

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 with Admissions & Records.
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 dismissal 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.sbcc.edu/forms](http://www.sbcc.edu/forms)).
6. If a student officially drops 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, dismissal 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 and Computer Applications 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 Melissa V. Moreno, Dean, Educational Programs, at (805) 683-8284 or [melissa.moreno@sbcc.edu](mailto:melissa.moreno@sbcc.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 Program

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 Cuba, 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, and language courses appropriate to the countries.

### Summer Programs

Language programs may be available during the summer for four weeks of intensive study in Costa Rica, Spain, France, Italy, Cuba or other non-English speaking destinations. Non-language summer programs have included film studies and production in Italy, Thailand, Germany and Australia, photography in Cuba, France and England, communication in Australia, Germany, India and Rwanda, art history in France, marketing in England, France and Austria, 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, located in the International Education Center, Room 1, (805) 965-0581, ext. 2494, or [www.sbccc.edu/studyabroad](http://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 Director at (805) 898-8174.

## **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 [www.sbccc.edu/distanceducation/onlinecourses.php](http://www.sbccc.edu/distanceducation/onlinecourses.php) for information about making initial contact with the instructor. We strongly encourage you to take the Distance Education 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 [www.sbccc.edu/distanceducation/orientation\\_distance\\_ed.php](http://www.sbccc.edu/distanceducation/orientation_distance_ed.php).

### **On-Campus Attendance**

Although fully online courses do not require specific time-and-place commitments, some partially-online (hybrid) 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 or approved in-person arrangements with the instructor.
- Partially online courses may require attendance at on-campus orientations and exams, or have regular meeting times.

Check the online course descriptions at [www.sbccc.edu/distanceducation/onlinecourses.php](http://www.sbccc.edu/distanceducation/onlinecourses.php) for information on each section's attendance requirements.

### **Fully Online Programs**

The following online degrees and certificates are offered completely online:

Access SQL Professional (SCA)  
Anthropology (AA)  
Administration of Justice for Transfer (AS-T)  
Administration of Justice:  
    Legal Studies Emphasis (AS, C)  
Applied Photography (AA, C)  
Business Communications (SCA)  
Cancer Information Management (AS, C)  
Communication: Communication Science Emphasis (AA)  
Computer Information Systems (AS)  
Computer Information Systems: Emphasis in System Administration (AS)  
Computer Proficiency Online (SCA)  
Film and Media Studies (AA)  
Graphic Design and Photography:  
    Graphic Design Concentration (AA)  
Global Studies (AA)  
Health Information Technology (AS)  
Help Desk and Desktop Support Level 1 (SCA)  
Information Design (SCA)  
Information Technology Management (SCA)  
International Business (AA, C)  
International Marketing Communication (SCA)  
Introduction to Graphic Design (C)  
Liberal Arts and Sciences:  
    Art and Humanities Emphasis (AA)  
Liberal Arts and Sciences:  
    Science and Math Emphasis (AA)  
Liberal Arts and Sciences:  
    Social and Behavioral Science Emphasis (AA)  
Marketing (AA, C)  
Medical Coding Specialist (C)  
Microsoft Office Development (SCA)  
Natural History (AA)  
Photo Design (SCA)  
Photo Design - Advanced (SCA)  
Political Science for Transfer (AA-T)  
Spanish for Transfer (AA-T)  
Technical Writing (SCA)  
Web Marketing and Media Design (SCA)

### **Technical Requirements**

In order to log on to course websites, all students taking online courses must have access to a computer/mobile