

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