

Procedures, sbcc.edu/boardoftrustees/board_policies_procedures.php, for the most current Board Policies and Administrative Procedures for the college.

It is the student's responsibility to meet and remain informed of college requirements. When changes occur, they will be printed in the next regular publication of the *Catalog* or *Class Schedule*, as well as updated on the college website.

Public Information

Requests for documents under the *Public Records Act* should be directed to the Office of the College President.

Admissions

College Admission

Admission to Santa Barbara City College is governed by the laws of the State of California and such supplementary regulations as have been prescribed by the Santa Barbara Community College District Board of Trustees. Citizens of other countries and out-of-state residents are required to pay tuition as well as enrollment fees.

Open Enrollment

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 section 55003 of Division 6 of Title 5 of the *California Code of Regulations*.

Graduates of High Schools

Graduates of high schools, or equivalent, are eligible for admission and may undertake any program of study for which they are prepared.

Persons 18 years of Age or Older

Persons 18 years of age or older who have not received a high school diploma, or equivalent, may be admitted to the college if they can reasonably profit from instruction.

High School Students (9th Grade or Higher): Dual Enrollment Program

Students enrolled in a public or private school who are eligible for ninth (9th) grade or higher may apply and concurrently register in up to nine (9) units of college-level courses at Santa Barbara City College through the Dual Enrollment Program.

Under the Dual Enrollment Program, seniors may concurrently register in up to twelve (12) units of college-level courses. Course prerequisites apply. Some courses are not available to concurrently enrolled high school students. The student must have a recommendation from his/her principal or high school counselor and a signature from a parent.

In accordance with *Education Code* Section 76001, special part-time K–12 students enrolled in the secondary schools and attending SBCC (enrolled up to and including 11.9 units) are exempt from paying the enrollment fee. Special full-time K–12 students (12 units and above per semester) may not be exempted from the enrollment fee; they may, however, be individually considered for the BOGW fee waivers Part A, B or C. Those students who do not qualify for a BOGW fee waiver will be required to pay the enrollment fee for all units. All other out-of-state, non-resident and international students must pay tuition unless exempted. High school students who are concurrently registered in courses given on the SBCC campus must pay the transportation and health fees.

The Dual Enrollment Application and Dual Enrollment Approval Form are available through students' school counselors, Admissions & Records and online at www.sbcc.edu/apply. The Dual Enrollment Approval Form must have a signed recommendation from the student's principal or high school counselor, and signature of a parent. Students attending a 9–12 grade home school must attach a copy of the Home School Affidavit to the Dual Enrollment Approval Form. Contact Dual Enrollment at (805) 898-8174 or for more information visit www.sbcc.edu/dualenrollment.

Middle College

Through Middle College, a limited number of local high school students who want to earn a high school diploma in the SBCC environment may complete their high school requirements through an Independent Study program while also taking classes at SBCC. The curriculum is rigorous and relevant and, along with individualized support, is designed to help students smoothly transition to college. Acceptance into the program is determined by the on-campus instructors

through an application process. Contact Regina Freking at freking@sbcc.edu, or (805) 897-3561.

Special Students

Persons less than 18 years of age who do not plan to be enrolled in a secondary school program, and who are eligible to enter ninth (9th) grade or higher, may petition the Director, Admissions & Records (SS-110), to register as a Special Student. Special application procedures and documentation requirements apply. Petitions must be filed at least fourteen (14) days prior to the start of the semester. Interested persons should contact Director, Admissions & Records, for petition information.

Persons not eligible to enter ninth (9th) grade or higher may petition Director, Admissions & Records (SS-110), to register as a Special Student. Special application procedures and documentation requirements apply. Petitions must be filed at least fourteen (14) days prior to the start of the semester. Interested persons should contact the Director, Admissions & Records (SS-110), for petition information.

Out-of-State Students

Out-of-state students may be admitted to the college on the same basis as California residents except that they will be required to pay tuition, as well as enrollment fees, prescribed by the Board of Trustees to cover the costs of instruction. After a student has been *physically present in California for one year and has manifested clear intent to become a California resident*, he/she may apply for reclassification as a California resident. State law requires consideration of *financial independence* for students seeking reclassification. It is the student's responsibility to substantiate his or her claim for residency. Visit www.sbcc.edu/residency for more information.

International Students: Other than F-1 or M-1 Visa

Students on visas other than F-1 or M-1 will be evaluated for eligibility to be admitted to register and for residency status based on the type of visa, visa issue and expiration date, length of stay in California and intent to maintain California as their permanent home.

International Students: F-1 or M-1 Visa Admission Requirements

1. Apply by the following application deadlines:

Fall Semester: June 1*, June 15**

Spring Semester: October 1*, November 1**

Summer Session: April 1*, April 1**

*Out-of-USA applicants

**Current F-1 students in USA

2. *Students must be 18 years or older by the time of arrival at SBCC.*
3. *Confidential Financial Statement:* Verification of funds sufficient to cover all expenses while in this country, approximately \$24,989 (9 months), or \$29,264 (12 months), including Summer (optional) in 2015-2016. An official bank certification letter issued within the past 6 months must accompany the Confidential Financial Statement Form.
4. *Transcript of School Records:* A complete transcript of all previous high school, English language programs, secondary school and collegiate or university work. Eligibility for admission requires the equivalent of a GPA of 2.5 or better. Transcripts written in a language other than English must be accompanied by an official English translation.
5. All students must take the SBCC English assessment test to determine their level of proficiency in English.
6. All international students are required to purchase the insurance plan approved by the college. *No other insurance will be accepted.* Students must purchase student insurance at the time of registration. The policy is approximately \$1,250 per academic year (subject to change).
7. Submit a transfer form only if you are transferring from a school within the United States where you attended as an F-1 student. See www.sbcc.edu/international. Students who attend a language school prior to transferring to SBCC must maintain an attendance record of at least 85%.
8. A non-refundable \$50.00 application fee, which is payable online, is required for processing the application.

Rules and Regulations Governing Enrollment of F-1 or M-1 Students

1. All F-1 and M-1 visa students are required to enroll in and maintain 12 or more units unless they have prior written authorization by the International Student Advisers or the Senior Director of the International Student Support Program. Regular attendance in all classes is required for the duration of the semester. Failure to adhere to the requirements will constitute a violation of visa status. Authorization for reduced course load will be given only in limited circumstances, as specified by federal regulations. When a student has violated the visa status, the student must apply to the Department of Homeland Security for reinstatement. Until

- the student is reinstated, the student's ability to travel, to work, or to transfer is impeded.
- International students cannot depend on employment for financial support while in the U.S. Employment in the U.S. is unlawful unless it is authorized by the Department of Homeland Security. Students who successfully complete one semester of non-ESL classes at SBCC and maintain 12 units are permitted to work on campus up to 19.5 hours per week, but there are very few jobs available.
 - International students are required to adhere to the same academic standards as other students and shall be subject to the same rules of probation and disqualification. A student who is academically disqualified is in violation of student visa status.
 - International students are required to pay a \$266 tuition fee per unit, plus the enrollment fee of \$46 (subject to change).
 - International students must attend a mandatory meeting upon arrival to learn about the immigration rules applying to them.

Program Admission— Supplemental Applications

The following instructional programs require supplemental applications, in addition to the general college application.

Cosmetology/Esthetician

Acceptance to the Cosmetology Academy is based on the number of spaces available, the postmark date of the completed application and attendance at an SBCC Cosmetology Academy Orientation meeting. Applications are available from the Cosmetology Academy, 5160 Hollister Ave., Santa Barbara, CA 93111. For more information, contact Ms. Amanda Johnson at (805) 683-4191, ext. 2, or refer to the Cosmetology Academy in the Department and Course Descriptions section of this *Catalog*.

Honors Program

To be eligible for the honors program students must have a minimum 3.0 cumulative GPA from high school with no grade lower than a "C" in any academic subject. Continuing, returning and transfer students who have completed 12 units or more must also have a 3.0 cumulative GPA, with no grade below a "C" in an academic subject. Students must be eligible for or have completed English 110 and at least Math 107. English and Mathematics placement examinations are part of the SBCC enrollment procedure. Mathematics eligibility for the program

may also be met with three years of high school math, including two years of algebra, with grades of "C" or better. It is expected that some potential Honors students will have tested into or satisfied the English 110, Math 117 or Math 150 by earning a qualifying score on the English AP or IB test or completing English 110, Math 117 or Psychology 150 at SBCC while in high school. These students should contact the Assessment Office for placement.

Applications for the Honors Program and a list of courses offered may be obtained from the Welcome Center in the Student Services Building or online at www.sbcc.edu/honors/website/honorsapp.pdf or from Dr. Melanie Eckford-Prossor, the Honors Program Director (IDC-311).

Official high school or college transcripts must be submitted with the applications. (Continuing students do *NOT* need to provide an SBCC transcript.) Applications will not be accepted unless they are complete: application, transcripts, AP/IB scores if necessary, and writing sample must be submitted to the Director. Once admitted, students must maintain a minimum 3.0 cumulative GPA and complete Honors 100—Colloquium to continue in the program.

For more information, refer to the Honors Program in the Department and Course Description sections of this *Catalog*.

Learning Communities

For program information and applications, visit www.sbcc.edu/esp, or call (805) 965-0581, ext. 4274.

Marine Diving Technologies

Applicants must submit the *Application for Diving/Hyperbaric Exposure* along with a \$50 application fee and Scuba certification card to:

SBCC Marine Technologies Department
721 Cliff Drive, Santa Barbara, CA 93109-2394

Applications are available upon request from the Academic Counseling Center (SS-120). For additional information, contact the Marine Diving Technologies Department, (805) 965-0581, ext. 2426.

Radiographic and Imaging Sciences/ Diagnostic Medical Sonography

Special supplemental application procedures and admission criteria apply to this program. Refer to the Radiographic and Imaging Sciences section of this *Catalog* for additional information, or contact the Health Technologies Office, (805) 730-4166.

School of Culinary Arts and Hotel Management

Applications for the Culinary Program should be submitted to the School of Culinary Arts and Hotel Management (SCAHM) Department. Call the department at (805) 730-4258 for program information or to schedule an appointment with Randy Bublitz, SCAHM Director.

School of Nursing: Associate Degree Nursing, Vocational Nursing, Certified Nursing Assistant, Home Health Aide

Special supplemental application procedures and admission criteria apply to these programs. Refer to the School of Nursing in the *Catalog* Index for additional information, or contact the Health Technologies Office, (805) 730-4166.

Residence Requirements

Each person applying for admission to, or enrolled in, a California Community College is classified for tuition purposes as either a “resident” or “non-resident” of the State of California. The right of a student to attend any public community college in California as a resident requires that he/she:

1. Be a citizen of the United States, or possess or be an applicant for a permanent-resident, amnesty or other visa status, for a minimum of one year and one day, that does not preclude establishing domicile in the United States and meeting certain requirements.
2. Be at least 19 years of age, and have lived in California one year and one day prior to the residency determination date: Fall 2015—August 23, 2015; and Spring 2016—January 18, 2016. (*Note:* A student, who has not been a resident of California for more than one year and who is the dependent child for income tax purposes of a California resident who has been a resident since the above-noted residence determination date, is entitled to resident classification. Submit documentation with application.)
3. Have parents or a guardian who have resided in California for one year and one day, if he/she is younger than 18 years of age.

4. Present evidence showing the student’s or the student’s parents’ (if under 19) intent to make California their permanent home.
5. Manifest residency intent if the student is 19 years of age or over by maintaining a home in California continuously for the last two years, unless there is contrary evidence of intent.
6. Manifest residency intent, if the student is under 19 years of age, by both the student and his/her parents maintaining a home in California continuously for the last two years, unless there is contrary evidence of intent.

If manifest intent cannot be shown within #5 and #6 above, then the student is required to provide evidence of intent to make California his or her permanent home. Objective manifestations of this intent include, but are not limited to:

1. Payment of California state income tax as a resident.
2. Registering to vote and voting in California.
3. Licensing from California for professional practice.
4. Showing California as the home address on a federal income tax form.
5. Ownership of residential property or continuous occupancy of rented or leased property in California.
6. Possessing California motor vehicle license plates.
7. Possessing a California driver’s license.
8. Maintaining a permanent military address or home of record in California while in the armed services.
9. Establishing and maintaining active California bank accounts.
10. Being the petitioner for a divorce in California.

Military personnel on active duty in California, their spouses and dependent children qualify as immediate residents. (Submit documentation with application.) Other exemptions to tuition for military personnel may be available pursuant to Veterans Access Choice and Accountability (VACA). Contact Admissions & Records for information.

Students on visas will be evaluated for residency based on the type of visa, visa issue date and expiration date, length of stay in California and intent to maintain California as their permanent home.

A student who cannot qualify as a resident of California must pay non-resident tuition, as stipulated by the Board of Trustees of the Santa Barbara Community College District.

Exemption from non-resident tuition is available to certain non-resident students who attended high