

Attendance

All students enrolled at Santa Barbara City College are expected to be punctual and to attend class regularly. 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 the 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) 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 from classes. Students failing to drop officially may receive an “F” or “FW” grade.

Audits

Students may audit a course with instructor permission only if the student has taken the course the maximum number of times allowable. Audit cards must be submitted to Admissions & Records and applicable fees paid to the Cashier’s Office by the end of the third week of the semester (first week during Summer Session).

Change of Program

Registered students may change their programs during a designated period at the beginning of each semester. Students may add semester-length courses during the first two weeks of the semester only (*instructor approval required*). Withdrawals may be made at any time up to, and including, the last day to drop semester-length classes (end of the 9th week). For information about adding and dropping Summer and all other classes, please consult the *Schedule of Classes*, access www.sbccc.edu/classes, or obtain information from Admissions & Records. All program changes must

be completed online or in person in Admissions & Records prior to the published deadline.

Classification of Students

Full-time Student: Carries 12 or more units (4 units in Summer)

Half-time Student: Carries at least six units

Freshman Student: Has earned fewer than 30 units of college credit

Sophomore Student: Has earned 30 or more units of college credit, but does not hold a degree

Course Load Limitations

A full-time course load for the community college student is a minimum of twelve (12) units per semester. The maximum is eighteen (18) units per semester. With 12 units per semester, it will take a minimum of five (5) semesters to complete a typical Associate Degree program, plus additional time to complete basic skills courses. However, students with a cumulative 3.0 grade point average (GPA) with 12 or more units (excluding ESL) completed at SBCC may request to enroll in up to 20 (twenty) units with Admissions & Records approval. Permission to register in excess of twenty (20) units requires counselor authorization. Students who do not have a cumulative 3.0 grade point average (G.P.A) at SBCC and/or who have academic records from another college or high school may take an excess of eighteen (18) units with counselor authorization. A student who is working or who has a health problem should make a proportionate course load adjustment.

During Summer Session, a full-time load is four (4) units. Students may enroll in a maximum of eight (8) units for the six-week session. Students with a cumulative 3.0 grade point average (GPA) at SBCC may request to enroll in up to nine (9) units with Admissions & Records approval. Ability to enroll in excess of nine (9) units requires counselor authorization. Students who do not have a cumulative 3.0 grade point average (GPA) at SBCC and/or who have academic records from another college or high school may take an excess of eight (8) units with counselor authorization.

A major consideration for students, particularly first-time students and those returning to college after a lengthy absence, is determination of an appropriate course load for their first semester. While the number of courses one can handle during a semester varies among individuals, experience indicates that, for most students, typical SBCC lecture courses require two hours of outside preparation for each hour in class. Thus, a 12-unit course load, for example, represents a

commitment of 36 hours per week—comprised of 12 hours in class and 24 hours of outside preparation.

Students who plan to work while attending Santa Barbara City College need to establish a *realistic course load* that takes into account the demands of both work and school. If you work full-time, you are advised, during your first semester, to limit your enrollment to six or seven units—or two classes. If you work 20 hours per week, as most students do, you are advised to limit your course load to 12 to 14 units. Through careful planning of workload, you can maximize your potential for performing successfully in your classes.

Special Program Unit Limitations

A minimum number of units must be taken for the following programs:

Program	Units
Associated Student Government/Student Senate	5
Clubs	1
Varsity Athletes (<i>Repeats do not count</i>)	12
Social Security Benefits	12
Federal Work-Study Program	6
Federal Student Loans	6
Veterans Benefits and Financial Aid:	
Full-Time	12 or more
Three-Fourths Time	9 to 11-1/2
Half-Time	6 to 8-1/2
EOPS	12 or more
Less than Half-Time	Less than 6

Course Enrollment, Repetition and Withdrawal Limits

The following are in accordance with *California Code of Regulations*, Title 5, 55024, 55040, 55042 and 58161.

Course Enrollment Limits

An enrollment in a course occurs when a student receives an evaluative (A+, A, A-, B+, B, B-, C+, C, D+, D, D-, F, P, NP, CR, NC) or non-evaluative symbol (W, I).

In general, a student who receives a satisfactory grade (A, B, C, P, CR) in a non-repeatable credit course is permitted to enroll in that course only one time.

If a student receives a substandard grade (D+, D, D-, F, NP, NC) and/or withdraws (W) from the course, the student is allowed to enroll in the course two more times for a maximum of three.

Course Repetition to Alleviate a Substandard Grade

In order to alleviate a substandard grade in a non-repeatable course, a student is allowed two repetitions

as long the student’s total enrollments in the course do not exceed three.

In very rare cases, a student may be eligible to repeat a course one more time. The student must submit a Petition for Course Repetition for review by the Scholastic Standards Committee. In order to be eligible for consideration of this exception, a student must clearly demonstrate the extenuating circumstances that prevented him/her from successfully completing the course in the three prior enrollments. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Official documentation of extenuating circumstances is required. The *Petition for Course Repetition* is available at www.sbccc.edu/forms as are semester deadlines for petition submission.

Course Repetition with a Prior Satisfactory Grade

In very rare cases a student may be eligible to repeat a course in which he/she has previously earned a satisfactory grade. To be eligible for consideration of this exception, there must be a significant lapse of time since the satisfactory grade was earned. A significant lapse of time is defined as 36 months since the satisfactory grade was earned. In addition to the significant lapse of time criteria one of the following must also apply:

- SBCC has established a recency prerequisite for a course or program through the Curriculum Advisory Committee
- Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the requested course (official supporting documentation from the other institution is required).

The *Petition for Course Repetition* with a C or Better is available at www.sbccc.edu/forms as are semester deadlines for petition submission.

Students who do not comply with the above will be administratively dropped from the class and informed that they have been dropped.

Courses Specifically

Designated as Repeatable

Repeatable Courses (California Code of Regulations, Title 5, 55040, 55041) The following courses have a *restriction on the total number of times* that they may be taken. Students will not be allowed to register in these courses more than the total number of times indicated.

Administration of Justice

Three (3) Repetitions: AJ 290 (up to 16 units maximum)

Alcohol and Drug Counseling

Three (3) Repetitions: ADC 290 (up to 16 units maximum)

Anthropology

Three (3) Repetitions: ANTH 295, 299

Art

Three (3) Repetitions: ART 299

Automotive Service and Technology

Three (3) Repetitions:
AUTO 290 (up to 16 units maximum)

Biological Sciences

Three (3) Repetitions:
BIOL 295 (up to 16 units), 299

Business Administration

Three (3) Repetitions: BUS 290 (up to 16 units maximum), 299

Communication

Three (3) Repetitions: COMM 295, 299

Computer Applications and Office Management

Three (3) Repetitions: COMP 290 (up to 16 units maximum), 299

Computer Information Systems

Three (3) Repetitions: CIS 290 (up to 16 units maximum)

Computer Network Engineering

Three (3) Repetitions: CNEE 295 (up to 16 units)

Construction Technology

Three (3) Repetitions: CT 290 (up to 16 units maximum)

Culinary Arts

Three (3) Repetitions: CA 290 (up to 16 units maximum)

Diagnostic Medical Sonography

Three (3) Repetitions: DMS 290 (up to 16 units maximum)

Drafting/CAD

Three (3) Repetitions: DRFT 290 (up to 16 units maximum), 299

DSPS

Four (4) Repetitions: DSPS 66, 77

Early Childhood Education

Three (3) Repetitions: ECE 290 (up to 16 units maximum)

Earth Science

Three (3) Repetitions: EARTH 299

Economics

Three (3) Repetitions: ECON 295, 299

Education

Three (3) Repetitions: ED 295

Emergency Medical Technician

Three (3) Repetitions: EMT 111
(or unlimited repetitions for legally mandated programs)

English

Three (3) Repetitions: ENG 295, 299

English as a Second Language

Three (3) Repetitions: ESL 290 (up to 16 units maximum)

Environmental Horticulture

Three (3) Repetitions: EH 290 (up to 16 units maximum), 299

Environmental Studies

Three (3) Repetitions: ENV 295 (up to 16 units)

Ethnic Studies

Three (3) Repetitions: ETHS 295, 299

Film Studies

Three (3) Repetitions: FS 295 (up to 16 units), 299

Finance

Three (3) Repetitions: FIN 290 (up to 16 units maximum)

French

Three (3) Repetitions: FR 299

Geography

Three (3) Repetitions: GEOG 299

German

Three (3) Repetitions: GER 299

Gerontology

Three (3) Repetitions: GERO 290 (up to 16 units maximum)

Global Studies

Three (3) Repetitions: GLST 299

Graphic Design and Photography

Three (3) Repetitions: GDP 290 (up to 16 units maximum)

History

Three (3) Repetitions: HIST 295, 299

Hotel Management

Three (3) Repetitions: HM 290 (up to 16 units maximum), 295

Interior Design

Three (3) Repetitions: ID 290 (up to 16 units maximum)

Italian

Three (3) Repetitions: ITAL 299

Journalism

Three (3) Repetitions: JOUR 290 (up to 16 units maximum), 295

Marine Diving Technologies

Three (3) Repetitions: MDT 290 (up to 16 units maximum), 299

Mathematics

Three (3) Repetitions: MATH 295

Multimedia Arts and Technologies

Three (3) Repetitions: MAT 290 (up to 16 units maximum)

Music

Three (3) Repetitions: MUS 299

Nursing

Three (3) Repetitions: NURS 290 (up to 16 units maximum), 295, 299

Philosophy

Three (3) Repetitions: PHIL 295, 299

Physical Education

Three (3) Repetitions: PE 109C, 110, 120C, 121C, 122C, 123C, 125C, 127C, 132C, 147A, 147B, 147C, 147D, 157, 169, 180A, 180B, 180C, 181A, 181B, 181C, 182A, 182B, 182C, 183A, 183B, 183C, 184A, 184B, 184C, 185A, 185B, 185C, 186A, 186B, 186C, 187A, 187B, 187C, 188A, 188B, 188C, 189A, 189B, 189C, 190A, 190B, 190C, 191A, 191B, 191C, 192A, 192B, 192C, 193A, 193B, 193C, 194A, 194B, 199A, 199B, 199C, 221, 222, 290 (up to 16 units maximum), 295

Physics

Three (3) Repetitions: PHYS 299

Political Science

Three (3) Repetitions: POLS 295 (up to 16 units), 299 (up to 3 units)

Professional Development Studies

PRO 292: A maximum of three credit hours per semester may be earned, up to a total of six semester units in combination with General Work Experience courses.

Psychology

Three (3) Repetitions: PSY 295 (up to 16 units), 299

Radiographic and Imaging Sciences

Three (3) Repetitions: RT 295, 299

Real Estate

Three (3) Repetitions: RE 290 (up to 16 units maximum)

Sociology

Three (3) Repetitions: SOC 295 (up to 16 units), 299

Spanish

Three (3) Repetitions: SPAN 290 (up to 16 units maximum), 299

Theatre Arts

Three (3) Repetitions: TA 299

Work Experience (Occupational)

A maximum of four credit hours per semester may be earned, up to a total of 16 semester units. There is no limit on course repetition. The limit is on total units in combination with PRO 292.

Work Experience (General)

A maximum of three credit hours per semester may be earned, up to a total of six semester units in combination with PRO 292.

Credit by Examination

Credit by examination may be granted to students who are registered and in good standing (2.0 GPA) at Santa Barbara City College for proficiency in subject matter essentially equivalent to a course for which credit is being requested. Students may petition for credit by examination provided the course is listed in the *General Catalog*, the amount of credit is not greater than the amount listed for the course, and the respective department designates the course as suitable for credit by examination. Credit may not be granted for any course for which high school or college credit has been awarded.

The petition for credit by examination may be obtained in Admissions & Records and shall be submitted to the appropriate department chairperson. Although examinations may be written prior to the completion of 15 units, no credit shall be posted on the student's record until after 15 units have been earned at Santa Barbara City College. A maximum of 12 units may be obtained by examination.

Students must petition for credit by examination by the end of the third week of the semester. Credit by examination shall be reported to Admissions & Records by the department chairperson no later than the end of the eighth week of the semester in which credit is granted.

Type and content of examination to be administered to students are at the discretion of the appropriate department chairperson. A minimum grade of "C" must be earned on the examination.

Units granted apply only to the Associate in Arts, Associate in Science, Certificate of Achievement and Department Award at Santa Barbara City College. Transfer students wishing credit by examination at four-year institutions may be required to petition such institutions in conformance to their policies.

Field Trip and Excursion Policy

Throughout each semester and Summer Session, the Santa Barbara Community College District may sponsor voluntary off-campus, co-curricular field trips and excursions. If you choose to participate, you should be aware that, pursuant to the *California State Code of Regulations*, Sub-Chapter 5, Section 55450, you have agreed to hold the District, its officers, agents and employees harmless from any and all liability or

claims which may arise out of, or be in connection with, your participation in the activity.

Final Examinations

Final examinations on the entire semester's work are given at the close of each semester. Students are required to take scheduled final examinations at the appointed times and places in order to secure credit. If a student finds that it is impossible to avoid three finals in one day, and the student cannot obtain an accommodation from his/her instructor(s), the student may submit a written request for an adjustment in his/her final exam schedule to the Executive Vice President, Room A-113.

Absence from a final due to an illness may be accommodated at the discretion of the instructor. The student should attempt to contact his/her instructor(s) within 24 hours of the scheduled exam. Absence due to illness must be verified by a physician. Students anticipating or encountering absence from finals(s) due to medical, personal or family emergencies, and who are unable to secure an accommodation from their instructor(s), should contact the Dean, Educational Programs—Student Development, Room SS-260, ext. 2237, to discuss their options.

Requests for changes in the exam schedule due to travel or employment schedules are examples of non-emergency conditions that will not be accommodated.

Final Grades

Final grades will be available online in Pipeline (web transcript), as instructors submit them. Final grades, official transcripts, diplomas and certificates will not be released if there is a hold or outstanding financial obligation on file at the Cashier's Office.

Grades and Grade Points

The system of grades and grade points at Santa Barbara City College is as follows:

Symbol	Definition	Grade Point
A+	Excellent	4.0
A	Excellent	4.0
A-	Excellent	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Satisfactory	2.3
C	Satisfactory	2.0
D+	Less than satisfactory	1.3
D	Less than satisfactory	1.0
D-	Less than satisfactory	0.7
F	Failing	0.0
FW	Failing (Unauthorized Withdrawal)	0.0

P — Pass	(at least satisfactory—units awarded not counted in GPA) Became effective Fall 2008
NP — No Pass	(less than satisfactory—units not counted in GPA) Became effective Fall 2008
CR — Credit	(at least satisfactory—units awarded not counted in GPA) Effective prior to Fall 2008
NC — No credit	(less than satisfactory—units not counted in GPA) Effective prior to Fall 2008
I — Incomplete***	
IP — In Progress***	
RD — Report Delayed***	
W — Withdrawal***	
MW — Military Withdrawal***	

*P or CR - At least satisfactory—units not counted in GPA; credit earned

**NP or NC - less than satisfactory—units not counted in GPA; units used in calculating units attempted for progress, probation and dismissal

***Non-evaluative symbols—no units or credit earned

Instructor grades are final. Except in the case of an "I" or clerical error, instructors cannot change a grade once it has been accepted by Admissions & Records. Grades may not be revised by the instructor on the basis of a second trial, new examination, or additional work undertaken or completed after the date of the end-semester report.

High School Articulation

Santa Barbara City College has an extensive Dual Enrollment Program which offers college classes at high school campuses. Please see the "Dual Enrollment" section of this *Catalog* for more information. In addition, high school students may earn college credit for the following high school ROP course: Computer Accounting (Accounting 110). Contact Lauren Wintermeyer, Tech Prep Director and Dual Enrollment Coordinator at (805) 730-3020.

Incompletes

An Incomplete (I) non-evaluative symbol may be issued at the end of the term by the instructor for unforeseeable, emergency, and justifiable reasons that preclude a student's final completion of course requirements. An "I" requires an Incomplete Contract signed by the instructor and student which shall contain the conditions for the removal of the "I" and the grade assigned if the Incomplete Contract conditions are not met within the stipulated timeframe. A copy of this contract must be given to the student and a copy submitted to Admissions & Records by the instructor and will be kept on file until the "I" is made up or the time limit has passed. A final grade will be assigned

when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" shall be made up no later than the end of the following semester (i.e., Summer term—by the end of Fall semester; Fall semester—by the end of Spring semester, and Spring semester—by the end of Fall semester).

The "I" shall not be used in calculating units attempted or grade point. However, units attempted for which "I" is recorded shall be considered in Progress Probation and Disqualification procedures.

The student may petition the Scholastic Standards Committee for a time extension due to extenuating circumstances.

Independent Study

Santa Barbara City College offers the traditional types of independent study courses (numbered 299), as well as work experience courses (numbered 290), which may include educational activities in performance of service to the college or community.

Independent study courses provide opportunities for students to explore a subject in depth beyond what is possible in existing courses. A student may enroll in a maximum of four (4) units per semester of independent study; however, the transfer student should check the policy of the four-year institution of choice regarding the number of units of independent study which may be earned each semester. University of California credit may be awarded only after transfer and at the discretion of the UC campus. Independent study units are *NOT* included in the 60 units required for transfer to the UC. Consult with an academic counselor.

To be eligible for independent study, a student must have completed a minimum of 12 units at Santa Barbara City College, with a 2.5 GPA, and a minimum of six (6) units, with a 3.0 GPA within the department.

Each student is responsible for acquainting him/herself with department requirements and prerequisites, and for presenting his/her plan for study or project to an appropriate instructor. Instructors need not accept students for independent study, as their assignments may preclude additional responsibility.

Students who wish to register in independent study coursework should contact Admissions & Records to obtain the required form. The form must be signed by the instructor of record, the department chairperson, and the academic dean, and assigned a section number by the Scheduling Office. It should be returned to Admissions & Records by the end of the second week of the semester (first week for Summer) for official registration.

Open Enrollment Courses

It is the policy of the Board of Trustees of the Santa Barbara Community College District that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to Santa Barbara City College and who meets such prerequisites as may be established pursuant to 55003 of Division 6 of Title 5 of the *California Code of Regulations*.

Pass/No Pass Grading

Students may elect pass/no pass grading in any course listed in the *General Catalog*, with the consent of the instructor, no later than the fifth week (30% length of the class for classes not full-term) of the semester (first week during Summer Session). After the fifth week, neither the student nor the instructor may change the decision. Pass will be granted only when the work is of a quality equivalent to a grade of "C" or better. Pass/no pass grading is not permitted in a course within a student's SBCC major area of study except when the required course is offered only for pass/no pass grading. Students are encouraged to check with an academic counselor about the appropriateness of taking a course pass/no pass for transfer to another college or institution.

Repeated Courses

Whenever an eligible course in which a sub-standard grade (D+, D, D-, F, NC or NP) has been received is repeated at SBCC and completed with a grade other than "W," the original grade remains part of the transcript. The original grade and course units are noted with an "E" for exclude. Units and grade points for the original grade are excluded from the SBCC GPA calculation. Courses in which a student has received a grade of D+, D, D-, F, NC or NP may be repeated twice. Those courses in which a student has received a "C" grade, or better, may not be repeated. Exceptions to this policy are listed under "Course Repetition Policy" in this *Catalog*.

Revisions of Catalog Regulations

Requirements for graduation, fees, course offerings and other regulations and policies are subject to change without notice and will be effective for all students as changed.

Transcripts to Other Colleges

Upon request of a student, an official transcript of the student's record at Santa Barbara City College will be sent to any college, university or third party. The first two copies are free; however, a fee is charged for each additional copy. *All transcript requests require written consent from the student.* Transcript requests are accepted online. However, a student may pay an additional fee and request rush or hand-carry transcripts. Visit www.sbcc.edu/transcripts for information.

Transfer of Credits to Other Colleges and Universities

Santa Barbara City College is fully accredited by the Accrediting Commission for the Community and Junior Colleges, which is part of the Western Association of Schools and Colleges. All courses equivalent to university and college work are generally accepted by all WASC member colleges and most other colleges and universities in the United States. Specific information on course and/or program articulation agreements with the University of California and the California State University can be found at www.assist.org. For information on articulation agreements with California independent colleges, out of state colleges and international colleges, contact the Santa Barbara City College Transfer Center or Articulation Office.

The college is also approved by the California Department of Education for the training of veterans under the provisions of the G.I. Bill of Rights, and by the U.S. Immigration and Naturalization Service for non-quota immigration students in accordance with provisions of Section 101 (a) (15) of the Immigration and Naturalization Act, as amended. Accreditation materials are available for review in the Luria Library.

Transfer of Credits from Other American Colleges

Santa Barbara City College grants lower division credit for most degree-applicable coursework completed at regionally accredited (Associations of Colleges and Schools) institutions of higher learning. Credit earned at a time when an institution was a candidate for accreditation may be accepted for credit. To earn units and/or subject credit from previous coursework, students must submit an official transcript to the SBCC Admissions & Records Office. Official transcripts of all high school and college work are important documents to have on file for proper counseling/advisement and are required for degree certification. Upon request transfer course work will be evaluated by appropriate department faculty and/or by the

Transcript Evaluation Office under authority of appropriate department faculty. Subject and unit credit will not be granted for post-baccalaureate level course work. Quarter system units earned will be converted to semester units (semester units = quarter units / 1.5). For additional information refer to www.sbcc.edu/transcriptevaluationpolicy.

Transfer of Credits from Foreign Countries

Only credentials issued by recognized institutions may be used for admission or transfer credit in the United States. Transfer credits from foreign countries will be accepted with the recommendations of an approved foreign credential transcripts evaluation and translation service, in consultation and approval by appropriate department faculty and/or by the Transcript Evaluations Office under authority of appropriate department faculty. Specific credit of any subject with content that may vary according to regional influence will be evaluated by the Transcript Evaluation Office to determine content, relevance and SBCC course credit. Quarter system units earned will be converted to semester units (semester units = quarter units / 1.5). For additional information refer to www.sbcc.edu/transcriptevaluationpolicy.

Military Experience

A maximum of 24 credits may be granted 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 Non-Traditional 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.

Unit of Credit

Credit Courses: One credit hour of community college work (one unit of credit) requires a minimum of 48 hours of lecture, study, or laboratory work per semester (*California Code of Regulations* 55002.5). For every unit of credit, it is expected that the student will spend at least two hours a week in outside preparation or three hours a week in supervised study or laboratory work.

Withdrawal from Classes

If a student must withdraw from college/classes, he/she may do so online or in person in Admissions & Records by the end of the 9th week of the semester for semester-length classes. Withdrawal dates for Summer classes and courses less than semester-length vary. Information regarding a specific class is available on the student *Schedule/Bill*, at www.sbcc.edu/classes or from Admissions & Records. Students failing to officially withdraw by the stated deadlines will receive an evaluative grade.

Students needing to withdraw after the withdrawal deadline due to extenuating circumstances (verified cases of accidents, illnesses or other circumstances beyond the control of the student) may submit a Petition for Waiver of College Regulations (www.sbcc.edu/forms) to the Scholastic Standards Committee for review and adjudication. Official supporting documentation is required for consideration.

Withdrawal from Semester-Length Classes

1. A student may initiate a withdrawal from a full semester-length class at any time prior to the end of the 9th week. Students are encouraged to consult with the instructor concerning the withdrawal, but the instructor may not withhold the "W."
2. An instructor may drop a student for excessive unexcused absences at any time prior to the end of the 9th week of the semester. Absence is considered excessive if a student misses more than the equivalent of one week of classes during the semester, or according to absence guidelines as published in a course syllabus. After the 9th week, the instructor must give an evaluative grade (A+-F), or Pass/No Pass, if appropriate forms are on file.
3. A student who remains in a class beyond the end of the 9th week must receive a grade other than a "W."
4. The "W" shall not be used in calculating grade point averages, but excessive "W"s shall be

used as a factor in progress probation and disqualification procedures.

5. Students will be blocked from registering in courses in which they have three previously recorded "W" notations or have exceeded the maximum enrollment limit (see Course Enrollment, Repetition and Withdrawal Limits). Students may petition Admissions & Records for exceptions (www.sbccc.edu/forms).
6. If a student officially withdraws prior to the course census date, no notation will be recorded on the transcript.
7. A student activated for military service may receive a military withdrawal (MW) at any time during the semester. Contact Admissions & Records. Military withdrawals will not factor into progress probation, disqualification and shall not be counted for the permitted number of withdrawals.

Special Instructional Programs

Professional Development Center

The Professional Development Center (PDC) provides coordination and administration for credit-based, short-term workplace training and contract education. Most courses are housed in the Professional Development Studies and Computer Applications and Office Management departments, and are delivered in half-day and one-day training formats. See Professional Development Studies courses in this *Catalog*. Workshops focus on such topics as Customer Service, Handling Difficult Situations, Leadership, Teamwork and Microsoft Computer Applications. The PDC also coordinates ESL and Workplace Spanish with local employers. For more information about the center, contact Dr. Diane Hollems, Dean of Educational Programs, at (805) 683-8281 or e-mail hollems@sbccc.edu.

Honors Program

SBCC has established an Honors Program emphasizing a rigorous and interdisciplinary approach to general education. The courses developed meet the needs of students whose academic goals and interests are not satisfied by regular courses. Students who enroll in the Honors curriculum will gain the opportunity to become independent learners, participate actively in the shaping of their education, and exercise their

talents at the highest level of excellence of which they are capable. For further information, see the Honors section of this *Catalog*.

Study Abroad Programs

Santa Barbara City College is committed to promoting international understanding and global responsibility. Part of that commitment is reflected through offering opportunities to study in foreign countries.

SBCC offers full semester-length programs in a number of countries. In the past, SBCC semester program participants have studied in France, Italy, England, Spain, Turkey, Greece, Costa Rica, China, Vietnam, Chile, Argentina and New Zealand. Courses typically include a broad range of disciplines, such as art, literature, political science, marketing, communication, language other courses appropriate to the country. Instruction is normally provided by SBCC and local instructors.

Summer Programs

Language programs may be available during the summer for four weeks of intensive study in Costa Rica, Spain, France, Italy or other non-English speaking destinations. Non-language summer programs have included film studies and production in Italy, Thailand and Australia, photography in Cuba, Paris and London, communication in Australia, India and Rwanda, as well as other disciplines and destinations. New programs are continuously being developed.

Students normally study at private facilities in the host country and live with local families or in student apartments. Field trips and excursions to nearby points of interest are included in all Study Abroad programs.

The cost ranges between \$9,000 and \$12,000 for semester programs and is considerably less for the summer programs. Excursions, lodging and meals (for some programs) are included in the program cost. Limited scholarships, grants, loans and other financial aid are available for those students who qualify.

Additional information about these programs is available from the Study Abroad Office, which is located in the International Education Center, Room 1, (805) 965-0581, ext. 2494, or at www.sbccc.edu/studyabroad.

Classes on High School Campuses

Some courses are currently offered on local high school campuses. Contact counselors at individual high school sites for courses available, or contact the SBCC Dual Enrollment Coordinator, Lauren Wintermeyer, at (805) 730-3020.

Distance Education

Online courses provide excellent opportunities for students to pursue their educational goals with time and place flexibility. These courses are offered over the Internet and should not require on-campus attendance. Online courses comprise equivalent content and satisfy the same academic requirements as their on-campus counterparts.

Online Student Success

Online courses are rigorous and require a clear commitment. You will need to be motivated, well-organized, and on-task to succeed in this mode of learning. Check the online course descriptions at <http://www.sbccc.edu/distanceeducation/onlinecourses.php> for information about making initial contact with the instructor. We strongly encourage you to take the Distance Education Online Orientation to determine whether you are ready to take an online course and to help you prepare for distance learning. You can find this at <http://online.sbccc.edu/support/orientation/media/orientationObjectives/page1.php>.

On-Campus Attendance

Although fully online courses do not require specific time-and-place commitments, some partially-online courses require varying levels of on-campus attendance, as determined by the instructor:

- Fully online courses require no on-campus meetings or exams but may require students to take proctored exams. These can be accomplished via virtual proctoring.
- Partially online courses may require attendance at on-campus orientations and exams, or have regular meeting times.

Please check the online course descriptions at www.sbccc.edu/distanceeducation/onlinecourses.php for information on each section's attendance requirements.

Fully Online Programs

The following online degrees and certificates are offered completely online:

- Cancer Information Management (A.S., Cert.)
- Computer Information Systems (A.S.)
- Computer Information Systems:
 - Emphasis In System Administration (A.S.)
- Film Studies (A.A.)
- Health Information Technology (A.S.)

Liberal Arts & Sciences: Arts & Humanities Emphasis (A.A.)

- Liberal Arts & Sciences: Science and Mathematics Emphasis (A.A.)
- Liberal Arts & Sciences: Social and Behavioral Sciences Emphasis (A.A.)
- Liberal Studies: Emphasis in Education (A.A.)
- Computer Proficiency Online (Cert.)Medical Coding Specialist (Cert.)
- Computer Proficiency (SCA)

Help Desk & Desktop Support Level 1 (SCA)
Information Technology Management (SCA)
Microsoft SQL Service Database Administration (SCA)
Technical Writing (SCA)

Technical Requirements

In order to log on to your course websites, all students taking online courses must have access to a computer/mobile device with an Internet connection and a recommended Web browser. Information on specific requirements is located at www.sbccc.edu/distanceeducation/index.php. Please note that Modern Languages courses may require that a student use a computer/mobile device with sound capabilities. We strongly encourage you to take the assessment to determine whether you are ready to take an online course. You can find this at <http://online.sbccc.edu/support/orientation/media/orientationObjectives/page1.php>.

Support for Classes

While taking an online class, students will be able to seek support from several sources. For example, technical assistance is available through Student Technical Support at (805) 965-0581 ext. 2949 or online@sbccc.edu. Accessibility assistance for disabled students is available through Disabled Student Programs/Services (DSPS) at www.sbccc.edu/dsps. You should find additional student services embedded in the college's authorized learning management system.

Additional Information

A wealth of information about distance education can be found on the college's distance education Web site at www.sbccc.edu/distanceeducation. This site includes information on the advantages of distance learning, links to the locations of each semester's online courses, lists the fully online programs and degrees, links directly to student technical support, provides frequently asked questions (FAQ), links directly to the campus portal, details steps to enrollment, includes comprehensive information on preparation for distance education, details technical