

# 2012-2013 Student Handbook



## SANTA ANA COLLEGE

for more information visit [www.sac.edu](http://www.sac.edu)



# Welcome to Santa Ana College



The Student Handbook is designed to inform you of the many services, resources, and opportunities available at Santa Ana College. The handbook has been prepared for you in hopes that it will assist your transition into college. You are encouraged to become familiar with this handbook and keep it for reference throughout the year. Other sources of information that may be useful include the Rancho Santiago Community College District Catalog, the Santa Ana College Class Schedule, and the Student Planning Guide.

Being a part of a community of learners provides many opportunities to exercise individual rights, but also requires the assumption of responsibilities. Each student is expected to be familiar with and abide by the Student Code of Conduct, which is outlined in this publication. You are encouraged to integrate the values and attitudes of the Student Code of Conduct into your daily life.

Any suggestions for additional information or additions to future handbooks are welcomed; suggestions may be submitted in writing to the Associate Dean of Student Development, Johnson Campus Center, Room U-121.

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## CREDITS

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# Welcome

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Dear Students,

Santa Ana College welcomes you to the 2012-2013 academic year and stands ready to support your success in every way possible. Our college is a place where students come to both refine and pursue their dreams. The faculty, administration, and classified staff are committed to your success and have dedicated our professional lives to helping you cross your educational finish line--whether that is realized in the form of a certificate, an Associate of Arts degree, or university transfer upon completion of your studies.

In the pages to follow, you will find a vast array of information and resources to help connect you to people, programs, and services throughout the college. Welcome to the 2012-2013 academic year, and thank you for choosing Santa Ana College.

Sincerely,

A handwritten signature in cursive script that reads "Sara Lundquist".

Sara Lundquist, Ph.D.  
Vice President, Student Services  
Santa Ana College



**RANCHO SANTIAGO**  
COMMUNITY COLLEGE DISTRICT

## Meet Our Distinguished Colleagues

### **RSCCD Board of Trustee Members**

Phillip E. Yarbrough, President

Mark McLoughlin, Vice President

Arianna P. Barrios, Clerk

R. David Chapel, Ed.D.

John R. Hanna

Lawrence R. “Larry” Labrado

Ryan Ahari, Student Trustee

### **Administrators**

Raúl Rodríguez, Ph.D., Chancellor

Erlinda J. Martinez, Ed.D., President, Santa Ana College

Peter Hardash, Vice Chancellor, Business and Fiscal Services

John Didion, Executive Vice Chancellor, Human Resources and Educational Services



## Santa Ana College Mission Statement

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

# Academic Calendar

## Fall Semester 2012

<b>August 27</b>	<b>INSTRUCTION BEGINS</b>
September 2	Cal Grant Application Deadline
September 3	Labor Day – Holiday
September 9	Last Day to Add and to Drop Full-Term Classes without “W” Grade with Enrollment Fee Refund
September 28	Last Day to File Pass/No Pass
October 19	Deadline for Graduation Petition
November 12	Veteran’s Day - Holiday
November 18	Last Day to Drop Semester-Length Classes with a “W” Grade
November 22 - 25	Thanksgiving - Holiday
<b>December 16</b>	<b>INSTRUCTION ENDS</b>
December 17 - January 5	Holiday Break

## Spring Semester 2013

January 1	2012-2013 FAFSA Applications Available
January 21	King’s Birthday - Holiday
<b>January 28</b>	<b>INSTRUCTION BEGINS</b>
February 10	Last Day to Add and to Drop Full-Term Classes without “W” Grade with Enrollment Fee Refund
February 15	Lincoln’s Birthday - Holiday
February 18	President’s Day - Holiday
March 1	Last Day to File Pass/No Pass
March 8	Deadline for Graduation Petition
March 25 - 30	Spring Break
March 29	Cesar Chavez Day
April 28	Last Day to Drop Semester-Length Classes with a “W” Grade
<b>May 24</b>	<b>Commencement – Santa Ana College</b>
<b>May 26</b>	<b>INSTRUCTION ENDS</b>

## Summer Session 2013

May 27	Memorial Day - Holiday
<b>June 17</b>	<b>INSTRUCTION BEGINS</b>
June 30	2012-2013 FAFSA Applications Deadline
July 4	Independence Day - Holiday
<b>August 11</b>	<b>INSTRUCTION ENDS</b>

# Student Activities Calendar

## Fall 2012

### AUGUST

ASG Welcome Back Day

### SEPTEMBER

Latino Heritage Month Celebration  
Club Rush  
Constitution & Voter Registration Day  
Student Leadership Retreat

### OCTOBER

Spirit Day  
Halloween Game  
Homecoming Festivities

### NOVEMBER

Native American Heritage Month  
Leave a Legacy Ceremony  
Inter Club Council Faire

### DECEMBER

ASG/SAPD Holiday Toy Drive  
ASG/ICC Holiday Party

## Spring 2013

### JANUARY

ASG Welcome Back Day

### FEBRUARY

Black History Month  
Club Rush

### MARCH

Women's History Month  
2013-2014 ASG Elections  
KinderCaminata  
Cesar Chavez Day

### APRIL

Asian Pacific American Heritage Month  
Student Leadership Institute  
Inter Club Council Spring Fest

### MAY

Cinco de Mayo  
Student Leadership Awards Banquet  
Commencement

**EACH MONTH STUDENT ACTIVITIES WILL PUBLISH AN  
ACTIVITY CALENDAR WITH CURRENT INFORMATION**





## Office of Student Life

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Did you know that you can increase your success in college and in your career by participating in co-curricular activities? Why? Research on college students indicates that active involvement increases your satisfaction with college, provides opportunities to develop management and networking skills, helps in making career decisions, raises self-esteem, and builds long-lasting friendships.

Active participation in co-curricular activities complements and enriches the academic classroom experience, and improves your leadership potential. Please consider getting involved in one or more of the following campus activities opportunities:

**Associated Student Government (ASG):** ASG provides students with government and leadership experience by actively involving students in the academic and student decision-making processes.

**Student Clubs & Organizations:** You are encouraged to join one of the many cultural/ethnic, religious, special interest, honor, or academic student organizations. These clubs provide an opportunity for students with a common interest to form a membership group and develop activities/events that form a sense of community.

**Inter-Club Council (ICC) & Associated Student Government Events:** ICC and ASG sponsor a variety of educational and social programs, campus activities, and services including: multicultural events, health awareness programs, holiday and themed events, concerts, panel discussions, and book/food/toy drives.

**Student Activities:** Student Activities plays an integral role in supporting co-curricular activities and events and provides a leadership role in supporting student government, clubs, and student organizations.

**Student Leadership Institute (SLI):** SLI is a joint program between Santa Ana College and Cal State University, Fullerton. The program consists of one and two hour workshops in leadership skill development; after completing the 14-hour program, students receive a University Leadership or Public Service Certificate from Cal State Fullerton.

**Service Learning:** The Service Learning Center offers faculty members the opportunity to integrate service learning into the curriculum by engaging students in service tasks that have clear goals and meet the genuine needs in the community.

*For additional information, stop by the Office of Student Life (U-121)  
or contact us at 714-564-6214.*

**Take the Challenge Today and Choose to Get Involved!**



# Associated Student Government (ASG)

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## Get Involved and Benefit from the Opportunities and Experiences Available to YOU!

- Leadership Development
- Student Advocacy
- Group Dynamics
- Campus Life Activities
- Participatory Governance
- Event Programming
- Community Projects
- AND MUCH MORE...

The Associated Student Government of Santa Ana College has been established to provide students with government and leadership experiences. Learn first hand about group dynamics and decision making, event programming, and parliamentary procedures. Develop and improve leadership skills. Opportunities are available to become involved in campus and statewide committees and councils as a student representative. Become active in community service projects and campus life activities.

The Associated Student Government of Santa Ana College warmly welcomes and encourages anyone interested in joining to stop by the ASG office in U-121-F or the Office of Student Life in U-121A for more information. There are various positions available to participate in planning/coordinating campus events and in representing the student body. Call the student leaders for more information at 714-564-6208. Minimum qualifications to be involved are a 2.0 grade point average and carry/complete 6 units per semester. There are three branches of student government and the Inter Club Council to serve you: Legislative, Executive, and Judicial. The Executive Cabinet meets at Santa Ana College, Mondays from 1:30 pm - 3:00 pm, the Legislative Branch or Student Senate meets at Santa Ana College, Tuesdays from 1:30 pm - 3:00 pm and the Judicial Branch meets on Wednesdays from 1:00 pm - 2:00 pm. The ICC meets Thursdays from 1:30 pm - 3:00 pm.

**Have a VOICE and make a DIFFERENCE!**

# Santa Ana College

## Participatory Governance

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Santa Ana College is looking for Student Involvement for our Participatory Governance Program. AB1725 mandates that *All Students* have the *Right* to serve on all College Councils and Committees.

### WHAT IS IT?

Participatory Governance is a structure designed to ensure all members of the college community the right to participate effectively in governance and the opportunity to express their opinions at the campus level and assure these opinions are given every reasonable consideration.

### WHY WOULD STUDENTS WANT TO PARTICIPATE?

The California State Legislature gave students the right to participate in governing the college. Santa Ana College provides opportunities for students to work alongside the faculty, staff, and administration in developing and implementing policies, developing facility planning and budgets, reviewing class curriculum, and helping to plan the future of our college.

### HOW DO STUDENTS GET SIGNED UP?

Pick up an application from Student Activities and a staff member will assist you to determine the committee or council that best fits with your interests. The Associated Student Government President appoints all council and committee positions, with the approval of the ASG Senate.

### COUNCILS AND COMMITTEES:

Provides a forum for students, and faculty to participate in discussing curricular, and academic policy.

**Academic Senate:** Provides a forum for students and faculty to participate in discussing curricular and academic policy. The ASG Vice President attends this meeting.

**District Council:** This is the RSCCD governance group where a range of issues pertaining to the district as a whole are discussed. The ASG President's from both colleges attend these meetings.

**College Council:** This is the Santa Ana College governance group where a range of issues pertaining specifically to SAC are discussed. The ASG President from SAC attends these meetings and a second student appointed by the ASG President and ratified by the Senate may also attend.

**Budget Committee:** Charged with monitoring state and district budgets, recommending policies, priorities, and procedures which reflect the institution's goals and objectives while ensuring the most effective use of resources.

## Santa Ana College Participatory Governance

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**Facilities Committee:** Charged with addressing various topics related to the upkeep of facilities on campus. This group also monitors, discusses, plans, and implements strategies to keep the college's buildings and grounds clean and well-maintained.

**Student Success Committee:** The purpose of this committee is to positively impact the academic achievement and success of SAC students by linking matriculation, student equity, and related student success initiatives at the college.

**Environmental Committee:** This committee discusses a range of issues pertaining to the Sustainability of the campus including ways to make the campus more "green".

**Technology Committee:** Charged with discussing and reviewing various computer and technical issues on campus that impact students, staff, and faculty.

***CALL NOW — 714-564-6214***



## Benefits of the Student I.D. Card & Student Services Sticker

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### **Student Photo Identification Card**

**\$2.50**

Students are encouraged to purchase a Student Photo I.D. card. This card is used to expedite services provided by:

- Library
- Math Lab
- Registration
- International Students Center
- Fitness Center
- Language Labs
- Testing Center
- Computer Labs
- Nursing Department
- Machine Technology Labs
- And other student instructional services.

In addition, the following Student Services areas use the Student Photo I.D. card:

- Cashier's Office
- Health Center
- Scholarships
- Student Activities
- Tutorial Center
- Transfer Center

### **Student Services Fee**

**\$5.00**

When your SAC student I.D. card is validated with a student activities sticker you will receive a wide variety of valuable discounts, services, and activities, including:

- Movie ticket discounts (Regal, AMC)
- Amusement Parks (Knott's Berry Farm, Universal Studios, Magic Mountain, Disneyland, Soak City, Wild Rivers)
- Free admission or discounts to selected day concerts, food events, speakers, socials, cultural events, and much, much more!
- Free admission to all SAC athletic events.
- Student discounts to SAC Fine and Performing Arts events.

**\$ \$ Save \$ \$**

**Did you know the discount you receive on the purchase of 2 movie tickets will pay for the cost of the student services fee?**

## **Inter-Club Council (ICC)**

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The mission of the Inter-Club Council is to provide an opportunity for students, with a common interest, to form a membership group which expresses that interest, and to provide an educational experience to gain practical knowledge of self-governance. Some of our annual events include: Club Rush and the ICC Festival.

### **How to Start a Club or Organization at SAC!**

#### **Step 1:**

Stop by the Office of Student Life/Student Activities for a club packet with the “Petition to Start a Club Form”. The packet will contain all of the necessary forms/documents needed for starting a club, and a calendar for the current semester.

#### **Step 2:**

Obtain signatures of 10 registered interested SAC students of the proposed club/organization. This includes an Executive Board, which will consist of a President, Vice-President, Secretary, Treasurer, and ICC Representative.

#### **Step 3:**

Obtain approval from a full-time faculty or staff member who is willing to participate as the club’s advisor.

#### **Step 4:**

Submit the petition to Student Activities for approval by the Associate Dean of Student Development, the Student Activities Coordinator, and Inter-Club Council.

#### **Step 5:**

After approval by ICC, a written Constitution and By-Laws for the club/organization is due two weeks thereafter.

#### **Step 6:**

Each ICC Representative, of every club/organization, must attend all ICC meetings, held on Thursdays, at 1:30pm, during the semester. Check the semester calendar included in the club registration packet for the dates of the ICC meetings.

**All clubs/organizations may also be reached by writing to:**

(CLUB NAME)  
C/O Office of Student Life  
Santa Ana College  
1530 W. 17<sup>th</sup> St.  
Santa Ana, CA 92706

If you are interested in any club or organization, please contact the appropriate advisor or call the Student Activities Office at 714-564-6320 or the ICC Office at 714-564-6323. All club and organization members must be SAC registered students.

# Clubs & Organizations

## 2012-2013

### *Purposes/Goals of Clubs & Organizations*

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1. **AMERICAN SIGN LANGUAGE CLUB (ASL):** To be more involved with the deaf community, bring awareness to deaf culture, and promote American Sign Languages (ASL).
2. **BEST CLUB EVER:** The purpose of this club is to help members become their best by helping them achieve their long-term goals.
3. **BOOK CLUB:** To promote reading as a fun activity, engage in discussions and analyze books.
4. **CHOIR CLUB:** To financially support the choirs of Santa Ana College and to host enjoyable activities for all members.
5. **CHRISTIAN STUDENTS @ SAC:** To inform students about the Christian faith, and to bring them into an organic relationship with the Lord.
6. **CIRCLE K CLUB:** To give back to the community while developing leadership skills.
7. **CLUB GAMING FIXX:** To provide students with a place to relieve stress, in a fun and creative environment. This organization also acts as a stepping stone for members who wish to enter the gaming industry.
8. **COLLEGIATE ALLIANCE FOR POSITIVE ENVIRONMENTAL STEWARDSHIP (CAPES):** The purpose of this club is to educate students, staff, and faculty on environmental issues, improve environmental practices on campus and in the community, and sponsor environmental events.
9. **DIGITAL MEDIA ARTISTS GUILD:** The purpose of this organization is to assist, promote and provide support for all of its members. The guild's goal is to create a network of artists where members can share ideas, collaborate, and help one another.
10. **EOPS STUDENT LEADERSHIP CLUB:** The purpose of this organization is to promote higher education among the underserved community and give students the opportunity to develop their leadership skills. Engaging in activities such as leadership training and skill building through campus involvement, scholarship fundraising, community participation, and networking and sharing resources, assisting students to reach their educational goals and becoming productive members of society.

## Clubs & Organizations

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11. **FAMILY OF COLORS:** To provide a safe space for LGBT Students.
12. **I.D.E.A.S. CLUB:** This organization provides a safe and welcoming space for undocumented students and allies of the immigrant youth movement to share, network, and grow. IDEAS@SAC also guides its members to available resources and promotes the higher education of undocumented students while working toward making our campus welcoming and inclusive to all students regardless of status.
13. **INTERNATIONAL STUDENT ASSOCIATION:** This organization increases institutional and community awareness of the academic richness and cultural diversity that international students bring to the campus and community.
14. **MAES/SHPE/SACNAS:** To provide support to STEM (Science, Technology, Engineering and Math) students.
15. **PHI THETA KAPPA (PTK) HONOR SOCIETY:** PTK promotes scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of this college.
16. **PSYCHOLOGY CLUB/PSI BETA HONOR SOCIETY:** This organization promotes leadership, scholarship, and community service through student involvement.
17. **PUENTE CLUB:** This club is a support group for members as they prepare to transfer to a four-year institution.
18. **SAC CHESS CLUB:** The purpose of this club is to play chess and teach others how to play.
19. **SAC ENGINEERING CLUB:** The goal of the SAC Engineering Club is to prepare students for engineering and STEM majors by providing exposure to the engineering field, and to provide students with opportunities in education, networking, leadership, and volunteer experience. Furthermore, the SAC Engineering Club will be a proactive organization that will enhance their members' experience through hands-on projects related to the engineering field.
20. **SAC FIRE TECHNOLOGY CLUB:** The purpose of this club is to provide a beneficial experience for those students pursuing a career in the fire service by providing opportunities to partake in numerous volunteer events, leadership opportunities, and support for club members.



## Clubs & Organizations

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21. **SAC REVIVAL CLUB:** The purpose of this club is to hold Bible study, provide community services, and to have fun in a healthy and good, loving environment, and to share the love of God with others.
22. **SALSA CLUB:** To teach and bring the community of salsa dancing to the students at Santa Ana College.
23. **SOCIAL SCIENCES CLUB:** This club allows students to familiarize themselves, outside of the classroom, with the three disciplines of social science in the Social Sciences department: Sociology, Anthropology, and Women's Studies.
24. **SPANISH LANGUAGE CLUB:** This club promotes awareness and understanding of the Spanish language and Spanish speaking cultures and people. Also, the goal is to assist all students, regardless of their language, in their academic growth and development, and to positively contribute to the college and surrounding community.
25. **STEMALLIANCE:** To promote STEM (Science, Technology, Engineering, and Math) awareness and increase transfer rates.
26. **VETERANS STUDENT ASSOCIATION CLUB:** The purpose and mission of this organization is to provide assistance to veterans, reservists, and their dependents. Also, to grow a stronger community of veterans, and establish a network where all veterans are welcomed and introduced to their new civilian student life.
27. **WELDING CLUB:** To promote the field of welding.



# Financial Aid

*Fill out your FREE Application for Financial Aid today!*

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## WHAT IS FINANCIAL AID?

Simply put, financial aid is funding (money) provided to students by the federal and state governments to help pay for the costs of attending college. These costs include not only tuition and books, but also room and board, transportation, and personal necessities. This aid comes in the form of grants (gift-aid that doesn't need to be paid back), loans (borrowed money that does need to be paid back) and work study (money that is earned).

The SAC Financial Aid Office administers these programs for SAC students and determines who qualifies for which types of financial aid and how much. If you haven't applied for financial aid at SAC, you should. It doesn't cost anything to apply and you have nothing to lose.

## FINANCIAL AID PROGRAMS

### 1. Federal Aid

- **Federal PELL Grant** - This grant is for students who have not yet attained a bachelor's degree. Annual grant amounts range from **\$400** to **\$5,550** per year.
- **Federal Supplemental Educational Opportunity Grant** – This grant is awarded to students with exceptional financial need and ranges from **\$400** to **\$800** per year.
- **Work Study** – This is “self-help” aid in which students are offered work opportunities during their period of enrollment at the College. Most of these assignments are working on the campus.
- **Loans** – Even if a student does not qualify for grants, he/she can usually receive a student loan. Loans must be repaid over a period of time after the student stops attending college. Some loans are “subsidized” meaning that the federal government will pay all of the interest on the loan while the student is enrolled in college. See the Financial Aid Office for information on the various loan programs and how much may be borrowed per year.

### 2. State Aid

- **Cal Grant B** – This grant pays up to **\$1,551** per year to community college students and can transfer over to a four-year college/university when the student transfers. Students will typically use two years of the grant at a community college and use the remaining two years of the grant at a four-year institution.
- **Cal Grant C** – Pays up to **\$576** per year for students enrolled at a community college in a vocational program.
- **Board of Governors Fee Waiver BOGFW** – Students who qualify for the BOGFW have their per-unit enrollment fees waived. The student does not receive cash with this award—they simply are not charged the enrollment fees. If a student has already paid enrollment fees before applying and qualifying for the BOGFW, they may receive a refund of these fees.
- **Chafee Grant** – This is a grant for students who are foster youth and can pay up to **\$5,000** per year.

# Financial Aid

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## 3. SAC Scholarships

The SAC Scholarship Office provides a wide variety of scholarships (gift-aid) that you may apply for in addition to federal and state aid. You do not need a valid social security number for most of these. You may access information about SAC scholarships by going to [www.sac.edu](http://www.sac.edu), then clicking on “Financial Assistance”, then clicking on “Scholarships”.

## WHO IS ELIGIBLE?

For federal and state programs but not SAC scholarships:

- Be a U.S. citizen or eligible non-citizen.\*
- Have a valid Social Security Number.
- Have a high school diploma, GED, or have passed an independently administered “Ability to Benefit” test approved by the U.S. Department of Education.
- Be enrolled in an eligible program leading to transfer, an associate degree, or certificate
- Maintain satisfactory academic progress requirements for financial aid.
- Have financial need (except in the case of unsubsidized loans).
- Be registered with the Selective Service if required to do so.
- Do not owe a refund or a repayment on a federal grant.
- Not be in default on a federal educational loan.

\*Eligible Non-Citizens: *U.S. Permanent Residents with an Alien Registration Receipt Card (I-551) or Conditional Permanent Residents (I-551C) or those with an Arrival-Departure Record (I-94) showing the designations of Refugee, Asylum Granted, Parole or Cuban-Haitian Entrant.*

## HOW DO I APPLY?

1. Fill out the online Free Application for Federal Student Aid, known as the FAFSA. To do the FAFSA, first you should visit [www.pin.ed.gov](http://www.pin.ed.gov) to get your electronic Pin number. Then go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to complete the FAFSA. Make sure that your results are sent to Santa Ana College by including SAC’s federal school code, **001284**.
2. The SAC Financial Aid Office will contact you sometime after you submit your FAFSA. When you are contacted, please submit any documentation requested at that time.
3. To apply for the Cal Grant, you will need to have your FAFSA submitted by **March 2nd** in the spring prior to the fall in which you will be attending. If you have already completed 24 degree applicable units at SAC, we will submit your GPA verification form to the state for you. If you have less than 24 degree applicable units, you must have the high school that you graduated from submit a GPA verification form for you.

## APPLYING FOR THE BOGFW

Every student with a valid social security number should apply for this enrollment fee waiver. This is done automatically if you have filled out the FAFSA. Else you can apply for the fee waiver only online through SAC’s financial aid webpage or with a paper form available in the Financial Aid Office.

# Financial Aid

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## REVIEW OF THE FINANCIAL AID PROCESS

1. Application – See “HOW DO I APPLY?”
2. Once you have submitted your FAFSA, the Department of Education will send you a Student Aid Report (SAR). This could take a number of weeks if you mailed a paper FAFSA, or just one week if you filed online. Review your SAR to make sure that all of the information is correct. If any corrections are needed, follow the instructions on how to submit corrections. At the same time that the Department of Education sends your SAR to you, we will receive the same information and use it to determine your eligibility for financial aid. We may notify you if we require additional documentation from you to complete your file. If we do, please provide it as quickly as possible, as we process completed files on a first-come-first-served basis.
3. Once we determine your eligibility, we will notify you by mail. An award letter will be sent indicating all of the aid that you will receive, except for loans which you may request in addition to the aid in your award letter. If you do not qualify for need-based aid, we will notify you by mail and you will have an option to apply for a student loan.
4. If you receive an award letter, you will also be notified of the dates that you will receive a check. Most financial aid is awarded for the entire year with one payment made in the fall and the other in the spring. Any amount due to you for one semester is split in half, with one half being paid to you at the beginning of the semester and the other half paid out about mid-way through the semester.
5. You must maintain satisfactory academic progress to continue to be eligible to receive your financial aid. NOTE: *If you completely withdraw from all of your classes prior to completing 60% of the semester, you may have to pay back some of the financial aid that you received. If you must withdraw from all of your classes, please see the Financial Aid Office to find out the exact date that marks the 60% point. If you are able to stay in at least one course until after this date, you will not be subject to this required return of funds.*

## HOW TO CONTACT THE FINANCIAL AID OFFICE

Location:	Johnson Center, U Building, Room 221	
Office Hours:	Monday	8:00 am – 7:00 pm
	Tuesday though Thursday	8:00 am – 7:00 pm
	Friday	8:00 am – 12:00 noon
Phone Number:	714-564-6242	
E-mail:	cruz_claudia@sac.edu	

**For more information about the Financial Aid Office and financial aid programs visit us at [www.sac.edu](http://www.sac.edu) and click on “Financial Assistance”, then click on “Financial Aid”.**

# Extended Opportunity Program & Services (EOPS)

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## WHAT IS EOPS?

EOPS is a state funded program which provides support services for full-time students that are educationally and financially underserved.

### To be eligible you must:

- ❖ Be a full time student
- ❖ Qualify to receive the BOGW  
*(California Board of Governor's Waiver)*
- ❖ Be educationally underserved  
*(as defined by EOPS state regulations)*

### Available EOPS Services:

- ❖ Priority Registration
- ❖ Book vouchers
- ❖ Counseling
- ❖ Tutoring
- ❖ Transfer Assistance
- ❖ Transportation Assistance
- ❖ Student Activity Fee Waiver
- ❖ ....and much more!

## Are you a single parent and a college student?

CARE can help...

CARE (Cooperative Agencies Resources for Education) is an educational support assistance program, within EOPS, for single head of household students.

### To be eligible you must:

- ❖ Be eligible for EOPS
- ❖ Be eligible for AFDC/TANF or CalWORKs
- ❖ Be at least 18 years of age
- ❖ Be single, head of household
- ❖ Have at least one child under 14 years of age

### Available CARE Services:

- ❖ Counseling
- ❖ Priority Registration
- ❖ Special orientations & semester readiness activities
- ❖ Parenting information & activities
- ❖ Book vouchers & educational supplies
- ❖ Transportation Assistance
- ❖ Childcare referrals
- ❖ Grants



EOPS Office ♦ Johnson Center , U-101 ♦ Phone: 714-564-6232

## **Disabled Students Programs & Services (DSPS)**

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Santa Ana College welcomes students with disabilities. We encourage you to take advantage of the accommodations, services and classes that we offer. Please contact any of the DSPS departments listed and we will gladly answer your questions.



### **PHYSICAL DISABILITIES**

The Physical Disabilities Program offers services which will enable students with mobility, visual, or other disabilities to work on a competitive level with other students on campus. Services include, but are not limited to, instructional equipment and wheelchair loans, academic and vocational advisement, special parking, gate/elevator passes, note-taking, test taking assistance, and registration assistance.

Disabled Student Center  
Johnson Center, U-103  
Tel: 714-564-6264/6295

### **EXERCISE SCIENCE, ADAPTIVE ACTIVITIES**

The Exercise Science Division offers adaptive classes designed for students with disabilities. Classes may include, but are not limited to, adaptive activities, swimming, circuit weight training, badminton, tennis aerobic and Tai Chi.

Contact: Brian Sos  
Location: W-105  
Tel: 714-564-6909

# **Disabled Students Programs & Services (DSPS)**

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## **COMMUNICATION DISABILITIES PROGRAM**

The Communications Disabilities Program provides services and classes for students with speech, hearing or language difficulties. Communication disabilities include stuttering, voice disorders, articulation disorders, language (aphasia), and hearing loss.

Speech/Language and Hearing Center  
Planetarium, M-105  
Phone: 714-564-6280  
TTY: 714-564-6347

## **DEAF AND HARD OF HEARING PROGRAM AND SERVICES**

The Deaf and Hard of Hearing Program and Services provides specialized services to students who are deaf or hard of hearing based on their educational needs. Commonly provided services are: sign language interpreters, registration assistance, note taker supplies, tutors and personal and vocational guidance. The Deaf and Hard of Hearing Program also provides for and supports the Sign Language Education Option Certificate (0995) that prepares individuals for beginning a career in sign language interpreting.

DHH Program  
Deaf/Hard of Hearing Program  
Johnson Center, U-107  
Phone: 714-564-6283  
TTY: 714-564-6284

## **LEARNING DISABILITIES PROGRAM**

The Learning Disabilities Program is designed to provide specialized support services and instruction to students who meet program eligibility requirements. Individuals with learning disabilities have at least average intellectual ability and demonstrate significant difficulties in at least one academic and processing area.

Learning Disabilities Program  
Johnson Center, U-103  
Phone 714-564-6264

## **WORKABILITY III PROGRAM**

WorkAbility III is designed to assist college students with disabilities to become productive members of the work force by providing the following services: job search seminar, video taped interview practices, resume/application preparation, daily job club participation, interest/aptitude assessment, job placement assistance. Services are available to Department of Rehabilitation clients only.

WorkAbility III Program  
Library, L-220-N  
Phone: 714-564-6255



# **Disabled Students Programs & Services (DSPS)**

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## **ASSISTIVE TECHNOLOGY CENTER**

The Assistive Technology Center (ATC) is designed to provide students with disabilities access to computers and training in computer application. Students use the ATC to learn and operate specific Assistive Technologies based on their disability, enhance computer literacy, increase personal productivity and employability skills, and complete college curriculum independently.

Assistive Technology Center  
Johnson Center, U-103  
Phone: 714-564-6264

## **ALTERNATE MEDIA PROGRAM**

The Alternate Media Program is designed to provide students with disabilities with assistive technology such as Braille, closed caption, zoom text, Kurzweil 300, etc. Students use the Alternate Media to enhance learning skills and complete college curriculum independently.

Contact: Angela Tran  
Location: Planetarium, M-105  
Tel: 714-564-6819

## **ACQUIRED BRAIN IMPAIRMENT PROGRAM**

The Acquired Brain Impairment Program (ABI) provides classes and support services for students with verifiable brain injuries. Adults with brain impairments are provided with the opportunity to develop the competencies needed to function productively and responsibly in the community, to the greatest extent possible. The focus of the curriculum is on cognitive retraining and development of communication, motor and psycho-social skills.

Acquired Brain Impairment Program  
Planetarium, M-105  
Phone: 714-564-6280  
714-564-6267

## **PSYCHOLOGICAL DISABILITIES SERVICES**

The Psychological Disabilities services are designed to support and assist students with mental and emotional disorders who are attempting to function more independently. The goal in working with students with psychological disabilities is to provide reasonable accommodations for functional limitations and educational support services necessary to assist the student in pursuit of his/her education/vocational objectives.

Psychological Disabilities Services  
Johnson Center, U-103  
Phone: 714-564-6260

# College Services

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## **ACADEMIC COMPUTING CENTER**

**714-564-6731 (<http://sacacc.sac.edu>)**

The Academic Computing Center (ACC) is located in the Cesar Chavez Building, room A-106. Students can access a variety of word processing, spreadsheet, database and graphics programs as well as computer assisted learning lessons. The ACC provides research / reference tools such as the “ACC Ultimate Search Page” (which has access to over 400 search resources), “ACC Web Scout” (<http://sacacc.sac.edu/webscout>) and a multimedia enhanced encyclopedia. The Center is equipped with modern Dell and Macintosh computers that have internet access. Most Dell computers have dual DVD drives, USB ports and memory card readers. Scanners, laser printers, color printers, headphones and video conferencing cameras are readily available. The Center is also a focal point for Santa Ana College Internet wireless assistance.

## **ADMISSIONS AND RECORDS**

**714-564-6005**

Admissions and Records is primarily responsible for the admission and registration of students, the implementation of all academic policies, and the maintenance of student records. Basic information regarding policies, timelines, dates, hours, and forms are available on the Santa Ana College web site [www.sac.edu](http://www.sac.edu) or by phone at 714-564-6005.

## **CAREER/JOB RESOURCE CENTER**

**714-564-6254**

The Santa Ana College Career/Job Resource Center offers access to computerized resources and hard copy information on careers, training programs, job placement services and workshops. Individuals and entire classes can utilize the center to explore careers keyed to interests, skills, personality, and values. Information is available on employment trends and their salaries; locally, nationally, and on the international level. The Career/Job Resource Center provides all the resources necessary for students to find a satisfying major, set career goals, and obtain successful employment.

## **CASHIERS OFFICE**

**714-564-6965**

The Cashiers Office collects student fees and issues refunds for: student registration, transcript fees, bus passes, testing assessment fees, employee/student parking, and employee/student ID fees. Student and Employee photo IDs are taken and issued in this office. Phone or counter assistance is available for inquiries related to fee payment and registration including student record holds. Registration fees may be paid in person in the office or online through the student’s web advisor account at [www.sac.edu](http://www.sac.edu).

## **CENTER FOR TEACHER EDUCATION**

**714-564-6352**

The Center for Teacher Education is a centralized resource for information, advisement, and academic counseling for all students seeking to become teachers. The center provides a variety of resources for students and transfer services. Our mission is to support SAC students as they prepare for employment in California Public Schools and become excellent teachers and leaders in the field of education.

# College Services

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## **CHILD DEVELOPMENT CENTERS**

**714-564-6894**

Santa Ana College provides child care on the college campus for children 6 months through 5 years of age. Fees for care are based on the parent's income. Students interested in a career involving young children can work or volunteer at the center. Please phone the Center for further information concerning enrollment or employment.

## **COUNSELING CENTER**

**714-564-6100**

The Santa Ana College Counseling Center provides a variety of programs and services to bring students into the instructional program, select a career, and plan a course of study. Counseling services available to students are: counseling appointments, career/academic workshops, nursing/fire technology orientations, and online counseling. For appointments call or visit us at <http://www.sac.edu/students/counseling/services.htm>.

## **DISABLED STUDENTS PROGRAMS AND SERVICES**

**714-564-6264 or 714-564-6295**

Santa Ana College welcomes students with disabilities. Disabled Students Programs and Services (DSPS) is comprised of several programs that address different disabilities: Physical, Communicative/Speech, Learning, Acquired Brain Injury, Exercise Science, Adaptive Activities, Alternate Media, Psychological, Deaf and hard of hearing and Intellectual disabilities, Workability III. We encourage you to take advantage of the accommodations, services, and classes that we offer. Please call us or stop by U-103 for a referral to an appropriate DSPS department. For TTY call 714-564-6284. For more information about DSPS, please go to page 20.

## **DON BOOKSTORE**

**714-564-6464 or [www.donbookstore.com](http://www.donbookstore.com)**

The Don Bookstore is located in the Johnson Building on the 1st floor. The Don Bookstore provides all required textbooks (new, used, and rental) and supplies for students and faculty. The Don Bookstore offers snacks, drinks, books, greeting cards, gift cards, gifts, and SAC clothing. Take advantage of shopping online at [www.DonBookstore.com](http://www.DonBookstore.com) for your campus and course material needs. The last day for a Full refund on Fall and Spring textbooks is one week from the 1st day of classes (end of 1st week for Summer and Mini Semesters). The Don Express is located between Dunlap and Phillips Hall; specializing in hot and cold snacks, drinks, and quick meals. The Don Express also carries school supplies, and electronics.

## **EXTENDED OPPORTUNITIES PROGRAM AND SERVICES**

**714-564-6232**

The Extended Opportunities Program and Services (EOPS) is designed to assist first generation, low-income students achieve their educational goals. In addition, our Cooperative Agencies Resources for Education (CARE) program focuses on providing supplemental resources to our single head-of-household parent student population in order to overcome the barriers present in achieving academic success. If you would like to learn more about our programs, please stop by the Johnson Campus Center, U-101.

# College Services

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## **FINANCIAL AID**

**714-564-6242**

The Financial Aid Office administers federal and state student aid programs designed to assist students who need financial help to attend college. Assistance includes various grants, loans, and work opportunities. For the best aid packages, students are highly encouraged to complete the Free Application for Federal Student Aid (FAFSA) in January or February for the subsequent year. However, students may apply for aid throughout most of the year. The FAFSA may be completed online or on paper—online speeds up the process by three to four weeks. For much more information about SAC Financial Aid Services, please go to page 16.

## **GRADUATION OFFICE**

**714-564-6052**

The Graduation Office is responsible for the evaluation of petitions in the determination of completion of all degree, certificate, CSU and IGETC Certification requirements. Students may file petitions three times a year. Basic information regarding policies, deadlines, office hours, and forms are available on the Santa Ana College web site [www.sac.edu](http://www.sac.edu) or by phone at 714-564-6052.

## **EOPS-YESS/FORMER FOSTER YOUTH**

**714-564-6232**

The EOPS-YESS Program (Youth Empowerment Strategies for Success) is a program designed to ensure support services to current and former foster youth students at SAC. The program is committed to providing resources for students, such as access to scholarships, financial aid, jobs, university transfer opportunities, assistance with books, food, and a friendly place to connect with other former foster youth and a supportive staff. Come to EOPS in U-101 and ask about the YESS program.

## **HEALTH AND WELLNESS CENTER**

**714-564-6216**

Santa Ana College Health Services promotes physical and mental health education by transforming or eliminating obstacles to learning, advocating optimal wellness, and encouraging individuals to make informed decisions regarding health-related concerns. Our goal is to help you stay healthy so you can meet your educational goals. A Registered Nurse is available on site (during hours of operation); Physician and Psychology Interns by appointment only. Please drop in to pick up a brochure outlining our services. Located in the Johnson Center, U-120.

# College Services

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## **HONORS TRANSFER PROGRAM**

### **714-564-6528**

The Honors Transfer Program offers seminar-style honors sections of transferable general education courses to students with a 3.0 cumulative GPA; limited to 18 students; classes are not “harder” but do foster more peer and student-professor interaction. To qualify for the HTP, students need: a 3.0 GPA, to fill out an application, and to be eligible for English 101. HTP completers may enter into transfer agreements that guarantee at the least priority consideration, wear a special cord and be honored at graduation—with a 3.5 cumulative GPA, HTP completers may qualify for the President’s Scholar Medal, the highest academic award given to students at SAC. Applications can be picked up at the University Transfer Center or at the office of the Honors Transfer Program Coordinator, Kathy Patterson, located in room D-428. For more information, please call the coordinator at 714-564-6528 or the Honors Counselor, Angela Brown at 714-564-6618.

## **INTERCOLLEGIATE ATHLETICS**

### **714-564-6900**

Intercollegiate Athletics at Rancho Santiago Community College District offers a winning tradition with an established national reputation, outstanding teaching and coaching, and an excellent system of assistance in transferring students to four-year colleges and universities with athletic scholarships. All prospective student-athletes with questions about eligibility for intercollegiate athletics are encouraged to contact the Athletic Director.

## **INTERNATIONAL STUDENT PROGRAM**

### **714-564-6047**

International Student Program services include assistance with admissions, registration, housing, immigration, optional practical training, change of status, verification of attendance and legal presence, banking, insurance, and testing for international students. Individual, academic, and personal counseling are also available. Students may request placement with an American host family or assistance in locating an apartment in the vicinity of the College. International Cuisine, camping, beach parties, dances, picnics, and trips to Palm Springs, San Francisco, the Grand Canyon, and other interesting places are just a few of the fun activities sponsored by the International Student Association.

## **LIBRARY SERVICES**

### **714-564-6700**

Santa Ana College’s Nealley Library is located on the first floor of the L-building. Enrolled students of the Rancho Santiago Community College District have the privilege of using the libraries of Santa Ana College and Santiago Canyon College. A valid picture ID is required to borrow library materials. The Library’s Reserve collection provides students with in-house access to textbooks and other course-related materials. SAC students have 24/7 remote access to full-text databases and ebooks. Computer workstations, wireless laptops, WiFi and ADA compliant workstations are available for library use. One-on-one instruction on the use of library resources is available all hours the library is open. Students are encouraged to attend a series of free Library workshops. Visit the library website at <http://sac.edu/library> for more information.

# College Services

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## **MATH STUDY CENTER**

**714-564-6677**

The Math Study Center is a drop-in center where students can come to work on math homework individually or with classmates and get questions answered. A Math instructor is on duty all day and tutors are available to support and assist students learning Math. There are textbooks available for student use, as well as graphing calculators, online tutorial programs and computer videos for viewing in the Math Study Center.

## **MATHEMATICS, ENGINEERING, AND SCIENCE ACHIEVEMENT PROGRAM**

**714-564-6373**

The Mathematics, Engineering, and Science Achievement (MESA) Program provides academic support to educationally disadvantaged and underrepresented students at community colleges. The goal of the Santa Ana College MESA Program is to assist mathematics, engineering, and science students transferring to four-year universities. The services and activities available to students include academic advisement, tutoring, cohort math/chemistry classes, industry tours/guest speakers, professional development workshops, summer internship opportunities, and more. Contact our office for further information.

## **OUTREACH AND MATRICULATION**

**714-564-6141**

The Student Outreach staff work with high school students and community residents to encourage their matriculation to Santa Ana College. After a student registers at SAC, this office continues to provide students with assistance as they transition into life in a college setting and provide links with programs on campus that can assist students with materials, books, and funding.

## **PHILLIPS HALL THEATRE BOX OFFICE AND SAC ART GALLERY**

**714-564-5661**

Dance, music, and theatrical events are presented year-round at Phillips Hall Theatre. Tickets may be purchased online, at the Phillips Hall Box Office, or at the theatre door 30 minutes prior to events. Visit [www.sac.edu/fpa](http://www.sac.edu/fpa) for tickets and information. The Art Galleries display exhibits of paintings, drawing, sculpture, ceramics, jewelry, digital media, and photography. For more information and gallery locations, call the Gallery Office at 714-564-5615 or visit our website: [www.sac.edu/art](http://www.sac.edu/art).

## **SAFETY AND SECURITY**

**714-564-6330**

The District Safety Department is in operation 24 hours a day/7 days a week. Its primary responsibility is to provide for the security and safety of students, staff, and public on district premises as well as provide for the security of district property. The Campus Security Department at SAC is located in the X building. Anyone needing assistance may come to the office Monday–Thursday (7:30 am–10 pm) and Friday (7:30 am–4 pm) or use an emergency call-box, located throughout the campus. After hours the Patrol Officers can be called on the office phone or by using one of the yellow emergency call-boxes.

# College Services

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## **SCHOLARSHIP PROGRAM**

**714-564-6478**

Annually, Santa Ana College offers scholarships with individual award amounts up to \$6,000. Scholarships are award on a need base as well as for merit. All SAC students are eligible to apply. Students who will continue to attend Santa Ana College as well as students who are transferring to four-year universities as a junior are encouraged to apply. For specific qualifications and enrollment eligibility, refer to the Scholarship Application Book, which is available in the late fall of each year. Applications are due in early spring. Online information is available throughout the year at: [www.sac/scholarships](http://www.sac/scholarships).

## **SERVICE LEARNING CENTER**

**714-564-6362**

The Service Learning Center (SLC) encourages civic responsibility among Santa Ana College students through community service. The center guides and supports students while they decide upon their area of interest. SLC recruits, maintains contact, and coordinate the placement of students to many local community agencies, thus provides students with a rich and diverse service learning opportunities. SLC offers faculty members the opportunity to integrate service learning in the curriculum by engaging students in service tasks that have clear goals and meet genuine needs in the community. In 2011-2012 academic year, over 175 agencies and offices, 40 faculties, and 1,594 students have involved with the SLC. Collectively, students have served over 28,000 volunteer hours to the community. Among them, 126 students have each contributed a hundred or more hours and have received the US President's Volunteer Service Award.

## **STUDENT ACTIVITIES OFFICE**

**714-564-6214**

The Student Activities office provides excellent leadership opportunities to SAC students, including involvement in student government and clubs/organizations. The Associated Students sponsor a variety of social, educational, and cultural programs and services for the SAC campus and community. For more information regarding student activities, student government, clubs, and organizations, contact the Student Activities Coordinator.

## **STUDENT BUSINESS OFFICE**

**714-564-6430**

The Student Business Office is located on the 2nd floor of the Johnson Center (above the bookstore) in room U-218. Our main function is to serve as the Accounting office for all Athletic teams and all Student Clubs/Organizations held throughout the District, as well as many departmental accounts. We provide the budget and accounting support for the Associated Student Body Fund as well as Accounts Payable services (i.e. check processing and student banking services). We distribute Financial Aid checks and Faculty/Staff parking. We assist the International Student office with processing of application/activity fees. We also offer discounted theatre and amusement park tickets to all staff and students to various parks including: Disneyland, Knott's Berry Farm, Sea World, San Diego Zoo, Magic Mountain, and Universal Studios. Please feel free to call or stop by for pricing.



# College Services

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## **STUDENT LEADERSHIP INSTITUTE**

**714-564-6214**

The Student Leadership Institute (SLI) is a joint initiative between Santa Ana College and California State University, Fullerton. The Student Leadership Institute is a leadership certification program. Participants attend one and two-hour workshops (total of 14 hours). The workshops focus on teaching and improving skills associated with effective leadership. SAC faculty, staff, and administrators, as well as community volunteers serve as workshop facilitators. After meeting the requirements for the University Leadership Program, students will receive a certificate from Cal State Fullerton.

## **STUDENT PLACEMENT OFFICE**

**714-564-6201**

The Student Placement Office offers a variety of on-campus employment opportunities for students.

## **STUDENT SUPPORT SERVICES PROGRAM**

**714-564-6843**

The Student Support Services Program (SSSP- TRIO) provides supplementary services to eligible students (First-Generation College students, and low-income). The services are highly personalized with only 175 students accepted each year. Services include, but are not limited to: advisement for graduation and transfer, SSS Grant, priority registration, Technology Center, tutoring in writing, math, and English, and Study Skills workshops. Stop by our office for an application.

## **SUCCESS CENTER**

**714-564-5420**

The Success Center is an academic skills learning center that provides individualized instruction using a wide range of technology. Students can enroll in an Essential Skills Course, or Adult Basic Education, which provides computer aided individualized instruction in reading, language arts, mathematics, English, and writing. Entrance to the Success Center is through L-123 on the south side of the library building.

## **TESTING CENTER**

**714-564-6147**

The Counseling Division provides English, mathematics and reading testing to help students determine their present skill level so that they can select appropriate classes with the help of a counselor. Opportunities are also available for career and study skills assessment by counselor referral or through counseling classes. See the current class schedule for the calendar of assessment services. For more information contact our office or visit our website: [www.sac.edu/studentservices/testingcenter](http://www.sac.edu/studentservices/testingcenter).

## College Services

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### **TUTORIAL LEARNING CENTER**

**714-564-6260**

The Tutorial Learning Center offers free academic and study skills tutoring to students taking courses through RSCCD. The Center provides a variety of tutorial programs and services to help students maximize their learning potential. Tutoring takes place in both one-to-one and group settings, and exam reviews are offered on occasion for some subjects. Students are encouraged to investigate this resource, and can schedule their appointments by either calling or visiting the Center in L-222.

### **UNIVERSITY TRANSFER CENTER**

**714-564-6165**

The University Transfer Center (UTC) provides information and assistance to students preparing for transfer to baccalaureate granting institutions. Transfer services include appointments with university representatives and attending college fairs at Santa Ana College, as well as in-state and out-of-state university field trips. Our Transfer Success Information Night informs both parents and students about the transfer process and how to successfully achieve their academic goals. Additional information sessions focus on UC and CSU admissions, guarantee transfer programs, scholarship and internship opportunities. Students may also use our computers to access a complete digital resource library of university catalogs and videos.

### **VETERANS AFFAIRS OFFICE/VETERANS RESOURCE CENTER**

**714-564-6050**

The Veterans Affairs Office is located in the Russell Hall Building (R-101) inside the Veterans Resource Center (VRC). The VRC provides support and referrals to veterans transitioning into the college. Services include; accessing their VA Benefits, assistance with registration, referrals to on-campus and off-campus resources, academic counseling (when available), access to computers and study area, peer mentoring and various workshops. Services are provided by veterans for veterans. All general questions can be emailed to [veterans@sac.edu](mailto:veterans@sac.edu). More information can be obtained by going to the website: [www.sac.edu/vrc](http://www.sac.edu/vrc).

# District Safety and Security

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The District Safety Department provides 24 hour services to both Santa Ana College and Santiago Canyon College, and their sites and centers. At SAC the office is at the X-building and the telephone number is 714-564-6330. At SCC, the district safety and security office is at the U building and the phone number is 714-628-4730. Persons wanting to call the office may also do so at SAC, SCC and at the Centennial Education Center by using the yellow call-boxes on those campuses. After hours, from 11pm to 7am, Mon-Fri, the district-wide number for district safety and security services for all campuses is 714-564-6333.

RSCCD has a reputation for maintaining safe campuses, where staff, students and faculty can work and study without fear for their personal safety or property. This is, in part, a result of everyone working together to create an atmosphere that is safe and conducive to learning. All crimes or serious incidents that occur on campus should be reported to the district safety and security department. Crime report logs for the district are maintained and available for review at the district safety office at Santa Ana College.

RSCCD also participates in WeTip, a national crime prevention hotline that offers rewards, anonymity and confidentiality. Persons may call 1-800-78-CRIME to report any crime on any of our facilities.

## **Services**

Besides providing general safety and security, District Safety Officers may perform the following services:

1. Render first-aid when the Health Center is closed (Call 714-564-6333 for Emergencies).
2. Respond to emergencies on campus.
3. Provide lost-and-found property services.
4. Assist in starting vehicles by jump starting dead batteries.
5. Open locked vehicles (upon proper identification by owner).
6. Take crime reports, assist in the recovery of stolen property, and help the parties involved contact the police department when necessary.
7. Provide directions and information regarding campus facilities and events.
8. Assist with traffic accidents on campus.
9. Provide escort services for students and staff.
10. Direct a contingency of student security assistants who patrol parking lots.
11. Support the College Injury and Illness Prevention Program through periodic safety inspections of all campus buildings and grounds.

## **Traffic and Parking**

Authorization is granted to the Safety Department of the Rancho Santiago Community College District by the Governing Board to issue traffic and parking citations on District premises. Citations may be issued for violations of:

1. Regulations set forth by the RSCCD.
2. California Vehicle Code (section 21113A).

Safety Officers are instructed to issue citations based upon the regulations, copies of which are available at the District Safety Offices and at the Student Business Office. They are not authorized to grant any privileges deviating from the regulations.

# District Safety and Security

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Santa Ana College, like most all colleges, does not have sufficient parking for all students at peak periods; therefore, cannot guarantee parking, nor does the college assume liability for damage sustained to vehicles in the use of its parking facilities. Please remember that our regulations are for the purpose of protecting vehicles from damage and to ensure the safety of all. Irresponsibility regarding campus traffic and parking regulations may result in a citation, restriction, suspension, and/or vehicle tow-away at owner's expense. Your cooperation in adhering to the college's regulations will certainly reduce potential safety hazards and assist the Safety Officers in performing their duties.

## **Citations**

Vehicles may be issued citations for illegal parking, failure to display a current permit, or any other violation of parking and traffic regulations.

IMPORTANT - Citations are paid only by mailing the fine to the agency that processes our tickets in Santa Ana. Any person who feels a citation was issued in error may contest the notice with the Parking Administration in accordance with procedures on the citation. According to California law, disregard of citations will result in the filing of a Request to Withhold Renewal of Vehicle Registration at the California Department of Motor Vehicles (DMV) until the citation is paid.

## **Parking Permits**

All vehicles parking on campus must display a current permit: available at the student Business Office. Students driving vehicles without a permit should park off campus or purchase a one-day permit (\$2.00) to avoid a citation. Daily permits may be purchased at dispensers. Dispensers in Lots 6, 7, 9, 11,12 and behind the Soccer field must be displayed on the dashboard.

## **Motorcycles, Mopeds, Bicycles**

No permit is required if parked in designated area. Use of vehicular stall requires a permit.

## **Refunds**

Once purchased, refunds for parking permits are made only if classes are dropped during the first two weeks. Parking permits may be purchased during registration at the Student Business Office (8:00 am -5:00 pm), or the Santa Ana College Cashiers Office, S-104, 714-564-6965 (Monday - Thursday 8:00 am - 7:00 pm).

## **Replacement**

Replacement authorization is not granted for lost or stolen permits, except at the full purchase price. Permits may be transferred and displayed on the owner's other vehicle(s).

## **Temporary Permits**

Staff members or students who hold a permit, but must drive a different car to the campus, may, with proper I.D., obtain a temporary (one-day) permit at the District Safety Department.

## **Disabled Parking Areas**

Several areas on campus are designated for Disabled Parking. Vehicles in these areas are required to display a current permit as well as one of the following: District issued disabled permit, State placard, or special State license plate. District permits are available in the DSPS Main Office, Johnson Center, U-103, 714-564-6264.

# Standards of Student Conduct - BP5201

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Revised March 23, 2009

Guidelines for Student Conduct are set forth in the California Education Code, California Administrative Code, Title V, policies of the Board of Trustees, and all civil and criminal codes. Students enrolling in district educational programs assume an obligation to obey state law and district rules and regulations governing the conduct of students.

Students who enroll in those instructional programs in which the college has affiliations with various outside associations must comply with the college's policies and procedures and also with the outside associations' policies and procedures. This includes but is not limited to students enrolled in the programs of Cosmetology, Fire Academies, Criminal Justice Academies and Nursing.

## I. GUIDELINES FOR STUDENT CONDUCT

The following represent violations for disciplinary action, up to but not limited to expulsion, that may be taken:

- A. Dishonesty, cheating, plagiarism, lying, or knowingly furnishing false information to the district or a college official performing their duties.
- B. Forgery, alteration, or misuse of district documents, records, or identification.
- C. Willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to vandalism, such as cutting, defacing, breaking, etc.).
- D. Obstruction or disruption of pedestrian or vehicular traffic or of teaching, research, administration, or of other district activities on or off District premises. This includes obstruction or disruption of administration, disciplinary procedures or authorized college activities.
- E. Assault, battery, or any threat of force or violence upon a student, college personnel, or campus visitor; willful misconduct which results in injury or death to a student, college personnel, or campus visitor. This includes fighting on district property or at a district sponsored event, on or off district premises.
- F. Detention of any person on district-owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another.
- G. Theft of any property of the district which includes property of a member of the district community or a campus visitor.
- H. Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.
- I. Misrepresentation of oneself or of an organization to be an agent of the district.
- J. Sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which includes students, college personnel, or campus visitors.
- K. Use, possession, distribution, or being under the influence of alcoholic beverage on district property or at any district sponsored event.

## Standards of Student Conduct - BP5201

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- L. Use, possession, distribution, or being under the influence of narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule “D” in Section 4160 of the Business and Professions Code on District property or at any District-sponsored event except as expressly permitted by law.
- M. Expression which is libelous, slanderous, obscene or which incites students so as to create a clear and present danger of commission of unlawful acts on district premises, or violation of district regulations, or the substantial disruption of the orderly operation of the college.
- N. Engaging in lewd, indecent, or obscene behavior on district property or at any district-sponsored function.
- O. Possession or use while on the district premises, or a district-sponsored function, of any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive. Exceptions include those participating in a criminal justice educational program who are authorized such possession or those who are enrolled in a course which authorizes such possession.
- P. 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 typewritten class notes, except as permitted by any district policy or administrative regulation.
- Q. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability, sexual orientation or any other status protected by law.
- R. Continuous disruptive behavior or willful disobedience, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel, which includes physical as well as verbal abuse, including the use of racial epithets and hate speech;
- S. Disruptive written or verbal communication, vulgarity, open and persistent abuse of other students which include verbal abuse, racial epithets and hate speech.
- T. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;
- U. Violation of the Computer Usage Policy is applicable to students using computer classrooms, computer labs, the wireless network or other locations on and off district property. A violation is considered any of the following:
  - (a) Accessing with or without permission, or causing to be accessed without authorization, altering, damaging, deleting, hacking, destroying, or otherwise using any data, computer, computer system, computer software and programs, or computer network belonging to or used by the college or any member of the District.
  - (b) Accessing with or without permission, taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the college or District.
  - (c) Using or causing to be used, computer services without permission.

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- (d) Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the college or District.
  - (e) Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to the college or District.
  - (f) Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
  - (g) Using any account or password without authorization.
  - (h) Allowing or causing an account number or password to be used by any other person without authorization.
  - (i) Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing such material which is part of the instructional process or assignment for a class in which the student is currently enrolled.
  - (j) Use of systems or networks for personal commercial purposes.
  - (k) "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.
- V. Any act constituting good cause for suspension or expulsion, or violation of district policies or campus regulations.

## II. DISCIPLINARY ACTIONS FOR STUDENTS

Student conduct must conform to the standards established by the Board of Trustees. Violations are subject to the following types of disciplinary actions. (These disciplinary actions are listed in degree of severity, but not necessarily in sequential order. Disciplinary actions may be imposed singly or in combination.)

- A. **WARNING** - Verbal notice to the student that continuation or repetition of specific conduct may be cause for other disciplinary action.
- B. **REPRIMAND** - Written reprimand for violation of district rules, with copy to the student and to the student disciplinary file. A reprimand admonishes the offender to avoid any future infractions of district rules.
- C. **PROBATION** - Probation is a disciplinary action which allows the offender to return to the district with the understanding of expected appropriate future behavior. Probation may include exclusion of the individual(s) from extra-curricular district activities that would be set forth in the written notice of probation. The probation would be for a specified period of time and appropriate notice will be sent to any advisor(s) of student organizations(s) involved. Any further violations of the Standards of Student Conduct during this probationary period will result in further, more serious disciplinary action against the offender.
- D. **RESTITUTION** - Reimbursement by the offender(s) for damage(s) or for the misappropriation of district property may take the form of appropriate community service to repair or otherwise compensate for damage(s) or loss(es).



## Standards of Student Conduct - BP5201

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- E. **REMOVAL** - An instructor or department administrator may remove a student from his or her class or departmental service for up to two days, and shall report all such action to the academic dean of the appropriate division and to the administrative designee responsible for student discipline.

The administrative designee responsible for student discipline may suspend privileges from that class, campus service, office, department, or the entire campus based upon the violation, for up to ten days.

During the period of the removal, the student shall not be returned to a class from which he or she was removed without the concurrence of the instructor and administrative designee responsible for student discipline; nor shall the student be returned to the service, department, office from which they were removed, or the campus, without concurrence of appropriate administrator.

If the student is a minor, the college president, or designee shall ask the parent or guardian to attend a conference regarding the removal as soon as possible, and if the parent so requests, the Dean of Student Affairs or designee at Santa Ana College or the Vice President of Student Services or designee at Santiago Canyon College shall attend (depending on the college).

- F. **SUSPENSION** - The Board of Trustees, the chancellor or the chancellor's designee may suspend a student for good cause, as defined in Section I, A-V herein, for any of the following periods:

- (a) From one or more classes for less than the remainder of the school term.
- (b) From one or more classes for the remainder of the school term.
- (c) From all classes and activities of the college for up to two (2) academic years.

During the period of the suspension, the student is prohibited from being enrolled in or physically present on any campus of the district for the period of the suspension. The chancellor or designee may impose a lesser disciplinary sanction than suspension, including, but not limited to warning, reprimand, probation, restitution or ineligibility to participate in co-curricular activities or any combination of the listed options.

- G. **EXPULSION** - Expulsion may be for good cause (refer to Section I, A-V), when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others.

### III. DUE PROCESS

No student shall be suspended for more than ten days or expelled unless the conduct for which the student is being disciplined is related to college activity or attendance, and the student is afforded the right of due process.

The chancellor or designee shall, prior to the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the college is situated of any acts of the student which may be in violation of Section 245 of the Penal Code. Violations of any law, ordinance, regulation, or rule regulating, or pertaining to, the parking of vehicles shall not be cause for suspension or expulsion. However, repeatedly ignoring or consistent violations of parking rules, regulations, laws or ordinances may result in vehicles being towed or loss of parking privileges.

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During the due process investigation period and hearing, the designated investigating administrator may allow, disallow and/or select individuals who will be included in the process. For actions regarding minor students, parental notification and/or involvement is required.

### A. Suspension

Any suspension of more than ten days must be accompanied by a due process hearing as outlined in Section IV of this policy.

Whenever a minor student is suspended from a college of the District, the parent or guardian shall be notified in writing by the chancellor, or a designee.

### B. Expulsion

Only the Board of Trustees may expel a student. Expulsion shall be accompanied by a due process hearing as outlined in Section IV of this policy.

## IV. DUE PROCESS HEARING

1. A student who is being considered for suspension or expulsion shall be afforded a due process hearing before a Disciplinary Hearing Board designated by the chancellor or the chancellor's designee. The chancellor or designee shall provide that a reasonable opportunity for a hearing is afforded the student within ten days.
2. The Disciplinary Hearing Board shall be composed of the following individuals appointed by the chancellor or designee:
  - 1 RSCCD Student
  - 1 Administrator
  - 1 Faculty Member
  - 1 Classified Staff
3. The student shall be notified in writing at least two school days before the hearing of the following:
  - (a) The time, date, and place set for the hearing;
  - (b) The charges to be brought;
  - (c) Documentary evidence that will be introduced at the hearing;
  - (d) The right of the student to appear in person and present his or her position;
  - (e) The right to cross-examine the district's witnesses if the witness(es) elect(s) to be present;
  - (f) The right to present evidence or witness(es) on own behalf.
  - (g) In cases of alleged sexual assault, technical rules of evidence shall not apply; no past sexual history may be introduced as part of the testimony, except that the past sexual history of the alleged victim shall be permitted if offered as evidence of the character or trait of character of the victim for the purposes described in California Evidence Code 1103.
4. The hearing board shall hear evidence and witnesses presented by the district and by the student. In the event the student for whom the hearing is held, or other key parties, is not present at the hearing, the Hearing Board will proceed without the individual(s). The Hearing Board shall render its decision on the evidence presented within two school days of the close of the hearing. The hearing board shall notify the Dean of Student Affairs at Santa Ana College or the Vice President of Student Services at Santiago Canyon College or their designee of the decision and will notify the student by certified mail of the outcome of the hearing. If the recommendation

## Standards of Student Conduct - BP5201

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is for suspension or expulsion, the student will be notified in writing of their right to appeal the decision to the Board of Trustees.

Any request by the student to appeal the decision to the Board of Trustees must be made within forty-eight hours of receipt of the letter sent by the aforementioned administrator outlining the hearing board's decision. If the decision supports a recommendation for expulsion, the suspension will continue until the Board of Trustees can hear the appeal.

If the recommendation opposes suspension or expulsion, the recommendation shall be final, and, the chancellor or designee shall reinstate the student immediately to their status prior to the hearings.

The Board shall, unless a request has been made by the student for an open session, hold closed sessions under the following conditions:

- (a) If the Board is considering the suspension or expulsion of the student.
  - (b) If a public hearing upon such question would lead to the giving of information concerning the student which would be in violation of Section 76243 of the Education Code.
5. Before calling such closed session, the chancellor or designee shall, in writing, by registered or certified mail, if the student is a minor notify the parent or guardian, or the student, if the student is an adult, of the intent of the Board to call and hold such closed session. Unless the student, or the student's parents (if the student is a minor) within forty-eight hours after receipt of such written notice, request in writing that the hearing be held in open session, the appeal shall be conducted in closed session. If such written request is served upon the clerk or secretary of the Board, the meeting shall be public except that any discussion at such meeting that might be in conflict with the right to privacy of any other student shall be in closed session. Whether the matter is considered at a closed session or open meeting, final action of the Board shall be taken at a public meeting and the result of such action shall be a public record of the district.
  6. The appeal before the Board of Trustees shall be a review of the evidence presented to the Hearing Board, and an opportunity for both sides to present oral argument. No new evidence or witnesses will be heard unless the Board of Trustees so requests.
  7. The decision of the Board of Trustees shall be final. Students expelled or suspended for more than one academic year from attendance at colleges or programs of the district shall be entitled to make an annual appeal to the Board of Trustees of the expulsion or suspension by written request directed to the Secretary of the Board that the matter be placed on the agenda of the Board of Trustees. Such appeals shall be conducted as provided in this policy.

Additional copies of the following Rancho Santiago Community College District student policies are available in the RSCCD catalog and the offices of Student Services at both Santa Ana College and Santiago Canyon College:

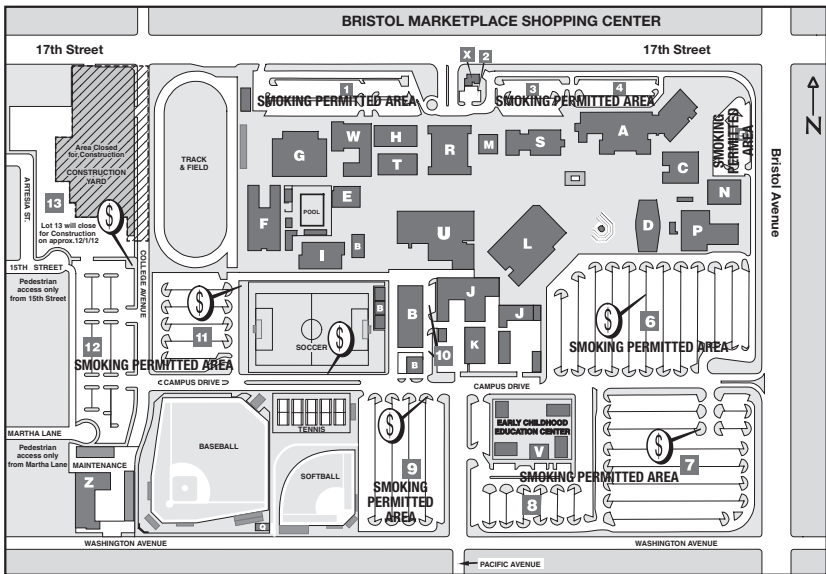
- Student Code of Conduct
- Sexual Harassment Policy/Complaint Procedures
- Academic Honesty Policy
- Grievance Procedures for Students

**Legal references: Education Codes** 66300, 76030, 76031, 76032, 76033, 76034, 76035, 76036, 76037, 76120, 76243, & 87014.

# Tobacco-Free Campus Declaration

Santa Ana College is a tobacco free institution and committed to providing its students and employees a safe and healthy environment. Effective February 9, 2009, no consumption of tobacco will be allowed on the campus property or in any college facility; this includes all buildings, college mall area and sidewalks within the campus. Parking lots are the **only areas** that tobacco use is allowed. The college will display notice of the tobacco free environment at prominent campus locations and provide written notice in key college publications.

“Tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, clove cigarette, or any other smoking product; and smokeless or spit tobacco, also known as dip, chew, or snuff, in any form.



(Tobacco use permitted in parking lots only.)



**SAC IS TOBACCO-FREE**

Use of tobacco-related products is allowed only in parking lots.

## Standards of Conduct for Computer Classrooms and Computer Labs

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Complying with Board Policy 7000 and Administrative Regulation 7000 and in an effort to ensure quality instruction, extend the life of the hardware, comply with the copyright laws, and adhere to appropriate computer network conduct and usage, the following standards of conduct are required of all students, using computer classrooms, computer labs, and the wireless network. Failure to comply with the following standards **will result in the suspension of a student's Internet and lab privileges and possibly other sanctions such as removal from class, suspension and other disciplinary actions.**

- No user is allowed to knowingly access, alter, introduce a contaminant to, damage, delete, destroy, copy, disrupt, or otherwise misuse any data, software, or hardware which exists internal or external to a computer, computer system, or computer network in the Rancho Santiago Community College District.
- Food and drink are not allowed in the computer classrooms or labs at any time, except for activities coordinated by the Dean or a faculty member.
- No user shall use the computers to copy copyrighted material or remove such copyrighted material from a College computer or computer network.
- Loading software on to a College computer is not permitted for anyone without administrative privileges. Users will only use software in College Computers that has been instructor approved.
- Copying or introducing a computer virus onto a College computer in any form is never permitted by anyone and is subject to disciplinary action which may include expulsion.
- E-mail, chat rooms, and Internet usage must be related to assigned class projects, and/or within guidelines provided by your instructor.
- Printing is limited to 20 pages at one time or the amount posted by the faculty member of other College employee in charge of the classroom or lab.
- Users will scan all diskettes for viruses before use, per lab and classroom instructions.
- Using the Internet to access inappropriate material (i.e. nudity, pornography, etc.) is not allowed.
- Sending or receiving messages which are racist or inflammatory, abusive toward a specific gender or culture, obscene, or are otherwise inconsistent with the District's policies is not allowed.
- Sending your message with someone else's name as the author is not allowed.
- Mass emailing or spamming is not allowed.
- Running servers or daemons on the wireless network is not allowed.
- Unauthorized access or break in through the wireless system is unlawful.
- Running unauthorized data packet collection and denial of service on the wireless network is prohibited.
- Bandwidth on the wireless network is limited. Use desktop access for large files.

# Academic Honesty Policy Information

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## INTRODUCTION

Students at Rancho Santiago Community College District are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, or to cheat on an examination, corrupts the essential process by which knowledge is advanced. Academic dishonesty is seen as an intentional act of fraud, in which a student seeks to claim credit for the work or efforts of another without authorization, or uses unauthorized material or fabricated information in any academic exercise. We as an institution also consider academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others, assisting other students in acts of dishonesty or coercing students into acts of dishonesty.

**In matters relating to academic honesty violations, the primary responsibility for disciplinary proceedings rests with the instructor and the academic division where the violation allegedly occurred.**

## Procedures for Student Grievances Regarding Grades

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### PROCEDURE

1. Student shall meet with the instructor to discuss the grade.

If the issue is not resolved and the student believes that the grade is based on a mistake, fraud, bad faith, or incompetency (EC 76224), he/she may appeal in writing to the Division Dean. Such an appeal must be made within a one year period following the semester which the grade was assigned.

2. Forms for the written appeal may be found in any divisional Dean's office or the Office of the Chief Student Services Officer of the campus.
3. The student may be requested to set-up an appointment with the appropriate Division Dean to discuss the written grievance.
4. The appropriate Division Dean will review the allegations and consult with the instructor.
5. The Division Dean will review the issue and will notify the student and instructor in writing of his/her decision.
6. The decision of the Division Dean is final.

## **Nondiscrimination Policy**

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The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator. RSCCD Title IX Officer and Section 504/ADA Coordinator: John Didion, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7489

## **Sexual Harassment Policy**

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The Rancho Santiago Community College District forbids any form of sexual harassment. Prompt disciplinary action will be taken against any student or employee engaging in sexual harassment.

It is the policy of the Rancho Santiago Community College District to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and Federal law.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that:

- are made either explicitly or implicitly a term or condition of an individual's education status or employment;
- are used as a basis for educational or employment decisions affecting such individual; or
- have the purpose or the effect of unreasonably interfering with an individual's educational or work performance or which create an intimidating, hostile or offensive educational or work environment.

Within the educational environment, sexual harassment is prohibited between students, between employees and students, and between non-students and students.

If you feel that you have been the victim of sexual harassment, please contact the Santa Ana College Personnel Office, Vice Chancellor of Human Resources at 714-480-7489, or the Dean of Student Affairs at 714-564-6140.

## Grievance Procedures for Students

Rancho Santiago Community College District does not discriminate on the basis of race, color, national origin, ancestry, religion, creed, sex, age, or handicap in its employment or in its educational programs and activities. Students may file a grievance when they believe they have been discriminated against in any of these areas.

Students may file a grievance when they believe they have been deprived of a right granted to students by the Board of Trustees in any of the policies or regulations of the Rancho Santiago Community College District.

The purpose of these grievance procedures is to resolve differences as fairly and expeditiously as possible while preserving the right of students and staff members.

### PROCEDURE

1. Students shall first confer with the person who took the action or made the ruling to which they object no later than ten (10) days following the event which prompted the grievance.
  - a. The Associate Dean, Student Development will assist the student in arranging an appointment between the student and staff member.
2. If the difference is not satisfactorily resolved, the student shall confer with the person's supervisor.
  - a. The Associate Dean, Student Development will assist the student in arranging an appointment between the student and the staff member's supervisor.
3. If the grievance is still unresolved, the student may file a written statement setting forth the nature of the grievance on the prescribed form with the Vice President of Student Services, no later than ten (10) days after conferring with the person's supervisor.
4. The grievance form shall be completed in full and shall include a full description of the grievance, times, dates and pertinent facts and the remedy sought by the student.
  - a. A Student Grievance Staff Response form will be sent to both the staff member and a supervisor for completion.
5. The Vice President of Student Services shall select a Student Grievance Panel . The administrator involved then shall forward the completed forms to the panel chair for review and recommendation. The panel shall have the power to make an appropriate investigation of the grievance and shall state the findings and make a recommendation.
6. If the grievance is sustained by the panel, it will recommend appropriate action for relief of the grievance and communicate this in writing to the person(s) to whom the grievance was directed. If the findings of the panel do not sustain the grievance, the panel shall communicate this finding in writing to the student who filed the grievance. The ruling of the Student Grievance Panel is final.

### \*STUDENT GRIEVANCE PANEL STRUCTURE

- one non-voting chair (except in situations of a tie vote)
- one student representative
- one classified representative
- one faculty representative
- one administrative representative



## Survival Instructions

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***Never cut class*** — Cutting class is easy and the temptation is great. But don't do it! College classes cover material in one semester that is covered in one year in high school and do it with about half the class meetings per week.

***Concentrate in class*** — Sitting up front or in the middle section of the room makes it harder to be distracted.

***Take copious notes*** — A result of a high level of concentration should be that you have taken detailed notes, not just of what was written on the chalkboard, but of what the instructor said. These can always be rewritten and reorganized; in fact, they should be. It is much easier to later discard some of these notes than to reconstruct and remember what the instructor said weeks ago.

***Re-read assignments before exams*** — The night before an exam is the time to be re-reading your textbook and reviewing your notes. It should not be the time for reading assignments for the first time or the first time you have really studied your notes. If it is, you will probably not be well prepared for the exam and won't have time to clarify questions with your instructor.

***Budget enough study time*** — Fill out a time management sheet each semester. Mark in the times for your class meetings, your work hours, commuting time, eating and sleeping, recreation, etc. Now mark in your study hours and see if you have 2-3 hours of study for every hour in class.

***Avoid academic advisement from fellow students*** — Even veteran faculty and staff advisors find it necessary to be constantly verifying and updating their knowledge of academic policies and requirements. No student has a comparable base of information. Furthermore, your fellow students may be under a different catalog year with different requirements for the major and general education than those to which you will be held.

***Use faculty office hours*** — Some faculty will ask you to see them during office hours if you seem to be having difficulty with the course, but most will leave this up to you. Don't interpret this as a lack of interest in you or that you would be "bothering" the instructor to show up during the office hours. However, you should come prepared with specific questions; the office hour is not an extended tutoring session. Your specific questions will impress the instructor that you are interested in and concerned about the course. Be sure to introduce yourself. Name recognition and a positive impression can only help you when it comes time to assign grades.

***Take care of yourself*** — As we said before, your physical and emotional health is closely linked with your academic success. Abusing your body with a poor diet, smoking, too much alcohol or other depressants, too much caffeine or other stimulants, dangerous sexual practices, and other such behavior is bad for both your long-term health and your GPA. If you feel that you have an abuse problem, remember that free, confidential help is available in the Health and Wellness Center.

# Rancho Santiago Community College District

## Matriculation Fact Sheet

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Approved by the state legislature and signed by Governor Dukemejian on September 30, 1986, the Campbell-Seymour Matriculation Act of 1986 was designed to:

- (a) Ensure equal education opportunity for all Californians.
- (b) Ensure that students receive the educational services necessary to maximize their opportunities for success.
- (c) Provide students with the information to establish realistic educational goals.
- (d) Ensure that the matriculation process does not exclude students from receiving appropriate educational services at community colleges.

There are seven components to matriculation. Santa Ana College is committed to provide all students with a set of services as outlined under each component to help them enter and succeed in college. Access and success are two key concepts that flow throughout the seven components.

### ADMISSIONS

- Processing of admissions applications
- Registration of students
- Processing of grades, program changes, graduation and transfer certification checks

### ORIENTATION

- Counselor-led sessions to review assessment results, college programs and requirements, course selection information, registration procedures
- Staff-led sessions to review students' rights and responsibilities and student services programs
- New Freshman orientation program (for recent high school graduates)
- Orientation to College courses (Counseling Division)

### ASSESSMENT

- Developing fair procedures to assess students' skills and abilities
- Assessment of students in reading, writing, (DTLS), math (MDTP), and ESL (CELSA)
- Recording of students' test and assessment results
- Development of forms and procedures to collect assessment information
- Statistical reporting of testing and assessment data

### COUNSELING AND ADVISEMENT

- Counseling and course advisement in conjunction with orientation and registration
- Development of student educational plans
- Ongoing counseling services to students throughout the term (career, personal, academic counseling, transfer workshops)
- Counseling courses and workshops in career development (Counseling 116)
- Counseling for probationary and "undecided" major students

### STUDENT FOLLOW-UP

- Counseling sends letters to students on probation
- Mid-term grades posted for all classes
- Admissions sends letters to probationary students with poor mid-term grades
- Workshops for "undecided" major students
- Counselor presentations in basic skills classes

# Rancho Santiago Community College District

## Matriculation Fact Sheet

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### RESEARCH AND EVALUATION

- Conduct research in the areas of student success; student equity for program and course access and progress; use and effectiveness of matriculations services.
- Conduct research to assure appropriateness of placement tests, cut-off scores for entry to courses, course prerequisites, and additional criteria used for placement into courses.
- Conducting research in local validation of test instruments, cut-off scores, and prerequisites courses.

### COORDINATION AND TRAINING

- Matriculation Committee, and sub-committees on: Follow-up, Counseling, Research composed of faculty, staff, students, administrators
- Training activities for departments
- Faculty flex calendar presentations
- Student Success Workshops

### STUDENT MATRICULATION RIGHTS

- Students have the right to file a complaint if they feel they have been treated in discriminatory manner
- Students have the right to appeal their recommended placement level
- Students can be removed from classes if they have failed to attend on a regular basis or if they have violated the rules and regulations of the college
- Students cannot be required to participate in matriculations services (testing, orientation, advisement)
- Students cannot be required to enroll in courses based on test scores alone (unless placement criteria are used and tests have been validated)

### STUDENT MATRICULATION RESPONSIBILITIES

- Students must express at least a broad educational intent upon admission
- Students must declare a specific educational goal by the semester following completion of 15 semester units
- Students must develop a student educational plan within 90 days after declaring an educational goal
- Students must follow the educational plan
- Students must participate in counseling if they are undecided about a major, if they are on probation, and/or if they are enrolled in English, reading, or math courses that do not count toward the Associate Degree
- Students must diligently attend class and complete assigned coursework
- Students must complete courses and maintain progress toward their educational goal

*Students who are unsure whether they should complete matriculation or have other questions may consult the Counseling Department 714-564-6100, or the Testing Center 714-564-6147, or the Admissions Office 714-564-6005. All new students to RSCCD are encouraged to complete the matriculation program.*

## Articulation Agreements/ Transfer Agreements

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Wondering what an articulation agreement is and what it has to do with you? If you plan to transfer to a four-year college or university, an articulation agreement can save you time and money as you pursue your baccalaureate degree. Articulation agreements list courses offered at Santa Ana College which are acceptable at a transfer college or university as equivalent in content (or as an acceptable substitute) to those courses offered at the four-year institution. In other words, if you are following one of these when planning your coursework you can be assured that your courses from SAC will “count” when you transfer. The most up-to-date agreements can be found at [www.assist.org](http://www.assist.org). It is important that you meet with a counselor to best understand how each agreement works. SAC has articulation with colleges and universities throughout California. For example, agreements exist with institutions such as UC Berkeley, UC Irvine, UCLA, CSU Fullerton, CSU Long Beach, San Diego State, and USC just to name a few.

In addition to articulation agreements, SAC also has Transfer Agreements with some four-year colleges and universities. These are agreements that can either assure you priority admission or in some cases even guarantee you admission to a four-year college or university. Some of these programs are available only through the SAC honors program while others, with universities such as UC Riverside, are open to all students who meet program criteria. Please contact either the Transfer or Counseling Centers for more information about these valuable opportunities.

## Family Education Rights and Privacy Act

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“As required by the Family Education Rights and Privacy Act of 1974, Santa Ana College will make public without a student’s consent only certain Directory Information. Rancho Santiago Community College District defines Directory Information as a student’s name, city of residence, major, dates of attendance, degrees and awards received, most recent previous educational institution attended, participation in officially recognized activities and sports, and athletic team members’ height, weight, and age. Students may request Directory Information be withheld by submitting a written request each semester to the Admissions and Records Office.”

# Are you ready to GRADUATE?



You may have finished your last class and taken your last final, **BUT** have you completed your Graduation checklist? Below is a checklist to help you with the graduation process here at SAC. If you have any questions, please contact the Graduation Office at 564-6052 or stop by the Counseling Center or the Graduation Office located on the first floor of the Administration Building.

## **I. TRANSFER STUDENTS (*planning to transfer to a CSU, UC or private college/university*)**

COMPLETED ✓

- \_\_\_A. *MEET* with your Counselor to: 1) Select a Major 2) Select a transfer university 3) Determine general education requirements 4) Develop an educational plan.
- \_\_\_B. *GENERAL EDUCATION REQUIREMENTS* - Complete these requirements and/or meet the transfer admission criteria for college or university you have selected.
- \_\_\_C. *YOUR MAJOR* - Complete required courses (discuss options with Counselor).
- \_\_\_D. *SUBMIT CSU/UC/PRIVATE UNIVERSITY* application during established filing period (check with your Counselor or the Transfer Center).
- \_\_\_E. *GRADUATION/CSU/IGETC PETITIONS* - Fill out and submit to Admissions one semester before your final semester at SAC.
- \_\_\_F. *GRADUATION STATUS LETTER* - Will be sent to you at the end of the semester in which you turn in your Graduation Petition and/or CSU Certification or IGETC Certification Form.
- \_\_\_G. *SUBMIT TRANSCRIPT REQUEST FORM* for SAC transcript to be sent to the university of your choice at the end of the semester you are completing your last class. Check box "CSU/IGETC Certification posted" as necessary.

## **II. CERTIFICATE STUDENTS**

COMPLETED ✓

- \_\_\_A. Complete all courses in major with "C" grade or better.
- \_\_\_B. Complete "Certificate of Completion" petition.
- \_\_\_C. Submit your "Certificate of Completion" to the Admissions office early in the semester you are completing your last class.

## **III. NON-TRANSFER STUDENTS**

COMPLETED ✓

- \_\_\_A. Meet with a counselor as needed - develop an educational plan.
- \_\_\_B. General Education Requirements and Major requirements - required courses completed.
- \_\_\_C. Graduation Petition - Fill out and submit to Admissions one semester before your final semester at RSCCD.

# Frequently Called Phone Numbers

Answers to your questions about

- **Santa Ana College** ([www.sac.edu](http://www.sac.edu))
- **Rancho Santiago Community College District** ([www.rscdd.edu](http://www.rscdd.edu))
- Education and support centers, facilities, programs, services, and more . . .

*For answers to questions about Santiago Canyon College, call 714-628-4900*

TO CONTACT OR LEARN ABOUT . . .	LOCATION	TELEPHONE
Academic Computing Center.....	SAC.....	714-564-6731
Acquired Brain Impairment Program.....	SAC.....	714-564-6280
ACT Center.....	RSCCD District Office.....	714-480-7560
Add or Drop Class.....	SAC.....	714-564-6031
Admissions.....	SAC.....	714-564-6005
American Sign Language.....	SAC..... (TDD 714-564-6284)	714-564-6283
Articulation—High Schools/ROPs.....	SAC.....	714-564-6224
Articulation—Universities.....	SAC.....	714-564-6088
Assistive Technology Center.....	SAC.....	714-564-6260
Athletics.....	SAC.....	714-564-6900
Bookstore.....	SAC.....	714-564-6464
CalWORKs.....	SAC.....	714-564-6150
Career/Job Resource Center.....	SAC.....	714-564-6254
Cashier's Office.....	SAC.....	714-564-6965
Centennial Education Center (CEC).....	CEC.....	714-241-5700
Center of Excellence.....	RSCCD District Office.....	714-564-5529
Child Development Services.....	RSCCD District Office.....	714-480-7546
Santa Ana College.....	SAC.....	714-564-6894
Centennial Education Center.....	CEC.....	714-241-5739
Clubs/Organizations.....	SAC.....	714-564-6214
Community Relations.....	RSCCD District Office.....	714-480-7505
Community Services.....	SAC.....	714-564-6594
Communication Disabilities.....	SAC.....	714-564-6280
Computer Lab.....	SAC.....	714-564-6731
Academic Computing Lab.....	SAC.....	714-564-6731
Continuing Education Division		
Centennial Education Center.....	CEC.....	714-241-5700
Cooperative Work Experience.....	SAC.....	714-564-6750
Counseling.....	SAC.....	714-564-6100
Criminal Justice Academies.....	OCSD.....	1-714566-9200
Deaf and Hard of Hearing.....	SAC..... (TDD 714-564-6284)	714-564-6283
Developmentally Delayed Learners.....	SAC.....	714-564-6273
Digital Media Center.....	DMC.....	1-714241-5812
Disabled Student Programs & Services.....	SAC.....	714-564-6260
Distance Education (Online Classes).....	SAC.....	714-564-6725
DISTRICT OFFICE.....	RSCCD District Office.....	714-480-7300
District Safety and Security.....	RSCCD District Office.....	714-480-7331

# Frequently Called Phone Numbers

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## DIVISIONS/DEPARTMENTS

Business.....	SAC.....	714-564-6750
Counseling.....	SAC.....	714-564-6078
Exercise Science, Health and Athletics.....	SAC.....	714-564-6900
Fine & Performing Arts.....	SAC.....	714-564-5600
Humanities & Social Sciences.....	SAC.....	714-564-6500
Human Services & Technology.....	SAC.....	714-564-6800
Career Education & Workforce Development.....	SAC.....	714-564-6106
Science, Math, and Health Sciences.....	SAC.....	714-564-6600
Economic Development.....	RSCCD District Office.....	714-564-5529
Educational Services.....	RSCCD District Office.....	714-480-7460
Emergency.....	SAC, Security/Safety Building.....	714-564-6333
Emergency Services (Earthquake Preparedness).....	RSCCD District Office.....	714-480-7330
English as a Second Language.....	SAC.....	714-564-6500
Environmental Safety/Crime Prevention.....	RSCCD District Office.....	714-480-7330
EOPS.....	SAC.....	714-564-6232
FAAst TrAAck Program.....	SAC.....	714-564-6224
Facility Reservations.....	SAC.....	714-564-6227
Financial Aid.....	SAC.....	714-564-6242
Fire Technology.....	SAC.....	714-564-6845
Foundation.....	SAC.....	714-564-6091
Freshman Experience, Learning Communities II.....	SAC.....	714-564-6117
Graduation.....	SAC.....	714-564-6052
Hazardous Materials.....	RSCCD District Office.....	714-480-7330
Health Services.....	SAC.....	714-564-6216
Honors Transfer Program.....	SAC.....	714-564-6528
Human Resources.....	RSCCD District Office.....	714-480-7484
I-20 Form.....	SAC.....	714-564-6047
Information, General.....	SAC.....	714-564-6000
International Students.....	SAC.....	714-564-6047
Learning Center.....	SAC.....	714-564-6260
Learning Disabilities.....	SAC.....	714-564-6264 & 714-564-6295
Learning Skills Lab (Centennial Education Center).....	CEC.....	714-241-5768
Library.....	SAC.....	714-564-6700
Lost & Found.....	SAC, Security/Safety Building.....	714-564-6330
MESA (Math, Engineering, & Science Achievement).....	SAC.....	714-564-6373
Military Evaluation/Veteran's Affairs.....	SAC.....	714-564-6050
Nursing.....	SAC.....	714-564-6825
Office of School & Community Partnerships.....	SAC.....	714-564-6970
Online Classes/Distance Education.....	SAC.....	714-564-6725
Outreach.....	SAC.....	714-564-6141
Parking.....	SAC, Security/Safety Building.....	714-564-6330
Photo ID.....	SAC.....	714-564-6965
Physical Disabilities.....	SAC.....	714-564-6295
Psychological Disabilities.....	SAC.....	714-564-6216
Psychological Services.....	SAC.....	714-564-6216
Public Service Institute, Business Seminars.....	DMC.....	714-241-5823
Puente Program.....	SAC.....	714-564-6165

## Frequently Called Phone Numbers

RSCCD District Office .....	RSCCD District Office .....	714-480-7300
Rancho Santiago Community College District Foundation .....	RSCCD District Office .....	714-480-7340
Registration .....	SAC .....	714-564-6005
Research Department .....	RSCCD District Office .....	714-480-7468
Residency .....	SAC .....	714-564-6005
Resource Development Department .....	RSCCD District Office .....	714-480-7463
Santa Ana College (SAC) .....	SAC .....	714-564-6000
Scholarships .....	SAC .....	714-564-6478
Security .....	SAC, Security/Safety Building .....	714-564-6330
Service Learning Center .....	SAC .....	714-564-6362
Small Business Development Center, Orange County .....	RSCCD District Office .....	714-564-5200
Spanish Language Telephone Assistance .....	SAC .....	714-564-6100
Speech Language Pathology Assistant Program .....	SAC .....	714-564-6668
Student Activities .....	SAC .....	714-564-6210
Student Affairs .....	SAC .....	714-564-6140
Student Business Office .....	SAC .....	714-564-6430
(Office of) Student Life .....	SAC .....	714-564-6211
Student Government .....	SAC .....	714-564-6214
Student Leadership Institute .....	SAC .....	714-564-6330
Student Placement .....	SAC .....	714-564-6201
Student Support Services Program (TRIO) .....	SAC .....	714-564-6843
Student Transition Program .....	CEC .....	714-241-5710
Success Center .....	SAC .....	714-564-5420
Talent Search (TRIO) .....	SAC .....	714-564-6182
Teacher Education Center .....	SAC .....	714-564-6352
Tech Prep .....	SAC .....	714-564-6629
Testing Information .....	SAC .....	714-564-6148
Transcripts .....	SAC .....	714-564-6461
Transfer Center .....	SAC .....	714-564-6165
Tutorial Center .....	SAC .....	714-564-6260
U-Link .....	SAC .....	714-564-6416
Upward Bound (TRIO) .....	SAC .....	714-564-6843
Veterans Affairs .....	SAC .....	714-564-6242
Veterans Resource Center .....	SAC .....	714-564-6050
Women's Programs/Services .....	SAC .....	714-564-6175
Workability .....	SAC .....	714-564-6255
Workplace Learning Resource Center .....	RSCCD District Office .....	714-564-5521

### VISIT OUR WEBSITES

SANTA ANA COLLEGE – [www.sac.edu](http://www.sac.edu)

SANTIAGO CANYON COLLEGE – [www.sccollege.edu](http://www.sccollege.edu)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT – [www.rsccd.edu](http://www.rsccd.edu)

IF YOU CAN'T FIND WHAT YOU NEED IN THE LIST ABOVE,  
PLEASE CALL 714-564-6000



# IN CASE OF EMERGENCY

For Campus Safety

**DIAL 714-564-6330**

For Campus Emergency

**DIAL 633**

For Life Threatening Emergencies

**DIAL 911**

Yellow CALL Boxes are also available throughout the campus.



## SANTA ANA COLLEGE FACILITIES

- A** Cesar Chavez Building / Business / Computer Lab
- B** Middle College High School
- C** Fine Arts / Art Gallery
- D** Dunlap Hall / Amphitheatre (west of bldg.)
- E** Fitness Center
- F** Locker Rooms
- G** Cook Gym
- H** Hammond Hall
- I** Classroom Building
- J** Auto Shop / Quick Center
- K** Welding / Auto Diesel
- L** Nealley Library
- M** Planetarium

- N** Music Building
- P** Phillips Hall Theatre
- Q** Concession
- R** Russell Hall
- S** Administration Building / Admissions / Counseling
- T** Technical Arts
- U** Johnson Center / Student Business Office / Bookstore / Cafeteria / International Students Program
- V** Early Childhood Education Center
- W** Exercise Science
- X** Security / Safety
- Z** Maintenance

## PARKING

- 1** Staff Parking
- 2-3** Visitor Parking
- 4-5** Staff Parking
- 6-13** Student Parking (except as posted)
- (S)** Permit Dispenser (\$2.00 for 8 hours)



**SAC IS TOBACCO-FREE**

Use of tobacco-related products is allowed only in parking lots.

# Financial Aid

Get  
**free cash**  
for college!

We're here for you.

**Call the Financial Aid Office**

**714-564-6242**

**or stop by at your convenience**

**Monday-Wednesday 8am-5pm**

**Thursday 8am-6:45pm**

**Friday 8am-noon**

Information about our services & programs  
is also available on the web:

**[www.sac.edu](http://www.sac.edu)**



**SANTA ANA COLLEGE**

1530 West 17th St

Santa Ana, CA 92706-3398