" work environment.

Student Resources



solano.edu/soar **SOAR@solano.edu**
Student Services (Bldg 400) - 2nd Floor - Room 435
M-R 9am-5pm (707) 864-7194

SOAR is a campus based community and support program focused on strengthening and expanding educational opportunities for formerly incarcerated students. Our mission is to support these students as they transform their lives through higher education. The SOAR Center is a stigma free space where SOAR Scholars can study, access technology and mentor each other on their path from reentry to graduation. SOAR connects students with resources on and off campus so they can achieve their educational, personal and career goals.

STUDENT CLUBS

www.solano.edu/assc/clubs/ **(707) 864-7000 x4367**
Student Center (Bldg 1400, Student Life Office) – 1425

A wide range of clubs and organizations reflecting cultural, social, ethnic, and academic interests are active on the campus. The Inter-Club Council is the governing body for clubs on campus and each club can have one voting member at the meetings. Inter-Club Council meetings are held the first and third Thursday of the month in room 1421 from 12:30 – 1:30pm during the Fall and Spring semesters. Announcements of meetings and activities are available from the Student Life office.

STUDENT LIFE OFFICE

www.solano.edu/student_development/
(707) 864-7000 x4367

Student Center (Bldg 1400) - 1425/1426

The Student Life office provides students with information about campus activities, special events, resources, and policies. Also, home to the College's Lost and Found. The Office supports an active student government program and encourages students to use the many services provided by the College. The Student Life office is a focal point for service and student leadership development. A wide variety of programs, services and clubs are available to students. Students are involved in decision making and policy determination through their representation on many college committees.

TECHNOLOGY SERVICES & SUPPORT

www.solano.edu/technology/helpdesk.php

Helpdesk@solano.edu **(707) 864-7000 x4690**

Bldg 100, M-F 8am – 4:30pm

Technology Services and Support (TSS) is responsible for all matters related to information technology services, strategic technology planning, and local data/telephone network planning and implementation.

TSS exercises overall responsibility for administrative computing, academic and instructional technology support programs, telephone, network infrastructure, local and wide area networks, media, and videoconferencing.

TRANSFER CENTER

www.solano.edu/transfer

(707) 864-7158

Student Services (Bldg 400), 1st Floor

The Transfer Center provides prospective transfer students with direction and assistance in navigating the transfer process. Obtaining regular assistance with transfer planning is essential for a successful transition to four-year universities and colleges. The Transfer Center can connect students with universities in a number of ways including campus tours, transfer fairs, and meetings, in person or virtually, with college admissions representatives. Students who visit the Transfer Center can receive assistance with learning about and selecting prospective universities, finding information about preparatory coursework, application assistance, and help with next steps after acceptance or denial from a university.

Services at the center are offered on a drop-in basis. The Transfer Center hours can be found on the Transfer Center website at <http://www.solano.edu/transfer/events.php>

Student Resources

VETERANS RESOURCE CENTER (VRC)

www.solano.edu/veterans/ Veterans@solano.edu
Bldg 2700 – Room 2750 (707) 864-7105
M-R 8am – 6pm Fax: (707) 646-2092
F 8am – 1pm

The Veterans Resource Center (VRC) provides assistance to Veterans, Active-duty, Reservists, National Guard, and eligible dependents of Veterans and Active-duty in their pursuit of an education, obtaining their Veterans Education Benefits (including VA work-study), DoD Tuition Assistance and My CAA. The student will receive assistance in filing for benefits, counseling through our Veterans Counselor and Active-duty Counselor on staff and we will act as the liaison between the Government Agency and the student.

Veterans Education Benefits

- Chapter 30 – Montgomery GI Bill® – Active-Duty
- Chapter 31 VA Vocation Rehabilitation
- Chapter 33 – Post 9/11 GI Bill® – Forever GI Bill®
- Chapter 1606 – Montgomery GI Bill® – Reservists

Dependent Education Benefits

- Chapter 35 – Dependent educational Assistance
- Fry Scholarship
- California Veterans Fee Waiver Program

Active-Duty & Reservists

- Department of Defense Tuition Assistance

Spouses of Active-duty Members

- My CAA

Note that in order to receive benefits while attending SCC, all students must be a regularly matriculated student and all classes taken must be required for the education objective selected.

Veterans and Armed Forces Priority Registration Eligible individuals who meet Title 5 Section 58108 Registration and Enrollment Procedures will be provided priority registration. Students must complete a Veterans Resource Center Priority Registration Request Form & Provide supporting Documentation to the Veterans Resource Center.

Documentation accepted:

Veterans

- DD-214 Member 4 or copy 2 or 7
- VA Card
- CA Driver's License with Veteran Designation

Armed Forces

- Copy of Military Orders
- Active-Duty Leave and Earnings Statement (LES)

Veterans and Veteran Dependents Residency - H.R.7105 (Section 1005)

Affective August 1, 2021, all "covered individuals" will be charged as a California Resident. Contact the Veterans Resource Center for "covered individuals" eligibility.

Veterans Benefits and Transition Act of 2018

(Public Law 115-407) Title 1 – Education, Section 103

Solano Community College District complies with Veterans Benefits and Transition Act of 2018 (Public Law 115-407) Title – Education, Section 103. The District allows GI Bill (Chapter 33) and VR&E (Chapter 31) beneficiaries to attend a course of education for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905. The District will not impose a penalty, or require beneficiary to borrow additional funds to cover tuition and fees due to late payments from VA.

In accordance with California Military Families Financial Relief Act of 2005 Section 824 (b)(1), Solano Community College shall make arrangements to reasonably accommodate and assist the student so that he or she is able to meet any and all coursework requirements that he or she may have missed due to military service.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill, and the policy Veterans Benefits and Transition Act of 2018 (Public Law 115-407) Title 1 – Education, Section 103



Student Resources

GENERAL CAMPUS SERVICES

ATM SERVICE

Student Center (Bldg 1400) - Lobby

An ATM is available for students, staff, and visitors to the campus. All major ATM cards are accepted. Bank fees may apply.

BOOKSTORE

www.solano.edu/bookstore (707) 864-7111

Student Center - Building 1400

The Bookstore is responsible for providing used, new, rental, and digital text-books and instructional materials at a reasonable cost. The Bookstore also carries a selection of reference books, study aids, gifts, school and art supplies, and Solano Community College imprinted clothing. The Bookstore is open to the public all year, except campus holidays, and accepts Master Card, Visa, American Express, and Discover Card.

Book Buyback: Students may sell textbooks back to the bookstore at any time; the best time is at the end of the term during finals week.

Hours of operation vary in conjunction with the College calendar. For more information, hours, book buyback, refunds, selected products, services, textbook information, online ordering, and policies see the Bookstore's website.

CAFETERIA

Student Center, Building 1400

Fall/Spring M-R 7:30am-5pm, F 9:30am-1pm

The cafeteria offers a wide selection for breakfast and lunch from its full service grill. The selection includes daily hot lunch menus, soups, salad bar, deli sandwiches, Mexican and Asian menus, vegetarian, desserts, snacks, and beverages featuring our Peet's espresso bar.

COSMETOLOGY SERVICES

www.solano.edu/cosmetology/ (707) 864-7000 x4389

Bldg 1600 – Room 1610

The Cosmetology Department, during the semester, offers haircare, skin care, and manicuring services. All work is done by students, with instructor supervision.

Complimentary parking passes for clients are issued by the reception desk and must be placed on the dash of the client's vehicle. An allergy test must be on file with the Cosmetology Department if the client wishes to have chemical services performed. Appointments are appreciated but not required.

HOUSING

The College does not maintain dormitories. Students may obtain information on off-campus housing from the bulletin board in the Student Center located in Building 1400.

HEALTH CENTER FOR STUDENTS

www.solano.edu/health_center/ (707) 864- 7163

Student Center (Bldg 1400) - Room 1409

**Fall/Spring M-R 8am-6pm, F 8:30am-3pm
(Limited summer hours)**

A Public Health Nurse and Health Assistant are available for student's health needs.

Services include:

- Nursing assessment and management of minor health problems
- Treatment of minor acute illnesses and referrals
- First-aid and emergency care
- Band-Aids, aspirin, Tylenol, etc. for self-care
- Pregnancy testing and birth control information
- Nutritional information
- Information on sexually transmitted infections and referrals
- Immunizations
- Tuberculosis skin tests and referrals
- Hearing and vision screening
- Blood pressure screening
- Strep throat test
- Blood glucose screen test

The Public Health Nurse visits the Vallejo Center and Vacaville Center for most services. Contact the Student Health Center for times/hours of nurse visits to Centers. Students are welcome to drop-in for care or make an appointment.

Current schedules of activities sponsored by the Health Center can also be found in the ASSC Newsletter, published twice a month and posted online at www.solano.edu.

Student Resources

PUBLICATIONS

Catalog

Solano Community College publishes a general Catalog yearly

Schedule of Classes

prior to each semester (fall, spring) and summer session

Brochures

a variety on specific areas of study and student services

ASSC Newsletter

a bi-monthly bulletin published by the students

www.solano.edu

The College maintained website with current information on classes, policies, programs and services

TRANSCRIPTS

www.solano.edu/ar/transcripts.php

(707) 864-7171 **admissions@solano.edu**

All transcript ordering is online only. Visit our website for transcript information.

Official Transcripts – Solano Community College

Outgoing transcripts may be mailed to specified address or held for in-person pickup.

Official Transcripts – Incoming

All incoming official transcripts must be received in a sealed envelope from the sending institution. A request for transcript review must be submitted along with transcript for processing.

Unofficial Transcripts

Unofficial transcripts are available online via MySolano Student tab.

TRANSPORTATION

www.solano.edu/student_development/carpool_bus.php
(707) 864-7168

Public transportation to Solano Community College is available via local city transit agencies. For schedules and fares, contact the appropriate local agency. Information on bus schedules, ride shares, and carpools is available in the Student Life office, Room 1425/1426.

VERIFICATION OF ENROLLMENT

www.studentclearinghouse.org

<http://www.solano.edu/ar/verifications.php>

Solano Community College has authorized the National Student Clearinghouse to act as its agent for verification of student enrollment status. An official Enrollment Verification Certificate can be obtained at any time via the Clearinghouse website for a cost. Visit the website for additional information.

Academic Regulations

Academic Council

Student Responsibilities

Grades/Grading System

Standards for Academic Probation and Disqualification

Regulations on Course Repetition & Repeatability

Academic Honors

Academic Regulations

ACADEMIC COUNCIL

The Academic Council deals with all matters that pertain to problems that students are having with their academic performance, enrollment status, graduation status evaluations and financial matters that pertain to the registration process.

1. The Academic Council consists of the following membership: Vice President, Student Services or designee (Chairperson); Academic Dean; Dean of Enrollment Services; one counselor; two faculty members (appointed by the Academic Senate); and one classified staff member from Student Services

In the event that the Vice President, Student Services or designee is unavailable, an additional Academic or Student Services Dean will be appointed to serve in their place.
2. Students may petition the Academic Council concerning any matter that pertains to their academic performance, enrollment status or registration/ withdrawal procedures.
3. The Academic Council reviews the scope and content of each student's petition.
4. Students may obtain Academic Council petitions from the Admissions and Records Office.
5. Students shall submit their completed form(s) to the Admissions and Records Office.
6. All Academic Council actions are decided by majority vote. If there is a tie vote, the Vice President, Student Services may vote to break the tie.
7. The Academic Council meets on an as-needed basis.
8. Students who submit petitions that pertain to academic disqualification must have their petitions reviewed and signed by a counselor before the Academic Council will consider their requests for readmission.
9. Each student who petitions the Academic Council is notified in writing, by the Student Services office, concerning the action taken by the Academic Council on their petition.
10. Any student who is not satisfied with the Academic Council action taken on their petition may request a second petition review by the Academic Council or an opportunity to meet with the Academic Council in order to discuss their petition. Requests for a second review or a personal meeting are directed to the Vice President, Student Services.

11. The Admissions and Records office is notified, by the Student Services office, of all Academic Council decisions. The Disabled Student Program and Services (DSP), Extended Opportunity Programs and Services (EOPS), and the Counseling Division are notified about special counseling needs for students.
12. The Academic Council Petition for each student is filed in their permanent cumulative folder along with a copy of the Academic Council's action.

(Reference: Student Services Policy and Procedures 5200)

STUDENT RESPONSIBILITIES

Attendance and Participation

Students must attend the first meeting of their classes each semester in order to verify their class enrollments. Students failing to appear may be dropped from class rosters. Regular attendance, completion of examinations and assignments, and participation in class activities and discussion is expected. Instructors shall provide students with written statements describing course requirements, grading standards and course prerequisites.

Regular attendance is an obligation assumed by every student at the time of registration. Absences per semester should not exceed the number of hours or the number of days, as determined by the instructor, that a class meets per week. Absences in excess of the maximum may result in students being dropped from classes. Students who fail to attend their classes may be dropped by their instructors no later than the end of 62.5% of a full-term class, short-term class, or summer session.

Students have the responsibility of verifying their enrollment status. **If students stop attending, it is their responsibility to make sure the drop card has been submitted to the Admissions and Records office or that they have completed the drop online in MySolano.**

It is the responsibility of students to know the status of their attendance records and to complete all academic work missed due to absences. Compliance with the above regulations may be waived in the presence of verifiable extenuating circumstances including accidents, illnesses, shift changes and temporary changes in military assignments. Students who are dropped from classes because of unsatisfactory attendance and/or participation may petition their instructors for class reinstatement.

Instructors may reinstate a student by signing an add card and writing "Reinstate" on the card. The add card must be submitted to the Admissions and Records office.

Academic Regulations

Attendance and Progress of Veterans

Veterans and their dependents must initiate their claim for educational benefits through the Veterans Resource Center on campus. After classes begin, students are required to notify the Veterans Resource Center promptly of any change in their unit loads or changes of address. Veterans should be aware that short-term classes, variable-unit courses and other flexible schedules may change the training time and affect benefits. A veteran who is academically disqualified must contact a Veterans Resource Center staff member for specific details concerning readmission.

Withdrawal from Classes

Students are responsible for officially dropping from classes and verifying that drop cards are submitted to the Admissions and Records office or completing the drop process using *MySolano*. Non-attendance or non-payment of fees is not a guarantee of removal from a course and does not alleviate responsibility to pay fees. Students who do not officially drop courses may receive an “F” for the term and incur a student debt.

Courses dropped after 20% of instruction through the end of 62.5% of instruction will be recorded as a “W” on the student’s record. A student must petition the Academic Council for a “W” after the last day to drop if extenuating circumstances apply. Documentation may be required.

Short-term or summer session courses, which are less than a full semester in length, dropped during the first 20% of the class will not appear on the student’s record. Courses dropped 21% to 62.5% of the term/session will be recorded as a “W” on the student’s record.

Students should refer to their Schedule Bill for course specific deadlines.

Withdrawal from College

Students who find it necessary to drop all courses during the semester are required to drop within published deadlines. It is important to clear any debts owed to the College before leaving the College. Failure to drop properly could result in failing grades and a student debt.

Students are advised to speak with faculty members and a counselor before deciding to withdraw.

Students should access their *MySolano* account to drop or do so in person at any of our Admissions and Records campus locations.

GRADES/GRADING SYSTEM

Solano Community College uses the following letter grade system for evaluating the quality of students’ work:

Symbol	Definition	Grade Point
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D*	Passing, less than satisfactory	1.0
F*	Failing	0.0
P	Pass (at least satisfactory)	0.0
NP*	No Pass (less than satisfactory or failing)	0.0

**Substandard grades (Title V 55761)*

Non-Evaluative Grades (Don’t affect GPA)

I	Incomplete	0.0
RD	Report delayed	0.0
W	Withdrawal	0.0
EW	Excused Withdrawal	0.0
MW	Military Withdrawal	0.0

A grade point average (GPA) is determined by dividing the total number of grade points earned by the total units attempted, excluding credit/no-credit courses and those in which W or I grades are earned. (Example: 36 grade points divided by 12.0 units attempted equals 3.0 GPA/B average).

Pass/No-Pass Option

The purpose of the pass/no-pass option is to encourage students to take challenging courses for electives outside the major area while avoiding undue concern for grades in competition with students who may be better prepared.

The P grade represents a letter grade of A, B, or C. The NP grade represents a D or F letter grade. Units earned in the grading system are not used in computing grade point averages. A letter grade cannot be changed to a pass/no-pass grade, and a pass/no-pass grade cannot be changed to a letter grade unless the course is repeated. A course in which a grade of NP has been earned may be repeated once for a P or letter grade. Some courses are offered only on a P/NP grading basis and letter grades may not be earned in these courses. These courses are identified in the Course Descriptions section of this Catalog.

Students may request P/NP grades in most regular graded class offered by the College but they are limited to a total of 15 semester units under the P/NP option while attending Solano Community College. In order to exercise this option, a petition must be filed with the Admissions and Records office at the time of registration, or by the fifth week of the semester for a full semester course. Petitions for summer session and short-term courses must be filed within the first 30% of the course.

Academic Regulations

Students should be aware that other colleges and universities may be reluctant to accept P/NP grades. Students consult with a counselor prior to taking the P/NP grade option in their major fields of study.

Auditing

Course auditing is permitted as a service for students to continue study in a designated credit course that they have successfully completed the maximum number of allowable enrollments. At the time of this catalog, the following courses are not eligible for auditing: NURS 103, NURS 104, FIRE 140, EMT 213, all AERO and all COSM. Auditing is not allowed in online courses. Auditing conditions are as follows:

1. Student participation in the course is subject to instructor discretion
2. No grades or credit shall be awarded and no transcript of record maintained
3. Auditors may not change their status in the course from audit to credit student or the reverse
4. Audit fees shall not be refunded. The auditing fee is \$15 per semester unit. One may apply to audit after the second class meeting when class size has been established for regular students.

Final Examinations

A final examination is required in all classes. For full semester day sections, final examinations will be given during the scheduled final examination period (finals week) at the end of each semester. For full-semester evening sections, short-term sections which end prior to finals week, and summer sessions the final examination will be given during the last class meeting. For short-term sections which end during the finals week period, the final examination will be given in accordance with the finals week schedule.

Incomplete Grades

An incomplete grade may be assigned only when a student has failed to complete the final examination, a class project, or a term paper because of illness or severe personal problems. Incomplete work must be completed by the end of one calendar year. When such conditions exist, the instructor and student must complete an "Incomplete Grade Contract" which outlines the work to be completed within one calendar year to result in an agreed-upon grade and states a preliminary grade which represents the grade earned by the student in work completed. When the work has been completed as outlined on the contract, the instructor will forward a "Change of Grade" form to the School Dean. Students who do not complete the contract will be assigned the preliminary grade at the end of one calendar year.

Change of Grades

Students requesting a change of grade must initiate the request within one year after completing the course for which the grade change is being requested. After this period, if there are extenuating circumstances, a change of grade may be requested; however, the period for requesting a grade change may not exceed 3 years after the completion of the course.

Students should submit a request in writing directly to the faculty member within one year after completing the course for which the grade change is being requested. If the faculty member is not available, the request should be submitted through the appropriate School Dean; however, only the faculty member that assigned the original grade or designee may authorize a change of grade.

Important Note

Except in the cases of mistake, fraud, bad faith, or incompetency, a grade assigned by an instructor is not a grievable issue as described by the California Education Code (Section 76224): ". . .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, and in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

STANDARDS FOR ACADEMIC PROBATION AND DISQUALIFICATION

Students failing to maintain an acceptable standard of academic achievement shall be placed on academic probation, progress probation, academic dismissal or progress dismissal. (Reference: Student Services Policy and Procedures 5100) For purposes of probation and dismissal, only consecutive, primary semesters are counted. The semester in which a student's performance causes them to be placed on probation is the first probationary semester. Summer is not a primary semester.

Academic Probation

A. Placement on Academic Probation

A student shall be placed on academic probation for the following reasons:

1. A student has attempted at least 12 total semester units and has achieved a cumulative grade point average (GPA) of less than 2.0.

B. Removal from Academic Probation

1. A student on academic probation is removed when their cumulative GPA is 2.0 or higher.

Academic Regulations

Progress Probation

A. Placement on Progress Probation

A student shall be placed on progress probation for the following reason:

1. A student has attempted at least 12 total semester units and received transcript entries of "W", "I", or "NP" representing 50% or more of all units attempted.

B. Removal from Progress Probation

1. A student will be removed from progress probation when the student has received transcript entries of "W", "I", or "NP" for less than 50% of all units attempted.

Dismissal

Dismissal prohibits the student from enrolling until one primary semester has passed and the student has met with a counselor and/or attended a probation/dismissal workshop.

A. Placement on Dismissal

A student will be dismissed for one or more of the following reasons:

1. A student achieves a cumulative GPA of less than 2.0 for three consecutive primary semesters.
2. A student receives 50% or more of transcript entries as "W", "I", or "NP" for three consecutive, primary semesters.

B. Removal from Dismissal

A student will be removed from Dismissal for any of the following reasons:

1. A student's cumulative GPA is 2.0 or better and a student's transcript entries of "W", "I", or "NP" are less than 50% of all units attempted.
2. Satisfactory Progress after Dismissal: A student who meets the requirements for readmissions after dismissal and achieves a semester GPA of 2.25 or greater, but does not have an overall cumulative GPA of 2.0 or greater, shall remain on academic probation until the cumulative GPA is 2.0 or better. (This condition only overrides A.1. above.)

If semester GPA falls below 2.25 and/or student qualifies for Progress Probation, student will be academically and/or progress dismissed.

Petition Process

Any student who has a problem regarding their academic performance, enrollment status, or registration/withdrawal procedures should contact the Admissions and Records office at admissions@solano.edu.

Appeals

Students who are dismissed may file an appeal to contest the requirement of sitting out a primary semester with the Vice President, Student Services, or designee if extenuating circumstances exist which caused the substandard grades. To appeal, students complete the "Readmit After Dismissal" petition and indicate on it that they are appealing the requirement of sitting out a primary semester.

Academic Renewal Without Course Repetition– Student Services Procedures 5110

Pursuant to regulations established by the Board of Governors of the California Community Colleges (Title 5, Section 55764), students may, under the provisions outlined below, petition for the elimination of past substandard coursework (D, F, or NP) in the calculation of the student's grade point average (GPA).

1. Coursework eligible for consideration under this regulation shall be:
 - a. No more than thirty (30) units;
 - b. Clearly sub-standard coursework, defined as those courses in which the student earned grades of D, F or No Pass;
 - c. Courses taken at Solano Community College; and
 - d. Courses taken two or more semesters (not including summer session) prior to petitioning.
2. Students are not eligible for relief under the academic renewal policy until they have:
 - a. Completed at least fifteen (15) units with a grade of "C" or better at a regionally accredited post-secondary institution subsequent to the coursework to be alleviated;
 - b. Met the two semester (not including summer session) time requirement; and
 - c. Filed an Academic Renewal Petition with the Admissions and Records office
3. Courses eliminated under this policy may not be applied toward any degree or certificate requirement. Academic Renewal actions are irreversible.
4. If the request is approved, the student's academic record will be annotated to reflect the change, but all work will remain legible.
5. Solano Community College may honor the Academic Renewal Policy of other regionally accredited institutions in disregarding previous academic work.
6. Students should understand that other colleges may not honor the Academic Renewal Regulations of Solano Community College.

Academic Regulations

REPEATABILITY OF COURSES

Repetition of courses must be conducted by all California Community Colleges in compliance with California Title V Regulations, Sections 55040 through 55046.

Course enrollment to improve a sub-standard grade:

Students may enroll in a course up to three times or until the student receives a satisfactory grade, whichever comes first. A sub-standard grade is a notation of D, F, NP (No Pass), or W (Withdrawal). Solano Community College requires students to “petition to repeat” prior to the second attempt. A W will count as an attempt.

Repeatable Courses

Most courses with an earned grade of C or better cannot be repeated. However, there are specialized courses that are designated as repeatable and are noted in the course description. Types of courses in this category include:

- Transfer level courses that may be taken more than once to meet the major requirement for transfer to a California State University (CSU) campus or to other universities with a similar transfer requirement.
- Intercollegiate Athletics and their related conditioning courses may be repeated to meet requirements for CCCAA eligibility.
- Intercollegiate academic or vocational competition courses with the primary purpose to prepare students for competition.
- Variable unit courses cannot be repeated but students may enroll up to the total maximum units allowed.

Petition for An Exception - Non-Repeatable Courses

Some special circumstances allow students to complete the Course Repetition petition process when the request does not meet the criteria cited in the section above:

- A student may enroll again in a course due to a significant lapse of time (defined as at least 36 months) since the student’s successful completion of the course and there is a properly established recency prerequisite for a course or program at Solano Community College or at another institution of higher learning. In cases where a transfer university requires a course to be taken as a university prerequisite more recently than 36 months, the college may alter the 36-month rule with documentation provided by the student submitted with the petition. Grades awarded for courses under this circumstance shall not be calculated in a student’s grade point average. This is a one time exception.

- Upon verification a student may enroll again in a course where a legally mandated or licensure training requirement as a condition of continued paid or volunteer employment. These enrollments are not limited. Documentation for verification may include an expired CPR Certification, the job announcement or job description, coupled with a certification by the student that they need the course for employment.
- A special course that can be enrolled by petition for a disability-related accommodation.
- The college finds that the student’s most recent previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the student’s control. This is a one-time exception.

Limitations on Active Participatory Courses

Active participatory courses are those courses where individual study or group assignments are the basic means by which learning objectives are obtained. These include kinesiology and dance active participatory courses, as well as visual and performing arts active participatory courses (theatre arts, music and art). Some courses in these categories are related in content and have been placed in groups called Course Families. Course Families allow for skill development beyond an introductory level. A Course Family may include more than four courses, but students are limited to enrolling in a maximum of four courses in any one family. If a student gets a sub-standard grade (a notation of D, F, NP [No Pass], or W [Withdrawal]) in any course within a family, the sub-standard grade counts as one attempt of the four course limitations in the family. Consult with a counselor for more information.

Academic Regulations

ACADEMIC HONORS

President's Honor List recognizes those students who earn academic honors in a given semester. The President's List includes those students who have earned a grade point average of 3.85 or higher with at least 39 grade points in not fewer than 12.0 units of work completed.

Deans' Honor List recognizes those students who earn academic honors in a given semester. The Deans' List includes those students who have achieved a grade point average of at least 3.25 or higher with at least 39 grade points in not fewer than 12.0 units of work completed.

Alpha Gamma Sigma: Permanent membership in Alpha Gamma Sigma, the California Community College Honor Society, recognizes students who have maintained a high grade point average in all college work. Permanent membership may be awarded at the time of graduation. Applications and information are available in Room 1425/1426 in the Student Center.

Phi Theta Kappa: Permanent membership in Phi Theta Kappa International Honor Society, Beta Mu Gamma Chapter, recognizes the scholarly achievements of SCC students who have completed 12 semester hours of associate degree course work, with a grade point average of 3.5. Grades for courses completed at other institutions will not be considered when determining membership eligibility. A cumulative grade point average of 3.25 must be maintained to remain in good standing. Applications are available in the Student Life office, Room 1425/1426 in the Student Center.

Honors at Graduation: A student who achieves a cumulative grade point average of 3.50 to 3.74 will be graduated with honors; and 3.75 and above with high honors.

Campus Safety

Campus Safety Education and Prevention

Crime Statistics

Reporting Crimes or Other Emergencies

Sexual Harassment

Solano Community College Sheriff's Department

Non-Emergency - (707) 864-7131

Emergency - (707) 580-6526

911

Campus Safety

CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990 (CLERY ACT)

The Solano Community College District is in compliance with the Federal Crime Awareness and Campus Security Act of 1990 (Clery Act). Information required by this act may be found in the Student Handbook: Rights, Responsibilities & Procedures. "Crime Statistics and Campus Safety Information" is available on the College's Sheriff's Department website. An updated statistics list is available online at <http://ope.ed.gov/security>.

SAFETY FOR THE COLLEGE COMMUNITY

The following information is published in accordance with Public Law 101.542 (§201), as amended by Public Law 102.26, the *Crime Awareness and Campus Security Act of 1990*.

Crime Reporting Procedures - No community or campus can be totally risk-free in today's society. Students, faculty, staff, and visitors are partners in creating an atmosphere that is safe and conducive to learning.

All law enforcement services are provided by the Solano County Sheriff's Office under a Memorandum of Agreement with Solano Community College District. The department is located in Bldg. 1800B. When on campus report any criminal action or other emergency by calling (707) 580-6526 or 911. The non-emergency number is (707) 864-7131. Off campus dial 911 to report an emergency.

College Property - Solano Community College property may not be removed from the campus without the expressed, written permission from the school dean or area supervisor. Unauthorized removal of College property from the campus is a violation of the law and may be prosecuted by the College.

Sheriff's Department - It is the policy of the Solano Community College Board of Trustees to protect all members of the College community and to protect the property of the District (Board Policy §3410 & §3800). Under the general direction of the Service Area Manager assigned by the Sheriff's office, the campus Sheriff's Department shall ensure that reasonable protection is provided by using methods that fit within, and contribute to, the educational philosophy and process of the institution.

Deputies have full peace officer authority, pursuant to California Penal Code (§830.32A) and Education Code (§72330). They have peace-officer training, as prescribed by the California Commission on Peace Officer Standards and Training. Drivers should be aware that Deputies are authorized to enforce all provisions of the California Vehicle Code relative to both moving and non-moving violations on campus.

Sexual Assaults - Sexual assaults including rape, acquaintance rape, and other sex offenses, should be reported to the campus Sheriff's Department immediately. Deputies can be contacted in Bldg. 1800B or by calling (707) 580-6526. The non-emergency number for campus Sheriff's Department is (707) 864-7131.

A victim of sexual assault should not touch or change anything at the scene. They should not wash, take a shower, or change clothing; which may destroy important evidence. Sexual assault victims will be transported to the nearest hospital for examination and collection of important evidence by trained medical personnel.

Services available on campus include a deputy trained in sexual assault investigation. During the fall and spring semesters, a nurse is located in Bldg. 1400. The rape crisis hotline for Solano County is (707) 258-9404. Possible sanctions for a perpetrator of a sexual assault include: criminal prosecution, official warning, reprimand, social probation, restitution, suspension by teacher, emergency summary suspension, disciplinary suspension, disciplinary probation, and expulsion. All criminal investigations are conducted independently of College rules of conduct inquiries.

Campus Safety

Crime Prevention - One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of Solano Community College to inform students and staff, in a timely manner, of any criminal activity or security problems that may pose a reasonable threat to their physical safety. Another critical element of a campus safety program is training. The Sheriff's Department, the ASSC and the Office of Student Services sponsor on-going training programs on various topics, ranging from sexual assault awareness to the prevention of substance abuse.

Finally, all effective crime prevention programs include some measure of people watching out for one another. All staff and students are asked to be ALERT, SAFETY-CONSCIOUS, AND INVOLVED.

The Campus Crime Statistics Report is published annually and is available in the Solano Community College Sheriff's Department and on the College's website at <http://www.solano.edu/police/statistics.php>.

Off-Campus Crime: The local police departments have been requested to provide Solano Community College with crime data for the areas surrounding the facilities operated by the College. When a safety problem arises, the campus Sheriff's Department will notify persons using these facilities.

Sexual Harrassment

Sexual Harassment is prohibited by law and by College policy (Board Policies §4270 and §4285). Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature or communications constituting sexual harassment made by someone from or in the work place or educational setting when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors programs, or activities available at or through the district.

Examples of Sexual Harassment:

1. Making unsolicited verbal, physical, written, and/or visual contact of a sexual nature.

Verbal: Offensive and/or inappropriate comments, epithets, whistling, jokes and innuendos of a sexual nature, including but not limited to, comments of a sexual nature about another person's or one's own physical appearance, attire, sexual thoughts, sexual behavior, marital status or sexual orientation.

Physical: Offensive and/or inappropriate touching, interference with movement, or sexual assault, including but not limited to, kissing, touching intimate places, unnecessary and unwelcome touching of non-intimate places, or blocking of free bodily movement.

Written: Sending or delivering sexually suggestive letters, notes, invitations, electronic media transmissions, or other reading materials.

Visual: Displaying sexually suggestive posters, pictures, drawings, cartoons, computer graphics or objects; making sexually suggestive or obscene gestures; leering or staring at another person with sexual intent.

The above types of conduct of a sexual nature may be considered sexual harassment whether or not they are directed at a specific person. A workplace or educational setting which is permeated with sexual communications or behaviors may create a hostile environment to all persons within that setting. Whether an environment is hostile depends on the totality of the circumstances, including such factors as the frequency and severity of the conduct and whether the conduct has a negative impact on a person's work or educational environment.

2. Continuing to express sexual interest after having been informed that the interest is unwelcome.
3. Coercive sexual behavior such as making reprisals, threats of reprisal, or implied threats following a rebuff of harassing behavior used to control, influence, or affect the career, salary, or work environment of another person, including but not limited to promises or threats regarding appointments, promotions, transfers, changes of assignment, or performance evaluations which are explicitly or implicitly made contingent on the person tolerating or submitting to the sexual behavior.

Campus Safety

4. Coercive sexual behavior such as making reprisals, threats of reprisal, or implied threats following a rebuff of harassing behavior used to control, influence, or affect the educational opportunities, grades, or learning environment of a student, including but not limited to promises or threats regarding grades earned or deserved, course admission, suggesting poor performance evaluations, letters of recommendation, benefits or services such as scholarships, financial aid, or work study jobs which are explicitly or implicitly made contingent on the student tolerating or submitting to the sexual behavior.

Obligations of All District Employees and Students:

All employees and students shall report to their immediate supervisor or school official any conduct on the part of other employees and students or non-employees, such as sales representatives or service vendors, who sexually harass any District employee, student, or other persons. If the immediate supervisor is the alleged harasser, contact Human Resources. Immediately following notification to the supervisor or school official, the party shall notify Human Resources and provide all information relevant to the complaint.

Because different procedures apply after a formal governmental administrative charge or complaint is filed, any employee receiving such a charge or complaint is directed to Human Resources immediately.

All employees and students shall cooperate with any investigation of an alleged act of sexual harassment conducted by the District or by an appropriate state or federal agency.

No employee or student of the District shall take any action to discourage a victim of sexual harassment from reporting such an instance.

The District will respond to any conduct which may constitute unlawful/prohibited discrimination as it deems appropriate, including but not limited to an internal investigation of reported conduct, and will take appropriate disciplinary action up to and including discharge, expulsion, or termination of contract if such is justified.

Policies and Rights

Civil Rights/Title IX

Academic Freedom – Faculty

Student Rights

Student Complaints and Grievances

Academic Integrity

Academic Honesty Policy

Solano Community College Honor Code

Standards of Student Conduct Policy

Drug- and Smoke-Free Campus

Policies and Rights

CIVIL RIGHTS/TITLE IX

Open Access & Non-Discrimination is the policy of the Solano Community College District, based on California Title 5 regulations, that no person, on the basis of ethnic group identification, national origin, religion, sexual orientation, age, sex, race, color, or physical or mental disability, shall be unlawfully subjected to discrimination under any program or activity that is funded directly by, or that receives any financial assistance from, the Chancellor or Board of Governors of the California Community Colleges.

Other forms of unlawful/prohibited discrimination under federal and state law include discrimination on the basis of race or national origin. Further, the College District, in compliance with state law, will not tolerate behavior by students or staff which insults, degrades, threatens, stereotypes, or otherwise discriminates on the basis of marital status, pregnancy, sexual orientation, political activities or affiliation and/or medical condition. In addition, Solano Community College has identified another form of discrimination not recognized by the Chancellor's Office and the State of California to include veteran status. Complaints should be filed with Human Resources. No one shall retaliate against anyone who files a discrimination complaint or participates in an investigation, or against anyone who is a representative of an alleged victim or an alleged offender.

"TITLE IX" of the Education Amendment of 1972 provides the starting point that guarantees the right of students, faculty, staff, and administration to be free of sexual discrimination and harassment. These guarantees apply to access to educational opportunities and courses, counseling and guidance services, treatment of students, access to personal records, athletics, financial assistance, the educational environment and work experience. Any inquiries related to "Title IX" concerns of sexual discrimination or harassment should be reported directly to the Title IX Administrator of the Solano Community College District, through Human Resources.

The Americans with Disabilities Act of 1990 provides individuals with disabilities equal educational opportunities, programs, and services. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids shall be provided to the extent necessary to comply with state and federal law and regulations. Academic accommodations and auxiliary aids shall specifically address those functional limitations of the disability which adversely affect equal educational opportunity. If students feel their accommodations have not been made, they may file a complaint with Human Resources.

ACADEMIC FREEDOM - FACULTY

The Solano Community College District affirms its belief in the academic freedom of its full time and adjunct faculty and students to engage in any teaching, studying, research, writing, and criticism deemed appropriate by such individuals to the spirit of free inquiry and pursuit of truth.

As stated in Academic Freedom and Tenure (Handbook of American Association of University Professors, 1969):

"...academic freedom consists in the absence of, or protection from, such restraints or pressures - chiefly in the form of sanctions, threatened by the state or church authorities or by the authorities, faculties, or students of colleges and universities, but occasionally also by other power groups in society - as are designed to create in the minds of academic scholars (teachers, research workers, and students in colleges and universities) fears and anxieties that may inhibit them from freely studying and investigating whatever they are interested in, and from freely discussing, teaching or publishing whatever opinions they have reached. "

Since these rights of academic freedom carry responsibilities with them, each faculty member and student should strive to be accurate, should exercise appropriate restraint, show respect for the opinions of others, and must indicate that they do not speak, necessarily, for the College.

Policies and Rights

STUDENT RIGHTS

Academic Freedom - Every student is guaranteed the right of full expression and advocacy, consistent with established District policy and regulations (Board Policy §5580). To this end, a “Hyde Park” location has been designated near the Student Center (Building 1400). This is the area where peaceful assembly may take place for the purpose of free expression and exchange of ideas by the students and staff of the College. Outside speakers and groups must be sponsored by a campus organization, faculty member or administrator.

The “Hyde Park” area is available five days a week, from 9 a.m. to 5 p.m., unless otherwise reserved. Scheduling of this area must be done through the Office of Student Life (Room 1425) prior to the activity.

Speech, with or without electronic amplification, shall not interfere with nor disrupt the orderly operation of the College, including classroom instruction, registration procedures, public programs, and athletic events. The expression of obscene, libelous, or slanderous statements, according to current legal standards, or statements which so incite students as to create a clear and present danger of the commission of unlawful acts on campus premises or the violation of College regulations or the substantial disruption of the orderly operation of the College are prohibited.

Privacy Act: Students at Solano Community College are guaranteed certain rights regarding their school records and information which they provide to the College (Family Educational Rights and Privacy Act of 1974, Section 438, Public Law 93-380). These rights include:

1. The right to inspect and review official college records.
2. The right to challenge the accuracy of the records.
3. The right of controlled access and release of information.

These rights are designed to protect the privacy of all students. A photo identification is required before releasing information. Official College records are kept in the Admissions and Records office. The Dean of Enrollment Services has been designated “Records Officer,” as required by the Act.

Release of Student Information: Student information cannot be released without the written consent of the student as provided for in the *Family Educational Rights and Privacy Act of 1974*.

Rights to Privacy: While the College does not provide general directory services, it may (by law under special circumstances) release the following information about a student: name, address, telephone number, date of birth, major field of study, participation in officially recognized sports, height and weight of members of athletic teams, dates of attendance, and degrees and awards received. If a student does not wish such information to be released, notify the Admissions and Records office in writing.

Directory information may be released at the discretion of the College to persons or agencies, such as the National Student Clearinghouse, which the College deems to have legitimate reason for access to the information. To prevent disclosure, written notification must be sent to the Admissions and Records office.

The College is required to release student names, addresses, and telephone numbers to armed forces recruiters, per the Solomon Act, without first obtaining a student’s permission. In addition, the College is required to release information to the U.S. Department of Education and the Federal Internal Revenue Services about fees paid and financial aid received according to the *Hope and Opportunity for Post Secondary Education Act of 1997*.

Student Equity: The mission of the California Community Colleges is to serve the educational needs of all residents of the State, regardless of the educational or socioeconomic background, ethnic, or cultural heritage of students seeking higher education opportunities. The College provides programs and services to ensure that all students have the opportunity to succeed academically. The overarching equity goal at Solano Community College is to provide a teaching and learning environment that is welcoming, supportive, and accessible to all participants, regardless of ethnicity, culture, nationality, language, disability, gender, sexual orientation, or religion, and to ensure that all students have an equal opportunity for academic success.

Policies and Rights

STUDENT RIGHT-TO-KNOW DISCLOSURE

Education is fundamental to the development of individual citizens and the progress of the Nation as a whole. There is increasing concern among citizens, educators, and public officials regarding the academic performance of students at institutions of higher education. Prospective students and prospective student athletes should be aware of the educational commitments of an institution of higher education. Knowledge of graduation rates helps prospective students and prospective student athletes make an informed judgment about the educational benefits available at a given institution of higher education.

Compliance with the Student Right-to-Know and Campus Security Act of 1990 completion and transfer rate statistics can be viewed at <http://srtk.cccco.edu/index.asp>.

STUDENT COMPLAINTS AND GRIEVANCES

When students believe their individual rights, or rights to due process (as provided for by College policies, state laws, and/or federal laws) have been denied, they may seek redress through the formal complaint or grievance procedure.

Student Complaints: Unlawful/Prohibited Discrimination Policy and Complaint Resolution Procedures (§4285) and Sexual Harassment Policy (§4270)

In the event that any student believes that an act of prohibited and unlawful discrimination involving ethnic group identification, religion, age, sex, color or physical or mental disability, race, national origin, marital status, pregnancy, political activities or affiliation, medical condition, veteran status, or sexual orientation has been directed against them by another student, staff member, group or campus organization, the student may file a complaint with the Human Resources Department, (707) 864-7128.

At any time the student may submit their complaint to any of the following agencies: California Department of Fair Employment and Housing at (800) 884-1684; U.S. Department of Education, Office for Civil Rights at (800) 872-5327; California Community College Chancellor's Office at (916) 322-4005, and Equal Employment Opportunity Commission at (800) 669-4000.

Student Grievances: Non-Civil Rights (§5350)

A grievance may arise from a decision or action that has an adverse effect on a student with respect to their educational rights. It may arise when a student believes they have been denied educational rights provided by college, state, and federal policies, rules or regulations.

Copies of Solano Community College's current procedures on "Student Grievances: Non-Civil Rights (§5350)" are available free, upon request, from the Vice President of Student Services, or designee (Room 604) solano.edu/district_policies/series5300_student_rights.php These procedures outline the steps to file a grievance, describe the hearing process, and establish the time limits under which these procedures operate.

ACADEMIC INTEGRITY

At the heart of any institution of higher learning is the fundamental right of Academic Freedom for which Honesty and Integrity are preconditions. Academic Integrity is therefore fundamental to the Solano Community College community. Academic Integrity is maintained only when all academic work is the product of identified individuals. Any act of Academic Dishonesty interferes with Academic Integrity and therefore with the core values of this institution. All violations of Academic Integrity on the part of any member of the academic community constitute a serious offense.

ACADEMIC HONESTY POLICY

The College community functions best when its members treat one another with honesty, fairness, respect and trust. Therefore, an individual should realize that deception for the purpose of individual gain is an offense against the members of the College community. Violation of the Academic Honesty Policy includes but is not limited to:

1. Plagiarism – from the Latin word for “kidnap” – involves using another’s work without giving proper credit, whether done accidentally or on purpose. This includes not only words and ideas, but also graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos and the like. Plagiarism is plagiarism whether the material is from published or unpublished sources. It does not matter whether ideas are stolen, bought, downloaded from the Internet, or written for the student by someone else – it is still plagiarism. Even if only bits and pieces of other sources are used, or outside sources reworded, they must still be cited. To avoid problems, students should cite any source(s) and check with the instructor before submitting an assignment or project. Students are also encouraged to visit the Academic Success and Tutoring Center (ASTC) for free help in understanding and preventing plagiarism. Students are always responsible for any plagiarism in their work.

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2. Violation of class assignments, examination rules, e.g., communicating or transferring information to another student, using any materials such as books, notes, etc., other than those expressly allowed for the exam, looking at another student's exam, etc.
3. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including, but not limited to, handwritten or computer generated class notes, except as permitted by any college policy or administrative procedure.

Sanctions for Academic Dishonesty

An instructor who determines that a student has cheated or plagiarized has the right to give a failing (i.e. "F") grade, or numerical equivalent, for the assignment or examination. Instances of alleged plagiarism or any other form of academic dishonesty may be referred to the Vice President, Student Services, for action in accordance with the established disciplinary procedures as set forth in Solano Community College Board Policy §5300.

Following procedures consonant with due process, a student may be expelled, suspended, or given a lesser sanction if they are found to have committed an act of academic dishonesty. The totality of the particular circumstances, the student involved, and any relevant mitigating factors shall be considered in every case.

Additional Consequences of Violating the Academic Integrity Policy

Students committing acts of academic dishonesty not only face college censure but run a serious risk of harming their future educational and employment opportunities. Prospective employers and other educational institutions frequently use recommendation forms that ask for judgment and comment on an individual's moral or ethical behavior. Many scholarship opportunities, awards and memberships to academic societies, such as honor societies or discipline-specific associations, also rely heavily on recommendations.

College faculty and administrators knowledgeable of academic dishonesty infractions are ethically bound to report such incidences. Moreover, in all cases in which a grade of "F" is assigned for disciplinary reasons, the "F" will remain on the student's transcript, even if the course is retaken and a passing grade is achieved. Lastly, many other institutions and professional environments impose a no tolerance policy on dishonesty which may result in the student being expelled or fired.

Solano Community College students are therefore obligated to develop educational habits befitting their scholastic and career goals.

SOLANO COMMUNITY COLLEGE HONOR CODE

At Solano Community College, we believe that Academic Integrity is fundamental in an institution dedicated to personal development through learning, free inquiry, and the exchange of ideas. Honest work is an integral part of the learning process: it builds self-esteem, knowledge, and skills. It is the responsibility of every Solano Community College student to represent work truthfully and engage honestly in all assignments. We believe that any instance of academic dishonesty hurts the entire College community.

STANDARDS OF STUDENT CONDUCT POLICY (§5300)

A student attending Solano Community College may rightfully expect that the faculty and administration will provide and maintain an environment in which there is freedom to learn. Students shall respect and obey the civil and criminal laws and shall be subject to punishment for violation of the law in the same manner as other persons. Additionally, students shall obey the policies and the rules and regulations adopted by the Solano Community College District Governing Board, and shall be subject to discipline for violation of these policies and the rules and regulations of the District and the College.

Grounds for Disciplinary Action: Student conduct at Solano Community College and in the activities of the College must conform to and be compatible with the College's function as an educational institution. College-related misconduct for which students may be expelled, suspended, or given a lesser sanction may come within, but is not limited to, one or more of the following categories:

1. Academic Violations:

- a. Violation of the Academic Honesty Policy includes but is not limited to cheating or plagiarism. An instructor who determines that a student has cheated or plagiarized has the right to give a failing (i.e. "F") grade, or numerical equivalent, for the assignment or examination.
- b. Violation of class assignments, examination rules, e.g., communicating or transferring information to another student, using any materials such as books, notes, etc., other than those expressly allowed for the exam, looking at another student's exam, etc.

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- c. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including, but not limited to, handwritten or computer generated class notes, except as permitted by any college policy or administrative procedure.
- 2. General College Violations:**
- a. Dishonesty, forgery, alteration, or misuse of college documents, records, identification, or knowingly furnishing false information to the college. Abuse of and/or tampering with the registration process.
 - b. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including, but not limited to, its community service functions, or of other authorized activities on college premises.
 - c. Engaging in an expression which is obscene, libelous, or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful college administrative procedures, or the substantial disruption of the orderly operation of the college.
 - d. Unauthorized entry into college premises or facilities or use of college supplies, equipment, and or facilities.
 - e. Violation of college policies or of campus regulations including, but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression, library procedures, college bills, debts, and parking.
 - f. Theft of or damage to property of the college, or of a member of the college community, or campus visitor, or knowingly receiving stolen college or private property on campus.
 - g. Use of personal portable sound amplification equipment and other electronic devices (radios, cell telephones, pagers, and tape players, etc.) in a manner that disturbs the privacy of other individuals and/or the programs of the college.
 - h. Causing or attempting to cause damage to district property or to private property on campus.
- 3. Littering on campus property:** including grounds, facilities, and parking lots.
- 4. Computer Usage Violations:** Students are to conduct themselves in accordance with Governing Board Policy 2067 regarding computer usage. Theft or abuse of computer resources, including, but not limited to:
- a. Unauthorized access to a file, database, or computer to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another person's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or college official.
 - e. Use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm other persons.
 - f. Use of computing facilities to interfere with normal operation of the college computing system.
 - g. Use of computing facilities for student's personal financial gain or for solicitation of any kind
- 5. Behavior Violations**
- a. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the persistent abuse of college personnel on college-owned or controlled property, or at college-sponsored or supervised functions.
 - b. Assault, battery, or verbal abuse or conduct that threatens or endangers the health or safety of a student, college personnel, or campus visitor.
 - c. Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any student, college personnel, or campus visitor.
 - d. Gambling on District property.
 - e. Failure to identify oneself when on college property or at a college-sponsored or supervised event, upon the request of a college official acting in the performance of their duties.
 - f. Willful misconduct which results in injury or death to a student or to college personnel or which results in defacing, or other injury to any real or personal property owned by the District or on campus.
 - g. Failure to comply with directions of college officials acting in the performance of their duties, open and persistent defiance of the authority of college personnel.

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- h. Unauthorized entry on the campus or into the facility to which access has been denied after suspension or dismissal, during the suspension period. (CA Penal Code 626.2).
- i. Committing or attempting to commit robbery or extortion.
- j. Committing sexual harassment as defined by law or by college policies and procedures.
- k. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), sexual orientation, religion, age, national origin, disability, or any other status protected by law.

6. Substance Violations

- a. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5, on college property, or at any college sponsored event.
- b. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

7. Weapons Violations

- a. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in writing by the college Superintendent-President.
- b. Possession or use of firecrackers, fireworks, pyrotechnics, or any other explosive device on any college-owned or controlled property or at any college-sponsored or supervised function.

8. Students who engage in any of the above are subject to the measures outlined in Student Services Discipline Procedures 5300.

Types of Disciplinary Action: Sanctions may be imposed for violation of the Standards of Student Conduct. One or more of the sanctions listed below may be imposed for any single or multiple violation(s). Any times specified in these procedures may be shortened or lengthened, if there is mutual concurrence by the parties. This procedure is administered by the Vice President, Student Services, or designee. Previous violations of the Student Conduct Code will be considered when determining appropriate sanctions for violations.

Non-Appealable Sanctions

1. Official Warning
2. Reprimand
3. Temporary Suspension by Instructor
4. Administrative Withdrawal from Class
5. Disciplinary Probation
6. Short-Term Suspension
7. Restitution
8. Campus Community Service
9. Withdrawal of Consent to Remain on Campus/ Short-Term Suspension
10. Mental Health Clearance

Appealable Sanctions

1. Suspension
2. Expulsion

The definition, process and implication of each of these are detailed in the District's procedures on "Standards of Student Conduct (§5300)," available in the Student Life office (Room 1425/1426), the Office of the Vice President, Student Services (Room 604), and the Counseling office (Bldg. 400).

Student Disciplinary Procedures: The Vice President, Student Services, or designee administers the disciplinary procedures and is authorized to take appropriate action, subject to the approval of the Superintendent/President and the Governing Board as required in the current District policies and procedures. Disciplinary action taken under these procedures may be taken regardless of anticipated, pending, or completed civil or criminal proceedings arising out of the same act or event.

Copies of the District's current procedures on "Standards of Student Conduct (§5300)" are available free, upon request, from the Office of the Vice President, Student Services (Room 604, Building 600).

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DRUG- AND SMOKE-FREE CAMPUS

In accordance with *Public Law 101-226, the Drug Free Schools and Communities Act Amendment of 1989*, the Board of Trustees of Solano Community College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol. District policies for Student Conduct Standards (§5300) prohibit, on college property, or at any college-sponsored event:

- a. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- b. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from Solano Community College or termination from employment for violation of the standards of conduct. The decision to take disciplinary action in any instance rests with the Board of Trustees, after consideration of the recommendation of the Superintendent-President of Solano Community College.

The possession, use and sale of alcoholic beverages by anyone on property controlled by Solano Community College, except as authorized under Board Policy (§1120), is a misdemeanor, as per California Business Code (§25608) and a violation of the standards of student conduct. The use, sale or possession of any illegal drug is a violation of State law and any person found in violation may be subject to arrest by Federal, State, local or campus law enforcement authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by the District.

For reasons of health and safety, the Solano Community College District has instituted a Tobacco-Free policy. Tobacco use is prohibited on all District-owned property, including buildings, grounds, and parking lots (Board Policy §4215). It is the responsibility of all students and employees to observe this policy. SCC will follow discipline procedures for those reported to be violators. (This policy does not supersede more restrictive policies that may be in force in compliance with State or Federal regulations.)

For more detailed information and a listing of assistance contact: Student Health Center - Room 1409 Counseling Department - Building 400 Disability Services - Building 400