

2017-2018 Student Handbook



SANTA ANA COLLEGE

for more information visit www.sac.edu



Welcome to Santa Ana College



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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Welcome



Dear Students,

Congratulations and Welcome to Santa Ana College for the 2017-2018 academic year. The College stands ready to support your success in every way possible. The mission of Santa Ana College is to inspire, transform and empower our diverse community of learners. Our college is a place where students come to both refine and pursue their dreams. The faculty, administration, and classified staff are committed to your success and have dedicated our professional lives to helping you cross your educational finish line—whether that is realized in the form of a certificate, an Associate degree, or university transfer upon completion of your studies- Opportunities for a lifetime.

In the pages to follow, you will find a vast array of information and resources to help connect you to people, programs, and services throughout the college. We wish you every success as a college student and thank you for choosing Santa Ana College- A first-choice institution.

Sincerely,

Alicia Kruiuzenga
Dean, Student Affairs
Santa Ana College



Meet Our Distinguished Colleagues

RSCCD Board of Trustee Members

John R. Hanna, President
Nelinda Mendoza, Vice President
Arianna P. Barrios, Clerk
Claudia C. Alvarez
Lawrence “Larry” R. Labrado
Zeke Hernandez

Administrators

Raúl Rodríguez, Ph.D., Chancellor
Linda D. Rose, Ed.D., President, Santa Ana College
Peter Hardash, Vice Chancellor, Business and Fiscal Services
Judy Chitlik, 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

FALL SEMESTER 2017

August 28	INSTRUCTION BEGINS
September 2	Cal Grant Application Deadline
September 4	Labor Day - Holiday
September 10	Last Day to Add a class with Add Code
September 10	Last Day to Add and to Drop Full-Term Classes without "W" Grade with Enrollment Fee Refund
September 29	Last Day to File Pass/No Pass
October 1	2018 - 2019 FAFSA Applications Available
October 13	Deadline for Graduation Petition
November 10	Veteran's Day - Holiday
November 19	Last Day to Drop Semester-Length Classes with a "W" Grade
November 23–26	Thanksgiving – Holiday
December 17	INSTRUCTION ENDS
December 18–January 1	Holiday Break

SPRING INTERSESSION 2018

January 1	New Year's Day – Holiday (observed)
January 8	INSTRUCTION BEGINS
January 15	King's Birthday – Holiday
January 28	INSTRUCTION ENDS

SPRING SEMESTER 2018

February 5	INSTRUCTION BEGINS
February 16	Lincoln's Birthday – Holiday (observed)
February 19	President's Day - Holiday
February 18	Last Day to Add and to Drop Full-Term Classes without "W" Grade with Enrollment Fee Refund
March 9	Last Day to File Pass/No Pass
March 9	Deadline for Graduation Petition
March 30	Cesar Chavez Day (observed)
April 2–7	Spring Recess
May 6	Last Day to Drop Semester-Length Classes with a "W" Grade
May 28	Memorial Day – Holiday
May 31	Commencement
June 3	INSTRUCTION ENDS

SUMMER SEMESTER 2018

June 18	INSTRUCTION BEGINS
June 28	2018-2019 FAFSA Applications Deadline
July 4	Independence Day – Holiday (observed)
August 12	INSTRUCTION ENDS

Student Activities Calendar

FALL 2017

AUGUST

Welcome Back Events

SEPTEMBER

Club Rush

Latino Heritage Month Celebration

OCTOBER

Constitution & Voter Registration Day

Halloween Festivities

Homecoming Game

NOVEMBER

Veterans Appreciation

Native American Heritage Month

DECEMBER

Finals Stress Relief

SPRING 2018

FEBRUARY

Welcome Back Events

Black History Month

Club Rush

MARCH

Women's History Month Celebration

KinderCaminata

Cesar Chavez Day (observed)

APRIL

2018-2019 ASG Elections

Asian Pacific American Heritage Month

Earth Week

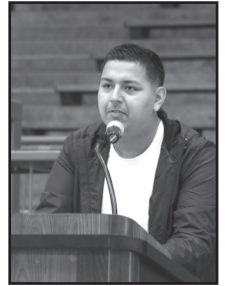
MAY

Cinco de Mayo

Student Leadership Awards Banquet

Commencement

Each Semester Student Activities Will Publish An
Activity Calendar With Current Information



Office of Student Life

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 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 Leadership or Public Service Certificate from Cal State Fullerton.

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

Take the Challenge Today and Choose to Get Involved!

Associated Student Government (ASG)

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 or the Office of Student Life in VL-108 for more information. Minimum qualifications are a 2.0 grade point average and carry/complete 6 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 Fridays once per month from 9:30am – 10:30am.

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 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

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 www.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 the Office of 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.

Santa Ana College Participatory Governance

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.



Benefits of the Student ID Card

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 2017 and Spring 2018 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)

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!

1. Visit our website at 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.
2. Obtain signatures of 10 registered students of 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.
3. Obtain approval from a faculty or staff member who is willing to participate as the club's advisor.
4. 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.
5. After approval by the ICC, submit a written Constitution & By-Laws within two weeks.
6. 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 2017-2018

Purposes/Goals of Clubs & Organizations

- 1. Adelante Club**
To create a positive college experience in the lives of students and in their communities by goal oriented club leaders who come together to support one another.
- 2. Alpha Gamma Sigma**
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.
- 3. Cheerleading**
To promote school spirit at Santa Ana College for athletic games and other important school events. To gain leadership, athletic, and team building skills.
- 4. Christian Students at SAC**
The purpose of this club is in bringing students into the enjoyment of God through singing and studying Bible truths.
- 5. Club APPLE**
Our goal is to unite future teachers to help one another through our educational path and to provide skills through campus programs, networking, and volunteer work.
- 6. Club Med at SAC**
To help our fellow prospective pre-health students succeed in transferring and prepared for the rigors of a STEM major with Health as an emphasis.
- 7. Communication Studies**
The SAC Communication Studies Club is committed to enhance every individual's communication abilities in a positive and productive approach.
- 8. Computer Science Club**
The purpose of our organization will be to focus on Tutoring Sessions, Group Discussions, Helping Students with College Life (e.g. Financial Aid, where on campus to study for particular subjects, helping new students get familiar with the campus, etc.), Fieldtrips and other activities.
- 9. El Profe's Disciples**
To help and serve the homeless and people in need in Santa Ana and surrounding communities.
- 10. Family of Colors**
To create awareness in order to flourish a safe and comfortable environment for queer students.
- 11. Improving Dreams Equality Access and Success (IDEAS)**
We aim to bring support and resources to our fellow peers on our campus community. To create a safe space for undocumented students and anyone else who needs an accepting environment to thrive amidst our current conditions. We are committed to all our companions for we all share the same goal of reaching a higher education.

Active Clubs & Organizations 2017-2018

Purposes/Goals of Clubs & Organizations

12. **International Student Association**
Increase international and community awareness of the academic richness and cultural diversity that international students brings to the campus and community.
13. **Lightworks Photography Club**
Expose and discuss creative views on photography from the members of this organization across various types of platforms.
14. **Phi Theta Kappa**
Recognizes and encourages scholarship among Santa Ana College students, opportunity for the development of leadership and service, lively fellowship for scholars, and intellectual climate for the exchange of ideas and ideals.
15. **Psi Beta/Psychology Club**
To introduce students interested in Psychology to community resources and to other psychology majors and professionals.
16. **Puente Club**
To create a welcoming environment and enjoyable experience for students in their pursuit of higher education.
17. **SAC Anime Circle**
To focus on the comprehension, study, and practice of Japanese animation and modern Japanese pop culture to create social and cultural connections.
18. **SAC Clay Club**
To establish and foster a vibrant ceramics community at Santa Ana College. We hope to do so through fundraisers and community outreach.
19. **SAC Engineering Club**
The mission of the SAC Engineering Club is to encourage and prepare students for engineering & STEM majors by providing opportunities in education, networking, leadership, & volunteer experience.
20. **SAC Fire Technology Club**
21. To provide Fire Tech students with academic professional service and social opportunities.
22. **SAC Literary Journal Club**
To provide a space for the artistic expression of the SAC community and to establish skill sets for officers and members.
23. **Society of Hispanic Professional Engineers (SHPE)**
To educate and develop the community through academic excellence and community involvement, while providing members with various services and opportunities.
24. **Speech-Language Pathology Assistant Club (SLPA)**
To allow more knowledge of our field from the outside world to come in thru form of guests.
25. **Veterans Student Association**
To support veteran students as they transition to college life and educate the Santa Ana College community.
26. **Vietnamese Catholic Student Association**
Excel in school. Embrace charity service. Live up Catholic faith.

Financial Aid

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 \$5,920 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 \$1,670 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.
- **Board of Governors Fee Waiver BOGFW** – Students who qualify for the BOGFW 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 BOGFW, 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.

Financial Aid

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 www.sac.edu/scholarships.

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 valid Social Security Number.
- 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?

1. Complete the online Free Application for Federal Student Aid, known as the FAFSA at www.pin.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 instead of the FAFSA.
2. 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.
3. 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 BOGFW

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.

Financial Aid

For State Programs only:

- Be an AB540 student with Admissions and Records
- Maintain satisfactory academic progress
- Have Financial need

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 check. 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:	financial_aid@sac.edu	

For more information about the Financial Aid Office and financial aid programs visit us at www.sac.edu and click on “Financial Assistance”, then click on “Financial Aid”.

Extended Opportunity Program & Services (EOPS)

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 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?

Drop by or call during business hours (Mon.-Thurs. 8:00 am-5:00 pm and Fri. 8:00 am-4:30 pm) to learn more about program eligibility guidelines and services.

Village, VL-110 ♦ Phone: 714-564-6232

Disabled Students Programs & Services (DSPS)

DISABILITY SERVICES

Location: Santa Ana College and the Centennial Education Center

The Disabled Students Program and Services (DSPS) office assists students with disabilities in their pursuit of a community college education. Students with disabilities seeking admission to Santa Ana College must meet minimum levels of independence and be able to provide the DSPS office with verification of their disability from a qualified professional in order to obtain any of the following services:

- Use of Special Equipment i.e., Digital Recorders and Adaptive Software)
- Alternate Media Production
- On Campus Mobility Assistance
- Priority Registration
- Sign Language Interpreters
- Real-time Captioning/CART sServices
- Test taking accommodations
- Note Taking Services
- Case Management
- Preferential Seating
- Liason/Referral with Community Agencies.

Architectural barriers are being identified and staff is available to help students navigate the campus. Please contact our office or campus safety for on campus transportation assistance. For additional information, contact us at 714-564-6295, or visit our website at: sac.edu/StudentServices/DSPS.



College Services

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 AND RECORDS

714-564-6005, S-101

Admissions and Records is primarily responsible for the admission and registration of students, the implementation of all academic policies, and the maintenance of student records. Basic information regarding policies, timelines, dates, hours, and forms are available on the Santa Ana College website www.sac.edu or by phone at 714-564-6005.

ASSESSMENT CENTER

714-564-6147, L-223

If you are a new or returning student and plan to enroll in English, EMLS/ESL, Reading, Math, and some Science courses, the state mandates require that you complete a placement test, have an orientation, and meet with a Counselor to develop an educational plan under the Student Success & Support Program (3SP). The Assessment Center provides these services to help you determine your present skill level and select appropriate classes. If you graduated from high school within the last ten years, please bring a copy of your high school transcripts to your orientation so that the Counselor can better assess your placement results. Opportunities are also available for career assessment by counselor referral or through counseling classes. See the current class schedule for the calendar of assessment services. For more information, you can contact our office or visit our website: www.sac.edu/assessmentcenter.

CalWORKS (California Work Opportunity and Responsibility to Kids)

714-564-6232, VL-110

The CalWORKS program serves as an advocate and liaison for students meeting the Welfare to Work requirements while receiving cash-aid assistance from their respective social service agency. CalWORKS students are provided a variety of support services to help them complete their educational goal (Certificate and/or Associates degree), be positioned to transfer to a 4-year university or ready to enter the workforce, and achieve self-sufficiency. Services to CalWORKS students include:

- Academic counseling
- Vocational training
- Case management/liaison services to Department of Social Services
- Knowledge and skill-building workshops
- School supplies (those not provided by social services on the ancillary request)
- Mathematics Tutoring
- Laptop and calculator loans
- Work-study job placement for interested students

For more information, drop by the EOPS/CalWORKS Office (VL-110) or visit www.sac.edu (click on “student services”).

College Services

CAREER DEVELOPMENT/CAREER TECHNICAL EDUCATION (CTE) STUDENT SUCCESS CENTER

714-564-6254, L-225

The Career Development/Career Technical Education (CTE) Student Success Center is a one-stop office which provides CTE students with academic counseling, support and resources to guide them to program completion, and preparation for employment. Career services include access to resources on careers and training programs, major selection, pre-internships and volunteer service learning opportunities, as well as employment preparation workshops and job placement services. Individuals and classes are welcome to utilize the Center to explore career information.

CASHIERS OFFICE

714-564-6965, VL-205B

The Cashiers Office collects student fees and issues refunds for: student registration, transcript fees, testing assessment fees, bus passes, department trips and events. Student and Employee photo IDs are taken and issued in this office. Phone or counter assistance is available for inquiries related to fee payment and registration including student record holds. Registration fees may be paid in person or online through the student's web advisor account at www.sac.edu.

CENTER FOR TEACHER EDUCATION

714-564-6352, S-110

The Center for Teacher Education is a centralized resource for information, advisement, and academic counseling for all students seeking to become teachers. The center provides a variety of resources for students and transfer services. Our mission is to support SAC students as they prepare for employment in California Public Schools and become excellent teachers and leaders in the field of education.

CHILD DEVELOPMENT CENTERS

714-564-6894, SAC-V100 SCC-C1

Santa Ana College provides child care on the college campus for children 6 months through 5 years of age. Fees for care are based on the parent's income. Students interested in a career involving young children can work or volunteer at the center. Please phone the Center for further information concerning enrollment or employment.

COUNSELING CENTER

714-564-6100, S-112

The Santa Ana College Counseling Center provides a variety of programs and services to bring students into the instructional program, select a career, and plan a course of study. Counseling services available to students are: counseling appointments, career/academic workshops, nursing/fire technology orientations, and online counseling. For appointments call or visit us at www.sac.edu/students/services/counseling.htm.

College Services

DISABLED STUDENTS PROGRAMS AND SERVICES

714-564-6295 or 714-564-6264, VL-203

DSPS provides instructional support services and reasonable accommodations to students with verifiable disabilities attending Santa Ana College. Program services are designed to ensure that students have an equal opportunity to participate and succeed in college academic programs and activities. For additional information please stop by our office in VL-203. For video phone call 714-660-3075 or 657-235-2999.

DON BOOKSTORE

714-564-6434 or 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 www.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.

EXTENDED OPPORTUNITIES PROGRAMS AND SERVICES

714-564-6232, VL-110

The Extended Opportunities Programs and Services (EOPS) is designed to assist eligible first generation, low-income students achieve their educational goals by providing academic counseling, tutoring, textbook assistance and access to experiential learning opportunities. 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). To learn more about these programs, read the expanded program description on page 18, or drop by The Village, VL-110.

FINANCIAL AID

714-564-6242, VL-105

The Financial Aid Office administers federal and state student aid programs designed to assist students who need financial help to attend college. Assistance includes various grants, loans, and work opportunities. For the best aid packages, students are highly encouraged to complete the Free Application for Federal Student Aid (FAFSA) or California Dream Act application prior to March 2nd. However, students may apply for aid throughout most of the year. The FAFSA may be completed online. For much more information about SAC Financial Aid Services, please go to page 16.

College Services

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 www.sac.edu or by phone at 714-564-6052.

GUARDIAN SCHOLARS/YESS (Youth Empowerment Strategies for Success)

714-564-6232, 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.

HEALTH & WELLNESS CENTER

714-564-6216, VL-211

SAC Health & Wellness Center is to assist students in learning, retention and success by supporting their physical and mental health. Our goal is to encourage students to establish a healthy lifestyle which will have long term benefits. A Registered Nurse is on site (during hours of operation). A Physician and Psychologists/ Psychological Interns are available by appointment only. Brochures outlining our services are available in our office located in The Village, VL-211.

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. To qualify for the HTP, students need: a 3.0 GPA, to fill out an application, and to be eligible for English 101. 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, can be picked up at the University Transfer Center or at the office of the Honors Transfer Program Coordinator, Kathy Patterson, located in room D-428. For more information, please e-mail at patterson_kathy@sac.edu or the Honors Counselor, Haydee Gonzalez, at gonzaleza-haydee@sac.edu.

College Services

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.

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. Bowling, camping, soccer games, 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.

LIBRARY SERVICES

714-564-6700, L-103

Santa Ana College's Nealley Library is located on the first floor of the L-building. Enrolled students of the Rancho Santiago Community College District have the privilege of using the libraries of Santa Ana College and Santiago Canyon College. A valid picture ID is required to borrow library materials. The Library's Reserve collection provides students with in-house access to textbooks and other course-related materials. SAC students have 24/7 remote access to full-text databases and eBooks. Computer workstations, wireless laptops, WiFi and ADA compliant workstations are available for library use. One-on-one instruction on the use of library resources is available all hours the library is open. Students are encouraged to attend a series of free Library workshops. Visit the library website at sac.edu/library for more information.

MATH STUDY CENTER

714-564-6677, L-204

The Math Study Center is a drop-in center where students can come to work on math homework individually or with classmates and get questions answered. A Math instructor is on duty all day and tutors are available to support and assist students learning Math. There are textbooks available for student use, as well as graphing calculators, online tutorial programs and computer videos for viewing in the Math Study Center.

College Services

MATHEMATICS, ENGINEERING, AND SCIENCE ACHIEVEMENT PROGRAM 714-564-6373, L-206

The MESA (Mathematics, Engineering, and Science Achievement) Program provides academic support to educationally and economically disadvantaged students at community colleges. Students' major must include Math and transfer into STEM major must be the goal. Applications are accepted in April and November every year for full-time students only. The services and activities available to students include academic advisement, tutoring, success workshops, travel and tour opportunities for professional growth, assistance finding and applying for scholarship/internship/research opportunities, STEM book and calculator loans and more: Please contact our office for further information.

OFFICE OF SCHOOL & COMMUNITY PARTNERSHIPS 714-564-6141, S-213

The Office of School & Community Partnerships staff work with high school students and community residents to encourage their matriculation to Santa Ana College. After a student registers at SAC, this office continues to provide students with assistance as they transition into life in a college setting and connect with programs on campus that will assist in their retention.

PHILLIPS HALL THEATRE BOX OFFICE AND SAC ART GALLERY 714-564-5661

Dance, music, and theatrical events are presented year-round 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 www.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: www.sac.edu/art.

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.

College Services

SCHOLARSHIP PROGRAM

714-564-6478, S-201

The SAC Scholarship Program is a resource for local and national scholarships. The SAC Scholarship Program offers scholarships for incoming, continuing, and graduating/transferring SAC students. The online scholarship application is open November through February. Basic guidelines for scholarship applications are: current enrollment in at least 6 units at SAC, a minimum GPA of 2.0, and completion of at least 12 units at SAC. Each May, scholarship recipients are announced at the Scholarship Awards Ceremony and funds are available for the following fall semester. Scholarship and application information can be found at: www.sac.edu/scholarships.

STUDENT ACTIVITIES OFFICE

714-564-6214, VL-108

The Student Activities office provides excellent leadership opportunities to SAC students, including involvement in student government and clubs/organizations. The Associated Students sponsor a variety of social, educational, and cultural programs and services for the SAC campus and community. For more information regarding student activities, student government, clubs, and organizations, contact the Student Activities Coordinator.

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

714-564-6146, S-213

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 must attend a banquet at CSUF and receive their certificate.

College Services

STUDENT PLACEMENT OFFICE

714-564-6201, VL-105

The Student Placement Office offers a variety of on-campus employment opportunities for students.

STUDENT SUPPORT SERVICES PROGRAM

714-564-6843, R-115

The Student Support Services Program (SSSP-TRIO) provides supplementary services to eligible students (First-Generation College students, and low-income). The services are highly personalized with only 175 students accepted each year. Services include, but are not limited to: advisement for graduation and transfer, SSS Grant, priority registration, Technology Center, tutoring in writing, math, and English, and Study Skills workshops. Stop by our office for an application.

UNIVERSITY TRANSFER CENTER

714-564-6165, S-110

The University Transfer Center provides information and assistance to students who are preparing to transfer to four-year colleges and universities. Representatives from universities are available to meet with students individually and provide information about programs, requirements and procedures. The Center also maintains a complete resource library containing college catalogs. In addition, the Center sponsors field trips to selected universities throughout California. For more information, call 714-564-6165.

VETERANS AFFAIRS OFFICE/VETERANS RESOURCE CENTER

714-564-6050 or 714-564-6242, M-120

The VRC 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.

District Safety and Security

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 the Library East Side 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. After hours, from 11 pm to 7 am, Monday-Friday, the district-wide number for district safety and security services for all campuses is 714-564-6330.

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 WeTip, a national crime prevention hotline that offers rewards, anonymity and confidentiality. Persons may call 1-800-78-CRIME to report any crime on any of our facilities.

SERVICES

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

1. Render 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. Open locked vehicles (upon proper identification by owner).
6. Take crime reports, assist in the recovery of stolen property, and help the parties involved contact the police department when necessary.
7. Provide directions and information regarding campus facilities and events.
8. Assist with traffic accidents on campus.
9. Provide escort services for students and staff.
10. Direct a contingency of student security assistants who patrol parking lots.
11. 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. Regulations set forth by the RSCCD.
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.

District Safety and Security

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, 3, 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 the District Safety Department.

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: District issued disabled permit, State placard, or special State license plate. District permits are available in the DSPS Main Office, Village VL-203, 714-564-6295.

BP500 Standards of Student Conduct

Legal Reference: Education Codes 66300 and 66301; Accreditation Standard II.A.7.b

Guidelines for Student Conduct are set forth in the California Education Code, California Administrative Code, Title V, policies of the Board of Trustees, 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, 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. Use, possession, distribution, or being under the influence of alcoholic beverage on district property or at any district sponsored event.
- L. 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.
- M. Expression which is libelous, slanderous, obscene or which incites students so as to create a clear and present danger of commission of unlawful acts on district

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- premises, or violation of district regulations, or the substantial disruption of the orderly operation of the college.
- N. Engaging in lewd, indecent, or obscene behavior on district property or at any district-sponsored function.
 - O. 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.
 - P. 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.
 - Q. 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.
 - R. Continuous disruptive behavior or willful disobedience, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel, which includes physical as well as verbal abuse, including the use of racial epithets and hate speech;
 - S. Disruptive written or verbal communication, vulgarity, open and persistent abuse of other students which include verbal abuse, racial epithets and hate speech.
Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
 - T. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;
 - U. 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:
 - (a) 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.
 - (b) 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.
 - (c) Using or causing to be used, computer services without permission.
 - (d) 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.
 - (e) Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to the college or District.

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- (f) Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
 - (g) Using any account or password without authorization.
 - (h) Allowing or causing an account number or password to be used by any other person without authorization.
 - (i) 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.
 - (j) Use of systems or networks for personal commercial purposes.
 - (k) "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.
- V. Any act constituting good cause for suspension or expulsion, or violation of district policies or campus regulations.

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.
- 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

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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. **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:
- From one or more classes for less than the remainder of the school term.
 - From one or more classes for the remainder of the school term.
 - 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.
- G. **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.

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.

BP5500 Standards of Student Conduct

IV. DUE PROCESS HEARING

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 decision on the evidence presented within two school days of the close of the hearing. The hearing board shall notify the Dean of Student Affairs at Santa Ana College or the Vice President of Student Services at Santiago Canyon College or their designee of the decision and will notify the student by certified mail of the outcome of the hearing. 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 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.

BP5500 Standards of Student Conduct

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:

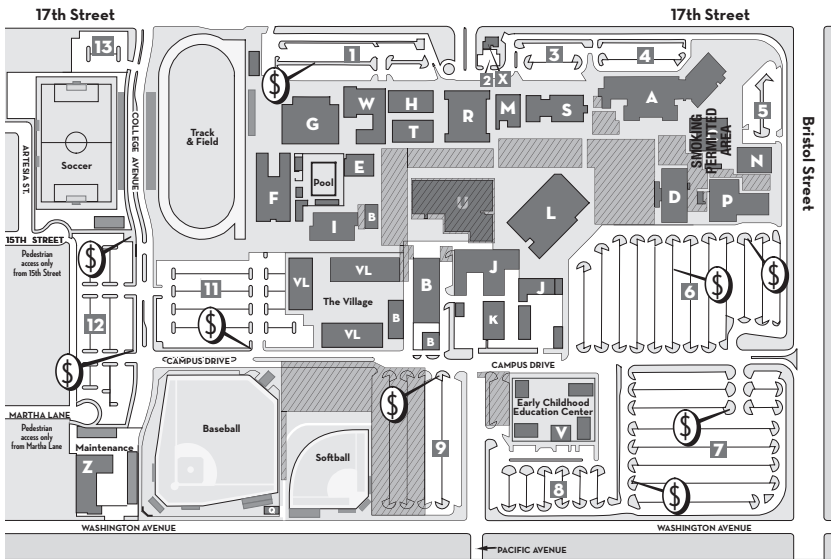
- Student Code of Conduct
- Sexual Harassment Policy/Complaint Procedures
- Academic Honesty Policy
- Grievance Procedures for Students

Revised July 21, 2014 (Previously BP5201)

Tobacco-Free Campus Declaration

Santa Ana College is a tobacco free institution and committed to providing its students and employees a safe and healthy environment. Effective February 9, 2009, no consumption of tobacco will be 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. The college will display notice of the tobacco free environment at prominent campus locations and provide written notice in key college publications.

“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.



(Tobacco use permitted in parking lots only)



SAC IS TOBACCO-FREE

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

Standards of Conduct for Computer Classrooms and Computer Labs

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 of 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

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

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

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 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: John Didion, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7489.

Prohibition of Harassment Policy

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 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.

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....

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).

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).

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 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

Survival Instructions

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 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

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.**

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: www.sac.edu/student-services/testingcenter

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 www.sac.edu/StudentServices

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 BOG Fee Waivers due to Probation Status

Beginning Fall Semester 2016, the BOG 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 BOG Fee Waiver eligibility for Fall Semester 2016.

Articulation Agreements/Transfer Agreements

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 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

“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?



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

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

TO CONTACT OR LEARN ABOUT . . .	LOCATION	TELEPHONE
Academic Computing Center.....	SAC.....	714-564-6731
ACT Center.....	RSCCD District Office.....	714-480-7560
Admissions.....	SAC.....	714-564-6005
American Sign Language.....	SAC..... (TDD 714-564-6284)	714-564-6283
Articulation—High Schools/ROPs.....	SAC.....	714-564-6224
Articulation—Universities.....	SAC.....	714-564-6088
Athletics.....	SAC.....	714-564-6900
Bookstore.....	SAC.....	714-564-6464
CalWORKS.....	SAC.....	714-564-6232
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.....	714-480-7548
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
Academic Computing Lab.....	SAC.....	714-564-6731
Continuing Education Division		
Centennial Education Center.....	CEC.....	714-241-5700
Cooperative Work Experience.....	SAC.....	714-564-6761
Counseling.....	SAC.....	714-564-6100
Criminal Justice Academies.....	OCSA.....	714-566-9200
Deaf and Hard of Hearing.....	SAC.....	714-564-6283
Digital Media Center.....	DMC.....	714-241-5812
Disabled Student Programs & Services.....	SAC.....	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

Frequently Called Phone Numbers

DIVISIONS/DEPARTMENTS

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
Human Services & Technology	SAC.....	714-564-6800
Career Education & Workforce Development	SAC.....	714-564-6224
Science, Math, and Health Sciences	SAC.....	714-564-6600
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
FAAst TrAAck Program	SAC.....	714-564-6224
Facility Reservations	SAC.....	714-564-6227
Financial Aid.....	SAC.....	714-564-6242
Fire Technology.....	SAC.....	714-564-6845
Foundation	SAC.....	714-564-6091
Freshman Experience, Learning Communities II	SAC.....	714-564-6117
Graduation.....	SAC.....	714-564-6052
Hazardous Materials.....	RSCCD District Office	714-480-7330
Health Services	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
Military Evaluation/Veteran's Affairs.....	SAC.....	714-564-6050
Nursing	SAC.....	714-564-6825
Office of School & Community Partnerships.....	SAC.....	714-564-6970
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
Public Service Institute (PSI), Business Seminars.....	DMC	714-241-5823
Puente Program	SAC.....	714-564-6135

Frequently Called Phone Numbers

RSCCD District Office	RSCCD District Office.....	714-480-7300
Rancho Santiago Community College District Foundation	RSCCD District Office.....	714-480-7360
Registration.....	SAC.....	714-564-6005
Research Department	RSCCD District Office	714-480-7468
Residency.....	SAC.....	714-564-6005
Resource Development Department	RSCCD District Office.....	714-480-7463
Santa Ana College (SAC)	SAC.....	714-564-6000
Scholarships.....	SAC.....	714-564-6478
Security	SAC, Security/Safety Building	714-564-6330
Service Learning Center.....	SAC.....	714-564-6362
Small Business Development Center, Orange County.....	RSCCD District Office.....	714-564-5200
Spanish Language Telephone Assistance	SAC.....	714-564-6100
Speech Language Pathology Assistant Program	SAC.....	714-564-6668
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.....	714-564-6146
Student Placement.....	SAC.....	714-564-6201
Student Support Services Program (TRIO)	SAC.....	714-564-6843
Student Transition Program.....	CEC.....	714-241-5710
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.....	714-564-6416
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

VISIT OUR WEBSITES

SANTA ANA COLLEGE - www.sac.edu

SANTIAGO CANYON COLLEGE - www.sccollege.edu

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT - www.rsccd.edu

If You Can't Find What You Need In The List Above,
Please Call 714-564-6000

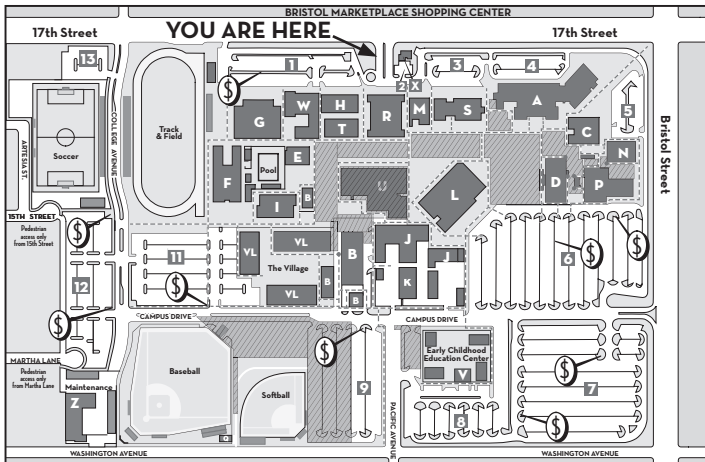
In Case of Emergency

For Campus Safety
DIAL 714-564-6330

For Campus Emergency
DIAL 633

For Life Threatening Emergencies
DIAL 911

Yellow CALL Boxes are also available throughout the campus.



SANTA ANA COLLEGE FACILITIES

- A** Cesar Chavez Building / Business / Computer Lab
- B** Middle College High School
- C** Fine Arts / Art Gallery
- D** Dunlap Hall
- E** Fitness Center
- F** Locker Rooms
- G** Cook Gym
- H** Hammond Hall
- I** Classroom Building
- J** Auto Shop / Quick Center
- K** Welding / Auto / Diesel
- L** Nealley Library / Media Services
- M** Tessmann Planetarium

- N** Music Building
- P** Phillips Hall Theatre
- Q** Concession
- R** Russell Hall
- S** Administration Building / Admissions / Counseling
- T** Technical Arts
- U** Johnson Center (Closed)
- V** Early Childhood Education Center
- VL** The Village (Student Business Office, Campus Store, Grab-n-Go, Health & Wellness, DSPS, EOPS, Financial Aid International Students Program, The Spot, Student Life)
- W** Exercise Science
- X** Security / Safety
- Z** Maintenance

- Denotes "Closed for Construction"
- Denotes Path of Travel
- Denotes Dead End

PARKING

- 1** Staff Parking
 - 2** Security Parking
 - 3** Visitor Parking (30 minutes)
 - 4-5** Staff Parking
 - 6-13** Student Parking (except as posted)
- Permit Dispenser (\$2.00 for 8 hours)



SAC IS TOBACCO-FREE

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



**SANTA ANA
 COLLEGE**

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

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

www.sac.edu



SANTA ANA
COLLEGE

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