

Additionally, you may select to use your SBCC photo I.D. as a Campus Card which may be used as a cash card for select campus services. Obtain your SBCC photo I.D. card in Admissions & Records (SS-110). Photo I.D. is required prior to issuance of the SBCC photo I.D. card.

The Office of Student Life (Campus Center, Room 217) maintains listings of available rooms, apartments, and room and board situations in the community. For housing information, go to www.sbccc.edu/housing.

Parking permits are required in order to park vehicles on campus, with the exception of Pershing Park. Parking fines will be issued for parking violations. For parking and transportation information, go to www.sbccc.edu/commute.

Purchase Books

Students are expected to purchase all textbooks, supplies and uniforms, as needed for instruction. Most materials may be purchased through the Campus Bookstore. Textbooks may be purchased or reserved for pickup at www.sbcccbooks.com.

Class Attendance

The last step of enrollment will be completed upon attendance at the first class meeting. Students who are not in attendance at the first class meeting are considered “no-shows” and the instructor may drop such persons in order to give their seats to non-registered students seeking to enroll. Also, an instructor may withdraw a student from semester-length courses at any time for excessive absence through the 9th week of the Fall/Spring Semesters, and 60% point of the class for Summer and courses less than a semester in length. As a guideline, absence is considered excessive if a student misses three (3) class meetings or the equivalent of one week of class attendance, or according to absence guidelines as published in the course syllabus.

Absence due to a verified illness may be accepted as an excused absence for a limited period of time. Students are expected to notify their instructor by e-mail and/or phone message if they are absent for a medical reason. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled. Students anticipating or encountering extended absences due to medical, personal or family emergencies should contact the Dean, Educational Programs—Student Support Services, Room SS-260, ext. 2237.

It is the student's responsibility to officially withdraw by stated deadlines either online or in person in Admissions

& Records. Students failing to officially withdraw by the deadline may receive an “F” or “FW” grade.

Fees and Refunds

Students are encouraged to pay fees at time of registration. Payment must be received within seven (7) days of registration or you may be dropped for non-payment. Students finding it difficult to pay enrollment fees should visit the Financial Aid Office at (SS-210) or go to www.sbccc.edu/financialaid before registering for classes. All fees are subject to change without notice.

As the student, you are responsible for dropping classes by the stated deadlines. If you register in a class and later change your mind, it is your responsibility to drop the class by the stated deadline.

Non-Resident Tuition

Tuition for out-of-state students is \$211 per unit; \$211 per unit for international students.

Student Enrollment Fee

Santa Barbara City College charges a required enrollment fee of \$46.00 per unit. The State of California, through its Board of Financial Assistance Program, has provided fee credits, fee waivers, or special Board of Governors waivers to help defray the cost of the Student Enrollment Fee. Information regarding fee credits, fee waivers, or Board of Governors waivers should be obtained from the Financial Aid Office, Room SS-210, several days before a student enrolls in classes.

Tuition/Enrollment Fee Refund

Both tuition and the enrollment fees will be refunded by course deadlines. Check your *Schedule/Bill* for deadline dates. Refunds are not automatic. For additional information on refunds, go to www.sbccc.edu/fiscalservices/cashier A \$10.00 per semester processing charge will be deducted from enrollment fee refunds. (This charge does not apply to classes cancelled by the college.)

The following fees are not refundable once the semester begins: Health Services, Student Representation, Parking Permits, Transportation and Student Activity.

Health Services Fee

All students pay a required health services fee of \$18 per semester/\$14 summer session. The health services fee is only refundable to students who withdraw from all classes prior to the first day of the semester.

Parking Fees

Any student who intends to park a vehicle on campus must register his/her vehicle and purchase a parking permit. Parking permits are not required for mopeds and motorcycles. Permits should be purchased online through Pipeline at a discounted rate. Price includes shipping, handling, postage and applicable credit card processing fees.

All Day/Evening permits are \$33.25 per semester. Board of Governors Grant Waiver students are eligible for a reduced All Day/Evening permit of \$20.00 plus a \$3.25 convenience fee which covers shipping, handling, postage and applicable credit card processing fees per semester. Evening only permits are \$18.25 per semester. Permits for Summer Session are \$18.25. Parking permits are *non-transferable*, and parking fees are only refundable to students who return permits prior to the first day of the semester. Lost/stolen permits are not replaced. Purchasing a parking permit does not guarantee a parking space.

Parking permits may be purchased online at <http://pipeline.sbccc.edu>.

Student Transportation Fee

All students are required to pay a “Student Transportation Fee” during registration. This fee is \$26.00 per semester for students enrolled in 6 units or more; \$25.00 for students enrolled in fewer than 6 units for Fall and Spring; and \$11.50 for Summer Session. The Student Transportation Fee entitles a student to unlimited use of local community bus service. Your SBCC I.D. card with the current semester sticker is your pass. Fall Semester passes are valid 7 days prior to the start date of fall classes until 7 days before the start of spring classes. Spring Semester passes are valid 7 days prior to the start of spring classes until the last day of final examinations for spring. Summer passes are valid 7 days prior to the start of the Summer Session until the last day of final examinations for the Session. Students enrolling only in distance learning or off-campus classes are exempt from paying the Transportation Fee. *The fee is refundable to students who withdraw from all classes prior to the first day of the semester, provided the student photo I.D. card is returned.*

Textbook/Lab Supplies

Students are expected to purchase all textbooks, supplies and uniforms, as needed for instruction. Some materials may be purchased through the Campus Bookstore. In laboratory courses, students are charged for the actual cost of items lost or broken.

Student Activity Fee

Students are expected to pay a Student Activity Fee at the time of registration. The \$10.00 yearly fee entitles the student to free admission to numerous college events, in addition to discounts from the Bookstore and businesses in the community. A student activity sticker is affixed to the student photo I.D. card. Duplicates will not be issued for cards misplaced or stolen. *The fee is only refundable to students who withdraw from all classes prior to the first day of the semester. The student photo I.D. card with activities sticker must be returned.*

Student Representation Fee

The \$1.00 Student Representation Fee provides support for students and/or representatives who state positions/viewpoints before city, county and district governments and before offices/agencies of state and federal governments. A refund may be requested, after registration by going to the Associate Dean, Educational Programs - Student Support Services, CC-222, with proof of payment.

Financial Aid

Santa Barbara City College offers several types of financial aid which are funded through federal, state and local agencies and the college itself. The major categories include:

- *Grants.* These awards are based on financial need and do not require repayment.
- *Loans.* Such awards must be repaid after the student leaves school or drops below half-time enrollment. Most have a low rate of interest.
- *Employment.* This type of award is based on financial need and provides the student with an opportunity to earn money for school through employment with participating Federal Work Study employers.
- *Scholarships.* These awards are based on scholastic achievement and/or financial need and/or student activity involvement. They do not require repayment.
- *Special Programs.* Some students qualify for benefits through the Veterans Administration, California State Department of Rehabilitation and Bureau of Indian Affairs, among others. Eligibility requirements vary.

For additional information and the most recent updates, please refer to www.sbccc.edu/financialaid.

Where Do You Go to Apply?

Financial aid information and application forms may be obtained from Santa Barbara City College's Financial Aid Office, Room 210, Student Services Building. Call (805) 730-5157. You may apply for federal financial aid on the Internet at www.fafsa.ed.gov.

When Do You Apply?

Students should apply beginning in January for the following Fall Semester. Priority for aid will be given to students who apply early. A complete application and all corresponding documentation must be in the Financial Aid Office. If you apply late or complete your Financial Aid application late, your application will be treated on a "first-come, first-served" basis until funds are exhausted.

There are various Financial Aid deadlines throughout the year. Check the financial aid website for a complete listing of deadlines: www.sbcc.edu/financialaid.

Board of Governors Fee Waiver (BOGW)

California community college students are charged an enrollment fee. However, there are fee waivers available for qualified California resident and AB540 classified students through the *Board of Governors Fee Waiver Program*.

Students may be eligible for a *Board of Governors Fee Waiver (BOGW)* if (1) you or your family are receiving Temporary Assistance for Needy Families (TANF), General Assistance, or Supplemental Security Income (SSI) or State Supplemental Program (SSP) aid; (2) you are qualified for and are receiving other financial aid; (3) your family's income meets the established guidelines; or (4) you qualify under Special Classifications Enrollment Fee Waivers, see questions on the BOGW.

Applications and BOGW-related information are available in the Financial Aid Office, Room SS-210, or download the BOGW application at www.sbcc.edu/financialaid.

Pell Grants

A Pell Grant is federal aid designed to provide financial assistance for those who need it to attend post-high school educational institutions. Basic grants are intended to be the "floor" of a financial aid package, and may be combined with other forms of aid in order to meet the full cost of education.

The actual amount of your grant is determined by your estimated family contribution, the total cost of attending college and your enrollment status.

After your application is processed, you will receive a Student Aid Report (SAR), which constitutes official

notification of your expected family contribution (EFC). The lower the EFC, the higher your award will be.

Supplemental Educational Opportunity Grants (SEOG)

The SEOG is a federal grant designed for students with financial need who receive the Pell Grant. Funds are limited.

Extended Opportunity Program and Services (EOPS)

EOPS is intended to provide special support services to students with extreme financial need and a history of being economically and educationally disadvantaged. To be eligible for EOPS, a student must:

- Be a California resident;
- Be enrolled as a full-time student (*12 units or more per term*);
- Have fewer than 70 units of degree-applicable college credits;
- Qualify to receive a Board of Governors Fee Waiver under either Method A or B; and
- Be educationally disadvantaged.

Student Loans

These loans are available to students who are enrolled at least half-time.

The Federal Government may pay interest on subsidized loans during the in-school period and during the grace period following the student's termination or graduation. The grace period is for six months. The student is responsible for paying the interest on unsubsidized loans during the in-school and grace periods. Students are eligible if they meet the Department of Education's criteria, as listed with the Financial Aid Office.

Federal Work Study (FWS)

FWS is a program financed by both the Federal Government and Santa Barbara City College (or some other local nonprofit agency) and is designed to provide part-time employment for students in financial need to continue their educational training.

Whenever possible, students are assigned to work situations which further their educational growth and which also are of value to the college or off-campus agency. Students must be enrolled and be eligible for financial aid.

As with other financial aid, the Work Study award is determined by the Financial Aid Office at a limit that cannot be exceeded. Thus, if you have a \$2,700 FWS award, once you earn the \$2,700, regardless of the

number of hours worked, you cannot continue to be employed under FWS. Funds are limited.

Scholarships

Scholarships are available from various individuals and organizations. The amounts of, and qualifications for, these scholarships vary.

Students interested in scholarships should check periodically with the Financial Aid Office, as new scholarships are constantly being made available to students—thanks to many community supporters of the college.

Packaging

The practice of offering two or more types of aid to a student is known as packaging. A typical package would include aid from at least two of the following sources: grants, employment or loans.

The package or award offer is designed to meet all or part of a student's established need for financial assistance. The uniform application of packaging policies ensures that each eligible applicant will receive the most advantageous combination of financial aid monies available at the time eligibility is determined.

Packaging policies take into consideration not only the unique needs of each aid applicant, but also emphasize the order in which different funding sources are included in each financial aid package. The initial source of funding considered for all applicants is grant aid. If needed, the second source of funding considered is employment aid. The last source of funding considered in the packaging process is loan aid.

Disbursement

In order to receive a disbursement, a student must have a completed application/file and be enrolled in the required number of units.

Most aid is distributed on a two-payment per semester basis. Normally, the first payment may be expected during the first week of each semester, and the second payment after the fifth week of each semester.

Student loans are disbursed in accordance with procedures set forth by federal regulations.

Federal Work-Study recipients will be paid once a month.

Student Consumer Information

Students are advised that the financial aid information included here is limited. Additional information on all financial aid categories is available upon request at Santa Barbara City College's Financial Aid Office, Room SS-210. SBCC's Financial Aid Policies and Procedures are also available online at www.sbcc.edu/financialaid.

Satisfactory Progress Standards

Federal regulations mandate that all institutions of higher education establish minimum standards of "satisfactory academic progress" for students receiving financial assistance.

All students who apply for and receive financial assistance are expected to meet the academic standards described in Santa Barbara City College's *Financial Aid Satisfactory Academic Progress Policy*.

Copies of the *Financial Aid Satisfactory Academic Progress Policy* are available in the Financial Aid Office, Room SS-210. The *Satisfactory Academic Progress Policy* is also available online at www.sbcc.edu/financialaid, under Downloadable Forms.

Student Budgeting

When Santa Barbara City College uses the term "student budgeting," it refers to the amount of money necessary to complete an academic year with a modest, but adequate, standard of living. A budget does not take into consideration all of the situations in which students find themselves, and it presumes reasonable consumer choices on the student's part.

Student budgets reflect SBCC estimates for the 2013-2014 college year. This information is available online at www.sbcc.edu/financialaid. These guidelines will better prepare you to plan the financing of your education.

Examples of 2013-2014 Student Budgets*I. Dependent Living at Home with Parents: 9 Months*

Registration Fees*	\$1,378
Books and Supplies	\$1,710
Room and Board	\$4,518
Personal Expenses	\$3,096
Transportation	\$1,180
Cost of Education	\$11,882

II. Independent and Dependent Living Away from Home: 9 Months

Registration Fees*	\$1,378
Books and Supplies	\$1,710
Room and Board	\$11,268
Personal Expenses	\$2,844
Transportation	\$1,324
Cost of Education	\$18,524

*Registration Fees are based on 14 units at \$46 per unit, plus the Health Fee and Transportation Fee. Out-of-state students may base their school expenses on Budget II, plus out-of-state tuition, which is currently \$211 per unit.

Important Note: The amount of funds allocated to Santa Barbara City College, compared to the large number of needy students who qualify for financial aid, rarely allows the college to meet the total needs of an aid recipient.

Student Support Services Directory

Services	Days/Hours	Contact Person	Room	Phone (805)
Academic Counseling Center (Academic planning, degree applications, educational planning)	MTh 8-4:15, TW 8-6, F 8-1	Academic Counselors	SS-120	730-4085
Admissions & Records (Application, registration, SBCC photo I.D., pass/no pass, transcripts, petitions, records)	MTh 8-4:15, TW 8-6, F 8-1	Allison Curtis	SS-110	730-4450
Articulation	M-Th 8-4:15, F 8-1	Laura Castro	SS-134	730-5184
Assessment Office (Math, writing, reading placement exams)	M-Th 8-4:15, F 8-1 Testing hours differ from office hours; visit www.sbccc.edu/assessment for testing schedule	Sharon Calderon	SS-251	730-4149
Athletics	M-F 8-4:30	Michele Rasch	PE-301	730-4076
Athletics Academic Support	Check posted hours	TBD	PE-211	730-4180
Bookstore	Check posted hours at www.sbccc.edu/bookstore	Kathy Brown	Bookstore	730-4047
CalWORKs	M-F 8-4:30	Chelsea Lancaster	ECC-20	730-4753
Campus Security (Accidents, parking, escorts, crimes, impounded bikes)	M-F 8-4:30	Erik Fricke	Campus Security Bldg	730-4064
CARE Program (Educational resources for single parents)	M-Th 8-4:15, F 8-1	Chelsea Lancaster	SS-240	730-4184
Career Center (Career counseling, assessment, job referral, re-entry adults, Work Experience)	MTh 8-4:15, TW 8-6, F 8-1	Chris Phillips	SS-282	730-4131
Child Care for Children, 12 mos. – 5 yrs. (Orfaea Early Learning Center)	M-Th 7:30-5, F 7:30-4	Beth Rizo	365 Loma Alta	965-6883
Clubs and Student Life	M-F 8-4:30	Amy Collins	CC-217	730-4062
Computer Labs—CLRC (Computer Commons, course-related computer applications, CAI classrooms, 1:1 computer tutoring appointments)	M-Th 8-8, F 8-4	Nina Mahaffey	CLRC-109	730-4466
Degree Audit Reporting System (DARS-u.achieve)	MTh 8-4:15, TW 8-5, F 8-1	Arleen Hollosy	SS-144	730-4381
Disabled Student Programs and Services (DSPS)	MTh 8-4:30, TW 8-6, F 8-1	Jana Garnett	SS-160	730-4164
Dual Enrollment Program	Call for hours	Lauren Wintermeyer	A-211A	730-3020

Emergency (Call boxes located around campus)	Call	Security Staff	Campus Security Bldg	730-4200
EOPS (Support services for economically disadvantaged students)	MTh 8-4:15, TW 8-6, F 8-1	Marsha Wright	SS-240	730-4079
Escort Service	Call	Erik Fricke	Campus Security Bldg	730-4200
Federal Work Study (Part-time employment for financial aid students)	M-Th 8-4:15, F 8-1	Eileen Amyx	SS-210	730-5157
Financial Aid	MTh 8-4:15, TW 8-6, F 8-1	Brad Hardison	SS-210	730-5157
Gateway to Student Success (Tutoring services and academic support provided for students in a Gateway class)	M-Th 8:30-6, F 8:30-12	Lauren Sittel	ECC-33	730-4770
High School Students	M-Th 8-4:30, F 8-4:15	Michael Medel	SS-111	730-4450
Honors Program (prossor@sbccc.edu)	Call for Hours	M. Eckford-Prossor	IDC-311	730-3014
Injury/Accident Reporting & Insurance	MTh 8-4:15, T 8-6, W 9-6, F 9-1	Laura Fariss	SS-170	730-4098
International Student Support Program	M-F 8-12, 1-4	Advisers	IEC	730-4040
Internships (Volunteer, paid, credit)	MTh 8-4:15, TW 8-6, F 8-1	Career Counselors	SS-282	730-4131
Learning Resources Center (Supplemental instruction multimedia tools & learning materials, including videos, DVDs, CDs & software programs; Writing Center, Tutorial Center, Computer Lab & CAI classrooms)	M-Th 8-8, F 8-4	J. Pike /N. Mahaffey	CLRC-23	730-4466
Library, Luria (Library usage, reference and research)	M-Th 7:30-10, F 7:30-4:30, Sat 12-5, Sun 10-10	Kenley Neufeld	Library 134	730-4430
Lost and Found	M-F 8-4:30	Amy Collins	CC-217	730-4062
Math Lab (Individualized assistance)	M-Th 9-6, F 9-2, S 11-3	Allison Chapin	IDC-102	730-4100
MESA Program	M-Th 8-4	Virginia Estrella	ECC-19	730-4792
Middle College	M-F 8-4:30	Regina Freking	ECOC-2, Rm 16	897-3561
Newspaper: The Channels	Call for Hours	Patricia Stark	CC-123	730-4083
Online College Support	M-Th 9-4, F 9-1:30	Staff	online@sbccc.edu	897-3549
Parking on Campus (Security Office)	M-F 8:30-4:30	Erik Fricke	Campus Security Bldg	730-4064
Personal Counseling	MTh 8-4:15, T 8-6, W 9-6, F 9-1	Alyson Bostwick	SS-170	730-4098
Pipeline (Technical support, password reset)	M-Th 9-4:30, F 9-1:30	Staff	CC-225	897-3549
Professional Development Center	M-F 8-4:30	Shelly Dixon	Wake Center	683-8283
Re-Entry Adults (Contact the Career Center)	MTh 8-4:15, TW 8-6, F 8-1	Cami Vignoe	SS-282	730-3032
Running Start (Summer Bridge Program)	MTh 8-4:15, TW 8-6, F 8-1	Adolfo Corral	SS-240L	730-4092
Scheinfeld Center for Entrepreneurship & Innovation	M-F 9-5	Melissa Moreno	BC-220	892-3643