

# 2020-2021 Student Handbook



# SANTA ANA COLLEGE

for more information visit [sac.edu](http://sac.edu)







The Student Handbook is designed to inform you of the many services, resources, and opportunities available at Santa Ana College. The handbook has been prepared for you in hopes that it will assist your transition into college. You are encouraged to become familiar with this handbook and keep it for reference throughout the year. Other sources of information that may be useful include the Rancho Santiago Community College District Catalog, the Santa Ana College Class Schedule, and the Student Planning Guide.

Being a part of a community of learners provides many opportunities to exercise individual rights, but also requires the assumption of responsibilities. Each student is expected to be familiar with and abide by the Student Code of Conduct, which is outlined in this publication. You are encouraged to integrate the values and attitudes of the Student Code of Conduct into your daily life.

Any suggestions for additional information or additions to future handbooks are welcomed; suggestions may be submitted in writing to the Associate Dean of Student Development, 714-564-6211.

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Dear Students,

Welcome to Santa Ana College! Whether you're a recent high school graduate, a first generation college student, a returning college student, or an adult looking to advance or pursue a career, you have made the right choice!

You are part of a community legacy whose mission is to inspire, transform, and empower a diverse community of learners. Our faculty, administration and classified staff are available to help you succeed. Although we will not gather in-person due to the global pandemic, we strive to create a welcoming, student-centered environment and encourage you to take advantage of the many learning opportunities, co-curricular activities, programs and services that Santa Ana College has to offer.

Despite the social distancing protocols in place, our commitment remains strong to support you, even in a virtual environment. There are a variety of activities, student clubs and organizations to meet every interest. Discover our academic offerings, meet with a counselor and develop an educational plan, and explore our support services such as DSPS, EOPS, Honors Program, Transfer Center and more.

This Student Handbook will acquaint all students – new and returning – with many aspects of our college community. We want you to become familiar with this handbook so that you understand the high expectations we have of students to contribute positively to our community and to maximize your learning experience at Santa Ana College.

As we navigate this unprecedented global crisis, please remember that we are a resilient community, and I know we will come through this as a stronger college.

I hope your year ahead is both rewarding and successful. Go DONS!

Sincerely,

A handwritten signature in black ink, appearing to read "Vaniethia Hubbard". The signature is fluid and cursive.

Vaniethia Hubbard, Ed.D.

Vice President, Student Services

Santa Ana College



Meet Our Distinguished Colleagues

**RSCCD BOARD OF TRUSTEES:**

Claudia C. Alvarez, President,  
Phillip E. Yarbrough, Vice President  
Arianna P. Barrios, Clerk  
John R. Hanna  
Lawrence "Larry" R. Labrado  
Mariano A. Cuellar, Student Trustee

Administrators

Marvin Martinez  
Chancellor  
Marilyn Flores, Ph.D.  
Santa Ana College Interim President:  
Peter Hardash  
Vice Chancellor, Business and Fiscal Services  
Tracie Green  
Executive Vice Chancellor, Human Resources and Educational Services



**Santa Ana College Mission Statement**

The mission of Santa Ana College is to inspire, transform, and empower a diverse community of learners.

## Academic Calendar

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### FALL SEMESTER 2020

August 24 . . . . .	INSTRUCTION BEGINS
September 2 . . . . .	Cal Grant Application Deadline
September 6 . . . . .	Last Date to Add a Full Semester Class Class with Add Code
September 6 . . . . .	Last Date to Drop a Full Semester Class and Not Owe Fees
September 6 . . . . .	Last Date to Drop a Full Semester Class and NOT Receive a "W" Grade
September 7 . . . . .	Labor Day - Holiday
September 11 . . . . .	Last Date to File Pass/No Pass for First GR8 Week Classes
September 25 . . . . .	Last Date to File Pass/No Pass for Full Semester Classes
October 9 . . . . .	Last Date to Petition for CSU and IGETC
October 9 . . . . .	Last Date to Petition for June Certificates
October 9 . . . . .	Last Date to Petition for June Graduation
October 19 . . . . .	Second GR8 Week
November 11 . . . . .	Veteran's Day - Holiday
November 15 . . . . .	Last Date to Drop a Full Semester Class with a "W" Grade
November 26 – 29 . . . . .	Thanksgiving – Holiday
December 7 – 13 . . . . .	Final Exams Week
December 13 . . . . .	INSTRUCTION ENDS
December 21 – 31 . . . . .	Holiday Break

### SPRING INTERSESSION 2021

January 1 . . . . .	New Year's Day – Holiday (observed)
January 4 . . . . .	INSTRUCTION BEGINS
January 11 . . . . .	Last Day to File Pass/No Pass
January 18 . . . . .	Martin Luther King's Birthday – Holiday
January 31 . . . . .	INSTRUCTION ENDS

### SPRING SEMESTER 2021

February 8 . . . . .	INSTRUCTION BEGINS
February 11 . . . . .	Deadline for Graduation Petition for Associate Degrees for Transfer (ADT) only for eVerifly
February 12 . . . . .	Lincoln's Birthday – Holiday
February 15 . . . . .	President's Day - Holiday
February 21 . . . . .	Last Date to Add and to Drop Full-Term Classes without "W" Grade with Enrollment Fee Refund
March 12 . . . . .	Last Day to File Pass/No Pass
March 12 . . . . .	Deadline for Degree/Certificate/Certificate Petitions
March 31 . . . . .	Cesar Chavez Day - Holiday
April 5-11 . . . . .	Spring Recess
May 9 . . . . .	Last Day to Drop Semester-Length Classes with a "W" Grade
May 31 . . . . .	Memorial Day – Holiday
June 4 . . . . .	Commencement Ceremony
June 6 . . . . .	INSTRUCTION ENDS

### SUMMER SEMESTER 2021

June 15 . . . . .	INSTRUCTION BEGINS
June 28 . . . . .	2019-2020 FAFSA Applications Deadline
July 3 . . . . .	Independence Day – Holiday (observed)
August 9 . . . . .	INSTRUCTION ENDS

# Student Activities Calendar

## Fall 2020

### AUGUST

Welcome Back Events

### SEPTEMBER

Fresh Check Day

Club Rush

9/11 Memorial

Constitution Day

Latino Heritage Month Celebration

97th Key to the County Game

Hispanic Heritage Celebration

### OCTOBER

Transfer Awareness Month

Halloween Festivities

Roadtrip Nation

Undocumented Week of Action

### NOVEMBER

International Festival

Cross Cultural Conference

Veterans Appreciation

CAPs Exploration Fair

Native American Heritage Month

### DECEMBER

Finals Stress Relief

## Spring 2021

### FEBRUARY

Welcome Back Events

Black History Month

Club Rush

### MARCH

Women's History Month Celebration

KinderCaminata

Cesar Chavez Day (observed)

### APRIL

2020-2021 ASG Elections

Asian Pacific American Heritage Month

Sustainapalooza

### MAY

Asian Pacific American Heritage Month

Cinco de Mayo

Student Leadership Awards Banquet

### JUNE

Finals Stress Relief

Commencement

Each semester Student Activities will publish an activity calendar with current information.



**BE A LEADER,  
JOIN A CLUB.**

**GET INVOLVED!**

THE OFFICE OF STUDENT LIFE PROVIDES  
EXCELLENT INVOLVEMENT OPPORTUNITIES  
AND IS COMMITTED TO THE LEADERSHIP  
DEVELOPMENT OF SAC STUDENTS.

**COME VISIT US AT  
THE VILLAGE, VL-108**





Did you know that you can increase your success in college and in your career by participating in campus activities? Why? Research on college students indicates that active involvement increases your satisfaction with college, provides opportunities to develop management and networking skills, helps in making career decisions, raises self-esteem, and builds long-lasting friendships.

Active participation in campus activities complements and enriches the academic classroom experience, and improves your leadership potential. Please consider getting involved in one or more of the following opportunities:

**Associated Student Government (ASG):** ASG provides students with government and leadership experience by actively involving students in the academic and student decision-making processes.

**Student Clubs & Organizations:** These clubs provide an opportunity for students with a common interest to form a membership group and develop activities/events that form a sense of community.

Clubs include cultural/ethnic, religious, special interest, honor, and academic student organizations. Visit [sac.edu/studentlife](http://sac.edu/studentlife) for a list of clubs and organizations or to learn how to start your own.

**Inter-Club Council (ICC) & Associated Student Government Events:** ICC and ASG sponsor a variety of educational and social programs, campus activities, and services including: multicultural events, health awareness programs, holiday and themed events, Homecoming activities, panel discussions, and book/food/toy drives.

**Student Leadership Institute (SLI):** SLI is a joint program between Santa Ana College and Cal State University Fullerton. The program consists of one and two hour workshops in leadership skill development; after completing the 14-hour program, students receive a University Certificate from Cal State Fullerton.

For additional information, stop by Student Life (VL-108)  
or contact us at 714-564-6214.

**Take the Challenge Today and Choose to Get Involved!**

### Get Involved and Benefit from the Opportunities and Experiences Available to YOU!

- Leadership Development
- Student Advocacy
- Group Dynamics
- Campus Life Activities
- Participatory Governance
- Event Programming
- Community Projects
- AND MUCH MORE...

The Associated Student Government (ASG) of Santa Ana College has been established to provide students with government and leadership experiences. Learn firsthand about group dynamics, decision making, event programming and parliamentary procedures. Develop and improve leadership skills. Get involved in campus and statewide committees and councils as a student representative. Become active in community services projects and campus life activities.

ASG warmly welcomes and encourages anyone interested in joining to visit [sac.edu/ASG](http://sac.edu/ASG) or Student Life in VL-108 for more information. Minimum qualifications are a 2.0 grade point average and carry/complete 5 units per semester.

There are three branches of student government modeled after the Federal Government: Legislative, Executive, and Judicial. Meetings are held in the ASG Conference Room in VL-108. The Executive Cabinet meets Mondays from 1:30pm – 3:00pm, the Legislative Branch meets Tuesdays from 3:15pm – 4:45pm and the Judicial Branch meets on Wednesdays from 1:30pm-3:00pm.

In addition to the three branches, ASG includes the Inter-Club Council (ICC) with representatives from the clubs and organizations on campus. The ICC meets Wednesdays from 1:30pm – 3:00pm. Visit [sac.edu/studentlife](http://sac.edu/studentlife) for the latest information on times and locations. Meeting times are subject to change.

### Have a VOICE and make a DIFFERENCE!

## Santa Ana College Participatory Governance

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Santa Ana College is looking for Student Involvement for our Participatory Governance Program. AB1725 mandates that All Students have the Right to serve on all College Councils and Committees.

### WHAT IS IT?

Participatory Governance is a structure designed to ensure all members of the college community the right to participate effectively in governance and the opportunity to express their opinions at the campus level and assure these opinions are given every reasonable consideration. Visit [sac.edu/committees](http://sac.edu/committees) for more information.

### WHY WOULD STUDENTS WANT TO PARTICIPATE?

The California State Legislature gave students the right to participate in governing the college. Santa Ana College provides opportunities for students to work alongside the faculty, staff, and administration in developing and implementing policies, developing facility planning and budgets, reviewing class curriculum, and helping to plan the future of our college.

### HOW DO STUDENTS GET SIGNED UP?

Join student government. The Associated Student Government President appoints all council and committee positions, with the approval of the ASG Senate. Contact Student Life and a staff member will assist you to determine the committee or council that best fits with your interest.

### COUNCILS AND COMMITTEES:

Provides a forum for students, and faculty to participate in discussing curricular, and academic policy.

**Academic Senate:** Provides a forum for students and faculty to participate in discussing curricular and academic policy.

**District Council:** This is the RSCCD governance group where a range of issues pertaining to the district as a whole are discussed. The ASG President's from both colleges attend these meetings.

**College Council:** This is the Santa Ana College governance group where a range of issues specifically to SAC are discussed. The ASG Presidents from SAC attends these meetings.

**Planning & Budget Committee:** Charged with monitoring state and district budgets, recommending policies, priorities, and procedures which reflect the institution's goals and objectives while ensuring the most effective use of resources.

**Facilities Committee:** Charged with addressing various topics related to the up-keep of facilities on campus. This group also monitors, discusses, plans, and implements strategies to keep the college's buildings and grounds clean and well-maintained.

**Student Success' Equity Committee:** The purpose of this committee is to positively impact the academic achievement and success of SAC students by linking matriculation, student equity, and related student success initiatives at the college.

### **Student Photo Identification Card**

### **Mandatory**

Students are required to obtain a Student ID card. This card is used to expedite services provided by many offices on campus. You may also use it as a free bus pass by activating it at the cashier's office at the start of Fall 2018 and Spring 2019 terms.

### **Student Life & Leadership Fee**

### **\$10.00 (optional)**

Students that have paid this fee can use their Student ID card to receive a wide variety of valuable discounts, services, and activities, including:

- Movie ticket discounts (Regal, AMC)
- Amusement Parks (Knott's Berry Farm, Universal Studios, Magic Mountain, Disneyland, Soak City)
- Free admission or discounts to selected day concerts, food events, speakers, socials, cultural events, and much, much more!
- Free admission to all SAC athletic events.
- Student discounts to SAC Fine and Performing Arts events.

**\$\$ Save \$\$**

**Did you know the discount you receive on the purchase of 3 movie tickets will pay for the cost of the student services fee?**

## Inter-Club Council (ICC)

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The mission of the Inter-Club Council is to provide an opportunity for students, with a common interest, to form a membership group which expresses that interest, and also to provide an educational experience to gain practical knowledge of self-government. Some of our annual events include: Club Rush and the ICC Festival.

### **How to Start a Club or Organization at SAC!**

Visit our website at [www.sac.edu/studentlife](http://www.sac.edu/studentlife) to obtain a club packet. The packet will contain all of the necessary forms/documents needed for starting a club, and a calendar for the current semester.

Obtain signatures of 5 registered students at SAC who would be interested in the proposed club/organization. A club executive board is also required, consisting of a President, Vice-President, Secretary, Treasurer, and ICC Representative.

Obtain approval from a faculty or staff member who is willing to participate as the club's advisor.

Submit the petition to the office of Student Life for approval by the Associate Dean of Student Development, the Student Activities Coordinator, and Inter-Club Council.

After approval by the ICC, submit a written Constitution & By-Laws within two weeks.

The ICC Representative that was chosen to be part of your club's executive board must attend the ICC meetings, which are held on Wednesdays at 1:30 pm. Check the semester calendar included in the club registration packet for the dates of the ICC meetings.

### **All Clubs/Organizations may also be reached by writing to:**

(CLUB NAME)

c/o Office of Student Life

Santa Ana College

1530 W. 17th St., Santa Ana, CA 92706

If you are interested in any club or organization, please contact the appropriate advisor or call the Office of Student Life at 714-564-6320. All club and organization members must be registered students within the Rancho Santiago Community College District.

## Active Clubs & Organizations 2020-2021 Purposes/Goals of Clubs & Organizations

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**Alianza Chicana** – Our mission is to educate students and the community about our Chican@ culture, give back to the community through service, and promote social justice for our people through activism.

**Alpha Gamma Sigma (AGS)** – The Omicron Chapter of Alpha Gamma Sigma, which is the CA community college honor society that promotes service, scholarship, and socializing open to all students with a 3.0 GPA.

**Christian Students @ SAC** – The purpose of the organization shall be enjoying the Lord, singing and studying bible truths

**Club Apple** – Our mission is to provide opportunities for self-transformation, leadership, and community building to future educators in order to affect meaningful change in the classroom, school, community, and society.

**Club Pre-Med** – The purpose of this organization is to expose our students to hands-on medical activities and create better networking skills when going to a professional conference/interview.

**Computer Science Club** – The purpose of our organization will be to focus on tutoring sessions, group discussions, helping students with college life (i.e. financial aid, where to study, get familiar with campus, etc.) fieldtrips and other activities.

**Don's Pep Squad & Cheerleading Club** – With being a cheerleader comes great responsibility. A positive persona, good attitude, and respectfulness is expected at all times. Our purpose as cheerleaders is to develop our athletic skills while building healthy relationships within the squad and community. We shall perform chants on the sidelines and dance routines at halftime shows of games for our campus' teams to keep the crowd and athletes engaged in the games. Each cheerleader is encouraged to show school spirit through the performance of cheer chants, stunts, and tumbling. Our goal is to establish a program that will lead to a team that can represent our school at collegiate level competitions. During competitions, we represent our school by showing others what we worked for all season; as a team member we each must promote good sportsmanship and respect between the different teams we compete with.

**Fashion Club** – Our mission is to create a fun, inclusive, and educational environment where all students can father to learn skills such as sewing, knitting or any variety of DIY skills. Our goal is to inspire the students at SAC to take matters into their own hands to express their personal style.

**Improving Dreams, Equity, Access & Success (I.D.E.A.S)** – Our goal is to promote higher education for all undocumented students and increase the level of undocu and immigrant students who earn college degrees. Moreover, we plan to raise awareness of the needs of undocu students and families, as well as the CA Dream Act. We will also research educational opportunities such as scholarships and fundraise.

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**International Student Association** – The International Student Association (ISA) was established in 1955. ISA is formed by international students of SAC and English Language Academy. Our mission is to bring cultural diversity from more than thirty countries to the institution and community on the campus. Our goals: We will provide exciting activities such as picnics, cultural cuisines, and road trips to help the international students quickly adapt themselves to the U.S. Furthermore, we plan to do social works like asking for donations to sponsor for such activities so ISA members can experience values of life by helping each other out.

**KVERSE** – Our club is dedicated to spreading Korean popular culture, including joining dance groups within the club. Also, dance helps students get exercise, gain confidence for themselves and release stress. We hope to perform on campus and off campus. Also, watch K-Dramas and explore Korean Fashion, language and beauty.

**Phi Theta Kappa (PTK)** – Phi Theta Kappa Honor Society recognizes and encourages scholarship among Santa Ana College students, opportunity for the development of leadership and service, lively fellowship for scholars and an intellectual climate for the exchange of ideas and ideals.

**Psychology Club/Psi-Beta** – The mission of Psychology Club/ Psi-Beta is to introduce students interested in psychology to community resources and to other psychology majors and professionals.

**SAC Anime Circle** – The purpose of this organization shall be to focus on comprehension, study, and practice of Japanese modern anime pop culture with the contribution of the anime society along with group friendship and connections.

**SAC Music Club** – We appreciate, practice, and perform instrumental and choral music of all genres in order to enrich students' experience at SAC. We offer opportunities to rehearse repertoire and additional projects. This organization is open to music majors, non-music majors, and musicians of all levels.

**SAC Open Mic** – Our purpose is to give students a chance to showcase their talents and expose the community to different arts and creative processes that are school appropriate while allowing students to reflect on their own creative work and performance.

**SAC Weld Club** – To inspire creativity through welding.

**Society of Hispanic Professional Engineers (SHPE)** – The purpose of this student chapter is to change lives by empowering the Hispanic community to realize its fullest potential through STEM awareness, access to opportunities, support and development of skills in the STEM field. Although the organization was founded as a society for Hispanic professional engineers, everyone with an interest in STEM is welcome regardless of ethnicity or background. We welcome all with a "su casa es mi casa" friendly environment! The SAC chapter of this organization also serves as an outlet for students to apply the materials they learn in STEM courses with a more hands-on approach.

**Society of Women Engineers (SWE)** – SWE will be an opportunity for any STEM major to participate in activities that help gain STEM related experience. Our mission is to help out any STEM majors in need by providing experience and guidance. The goals of SWE are to go to conferences, do workshops, community service, and help create a STEM community at Santa Ana College.

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**Speech Language Pathology Assistants Club (SLPA)** – The purpose of this organization shall be to bring awareness of the field and work of a Speech- Language Pathology Assistant. It is also to educate not only the students within the SLPA program, but any and all fields of work related or not on how to care and work with the children and adults we come across in need of services.

**Spiritual Ambassadors of Christ** – The Spiritual Ambassadors of Christ are a group of students who not only strive for personal change but want to see this world changed as well! The only way we can do this is by helping one person at a time. Our mission is to have every student hear and have the opportunity to accept the great news that God has in store for them! By the end of this semester we hope to raise funds for missionaries as well as establish ourselves as a reliable and credible group of hard-working students to local volunteer organizations.

**Students' Historical Society at SAC** – Students' Historical Society at Santa Ana College seeks historical truth so as to inform, impact, and inspire a diverse set of individuals in today's society.

**Veteran Student Association (VSA)** – The mission of the VSA is to embrace and encourage academic success among students and veterans through community service and camaraderie.

**Vietnamese Catholic Student Association (VCSA)** – VCSA was founded in 1998 by the Vietnamese Clergy Committee, Diocese of Orange. VCSA has gathered more than 400 students from local campuses such as CSUF, CSULB, SAC, OCC, and GWC. Embracing the mission to shine the World of Life, VCSA members help each other in carrying out the Catholic faith, studies, and charitable services. The three pillars of the VCSA family are to live out the Catholic faith, to excel in school, and to embrace charitable services. All members know that VCSA depends on its member to carry out these three pillars to further its growth.

**Women Empowerment (WE)** – We focus on educating folks about self-worth including skills to succeed in our patriarchal society. We fight to eliminate gender norms, stereotypes, stigmas, and objectification. We encourage all to believe in themselves, while learning how to empower each other with determination, resilience, strength, persistence, and confidence.



### Fill out your FREE Application for Financial Aid today!

#### WHAT IS FINANCIAL AID?

Simply put, financial aid is funding (money) provided to students by the federal and state governments to help pay for the costs of attending college. These costs include not only tuition and books, but also room and board, transportation, and personal necessities. This aid comes in the form of grants (gift-aid that doesn't need to be paid back), loans (borrowed money that does need to be paid back) and work study (money that is earned).

The SAC Financial Aid Office administers these programs for SAC students and determines who qualifies for which types of financial aid and how much. If you haven't applied for financial aid at SAC, you should. It doesn't cost anything to apply and you have nothing to lose.

#### FINANCIAL AID PROGRAMS

##### 1. Federal Aid

- **Federal PELL Grant** – This grant is for students who have not yet attained a bachelor's degree. Annual grant amounts range from \$300 to \$6,000 per year.
- **Federal Supplemental Educational Opportunity Grant** – This grant is awarded to students with exceptional financial need and ranges from \$200 to \$400 per year.
- **Work Study** – This is "self-help" aid in which students are offered work opportunities during their period of enrollment at the College. Most of these assignments are working on the campus.
- **Loans** – Even if a student does not qualify for grants, he/she can usually receive a student loan. Loans must be repaid over a period of time after the student stops attending college. Some loans are "subsidized" meaning that the federal government will pay all of the interest on the loan while the student is enrolled in college. See the Financial Aid Office for information on the various loan programs and how much may be borrowed per year.

##### 2. State Aid

**Cal Grant B** – This grant pays up to \$1,094 per year to community college students and can transfer over to a four-year college/university when the student transfers. Students will typically use two years of the grant at a community college and use the remaining two years of the grant at a four-year institution.

**Cal Grant C** – Pays up to \$1,097 per year for students enrolled at a community college in a vocational program.

**California College Promise Grant (CCPG) Fee Waiver** – Students who qualify for the CCPG Fee Waiver have their per-unit enrollment fees waived. The student does not receive cash with this award—they simply are not charged the enrollment fees. If a student has already paid enrollment fees before applying and qualifying for the CCPG Fee Waiver, they may receive a refund of these fees.

**Chafee Grant** – This is a grant for students who are foster youth and can pay up to \$5,000 per year.

##### 3. SAC Scholarships

The SAC Scholarship Office provides a wide variety of scholarships (gift-aid) that you may apply for in addition to federal and state aid. You do not need a valid social security number for most of these. You may access information about SAC scholarships by going to [sac.edu/scholarships](http://sac.edu/scholarships).

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## WHO IS ELIGIBLE?

For federal and state programs:

- Be a U.S. citizen or eligible non-citizen.\*
- Non-citizen AB-540 students may be eligible for a Cal Grant and should complete the California Dream Act Application.
- Have a high school diploma or GED.
- Be enrolled in an eligible program leading to transfer, an associate degree, or certificate
- Maintain satisfactory academic progress requirements for financial aid.
- Have financial need (except in the case of unsubsidized loans).
- Be registered with the Selective Service if required to do so.
- Do not owe a refund or a repayment on a federal grant.
- Not be in default on a federal educational loan.

\* Eligible Non-Citizens: U.S. *Permanent Residents with an Alien Registration Receipt Card (I-551) or Conditional Permanent Residents (I-551C) or those with an Arrival-Departure Record (I-94) showing the designations of Refugee, Asylum Granted, Parole or Cuban-Haitian Entrant or Dream Act Application (AB540).*

## HOW DO I APPLY?

Complete the online Free Application for Federal Student Aid, known as the FAFSA at [fafsa.ed.gov](https://fafsa.ed.gov). Make sure your FAFSA is sent to Santa Ana College by including SAC's federal school code: 001284. Non-citizen AB-540 students should complete the California Dream Act application at [dream.csac.ca.gov](https://dream.csac.ca.gov) instead of the FAFSA.

The SAC Financial Aid Office will contact you sometime after you submit your FAFSA. When you are contacted, please submit any documentation requested at that time.

To apply for the Cal Grant, you will need to have your FAFSA or Dream Act application submitted by March 2nd in the spring prior to the fall in which you will be attending. If you have already completed 24 degree applicable units at SAC, we will submit your GPA verification form to the state for you. If you have less than 24 degree applicable units, you must have the high school that you graduated from submit a GPA verification form for you.

## APPLYING FOR THE CCPG

Every California resident or AB540 student should apply for this enrollment fee waiver. This is done automatically if you have filled out the FAFSA or Dream Act Application.

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## REVIEW OF THE FINANCIAL AID PROCESS

1. Application – See “HOW DO I APPLY?”
2. Once you have submitted your FAFSA, the Department of Education will send you a Student Aid Report (SAR). Review your SAR to make sure that all of the information is correct. If any corrections are needed, follow the instructions on how to submit corrections. At the same time that the Department of Education sends your SAR to you, we will receive the same information and use it to determine your eligibility for financial aid. We may notify you if we require additional documentation from you to complete your file. If we do, please provide it as quickly as possible, as we process completed files on a first-come-first-served basis.
3. Once we determine your eligibility, we will notify you. An award letter will be sent indicating all of the aid that you will receive, except for loans which you may request in addition to the aid in your award letter. If you do not qualify for need-based aid, we will notify you and you will have an option to apply for a student loan.
4. If you receive an award letter, you will also be notified of the dates that you will receive a disbursement. Most financial aid is awarded with two payments made in the fall and two more in the spring. Any amount due to you for one semester is split in half, with one half being paid to you at the beginning of the semester and the other half paid out about mid-way through the semester.
5. You must maintain satisfactory academic progress to continue to be eligible to receive your financial aid. NOTE: If you completely withdraw from all of your classes prior to completing 60% of the semester, you may have to pay back some of the financial aid that you received. If you must withdraw from all of your classes, please see the Financial Aid Office to find out the exact date that marks the 60% point. If you are able to stay in at least one course until after this date, you will not be subject to this required return of funds.

## HOW TO CONTACT THE FINANCIAL AID OFFICE

Location:	Village VL-105	
Office Hours:	Monday, Tuesday, Thursday	8:00 am – 5:00 pm
	Wednesday	8:00 am – 6:45 pm
	Friday	8:00 am – 12:00 noon
Phone Number:	714-564-6242	
E-mail:	<a href="mailto:financial_aid@sac.edu">financial_aid@sac.edu</a>	

For more information about the Financial Aid Office and financial aid programs visit us at [sac.edu/financialaid](http://sac.edu/financialaid)

## WHAT IS EOPS?

Extended Opportunity Programs and Services (EOPS) Cooperative Agencies Resources for Education (CARE)

EOPS is a state-funded program which provides academic, personal and financial support to full-time students whose educational and socioeconomic backgrounds might limit their access to higher education, or hinder their ability to be academically successful in college-level studies. The program's services are designed to address these obstacles and help students achieve their educational goal (Certificate and/or Associate of Arts degree) and be positioned for successful transfer.

The Cooperative Agencies Resources for Education (CARE) Program provides additional resources to an EOPS-qualified student who is a single parent, head of household, and receiving cash-aid for him/herself or dependent child(ren).

### **EOPS/CARE Services and Benefits Include:**

- Regular and easy access to academic counselors
- Priority registration
- Access to tutoring and learning resources
- Help with textbook and school supplies
- Assistance with financial aid, scholarship and transfer applications (CSU, UC and private colleges)
- Skill-building workshops and leadership opportunities
- Program services for up to six consecutive semesters of degree-applicable work for students who comply with the program's Mutual Responsibility Contract and remain in "good academic standing".

### **EOPS/CARE Program Student Eligibility Requirements**

- California resident or student who meets Dream Act/AB 540 criteria;
- Qualifies for California College Promise Grant (formerly Board of Governor's Fee Waiver);
- Demonstrates "educational disadvantage" (e.g. placement in remedial course-work) or meets an alternative "special admittance" criteria (e.g. first-generation college student; member of an underrepresented group; student whose primary language is other than English; emancipated foster youth);
- A continuing college student must be in "good academic standing" with no more than 34 units of college-level work completed at time of application.

### **Interested or have more questions?**

- Live Chat hours and Instructions: [tinyurl.com/saceopsFrontDesk](https://tinyurl.com/saceopsFrontDesk) (best if opened on Firefox or Chrome browser)
- Email: [EOPS@sac.edu](mailto:EOPS@sac.edu)

## Health And Wellness Center

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The Health and Wellness Center personnel promotes the physical and emotional health for every student so they can succeed in school and life. Quality clinical services, wellness promotion activities, and outside referrals to low-cost providers in the area are provided in a caring, confidential, cost-effective, and convenient manner.

### Eligibility

Full-time and part-time students currently enrolled in SAC credit classes are eligible for services.

### Cost

Students pay a health fee every term to have access to the Health and Wellness Center; therefore, most services are provided at no cost to the student. A nominal fee may be charged for laboratory tests, prescriptive medications, and some medical procedures.

### Services

Registered nurses and a physician provide physical health and licensed psychologists in the center provide Mental Health and Wellness Services by appointment or on a walk-in basis during service hours for the following:

- Blood pressure checks
- Crisis Mental Health services
- Diagnosis and treatment of acute short-term illnesses
- Family planning: information, pap tests, birth control, condoms, and pregnancy tests
- First aid
- Free health literature
- Laboratory testing
- Personal counseling
- Referrals to physicians and other health agencies
- Screening and treatment for sexually transmitted infections
- T.B. risk assessment or skin test
- Vaccinations

### Treatment of a Minor

Any student under the age of 18 is required to have a parental consent form signed prior to receiving treatment, except in emergencies or cases exempted by state law. The student's parent must sign permission for treatment at time of service.

### Accident Insurance

Accident insurance is included in the student health fee and provides on-campus accident coverage while attending college or college-sponsored activities. It is recommended that each student carry voluntary insurance coverage for off-campus emergencies and illnesses. For additional information visit

<https://www.sac.edu/StudentServices/HealthCenter/>, SAC VL-211 or call 714-564-6216.

### Disability Services

The Disabled Students Program and Services (DSPS) office provides accommodations to support students in pursuit of a community college education. Students with disabilities should have the following levels of independence:

- The ability to navigate campus facilities independently or with the assistance of a personal care attendant (to be provided by the student);
- The ability to take care of his/her personal needs independently or with assistance of a personal attendant (to be provided by the student); and
- Stable level of health/wellness in order to benefit from, and fully participate in, a full term's work.

New students must complete a DSPS application and meet with a DSPS Faculty to discuss their accommodation needs. Verification of disability from a qualified professional must be provided to the DSPS office to qualify for any of the following supportive services:

- Use of special equipment (e.g., digital recorders and adaptive software)
- Alternate media production
- On-campus mobility assistance
- Priority registration
- Sign Language Interpreting
- Real-time captioning/CART services
- Test proctor accommodations
- Note taking services
- Case management
- Preferential seating
- Liaison/Referral with community agencies

Please see the SAC 2020-2021 catalog, visit [sac.edu/student-services/DSPS](https://sac.edu/student-services/DSPS), SAC VL-204, or call 714-564-6264 for more detailed information.

### **ACADEMIC COMPUTING CENTER**

714-564-6731 (sacacc.sac.edu), A-106

The Academic Computing Center (ACC) is located in the Cesar Chavez Building, room A-106. The ACC serves students currently registered at the college who are doing college related projects. The projects can be completed by accessing an ample variety of application software. The software packages run on IBM compatible computers or Macintosh computers.

### **ADMISSIONS / REGISTRATION HOURS**

SAC Admissions Office now has more ways to assist students!

- Admissions Live Chat
- In-person appointments\* - Tuesdays & Thursdays- 9:00am-12:30pm, call 714 564-6005
  - \* Please note, masks will be required and social distancing measures will be implemented at all times.
- Email us at [Adm\\_Records@sac.edu](mailto:Adm_Records@sac.edu) – submit documents or ask questions  
[sac.edu/StudentServices/AdmissionsRecords](http://sac.edu/StudentServices/AdmissionsRecords) - HOME PAGE  
[sac.craniumcafe.com/group/admissions-/lobby](http://sac.craniumcafe.com/group/admissions-/lobby) - LIVE CHAT

### **ONLINE HOURS ONLY:**

Monday –Thursday: 8:00am TO 6:45pm Friday 8:00am to 4:30pm

### **ASSESSMENT CENTER**

Live Chat: Visit [sac.edu/assessment](http://sac.edu/assessment) to chat with staff

Email: Message [testing\\_center@sac.edu](mailto:testing_center@sac.edu)

Phone: 714-564-6148 during office hours or leave a voicemail

Location: L-223

Please note that your English, Reading, and Math placement recommendations are based on your information you provided on your Santa Ana College application. Results can be view on WebAdvisor - under "Academic Profile", click "Course Recommendations". If you studied in another country or would like to take EMLS classes, complete the Guided Self-Placement at [sac.edu/guidedselfplacement](http://sac.edu/guidedselfplacement). Once you receive your placement recommendation, sign-up to attend a Registration Orientation.

The Registration Orientations are done in small groups (up to 20 students) and are led by a Counselor. During the first 20 minutes, students are provided with an overview of Santa Ana College, the English and Math placement process, cost, financial aid information, and the registration process. Students also have an opportunity to briefly meet one-on-one with a Counselor for academic advisement and to develop a two-semester education plan.

The Assessment office can be reached at 714-564-6148

### **ASSOCIATED STUDENT GOVERNMENT (ASG)**

The Village, Room VL-108 714-564-6208

Talk with staff online via Cranium Café! Visit our website for more information!

[sac.edu/StudentServices/StudentLife](http://sac.edu/StudentServices/StudentLife)

The Associated Students was established to provide students with government and leadership experience. Opportunities are available to become involved in campus committees and councils as a student representative. Learn first hand about group dynamics and decision making, event programming, and running effective meetings. Additionally, there are many student clubs and organizations for you to join. Contact the Office of Student Life for information regarding student government, Inter-Club Council, clubs/student organizations and the Student Leadership Institute.

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## **CalWORKs**

Email: CalWORKs@sac.edu

LiveChat: <https://tinyurl.com/SACCalWORKsFrontDesk>

California Work Opportunity and Responsibility to Kids, "CalWORKs", serves students who meet the Welfare to Work requirements, verified by County Social Services. A variety of support services are provided to help students succeed academically and work towards economic self-sufficiency.

Services provided in a virtual setting only.

CalWORKs staff members are available through email and live chat during normal business hours.

Please visit our CalWORKs homepage for more details.

## **CAREER CENTER**

(714) 564-6254

<https://sac.edu/StudentServices/Counseling/CareerCenter/Pages/default.aspx>

The CAREER CENTER provides a variety of services and workshops to assist students in navigating The Career

& Academic Pathways including Career Development, Employment Services, Service Learning Internships, and Counseling appointments for students in Career Education disciplines and Undecided Majors. Individuals and classes are welcome to utilize the Career Center Resources.

## **CENTER FOR TEACHER EDUCATION**

Currently all services are provided online. Visit our website at – [sac.edu/teached](http://sac.edu/teached)

Use Cranium Café to chat with a team member who can tell you more about our activities and services, answer your questions about becoming a teacher, or make an appointment to see a Counselor who can assist you with an educational plan. [bit.ly/chatwithCFTE](http://bit.ly/chatwithCFTE)

You can also call us at 714-564-6352 to speak with our team or leave a message.

The Center for Teacher Education is a resource center which offers information, academic advisement, and support for students interested in pursuing a career in teaching with an emphasis in preparing students for employment in local public elementary and secondary schools.

## **CHILD DEVELOPMENT SERVICES**

Executive Director (2323 N. Broadway, Santa Ana) 714-480-7546

Child care services are provided at all Santa Ana College sites for children 6 months to five years of age of students who qualify for sliding scale fees. Fees vary according to income. Spaces are available for RSCCD staff when available. The Early Head Start (EHS) program is for low-income infants, toddlers, pregnant women and their families. Services are offered at the SAC ECEC or in your home.

For information call any center below: Santa Ana College at 714-564-6894.

Centennial Education Center at 714-241-5739. Santa Ana College East Campus at 714-564-6952. Early Head Start 714-480-7545.



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## **COMMUNITY SERVICES**

SAC Administration Building, S-203 714-564-6594

[sac.edu/cms](http://sac.edu/cms)

FAX 714-564-6309

The Community Services program offers courses for both adults and children in computers, personal growth, dance, arts & crafts, money matters & investments, recreation, business, careers, travel tours, and more. For registration information, or to obtain a brochure with a full listing of events, call or visit our office listed above.

## **COUNSELING CENTER**

714-564-6103, S-112

The Santa Ana College Counseling Center provides a variety of programs and services to bring students into the instructional program and plan a course of study. Counseling services available to students are: online drop-in counseling (live chat), online and telephone counseling appointments, and offline messaging. For appointments call or visit us at [sac.edu/remotecounseling](http://sac.edu/remotecounseling)

## **COUNSELING SERVICES**

SAC Administration Building, Room S-112 714-564-6103

SAC Counseling Services provide a variety of programs and procedures through which individuals are brought into the instructional program, assisted in career planning and development, assisted in planning for and pursuing courses of study, and provided avenues for obtaining employment. For more information, log on:

[sac.edu/StudentServices/Counseling](http://sac.edu/StudentServices/Counseling)

## **DIGITAL DONS LAPTOP PROGRAM**

Digital Dons is a program designed to meet students technology needs and achieve more equitable course completion. Through this program, eligible students may borrow a laptop and keep it for the entire term. We are now offering part-time students to borrow through our program; limited quantity is available.

### **Eligibility**

Due to Covid-19, student eligibility has temporarily changed. To be eligible, students must be currently enrolled in one credit course and be a SAC student.

### **Digital Dons Website**

For more information reach us at our website: [sac.edu/digitaldons](http://sac.edu/digitaldons) [Student Help Desk](#)

For questions and assistance on our Digital Dons Laptop Loan Program contact us via Cranium Café:

[sac.edu/StudentServices/digital-dons](http://sac.edu/StudentServices/digital-dons)

## **DISABILITY SERVICES (DSPS)**

Disabled Students Program & Services visit us at [sac.edu/StudentServices/DSPS](http://sac.edu/StudentServices/DSPS)

The Village, VL-204 714-564-6295

657-235-2999 Video Phone

Remote Hours on Aug. 24 - Dec. 13

Mon. - Thurs. 8:00a - 5:30p • Wed. 5:30p - 7:00p (by appointment only)

Fri. 8:00a - 12:00p

Office Window Hours on Aug. 24 - Sep. 17

Mon - Thurs. 8:00a - 5:30p

Office Window Hours on Sep. 21 - Oct. 1 Wed.: 8:00a - 5:30p

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The Disabled Students Program and Services (DSPS) office provides accommodations to support students in pursuit of a community college education. Students with disabilities should have the following levels of independence:

- The ability to navigate campus facilities independently or with the assistance of a personal care attendant (to be provided by the student);
- The ability to take care of his/her personal needs interdependently or with assistance of a personal attendant (to be provided by the student);
- Stable level of health/wellness in order to benefit from, and fully participate in, a full term's work

New students must complete a DSPS application and meet with a DSPS faculty to discuss their accommodation needs. Verification of disability from a qualified professional must be provided to the DSPS office to qualify for any of the following supportive services:

- Use of special equipment
- Alternate media production
- On-campus mobility assistance
- Priority registration
- Sign Language Interpreting
- Real-time captioning/CART services
- Test proctor accommodations
- Note taking services
- Case management
- Preferential seating
- Liaison referral with community agencies

Please see the SAC Catalog, and visit [sac.edu/StudentServices/DSPS](http://sac.edu/StudentServices/DSPS), or call 714-564-6295 for more detailed information .

Visit [sac.edu/StudentServices/DSPS](http://sac.edu/StudentServices/DSPS), come to SAC VL-204, or call 714-564-6295 for more detailed information.

### **DON BOOKSTORE**

714-564-6434 or [www.donbookstore.com](http://www.donbookstore.com)

The Don Bookstore is located in The Village, VL-209. The Don Bookstore provides all required textbooks (new, used, and rental) and supplies for students and faculty. The Don Bookstore offers snacks, drinks, books, magazines, greeting cards, gift cards, gifts, SAC clothing, and merchandise. Take advantage of shopping online at [donbookstore.com](http://donbookstore.com) for your textbook.

The last day for a Full refund on Fall and Spring textbooks is one week from the 1st day of classes (end of 1st week for Summer and Mini Semesters). The Campus Store in VL-206 offers, Food, Drinks, Snack foods, Test Forms and Supplies. The Don Express is located between Dunlap and Phillips Hall; specializing in hot and cold snacks, drinks, and quick meals. The Don Express also carries supplies, electronics, and clothing.

### **DON EXPRESS**

Snacks, sandwiches, drinks, school supplies, test forms, and magazines. Located between Dunlap Hall and Phillips Hall

The Don Express is temporarily closed.

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## **EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)**

The Village, Room VL-110 714-564-6232

Hours: Mon.-Thur. 8:00a-5:00p • Fri. 8:00a-12:00 noon Email: [EOPS@sac.edu](mailto:EOPS@sac.edu)

Live Chat: <https://tinyurl.com/SACEOPSEFrontDesk>

These programs provide opportunities and services to eligible students from low-income and academically disadvantaged backgrounds. The program and services are designed to facilitate the college experience and to assist students to achieve their educational goals. The CARE program is for EOPS-eligible students who are single parents with children under the age of 18, and are verified cash-aided recipients.

Services provided in a virtual setting only. EOPS staff members are available through email and live chat during normal business hours. Please visit our EOPS homepage for more details.

The CARE program is for an EOPS-eligible student who meets these criteria: single parent, head-of-household, and is a CashAid recipient with a dependent child.

### **FINANCIAL AID**

SAC Village, Room VL-105 714-564-6242

[sac.edu/StudentServices/FinancialAid](http://sac.edu/StudentServices/FinancialAid)

Hours: Mon., Tue., Thurs. 8:00a-5:00p • Wed. 8:00a-7:00p • Fri. 8:00a-12:00 noon.

Subject to change

The Financial Aid Office administers federal and state student aid programs designed to assist students who are unable to meet the cost of education. These programs include the California College Promise Grant Fee Waiver, Cal Grant programs, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study and Direct Student Loans. Since the application process can take a number of weeks, students are encouraged to complete the FAFSA or Dream Act in early Spring (January-May) for the following Fall semester. Financial Aid applicants will be notified if any additional documents are needed to complete their application.

REMINDER: IT IS NOT TOO LATE TO APPLY! You may still qualify for financial aid for Fall and Spring. Complete the FAFSA or Dream Act now! Contact the Financial Aid Office for further details.

### **GRADUATION OFFICE**

714-564-6052, S-104

The Graduation Office is responsible for the evaluation of petitions in the determination of completion of all degree, certificate, CSU and IGETC Certification requirements. Students may file petitions three times a year. Basic information regarding policies, deadlines, office hours, and forms are available on the Santa Ana College web site [sac.edu](http://sac.edu) or by phone at 714-564-6052.

### **GUARDIAN SCHOLARS/YESS (Youth Empowerment Strategies for Success)**

714-564-6302, VL-108

The Guardian Scholars/YESS Program coordinates services and activities to assist former Wards of the Court to begin and successfully complete their educational goal(s) at Santa Ana College. The Guardian Scholars/YESS Program Coordinator will meet with students to explain program eligibility requirements and inform them about important campus programs/departments (e.g. EOPS, Counseling and Transfer Centers, Financial Aid, etc.) and community resources. As funding permits, Guardian Scholars/YESS students may receive FREE school supplies or help with the cost of books. For more information, stop by The Village, VL-108, to meet with the Program Coordinator.

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## **HEALTH AND WELLNESS CENTER**

The Village, VL-211 714-564-6216

Hours: Mon., Tue., Thur. 8:00a - 5:00p • Wed. 8:00a - 6:00p • Fri. 8:00a - 12:00p

The Health and Wellness Center personnel promotes the physical and emotional health for every student so they can succeed in school and life. Quality clinical services, innovative health and wellness promotion activities, and outside referrals to low-cost providers in the area are provided in a caring, confidential, cost-effective, and convenient manner.

Eligibility: Full-time and part-time students currently enrolled in SAC credit classes are eligible for services. Cost: Students pay a health fee every term to have access to the Health and Wellness Center; therefore, most services are provided at no cost to the student. A nominal fee may be charged for certain laboratory tests, prescriptive medications, and some medical procedures.

Please see the SAC Catalog, visit [sac.edu/StudentServices/HealthCenter](http://sac.edu/StudentServices/HealthCenter)

Come to SAC VL-211 or call 714-564-6216 for more detailed information.

## **HONORS TRANSFER PROGRAM**

714-564-6528, D-428

The Honors Transfer Program offers seminar-style honors sections of transferable general education courses to students with a 3.0 cumulative GPA; generally limited to 20 students; seminar-style classes are not “harder” but do foster more peer and student-professor interaction. Students may also do up to three honors contacts involving independent research and projects, in a UC-transferable non-honors course, with the professor and dean’s consent. MAJOR benefits include increased chances of acceptance to UCLA and UCI among other transfer institutions. To qualify for the HTP, students need: a 3.0 GPA and to fill out an application. Eligibility for English 101 is highly recommended. HTP completers who do 15 units of honors and maintain a 3.0 cumulative GPA may enter into transfer agreements that guarantee at the least priority consideration, wear a special cord and be honored at graduation. HTP completers with a 3.5 cumulative GPA may qualify for the President’s Scholar Medal, the highest academic award given to students at SAC. Applications are available at [sac.edu](http://sac.edu), under the Academic Affairs and University Transfer Center tabs. You may also email (or when we get back to in-person instruction, get one at the office, D-428) the Honors Transfer Program Coordinator, Kathy Patterson. For more information, please e-mail at [patterson\\_kathy@sac.edu](mailto:patterson_kathy@sac.edu) or the Honors Counselor, Haydee Gonzalez, at [gonzalez\\_haydee@sac.edu](mailto:gonzalez_haydee@sac.edu).

## **INTERCOLLEGIATE ATHLETICS**

714-564-6900, W-102

Intercollegiate Athletics at Rancho Santiago Community College District offers a winning tradition with an established national reputation, outstanding teaching and coaching, and an excellent system of assistance in transferring students to four-year colleges and universities with athletic scholarships. All prospective student-athletes with questions about eligibility for intercollegiate athletics are encouraged to contact the Athletic Director.

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## **INTERNATIONAL STUDENT PROGRAMS**

714-564-6047, VL-104

International Student Programs services include assistance with admissions, registration, housing, immigration, optional practical training, change of status, verification of attendance & legal presence, banking, insurance, and testing for international students. Individual, academic, and personal counseling are also available. Students may request placement with an American host family or assistance in locating an apartment in the vicinity of the College. Cultural Cuisine Day, movies, pizza, cultural activities, beach parties, dances, picnics, and trips to Palm Springs, San Francisco, the Grand Canyon, and other interesting places are just a few of the fun activities sponsored by the International Student Association.

## **LEARNING CENTER**

All services in Fall 2020 are online through Canvas.

714-564-6569

Hours: Mon-Thur. 10:00a-8:00p • Fri. 12:00a-4:00p • Sat. 12:00p-3:00p

The Learning Center offers a wide selection of services including tutoring for a variety of subjects (English, math, most science classes, EMT, etc.), workshops, DOTAs (Directed Online Tutoring Assignments), and conversation circles to practice English speaking skills. Modern language tutoring is available at posted hours; other subjects are by appointment only. Writing tutors are available without an appointment to provide feedback on papers for any SAC class. To use the Learning Center, please go to the website at [www.sac.edu/learningcenter](http://www.sac.edu/learningcenter) and follow the directions for registering on WebAdvisor. Students can then click on the Canvas link on the Learning Center website homepage to access the Canvas Tutoring Class. In Canvas, there will be a link to the virtual front desk where a staff member will answer questions and direct students to tutors. On the Canvas homepage are also links to DOTAs, subject tutoring, and information about workshops and conversation circles. Services are free to all SAC and CEC students. For more information or assistance, call the number listed above or email [learningcenter@sac.edu](mailto:learningcenter@sac.edu).

## **LIBRARY SERVICES**

Nealley Library Remote Services

Hours: Mon. - Thur. 7:30a to 9:30p • Fri. 9:00a to 1:00p • Sa. 10:00a to 2:00p • Sun.

Closed Circulation (Library Accounts and Textbook Reserves): (714) 564-6700

Reference (Research Assistance): (714) 564-6708

The library provides a variety of services and many useful print and online resources for the academic success of students and the informational needs of all .

- Access to Library Resources: The library's research databases remain available for accessing e-articles,
- e-books, and other online research materials 24/7. We have temporarily doubled our e-books collection due to free publisher access. Online research guides (LibGuides) are also used to point students to free and reliable web content.
- Research and Informational Assistance: Nealley librarians and staff are available to respond to information and research assistance requests via chat, email, Zoom, and phone. Details provided on the "Online Research and Informational Help" page.
- Research Consultations: Librarians are available to meet remotely with students on an appointment basis for in-depth research consultations, by Zoom or phone.

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- Textbook Reserves: The eTextbooks@Nealley Library guide offers information on available digital course materials, and library staff are available to assist students remotely with locating eTextbook reserve options.
  - Library Research Workshops: Students may participate in online library workshops: Finding Articles and Evaluating Online Information. For more information on how to enroll in these workshops via Canvas, visit our Online Workshops website .

Faculty Support: Librarians are available to work with faculty remotely involving collection development, research support, information literacy instruction and IL curricular development needs. The Liaison Librarian list (within the Faculty Guide to Library Resources and Services) outlines librarian liaison assignments for divisions and departments.

### **MATH STUDY CENTER**

**714-564-6677, L-204**

The Math Center is a drop-in tutoring center where students can come to work on math homework and assignments individually or in groups, while also receiving support and tutoring from tutors and instructors. Tutors and instructors are available during all operating hours, and are able to help with all levels of Math offered at Santa Ana College; no appointment necessary.

The Math Center has textbooks, calculators, and computers available for use while in the center. Black and white printing and copying is available.

### **MESA (MATH, ENGINEERING, & SCIENCE ACHIEVEMENT)**

714-564-6373

Available Online at [sac.edu/MESA](http://sac.edu/MESA)

SAC Library Building, Room L-206

MESA is an academic program designed to support educationally disadvantaged students to excel in math, engineering, and science so they can transfer to four-year institutions and prepare for professions in the Science, Technology, Engineering, and Math (STEM) fields. Services include tutoring, advisement, academic success workshops, book loans, study center, connection to professionals, and assistance finding scholarships and internships.

### **PHILLIPS HALL THEATRE BOX OFFICE AND SAC ART GALLERY**

714-564-5661

Dance, music, and theatrical events are presented throughout the school year at Phillips Hall Theatre. Tickets may be purchased online, at the Phillips Hall Box Office, or at the theatre door 30 minutes prior to events. Visit [sac.edu/fpa](http://sac.edu/fpa) for tickets and information. The Art Galleries display exhibits of paintings, drawing, sculpture, ceramics, jewelry, digital media, and photography. For more information and gallery locations, call the Gallery Office at 714-564-5615 or visit our website: [sac.edu/art](http://sac.edu/art).

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## **SAC PROMISE**

SAC Administration Building, Room S-107

Hours: Mon.-Wed. 8:00a-7:00p • Thur. 8:00a-5:00p • Friday 8:00 a-12:00 p

Santa Ana College (SAC) Promise is an initiative of the Santa Ana Partnership, which was formed in 2011 by the UCI, CSUF, SAC, SAUSD and the City of Santa Ana to elevate academic achievement and college-going throughout the greater Santa Ana area. The goal of the program is to support students who would like to attain a certificate, AA degree and/or transfer to a four-year university.

Contact:

Phone: 714-564-6067

Email: [sacpromise@sac.edu](mailto:sacpromise@sac.edu)

Remote services through Cranium Café:

[sac.edu/StudentServices/SantaAnaCollegePromiseProgram/Pages/Contact-Us-Online.aspx](https://sac.edu/StudentServices/SantaAnaCollegePromiseProgram/Pages/Contact-Us-Online.aspx)

## **SAFETY AND SECURITY**

714-564-6330, Building X-101

The District Safety Department is in operation 24 hours a day/7 days a week. Its primary responsibility is to provide for the security and safety of students, staff, and public on district premises as well as provide for the security of district property. The Campus Security Department at SAC is located in the X building. Anyone needing assistance may come to the office Monday–Thursday (7:30 am-10:00 pm) and Friday (7:30 am-4:00 pm) or use an emergency call-box, located throughout the campus. After hours the Patrol Officers can be called on the office phone or by using one of the yellow emergency call-boxes.

## **SCHOLARSHIP PROGRAM**

SAC Administration Building, S-201

714-564-6478

Hours: Mon.-Thur. 8:00a-4:00p • Fri. 7:30:00a-4:00p

Scholarships are a critical component to student success. Santa Ana College scholarships are awarded to deserving students who represent and demonstrate great academic merit, achievement, leadership skills, and financial need. Open to incoming freshmen, continuing, and transferring students enrolled in a minimum of 6 units or more each semester (Fall 2020 & Spring 2021) at SAC with a minimum GPA of 2.0. During the 2020-2021 academic year, the SAC Scholarship Program will award \$587,196 in scholarship awards, due to the support of our generous donors'. Scholarship opportunities are also available to students enrolled in the SAC Fire Academy, Fire Prevention Officer Program, along with students who have 9 units or less left towards certificate completion.

The Scholarship Program offers a series of workshops to provide students with an overview of the online application process, guidelines on writing a personal statement, and requesting letters of recommendation.

Applications, LIVE Chat, and a schedule of workshops available here:

[sac.edu/scholarships](https://sac.edu/scholarships)

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## **SERVICE LEARNING**

SAC Library Building, Room L-222 714-564-6254

The Service Learning Center is responsible for developing, implementing, and administering comprehensive programs and activities related to community service volunteerism, community partnerships, and service learning. The program connects with many local nonprofit agencies, each of which offer numerous volunteer opportunities. Students then match their skills and interests to the needs of the community agencies and gain valuable personal experience. Many instructors utilize service learning as a course requirement in order to connect student classroom learning with real life experience.

## **STUDENT BUSINESS OFFICE**

714-564-6430, VL-205B

Student Business Office main function is to serve as the Accounting office for all Athletic teams and all Student Clubs/Organizations held throughout the District, as well as many departmental accounts. We provide the budget and accounting support for the Associated Student Body Fund as well as Accounts Payable services. We assist the International Student office with processing of application/activity fees. We also offer discounted theatre and amusement park tickets to all staff and students to various parks including: Disneyland, Knott's Berry Farm, Sea World, San Diego Zoo, Magic Mountain, and Universal Studios.

Please feel free to call or stop by for pricing.

## **STUDENT LEADERSHIP INSTITUTE**

714-564-6214, VL-108

The Student Leadership Institute (SLI) is a joint initiative between Santa Ana College and California State University, Fullerton. The Student Leadership Institute is an intensive, two-day leadership training program. Participants must complete nine seminars, each one or two hours in length. The workshops focus on teaching and improving skills associated with effective leadership. SAC faculty, staff, and administrators, as well as community volunteers serve as workshop facilitators. After completing the SLI Program, students may attend a banquet at CSUF and receive their certificate.

## **STUDENT OUTREACH**

714-564-6141

[studentoutreach@sac.edu](mailto:studentoutreach@sac.edu) [sac.edu/outreach](http://sac.edu/outreach)

Hours: Mon, Tues, Thurs, Fri 8:00am-5:00pm • Wed 8:00am-7:00pm

- Student Outreach attracts and recruits new students to Santa Ana College and supports current students as they continue at SAC:
- SAC Application information & support
- Financial Aid & CA Promise Grant application information & support
- Web Advisor, Online Orientation, & Canvas information & support
- Scholarship application information & support
- Class registration information & support
- SAC Tours
- Student Ambassador assistance

To reach Outreach staff remotely, call, email or go to our website and click on "Live Chat with Student Outreach".



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## **STUDENT PLACEMENT**

SAC Village, Room VL-106 714-564-6201

Hours: Mon.-Thur. 9:00a-3:00p Email: [jobplacement@sac.edu](mailto:jobplacement@sac.edu)

The Student Placement Office assists currently enrolled students in obtaining on-campus student assistant/work study employment.

## **STUDENT SUPPORT SERVICES PROGRAM (TRiO)**

Hours: Mon.-Thur. 8:00a-5:30p • Fri. 8:00a-12:00 noon 714-564-6843

[sac.edu/sssp](http://sac.edu/sssp)

Email: [sss\\_specialist@sac.edu](mailto:sss_specialist@sac.edu)

The Student Support Services Program (TRiO-SSS) is a federally-funded program designed to improve the retention, transfer and graduation rate of low-income, first-generation and disabled college students. The TRiO-SSS program provides students with academic, personal and career counseling, tutoring, specialized workshops, field trips and assistance in transferring to a four-year university.

## **TRIO STUDENT SUPPORT SERVICES PROGRAM**

(714) 564-6843, R-115

The TRiO Student Support Services Program (TRiO-SSS) provides supplementary services to eligible college students (first-generation, and/or low-income and academically disadvantaged). The services are highly personalized with only 175 students accepted each year. Services include, but are not limited to: advisement for retention, graduation and transfer, assistance with financial aid and scholarships, priority registration, computer/technology center, tutoring in math and English, and financial literacy, personal/career development and study skills workshops. Stop by our office for an application or you may download one from our website at [sac.edu/sssp](http://sac.edu/sssp).

## **UNIVERSITY TRANSFER CENTER**

SAC Administration Building, Room S-110 714-564-6165

Hours: Mon.-Wed. 8:00a-7:00p • Thur. 8:00a -5:00p. • Fri 8:00a -12:00p

The University Transfer Center (UTC), which is located in S-110 at Santa Ana College, provides information and assistance to students who are preparing to transfer to a four-year university of their choice. UTC has designated counseling appointments and services for transfer bound students. During the fall and spring semesters, the University Transfer Center hosts College Fairs with representatives from California and out-of-state colleges and universities who provide admissions information to potential students. University representative appointments are also available for students as well as an up-to-date resource library and other information about transfer programs. The University Transfer Center also hosts transfer application workshops which are offered during priority filing periods. In addition, field trips to various university campuses are offered throughout the academic school year.

Contact information:

Phone: 714-564-6165

Email: [transfer\\_center@sac.edu](mailto:transfer_center@sac.edu)

Remote services through Cranium Cafe:

[sac.edu/StudentServices/Counseling/Transfer](http://sac.edu/StudentServices/Counseling/Transfer)

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## **VETERANS RESOURCE CENTER (VRC)**

All services are provided online through Cranium Café or Zoom

[sac.edu/StudentServices/VRC](http://sac.edu/StudentServices/VRC)

714-564-6050

Hours: Mon. - Tue. - Thur. 8:00a - 6:00p • Wed. 8:00a-7:00p • Fri. 8:00a-12:00 noon

The Veterans Resource Center provides support and referrals to veterans transitioning into the college. Services include: assistance with registration, referrals to on-campus and off-campus resources, academic counseling, access to computers, peer mentoring and educational workshops. Services are provided by veterans for veterans.

What can Veterans and eligible dependents do at the VRC?

- Receive information on how to use their VA Education benefits at Santa Ana College.
- Receive help in filling out VA Education Benefit Applications.
- Turn in paperwork for VA Education Benefits.
- Receive referrals and information regarding other campus resources such as Admissions & Records, Financial Aid, EOPS, Counseling, DSPS, Health & Wellness Services, Career/Job Center, Scholarships, Tutorial Services, Transfer Center, etc.
- Receive information about outside campus resources for Veterans and families.
- Receive help filling out Financial Aid Applications and check status online via zoom or Cranium Cafe.
- Meet with an Academic Counselor for academic counseling needs via Zoom, Cranium or phone appointments.
- Receive information and participate in the Veterans Upward Bound and Veteran Student Support Services college preparation program.
- Book Loans are available to those who are eligible for VA Benefits. Please speak with a VRC staff member for details .
- Enjoy camaraderie among veterans- through our online mentorship program
- Participate in VRC events

## District Safety and Security

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The District Safety Department provides 24 hour services to both Santa Ana College and Santiago Canyon College, and their sites and centers. At SAC the office is at the X-building and the telephone number is 714-564-6330. At SCC, the district safety and security office is at U90 and the phone number is 714-628-4730. Persons wanting to call the office may also do so at SAC, SCC and at the Centennial Education Center by using the yellow call-boxes on those campuses. The district-wide number for district safety and security services for all campuses is 714-564-6330, 24 hours, 7 days a week.

RSCCD has a reputation for maintaining safe campuses, where staff, students and faculty can work and study without fear for their personal safety or property. This is, in part, a result of everyone working together to create an atmosphere that is safe and conducive to learning. All crimes or serious incidents that occur on campus should be reported to the district safety and security department. Crime report logs for the district are maintained and available for review at the district safety office at Santa Ana College.

RSCCD also participates in the Orange County Crimestoppers Phone# 855-TIP-OCCS (855-847-6227) or [occrimestoppers.org](http://occrimestoppers.org).

### Services

Besides providing general safety and security, District Safety Officers may perform the following services:

1. Render emergency first-aid when the Health Center is closed (Call 714-564-6330 for Emergencies).
2. Respond to emergencies on campus.
3. Provide lost-and-found property services.
4. Assist in starting vehicles by jump starting dead batteries.
5. Take reports, assist in the recovery of property, and help the parties involved contact the police department when necessary.
6. Provide directions and information regarding campus facilities and events.
7. Assist with traffic accidents on campus.
8. Provide escort services for students and staff.
9. Direct a contingency of student security assistants who patrol parking lots.
10. Support the College Injury and Illness Prevention Program through periodic safety inspections of all campus buildings and grounds.

### Traffic and Parking

Authorization is granted to the Safety Department of the Rancho Santiago Community College District by the Governing Board to issue traffic and parking citations on District premises. Citations may be issued for violations of:

1. As the regulations established by the RSCCD Administrative Regulation (AR) 6750.
2. California Vehicle Code (section 21113A).

Safety Officers are instructed to issue citations based upon the regulations, copies of which are available at the District Safety Offices and at the Student Business Office. They are not authorized to grant any privileges deviating from the regulations.

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Santa Ana College, like most all colleges, does not have sufficient parking for all students at peak periods; therefore, cannot guarantee parking, nor does the college assume liability for damage sustained to vehicles in the use of its parking facilities. Please remember that our regulations are for the purpose of protecting vehicles from damage and to ensure the safety of all. Irresponsibility regarding campus traffic and parking regulations may result in a citation, restriction, suspension, and/or vehicle tow-away at owner's expense. Your cooperation in adhering to the college's regulations will certainly reduce potential safety hazards and assist the Safety Officers in performing their duties.

### **Citations**

Vehicles may be issued citations for illegal parking, failure to display a current permit, or any other violation of parking and traffic regulations.

**Important** – Citations are paid only by mailing the fine to the agency that processes our tickets in Santa Ana. Any person who feels a citation was issued in error may contest the notice with the Parking Administration in accordance with procedures on the citation. According to California law, disregard of citations will result in the filing of a Request to Withhold Renewal of Vehicle Registration at the California Department of Motor Vehicles (DMV) until the citation is paid.

### **Parking Permits**

All vehicles parking on campus must display a current permit: available at the Student Business Office. Students driving vehicles without a permit should park off campus or purchase a one-day permit to avoid a citation. Daily permits may be purchased at dispensers. Dispensers in Lots 1, 6, 7, 9, 11 and 12 and must be displayed on the dashboard.

### **Motorcycles, Mopeds, Bicycles**

No permit is required if parked in designated area. Use of vehicular stall requires a permit.

### **Refunds**

Once purchased, refunds for parking permits are made only if classes are dropped during the first two weeks. Parking permits may be purchased during registration at the Student Business Office (8:00 am - 5:00 pm), or the Santa Ana College Cashiers Office, VL-205B, 714-564-6965 (Monday - Thursday 8:00 am - 7:00 pm).

### **Replacement**

Replacement authorization is not granted for lost or stolen permits, except at the full purchase price. Permits may be transferred and displayed on the owner's other vehicle(s).

### **Temporary Permits**

Staff members or students who hold a permit, but must drive a different car to the campus, may with proper I.D., obtain a temporary (one-day) permit at a dispenser.

### **Disabled Parking Areas**

Several areas on campus are designated for Disabled Parking. Vehicles in these areas are required to display a current permit as well as one of the following: State disabled placard, or special State license plate.

### References:

Education Codes 66300 and 66301;  
ACCJC Accreditation Standards I.C.8 and 10 (formerly II.A.7.b)

Guidelines for Student Conduct are set forth in the California Education Code; California Administrative Code, Title 5; policies of the Board of Trustees (including BP/AR 3430, Prohibition of Harassment, and AR 3425 Title IX (9) Sexual Harassment); and all civil and criminal codes. Students enrolling in district educational programs assume an obligation to obey state law and district rules and regulations governing the conduct of students. Students who enroll in those instructional programs in which the college has affiliations with various outside associations must comply with the college's policies and procedures and also with the outside associations' policies and procedures. This includes but is not limited to students enrolled in the programs of Cosmetology, Fire Academies, Criminal Justice Academies and Nursing.

### **I. GUIDELINES FOR STUDENT CONDUCT**

The following represent violations for disciplinary action, up to but not limited to expulsion, that may be taken:

- A. Dishonesty, cheating, plagiarism, lying, or knowingly furnishing false information to the district or a college official performing their duties.
- B. Forgery, alteration, or misuse of district documents, records, or identification.
- C. Willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to vandalism, such as cutting, defacing, breaking, etc.).
- D. Obstruction or disruption of pedestrian or vehicular traffic or of teaching, research, administration, or of other district activities on or off District premises. This includes obstruction or disruption of administration, disciplinary procedures or authorized college activities.
- E. Assault, battery, or any threat of force or violence upon a student, college personnel, or campus visitor; willful misconduct which results in injury or death to a student, college personnel, or campus visitor. This includes fighting on district property or at a district sponsored event, on or off district premises.
- F. Detention of any person on district-owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another.
- G. Theft of any property of the district which includes property of a member of the district community or a campus visitor.
- H. Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.
- I. Misrepresentation of oneself or of an organization to be an agent of the district.
- J. Sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, sexual coercion, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which includes students, college personnel, or campus visitors.
- K. Dating violence, defined as violence committed, on the basis of sex, by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- L. Domestic Violence, defined as conduct, on the basis of sex, that includes the requisite

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components of felony or misdemeanor crimes of violence committed by (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with or has cohabitated with the victim as a spouse;

(d) a person similarly situated to a spouse of the victim under California law; or (e) any other person against an adult or youth victim who is protected from that person's acts under California law.

M. Stalking, defined as a course of conduct directed at a specific person on the basis of sex that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress. For the purposes of this definition: (a) A course of conduct is two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; (b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant; and (c) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

N. Sexual Exploitation, defines as an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. Some example are prostituting another person; recording images; viewing or distributing images of an individual's sexual activity, body parts, or nakedness; and inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity

O. Use, possession, distribution, or being under the influence of alcoholic beverage on district property or at any district sponsored event.

P. Use, possession, distribution, or being under the influence of narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code on District property or at any District-sponsored event except as expressly permitted by law.

Q. Engaging in expression which is libelous, slanderous, obscene (according to current legal standards) or which incites students so as to create a clear and present danger of commission of unlawful acts on district premises, or violation of district regulations, or the substantial disruption of the orderly operation of the college.

R. Possession or use while on the district premises, or a district-sponsored function, of any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive. Exceptions include those participating in a criminal justice educational program who are authorized such possession or those who are enrolled in a course which authorizes such possession.

S. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative regulation.

T. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race, or ethnicity, religion, age, sexual orientation or any other status protected by law. Harassment does not include conduct protected by the First Amendment.

U. Continuous disruptive behavior or willful disobedience, harassment, stalking, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel.

V. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;

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W. Violation of the Computer Usage Policy is applicable to students using computer classrooms, computer labs, the wireless network or other locations on and off district property. A violation is considered any of the following:

- (1) Accessing with or without permission, or causing to be accessed without authorization, altering, damaging, deleting, hacking, destroying, or otherwise using any data, computer, computer system, computer software and programs, or computer network belonging to or used by the college or any member of the District.
- (2) Accessing with or without permission, taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the college or District.
- (3) Using or causing to be used, computer services without permission.
- (4) Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the college or District.
- (5) Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to the college or District.
- (6) Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
- (7) Using any account or password without authorization.
- (8) Allowing or causing an account number or password to be used by any other person without authorization.
- (9) Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing such material which is part of the instructional process or assignment for a class in which the student is currently enrolled.
- (10) Use of systems or networks for personal commercial purposes.
- (11) "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.

X. Any act constituting good cause for suspension or expulsion, or violation of district policies or campus regulations, including the AR 3425 Title IX (9) Sexual Harassment.

## **II. DISCIPLINARY ACTIONS FOR STUDENTS**

Student conduct must conform to the standards established by the Board of Trustees. Violations are subject to the following types of disciplinary actions. (These disciplinary actions are listed in degree of severity, but not necessarily in sequential order. Disciplinary actions may be imposed singly or in combination.)

**A. WARNING** - Verbal notice to the student that continuation or repetition of specific conduct may be cause for other disciplinary action.

**B. REPRIMAND** - Written reprimand for violation of district rules, with copy to the student and to the student disciplinary file. A reprimand admonishes the offender to avoid any future infractions of district rules.

**C. PROBATION** - Probation is a disciplinary action which allows the offender to return to the district with the understanding of expected appropriate future behavior. Probation may include exclusion of the individual(s) from extra-curricular district activities that would be set forth in the written notice of probation. The probation would be for a specified period of time and appropriate notice will be sent to any advisor(s) of student organizations(s) involved. Any further violations of the Standards of Student Conduct during this probationary period will result in further, more serious disciplinary action against the offender.

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**D. RESTITUTION** - Reimbursement by the offender(s) for damage(s) or for the misappropriation of district property may take the form of appropriate community service to repair or otherwise compensate for damage(s) or loss(es).

**E. REMOVAL** - An instructor or department administrator may remove a student from his or her class or departmental service for up to two days, and shall report all such action to the academic dean of the appropriate division and to the administrative designee responsible for student discipline.

The administrative designee responsible for student discipline may suspend privileges from that class, campus service, office, department, or the entire campus based upon the violation, for up to ten days.

During the period of the removal, the student shall not be returned to a class from which he or she was removed without the concurrence of the instructor and administrative designee responsible for student discipline; nor shall the student be returned to the service, department, office from which they were removed, or the campus, without concurrence of appropriate administrator.

If the student is a minor, the college president, or designee shall ask the parent or guardian to attend a conference regarding the removal as soon as possible, and if the parent so requests, the Dean of Student Affairs or designee at Santa Ana College or the Vice President of Student Services or designee at Santiago Canyon College shall attend (depending on the college).

**F. WITHHOLDING DIPLOMA** – The District may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending under AR 3425 Title IX (9) Sexual Harassment or as a sanction if the student is found responsible for an alleged violation.

**G. REVOCATION OF DEGREE** – The District reserves the right to revoke a degree previously awarded from the District for serious violations committed by a student prior to graduation.

**H. SUSPENSION** - The Board of Trustees, the chancellor or the chancellor's designee may suspend a student for good cause, as defined in Section I, A-V herein, for any of the following periods:

- (a) From one or more classes for less than the remainder of the school term.
- (b) From one or more classes for the remainder of the school term.
- (c) From all classes and activities of the college for up to two (2) academic years.

During the period of the suspension, the student is prohibited from being enrolled in or physically present on any campus of the district for the period of the suspension. The chancellor or designee may impose a lesser disciplinary sanction than suspension, including, but not limited to warning, reprimand, probation, restitution or ineligibility to participate in co-curricular activities or any combination of the listed options.

**I. EXPULSION** - Expulsion may be for good cause (refer to Section I, A-V), when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others.

### **III. DUE PROCESS**

No student shall be suspended for more than ten days or expelled unless the conduct for which the student is being disciplined is related to college activity or attendance, and the student is afforded the right of due process.

The chancellor or designee shall, prior to the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the college is situated of any acts of the student which may be in violation of Section 245 of the Penal Code. Violations of any law, ordinance, regulation, or rule regulating, or pertaining to, the parking of vehicles shall not be cause for suspension or expulsion. However, repeatedly ignoring or consistent violations of parking rules, regulations, laws or ordinances may result in vehicles being towed or loss of parking privileges.



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During the due process investigation period and hearing, the designated investigating administrator may allow, disallow and/or select individuals who will be included in the process. For actions regarding minor students, parental notification and/or involvement is required.

**A. Suspension**

Any suspension of more than ten days must be accompanied by a due process hearing as outlined in Section IV of this policy.

Whenever a minor student is suspended from a college of the District, the parent or guardian shall be notified in writing by the chancellor, or a designee.

**B. Expulsion**

Only the Board of Trustees may expel a student. Expulsion shall be accompanied by a due process hearing as outlined in Section IV of this policy.

#### **IV. DUE PROCESS HEARING**

This section applies to due process hearings on conduct violations that are not addressed by the hearing process provided in AR 3425 Title IX (9) Sexual Harassment.

1. A student who is being considered for suspension or expulsion shall be afforded a due process hearing before a Disciplinary Hearing Board designated by the chancellor or the chancellor's designee. The chancellor or designee shall provide that a reasonable opportunity for a hearing is afforded the student within ten days.

2. The Disciplinary Hearing Board shall be composed of the following individuals appointed by the chancellor or designee:

- 1 RSCCD Student
- 1 Administrator
- 1 Faculty Member
- 1 Classified Staff

3. The student shall be notified in writing at least two school days before the hearing of the following:

- (a) The time, date, and place set for the hearing;
- (b) The charges to be brought;
- (c) Documentary evidence that will be introduced at the hearing;
- (d) The right of the student to appear in person and present his or her position;
- (e) The right to cross-examine the district's witnesses if the witness(es) elect(s) to be present;
- (f) The right to present evidence or witness(es) on own behalf.
- (g) In cases of alleged sexual assault, technical rules of evidence shall not apply; no past sexual history may be introduced as part of the testimony, except that the past sexual history of the alleged victim shall be permitted if offered as evidence of the character or trait of character of the victim for the purposes described in California Evidence Code 1103.

4. The hearing board shall hear evidence and witnesses presented by the district and by the student. In the event the student for whom the hearing is held, or other key parties, is not present at the hearing, the Hearing Board will proceed without the individual(s). The Hearing Board shall render its recommendation to the College President on the evidence presented within two school days of the close of the hearing. The College President will review the recommendation within three days and render a decision to the Vice President of Student Services. The Vice President of Student Services or their designee will notify the student by certified mail of the outcome. If the recommendation is for suspension or expulsion, the student will be notified in writing of their right to appeal the decision to the Board of Trustees.

Any request by the student to appeal the decision to the Board of Trustees must be made within forty-eight hours of receipt of the letter sent by the aforementioned administrator outlining the hearing board's decision. If the decision supports a recommendation for

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expulsion, the suspension will continue until the Board of Trustees can hear the appeal. If the recommendation opposes suspension or expulsion, the recommendation shall be final, and, the chancellor or designee shall reinstate the student immediately to their status prior to the hearings.

The Board shall, unless a request has been made by the student for an open session, hold closed sessions under the following conditions:

- (a) If the Board is considering the suspension or expulsion of the student.
- (b) If a public hearing upon such question would lead to the giving of information concerning the student which would be in violation of Section 76243 of the Education Code.

5. Before calling such closed session, the chancellor or designee shall, in writing, by registered or certified mail, if the student is a minor notify the parent or guardian, or the student, if the student is an adult, of the intent of the Board to call and hold such closed session. Unless the student, or the student's parents (if the student is a minor) within forty-eight hours after receipt of such written notice, request in writing that the hearing be held in open session, the appeal shall be conducted in closed session. If such written request is served upon the clerk or secretary of the Board, the meeting shall be public except that any discussion at such meeting that might be in conflict with the right to privacy of any other student shall be in closed session. Whether the matter is considered at a closed session or open meeting, final action of the Board shall be taken at a public meeting and the result of such action shall be a public record of the district.

6. The appeal before the Board of Trustees shall be a review of the evidence presented to the Hearing Board, and an opportunity for both sides to present oral argument. No new evidence or witnesses will be heard unless the Board of Trustees so requests.

7. The decision of the Board of Trustees shall be final. Students expelled or suspended for more than one academic year from attendance at colleges or programs of the district shall be entitled to make an annual appeal to the Board of Trustees of the expulsion or suspension by written request directed to the Secretary of the Board that the matter be placed on the agenda of the Board of Trustees. Such appeals shall be conducted as provided in this policy.

Additional copies of the following Rancho Santiago Community College District student policies are available in the RSCCD catalog and the offices of Student Services at both Santa Ana College and Santiago Canyon College:

- Student Code of Conduct
- Sexual Harassment Policy/Complaint Procedures
- Academic Honesty Policy
- Grievance Procedures for Students

## Tobacco-Free Campus Declaration

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Santa Ana College is a tobacco free institution and committed to providing its students and employees a safe and healthy environment. No consumption of tobacco is allowed on the campus property or in any college facility; this includes all buildings, college mall area and sidewalks within the campus. Parking lots are the **only areas** that tobacco use is allowed. "Tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, clove cigarette, or any other smoking product; and smokeless or spit tobacco, also known as dip, chew, or snuff, in any form.



**SAC IS TOBACCO-FREE**

Use of tobacco-related products is allowed only in parking lots.

## Standards of Conduct for Computer Classrooms and Computer Labs

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Complying with Board Policy 7000 and Administrative Regulation 7000 and in an effort to ensure quality instruction, extend the life of the hardware, comply with the copyright laws, and adhere to appropriate computer network conduct and usage, the following standards of conduct are required of all students, using computer classrooms, computer labs, and the wireless network. Failure to comply with the following standards **will result in the suspension of a student's Internet and lab privileges and possibly other sanctions such as removal from class, suspension and other disciplinary actions.**

- No user is allowed to knowingly access, alter, introduce a contaminant to, damage, delete, destroy, copy, disrupt, or otherwise misuse any data, software, or hardware which exists internal or external to a computer, computer system, or computer network in the Rancho Santiago Community College District.
- Food and drink are not allowed in the computer classrooms or labs at any time, except for activities coordinated by the Dean or a faculty member.
- No user shall use the computers to copy copyrighted material or remove such copyrighted material from a College computer or computer network.
- Loading software on to a College computer is not permitted for anyone without administrative privileges. Users will only use software in College Computers that has been instructor approved.
- Copying or introducing a computer virus onto a College computer in any form is never permitted by anyone and is subject to disciplinary action which may include expulsion.
- E-mail, chat rooms, and Internet usage must be related to assigned class projects, and/or within guidelines provided by your instructor.
- Printing is limited to 20 pages at one time or the amount posted by the faculty member or other College employee in charge of the classroom or lab.
- Users will scan all diskettes for viruses before use, per lab and classroom instructions.
- Using the Internet to access inappropriate material (i.e. nudity, pornography, etc.) is not allowed.
- Sending or receiving messages which are racist or inflammatory, abusive toward a specific gender or culture, obscene, or are otherwise inconsistent with the District's policies is not allowed.
- Sending your message with someone else's name as the author is not allowed.
- Mass emailing or spanning is not allowed.
- Running servers or daemons on the wireless network is not allowed.
- Unauthorized access or break in through the wireless system is unlawful.
- Running unauthorized data packet collection and denial of service on the wireless network is prohibited.
- Bandwidth on the wireless network is limited. Use desktop access for large files.

# Academic Honesty Policy Information

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## INTRODUCTION

Students at Rancho Santiago Community College District are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, or to cheat on an examination, corrupts the essential process by which knowledge is advanced. Academic dishonesty is seen as an intentional act of fraud, in which a student seeks to claim credit for the work or efforts of another without authorization, or uses unauthorized material or fabricated information in any academic exercise. We as an institution also consider academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others, assisting other students in acts of dishonesty or coercing students into acts of dishonesty.

**In matters relating to academic honesty violations, the primary responsibility for disciplinary proceedings rests with the instructor and the academic division where the violation allegedly occurred.**

## Procedures for Student Grievances Regarding Grades

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### PROCEDURE

1. Student shall meet with the instructor to discuss the grade. If the issue is not resolved and the student believes that the grade is based on a mistake, fraud, bad faith, or incompetency (EC 76224), he/she may appeal in writing to the Division Dean. Such an appeal must be made within a one year period following the semester which the grade was assigned.
2. Forms for the written appeal may be found in any divisional Dean's office or the Office of the Chief Student Services Officer of the campus.
3. The student may be requested to set-up an appointment with the appropriate Division Dean to discuss the written grievance.
4. The appropriate Division Dean will review the allegations and consult with the instructor.
5. The Division Dean will review the issue and will notify the student and instructor in writing of his/her decision.
6. The decision of the Division Dean is final.

## Nondiscrimination Policy

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The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are

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discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics. Inquiries regarding compliance and/or grievance procedures may be directed to RSCCD Title IX Officer and Section 504/ADA Coordinator: Tracie Green, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7489.

## **Prohibition of Harassment Policy**

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All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from

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retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

If you feel that you have been the victim of harassment please contact the Human Resources Dept. at 714-480-7489, or the Associate Dean of Student Development at Santa Ana College at 714-564-6211.

Student Resource and Reporting Options  
For Sexual Assault and Relationship Violence

I think I have been experienced some type of sexual assault, but I'm not sure...

### **Sexual Violence**

Sexual violence is defined as physical sexual acts engaged without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

### **Sexual Assault**

Sexual assault occurs when physical sexual activity is engaged without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication).

### **Dating Violence**

Controlling, abusive, and aggressive behavior, which can include verbal, emotional, physical, or sexual abuse, or a combination of these during the dating process, in either heterosexual or same sex relationships. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

### **Domestic Violence**

Domestic violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with or has cohabitated with the victim as a spouse;
- by a person similarly situated to a spouse of the victim under California law; or
- by any other person against an adult or youth victim who is protected from that person's acts under California law.

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## Stalking

Stalking is behavior in which a person willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family.

## Rape

Under California Penal Code 261, rape is summarized as sexual intercourse against an individual's will accomplished by force or threats of bodily injury; or fear that the victim or another will be injured if the victim does not submit to the intercourse; or where the victim is incapable of giving consent or prevented from resisting due to being intoxicated, drugged, or unconscious or asleep.

## Consent

Consent is informed. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.

- Consent is voluntary. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.
- Consent is revocable. Consent to some form sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of the relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.
- Consent cannot be given when a person is incapacitated. A person cannot consent if she/he is unconscious or coming in and out of consciousness. A person cannot consent if she/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if her/his understanding of the act is affected by a physical or mental impairment.

**I WANT.....I NEED....**

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## Emergency Assistance for my Safety Call 9-1-1 To Get Medical Help

Individuals in need of medical attention should go to the nearest emergency room, medical provider or the Student Health Center on campus. A Sexual Assault Nurse Examiner (SANE) at the local hospital will help ensure that you are healthy, provide options to prevent pregnancy or sexually transmitted infections, and collect valuable evidence that may be useful in the future, even if you are unsure about pursuing legal action now. Physical evidence can only be collected up to 72 hours after an assault

## To Report a Concern to the College and Get Support

Students who wish to report a concern may seek assistance from staff listed as "non-confidential." These staff will protect your privacy by limiting the people with whom they share what you tell them; however, they cannot guarantee you confidentiality, as they must notify the Title IX coordinator. They also will explain your options and resources and attend to your immediate needs for safety and interim measures (e.g., no contact orders, academic accommodations, counseling, escort).

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## **To Talk to Someone**

You may not be ready to take action but want to speak with someone confidentially about what happened to you. The Psychologists at the Student Health Center are permitted by the nature of their profession to maintain your confidentiality. The only report they are required to make is a record that someone (no name will be disclosed) has reported sexual misconduct, domestic or dating violence, and/or child abuse to them. This information is disclosed in order for the colleges to appropriately report crimes in their annual crime reports. Community resources are also listed on the back of this pamphlet.

## **To Understand the District's Administrative/Disciplinary Process**

You are encouraged to contact the Associated Dean of Student Development. They will contact the District's Title IX Coordinator who oversees the investigation of all reports of sexual assault and relationship violence, including the provision of interim measures and final administrative remedies.

In certain rare circumstances where it is necessary to ensure your safety and that of the campus community, the District may be obligated to investigate known incidents of sexual assault and relationship violence, even if you may not feel ready. Such a decision would be discussed with you in advance, however, and the District would ensure that you have a support person throughout the process.

## **To Report a Criminal Concern**

Sexual assault and relationship violence also are crimes. The District encourages you to contact local law enforcement for more information about how to report a crime and the criminal process.

- Santa Ana Police (714-245-8665)
- Orange Police Department (714-744-7444)

A criminal investigation does not relieve the District of its obligation to respond under Title IX, and both a criminal and university investigation may proceed at the same time.

## **To Be Left Alone**

This may be a confusing and difficult time. Remember that these resources are always available to you, and you can seek support at any time. Friends and family can offer support as well.

### **You can make a police report to:**

- Santa Ana Police (714-245-8665) or the
- Orange Police Department (714-744-7444).
- If this is an emergency, call 911.

### **You can make a report to Campus Safety**

- SAC 714-564-6330
- SCC 714-628-4730

### **Students may also report to Associated Dean of Student Development at:**

- SAC 714-564-6211, Village VL-108
- SCC 714-628-4932, A Building

If the incident involves RSCCD faculty or staff, you can file a complaint with the Office of Human Resources (714-480-7488).



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**Community resources for victims of sexual assault include:**

- Community Service Programs, Inc. (CSP): 24 hour hotline, 714-957-2737, and 949-831-9110
- North County Rape Crisis Center: 714-834-4317
- South County Rape Crisis Center: 714-752-1971
- Anaheim Memorial Hospital: 714-774-1450
- Chapman Medical Center: 714-633-0011
- St. Joseph Hospital: 714-633-9111
- Western Medical Center: 714-953-3500

**Grievance Procedures for Students**

Rancho Santiago Community College District does not discriminate on the basis of race, color, national origin, ancestry, religion, creed, sex, age, or handicap in its employment or in its educational programs and activities. Students may file a grievance when they believe they have been discriminated against in any of these areas.

Students may file a grievance when they believe they have been deprived of a right granted to students by the Board of Trustees in any of the policies or regulations of the Rancho Santiago Community College District.

The purpose of these grievance procedures is to resolve differences as fairly and expeditiously as possible while preserving the right of students and staff members.

**PROCEDURE**

1. Students shall first confer with the person who took the action or made the ruling to which they object no later than ten (10) days following the event which prompted the grievance.
  - a. The Associate Dean, Student Development will assist the student in arranging an appointment between the student and staff member.
2. If the difference is not satisfactorily resolved, the student shall confer with the person's supervisor.
  - a. The Associate Dean, Student Development will assist the student in arranging an appointment between the student and the staff member's supervisor.
3. If the grievance is still unresolved, the student may file a written statement setting forth the nature of the grievance on the prescribed form with the Vice President of Student Services, no later than ten (10) days after conferring with the person's supervisor.
4. The grievance form shall be completed in full and shall include a full description of the grievance, times, dates and pertinent facts and the remedy sought by the student.
  - a. A Student Grievance Staff Response form will be sent to both the staff member and a supervisor for completion.
5. The Vice President of Student Services shall select a Student Grievance Panel\*. The administrator involved then shall forward the completed forms to the panel chair for review and recommendation. The panel shall have the power to make an appropriate investigation of the grievance and shall state the findings and make a recommendation.
6. If the grievance is sustained by the panel, it will recommend appropriate action for relief of the grievance and communicate this in writing to the person(s) to whom the

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grievance was directed. If the findings of the panel do not sustain the grievance, the panel shall communicate this finding in writing to the student who filed the grievance. The ruling of the Student Grievance Panel is final.

**\* STUDENT GRIEVANCE PANEL STRUCTURE**

- one non-voting chair (except in situations of a tie vote)
- one student representative
- one classified representative
- one faculty representative
- one administrative representative

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### Speech: Time, Place and Manner (Free Expression)

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- The Rancho Santiago Community College District is committed to assuring that all persons may exercise the constitutionally protected rights of Free Expression, including but not limited to speech, peaceful assembly, worship, use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges and other insignia.
- The District recognizes that students, employees and members of the public are free to exercise their rights of Free Expression on its premises; the time, place, and manner of exercising the constitutionally protected rights of Free Expression is subject to the requirements of Administrative Regulation & Board Policy 3900, which are applied in a content-neutral, narrowly-tailored manner, designed to serve a significant public interest and is intended to ensure that Free Expression activities on District campuses are fostered, while at the same time preventing unreasonable interference or conflict with the educational and other functions of the District and its campuses.
- In the spirit of Free Expression, any individual or group may use exterior spaces, including lawns, plazas, quadrangles, patios, or related open spaces on the College campuses and District grounds for the exercise of academic freedom and Free Expression, subject to the regulations and provisions of AP/BP 3900.
- No restrictions shall be placed on the subject matter, topics or viewpoints expressed by students, employees or members of the public, as long as it does not include expression which advocates for the use of force or law violation, where such advocacy is directed to inciting or producing lawless action on District property and is likely to incite or produce such action, or the unreasonable disruption of classroom or college activities or operations.
- For more information on Free Expression at Santa Ana College, feel free to contact the Office of Student Life at (714) 564-6211 or VL-108.

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### Survival Instructions

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**Never cut class** — Cutting class is easy and the temptation is great. But don't do it! College classes cover material in one semester that is covered in one year in high school and do it with about half the class meetings per week.

**Concentrate in class** — Sitting up front or in the middle section of the room makes it harder to be distracted.

**Take copious notes** — A result of a high level of concentration should be that you have taken detailed notes, not just of what was written on the chalkboard, but of what the

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instructor said. These can always be rewritten and reorganized; in fact, they should be. It is much easier to later discard some of these notes than to reconstruct and remember what the instructor said weeks ago.

**Re-read assignments before exams** — The night before an exam is the time to be rereading your textbook and reviewing your notes. It should not be the time for reading assignments for the first time or the first time you have really studied your notes. If it is, you will probably not be well prepared for the exam and won't have time to clarify questions with your instructor.

**Budget enough study time** — Fill out a time management sheet each semester. Mark in the times for your class meetings, your work hours, commuting time, eating and sleeping, recreation, etc. Now mark in your study hours and see if you have 2-3 hours of study for every hour in class.

**Avoid academic advisement from fellow students** — Even veteran faculty and staff advisors find it necessary to be constantly verifying and updating their knowledge of academic policies and requirements. No student has a comparable base of information. Furthermore, your fellow students may be under a different catalog year with different requirements for the major and general education than those to which you will be held.

**Use faculty office hours** — Some faculty will ask you to see them during office hours if you seem to be having difficulty with the course, but most will leave this up to you. Don't interpret this as a lack of interest in you or that you would be "bothering" the instructor to show up during the office hours. However, you should come prepared with specific questions; the office hour is not an extended tutoring session. Your specific questions will impress the instructor that you are interested in and concerned about the course. Be sure to introduce yourself. Name recognition and a positive impression can only help you when it comes time to assign grades.

**Take care of yourself** — As we said before, your physical and emotional health is closely linked with your academic success. Abusing your body with a poor diet, smoking, too much alcohol or other depressants, too much caffeine or other stimulants, dangerous sexual practices, and other such behavior is bad for both your long-term health and your GPA. If you feel that you have an abuse problem, remember that free, confidential help is available in the Health and Wellness Center.

## Student Success and Support Program

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The Student Success and Support Program (3SP) is designed to support the transition of new students into the college by providing core services that promote academic achievement and successful completion of degrees, transfer preparation, career technical education certificates, or career advancement. **In an effort to promote student success, English and Math placement testing, orientation and advisement toward the development of an education plan are core services REQUIRED of all entering students, as mandated by the state (effective Fall 2014). Students must also declare a course of study (major), and receive advisement towards the development of a Comprehensive Education Plan no later than the semester after which the student completes 15 degree applicable units. Not completing these core services may result in the loss of priority registration.**

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**The first three requirements of the Student Success and Support Program can be easily accomplished by following the linked steps below:**

- 1. Take the English and Math Placement Tests.** All Associate degree and transfer programs require English and Math. Even if your academic goal does not require English or Math, the placement test results are very helpful when it comes to selecting courses and ensuring that you will successfully pass the courses. Once you take the placement tests you will be scheduled for a group new student orientation and advisement. To schedule an English and Math Placement Test appointment go to: [sac.edu/student-services/testing-center](https://sac.edu/student-services/testing-center)
- 2. Attend a New Student Orientation and Advisement Session** to receive valuable information to help you select and reach your academic goal, and learn about the many programs, certificates, degree pathways and student support services offered at Santa Ana College.
- 3. Create an Abbreviated Education Plan during the orientation and advisement session.** An Abbreviated Educational Plan states your academic goal and the first courses you need to reach your goal.

If you have completed a prerequisite course at another college, or if you took placement testing at another college, bring your transcripts and/or your English and Math placement results to the Counseling Center to determine if you are exempt from testing, and to develop your Abbreviated Education Plan. You may be referred to our online orientation or other alternate core services at that time to complete the 3SP requirements. The Counseling Center is located in the Administration (S) Building, or call 714-546-6100.

- 4. To complete the final Student Success and Support Program requirement for entering students, you must also declare a major course of study as soon as you can, and receive advisement towards the development of a Comprehensive Education Plan.** This can be accomplished by enrolling in a counseling course, attending an educational planning workshop, or by scheduling an appointment with a counselor. If you are undecided and having difficulty deciding on a major, counseling courses and Undecided Major Workshops, offered through the Career Development/CTE Student Success Center, may be particularly helpful.

Under certain circumstances you may be exempt from the requirements of completing an orientation, placement testing and an educational plan. However, you should be aware that while an exemption will mean you do not have to meet these requirements for core services, it will also mean that you do not receive priority registration (this will not apply if you are only exempt from placement testing due to alternate methods to place you, such as transcripts or assessment at another college). For more information, go to the Counseling Division Homepage on the SAC Website, under Student Success and Support Program (3SP) at [sac.edu/StudentServices](https://sac.edu/StudentServices)

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## **Loss of Priority Registration Due to Probation Status**

New state regulations of the Student Success and Support Program are also designed to encourage academic success by tying the loss of priority registration to being on academic or progress probation. **For students who are on either Academic Probation (cumulative GPA below 2.0) or Progress Probation (when coursework with an entry of “W”, “I”, “NP”, and “NC” reaches or exceeds fifty percent (50%) of the coursework attempted) for two consecutive semesters will lose priority registration for the next registration period. Their registration date will be after all new applicants.**

## Loss of California College Promise Grant Due to Probation Status

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Beginning Fall Semester 2016, the California College Promise Grant (CCPG) Fee Waiver eligibility will be tied to student academic progress in the same way as priority registration. Students who are on Academic Probation or Progress Probation for two consecutive semesters starting as early as Fall 2014 are at risk of losing BOTH their priority registration AND California College Promise Grant Fee Waiver eligibility for Fall Semester 2016.

## Articulation Agreements/Transfer Agreements

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Wondering what an articulation agreement is and what it has to do with you? If you plan to transfer to a four-year college or university, an articulation agreement can save you time and money as you pursue your baccalaureate degree. Articulation agreements list courses offered at Santa Ana College which are acceptable at a transfer college or university as equivalent in content (or as an acceptable substitute) to those courses offered at the four-year institution. In other words, if you are following one of these when planning your coursework you can be assured that your courses from SAC will “count” when you transfer. The most up-to-date agreements can be found at [www.assist.org](http://www.assist.org) It is important that you meet with a counselor to best understand how each agreement works. SAC has articulation with colleges and universities throughout California. For example, agreements exist with institutions such as UC Berkeley, UC Irvine, UCLA, CSU Fullerton, CSU Long Beach, San Diego State, and USC just to name a few.

In addition to articulation agreements, SAC also has Transfer Agreements with some four-year colleges and universities. These are agreements that can either assure you priority admission or in some cases even guarantee you admission to a four-year college or university. Some of these programs are available only through the SAC honors program while others, with universities such as UC Riverside, are open to all students who meet program criteria. Please contact either the Transfer or Counseling Centers for more information about these valuable opportunities.

## Family Education Rights and Privacy Act

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“As required by the Family Education Rights and Privacy Act of 1974, Santa Ana College will make public without a student’s consent only certain Directory Information. Rancho Santiago Community College District defines Directory Information as a student’s name, city of residence, major, dates of attendance, degrees and awards received, most recent previous educational institution attended, participation in officially recognized activities and sports, and athletic team members’ height, weight, and age. Students may request Directory Information be withheld by submitting a written request each semester to the Admissions and Records Office.”

## Are you ready to Graduate?

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You may have finished your last class and taken your last final, **but** have you completed your Graduation checklist? Below is a checklist to help you with the graduation process here at SAC. If you have any questions, please contact the Graduation Office at 564-6052 or stop by the Counseling Center or the Graduation Office located on the first floor of the Administration Building.

### I. TRANSFER STUDENTS (planning to transfer to a CSU, UC or private college/university)

COMPLETED ✓

- \_\_\_ A. **Meet** with your Counselor to: 1) Select a Major 2) Select a transfer university 3) Determine general education requirements 4) Develop an educational plan.
- \_\_\_ B. **General Education Requirements** - Complete these requirements and/or meet the transfer admission criteria for college or university you have selected.
- \_\_\_ C. **Your Major** - Complete required courses (discuss options with Counselor).
- \_\_\_ D. **Submit CSU/UC/Private University** application during established filing period (check with your Counselor or the Transfer Center).
- \_\_\_ E. **Graduation/CSU/IGETC Petitions** - Fill out and submit to Admissions one semester before your final semester at SAC.
- \_\_\_ F. **Graduation Status Letter** - Will be sent to you at the end of the semester in which you turn in your Graduation Petition and/or CSU Certification or IGETC Certification Form.
- \_\_\_ G. **Submit Transcript Request Form** for SAC transcript to be sent to the university of your choice at the end of the semester you are completing your last class. Check box "CSU/IGETC Certification posted" as necessary.

### II. CERTIFICATE STUDENTS

COMPLETED ✓

- \_\_\_ A. Complete all courses in major with "C" grade or better.
- \_\_\_ B. Complete "Certificate of Completion" petition.
- \_\_\_ C. Submit your "Certificate of Completion" to the Admissions office early in the semester you are completing your last class.

### III. NON-TRANSFER STUDENTS

COMPLETED ✓

- \_\_\_ A. Meet with a counselor as needed - develop an educational plan.
- \_\_\_ B. General Education Requirements and Major requirements - required courses completed.
- \_\_\_ C. Graduation Petition - Fill out and submit to Admissions one semester before your final semester at RSCCD.

## Frequently Called Phone Numbers

Answers to your questions about

- **Santa Ana College (sac.edu)**
- Rancho Santiago Community College District (**rsccd.edu**)
- Education and support centers, facilities, programs, services, and more

For answers to questions about Santiago Canyon College, call 714-628-4900

<b>TO CONTACT OR LEARN ABOUT</b>	<b>LOCATION</b>	<b>TELEPHONE</b>
Academic Computing Center	SAC.....	714-564-6731
Test Center	RSCCD District Office.....	714-480-7560
Admissions	SAC.....	714-564-6005
American Sign Language	SAC.....	714-564-6544
Articulation—High Schools/ROPs	SAC.....	714-564-6811
Articulation—Universities	SAC.....	714-564-6088
Athletics	SAC.....	714-564-6900
Bookstore	SAC.....	714-564-6435
CalWORKs	SAC 714-564-6232.....	714-564-6150
Career/Job Resource Center	SAC.....	714-564-6254
Cashier's Office	SAC.....	714-564-6965
Centennial Education Center (CEC)	CEC .....	714-241-5700
Child Development Services	RSCCD District Office.....	714-480-7546
Santa Ana College	SAC.....	714-564-6894
Centennial Education Center	CEC.....	714-241-5739
Clubs/Organizations	SAC.....	714-564-6320
Community Relations	RSCCD District Office.....	714-480-7505
Community Services	SAC.....	714-564-6594
Computer Lab	SAC.....	714-564-6731
Continuing Education Division	.....	.....
Centennial Education Center	CEC.....	714-241-5700
Cooperative Work Experience	SAC.....	714-564-6750
Counseling	SAC.....	714-564-6103
Criminal Justice Academies	OCSD .....	714-566-9200
Deaf and Hard of Hearing	SAC.....	714-564-6283
Digital Media Center	DMC .....	714-241-5812
Disabled Student Programs & Services	SAC..... (VP)	657-2356-2999 ..... 714-564-6295
Distance Education (Online Classes)	SAC.....	714-564-6725
DISTRICT OFFICE	RSCCD District Office .....	714-480-7300
District Safety and Security	RSCCD District Office.....	714-480-7331
<b>DIVISIONS/DEPARTMENTS</b>		
Business	SAC.....	714-564-6750
Counseling Division	SAC.....	714-564-6078
Exercise Science, Health and Athletics	SAC.....	714-564-6900
Fine & Performing Arts	SAC.....	714-564-5600
Humanities & Social Sciences	SAC.....	714-564-6500

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Human Services & Technology	SAC.....	714-564-6800
Career Education & Workforce		
Development	SAC.....	714-564-6224
Science, Math, and Health Sciences	SAC.....	714-564-6600
College Research	SAC.....	714-564-6644
Educational Services	RSCCD District Office.....	714-480-7460
Emergency	SAC, Security/Safety Building ..	714-564-6333
Emergency Services		
(Earthquake Preparedness)	RSCCD District Office.....	714-480-7330
English as a Second Language	SAC.....	714-564-6500
Environmental Safety/Crime Prevention	RSCCD District Office.....	714-480-7330
EOPS	SAC.....	714-564-6232
Facility Reservations	SAC.....	714-564-6227
Financial Aid	SAC.....	714-564-6242
Fire Technology	SAC.....	714-564-6845
Foundation	SAC.....	714-564-6091
Graduation	SAC.....	714-564-6052
Hazardous Materials	RSCCD District Office.....	714-480-7330
Health and Wellness Center	SAC.....	714-564-6216
Honors Transfer Program	SAC.....	714-564-6528
Human Resources	RSCCD District Office.....	714-480-7484
I-20 Form	SAC.....	714-564-6047
Information, General	SAC.....	714-564-6000
International Students	SAC.....	714-564-6047
Learning Center	SAC.....	714-564-6542
Learning Disabilities	SAC.....	714-564-6264
	.....	& 714-564-6295
Learning Skills Lab		
(Centennial Education Center)	CEC.....	714-241-5768
Library	SAC.....	714-564-6700
Lost & Found	SAC, Security/Safety Building ..	714-564-6330
MESA (Math, Engineering, & Science		
Achievement)	SAC.....	714-564-6373
Nursing	SAC.....	714-564-6825
Online Classes/Distance Education	SAC.....	714-564-6725
Outreach	SAC.....	714-564-6141
Parking	SAC, Security/Safety Building ..	714-564-6330
Photo ID	SAC.....	714-564-6965
Psychological Disabilities	SAC.....	714-564-6216
Psychological Services	SAC.....	714-564-6216
Puente Program	SAC.....	714-564-6135
RSCCD District Office	RSCCD District Office.....	714-480-7300
Rancho Santiago Community		
College District Foundation	RSCCD District Office.....	714-480-7360



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Registration	SAC.....	714-564-6005
Residency	SAC.....	714-564-6005
Resource Development Department	RSCCD District Office.....	714-480-7463
Santa Ana College (SAC)	SAC.....	714-564-6000
Scholarships	SAC.....	714-564-6995
Security	SAC, Security/Safety Building ..	714-564-6330
Service Learning Center	SAC.....	714-564-6254
Small Business Development Center, Orange County	RSCCD District Office.....	714-564-5200
Spanish Language Telephone Assistance	SAC.....	714-564-6100
Student Activities	SAC.....	714-564-6210
Student Affairs	SAC.....	714-564-6970
Student Business Office	SAC.....	714-564-6430
(Office of) Student Life	SAC.....	714-564-6211
Student Government	SAC.....	714-564-6214
Student Leadership Institute	SAC.....	714-564-6214
Student Placement	SAC.....	714-564-6201
Student Support Services Program (TRIO)	SAC.....	714-564-6843
Talent Search (TRIO)	SAC.....	714-564-6182
Teacher Education Center	SAC.....	714-564-6352
Testing Information	SAC.....	714-564-6148
Transcripts	SAC.....	714-564-6461
Transfer Center	SAC.....	714-564-6165
U-Link	SAC.....	714-564-6461
Upward Bound (TRIO)	SAC.....	714-564-6843
Veterans Affairs	SAC.....	714-564-6050
Veterans Resource Center	SAC.....	714-564-6050
Workplace Learning Resource Center	RSCCD District Office.....	714-564-5521

# In Case of Emergency

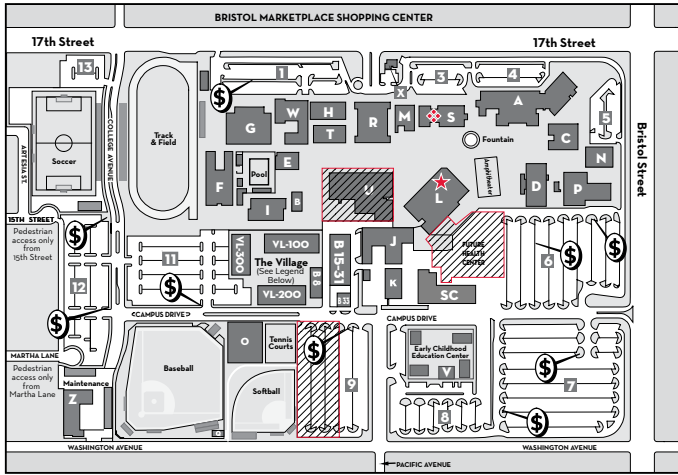
For Campus Safety  
**DIAL 714-564-6330**

For Campus Emergency  
**DIAL 333**

For Life Threatening Emergencies  
**DIAL 911**

Blue CALL Boxes are also available throughout the campus.

**SANTA ANA COLLEGE** 1530 W. 17th Street • Santa Ana, CA 92706 • 714-564-6000 • sac.edu



**PARKING**

(\$ Daily Permit Dispenser (\$2.00 for 8 hours))

1 **STAFF**  
 2 **SECURITY**  
 3 **VISITOR**  
 4 - 5 **STAFF**  
 6 - 13 **STUDENT**  
 (except as posted)

**CAUTION!**  
 Parking in Bristol Marketplace, across the street from Santa Ana College, is not allowed. Violations will result in tow-aways. RSCCD requires parking permits for student and staff lots at Santa Ana College and Santiago Canyon College. Semester Parking Permits may be purchased at time of registration for \$30.00 in the Student Business Office (VL-205B) in the Village at Santa Ana College, as well as in the Cashier's Office at Santiago Canyon College. The purchase of your permit funds parking services and vehicle security when parked on campus.

▨ Denotes "Closed for Construction" ★ Student Help Desk - Inside Nealey Library ❖ Student Resource Desk: S-Building Lobby

**SAC FACILITIES AND LOCATIONS** To see the most recent version of this map, go to [sac.edu/AboutSAC/Maps](http://sac.edu/AboutSAC/Maps)

<b>A</b> Cesar Chavez Building	<b>M</b> Planetarium	<b>VL</b> The Village
<b>Academic Computing Center</b> (A-106)	<b>Veterans Resource Center</b> (M-120)	<b>Bookstore</b> (VL-209)
<b>Distance Education</b> (A-101)	<b>N</b> Music Building	<b>Campus Store</b> (VL-206)
<b>B</b> Middle College High School	<b>O</b> Central Plant	<b>Classroom</b> (VL-103)
<b>SAUSD Administration Office</b> (B-10)	<b>P</b> Phillips Hall Theatre	<b>Disabled Students Program (DSPS)</b> (VL-204)
<b>Classrooms (The Village)</b> (VL-300)	<b>Q</b> Sports Concession	<b>EOPS/CARE/CalWORKs</b> (VL-110)
<b>B 8</b> Adult Education Center Office	<b>R</b> Russell Hall	<b>EOPS/CARE/CalWORKs Resource Center</b> (VL-109)
<b>B 15 - 31</b> Adult Education Classrooms	<b>S</b> Administration Building - First Floor:	<b>Financial Aid</b> (VL-105)
<b>B 33</b> Adult Education Classrooms	<b>Admissions / Records</b> (S-101)	<b>Guardian Scholars</b> (VL-108)
<b>C</b> Fine Arts / Art Gallery	<b>Counseling</b> (S-112)	<b>Health &amp; Wellness Center</b> (VL-211)
<b>D</b> Dunlap Hall	<b>Graduation Office</b> (S-104)	<b>International Student Program</b> (VL-104)
<b>Honors Program</b> (D-307)	<b>Promise Program</b> (S-110)	<b>Middle College High School Classrooms</b> (VL-300)
<b>Learning Center</b> (D-428)	<b>PUNTE Program</b> (S-110)	<b>Student Business Office</b> (VL-205B)
<b>E</b> Fitness Center	<b>University Transfer Center &amp; Center for Teacher Education</b> (S-110)	<b>Student Life (ASG)</b> (VL-108)
<b>F</b> Locker Rooms	<b>Administration Building - 2nd Floor:</b>	<b>Student Placement</b> (VL-106)
<b>G</b> Cook Gym	<b>Community Services Program</b> (S-203)	<b>The Spot</b> (VL-210)
<b>H</b> Hammond Hall	<b>Foundation</b> (S-201)	<b>W</b> Kinesiology
<b>I</b> Classroom Building	<b>Scholarship Program</b> (S-201)	<b>X</b> Security / Safety
<b>J</b> Auto Shop	<b>Student Outreach</b> (S-213)	<b>Z</b> Maintenance
<b>K</b> Welding / Auto Diesel	<b>SC</b> Science Center	
<b>L</b> Nealey Library - 1st Floor	<b>T</b> Technical Arts	
<b>L Building - 2nd Floor:</b>	<b>U</b> Johnson Center (Under Construction)	
<b>Assessment Center</b> (L-223)	<b>V</b> Early Childhood Education Center	
<b>Career Center</b> (L-222)	<b>Classroom</b> (V-103)	
<b>Math Study Center</b> (L-204)		
<b>MESA Program</b> (L-206)		



Use of tobacco-related products allowed only in parking lots.

REV: 05.07.2020



# Financial Aid

**GET FREE CASH  
FOR COLLEGE!**

Wer're here for you.

**Call the Financial Aid Office  
714-564-6242**

or stop by at your convenience

- Monday - Wednesday 8am-5pm
- Thursday 8am-6:45pm
- Friday 8am-noon

Information about our services & programs is also available on the web:

**[www.sac.edu](http://www.sac.edu)**



**SANTA ANA**  
**COLLEGE**

1530 West 17th St. • Santa Ana • CA 92706-3398