

*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

SPARC Program (<i>Students arriving ready for college Summer Bridge Program</i>)	M-Th 8-4:15, F 8-1	Chelsea Lancaster	SS-240	730-4184
Student Employment (<i>Full/part-time community job openings</i>)	MTh 8-4:15, TW 8-6, F 8-1	Kristin Frascella	SS-282	730-4133
Student Finance (<i>Cashier's Office</i>)	MTh 8-4:15, TW 8-6, F 8-1	Staff	SS-150	730-4197
<i>(Collection of all enrollment related fees, process deferments, purchase of parking permits, and Class Schedules. Process payments for parking citations and other fines. Distributes student payroll and financial aid checks)</i>				
Student Health Services (<i>Health information, illness assessment, first aid, personal counseling, peer health education, insurance information</i>)	MTh 8-4:15, T 8-6, W 9-6, F 9-1	Laura Fariss	SS-170	730-4098
Student Housing (<i>Current listings of all types of off-campus housing availabilities</i>)	M-F 8-4:30	Amy Collins	CC-217	730-4062
Student Life, Office of (<i>Activity cards, Lost and Found, Student Senate, club activities, housing</i>)	M-F 8-4:30	Amy Collins	CC-217	730-4062
Student Outreach and Orientation (<i>Prospective student information, registration assistance, campus tours, college orientation</i>)	MTh 8-4:15, TW 8-6, F 8-1	Michael Medel	SS-111	730-4450
Student Senate	M-F 8-4:30	Amy Collins	CC-217	730-4062
Study Abroad	M-F 12-4	Naomi Sullwold	IEC-1	965-0581, x2494
Transcript Evaluation Office	MTh 8-4:15, TW 8-6, F 8-1	Vanessa Pelton	ECOC-1, Rm 11	730-4736
Transfer Academy	MTh 8-4:15, TW 8-5, F 8-1	Angela Warren	SS-140	730-4347
Transfer Achievement Program (<i>Underrepresented student transfer</i>)	MTh 8-4:15, TW 8-5, F 8-1	Rosina Wright-Castro	SS-140	730-4347
Transfer Center (<i>Transfer to four-year colleges/universities</i>)	MTh 8-4:15, TW 8-5, F 8-1	Kathie Adams	SS-140	730-4347
Transitions (<i>Summer Bridge Program</i>)	MTh 8-4:15, TW 8-6, F 8-1	Noel Gomez	SS-240	892-3653
Tutorial Center (<i>Individual/group tutoring for content classes and labs</i>)	M-Th 8-5, F 8-11:30	Donna Waggoner	LRC-120	965-0581, x2667
Veterans (<i>V.A. benefits information, course/program certification</i>)	M-Th 8-4:15, F 8-1	Magdalena Torres	ECOC-1, Rm. 7	730-4003
Volunteer Center	MTh 8-4:15, TW 8-6, F 8-1	Career Counselors	SS-282	730-4131
Work Experience	MTh 8-4:15, TW 8-6, F 8-1	Chris Phillips	SS-282	730-4131
Writing Center (<i>Help with planning, drafting, revising</i>)	M-Th 9-7, F 9-3	M. Detorie/ B. Taylor-Schott/B. Moreno	LRC	730-4663

Student Support Services

Academic Counseling Center

www.sbcc.edu/counselingcenter

The academic counselors and support staff of the Academic Counseling Center provide students with information regarding academic planning, institutional and transfer requirements, assist students in planning and implementing immediate and long-range goals, develop individualized student educational plans, evaluate U.S. college transcripts, provide professional career counseling, conduct orientation and advising services for new students, conduct classroom presentations, provide personal counseling, teach Personal Development/College Success courses, and work in collaboration with the counselors and support staff of the Career Center and Transfer Center and other student services to support student success.

Academic Counseling Services

Counseling

Meeting with an academic counselor each semester is essential to student success. Counselors are available to new to college students, new transfer students, continuing and returning students on a same-day appointment basis during our open hours. In order that we properly advise students who have attended other colleges, they should have their transcripts when they check in at the front desk of the Academic Counseling Center.

Student Education Plan (SEP)

An SEP should be developed with a counselor during the student's first semester at SBCC. An SEP outlines a suggested course of study for the individual student based on major, transfer plans and sequence of courses. Students are encouraged to update their plan each semester or when a change is made to their major, transfer institution or other pertinent objectives.

Transfer Advising

Counselors provide transfer information, such as General Education Requirements (IGETC and CSU Breadth), preparation for major courses, general admissions requirements, and information on the UC and CSU systems, as well as California independent and many out of state colleges and universities. With counselor guidance, students can explore options and create a plan

to transfer. The student may then be referred to the Transfer Center for more in-depth information.

Degrees/Certificates

With the option of over 75 degrees and 50 certificates at SBCC, a student often remains undecided on a major. Counselors are available to discuss options and give general information on each major offered. They can also provide Curriculum Guides, and discuss prerequisites and general career information. Referrals may be made to the Career Center, or appropriate college and/or community resources.

Probation/Disqualification

When a student is placed on Academic Probation/Disqualification or Progress Probation/Disqualification, counselors are available to counsel students on the most effective ways to achieve good academic standing. It is strongly recommended that students seek counseling as soon as possible to preserve their academic record.

Online Advising

Can't find what you're looking for? Ask a question: askme@sbcc.edu.

Admissions and Records

www.sbcc.edu/admissions

Admissions and Records, Room SS-110, provides information and assistance regarding applications, official college records, registration in classes, SBCC photo I.D., adding or dropping of classes, transcripts, petitions, residency and withdrawal from college.

Articulation with Four-Year Institutions

www.sbcc.edu/articulation

To assist the student with transfer to four-year institutions, articulation agreements have been established with most California State Universities, University of California campuses and some independent California and out-of-state colleges. These agreements define the courses at Santa Barbara City College that satisfy many lower division major requirements and/or General Education requirements at four-year institutions.

Articulation Information—ASSIST

www.assist.org

ASSIST is a computerized student transfer articulation information system that can be accessed over the World Wide Web. It displays reports of how California

community college courses can be applied when transferred to California State Universities and University of California campuses. ASSIST is the official repository of articulation for California's public colleges and universities, and therefore provides the most accurate and up-to-date information available about student transfer in California.

Assessment Center

www.sbccc.edu/assessment

The Assessment Center is dedicated to ensuring student success by providing evaluation of mathematics and English skills. Test results, given as course placement recommendations, give the student information necessary to complete his/her educational objectives. Assessment results provide valuable information relative to course skills advisories and satisfy some course prerequisites. Usually taken at the outset of a student's college education, assessment is part of a matriculation plan to move the student efficiently through the educational process.

English and mathematics placement testing is offered in a computerized testing lab four days a week during two periods a year, November—January (for Spring registration) and February—August (for Summer/Fall registration). Detailed information regarding specific test dates, test preparation materials, and alternatives to testing may be found online at www.sbccc.edu/assessment.

The Assessment Center is also a drop-off location for student prerequisite challenges. Challenges include submission of external coursework to satisfy course prerequisites. Visit www.sbccc.edu/prerequisites for further details.

The Assessment Office is located in the Student Services Building, room SS-251. The Computer Assessment Lab is located adjacent to the office in room SS-250.

Athletics

www.sbccc.edu/athletics

Santa Barbara City College is a member of the Western State Conference and the Southern California Football Association Competition and eligibility is governed by the Commission on Athletics and the California Community College Athletic Association Constitution and By-Laws. Intercollegiate athletic competition is offered in men's and women's cross-country, men's and women's soccer, football, women's volleyball and women's golf in the fall.

During the winter, men's and women's basketball is offered. For spring, baseball, men's golf, men's volleyball,

women's softball and men's and women's tennis, and men's and women's track and field are offered.

The Athletics Department also sponsors a cheerleading program that participates during both fall and spring athletic events.

Any questions pertaining to athletic eligibility or cheerleading should be directed to the Athletics Director, ext. 2277, or the coach of the sport in which one decides to participate.

Bookstore

www.sbccc.edu/bookstore

The Campus Store is owned by the SBCC Community College District and all profits are directed in support of student programs and activities. We support the mission of SBCC by providing required course materials, supplies, and merchandise in cost efficient, easily accessible formats. We are committed to providing exceptional customer service and high quality products while partnering with campus constituents to achieve mutual goals. We endeavor to grow and expand future services and to operate a financially responsible business that invests back into SBCC and its continued success.

The Bookstore sells new and used textbooks as well as offering rental and digital textbooks. We are the on campus provider of SBCC logoed merchandise as well as school supplies, art supplies, and gift items.

Our Regular semester hours are Monday through Thursday 7:45 a.m. to 6 p.m. and Friday 7:45 a.m. to 4 p.m. See our website for additional special hours.

Campus Security

www.sbccc.edu/security

The Campus Security Office is located across the courtyard from the Student Services Building. The office is open Monday through Friday, 8:30 a.m. to 4:30 p.m., phone (805) 730-4064. Security is on campus during school hours, and can be reached during non-office hours at ext. 2400. If there is an emergency, call ext. 2400 from a campus phone or (805) 730-4200 from a cell phone. The Security Office's main responsibilities are responding to incident calls, providing escorts, issuing citations for illegally parked vehicles, and securing buildings on campus. When school is in session, the campus is patrolled by officers in designated locations to observe and report any suspicious activity.

The department works closely with the Santa Barbara Police Department and each officer has the ability to contact the police directly over their handheld radios in case of an emergency. The department has six full-time employees and up to 30 part-time officers.

Santa Barbara City College is committed to the safety of all students, faculty and staff. In response to Assembly Bill 1088's concern that women on American college campuses, who are 18-24 years of age are at greater risk for becoming victims of sexual assault than women in the general population, information on sexual assault prevention and information on what to do if sexual assault occurs can be obtained at the following websites: www.sbccc.edu/healthservices or www.sbrapecrisiscenter.org

For further information on Campus Security services, visit www.sbccc.edu/security.

Career Center

www.sbccc.edu/careercenter

The center is located in Room 282 of the Student Services Building. It provides students with direct access to the college's comprehensive business, occupational and career development programs and services. The professional staff addresses students' unique career goals and aspirations through:

- Comprehensive career counseling services that are available to all students.
- Computerized career guidance programs that allow the student to determine job interests, skills and values and to develop decision-making and job search strategies.
- Career-planning classes, workshops and seminars offered throughout the year.
- Work experience, internships, volunteer and mentorship opportunities for students.
- Up-to-date information on the college's diverse array of business, occupational and career education programs/services.
- Comprehensive job referral assistance for those students who complete occupational education certificate or degree programs. Assistance is also provided to students seeking part-time and summer employment. For information on career services, call (805) 965-0581, ext. 2331.

Child Care: Orfalea Early Learning Center

www.sbccc.edu/childcare

Santa Barbara City College offers full-time childcare for children ages twelve months to five years of age. The center is accredited by the National Association for the Education of Young Children (NAEYC).

Priority is given to full-time student parents who are income-eligible and enrolled in a vocational training program. The center also serves faculty and staff of the college if space is available. For more information, call (805) 965-6883.

Located across the street from SBCC's Main Campus at 365 Loma Alta Drive. Orfalea Early Learning Center is also a lab school program to meet the college's Early Childhood Education teacher-training needs. For information about teacher-training please contact Julie Smith, ECE chair, ext. 2859.

Clubs and Organizations

www.sbccc.edu/clubs

Participation in campus club life is a great way to enrich your experience at Santa Barbara City College. Clubs are organized to involve students in specialized fields of interest associated with academics, hobbies and special service to the community or college. Come to the Office of Student Life, CC-217, to join a club or to start your own group. A *Club Manual* is available to assist you in having a successful club. It includes information about club rosters, constitutions, advisors and charters. Many past clubs have focused on career options, student diversity, sports, politics, religion, service, recreation and social events. Listed below is a sample of the clubs that are now active or have been active in the past.

- American Sign Language
- E.O.P.S. Club
- Film Review Club
- Geology Club
- International Studies Association
- Japanese Calligraphy Club
- Project HOPE
- Queer and Ally Club
- Student Sustainability Coalition
- Yoga Club

Computer Labs

www.sbccc.edu/computerresources

Santa Barbara City College's main campus has approximately 1,200 computers available for student use.

Disabled Student Programs and Services (DSPS)

www.sbccc.edu/dsps

Santa Barbara City College welcomes students with disabilities. The college has established the office of Disabled Student Programs and Services to provide the following support for student success:

- Provide educational support services for students with disabilities enrolled in SBCC courses.
- Offer the assistance of six full-time disabilities specialists, four service providers and over 30 auxiliary aides.

- Provide services such as counseling, extended time on tests, priority registration, alternate media, assistive technology, auxiliary aides, adapted equipment and tutorial lab.
- Determine eligibility for educational accommodations or services by requiring students to present verification of disability to a DSPS disabilities specialist.
- Empower students with disabilities to attain maximum independence, integration, self-advocacy and self-determination.
- Support the participation of students with disabilities in all educational activities consistent with the mission of community colleges.
- Provide reasonable educational accommodations for students with disabilities while maintaining the integrity of uniform academic standards at SBCC and the fundamental nature of college programs and services.
- Encourage the achievement of academic and vocational goals, such as degree or certificate completion, college transfer and workplace needs.
- Counsel students with disabilities to comply with the skills advisories for each course and meet prerequisites or enrollment requirements.
- Support students with disabilities in demonstrating their ability to benefit from instruction so that SBCC instructors may assign a grade that gives an accurate measure of the student's achievement of course objectives. Inform auxiliary aides and personal service attendants to provide support in such a way as to allow instructors to observe that the student with a disability is doing his/her own work.
- Provide programs and services for students with disabilities, in compliance with laws and regulations such as the *Americans with Disabilities Act*, Section 504 and 508 of the *Rehabilitation Act*, the California Community Colleges *Title V* regulations, and policies and procedures adopted by the Board of Trustees of the Santa Barbara Community College District.

SBCC expects students to have a stable level of health in order to benefit from a full semester's work. It also expects students to demonstrate the ability to take care of personal needs unassisted, or provide a personal service attendant (PSA). Personal needs include such activities as negotiating campus facilities, lifting and carrying possessions, eating, drinking, or completing personal hygiene activities. SBCC requires students to contact a DSPS disabilities specialist if they intend to bring a PSA to campus. It also expects

students to comply with the *Code of Student Conduct*, regardless of the basis of disability. SBCC invites students to request educational accommodations or DSPS services by contacting the DSPS Office, Room SS-160, or by calling (805) 965-0581, ext. 2364 (voice) or dspshelp@sbcc.edu.

Distance Education Student Technical Support

Distance Education Student Technical Support serves students by providing support for the college's student portal (Pipeline) and the college's authorized course management system (Moodle). <https://www.sbcc.edu/distanceeducation/dstudentsupport.php>

- For assistance: Distance Education Student Technical Support by form: www.sbcc.edu/support/contact
- Distance Education Student Technical Support by Phone: (805) 965-0581 ext. 294
- Distance Education Student Technical Support by E-mail: online@sbcc.edu
- Distance Education Student Technical Support in Person: Campus Center, Room 225 (CC-225)

Hours (PST):

- Monday through Thursday: 10 a.m. to 3:30 p.m.
- Friday: 10 a.m. to 1 p.m.
- Hours are subject to change.

Distance Education Student Technical support also provides answers to frequently asked questions (FAQs) www.sbcc.edu/support/contact. Support documentation is also available: www.sbcc.edu/support/supportdoc.php.

Drama and Music

The Theatre Arts and Music departments present a wide range of programs on campus and in the community during the school year.

All interested students are encouraged to audition and/or participate on backstage crews for the many production and showcase opportunities produced in the Garvin and Jurkowitz theatres located in the Drama/Music Complex. For complete information on drama activities, call Katie Laris, ext. 2497, or Michael Gros, ext. 4049.

Students with musical talents are invited to join such critically acclaimed groups as the College Choir, Quire of Voices, Symphony Orchestra, Jazz Ensembles, Concert Band and Chamber Singers.

For complete information on these groups, call the Music Department Office, ext. 2379, and speak with James Watson.

Employment

www.sbcc.edu/careercenter

The Career Center receives numerous job orders from employers in the community. The center can provide referrals for part-time or full-time jobs and internships. It also provides a website listing information on all on-campus student jobs and maintains an online job referral system. The center also sponsors an annual Job Fair, held every spring, that invites local employers and allows students to learn about career opportunities and to apply for job openings. Additional information on job referrals is available at the Career Center, located in the Student Services Building, Room 282, or by calling (805) 965-0581, ext. 2331.

Extended Opportunity Program and Services

www.sbcc.edu/eops

EOPS is a state-funded, comprehensive support system for qualified low-income students who are enrolled full-time (12 or more units). The goal of the program is to help students meet their educational objectives, whether they seek an occupational certificate, an Associate in Arts or Science Degree, or transfer to a four-year college.

Special EOPS services, in Room SS-240, include:

- **Admissions Assistance:** Assistance will be provided by Student Program Advisers and the EOPS Academic Counselors to EOPS students who need help with enrolling in classes.
- **Career Planning:** EOPS provides career tests for EOPS students who are enrolled in Career Planning courses.
- **Financial Aid:** Eligible EOPS students receive assistance in completing federal/state financial aid forms, and help with eligibility to receive an EOPS book grant, in combination with other types of federal and state aid.
- **Transition Assistance:** EOPS students receive counseling and assistance to help them transfer to four-year institutions of their choice. These services are coordinated with the SBCC Transfer Center. The EOPS Program actively seeks job employment information for its students to assist in the transition from college vocational programs to full-time employment in the community and state.

- **Tutoring:** Tutoring in any subject is available through the EOPS Tutorial Center or on a one-on-one basis, as needed.
- **CARE (Cooperative Agencies Resources for Education):** Santa Barbara City College provides opportunities for low-income single parents to obtain the skills and education necessary to move from poverty to economic self-sufficiency. By providing individualized counseling and support services (financial aid, tutorial, career exploration, transportation and child care), single parents are able to enroll as full-time students working toward a wide variety of career and personal goals.

Some major program goals for CARE are to provide incentives to individuals to minimize their welfare dependence and enhance their employability; to strengthen self-awareness and self-confidence, leading to a positive self-image; to provide career awareness and decision-making skills; and to provide work experience in meaningful employment positions, both on and off campus.

- **Running Start:** A six-week summer program for eligible graduating high school seniors offers college orientation, field trips and a weekly stipend. Students are eligible for priority registration, academic counseling, orientation/motivation/personal development courses, and other support services.
- **S.P.A.R.C. (Single Parents Arriving Ready for College):** A six-week program for eligible single-parent students offers college orientation, field trips and a weekly stipend. Students are eligible for priority registration, academic counseling, orientation/motivation/personal development courses, childcare and other support services.
- **Transitions:** A six-week summer program for recently released inmates or individuals on probation or parole offers college orientation, a college success course and weekly field trips. Students are eligible for priority registration, academic counseling and other support services.
- **EOPS Internships:** These are designed to assist second-year students who are working toward graduation or certification. The program offers students the opportunity to attend college and work at off-campus employment sites in their career areas.

Food Service

The *College Cafeteria* is located to the right of the main entrance of the Campus Center. It is open Monday through Thursday, 7:30 a.m. to 8 p.m. and

Friday, 7:30 a.m. to 1:15 p.m. Hot meals are served daily, 7:30 a.m. to closing. Excellent food and service are available at reasonable prices.

The *JSB Café* is located in the School of Culinary Arts Building, which lies between the Campus Center and the Bookstore. Lunch is served Monday through Friday, 11:15 a.m. to 1:30 p.m.

The *School of Culinary Arts Gourmet Dining Room* is located in the School of Culinary Arts Building. Seating is available from 11:30 a.m. to 12:30 p.m. for lunch and 5:30 to 7 p.m. for dinner. Lunch is served Monday through Friday, and dinner is served Thursday and Friday evenings. For reservations, call ext. 2773.

The *snack shops* are open from 7:30 a.m. to 8:30 p.m., Monday through Thursday, and the West Campus snack shop is open until 1:15 p.m., Friday. The East Campus snack shop is closed on Friday. They are located in front of the Campus Center and in the West Campus Business/Communication Building.

The School of Culinary Arts also provides catering for on-campus events. Call ext. 2888 to book catering events.

Gateway to Student Success

www.sbccc.edu/gatewaytosuccess

The Gateway Program is part of the “Partnership for Student Success,” an SBCC faculty-driven initiative developed to help students achieve success in their first year of college. The program was designed on the concept of triangulated supplementary instruction that builds a strong and complementary relationship between the instructor, tutor and each student participating in Gateway. All Gateway classes have a teacher-trained tutor in the classroom working directly with the faculty member. The tutor assists the faculty member by helping students achieve academic success. The 300+ Gateway course sections are designated with a “G” in the Instructional Method column in the online *Schedule*. In addition, the Gateway to Student Success Center, located on the East Campus in ECC-4, provides a tutorial center for all students. Regular semester hours are Monday through Thursday, 8:30 a.m. to 5 p.m., and Friday, 8:30 a.m. to 12 p.m. Call ext. 4770 or 5156 for additional information.

Housing

www.sbccc.edu/housing

As a service to those students living away from home, the Office of Student Life (Campus Center, Room 217) maintains listings of available rooms, apartments, and room and board situations in the community. This list is also available at www.sbccc.edu/housinglist. The

office also provides a renters’ housing brochure, which informs students about available rentals, privately owned residence halls and rental strategies. This information is also available at www.sbccc.edu/housing. The college, however, assumes no responsibility for inspecting or supervising such housing facilities. It does support and endorse the Fair Employment and Housing Act.

Injury/Accident Reporting and Insurance

www.sbccc.edu/healthservices

All class-related accidental injuries must be reported to the Student Health Services Office, Room SS-170, within 72 hours of the incident to be eligible for college student accident insurance policy coverage. This coverage is limited to accidental injuries while participating in college classes or activities and is secondary to any other medical insurance the student may have. Coverage and limitations are outlined in a brochure available in the Student Health Services Office.

Voluntary medical or dental/optical insurance is available to students at a special student rate through a private insurance company. Information on these plans is available in the Student Health Services Office and on the Student Health Services website, www.sbccc.edu/healthservices.

Contracts with Santa Barbara Cottage Hospital and Goleta Valley Cottage Hospital emergency rooms have been established to provide medical care to all students at a discounted rate. The emergency rooms are open 24 hours a day, seven days a week. Your student I.D. card must be presented at the time services are rendered.

International Student Support Program

www.sbccc.edu/international

International students have always played an important role in the life of the college. SBCC welcomes international students and encourages them to utilize all of the services provided by the International Student Support Program staff.

The International Student Support Program strives to provide international students with an opportunity to benefit from a high-quality academic curriculum, as well as from intellectually stimulating social and recreational activities. The International Student Program consists of two programs. The English Language Studies Program (ELSP) is an intensive language program for beginning to advanced level international students who wish to improve their English skills before taking other college-level classes.

The International Student Academic Program (ISAP) is open to students who have placed above the ESL level on the SBCC assessment test and who are prepared for advanced English and regular college courses.

ISAP students may earn a two-year Associate Degree or complete their lower-division transfer requirements for four-year colleges and universities.

Housing assistance is offered to all international students. Lists of Santa Barbara area hotels and motels, students apartments, student dormitories, and a host family placement service are available. All international students who have a student visa (F-1) are required to check in at the International Education Center upon arrival and to attend the mandatory arrival orientation. Student visa holders will be assisted with the processing of papers and will be given information on upcoming international student activities and events.

Internship Referral Service

www.sbccc.edu/careercenter

Internship opportunities are available to students through the Career Center which links local employers and students. Internships are an ideal way for students to gain hands-on experience in the workplace and make valuable professional contacts while still in college. Internships are made available both through listings in the Career Center and through the online job posting service that the center sponsors. To receive college credit for internships, refer to the Work Experience section of this *Catalog*. Additional information about internships is available at the Career Center, located in the Students Services Building, Room 282, or by calling (805) 965-0581, ext. 2331.

Cartwright Learning Resources Center

www.sbccc.edu/learningresources

The Cartwright Learning Resources Center, which houses numerous learning support services, is open Monday through Thursday, 8 a.m. to 8 p.m. and Friday, 8 a.m. to 4 p.m. The Writing Center is open Monday through Thursday, 9 a.m. to 7 p.m. and Friday, 9 a.m. to 3 p.m.

Tutorial Center

The Tutorial Center, located in the Cartwright Learning Resources Center, coordinates a large number of tutorial services. Individual, small group tutoring, and tutorial labs covering a variety of subjects are available for the general student population. General tutor training is also provided. In addition, Learning Support Services offers a short course, Tutor Training 199, to

provide students working as tutors an opportunity to learn tutoring skills that will assist them in their work with students.

TUT 199 — Tutor Training

(0.75-1.0) — CSU

Skills Advisories: Eligibility for ENG 110 or 110H or 110GB

Limitation on Enrollment: Must have faculty sponsorship

Hours: 10 lecture, 15-25 lab

Variable-unit course for students who want to gain tutoring skills. Enrollees learn how to organize tutorial sessions, refer students to appropriate campus services, help students develop problem-solving strategies, and offer assistance with core academic competencies. Course may qualify enrollees for CRLA certification.

Learning Assistance Center (LAC)/

LRC Front Counter

www.sbccc.edu/learningresources

The Cartwright Learning Resources Center houses a cross-curricular multimedia library. These materials do not circulate outside of the department. Individual viewing/listening carrels are available. The CLRC provides required supplemental instructional materials for classes such as Earth Science, History, Music, Physical Education, Work Experience and others. Anthropology 121-126 (one unit) classes are offered each semester, and all assignments are completed in the CLRC.

Computer-Assisted Instruction

Labs (CAI I & CAI II). The CAI Labs are classrooms with Macintosh computers and laser printers. They are primarily teaching facilities that are available to faculty by reservation only.

Computer Commons

This is a drop-in computer lab with Macintosh and PC computers and HP laserjet printers. Tutors provide friendly assistance. Bring a CD or flash drive to save your work.

Writing Center

The Writing Center offers drop-in and by-appointment assistance with organization, spelling, grammar, punctuation, sentence structure and vocabulary, as well as research composition format. Individual Writing Lab sessions generally last a half-hour. The Writing Center also provides online writing resources. See the lab’s website on the SBCC home page.

Important Advisory: You must present your SBCC student identification card with a current semester sticker when using any of the CLRC's services.

Lost and Found

Articles found on campus and in its immediate environs are turned in to the Office of Student Life, Room CC-217. Owners must appear in person to identify and claim lost items.

Luria Library – Explore. Learn. Grow.

<http://library.sbcc.edu>

The Eli Luria Library, named after our benefactor Eli Luria, was built in 1989. The Luria Library offers a dynamic, innovative and exciting place for students to learn. The Luria Library responds to the needs and learning styles of today's student, helping them achieve their learning outcomes, enrich their lives, establish careers, and see the value of libraries in relationship to their learning.

There is a collection of more than 128,000 titles, selected with faculty and student recommendations (approximately 2,500 volumes are added each year), as well as 290 print periodical subscriptions and nine newspaper subscriptions. This collection includes 24,220 electronic books and subscriptions to 37 electronic databases, which provide access to more than 25,000 full-text periodicals. Copies of many course textbooks are available for short-term use inside the Library.

Located in the combined Library/Learning Resources Center building, the Luria Library provides seating for more than 300, mostly in individual study carrels, as well as group study rooms and lounge areas. There are scanners, photocopiers and black/white or color laser printers. Access to the library catalog and checkout information are available from the Library website. Checkout of Library materials is accomplished with student I.D.

Access to periodical and newspaper articles is available through the Library website from on or off campus. Copies of articles from periodical titles not owned or leased are available via Interlibrary Loan.

Wi-fi access for students using personal laptop computers is provided throughout the Library. Professional librarians are available at all times to aid in reference and research and to provide instruction in Library use—services are provided in-person, using instant message, text message, or telephone. Check our website for more information. The Buzz Shack is the Library Café where students can purchase coffee drinks, juices and pastries. The Library is open

Monday through Thursday, 7:30 a.m. to 10 p.m., Friday, 7:30 a.m. to 4:30 p.m., Saturday, 12 to 5 p.m. and Sunday, 10 a.m. to 10 p.m. Extended hours are available prior to finals week each semester.

Mathematics Science Engineering Achievement (MESA)

The Mathematics Science Engineering Achievement (MESA) California Community College Program (CCCP) is an academic program designed to encourage educationally and financially disadvantaged community college students to excel in math, engineering and science so they can transfer to institutions offering baccalaureate degrees in these fields. MESA CCCP centers are located on selected community college campuses throughout the state and serve over 3,000 students. The program is collaboration between MESA and the California Community Colleges Chancellor's Office. The MESA program for Santa Barbara City College was established in 2007. Call (805) 730-4792 or visit ECC-31.

Newspaper: *The Channels*

www.thechannelsonline.com

The Channels is a weekly newspaper published Wednesdays by students in the School of Media Arts, from journalism, photography, design, video and multimedia classes. The Channels Online, www.thechannelsonline.com, also features work from broadcast and web journalists.

The Channels is designed to expose media students to the fast-moving, real-life, interactive world of journalism. Students work in labs on state-of-the-art equipment, under the guidance of a professional staff.

SBCC is *The Channels'* beat, and students serve the campus with news, features, investigative reporting, editorials, reviews, photos and illustration and design. *The Channels* is also a First Amendment, community forum news publication that provides a free flow of ideas generated by the campus and community.

For further information, contact Patricia Stark, faculty adviser, located in Room CC-124, ext. 2378.

Office of Student Life

www.sbcc.edu/studentlife

The Office of Student Life, located in the Campus Center, Room 217, is the center of co-curricular and extracurricular student activities on campus. Its staff assists individual students and student groups in coordinating activity projects, along with providing support to SBCC's clubs and Associated Student Government/Student Senate.

A variety of services and programs are provided by the department upon request. It is the place where students go if they need information on poster and sign-making, use of the Free Speech Area, display tables for literature, authorization to solicit funds on behalf of a campus club, weekly calendar of events, participation in student government, student activity stickers, senior discount cards, housing, MTD bus pass information, noontime activities, lost and found, housing and participation on college committees.

Online Services

The college has established a comprehensive website and may be accessed at www.sbcc.edu. Information on the college may also be obtained by e-mail at info@sbcc.edu.

Orientation Services

www.sbcc.edu/orientation

Orientation provides new students with information about Santa Barbara City College in order to prepare them for a successful college experience. Topics include educational programs, support services, college facilities, student life, and students' rights and responsibilities.

All new students are strongly encouraged to participate in college orientation. However, college orientation is required for new students who have never been to college or only attended while in high school (first-time college students) and have an educational goal on their SBCC application of Associate Degree, transfer to a four-year institution, or basic English/math/reading skills.

Separate from college orientation, several departments and support programs may require supplemental orientations to familiarize students with services, procedures and policies of the department or program. For more information on orientation services, go to www.sbcc.edu/orientation.

Re-Entry Adult Services

www.sbcc.edu/careercenter

An increasing number of adults are attending college for the purposes of retraining, transition from home to the workplace and continuing education. Santa Barbara City College welcomes them and recognizes the wealth of experiences they bring to the college setting. It is recognized that this group has unique concerns, and the college is committed to providing services to address adult re-entry issues. Services may be accessed through the Career Center, Room SS-282, ext. 2331.

Schedule of Credit Classes

www.sbcc.edu/classes

The *Schedule of Credit Classes*, containing specific course offerings, information on admission/registration procedures, assessment/advising, student services and mandated compliances, is published prior to each Fall, Spring and Summer college term. Copies are available at nominal cost on campus.

Scheinfeld Center for Entrepreneurship and Innovation

scheinfeld.sbcc.edu

The Scheinfeld Center for Entrepreneurship and Innovation is where students from any discipline can acquire the skills, gain the tools and access the mentorship needed to start or grow a unique business. The Scheinfeld Center offers a hands-on academic program where students build their own business in a series of entrepreneurship courses. The center also offers a personalized internship program, the Enlightened Entrepreneurship Speaker Series, a regional pitch competition, and the Enterprise Launch work experience program where students develop a product or service in a single semester. The Scheinfeld Center provides free Small Business Development Center (SBDC) consulting to students and the community. The Scheinfeld Center is located in BC-220.

STEM Transfer Program (STP)

www.sbcc.edu/STP

Educating professionals in Science, Technology, Engineering and Mathematics (STEM) areas is a national priority for the United States, to face the opportunities and challenges of the 21st century. Examples of STEM disciplines are: Computer Science, Engineering, Life Sciences, Mathematics and Physical Sciences. The STEM Transfer Program at SBCC is funded by the U.S. Department of Education and has as a priority to encourage underrepresented and financially disadvantaged students to engage in STEM areas. Participation in the STEM Transfer Program provides: additional tutoring, belonging to a community of committed students that share similar transfer goals, campus trips to universities, personalized transfer success curriculum to make informed decisions about transfer process, semester by semester academic planning to ensure required transfer coursework is completed in the most time-efficient manner, opportunities to participate in professional conferences in STEM areas, and assistance in exploring scholarship opportunities. To learn more about the STEM Transfer Program, check www.sbcc.edu/STEM

or www.sbccc.edu/STP, where you can access the online application to join this program.

STEM Transfer Program Project Director:
Ignacio Alarcón, alarcon@sbccc.edu (ext. 2559);
Faculty Activity Lead: Jens-Uwe Kuhn, jkuhn@sbccc.edu
(ext. 4319)

Student Health Services

www.sbccc.edu/healthservices

Student Health Services is located in Room SS-170, (805) 965-0581, ext. 2298. The office is open daily and during evening hours as posted.

The program promotes health education, disease prevention and healthy lifestyle choices. A registered nurse is in the office for first aid, assessment of illness conditions, referrals and health counseling during office hours. Nurse practitioner and physician assistant appointments are available for the diagnosis and treatment of acute care needs upon referral of an RN. Limited laboratory services and prepackaged pharmacy items as prescribed by the clinician are available at a reduced cost. Smoking cessation classes are available to support students to quit smoking. A \$20 deposit is returned after completion of the 6-week cessation program.

Short-term personal counseling is provided on an appointment basis for students who are experiencing personal issues or crises which are inhibiting their academic performance. Community referrals for a variety of mental health issues are also offered.

Project HOPE is a campus club whose student members provide peer health education on campus and to community youth organizations. The program promotes education through class presentations, campus events and media campaigns, and focuses on topics such as HIV/AIDS, alcohol and other drugs, stress management and eating disorders. Students interested in joining Project HOPE can obtain information in the Student Health Services Office.

ASAP—Alcohol and Substance Awareness Program is a confidential program to help students who are concerned about their alcohol, tobacco and/or drug use. Students receive consultation, education, individual evaluations and support. For students interested in smoking cessation, free nicotine replacement therapy (gum or patch) is available.

For further information about alcohol and drug problems, smoking addictions, HIV risks, eating disorders, sexual harassment, date rape, personal counseling, and community referrals please contact Health Services.

Student Outreach and Orientation

www.sbccc.edu/outreach

The Student Outreach and Orientation Department provides access to learning opportunities that promote student enrollment and success through a variety of outreach and orientation services, including college fairs, parent nights, campus tours, student college reps, application workshops, welcome tables and more. In addition to outreach activities, Student Outreach and Orientation provides Pipeline enrollment assistance via e-mail, phone and in-person contact at the Welcome Center, located on the first floor of the Student Services Building.

Associated Student Government/ Student Senate

www.sbccc.edu/studentenate

All students at Santa Barbara City College are encouraged and invited to participate in the governance of the Associated Student Government. Executive board elections are held during the Spring Semester, but applications for senator positions are available year-round.

The Student Senate consists of students representing a diverse range of SBCC academic and occupational disciplines and activity interests and, yet, they are fully committed to creating a better campus environment in which students may learn, study and come to know one another. The Associated Student Government/Student Senate plays an important role in the decision-making process at the college—while providing a wide variety of services and activities that enhance the total student experience.

Further information on the Associated Student Government/Student Senate may be obtained from the Office of Student Life, Room CC-217.

Transfer Center

www.sbccc.edu/transfercenter

The Transfer Center, located in Room SS-140, is designed to offer assistance to students with the transfer process. The center provides a variety of services, resources and programs designed to help SBCC students achieve transfer to a four-year university. Services include hosting the annual Transfer Day each Fall, transfer advising, workshops, and hosting admissions representatives from the California State University and University of California institutions, as well as many independent California colleges and universities.

Two transfer-related programs are also housed in the Transfer Center. The Transfer Academy works

with students who want to participate in the Transfer Admission Guarantee (TAG) programs offered by most University of California campuses, and other private and out-of state universities. The Transfer Achievement Program (TAP) is designed to assist ethnically underrepresented, low-income, and/or first generation students who want to transfer. Students must join the programs in order to participate.

Students may also obtain additional information on Transfer Center services and programs by visiting the center in person, by calling (805) 730-4347, or visiting www.sbccc.edu/transfercenter.

Transfer Academy

www.sbccc.edu/transferacademy

The Transfer Academy, a program of the Transfer Center, guides students through the process and courses needed to qualify for Transfer Admission Guarantees (TAG) with UCSB, UC San Diego, UC Santa Cruz, UC Davis, UC Irvine, UC Riverside; CSU Bakersfield, CSUCI Extended University, CSU Northridge, San Francisco State University and the following private and out-of state universities: Antioch University, Brandman University, University of the Pacific, Whit-tier College, Arizona State University, Portland State University, and Syracuse University.

Students must apply to the Transfer Academy in order to participate. The application will serve as a statement of intent to meet the requirements for one or more TAGs. Applications are available online at www.sbccc.edu/TAG. To be eligible for the Transfer Academy, students must have completed math and English Assessment tests/placement, Orientation, Advising, and be eligible to enroll in ENG 100. Students must also be enrolled in appropriate math and English courses every semester until the requirements for their campus of choice are completed. **Note:** Participation in the Transfer Academy is not required in order to obtain a TAG from the universities. Any SBCC student who meets TAG requirements and deadlines for the specific university can qualify for a TAG.

Transfer Achievement Program (TAP)

www.sbccc.edu/tap

The Transfer Achievement Program (TAP), located in the Transfer Center is a comprehensive support program designed to assist all under-represented students (including African-American, Mexican-American, Latino and American Indian) in successfully transferring to four-year colleges/universities. TAP offers individualized in-depth advising to future transfers, outreach to potential transfer students, and a variety of relevant student support programs.

The program is designed to ensure that each TAP student participates in important activities and uses valuable services related to successful transfer. Assistance is available in English classes through the Multicultural English Transfer Program (see MET description under "English").

To join TAP, contact the Transfer Center, Room SS-140, or call (805) 965-0581, ext. 2547, to arrange for a program orientation.

Veterans Assistance

www.sbccc.edu/veteranssupport

Santa Barbara City College is fully prepared to assist veterans in securing their educational benefits. A comprehensive packet provides information on eligibility, application procedures and special assistance. Copies of this packet are available at the Veterans Office, ECOC Building #1, Room 7, ext. 2203. Any coursework or college credit undertaken by active duty personnel, veterans and qualified dependents at an accredited institution of higher education, and officially recorded on an educational transcript, shall be reviewed and evaluated by Santa Barbara City College, and appropriate credit value given toward an Associate Degree, Certificate of Achievement, or other applicable goal in higher education. Both the student and the Veterans Administration are notified of previous credit accepted toward the current goal.

Veterans and dependents of veterans may be eligible to receive a monthly check depending on the program that they qualify for: Veterans Educational Benefits, Post-9/11 G.I. Bill (Chapter 33), Montgomery G.I. Bill Chapter 30, 31 VA Vocational Rehabilitation, 32 and 1606, 1607 (REAP) and/or Dependent's Educational Assistance Program Chapter 35 of the *U.S. Code*. The Department of Veterans Affairs Regional Office can inform you of your eligibility at (888) 442-4551 or www.gibill.va.gov.

New students should contact the office at least two months prior to the term they plan to attend to initiate required paperwork. Continuing students also should check in at the VAO at least two months prior to the next term of attendance to complete any paperwork that might be required for continuous VA payment.

A maximum of twenty-four (24) credits may be granted to active duty service members and veterans for military service based on *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education. After enrolling at Santa Barbara City College, an honorably discharged veteran or an active duty service

member who has served on active duty a minimum of 180 days may apply for evaluation of military service experience for college credit. At a minimum, credit will be applied towards the PE requirement for the SBCC Associate Degree (Area E-3) based on official discharge documents (DD-214 or DD-295) or official military experience transcripts recognized by the American Council on Education (e.g., AARTS, SMART) and completion of fifteen (15) units at Santa Barbara City College. A copy of the veteran's DD-214 separation form and/or official military experience transcripts and an SBCC Alternate Credit Petition form must be submitted to the Transcript Evaluations Office. Credit granted for military service is based on *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education. A maximum of 12 elective credits will be granted for selected DANTEs (DSST) subject standardized tests. A minimum score of 50 is required.

Veterans' priority registration is available to veterans (any member or former member of the armed forces of the United States of America) within five years of leaving active duty, including, but not necessarily limited to, any student who is called to active military duty compelling the student to take an academic leave of absence. For additional information on veterans priority registration, contact SBCC Admissions & Records.

The California College Fee Waiver (CFW) program benefits the spouse and children of U.S. veterans. Students meeting the eligibility criteria may have their fees waived if they attend a California Community College, a California State University, or University of California campus. For eligibility requirements, contact the Santa Barbara Veterans County Service Office at (805) 681-4500.

Volunteer Opportunities

www.sbccc.edu/careercenter

The Santa Barbara City College Career Center offers volunteer opportunities for students interested in community service, career exploration and personal growth. To receive college credit for volunteer experience, refer to the Work Experience section of this *Catalog*. Students may also participate in one-time events, such as yearly festivals, educational camps, or special cleanup projects.

The program is committed to helping students gain easy access to volunteer opportunities in the community. Additional information about volunteer opportunities is available at the Career Center, Student Services Building, Room 282, or by calling (805) 965-0581, ext. 2331.

Student Rights

Santa Barbara City College is committed to the success of each student, providing a variety of ways for students to access outstanding and affordable higher education programs that foster lifelong learning. SBCC works to ensure academic success for all students as they earn a degree or certificate, prepare for transfer, or gain the occupational competencies and academic skills needed to advance in their careers. To achieve the environment and conditions essential to the pursuit of this mission, SBCC has developed procedures regarding student rights and responsibilities. These procedures may be obtained from the Dean, Educational Programs—Student Support Services, Room SS-260.

- A. Students shall have the right of protection against prejudiced or capricious academic evaluation. Students have the right to impartial, objective evaluation of their academic performance and to receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
- B. Students shall be assured that all college programs and activities are available to all persons without regard to ethnic group identification, sexual orientation, religion, age, gender, color, or physical or mental disability. The Santa Barbara Community College District subscribes to the principles and implementation of Equal Opportunity and Affirmative Action and to the provisions of Assembly Bill 803. (Further information may be obtained from the District's Affirmative Action Officer/Vice President of Human Resources and Legal Affairs.)
- C. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression. Santa Barbara City College expressly prohibits sexual harassment by all faculty, staff and students. The college is committed to creating and maintaining an educational environment which is free of objectionable and disrespectful conduct, and communication of a sexual nature that interferes with an individual's work or classroom performance or creates an intimidating, hostile or offensive working or learning environment.
- D. Students shall have the right to free assembly and to exercise free expression. This includes

the right to hear and to present speakers on any subject. The right to free assembly is subject only to regulations that ensure the regular functioning of the college; these regulations shall include reasonable provisions for the time, place and manner of conducting these activities. The exercise of free expression includes, but is not limited to, the use of bulletin boards and the distribution of buttons, badges and other insignia. The right of free expression does not include discriminatory harassment, speech, or other expressions which insult or stigmatize individuals or groups on the basis of gender, race, color, disability, religion, sexual orientation, or national and ethnic origin.

- E. Students shall have the right to form an organization around any particular interest and to join student organizations, subject to published district policy.
- F. Students shall have the right to be informed on all campus matters that can be shown to be directly relevant to them and to have a voice in decision-making that affects their academic future. Students are to have an active role in campus governance by having student members on all faculty and administrative committees, as well as groups which deal with matters related to student concerns (with the exception of staff appointments, terminations and tenure or confidentiality where other students are concerned). In case of conflict, the determination of what campus matters are relevant to students will be determined by a campus-designated student/faculty/administrative committee.
- G. Students have the right to have student publications which are free from censorship and advance copy approval, except as provided by published district regulations which adhere to the guidelines for responsible journalism.

Academic Records

- A. Students shall have the right to have their academic records treated in a confidential and responsible manner as required by the *Family Educational Rights and Privacy Act of 1974* and outlined in SBCC district policy which stipulates that any release of student educational records be made with the student's written consent, except where specified. An authorized release of educational records to a third party does not obligate the college to discuss the student's academic record with a third party with or without the student's consent.

- B. Students have a right to inspect and review the content of their educational records and to request copies of these records. Students wishing to gain access to their educational records will submit a written request to the Associate Dean, Educational Programs—Student Support Services, requesting the right to inspect and review their educational records.

Due Process

Procedures for due process are described in the District's *Standards of Student Conduct*. Copies are distributed to all new students during advisement and are available at <http://www.sbccc.edu/boardoftrustees/files/policies/AP%205231%20Standards%20of%20Student%20Conduct.pdf>. For more information, contact the Dean, Educational Programs—Student Support Services, Room SS-260.

Family Educational Rights and Privacy Act

All Santa Barbara City College student records are kept in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA). FERPA affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 15 days of the day Santa Barbara City College receives a written request for access. Contact the Associate Dean, Educational Programs—Student Support Services for more information.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy under FERPA. Contact the Associate Dean, Educational Programs—Student Support Services for more information.
- The right to provide written consent before Santa Barbara City College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Santa Barbara City College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including security and health staff), a person or company with whom the College has contracted