DUAL ENROLLMENT FACULTY HANDBOOK

Santa Ana College
1530 W. 17th Street
Santa Ana, CA 92706-3398
(714) 564-6442

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Santa Ana College Mission Statement

Santa Ana College inspires, transforms, and empowers a diverse community of learners.

The Dual Enrollment Program substantiates the mission of Santa Ana College (SAC) by enhancing the availability of higher education at convenient instructional sites. Working in partnership with service area high schools, SAC offers educational programs and services which enable students to achieve their potential and to seek continued higher education. The Dual Enrollment program provides high school students the opportunity to reduce college costs, shortens degree completion time, creates career pathways, and offers opportunities for improving degree attainment for underserved student populations.

Welcome

Welcome to the Dual Enrollment Program. We appreciate your dedication to your students and your commitment to the standards of college-level courses. We hope this handbook will be helpful in addressing any questions you might have during the term of your college class. Should any policies change during the academic year, you will be notified in writing. We are here to support you and your students. Please call or email Basti Lopez (714) 564-6442, lopez_basti@sac.edu or Dr. Fernando Ortiz (714) 564-5230, ortiz_fernando@sac.edu. If you have questions or concerns.

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General Information

Santa Ana College - Dual Enrollment Contact Information

Dr. Fernando Ortiz   (714) 564-5230
Dean, of Academic Affairs   ortiz_fernando@sac.edu

Basti Lopez   (714) 564-6442
Dual Enrollment Coordinator   lopez_basti@sac.edu

Partners – Contact Information

Garden Grove Unified School District
10331 Stanford Ave., Garden Grove, CA 92840   (714) 663-6000

    Santiago High School
    12342 Trask Ave., Garden Grove, CA 92843   (714) 663-6215

Santa Ana Unified School District
1601 East Chestnut Avenue, Santa Ana, CA 92701   (714) 558-5501

    Century High School
    1401 South Grand Avenue, Santa Ana, CA 92705   (714) 568-7000

    Hector Godinez Fundamental
    3002 Centennial Road, Santa Ana, CA 92704   (714) 433-6600

    Lorin Griset Academy
    1915 W. McFadden Avenue, Santa Ana, CA 92704   (714) 648-2900

    Saddleback High School
    2802 South Flower Street, Santa Ana, CA 92707   (714) 569-6300

    Santa Ana High School
    520 West Walnut Street, Santa Ana, CA 92701   (714) 567-4900

    Segerstrom High School
    2301 West MacArthur Boulevard, Santa Ana, CA 92704   (714) 241-5000

    Valley High School
    1801 South Greenville Street, Santa Ana, CA 92704   (714) 241-6410

Charter School (SAUSD Governed)
    Advanced Learning Academy – Early College
    1325 E. 4th St., Santa Ana, CA 92701   (714) 480-4300

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Charter School (not SAUSD Governed)

    Samueli Academy

    1901 N. Fairview St., Santa Ana, CA 92706   (714) 619-0245

    Magnolia Science Academy-Santa Ana

    2840 W. 1st Street, Santa Ana, CA 92703   (714) 479-0115

Private School

    Mater Dei High School

    1202 W. Edinger Avenue, Santa Ana, CA 92707   (714) 754-7711

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2019-2020 RSCCD Credit Instructional Calendar

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	11	12	13	14	15	16	17	
August	18	19	20	21	22	23	24	*Faculty Projects: August 19-21; Common Days 22 & 23*
	25	26	27	28	29	30	31	**Start Fall 2019 Semester**
September	1	2	3	4	5	6	7	**Labor Day: September 2**
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	1	2	3	4	5	
October	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	*End of 8th week*
	20	21	22	23	24	25	26	
	27	28	29	30	31	1	2	
	3	4	5	6	7	8	9	
November	10	11	12	13	14	15	16	**Veterans Day: November 11**
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	**Thanksgiving: November 28-30**
	1	2	3	4	5	6	7	
December	8	9	10	11	12	13	14	**End of Fall 2019 Semester**
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	**Christmas Holiday: December 25**
	29	30	31	1	2	3	4	**New Years Day: January 1**
January	5	6	7	8	9	10	11	*Four-week Intersession*
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	**Martin Luther King Holiday: January 20**
	26	27	28	29	30	31	1	
February	2	3	4	5	6	7	8	*Faculty Projects: Feb. 3-5; Common Days Feb. 6 & 7*
	9	10	11	12	13	14	15	**Start Spring 2020 Semester**
	16	17	18	19	20	21	22	**Lincoln's Birthday: February 14**
	23	24	25	26	27	28	29	**President's Day: February 17**
	1	2	3	4	5	6	7	
March	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	**Cesar Chavez Day: March 31**
	29	30	31	1	2	3	4	**End of 8th week**
April	5	6	7	8	9	10	11	*Spring Break*
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	1	2	
	3	4	5	6	7	8	9	
May	10	11	12	13	14	15	16	**Memorial Day: May 25**
	17	18	19	20	21	22	23	*Santa Ana College Commencement: June 4*
	24	25	26	27	28	29	30	*Santiago Canyon College Commencement: June 5*
	31	1	2	3	4	5	6	**End of Spring 2020 Semester**
June	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	**Start of Summer 2020**
	21	22	23	24	25	26	27	
	28	29	30	1	2	3	4	**Independence Day: July 4; Observed on July 3**
July	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	1	
	2	3	4	5	6	7	8	**End of Summer 2020**

Board Approved: October 29, 2018

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RECONCILIATION CALENDAR (WHEN DO I TEACH?)

Due to the high schools and the college have different calendars that must be contractually honored, please contact your coordinator in regards to instructional dates.

Instructors should base their teaching schedule and arrange their syllabus assignments around the instructional schedule for your respective site. Should you have any questions on the calendar contact Basti Lopez (714) 564-6442, lopez_basti@sac.edu or Dr. Fernando Ortiz (714) 564-5230, ortiz_fernando@sac.edu.

AFTER SCHOOL COURSES & BREAKS
 One 20 minutes or two (2) 10 minute breaks are customary for a 3-hour class.

Dual Enrollment

DUAL ENROLLMENT

Dual Enrollment is a program that offers qualified high school students an opportunity to enroll in college-level coursework to earn college credits while they are pursuing their high school diplomas. Dual enrollment students can enroll in courses that are taught on their high school campus, at a community college campus or online. Dual Enrollment is an approach to help a broad range of students make the transition from high school to college.

Dual enrollment courses are college courses that must ensure assignments and grading criteria are identical to, or are of comparable design, quality, and rigor to the equivalent campus-based course. Dual enrollment students should be treated as college students, with all of the privileges, responsibilities, and expectations associated with college-level academic work, behavior, and attendance. Santa Ana College is in partnership to execute dual enrollment courses using two methods: 1) College and Career Access Pathway Partnership under AB 288 and 2) Non-CCAP under AB 288 Agreement. The table list two differences instructors should become familiar with when teaching for the dual enrollment program.

Element	Non-CCAP under AB 288 Agreement (MOU)	CCAP Partnership under AB 288
Purpose	Providing advanced scholastic and vocational training to students who are ready to undertake degree-applicable credit coursework.	Expanding dual enrollment for students who may not already be college bound or who are underrepresented in higher education.
Enrollment	Must be open to any regular college student for a minimum of 30 continuous days prior to the first meeting of class, and the district open enrollment policy and course description must be published in the catalog, schedule and any addendums. Offered on campus, online, or high schools. If course is located at a high school it is scheduled outside the regular school day.	Sections to be open only to the high school students of the high schools in the agreement when offered during the high school's "regular school day".
Units	Fall and Spring up to 12 units or, Intersession and Summer less than 6 units or (5). Once student enrolls in 12 units Fall or Spring, 6 units Intersession or Summer, the student will be responsible for tuition fees.	Allowed to enroll in up to 15 units (4 courses) per term.
Books and Materials	Purchased by Santa Ana College.	Purchased by Santa Ana Unified High School District.

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HIGH SCHOOL STUDENTS AND DUAL ENROLLMENT

High school students who participate in the dual enrollment pathway are typically part of a cohort specifically selected to participate in the pathway. Selection and screening processes vary in the pathways, but dual enrollment pathway participants are deemed ready to handle college-level work and are expected to conduct themselves with the discipline and independence of community college students outside of the K-12 age group.

For such students, dual enrollment can be an introduction that helps them understand what college offers, may enhance aspirations and encourage future college attendance by showing students that they are indeed capable of doing college-level work. Dual enrollment can also lessen the time to a degree and reduce the cost of degree attainment.

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FERPA and Communication

FERPA AND COMMUNICATION

As required under the provisions of the Family Rights and Privacy Act of 1974, the Rancho Santiago Community College District will make public without student consent only certain directory information. This information consists of the following:

- student's name
- city of residence
- major field of study
- participation in officially recognized activities and sports
- weight, height, and age if a member of an athletic team
- dates of attendance
- degree and awards received
- the most recent previous educational institution or agency attended by the student

A student may request the Admissions & Records Office to withhold this information. Such request must be in writing and submitted each semester. Santa Ana College will release student information to third party vendors in which the college is contracted with to provide services. This information is for archiving data.

NOTE: Blocking this information may prevent an employer or employment agency from verifying your degree at Santa Ana College. Before blocking directory information, contact an Admissions & Records Office Specialist and discuss your concerns at (714) 564-6005.

A major point of difference between high school and college teaching is the Family Educational Rights and Privacy Act (FERPA). Faculty may not release non-directory or personally identifiable information about a student to a third party (parents included) without the student's written authorization. You may have the student submit a consent-to-release if the student wants you to speak to a third party. The students must sign and submit a new statement each time they allow you to release non-directory information. For more information or to obtain a consent to release form, please contact the SAC Admissions & Records Office.

      Admissions & Records
      (714) 564-6005; adm_records@sac.edu

What if a child is a minor and he or she is taking classes at a local college while still in high school - do they have rights?
If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

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Communication with Parents:

Faculty may not release personal information to parents without a student's written authorization. If an instructor receives an email from a student, the instructor should not assume that it is the student writing the email and thus, should refrain from releasing personal information.

If an instructor is contacted by a parent requesting information that falls under FERPA guidelines, there is language that can be used in an email response acknowledging the student's privacy. The following draft language may be sent to parents who inquire about their students:

> *Thank you for contacting me. I understand that you are interested in the academic success of your child, but as a student taking college courses, his/her records are protected under the provisions of the Family Education Rights and Protection Act of 1974 and I am not at liberty to release any information to any party other than the student. Please refer your questions regarding the dual enrollment program to lopez_basti@sac.edu or kruizenga_alicia@sac.edu.*

<u>DO NOT RELEASE</u> WITHOUT WRITTEN AUTHORIZATION:

- Student ID Number
- Grades/Exam Scores
- Grade Point Average
- Social Security Number
- Parent Address / Phone
- Detail of Registration Information (i.e., courses, times, etc.)
- Race, Ethnicity, or Nationality
- Gender
- Date of Birth
- Total Credits
- Number of Credits Enrolled in a Quarter
- Emergency Contact Information

***All AB288 students must have a signed Student & Parent Waiver of Privacy Rights completed for any college course** (Form is attached). In order to increase student success and accountability students taking courses during the regular school day need to communicate with their high school Avid teachers, counselors, and administrators.

Non-AB288 students can complete a waiver form upon request from a high school representative.

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Midterm Progress Report

As a faculty member teaching high-school students, you may be asked to submit a midterm progress report. Midterm progress reports do not appear on the student's transcript and do not affect GPA. They are intended solely as an early warning to help students who are in academic danger to get back on track. The dual enrollment coordinator will provide students with a "Midterm Progress Report" form. This is to ensure that the student is notified if they are in danger of failing and need to be dropped or removed from the class before the withdrawal due date.

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Student Behavior

STUDENT TARDINESS AND ABSENCES

As with all college courses faculty should monitor and track tardiness and excessive absences. In addition, while instructors may not directly penalize students for attendance, they can use course participation to address the issue.

STUDENT DISCIPLINE AND CODE OF CONDUCT

High school students participating in dual enrollment pathways must abide by Rancho Santiago Community College District's Standards of Student Code of Conduct. Issues of student discipline and/or violations of college policies need to be reported on an Incident Reporting Form (Maxient) which notifies the Dean of Student Affairs to follow up with proper procedures.

[Maxient Reporting Form](#)

Reports can be filed formally on this form, which can be helpful for establishing history and a documentation without officially starting a review process. When reporting a Maxient report follow these procedures:
- Select "email me a copy of this report"
- Forward the copy to the Site Administrator
- Forward the copy to the Division Dean

[Standards of Student Conduct](#)

Faculty Responsibilities

DUAL ENROLLMENT FACULTY TRAINING

Dual enrollment faculty are expected to attend during Professional Development Week, a dual enrollment faculty training. The purpose of this training is to provide dual enrollment faculty with tools & resources to support and engage high school students in college curriculum.

The training will cover:
- Designing lessons with intentionality
- Engagement Strategies
- Knowing your Students Social Emotional Learning

NAVIGATING THE HIGH SCHOOL CAMPUS

The dual enrollment administrators at each high school campus (listed in this manual) are prepared to offer each instructor an orientation to the high school campus. **Dual enrollment coordinator will contact instructors to arrange a meet and greet with high school administrators. Meet and greet will cover orientation, facility inspection, and campus tour. Campus Maps are provided in the Appendix.**

The orientation will typically cover:
- Parking
- Keys/Room Access
- Computer Access
- Copier Access
- A walk through the classroom
- A quick campus tour to locate key landmarks, such as the administrative offices, your classroom, restrooms, the best place to park, etc.
- Campus Safety Procedures
- Campus Discipline Procedures

Instructors are expected to create and maintain a college classroom environment, subject to division/departmental/SAC academic and student conduct policies.

Electronic Network Use Agreement (not required for SAUSD but required for GGUSD employees)

COMMUNICATION

All faculty members are issued a college email address and are responsible for checking their SAC email on a frequent basis for communications from the Department Chair and/or administrators. Refer to the [faculty handbook](#) for remote access instructions.

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Faculty mailboxes are located on the SAC campus in your respective division office or in A-204. Your mailbox should be checked weekly as SAC interoffice mail is not directed to the high school campus.

PARKING

Parking at the high school is open to instructors and does not require a parking permit. If you are on SAC campus, you will still need a permit or pay for the day pass. Day permits may be purchased for $2 through dispensers located in all parking lots. Daily parking permits are valid in student parking spaces ONLY.

TARDINESS/ABSENCE REPORTING/REQUEST FOR LEAVE OF ABSENCE

If you are going to be absent or late for class, it is very important that you contact **BOTH** the relevant high school administrator in addition to your SAC division administrative secretary to report your absence.

ABSENCES FROM CLASS, PROCEDURES FOR ALL FACULTY
A. If you must be absent, call as soon as possible.
B. The Division Office must be notified of any class cancellations due to instructor absence.
C. The College does not provide substitutes and you may not provide your own replacement.

Division Areas & Contact Information
1) **Humanities, & Social Sciences:**
   Office: SAC D-435
   Phone: (714) 564-6500
2) **Science, Mathematics & Health Sciences:**
   Office: SAC R-103
   Phone: (714) 564-6600
3) **Business:**
   Office: SAC A-103
   Phone: (714) 564-6750.
4) **Human Services & Technology:**
   Office: SAC R-107-1
   Phone: (714) 564-6800
5) **Fine & Performing Arts**
   Office: SAC A-109
   Phone: (714) 564-560
6) **Kinesiology & Athletics**
   Office: SAC W-102
   Phone: (714) 564-6900
7) **Counseling**
   Office: S-112
   Phone: (714) 564-6103

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COURSE ADMINISTRATION
Support Enrollment Process:
  o Be aware that courses offered outside of the regular school day are Non-CCAP AB 288 courses which are open to the general public. It is possible that regular college students enroll in your section.
  o If assisting a high school student with the online admissions application.

Add/Drop Students before Census:

Procedures to ADD a Student
NOTE: *High school students need to complete a CAP Form & ADD Card in addition to the college application.*
A. The day before the first class, every instructor should print their own roster for each section If you do not know how to access your roster via WebAdvisor, please read the training manual or view the video through WebAdvisor for assistance.
B.   At the beginning of the first class, take attendance. If there are seats available, please have student complete ADD Card & CAP Form to give to dual enrollment coordinator.
C.   Auditing is NOT allowed.
D. Students cannot be added to a full semester class after the end of the 3rd week of instruction.

Procedures to DROP a Student:

> **NOTE**: *Instructor Change Cards are always available in Admissions. These cards may be used to reinstate students whom you have accidentally dropped.*

Title 5, section 58004 requires that each district, by the end of the business of the day immediately preceding the census date, drop all students who are inactively enrolled in the course. Section 58004 (C)(1)-(3) states that inactive enrollment occurs when a student has been identified as a "no show," officially withdraws from a course, or has been dropped for no longer participating in the course.

Auditors review your census rosters each year!

Faculty should drop all inactive students. Inactive enrollment is defined as follows:
As of each census day, any student who:
  o Has been identified as a no-show
  o Has officially withdrawn from the course, or

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- o Has been dropped from the course because the student is no longer participating.
  - No longer participating includes:
    - Excessive, unexcused absences
    - Non attendance
    - Student showed up for one class session and never returned

Faculty who teach online also have the same obligation to determine if the student participated prior to the census date. It may be necessary to create an exam/assignment prior to census to determine who is participating in your class. It is necessary to evaluate a student's overall participation in an online class (exams, discussions, assignments, etc.) to determine when an online student should be dropped. Log in statistics alone are not sufficient to determine attendance.

Faculty drops done online are date driven. When you drop a student prior to census, the student is designated as a NS (no show) for State reporting. When you drop between census and the 75% point in your class, the student is given an EA (excessive absence). After 75% of your class, drops are not allowed. No "W" (withdrawal) grades may be assigned after the 75% point of a class. You will also not be able to add students to the final roster/grade sheet. After the 75% point, theoretically, a student may have attended your class the entire semester without being enrolled and will not receive credit for the course or a grade.

It is your responsibility to compare students attending your class with active students on your roster. All pertinent dates regarding adding/dropped/refunds are listed under section information of each course on WebAdvisor.

<div style="border:1px solid black; text-align:center; color:red; font-weight:bold;">
DO NOT ALLOW STUDENTS WHO ARE NOT REGISTERED TO REMAIN IN CLASS.
</div>

Refer Students to Support Services: Dual Enrolled students are able to access all of Santa Ana College support services including the library and DSPS (Disabled Student Programs and Services).

Disabled Students Programs and Services: For more information on support services, specialized instruction and accommodations that can be provided to support their college experience. Dual enrollment students with disabilities should contact the DSPS office.

Contact Information	Hours of Operation
Office: The Village, VL-204 Voice: (714) 564-6264 Fax: (714) 285-9619 Video Phone: (657) 235-2999 Email: DSPS@sac.edu	Monday: 8:00am - 5:30pm Tuesday: 8:00am - 5:30pm Wednesday: 8:00am - 5:30pm Wednesday evenings: 5:30pm - 7:00pm* by appointment Thursday: 8:00am - 5:30pm Friday: 8:00am - 12:00pm

Please note that the accommodations provided to high school students by the high school may not be the same as those provided by the college. For more information, please visit the DSPS webpage at:

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[Disabled Students Programs and Services](#)

The location, hours and availability of support services can be found at:

[SAC Student Support Services](#)

End of Term Reporting: Faculty are required to submit grades online using WebAdvisor.
Should high school students have questions in regards to their college grades and transcripts,
refer them to their high school counselor.

COURSE INSTRUCTIONAL REQUIREMENTS

All faculty, regardless of the number of times you have taught a course, are required to have
current syllabi on file. Prior to the first day of instruction, electronically submit a syllabus for each
class you are teaching to your respective division administrative secretary.

The syllabus for your course is a contract between you and your students. The syllabus is the
most effective way for you and your students to be aware of your mutual responsibilities.

Syllabus: Best Practices

The following is required in your syllabus:
1. **Student Learning Outcomes**
To comply with accreditation requirements, SLO's need to be included on every syllabus. To
ensure that dual enrollment courses taught at the high school meet the curricular depth and
breadth of courses taught on community college campuses, all dual enrollment courses must
have student learning outcomes equivalent to those courses taught on campus. In addition,
student learning outcomes in all dual enrollment courses must be assessed using assessment
measures identified and approved by the college and used in courses taught on campus. All
course learning outcomes shall be communicated to students. For more information regarding
SLO's, please contact your division department chair.

2. **Statement regarding disabled students:**

Accommodations for Disabilities: Students with disabilities who want to request academic
accommodations are responsible for informing their instructors and Disabled Students Programs
and Services (DSPS) as early in the semester as possible, or at least two weeks before the
accommodation is needed. To have accommodations authorized, students must provide DSPS
with verification of disability and meet with a DSPS professional for an evaluation of needs.
Students may schedule a DSPS appointment by coming to the DSPS office in E-105, by phoning
us at (714) 628-4860 or by emailing us at DSPS@SACollege.edu.

3. **Gender Equity Statement:**

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Santa Ana College (SAC) faculty are committed to supporting our students and upholding gender equity laws as outlined by Title IX. Therefore, if a student chooses to confide in a member of SAC's faculty regarding an issue of sexual misconduct, that faculty member is obligated to tell SAC's Title IX Coordinator. If a student does not wish to formally report an incident to a faculty member but wishes to speak to someone confidentially about an unwelcome sexual encounter, the student can speak to the College Psychologist who is not legally bound to report the conversation. The College Psychologist is located in the Student Health & Wellness Center in T-102 or call (714) 628-4773.

4. **Courses with required lab hours for the course must include the information on the syllabus.**

5. **The Absence/Drop policy (SAC College Catalog)**

"**It is the student's responsibility to withdraw officially from a course**. However, because of enrollment demand a student may be dropped by the instructor when not appearing at the first class meeting. **A student may also be dropped for excessive absences when the total hours of absence exceed 10% of the total scheduled hours of the class**. Under extenuating circumstances, a student may be reinstated by the instructor."

6. **Student Conduct Statement:**

All students are responsible for maintaining appropriate conduct while enrolled in classes through the Rancho Santiago Community College District (RSACD). Guidelines for student conduct are set forth in the RSACD "Standards of Student Conduct" policy. Detailed information regarding student discipline and rights within this policy is available in the college catalog and student handbook. Students who violate the Standards of Conduct are subject to disciplinary action which includes, but is not limited to, removal from class, suspension and expulsion.

The following are considered essential for an effective syllabus:
- Name of College/Division Name
- Course Information: Title, Section Number (s), Course Description, Semester, Year
- Class meeting time and place
- Instructor name and contact Information
- Office hours and location
- Textbook information
- Schedule of Topics and readings
- List of assignments and exams
- Points and/or weighting for each assignment and exam
- Grading Scale
- Extra credit policy
- Attendance policy
- Participation policy
- Policy on late or missed work

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<u>The following are optional, but are considered "best practices" to include in your syllabus:</u>

- Classroom code of conduct
- Student responsibility
- Strategies for student success
- Policies and procedures concerning academic integrity
- Policies and procedures regarding the use of electronics in class
- Policies regarding the recording of lectures, sharing and distribution of course materials, and/or copyright statement
- Statement about accommodations for disabled students
- Statement about accommodations for veterans

CLASS HANDOUTS/MATERIALS

Prepare all photocopies at SAC utilizing the college's machines and paper. However, upon meeting with the site administrators, some sites may accommodate your photocopy needs and eliminate the need for you to travel to the college for photocopies.

Textbooks

A college-level course scheduled during the regular high school day, the High School Unified School District will provide a class set of the required textbook on the first day of class.

Santa Ana College will purchase the course textbooks required by the professor, for any college-level course scheduled outside of the regular high school day.
For students taking courses outside coordinated program, students are responsible to purchase their own textbooks. There are many options when it comes to purchasing textbooks. One of the options is to purchase the textbooks and course materials through the campus Don Bookstore. The Don Book store is open on campus throughout the year located on the first floor, A101. For more information, contact the Hawk Bookstore at (714) 628-4735.

High School Facilities

High school facilities allow Santa Ana College to utilize their classrooms for instructional purposes. In consideration of the school's effort and of other students who benefit from using the facilities and equipment, it is important that we use everything with good care. This is to prevent having items misplaced or become unnecessary clutter that can cause safety issues.

If furniture is to be moved around, please have the classroom organized to its original state and ask students to take their belongings at the end of class.

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FACULTY Handbook

The Office of Instruction provides a Faculty Handbook that is updated before every semester and is accessible by following the link:
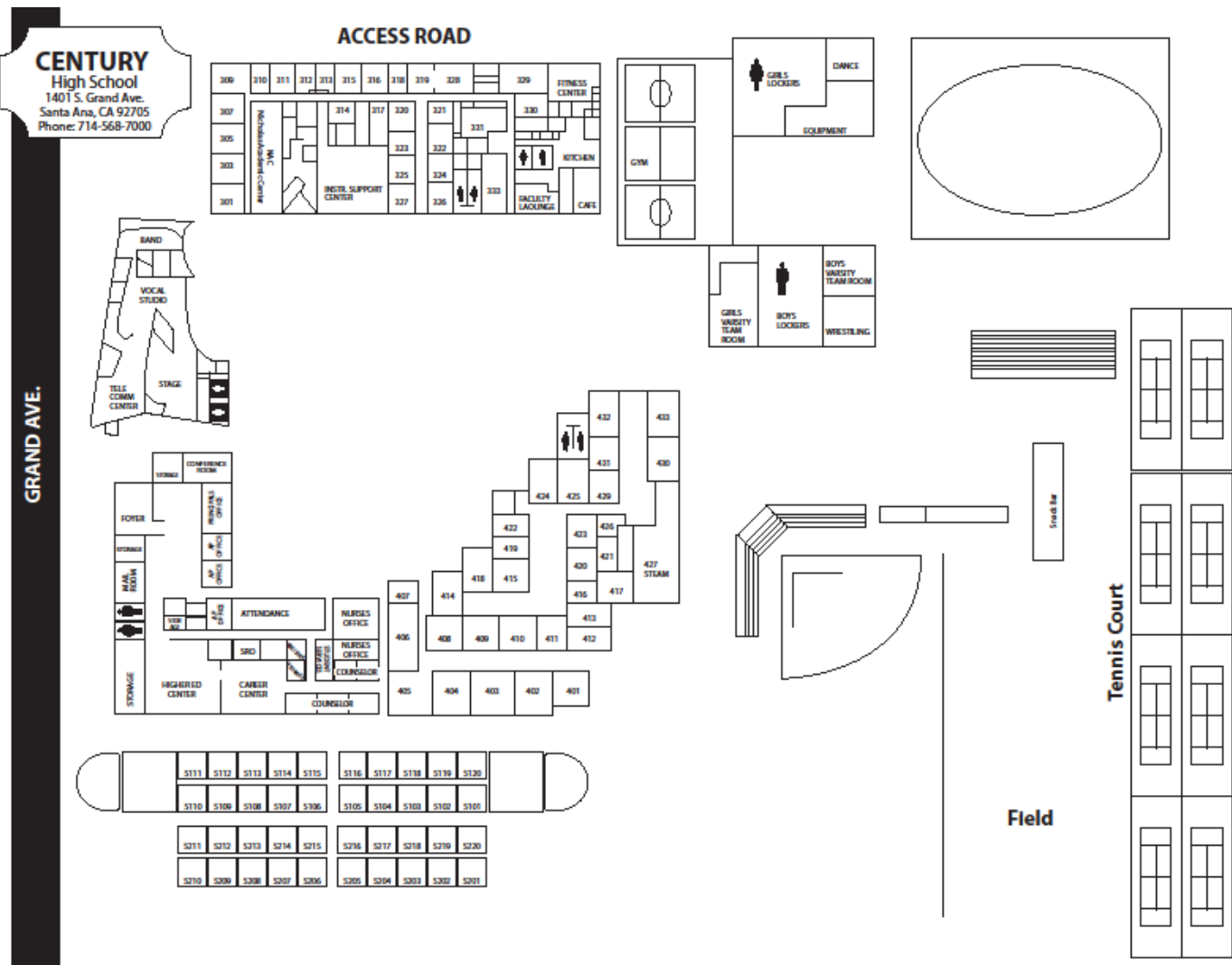
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Please bookmark this site, or you can access it from the SAC homepage. It is updated for each term and contains resources for faculty.
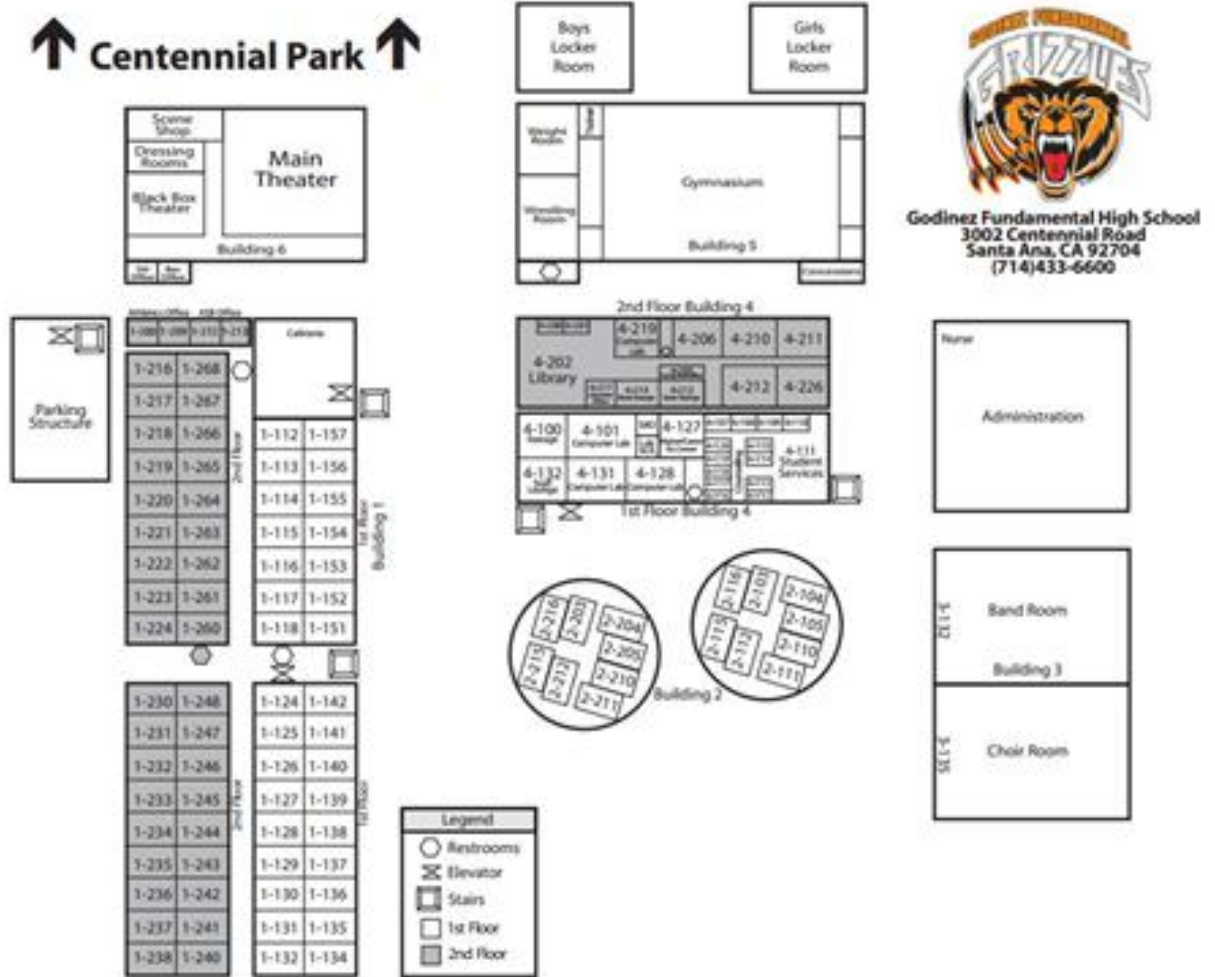
Appendix 1: Advanced Learning Academy-Early College High School Campus Map
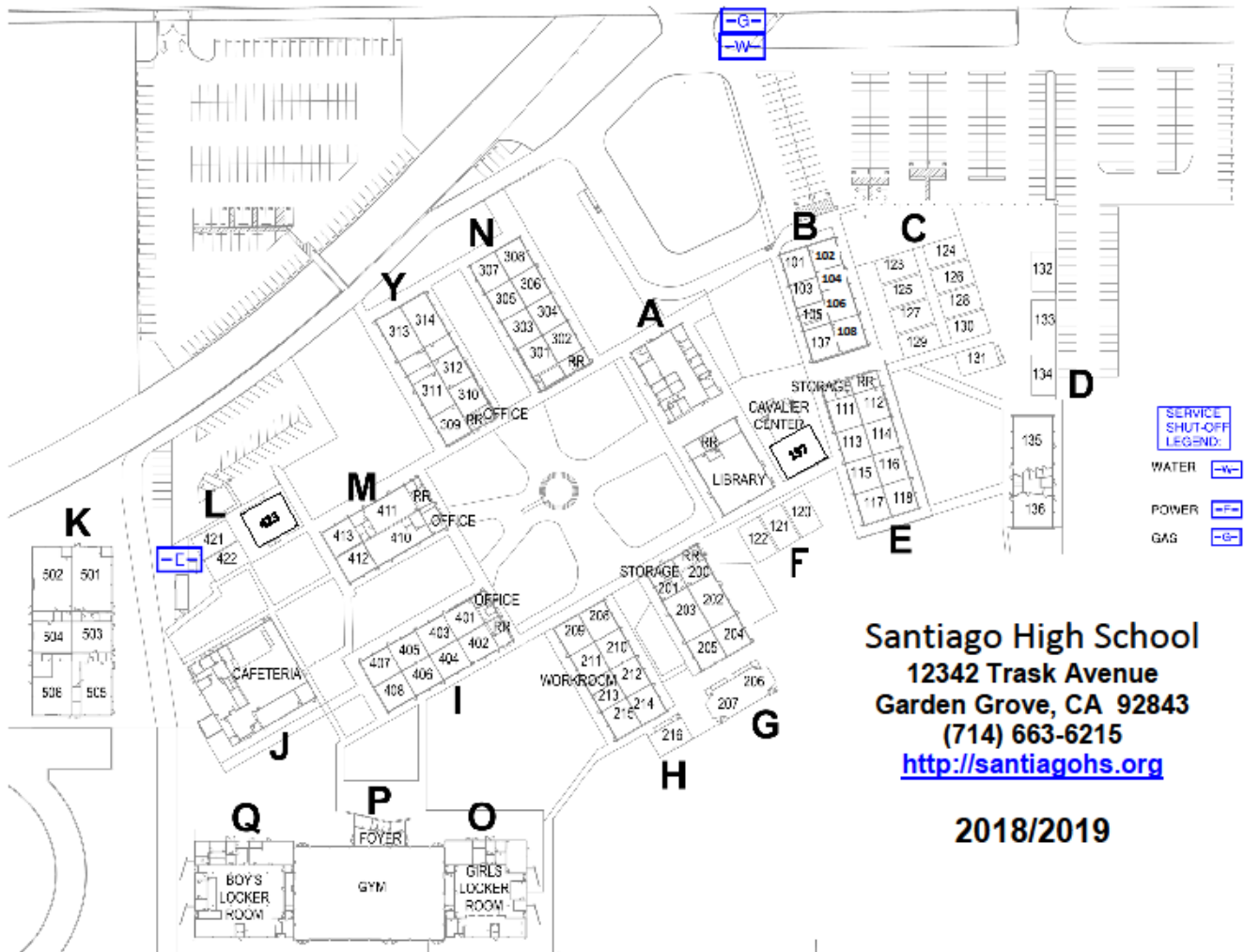
Appendix 2: Century High School Campus Map

**Appendix 3: Godinez Fundamental High School Campus Map**

SANTA ANA COLLEGE

Appendix 4: Santiago **High School Campus Map**

Santiago High School
12342 Trask Avenue
Garden Grove, CA 92843
(714) 663-6215
http://santiagohs.org

2018/2019

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Appendix 5: Lorin Griset **Academy School Campus Map**

Appendix 6: Saddleback **High School Campus Map**

Saddleback High School
2802 S. Flower St.
Santa Ana, CA
92707
714-569-6300

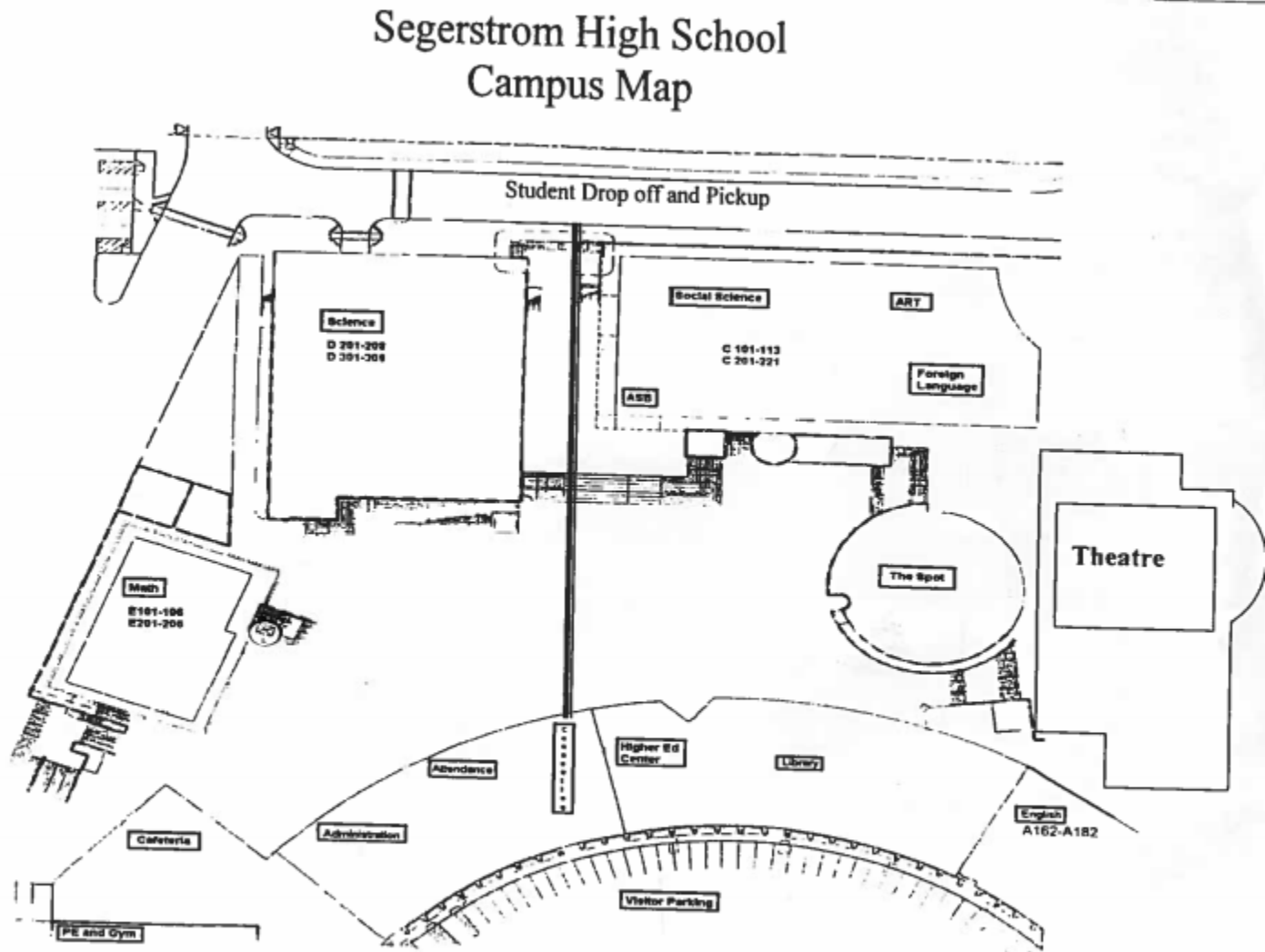Effective August 21, 2012
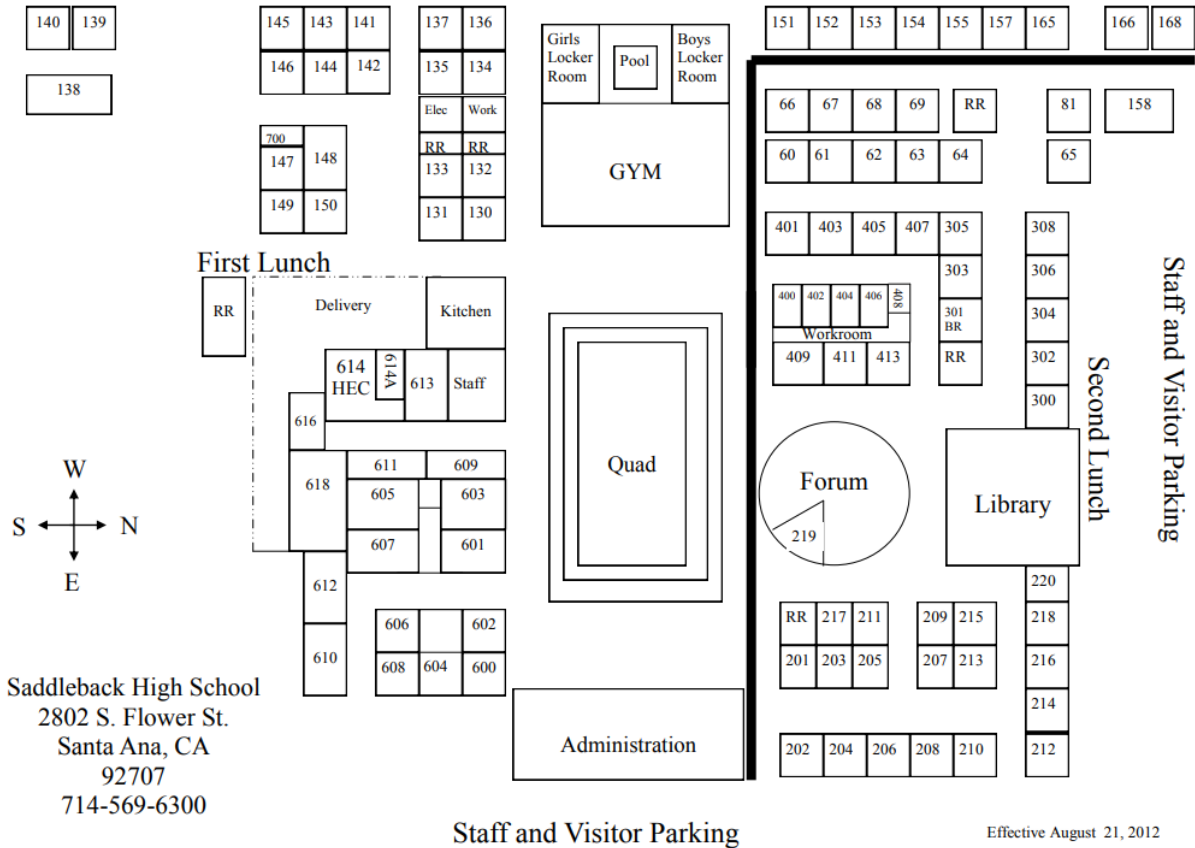
Appendix 7: Santa Ana **High School Campus Map**

Santa Ana High School • 520 West Walnut Street, Santa Ana CA 92701 • 714-567-4900
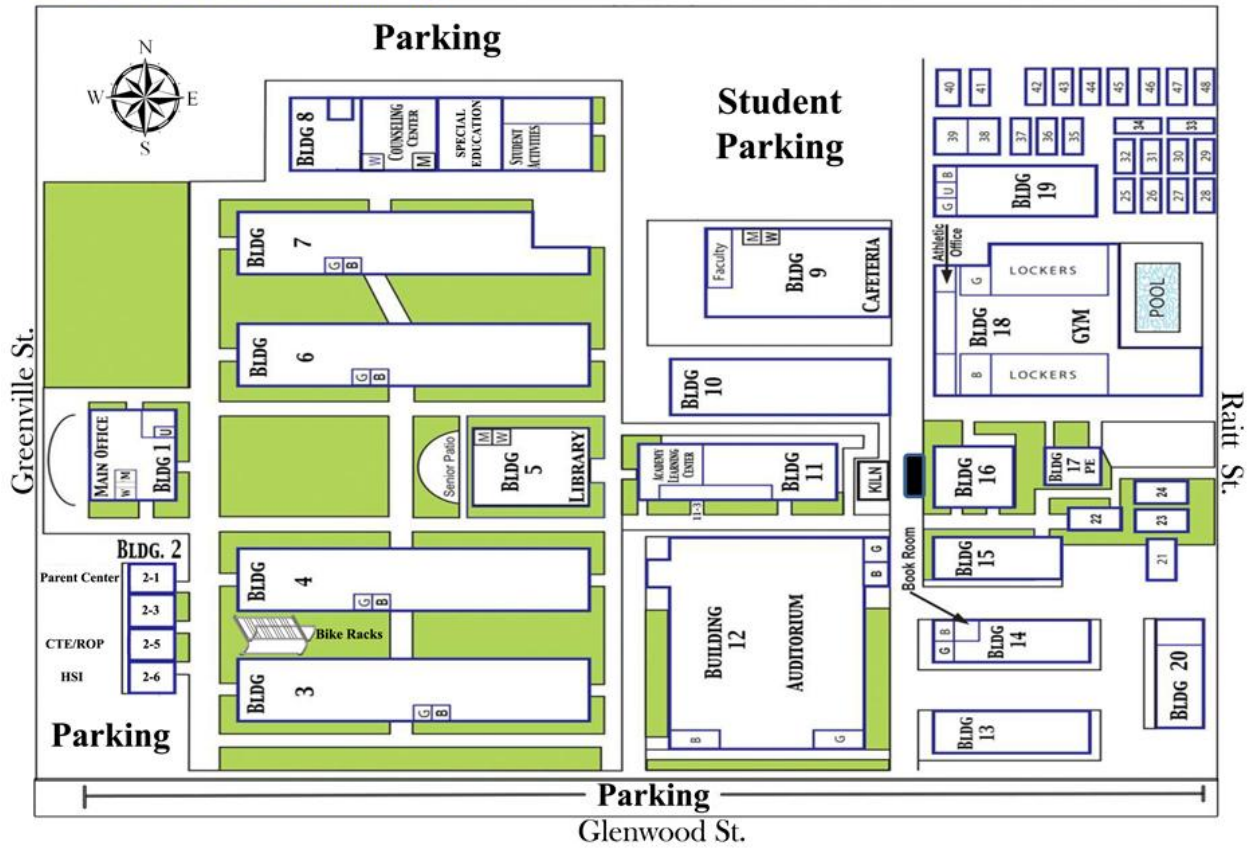HOME OF THE SAINTS
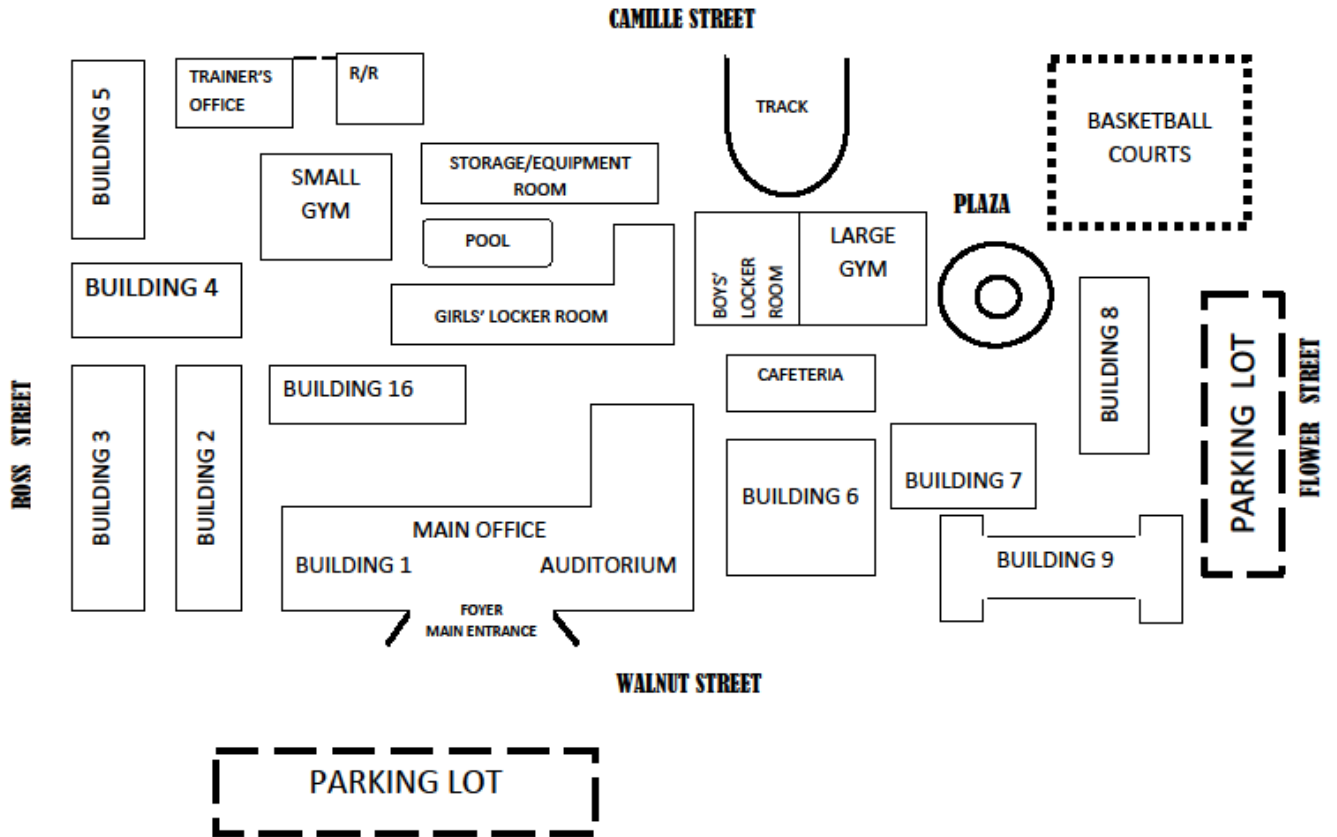
Appendix 8: Segerstrom **High School Campus Map**

Segerstrom High School Campus Map

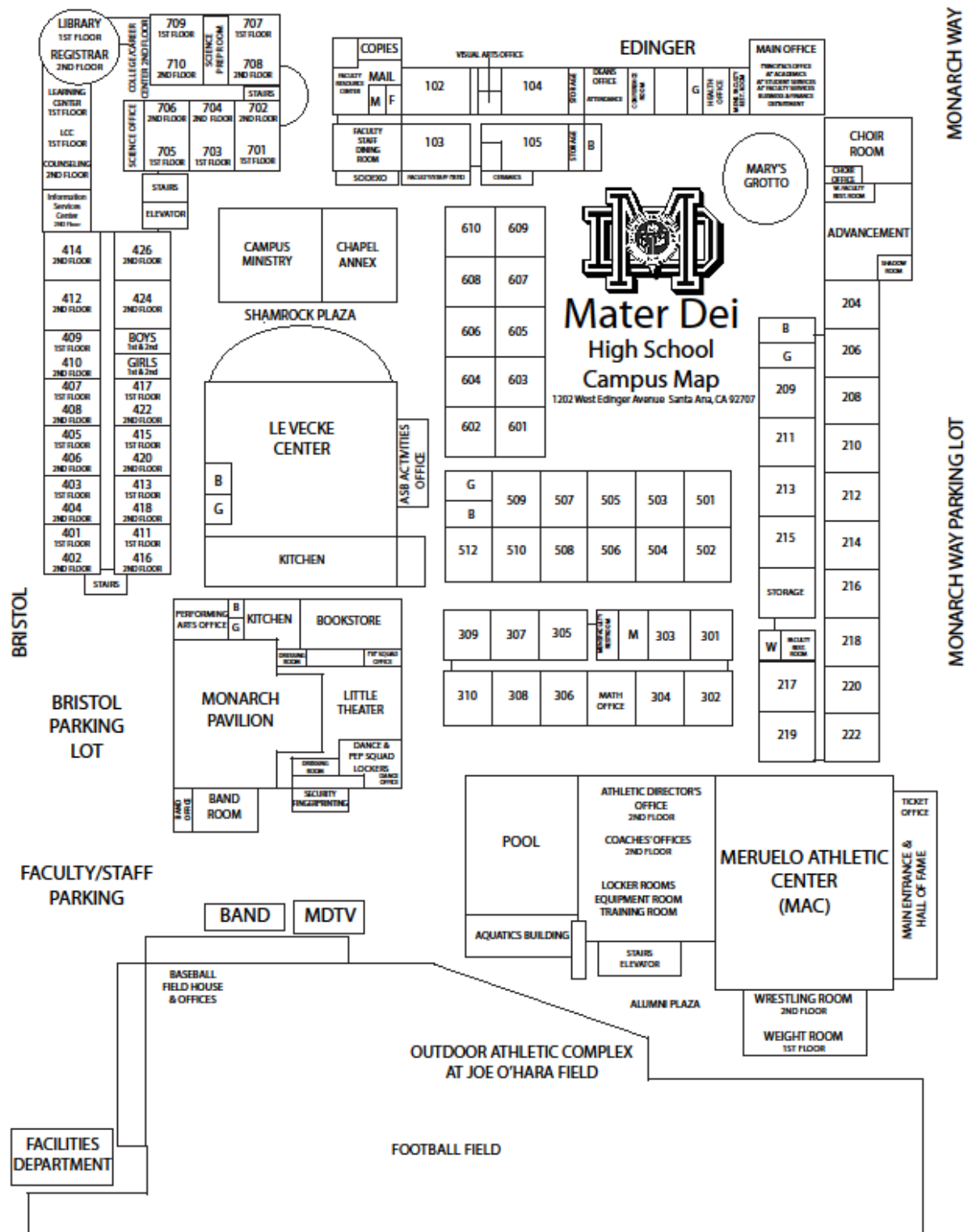**Appendix 9:** Valley **High School Campus Map**

Appendix 10: Samueli **Academy School Campus Map**

Appendix 11: Magnolia Science Academy- Santa Ana **High School Campus Map**

Appendix 12: Mater Dei High School **High School Campus Map**

SAC Admissions & Records Forms

SANTA ANA COLLEGE

SANTA ANA COLLEGE
CAREER ADVANCED PLACEMENT PROGRAM

The Career Advanced Placement Program allows eligible K-12 students to enroll at a community college for educational enrichment courses (limited physical education activity courses). If the student enrolls in 12 units or more during fall and spring semesters, the student will be charged the current enrollment fee for all units. Further, during intersession and summer sessions, if the student enrolls in 6 units or more, the student will be charged for all units enrolled. F1/F2 students are not exempted from nonresident tuition fees. College credit is granted for all courses taken under this program. Completed request forms must be submitted to the Admissions Office before students are permitted to register.

FINAL APPROVAL RESTS WITH SANTA ANA COLLEGE
Consent for Treatment of a Minor form is required

Student Information
Name_____SAC ID #_____DOB_____
School_____
School Address: _____ City/State/Zip: _____
Grade: K-8☐   9☐   10☐   11☐   12☐   Middle College☐   Semester _____ Year _____
Student Signature _____ Date _____

Parent Approval (see item #8 on reverse side)
Parent's Name_____Date_____   (Please Print)
Parent's Signature_____Phone #_____
I have completed a CONSENT FOR TREATMENT OF A MINOR form (please initial) [_____]

Concurrent Enrollment Certification

Course Number & Title _____

Course Number & Title _____

I certify that this student's enrollment adheres to and complies with the relevant Education Code sections for Concurrent Enrollment. (See reverse side)

Principal's Signature:_____ Date _____

Santa Ana College Approval

Course Number & Title	Course Number & Title
Approved _____ Denied _____	Approved _____ Denied _____
Division Dean's Signature	Division Dean's Signature

Admissions Office Use Only: Date Received _____ Consent Form Received ☐ By _____

DISTRIBUTION: Original: Santa Ana College   Pink: Student   Yellow: Applicant's School

RSCCD PUBLICATIONS FORM REV. 3/2019

SANTA ANA COLLEGE

Santa Ana College   Student Health Services

| Place patient label here
If applicable | **CONSENT FOR TREATMENT OF A MINOR** |

_____   _____   _____
Print Name of Minor Patient   **Birth Date**   **Student ID#**

_____   _____   _____
Print Name of Parent or Guardian   **Relationship**   **Parent or Guardian Phone #**

I hereby consent to assessment, evaluation and treatment that may be performed on an outpatient basis and which may include nursing/medical assessment and treatment, done at SAC Student Health as recommended by Standing Orders/Procedures provided by Medical Director of the Student Health Center. This authorization will remain in effect until the 18th birthday of listed minor.

_____   _____
Signature of Parent or Guardian (circle)   **Date and Time**

PHONE AUTHORIZATION—SHS STAFF USE ONLY

I have obtained telephone consent for Student Health Services (SHS) to provide medical care for the minor patient after speaking with the patient's parent/guardian, as listed above.

Duration of this Consent:

☐ This authorization will remain in effect until the 18th birthday of listed minor

☐ For this visit only

☐ This authorization shall remain in effect until_____, 20____, unless sooner revoked
   in writing and delivered to said agent(s).

Person obtaining authorization:

_____   _____   _____
Print SHS Staff Name   **SHS Staff Signature**   **Date and Time**

_____   _____   _____
Print SHS Staff Name   **SHS Staff Signature**   **Date and Time**

HC (May, 2019)   Consent for Treatment of a Minor

SANTA ANA COLLEGE

STUDENT I.D.					LAST NAME		FIRST		MIDDLE INITIAL	TERM

PETITION FOR CLASS ADD(S)   PROCESSED ☐ SAC   ☐ SCC   CLERK'S INITIALS _____

SECTION NO.	UNITS	COURSE TITLE	INSTRUCTOR'S SIGNATURE	

PRESS FIRMLY — USE PEN

Safeguard by Fontis 800-884-2856

SANTA ANA COLLEGE • SANTIAGO CANYON COLLEGE

SAC

STUDENT SIGNATURE   /   DATE

SEE REVERSE FOR WITHDRAWAL POLICY

SANTA ANA COLLEGE