

San Joaquin Delta College 00 - 01

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General Information

What Does The Community College Offer?

Whether your goal is training for a job, retraining for a better or higher-paid job, a degree from Delta College or from a four-year college or university, or personal enrichment, Delta College can help you reach your goals in life. You may want to enroll in a one-unit class, or a full-time degree program, available both day and evening.

Mission

San Joaquin Delta College is committed to excellence in the provision of postsecondary education throughout the college district. This commitment is reflected in our comprehensive instructional programs, services to students and the public, professionalism of faculty and staff, and campus beauty and utility.

- (A) We declare that the primary mission of Delta College is to provide rigorous, high quality degree and certificate curricula in lower division arts and sciences and in vocational, technical, and occupational fields. Our commitment is to prepare our students with the knowledge, skills, and competencies they will need to excel in their educational, professional and personal endeavors. We are equally committed to providing students a general education which will provide a cultural context for their knowledge and expand their intellectual horizons.
- (B) We believe that it is essential and important to our role as a community college to provide opportunities for success in postsecondary education to adults of all ages, genders, and ethnic backgrounds. The opportunity for student success extends beyond open admission to provision of effective student services and instructional support. Essential elements of this support are remedial instruction, instruction in English as a Second Language, and support services.
- (C) We identify as essential and important the provision of adult non-credit educational curriculum in areas defined as being in the state's interest.
- (D) We endorse the concept of the community college as an institution that serves in various and dynamic ways the educational, cultural, and economic needs of the community, where such activities are compatible with our primary mission.

Our student and community diversity is reflected in the faculty, staff, programs and services of the college. While Delta College is focused locally, we respond as an integral part of state, national and international communities. Our institutional effectiveness is advanced by linkages with local secondary schools and with other institutions of higher education, business, industry, and local government.

We encourage and recognize excellence: in learning as the principal pursuit of our students; in teaching as the principal pursuit of our faculty; and in serving as the principal pursuit of our administration and staff. Our commitment to quality is sustained by continuous self-renewal which enables us to be innovative, efficient and effective leaders among our peer institutions and in our community.

San Joaquin Delta College exemplifies excellence, service, innovation and leadership.

San Joaquin Delta College is accredited and/or approved by:

The Western Association of Schools and Colleges
 The California State Department of Education
 The University of California
 The California State Colleges and Universities
 The State Board of Registered Nursing
 The State Board of Vocational Nurse and Psychiatric
 Technician Examiners
 The Office of Immigration Naturalization Service
 The Commission of Peace Officers Standards and Training
 The National Automotive Technicians Education Foundation
 The National League of Nursing
 The California State Fire Marshall

Facilities

San Joaquin Delta College is an accredited public, two-year community college. The main campus is located on 165 acres at 5151 Pacific Avenue in Stockton, California. Other courses are offered throughout the college district in the communities of Lodi, Manteca, Rio Vista, Sutter Creek, Jackson, and San Andreas. Semesters begin in mid-August and early January. A summer intersession starts in June.

In 1999, the federal government transferred 150 acres to the City of Tracy for use as an educational business park. Delta College, along with the Tracy Unified School District, is partnering with the City of Tracy to provide educational opportunities for residents from kindergarten through college. Until the Tracy Learn-

ing Center is built, the College will continue to provide services at the Tracy Learning Center campus located on the grounds of Merrill West High School.

The College operates an educational farm on 157 acres near Manteca, a forestry field study area of 83 acres near Mountain Ranch, and conducts evening classes in most communities of the College district as well as at the main campus.

A Colorful History

The first junior college in California was established at Fresno in 1910, stirring interest in the concept across the state. There were tentative attempts in Stockton in 1917, which failed due to inadequate enrollment, and in 1920, when the Stockton Board of Education formally agreed upon an institution but provided no funds.

It was at College of the Pacific, a private, Methodist college located in Stockton since 1924, that things began to happen under the direction of Dr. Tully Knoles and Dr. Dwayne Orton, head of the Pacific Speech Department. The College of Pacific Coordinating Committee in 1934 recommended the formation of a lower division program to admit high school students not fully qualified for regular Pacific admission, and for Pacific students who failed to maintain satisfactory performance.

The committee put the plan into motion in February of 1934, naming Dr. Orton, as Principal of the College of the Pacific Junior College. The program courses were listed in the Pacific catalog of 1934-35, and 73 students were enrolled in the private junior college that fall. Thus began the formative years.

Pacific officials offered to turn the program over to the Stockton Board of Education, which was paying \$30,000 yearly for local students to attend distant public junior colleges. The State Board of Education authorized the partnership a few days before the start of the 1935 fall semester.

San Joaquin Delta College is the successor of the Stockton Junior College formed that year. College of Pacific rented space and equipment only. Pacific instructors taught the classes, but were employed and responsible to the Stockton Board of Education.

The success of the operation was so notable that Pacific abandoned freshmen and sophomore instruction in the spring of 1936, bequeathing all such instruction to the junior college. The two institutions shared facilities through World War II, when the junior college added another unique, although temporary, feature: running an aviation school in Nevada. Science instructor Dr. Arthur T. Bawden succeeded Dr. Orton in this period.

Successful leadership followed with Dr. Bawden, then a triumvirate of three individuals Lorraine Knoles, Burke W. Bradley and Louis Windmiller—in 1948.

Stockton Junior College became Stockton College in 1948, with the total student body at just under 2,000 and Dr. Leon Minear as president. The physical change was even more evident, with classes being moved to a 43-acre site just south of College of the Pacific. The educational pattern also changed, as the Stockton School System restructured into six years of elementary instruction, four of junior high, and four combining the junior and senior years of high school with the freshman and sophomore years of college.

The physical separation of Stockton College and College of the Pacific was followed in 1951 by the resumption of lower division classes at Pacific.

In the next decade, the educational needs of the area became greater than the geographical focus of a Stockton College. Dr. Julio Bortolazzo took charge of the campus in 1952, when the college took on a different approach. It expanded its vocational programs

and implemented the 6-4-4 plan. Dr. Burke Bradley Jr. followed him as president after which San Joaquin Delta College became a successor to Stockton College. Legally separated from Stockton Unified School District in 1963, the college encompassed virtually all of San Joaquin County and portions of three other counties. Dr. Bradley remained as president/superintendent.

The separation made Delta College a tenant on land owned by SUSD, and an attempt to develop a Delta multicampus system through a bond election failed in 1966 before Dr. Bortolazzo returned for one year to head a successful campaign in 1968-69.

This paid for a portion of construction of a \$50 million campus. Today's cost of \$125 million would make it an impossibility to build in this era.

The Rio Vista-Isleton area in Solano County was annexed during this time. Dr. Joseph Blanchard took the presidency of Delta College in 1969, combined \$19.8 million in construction bonds with funds from six other sources, and over the next seven years directed the building of Delta's first permanent home.

The Delta College District grew to 2,300 square miles, larger than Delaware or Rhode Island, with the addition of part of Calaveras County in the summer of 1976, and now serves approximately 23,000 students.

Dr. Blanchard's retirement in 1976 prompted college trustees to make a nation-wide hunt for a new leader, resulting in the selection of Dr. Dale Parnell, former Chancellor of the San Diego Community College District and Superintendent of Public Instruction in Oregon.

Dr. Dale Parnell, resigned on July 1, 1981 to take a position as president and chief executive officer of the American Association of Community and Junior Colleges.

In June of 1981, the College Board of Trustees chose Lawrence A. DeRicco as President/Superintendent. Dr. DeRicco, a graduate of the old Stockton College, had been an educator and businessman throughout the district before serving as Delta College's Business Manager and Vice President/Management Services for 18 years.

Under Dr. DeRicco, the College entered a new era one of limitations and consolidation, with many foreseeable changes in the future. During that time, DeRicco received an honorary Doctorate in Education from his alma mater, the University of the Pacific, for his contributions to the field of education. Dr. DeRicco retired in June of 1987 after 24 years of service to the district.

In 1987, Dr. L. H. Horton, Jr. took over as Superintendent/President. During his tenure, he oversaw the completion of a new physical plant, the creation of a new Child Development Center and initiated the development of a new learning center in Tracy. Horton, the longest serving President to date, retired from the college in 1999 after thirteen years of service.

The decade brought a new president. Edward O. Gould, Ed.D, was hired February 2000 to guide the college into the 21st century. He served as Vice Chancellor of Student Services at the California Community College Chancellor's Office where he developed and recommended policy for the state's 107 colleges and 71 districts in the areas of student services and services to special populations. He is the former Superintendent/President of Victor Valley College and Monterey Peninsula College.

Gould's vision for Delta College is to simply "be the best"—to offer students the finest educational experience possible.

Delta College is proud of representing an area that launched California into world prominence, for the Mother Lode era brought about the great western expansion.

The partnership with the University of the Pacific continues. The two institutions combine to offer four years and graduate opportunities in higher education. California State University, Stanislaus is also a cooperative Educational Partner.

From Cluster to Center

Long decades without a permanent home created a desire at San Joaquin Delta College to make its new campus something special.

Two key decisions were endorsed by College trustees in the fall of 1968. Though the campus would be one of the largest in California, the student population would be divided into five instructional centers.

The design of each center included a central open courtyard, snack bar and study lounge. The goal is to encourage students and faculty to develop activities according to their own interests, creating a healthy campus-wide diversity.

Cunningham Center and a portion of Budd Center were the first buildings to open in 1973, and had classes in physical and life science, public safety & services, computer science and printing.

The decision reflected the philosophy that all knowledge, as with all work, is worthwhile and not susceptible to "status." Students with greatly different backgrounds and career interests, musicians and mechanics—meet in the hallways, lounges and sometimes classrooms and learn to respect each other's values.

The Committee recommended the names of deceased, local historical people who had made significant contributions to education. And the College Board of Trustees agreed.

Cunningham Center, named after Sheriff Thomas Cunningham of the late 1800's opened in June, 1973. The center has Clever Planetarium, the only planetarium in San Joaquin Valley.

Holt Center was named after Benjamin Holt, developer of the belt tread tractor that helped make large-scale farming possible in this area's peat soil. Holt Center opened in the summer of 1974, and contains instruction in music, machine technology, heating and air conditioning, welding, engineering, and the only college electron microscopy lab in the nation.

Shima Center honors the memory of George Shima, who left Japan in the 1880's after failing his university exams and founded an agricultural empire on land reclaimed from Delta bog. The center opened during the spring semester of 1975, and offers instruction in agriculture and natural resources, broadcasting, fine arts, home economics (including early childhood education), business and photography. The Shima Gallery provides exhibits and displays in creative artistry.

Budd and Locke centers were completed in the fall of 1976, except for a vocational portion of Budd which opened in conjunction with Cunningham Center. James Budd was the only Stocktonian to become Governor of California. The center holds the physical education facilities, including a 3,000-seat gym and 50-meter pool.

Locke Center is named after Dr. Dean Jewett Locke, the man who founded Lockeford and the Lockeford School District. The center has instruction in nursing, business, drama, and includes a 400-seat main theatre and a 100-seat studio theatre. Atherton Auditorium holds over 1,400 people.

Three other campus buildings bear historical names. Goleman Library is named after Dr. Irving Goleman, a brilliant Delta teacher and thinker who believed no one was truly educated without experiencing the liberal arts. Danner Hall honors Helen Danner, Associate Dean of Students at Delta until her death in 1970. The hall contains student activities offices as well as the main cafeteria, a student-operated gourmet restaurant and bookstore. The road connecting the different campus areas is called Burke Bradley Road in the south part of the campus and Burke Bradley Drive in the north. Dr. Bradley was President of Stockton College in 1956 and presided over the separation of San Joaquin Delta College from Stockton Unified School District in 1963.

Non-Discrimination and Harassment Policy

It is the policy of the San Joaquin Delta Community College District to provide equal employment opportunity, equal educational opportunity, and affirmative action in the provision of educational and other services to the public, including bidding and awarding contracts for construction, goods and services. The District operates in compliance with the Civil Rights Act of 1866, Title VI of the Civil Rights Act of 1964, as amended by the Civil Rights Restoration Act of 1987, Title VII of the Civil Rights of 1964, as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, as amended by the Older Workers Benefit Protection Act of 1990, and by the Civil Rights Act of 1991, the Age Discrimination Act of 1975, as amended by the Civil Rights Restoration Act of 1987, the California Fair Employment and Housing Act, the Unruh Civil Rights Act, the Sex Equity in Education Act, California Labor Code Section 1102.1, Government Code Sections 11135 et seq., and all other applicable laws, and regulations, and applicable requirements related to the receipt of federal and/or state funds. In so doing, the District does not discriminate, and prohibits harassment on the basis of race, color, religion, ancestry, national origin, sex, age, mental disability, physical disability (including HIV and AIDS), medical condition (Cancer), or marital status, or sexual orientation.

Persons who seek information and/or resolution of alleged acts of discrimination or harassment are directed to contact: Affirmative Action Officer Elizabeth Zulueta, 954-5055.

For information regarding student's rights or regulations related to the following areas, please contact: Section 504/ADA Coordinator, Karen Andersen, 954-5330 (V/TDD); Gender Equity Coordinator, Ms. Elizabeth Zulueta, 954-5055; Student Advocate, Mark Mekjavich, 954-5650.

The policy and procedures for filing a complaint are described in the San Joaquin Delta College District Board of Trustees Policies and Procedures Manual, and copies may be obtained from persons previously stated.

Sexual Harassment Policy

It is the policy of the San Joaquin Delta Community College District to provide, for all students and employees, an educational environment and workplace free from sexual harassment. Therefore, the District expressly forbids sexual harassment of its students and employees by faculty, managers, supervisors, other students or members of the general public. Sexual harassment is in violation of state and federal statutes and will not be tolerated. Where evidence of harassment is found, appropriate personnel or student disciplinary action shall be taken, which may include a letter of warning/reprimand, suspension (of a faculty, non-faculty, employee or student), expulsion (of a student), or termination of employment, in accordance with the California Education Code.

Definition of Sexual Harassment

- A. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
 2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.
 3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
 4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- B. For the purpose of further clarification, sexual harassment includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list:
1. Making unsolicited written, verbal, or physical contact with sexual overtones. Some examples are: making or using derogatory comments, epithets, slurs and jokes of a sexual nature; verbal sexual advances or propositions; verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters; touching, assault, impeding or blocking movements.
 2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
 3. Within the work environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the career, salary and/or work environment or any other term or condition of employment; within the educational environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades and/or learning environment of the student.
 4. Making reprisals, threats of reprisals, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment, either suggesting or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared, or suggesting probation will be failed. Within the educational environment, either suggesting or actually withholding grades earned or deserved; or suggesting a scholarship recommendation or college application will be denied.
 5. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Complaint Procedures

Any individual who believes that he or she has been sexually harassed and wishes to file a complaint or has questions about this policy should contact the Student Advocate at 954-5650 or the Director of Human Resources/Affirmative Action at 954-5055. Every effort will be made to ensure that confidentiality is maintained and that due process is followed with respect to both parties.

If evidence indicates that a complainant intentionally made false allegations, or made them maliciously, or that vexations or otherwise unwarranted use of the complaint procedures took place, the District shall take appropriate disciplinary action. Procedures for filing an informal or formal complaint of sexual harassment are described in Procedure 1411 of the San Joaquin Delta Community College District Board of Trustees Policies and Procedures Manual. Copies of this procedure, any necessary forms, and the policy may be obtained from the Student Advocate or the Human Resources/Affirmative Action Office at San Joaquin Delta College.

Open Enrollment Access Policy

It is the policy of the San Joaquin Delta Community College District that, unless specifically exempted by statute, every course, course section, or class, the Full-Time Equivalent Student (FTES) enrollment of which is to be reported for state apportionment and wherever offered and maintained by the District shall be fully open to enrollment for participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820. It is further the policy of this district that where health, safety, legal requirements, or the facility is a limiting factor in the conduct of a course/program, fair and equitable admission requirements and procedures will be established to meet such limitation.

Admission Regulations

San Joaquin Delta College is a public, two-year community college whose credits may be transferred to four-year colleges and universities. An Associate in Arts Degree and an Associate in Science Degree, vocational curriculum, and occupational certificates are offered.

The following persons are welcome to attend San Joaquin Delta College:

- High school graduates
- Persons with California High School Proficiency Certificates
- Persons with General Education Development Certificates (G.E.D)
- Other persons eighteen years of age or older who can benefit from training offered on the basis of:
 - a standardized test
 - other measurement instrument
 - other verifiable indicators (i.e. recommendations from professional educators or counselors who are not employed or affiliated with San Joaquin Delta College)
- K-12 grade student eligible to attend under the College Early Start Program.

Admission Requirements

The completion of admission requirements does not constitute registration. Students applying to Delta College are required to:

1. File a completed application for admission which may be obtained from the Admissions and Records Office, San Joaquin Delta College, 5151 Pacific Ave., Stockton, CA 95207, (209) 954-5614.
2. Request official transcripts from any college previously attended. Transcripts should be forwarded by that institution to the Evaluations Office.

3. **Mandatory Skills Assessment**—All new Delta College students enrolling in college for the first time will be required to participate in skills assessment prior to registration. Assessment will include English composition, reading and math skills. Students will be provided with their assessment results.

Appointments for testing - Appointments for the assessment may be obtained from the Admissions and Records Office. There is no charge for the assessment.

Exemptions from the Assessment Requirement

- Students with earned college degrees are waived from the test requirement. Students transferring to Delta College who have completed English 1A and Math 82 or above or equivalent, each with a C or above, are exempt from assessment.
- Some courses are specifically exempt from assessment; these exempt courses are identified in the Catalog and Schedule of Classes.
- Students intending to register in only Level One basic skills courses in reading, writing, or math do not need the assessment. These courses are identified in the College Catalog and Schedule of Classes in the same manner as other courses exempt from assessment.
- A waiver from the assessment requirement may be granted to a student who wishes to enroll in a single course with an assessment level requirement. A student may extend this waiver for another course provided that the previous course to which a waiver had been applied was passed with a grade of "C" or higher. The continuance of this waiver shall not exempt the student from other skill or course requisites.

4. **Placement Requirements**—All students are subject to the following placement requirements in reading and ESL:

- Reading**—Students who score Level I in reading may enroll in any course designated as exempt from assessment. Students who score Level I in reading and wish to enroll in a course with a prerequisite of reading level II must reach Level II before they will be allowed to enroll.
- ESL students who have a United States of America high school diploma may either use the ESL assessment or the reading section of the academic assessment and the following reading requirements:

Students who score Level I in reading may enroll in any course designated as exempt from assessment. Students who score Level I in reading and wish to enroll in a course with a prerequisite of reading Level II must reach Level II before they will be allowed to enroll.

5. **Admitted Student**- An admitted student is defined as one who has:

- filed a completed application for admission and has been admitted to the College; and,
- has been assessed, submitted equivalent scores, or qualified for an assessment waiver.

6. **Matriculated Student**- A matriculated student is defined as one who has:

- filed a completed application for admission and has been admitted to the College;
- declared a goal of AA/AS, transfer, or certificate;
- been assessed, submitted equivalent scores, or qualified for an assessment waiver;
- been admitted to a specific program where required, i.e. nursing, police academy;
- met or is meeting the Level II reading standard; and,

- continually remained under the declared AA/AS, transfer, or certificate goal.

Responsibility for satisfying requirements—Each student must assume complete responsibility for:

- compliance with the instructions and regulations set forth in the College Catalog;
- selecting all the courses which will permit achievement of individual educational objectives; and,
- satisfying prerequisites for any course which the student plans to take.

The College, likewise, assumes no responsibility for misinterpretation by students of policies and procedures as presented in the College Catalog.

Counselors and advisors are available and willing to assist students in planning their programs.

Any questions concerning information contained in this section of the College Catalog should be referred to the office of the Vice President of Student Services, referred to the office of the Vice President of Student Services.

What is Determination of Residence?

Legal Requirement California state law requires that each student enrolled in or applying for admission to a California community college provide such information and evidence as deemed necessary by the Governing Board to determine his/her residence classification. Residency classifications are:

- A legal resident of California.
- A non-resident student who pays the out-of-state fees.
- An international student who has complied with special admission procedures.

Rules on Residency-Adults 19 Years of Age and Older—A student 19 years of age or older may establish California residency if he/she meets the following criteria:

Residence - In order to establish a residence, it is necessary that there be a union of act and intent. To establish residence, a person capable of establishing residence in California must couple his or her physical presence in California with objective evidence that the physical presence is with the intent to make California the permanent home.

Residence Determination Date - "Residence determination date" is the day immediately preceding the opening day of instruction of the quarter, semester, or other session as set by the District Governing Board during which the student proposes to attend college.

One-Year Waiting Period - The one-year residence period which a student must meet to be classified as a resident does not begin until the student is both present in California and has manifested clear intent to become a California resident.

Physical Presence -

- A person capable of establishing residence in California must be physically present in California for one year prior to the residence determination date to be classified as a resident student.
- Physical presence within the state solely for educational purposes does not constitute establishment of California residence regardless of the length of that presence.

Intent -

- (a) Intent to make California the permanent home may be manifested in many ways.
- (b) Objective manifestations of intent to establish California residency include but are not limited to:
 - (1) Owning residential property or continuous occupancy of rented or leased property in California.
 - (2) Registering to vote and voting in California.
 - (3) Licensing from California for professional practice.
 - (4) Active membership in service or social clubs.
 - (5) Showing California as home address on federal income tax form.
 - (6) Payment of California state income tax as a resident.
 - (7) Possessing California motor vehicle license plates.
 - (8) Possessing a California driver's license.
 - (9) Maintaining permanent military address or home of record in California while in the armed forces.
 - (10) Establishing and maintaining active California bank accounts.
 - (11) Being the petitioner for a divorce in California.

Burden - The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence.

What is the Admission Procedure for Health Science Programs?

Information concerning requirements and applications for the Associate Degree Nursing (Registered Nurse), Vocational Nursing, Psychiatric Technician, Nurse Assistant Training, and Radiological Technology Programs may be obtained from the Family, Consumer and Health Science Division Office, Shima 115.

Requirements for entrance to the programs vary as to prior education. Most programs require satisfactory physical examinations.

What is the Admission Procedure for The Basic Peace Officer Academy?

Information concerning applications for the Basic Peace Officer Academy may be obtained from the Academy Office located in Holt Center, Room 204, or by calling 954-5370.

Requirements for entrance are rigorous. The student applicant is required to pass a law enforcement entry level written examination, a reading and writing comprehension examination, a medical examination from a physician at the applicant's expense, and submit a set of fingerprints to the California Department of Justice for certification to attend the Basic Peace Officer Academy (13511.5 Penal Code).

Requirements for continuation in the Basic Peace Officer Academy are outlined according to San Joaquin Delta College Board Procedure 5081. Those requirements are located in the Vocational Education and Economic Development Office (Holt 204) and in Goleman Library.

What is the Admission Procedure for The Fire Academy?

Information concerning application procedures for the Fire Academy may be obtained from the Academy Office located in Holt Center, Room 204, or by calling 954-5370.

The Fire Academy is designed to provide basic skills for in-service and pre-service fire service personnel. This course satisfies the State of California Office of the State Fire Marshall and the State Board of Fire Services curriculum for Firefighter I. There is no required entrance test for Fire Academy students. Applicants must submit a medical certificate of fitness, and sign a felony disclaimer.

Information regarding the Fire Academy is located in the Fire Academy Office (Holt 204) and in Goleman Library.

What is the Admission Procedure for International Students?

Information concerning application for international students may be obtained from the International Student Program located in Holt Center, Room 101 or by calling (209) 954-5641.

Application packets must be received by June 15 for the fall semester and by November 15 for the spring semester. Complete details are provided in the International Student Packet.

Application packets must include the following:

- A completed International Student Program Application
- A hand-written autobiographical essay
- A passport-size photograph
- A physical examination report completed by a licensed physician
- Official transcripts from secondary school in the original language accompanied by an English translation
- Official transcripts from all colleges attended accompanied by English translations
- A non-refundable college orientation fee of \$40.00. Checks or money orders must be drawn upon U.S. banks in U.S. currency only
- A certification of finances for at least a two-year period
- Copies of both sides of Form I-94, visa page of passport, both sides of I-20 ID copy (if applying from within the U.S.)
- A copy of most recent TOEFL score (450 minimum score qualifies student for English as a Second Language Program; 500 minimum score qualifies student for mainstream academic courses).

Note: Incomplete application packets will not be considered for admission to the program.

What are the Expenses?

California Resident Fees - Students who are California residents are charged \$11 per unit, regardless of the number of units. All fees are to be paid when a student registers for classes.

Enrollment fee assistance is available to qualified students through the Office of Financial Aid.

Non-Resident Tuition - Non-resident students, those from other states or foreign countries, are charged \$130 per unit for tuition, plus \$11 per unit enrollment fee. In addition to the above fees, non-resident students enrolling in online courses will be charged \$307 per unit for each online course. All fees are to be paid when a student registers for classes.

Active military personnel and their dependents living within the district may have tuition fees waived for classes taken during their stay in California.

Credit by Examination - Credit by Examination is available to students in recognition of experience(s) and knowledge base for which credit or advanced standing has not been previously granted at a cost of \$141 per unit.

Other Costs - In addition to the tuition and enrollment fees, the College may charge some course-specific laboratory and supply fees.

Textbook and general supplies average from \$50 to \$75 per 3-unit class per semester.

Financial aid for college cost is available for qualified students through the Office of Financial Aid.

Payment of Fees - Fees are due upon receipt of the Confirmation of Classes, and payment should be mailed to the Admissions and Records Office or made by credit card through the STAR or Internet.

Partial payments of fees and tuition are accepted until the last day to drop a full-term class. After that date, access to student records and further registration is prohibited until fees are paid in full.

Refund Policy for Fees - Enrollment fees and/or tuition, laboratory fees, and supply fees are refundable only:

- if the class has been cancelled, subsequent to registration, by the College;
- if the registration has been accepted in error and the class is full;
- if the class time was changed subsequent to registration; or,
- if the class was dropped by the student no later than the refund deadline date.

Refund Procedure - Obtain and complete a "Refund Request" form available in the Registration Office. Refund Request forms must be submitted and received no later than the final date to qualify for a refund. Refunds will be mailed in approximately 4 - 6 weeks and are subject to a \$10 processing fee.

Student Representation Fee - The Student Representation Fee of \$1.00 per semester will provide support for students or representatives who state positions and viewpoints before the city, county, and district governments, and before offices and agencies of the state and federal government. A student may for religious, political, financial, or moral reasons, decline to pay the Student Representation Fee.

Parking Fees

Parking permits are required for on-campus parking except in marked 24 minute visitor spaces and free parking lots B2 and B3. There are two options which can be used: full semester permits which can be purchased and displayed on the vehicle; or, one day use permits which can be purchased at various points within the parking lots and displayed on the vehicle dashboard. These permits must be purchased for ALL vehicles including those displaying handicapped plates and/or placards for special parking spaces.

Parking Fees	Semester Fee	Summer Fee
Automobiles/Trucks	\$20	\$10
Two-wheeled Motor Vehicles	\$16	\$8
One day dispenser permit	50¢	50¢

**Parking fees may be increased due to actions of the State.*

Refunds - Parking permit refunds will be given only if all classes are dropped on or before the same deadlines that apply to enrollment fee refunds. It is recommended that students determine actual parking needs before purchasing a permit.

Enforcement Hours - Parking permits are required 24 hours a day Monday through Thursday and Friday until 6:00 p.m. Parking is free on Friday after 6:00 p.m. and on Saturday and Sunday. All other vehicle codes are enforced 24 hours each day.

Notice - This is a contract. This contract limits our liability - Parking permits entitle the holder to the rental of space only. No bailment is created. San Joaquin Delta College District is not responsible for loss of, or damage to, the vehicle or any of its contents.

Free Parking Lots - The Board of Trustees has authorized free parking in parking lots B2 and B3. These lots are located in the southwest corner of the campus. Spaces in these lots are available on a "first come, first served" basis. If no space is available in either of these two lots, other lots where permits are required must be used to park on campus. The fact that the "free lots" are full will not constitute a valid excuse for parking without a permit elsewhere on campus. Parking in lots B2 or B3 only waives the requirement to display a valid parking permit. All other traffic and parking regulations are enforced in these lots.

Academic Policy

A student who seeks permission to deviate from any college regulation as set forth in this catalog may present a petition for consideration. Petitions may be secured from the Admissions & Records Office.

Absences - Absences for medical reasons of less than one week need not be reported to the college.

Students who will be absent from class or classes for one week or longer for any reason should notify the Guidance Office.

If medical or personal emergency requires absence of as much as two weeks, the student should notify the Guidance Office for review of the student's program and the advisability of continuing in classes.

Academic Renewal - A student may request academic renewal to address up to 15 units of unsatisfactory course work. Students who wish to request academic renewal must petition the Vice President of Student Services. Academic renewal will be applied only under the following conditions and with the following limitations:

- At least two years must have elapsed subsequent to the semesters for which renewal is requested,
- The term grade-point-average must be below 2.0 for the semester(s) in which academic renewal is requested,
- A student must have completed 15 units with a grade-point-average of 2.5, or 30 units with a grade-point-average of 2.0, after the semester(s) for which academic renewal is requested,
- Only course work taken at Delta College may be academically renewed,
- Academic renewal is granted only once, and,
- Academic renewal is irreversible.

It is highly recommended that students considering academic renewal consult with a counselor.

Adding a Class - Once a class begins, permission of instructor is required to enroll.

Admission to Class - A student must be officially enrolled to attend classes. Each student must attend the first three class meetings or the student's name may be removed from the roll to allow a student seeking admission as an add or as a late registrant to be enrolled.

Advanced Placement Test - Students will receive the appropriate number of units for each advanced placement examination passed with a minimum score of three or above. Contact the Evaluations Office for information.

Attendance Regulation - Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of registration.

Regular attendance is necessary for satisfactory academic progress. Any student who fails to attend a class during the first three sessions of the class at the beginning of a term may be dropped unless the student has advised and obtained an absence approval from the instructor.

An instructor may dismiss a student from class when absences become excessive. See the Student Handbook for procedures concerning attendance irregularities.

Change of Address or Name - Students must report a change of address immediately to the Admissions & Records Office. The College assumes no responsibility for mail sent to the wrong address as a result of the student's failure to report a change of address. Any change in a name as a result of marriage or court action should be reported in the same office.

Course Audit - It is the policy of San Joaquin Delta College that students be permitted to audit courses only in order to address specific or unusual educational circumstances (reference Board Policy 5201). Information regarding course audit may be obtained in the Admissions and Records Office.

Course Repetition - A course may be repeated where the course is designated as repeatable by the college Curriculum Committee, the Board of Trustees, and the California Community Colleges Chancellor's Office.

A course not designated as repeatable may be repeated:

- When the purpose of repeating the course is to address a substandard grade, or,
- When, despite award of a satisfactory grade, a college counselor recommends repetition through the use of the course auditing procedure (see Policy 5201).

Any course in which a grade of "D" or "F" or "NC" has been received may be repeated once in order to raise the grade and grade points. The better grade and grade points earned will be counted in computing the grade point average. A student may repeat up to 15 semester units of course work where "D", "F", or "NC" grades were earned. Both the original grade and repeat grade will remain on the student's permanent record.

In no case will duplicate units be allowed toward graduation. A course must be repeated before the next advanced course to which it is a prerequisite is attempted.

Credit by Examination - The purpose of credit by examination is to recognize a student's experience(s) and knowledge base for which credit or advanced standing has not been previously granted.

1. Credit may be granted to any student who satisfactorily passes an examination approved and conducted by appropriate authorities of the college.
2. Credit by examination may be granted only for a course listed in the current College Catalog. Each division shall maintain a list of courses, which can be challenged for credit by examination.
3. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
4. Credit by examination courses must be awarded a letter grade (A, B, C, D, or F) except for courses that have only credit/no-credit (Cr/NC). Units earned on a credit/no-credit basis shall not be used to calculate grade point averages. However, units attempted for which "NC" is recorded shall be included in probation and dismissal procedures.

5. Units for which credit is given by examination shall not be counted in determining residency required for the associate degree or certificate.
6. A student may not receive credit for a course by examination if that student has already completed a more advanced course in the same subject matter.
7. Credit by examination may not be considered part of the student's program for enrollment verification purposes.
8. A student may not earn more than 12 semester units of academic credit by examination.

The student will initiate a petition to challenge for credit by examination with advisement by a counselor. **Petitions are available in the Guidance & Counseling Office.** A fee equal to the non-resident tuition and enrollment fees per unit will be paid in advance to the Cashier's Office. (Board Policy 6280)

Credit for Military Experience - To request an evaluation of military experience a copy of the veteran's separation document (DD214) and copies of any other certificates documenting special service schools must be filed with the Office of Veterans Services.

Credit granted for schools is based upon recommendations of the American Council on Education in its **Guide to the Evaluation of Education Experiences in the Armed Services.** In order to qualify for evaluation the school must have been given on a formal, full-time basis (not correspondence course, with the exception of certain high-level, non-resident courses).

Credit for USAFI courses and examinations will be awarded on the basis of American Council on Education recommendations, to a maximum in accordance with the limits specified in the catalog for non-accredited coursework (12 units to be granted credit for work completed at another institution).

To be granted credit for work completed at another institution, the student should request that official copies of all prior college transcripts be mailed to Veteran's Services at San Joaquin Delta College.

Classification of Students - FRESHMAN - regularly admitted student who has completed less than 30 units. SOPHOMORE - regularly admitted student who has completed at least 30 units but less than 60.

College Level Examination Program (CLEP) - Students will receive 3 units for each CLEP general examination in which a minimum score of 500 is achieved or the appropriate number of units for each subject area examination in which a minimum score of 50 has been achieved.

Continuous Enrollment - Continuous enrollment is the earning of college credit in a least one semester during an academic year without interruption of progression.

To retain catalog rights for graduation under the year of initial enrollment, a student is required to maintain continuous enrollment through the completion of the requirements for graduation.

Emergency leave of absence for a term may be granted in those instances whereby absence is warranted. Leaves of absence must be requested and approved in advance of the term for which absence is anticipated. Leaves of absence must be approved by the Vice President of Student Services.

Educational Privacy Rights of Students - The Family Educational Rights and Privacy Act (Section 438, Public Law 93-380), as amended, requires educational institutions to provide: student access to official educational records directly related the student; explanation of educational records and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that the College must **obtain the written consent of the student before releasing personally identifiable information** about the student from records other than a list of persons and agencies specified by the Act; and that these rights extend to present and former students of the college. The act provides that the college may release certain types of directory information, **unless the student submits a request in writing to the Vice President of Student Services that certain or**

all such information shall not be released without the student's consent.

Directory information at this college includes the student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The student may also need his/her parents' consent before financial aid statements on file can be released to the student. The student should confer first with the Vice President of Student Services regarding any inquiries of the student's educational records.

Final Examinations - Instructors shall administer a final for each class. Exemptions may be authorized only by the Assistant Superintendent/Vice President.

Individual final examinations, before or after finals week, may be administered to those students who can demonstrate a need due to extenuating circumstances. The final decision shall rest with the individual instructor. No final may be given after the last day of the semester unless an incomplete grade is given.

Final examinations are given according to the Final Examination Schedule in all courses except for laboratory courses in which the instructor may choose any of the meeting hours of the class for examination.

Activities Preceding Final Examinations - Student activities will not be scheduled during the 3 days preceding the final examinations schedule. However, classes and instruction continue as usual.

Graduation Information - The last day to file an application for Fall 2000 graduation is November 3, 2000. The last day to file an application for Spring 2001 graduation is April 6, 2001.

Graduation may be requested for Summer, Fall or Spring. The commencement ceremony is held annually at the conclusion of the Spring semester. The following procedures apply to the commencement ceremony:

Honors at Commencement:

Graduates will be recognized during the Commencement Ceremony for honors designated as follows:

- 3.00 - 3.49 - Silver Tassel
- 3.50 - 4.00 - Gold Tassel

The honor designation is computed using the cumulative grade-point-average at the end of the Fall 2000 semester including all A.A./A.S. applicable coursework from other colleges. A student with a cumulative grade-point-average from 3.00 - 4.00 will be denoted by an asterisk (*) following his or her name in the program.

Graduates with cumulative grade-point-averages below 3.00 receive a black tassel and no honors designation in the program.

Honors at Graduation:

Students receiving an Associate of Arts or an Associate of Science degree will be eligible for scholastic honors based on the cumulative grade-point-average at the end of the semester in which the student applied and was approved for graduation. Units and grade points from transferable courses taken at colleges other than San Joaquin Delta College will be included in computing the final grade point average for honors determination.

Honors at graduation are denoted on the diploma and transcripts as follows:

3.00 – 3.29	Honorable Mention
3.30 – 3.69	Honors
3.70 – 3.99	High Honors
4.00	Highest Honors

Grade Changes to Academic Record - Grade changes for courses completed less than 39 months prior to the date of the change request will be made only upon written authorization of the instructor originally assigning the grade. Grades will not be changed under any circumstances for courses which were completed more than 39 months prior to the date of the change request. Only one grade change application per course is allowed.

International Baccalaureate - Students will receive the appropriate number of units for International Baccalaureate higher level examinations in which a minimum score of 4 has been achieved.

Open Courses - Open Enrollment - Unless specifically exempted by statute, every course, course section, or class, the Full-Time Equivalent Student (FTES) enrollment of which is to be reported for state apportionment and wherever offered and maintained by the district shall be fully open to enrollment for participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

Prerequisites - Prerequisites shall not state or imply that enrollment in a course is limited to specialized clientele, unless such limitation is specifically authorized by law.

(a) Academic prerequisites for a course should be clearly related to course content and academic foundation of such course.

(b) In activity or laboratory type courses, prerequisites may require demonstrated ability or technical performance to a level of proficiency to be determined by equitable district procedures. Experience requirements may not be established solely on the basis of "hours of exposure."

Prerequisites/Corequisites and Limitations on Enrollment - Courses with prerequisites, corequisites, or limitations on enrollment are identified in the Schedule of Classes and in the College Catalog which can be purchased in the College Bookstore, located in Danner Hall. Students are expected to have satisfied prerequisites or the equivalent before enrolling in courses which have them. For specific information regarding declaring equivalency; challenging pre/corequisites; and students rights and responsibilities regarding prerequisites, corequisites, and limitations on enrollment, please see page 28.

Scholastic Honors - Students who complete 12 or more graded units in a semester with a grade point average of 3.0 or above will be eligible for scholastic distinction for that semester.

Eligible students who earn a grade point average of 3.7 or above will receive presidential honors for that particular term.

Eligible students who earn a grade point average of not less than 3.0 or greater than 3.69 will receive dean's honors for that particular term (Reference Board Policy 5210).

Honors are also awarded to graduating students during commencement exercises on the basis of academic performance on letter-grade courses.

Scholastic Probation and Dismissal - The Vice President of Student Services will notify the student of academic/progress probation or dismissal at or near the beginning of the semester in which probation/dismissal will take effect. The College will provide the student with counseling and other supportive services to help overcome academic deficiencies.

Academic Probation:

1. A student who has attempted at least 12 semester units will be placed on academic probation if the cumulative grade point average is below 2.0.
2. A student on academic probation is subject to dismissal if the student earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.
3. A student on academic probation will be removed from probation when the cumulative grade point average is 2.0 or higher.

Progress Probation:

1. A student who has enrolled in a least 12 semester units will be placed on progress probation when the percentage of all units with "W," "I," and/or "No Credit" reaches or exceeds 50 percent.
2. A student on progress probation is subject to dismissal if symbols of "W," "I," or "No Credit" reaches or exceeds 50 percent of the units attempted in at least three consecutive semesters.
3. A student on progress probation will be removed from probation when the percentage of units ("W," "I," and "NC") drops below 50 percent.

Reinstatement after Dismissal - A dismissed student, who meets the criteria for appeal, may request reconsideration through the Office of the Vice President of Student Services.

After a lapse of one semester, a dismissed student may resume enrollment under conditions specified by the Vice President of Student Services.

Scholastic Standards - The academic standards policy of Delta College is based on maintenance of an overall "C" average (GPA 2.0), the minimum standard of progress toward graduation or transfer.

Academic Record Symbols and Grade Point Average:

<u>Symbol</u>	<u>Definition</u>	<u>Grade Points</u>
A	Outstanding	4
B	Above Average	3
C	Average, satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least equivalent to a "C" grade. Units not counted in GPA).	
NC	No Credit (equivalent to a "D" or "F" grade. No units awarded and units not counted in GPA. Will be considered in probation and dismissal procedures).	

Incomplete Grade - An "I" symbol may be issued when a student's work is not finished because of unforeseeable, emergency, or justifiable extenuating circumstances. The incomplete work must be made up and a grade issued by the end of the next college semester. A subscript grade will replace the "I" symbol in those instances where the work is not made up by the deadline of record.

In Progress - "IP" is used to denote that the class extends beyond the normal end of an academic term. The appropriate evaluative symbol and unit credit shall be assigned and will appear on the student's record when the course is completed.

Report Delayed - "RD" is used when there is a delay in reporting the grade of a student due to circumstances beyond the student's control.

Credit by Examination - "X" shall be added to the evaluative symbol recorded when a course is taken by examination.

Withdrawal (Authorized) - Withdrawal from a class or classes as authorized by conditions set forth in the college policy will be designated by a "W" on the student's record.

Smoking Policy - Smoking and the use of tobacco products are prohibited:

- A. In all enclosed and interior covered areas of College buildings (including stairwells, corridors, and all carpeted areas).
- B. In outdoor areas within five feet of a main entrance or exit to a College building.
- C. In College vehicles.

Student Conduct - In joining the academic community the student enjoys the right of freedom to learn and shares responsibility in exercising the freedom. The principles of personal honor are the basis for student conduct. The honor system rests on the sincere belief that the college student is mature and self-respecting, and can

be relied upon to act as a responsible and ethical member of society. Each individual has the obligation to observe the college code of rules and regulations.

Student Grievances - In the pursuit of academic studies and other college-sponsored activities that will promote intellectual growth and personal development, each student should be free of unfair and improper action by any employed member of the academic community.

When a student feels subjected to such unjust action or denied rights as stipulated in published College regulations, State or Federal laws, redress can be sought according to the grievance procedure.

Grievance action may be initiated by the student against an instructor, an administrator, or a member of the classified staff. A student disturbed by acts of another student should bring the acts to the attention of the Vice President of Student Services. (Reference Board Policy 5460).

Transcripts - Official transcripts of work taken at San Joaquin Delta College are prepared by the Admissions & Records Office and issued according to the regulations which follow:

- A. Each transcript request must be submitted **in writing by the student** to the Admissions & Records Office.
- B. After the first two complimentary copies, copies are available for a fee of **\$4.00 each, payable in advance**.
- C. Each transcript will include the student's entire record of courses completed at Delta College. Credit from other institutions is not added to the record until the student has completed 12 semester units of Delta College work. Only total units and grade points are entered.
- D. Official transcripts or records earned at other institutions which have been presented for admission or evaluation become part of the student's permanent record and are not issued or copied for distribution.
- E. To expedite the forwarding of transcripts, all financial obligations to the college must be cleared.
- F. **Transcripts issued at the end of a Semester or Summer**

Interession: Because of the large number of transcripts requested at the end of each term, a minimum of four weeks from the receipt of the mailed grade report should be allowed for requests to be filled during those periods. Transcripts showing degrees may take longer.

Transcripts from Other Colleges - A student who presents an official transcript of previous college or university work in courses parallel to those of Delta College may receive credit towards the A.A./A.S. degree from San Joaquin Delta College. The institution must be accredited and listed in the **Accredited Institutions of Higher Education**. All records submitted become the property of Delta College and cannot be returned to the applicant or be duplicated.

A maximum of twelve semester units will be accepted from non-accredited colleges as elective credit and used toward the A.A./A.S. degree only. Once official records are on file, the student should submit a "Request for Evaluation" form to the Evaluations Office. Copies of the evaluation will be sent to the student and to the Guidance and Counseling Office upon request. It is the student's responsibility to initiate a request to each institution asking that an official transcript of his/her work be sent directly to the Evaluations Office.

To be credited by San Joaquin Delta College, the course work must meet the following criteria:

1. The course(s) must have been taken at a regionally accredited college/university.
2. The course(s) must be lower division course(s).
3. The course(s) must have been completed with a grade of "D" or higher. All transferred grades (including F's) will be used in the

calculation of units attempted, units completed, grade point average and grade-point balance.

4. The content of the course(s) must be recognized as equivalent to the current San Joaquin College course standards.
5. Course work from other colleges will not appear on a Delta College transcript.

Transfers From Other Colleges - A student who presents an official transcript of previous college or university work in courses parallel to those of Delta College may receive credit towards the A.A./A.S. degree from San Joaquin Delta College. The institution must be accredited and listed in the **Accredited Institutions of Higher Education**. All records submitted become the property of Delta College and cannot be returned to the applicant or be duplicated.

A maximum of twelve semester units will be accepted from non-accredited colleges as elective credit only. Once official records are on file, the student should submit a "Request for Evaluation" form to the Evaluations Office. Copies of the evaluation will be sent to the student and to the Guidance and Counseling Office upon request.

Unit Limitations - In order to meet graduation requirements in four semesters, the student must complete an average of at least 15 units of credit each semester. A student may not enroll in more than 18 units prior to the beginning of the term. After the beginning of the term, the student may add additional units if the student is unconditionally enrolled.

Other Limitations:

- International Student Program - not less than 12 units per semester.
- Varsity Athletes - not less than 12 units per semester.
- Summer Intersession - maximum of 9 units prior to the beginning of the intersession.
- Student Financial Aid - At least 12 units per semester are required to assure eligibility for all aid programs.

Withdrawal From Class - A student who withdraws from one or more classes through the last day of the first census week of the academic term will have no entries made on transcripts for the courses enrolled in at the time of withdrawal.

A student who withdraws from one or more classes after the last day of the first census week through the last day of the 14th week of the Fall/Spring semesters or the last day of the fourth week for Intersession, will have "W"s entered on transcripts for those courses enrolled in at the time of withdrawal.

A student who withdraws from one or more classes after the last day of the 14th week of the Fall/Spring semesters or the last day of the fourth week for Intersession, will have a grading symbol other than a "W" entered on the transcript for those courses enrolled in at the time of withdrawal.

Withdrawal from Class (Short term, irregularly scheduled classes, and actual hours of Attendance Classes) - A student who withdraws from one or more classes during the first 30 percent of the class will have no entries made on transcripts for the courses enrolled in at the time of withdrawal.

A student who withdraws from one or more classes in the period between 31 and 75 percent of the class will have a "W" entered on transcripts for the courses enrolled in at the time of withdrawal.

A student who withdraws from one or more classes during the final 25 percent of the term will have a grading symbol other than a "W" entered on transcripts for the courses enrolled in at the time of withdrawal.

Withdrawal from College - To withdraw from college, a student should request a "Withdrawal Form" from the Admissions and Records Office and file the "Withdrawal Form" at the Registration Arena. Entries on the student's permanent record reflecting the withdrawal will be made in compliance with Policy 5100.

Withdrawal Procedures - Withdrawing from a class is the responsibility of the student. The student should file the "Program Change Form" at the Registration Arena noting the class(es) to be dropped, or request the withdrawal through the telephone registration system.

Services for Students

Admissions and Records - The Admissions and Records Office coordinates the admission and registration process and maintains student records. At the Admissions and Records Office, students may use the STAR system to add or drop classes, submit petitions, pay enrollment fees and/or tuition, and request academic transcripts and enrollment verifications.

Career Development and Transfer Services - The Career Development and Transfer Center provides career assessment, job placement assistance, reentry services, transfer support services.

The purpose of the Career Center is to enhance student self-knowledge and refine skills in seeking and processing information, analyzing career problems, formulating creative solutions, choosing the most promising career opportunities and implementing plans to accomplish goals that integrate their personal and career ambitions. The career life planning process goes beyond helping individuals overcome immediate career problems as it helps them acquire the capabilities to manage their own career development over a lifetime.

Services are intentionally designed to provide student assistance from the college admissions process, through retention, to full-time job placement assistance following graduation, and to support the transfer of students from college to the university.

Transfer Center services include: assistance with the transfer process such as individual appointments between students and college representatives, on-the-spot admission, transfer admission agreements, and major preparation advising. The Center offers workshops on admission requirements, application procedures as well as support in writing essays and applying for scholarships. Staff coordinate field trips to college and university campuses and sponsor the annual Transfer Day/College Night program. A library of college catalogs and reference books about community colleges, CSU, UC, and private and independent colleges is available in the center along with other publications on admission, course articulation, financial aid, housing, and academic programs.

College Bookstore - Delta College's Bookstore carries a complete inventory of required and recommended textbooks for classes offered each term. In addition, a wide variety of reference books, general school supplies, clothing, as well as art and engineering supplies is available. The Bookstore also sells computer hardware and software at educational discounts to qualifying students and staff.

Cooperative Work Experience Program - is designed to give students college credits for on-the-job experience. The college recognizes the value of learning experiences that enhance formal college studies.

Students qualifying for this program must be employed on a job directly related to their major field of study. Students may register for up to 4 units of credit each semester and must carry a minimum of three (3) other units. The student must complete a minimum of one course directly related to an occupational objective. A total of 16 units of work experience credit may be counted towards graduation, but students will be required to demonstrate new and expanded learning experiences before being permitted to repeat the courses. Grades are assigned on the basis of credit/no credit. An alternate semester program is also available.

Students must contact a cooperative work experience instructor for other requirements concerning qualification and to enroll in the program. Cooperative experience credits are granted in the following courses and programs. No credit can be applied to veteran's benefits:

Administration of Justice, AJ 92V
 AgBus & O.H. 96V
 Apprenticeship, VoEd 80V
 Business, Bus 98V
 Fire Science, Fire 91V
 Health Science, HS 97V
 Home Economics, H Ec 93V
 Natural Resources, NR 94V
 Work Experience, VoEd 90V

On-campus employment earns credit through programs administered by this office. A maximum of 8 units may be earned in Occupational Practices 74. Information and forms for Occupational Practices 74 may be obtained through the Work Experience Office, Holt 133. Grades are assigned on a credit/no-credit basis. Students may not enroll in more than 4 units of Occupational Practices 74 and work experience in one semester.

Counseling - San Joaquin Delta College serves a diverse population of students. People from various ethnic backgrounds, ages, and cultures attend our institution for a variety of different reasons. Many are focused on developing career choices along with educational plans to support these choices.

Counseling staff can assist with academic planning, career development, and personal counseling issues. Additional help in identifying the campus and community resources necessary for college success is also available. General orientation as well as specialized classes and counseling services are available to assist reentry, international students, those on academic probation, and student athletes, English as a Second Language classes, and those enrolled in noncredit (ESL/GED) instructional programs.

Disabled Students Programs & Services - The Disabled Students Programs and Services (DSPS) staff is committed to providing quality support services to ensure that every qualified student is afforded the opportunity to maximize his/her ability to succeed at Delta College. Support services are individualized to meet the needs of each student whenever possible. These include provision for readers, tutors, notetakers, interpreters, mobility assistance, academic and career counseling, faculty and community liaison, use of adaptive equipment, etc.

Special Parking for Disabled Students - Students who require handicapped parking will need to apply for disabled person plates or placards at the Department of Motor Vehicles office at 710 N. American Street, Stockton. **Only vehicles with state issued "DP" plates or placards will be allowed to park in handicapped parking slots. All other vehicles will be cited. City ordinance requires a \$275 fine for such violations.** These vehicles are subject to the same parking fees/permit regulations as all other vehicles. Please see section on "Parking Fees" for more information.

DMV applications include a physician's certification. A service fee of \$6 will be charged for placards.

Vocational Rehabilitation Services - These services are available to disabled students whose medical condition may affect their ability to obtain or maintain a job. The State Department of Rehabilitation maintains a liaison counselor through the DSPS office on campus and provides multiple services to qualified students. These services include vocational counseling, testing, medical diagnostic services, financial aid, job placement, assistance, etc. Interested students should contact Disabled Student Services for more information or for a referral to meet with a D.R. Counselor.

Extended Opportunity Program & Services (EOPS) - Extended Opportunity Programs and Services (EOPS) at San Joaquin Delta College is a state funded program designed to provide students with histories of economic and educational disadvantage, a variety of personal, financial, counseling, and academic support services designed to facilitate their enrollment in college, as well as completion of their educational goals.

EOPS-eligible students enrolled in programs of study leading to vocational certificates, associate degrees, and four year university transfer, qualify to receive new student orientations and cam-

pus tours; priority registration to improve their choice of courses, course times, and instructors; personal, career, and educational counseling; peer student support; an emergency loan program; scholarships, and a variety of financial grants to assist with the purchase of college supplies, textbooks, and transportation-related expenses. EOPS students also qualify for "no cost" university application fee waivers, and employment placement assistance when completing their programs of study.

Cooperative Agencies Resources for Education (CARE) - The EOPS/CARE Program is designed to serve the special needs of the single parent, with a least one child under the age of 14, who receives direct aid from CalWORKs and TANF. In addition to EOPS services, CARE students also receive a variety of supplemental services, including financial grants to assist with educationally related expenses; child care grants for persons whose child care expenses are not funded by other agencies; an "emergency" auto repair reimbursement program; supply and uniform grants for students entering vocational training programs which require the purchase of uniforms, and high cost supplies and equipment; bus passes and parking permits; and a monthly meal program, which provides CARE students credit toward the purchase of campus provided breakfast, lunch, and dinners.

EOPS College Success Program - An intensive six (6) week Summer Institute for the first time enrolled college student, 18 years of age and older. CSP students receive free textbooks and college supplies; bus passes and parking permits; enroll in seven or more units of personalized college coursework designed to build college study skills, an understanding of the college environment, and reading, writing, and computer literacy; and participate in visits to four year universities. CSP students also acquire an understanding of important social, environmental and ecological issues through field trips to the State Capitol in Sacramento, the Pacific Ocean coast, and Yosemite National Park.

In cooperation with the "Youth Services" component of the Workforce Investment Board of San Joaquin County, effective Summer 2000, CSP students will be eligible for "study-related" ongoing part-time employment on the campus and in the community while enrolled in their college program of study.

Financial Aid - Grants and work-study jobs are made available to qualified Delta students. Information is available both in the Goleman Library Building, Room 125 and on our website at: <http://www.finaid.deltacollege.org>. All students needing financial help while attending this institution are urged to apply. Scholarships are awarded each year to Delta students by local donors. The deadline is March 2 every year preceding the next school year. Transfer and non-transfer students are eligible to apply.

Job Placement - Employment services are available for continuing students and AA/AS graduates and certificate program recipients through the Career Development Center. Assistance with the job application process includes resume development, interviewing techniques, and employment and employer information. In addition to these services, the Employment Development Department (EDD) assist students with employment opportunities while completing their academic program. A representative will register students with CalJOBS, a computerized job search program.

International Student Program - International students interested in attending San Joaquin Delta College should request application materials from the Office of International Students, Holt 101. These materials provide general information about San Joaquin Delta College as well as the requirements and procedures for admission.

Mobility/Health Services - The Mobility Health Services Office is located in Danner 109. The facility is designed to provide mobility assistance to persons who require help to physically access the Delta campus. This includes issuing elevator keys to qualified individuals. This office also provides limited first-aid. Qualified personnel are equipped to administer first aid in case of sudden illness or accident. Any student who becomes ill or injured on campus should report or be referred immediately to the Mobil-

ity/Health Services Office for first aid assistance. Emergency situations require Campus Police who may be reached immediately at any Blue Emergency Phone.

Student Activities - San Joaquin Delta College maintains, through recognized student organizations, a student activity program designed to encourage students to share common interests and to broaden their social horizons while participating in the democratic process.

Delta College has developed a comprehensive array of activities and services for students including co-recreational programs, clubs and organizations, a college newspaper, a student bulletin, musical and drama events, social events, and other events of student interest. Additionally, the College supports and assists student life by providing an activities center that serves student recreational interests.

The Student Activities Office, located in Danner 101, supervises the Associated Student Body (Student Government) and provides the following additional services and information: housing information, voter registration, lawyer referral service, the student bulletin, the Volunteer Program, and other information and services

Veterans Services - A veteran from any branch of the armed forces who entered service prior to January 1, 1977 and served more than 180 days may qualify for veterans benefits. In most cases the veteran has 36 months of entitlement and has 10 years from the date of discharge to use his/her G.I. bill. One-and-a-half months of school benefits are granted for each month of active duty for a maximum period of 45 months. Benefits may be applied for three months before the beginning of the semester. If further information is needed, contact the Veterans Services office.

Eligibility for educational assistance will be terminated in the event the V.A. determines that the person on whose account benefits are claimed is no longer totally disabled, or the V.A. is notified that the person is no longer listed as captured, missing in action or forcibly detained.

Generally, the period of eligibility for a son or daughter is between the ages of 18 and 26 years. In certain instances, it is possible to begin training before age 18, and to continue after age 26. The marriage of a son or daughter is not a bar to this benefit.

A spouse may use educational benefits during the 10-year period after eligibility is found. A surviving spouse may use these benefits during a 10-year period after the veteran's death or 10 years after the V.A. determines the veteran's death was caused by a service-connected disability. Eligibility will terminate in the event a spouse is divorced from the veteran or in the event of remarriage by a surviving spouse.

Students who qualify for other benefits, i.e., war orphans and applicants for vocational rehabilitation, should contact the Veterans' Services Office.

Voter Registration - Voter registration materials are available for students who wish to register to vote in the following offices: Admissions and Records, Financial Aid and Veterans Services, Student Activities, Campus Bookstore, Guidance and Counseling, and Business Services.

Campus Police Services

San Joaquin Delta College provides law enforcement services through the Campus Police Department twenty four-hours a day, seven days a week. Campus Police enforce federal, state, and local laws, including criminal laws and vehicle code violations as well as handling the investigation of all criminal and traffic cases that occur on the campus. To facilitate the reporting of crimes or calling for assistance, a series of direct-dial telephones are located on every floor in every center, along the pathways and at the entrances to the parking lots. These phones have been placed in blue boxes for easy identification. This system provides direct and immediate contact with personnel of the Campus Police Department.

For Campus Police Assistance
Blue Emergency Phone
OR

Dial 5000 On Campus
OR

Dial (209) 954-5000 from Off Campus

San Joaquin Delta Community College Police Officers are vested with full law enforcement powers and responsibilities, identical to the local police or sheriff. Campus Police Officers are certified by and meet the selection of training requirements set forth by the Commission on Peace Officers Standards and Training for the State of California Penal Code Section 13510(a).

Lost and Found—Several hundred items of found property are turned in each year, most of which are never claimed by the rightful owners. One reason is that the property cannot be traced back to the owner. The other reason is that persons who lose property do not always check with the Campus Police to learn if their property has been found. Property that is marked with a name, phone number, or driver's license can be returned to the owner if found and turned in to Campus Police. Owners of property with no identification should check with the Campus Police in case it has been found.

Lockouts—Vehicle owners who are locked out of their vehicles may request assistance from Campus Police to gain entry into the locked vehicle.

Victims of Crime—Students who become the victim of a crime or witness a crime being committed should contact the Campus Police as soon as possible. Time is essential when a crime has been committed. The quicker the police department is notified, the quicker the response. Persons who believe that a crime *may be* occurring, or are suspicious that something is wrong, should contact the Campus Police. The police would rather respond to an innocent situation than not be notified when an actual crime has been committed. Always be on the safe side and call.

Fire Alarms—If a fire alarm sounds in any classroom or building on campus, exit the structure using the nearest stairwell and exit doors. DO NOT USE ELEVATORS. Persons between buildings should immediately walk to an open area, such as one of the parking lots. When exiting any location, always be alert for emergency vehicles which may be responding to the area.

Crime Prevention and Crime Reporting

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of San Joaquin Delta College to inform students and staff, in a timely manner, of any criminal activity or security problems which may pose a reasonable threat to their physical safety. Such information will normally be distributed to students, faculty and staff through several campus publications. The Impact and the Mustang Bulletin are two student publications. Staff are informed through The Staff Notes newsletter, in-house memos or bulletins and electronic mail.

Another critical element of a campus safety program is education. Campus Police, the Student Activities Office, and the Counseling Department sponsor programs on various topics.

Finally, all effective crime prevention programs include some measure of people watching out for one another. All staff and students are asked to be **security conscious** and **involved**.

Student Right To Know Report

Student Right to Know is a federal-mandate for colleges to publicly disclose graduation and transfer rates. These rates track first-time freshmen in a Fall cohort who are self-identified as being degree, certificate, or transfer-seeking. Students must be enrolled full-time in for-credit, degree-applicable courses. The cohort is, on average, a very small portion of the entire student population. Student outcomes (completion, transfer) are tracked over a three-year period. **Please note these rates are by no means an all-encompassing measure of the college's success.**

Fall 1996 Student Right to Know Cohort Report:

- Total student enrollment Fall 1996 = 18,470
- Total first-time freshman Fall 1996 = 4,521
- Total students in Fall 1996 Student Right to Know Cohort* = 895
- Percent of students in Fall 1996 Student Right to Know Cohort completing degree or certificate within 3 years (including students who transferred after receiving a degree or certificate = 27.3%
- Percent of students in Fall 1996 Student Right to Know Cohort transferring within 3 years without completing a degree or certificate = 18.6%

Additional Pertinent Data

- 1996-97 Degrees Awarded = 949
- 1996-97 Certificates Awarded = 446
- 1996-97 Transfers to University of California = 97
- 1996-97 Transfers to California State University = 812

* *The cohort includes only first-time freshmen who were enrolled full-time in the Fall 1996 semester and who declared an intent to complete a degree or certificate and/or an intent to transfer. The cohort does not include students who enrolled part-time or those not declaring degree, certificate, or transfer as a goal.*

Campus Security**

Type of Offense	1999	1998	1997
Criminal Homicide (all types)	0	0	0
Forcible Rape	0	0	0
Robbery	0	3	8
Assault (Aggravated)	1	5	1
Burglary (includes auto)	108	68	170
Motor Vehicle Theft	<u>29</u>	<u>18</u>	<u>36</u>
Total	138	91	215
Liquor Law Violations	0	1	1
Drug Abuse Violations	0	0	1
Weapon Possession Violations	2	0	2
Number of Arrests	2	1	4

* *This report meets all reporting requirements as set forth in the Crime Awareness and Campus Security Act of 1991.*

Library Services

Goleman Library houses a collection of more than 100,000 volumes and provides a variety of learning resources to students, including reference assistance, instruction, a periodical collection, reserve books, textbooks, audiovisual materials, listening stations, photocopying equipment, and quiet study rooms. The library has a variety of electronic online databases and offers Internet access. You may access our Web Page at the following address: <http://www.library.deltacollege.org>.

Student Rights & Responsibilities

It is very important for student to know their rights and responsibilities. In addition, it is also important for students to know the rights and responsibilities of Delta College. Students who believe their rights are being violated, or the College is not meeting its responsibility in serving them should contact the Vice President of Student Services. Students may appeal the matriculation requirements for pre- and co-requisites, limitations on enrollment, orientation, assessment, and counseling and advisement by petition.

1) ADMISSIONS

Student Rights:

- 1) The College will provide equal educational opportunity for all students, regardless of race, religion, color, national origin, ancestry, disability, medical condition, marital status, age (over 40), gender, sexual orientation, or status as a Vietnam-era veteran, who have met admission qualifications and course/program prerequisites. **(Policy 5060, Sec. A)**
- 2) Unless specifically exempted by the statute, every course, course section, or class, the Full-Time Equivalent Student (FTES) enrollment of which is to be reported for state apportionment and wherever offered and maintained by the District shall be fully open to enrollment for participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title V of the California Administrative Code, commencing with Section 51820. **(MR 55532 Exemptions & Policy 5000, Sec. F)**

Student Responsibilities:

- 1) Each student has the responsibility to select an educational goal in the application for admissions, i.e. AA/AS degree, transfer, vocational certificate, personal development, improvement of basic skills, or undecided. **(MR 55530 Student Rights)**
- 2) The student has the responsibility to meet all course prerequisites. **(Policy 5000, Sec. F)**
- 3) Each student must assume responsibility for compliance with the instructions and regulations set forth in the College Catalog for selecting courses which will permit achievement of individual educational objective, and for satisfying course prerequisites.
- 4) The student should attend class and study regularly. **(MR 55530 (d) (3) Student Rights)**
- 5) Withdrawing from a class is the responsibility of the student. The student should drop a class by using the telephone or Internet registration system. As a matter of courtesy and to assist the instructor in maintaining accurate class records, the student should also inform the instructor of the decision to drop the course. **(MR 58106 Prerequisites & Other Limitations, Procedure 5101)**

College Rights:

- 1) The College assumes no responsibility for the misinterpretation of policies and procedures as presented in the Catalog and the Schedule of Classes.
- 2) The College reserves the right to change the regulations, fees, and other information contained in the Catalog as required without prior notice.

- 3) The College reserves the right to refund enrollment, non-resident tuition, and differential fees upon request for courses dropped before the end of the first two weeks of instruction for full-term classes or before the end of ten percent of the length of the class for short-term classes. Refunds will be made upon request for courses dropped later if the program change is a result of action by the District to cancel or reschedule a class or to drop a student from a class where the student fails to meet a prerequisite. Refund request forms must be received by the Admissions and Records Office not later than after the final date to qualify for refund. Refunds are subject to a **\$10.00 processing fee. (Procedure 5007, Sec. A & B)**
- 4) It is the right of an instructor to drop any student "who fails to attend any class session during the first three sessions of the class at the beginning of a term"..."unless the student has advised and obtained an absence approval" from the faculty member. **(Policy 5150)**
- 5) It is the right of the instructor to drop a student from class when absences become excessive. **(Policy 5150)**

College Responsibilities:

San Joaquin Delta College is an Affirmative Action, Equal Opportunity Employer and operates in compliance with Title IX, VII, and VI regulations. San Joaquin Delta College does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, or handicap in its criteria for admission, employment or participation in educational programs and activities. **(Policy 5060)**

2) ORIENTATION

Student Rights:

- 1) The student has the right during the Academic Assessment process to view the orientation video. **(MR 55520 Required Services)**
- 2) All students have the right to enroll in a guidance class which provides an orientation to San Joaquin Delta College. **(MR 55520 Required Services)**

Student Responsibilities:

It is the student's responsibility to either attend a Pre-Registration Orientation (PRO) session or enroll in a guidance orientation course (Guidance 10/11a/14/16).

College Rights:

San Joaquin Delta College has the right to establish appropriate orientation services i.e. video, guidance courses, etc. **(MR 55520 Required Services)**

College Responsibilities:

Delta College has the responsibility to provide students with the appropriate guidance based upon the student's need. **(MR 55520 Required Services)**

3) ACADEMIC ASSESSMENT

Student Rights:

- 1) Students have the right to know their academic skill level. This right is ensured through several mechanisms including the Academic Assessment Program, articulated programs with high schools, holistically scored essays, transcripts from other colleges.
- 2) Students who believe their reading writing, or mathematics assessment is not reflective of their skills may challenge the

results by taking the Challenge Test in the specific skill area. Students are limited to no more than two Challenge Test attempts per academic term for each of the three subject areas. Students who have exhausted the challenge process may appeal to the Vice President of Student Services. **(Policy 5000, Sec. C)**

- 3) The student has the right to career/vocational interest assessment, which is available in the Career Center at a minimal cost to the student. **(MR 55520 Required Services)**

College Rights:

- 1) In all programs and classes requiring special screening and entrance examination, San Joaquin Delta Community College will make the final selection of students. **(Procedure 5081, Policy 5070, Procedure 5071-5073, 5075-5076)**
- 2) Academic Assessment is required for all first time Delta College students prior to class registration. Assessment will include reading, writing, and mathematical skills. An alternate to academic assessment may be met by one of the following:

Students who at a minimum have:

- Associate or Bachelor Degree
- Alternative assessment scores from other colleges
- Transfer students who have completed Delta College's English 1A or above or equivalent and Delta College's Math 82 or above or equivalent, each with a grade of "C" or above as verified by a transcript. One course per semester waiver.
- Students enrolling in courses specifically exempt from assessment testing. **(Policy 5000)**

4) GUIDANCE AND COUNSELING

Student's Rights:

- 1) All students have the right to receive personal, academic and career guidance. **(MR 55520 Required Services & Policy 5300)**
- 2) A student has the right to repeat once for credit any course in which a grade of D or F has been earned. Upon satisfactory completion of the repeated course, the student should petition to have only the better grade, grade points, and units attempted included in the computation of the cumulative grade point average. Both original and repeated grades will remain on the student's permanent record; however, duplicate units will not count toward the cumulative grade point calculation. Furthermore, a student may repeat for credit those courses designated repeatable in the College Catalog, regardless of the initial grade earned. **(Policy 5200)**
- 3) Students may file a complaint with the Vice President of Student Services if a student service which was advertised in the schedule under the section "Services Available to Students" and which was recommended to the students in the SEP was not available. **(MR 55534 Violations, Waivers & Appeals)**
- 4) A student who is exempt from guidance and counseling may elect to file an SEP and/or to meet with a counselor. **(Policy 5300)**

Student Responsibilities:

- 1) The student should declare a specific educational goal or should be working toward determining a goal during the term after which the student has completed 15 semester units of degree-applicable courses. **(MR 55530)**

- 2) The student should meet with a counselor to develop a Student Education Plan (SEP) - a program of study and services needed by the student to enable the individual to obtain his/her educational objective. **(MR 55525 SEP & Policy 5300)**
- 3) It is the student's responsibility to seek assistance in achieving the declared educational goal i.e., make an appointment for appropriate guidance and counseling. **(MR 55530 (d) Student Rights & Policy 5300)**
- 4) It is the student's responsibility to make progress toward the declared educational goal. **(MR 55530 & Policy 5370)**
- 5) It is the student's responsibility to maintain satisfactory academic progress. **(Policy 5200 & 5370)**

College Rights

- 1) Delta College has the right to establish appropriate student services i.e., guidance services, orientation, academic advisement, etc. **(MR 55523 Counseling & Advisement)**
- 2) If a non-exempt student fails to cooperate with the district in the development of a Student Educational Plan (SEP) within 90 days after declaring the specific educational goal, or fails to abide by the terms of their specific educational plan, San Joaquin Delta College may suspend or terminate services. **(MR 55530)**

College Responsibilities

- 1) Delta College has the responsibility to provide staff to facilitate the guidance process. **(MR 55523)**
- 2) Delta College has the right to recommend the necessary services for students to achieve the stated academic goal. **(MR 55523)**
- 3) Delta College will make available to all students organized educational, vocational and personal-social counseling. In those instances where there is counseling specialization, individual counselors may be designated for each specific area. A student will be encouraged to request counseling for personal-social problems which might interfere with satisfactory academic progress. **(MR 55520 & Policy 5300)**

The counseling services will primarily be responsible for:

- A) Providing guidance in program planning - immediate and long range.
- B) Administering and interpreting various non-academic tests.
- C) Counseling students with low scholastic achievement, including the special counseling required by Title V, Section 131, or the California Administrative Code.
- D) Counseling regarding any educational, vocational, or personal problems.
- E) Providing, directly and by referral, occupational information to students.
- F) Providing, by referral, assistance in the securing of employment.
- G) Providing advice on how to secure psychological service.
- H) Providing special assistance to each student who is on academic/progress probation or in need of help to improve scholastic performance.
- I) Providing referral assistance to students applying for financial aid and confirming an academic progress report for these students. **(Policy 5300)**

5) PREREQUISITES, COREQUISITES, AND LIMITATIONS ON ENROLLMENT

Student's Rights:

- 1) Students have the right to be informed of the procedures to claim equivalency to courses or other requirements. **(Policy 5039/5041)**

- 2) Students have the right to be informed through the Student Handbook, Catalog, and Schedule of Classes of the definitions of prerequisites, corequisites and limitations on enrollment including the differences among them and the specific prerequisites, corequisites and limitations on enrollment which have been established. **(Policy 5041)**
- 3) Students have the right to be informed through the Student Handbook, Catalog, and in the Schedule of Classes of the procedures to challenge prerequisites, corequisites, and limitation on enrollment and the grounds for which a student may make such a challenge. The information about challenges will include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college. **(Policy 5041)**

Student's Responsibilities:

- 1) Students have the responsibility to become informed and to follow established policies and procedures regarding declaration of equivalency process.
- 2) Students have the responsibility to become informed about the definitions of prerequisites, corequisites and limitations on enrollment including the difference among them.
- 3) Students have a responsibility to become informed of the specific prerequisite, corequisites and limitations on enrollment which have been established.
- 4) Students have a responsibility to become informed of the procedures to challenge prerequisites, corequisites, and limitations on enrollment as well as the circumstances to make such challenges.
- 5) Students have the responsibility to follow the prerequisite or corequisite challenge process. **(Policy 5042)**
- 6) Students have the responsibility to provide satisfactory evidence that the challenge should be upheld if such facts are not in the College's own records. **(Policy 5042)**

College's Rights:

- 1) The College assumes no responsibility for misinterpretation of policies and procedures as presented in the Student Handbook, Catalog or the Schedule of Classes.
- 2) It is the College's right to establish prerequisites, corequisites, and limitations on enrollment per its policies and procedures. **(Policy 5043)**
- 3) The decision of the Matriculation Appeals Committee shall be final. **(Policy 5042)**

College Responsibilities:

- 1) The College has the responsibility to establish a process to establish prerequisites and corequisites only upon the recommendation of the Academic Senate. Certain limitations on enrollment must be established in the same manner. **(Policies 5043 & 5047)**
- 2) It is the College's responsibility to enforce prerequisites, corequisites, and limitations on enrollment which have been established per established policies and procedures.
- 3) The College has the responsibility to establish, implement and publicize a prerequisite, corequisite challenge process. **(Policy 5042)**
- 4) The College has the responsibility to provide information, for a specific challenge if said information is in the College's own records. **(Policy 5042)**

Bibliography:

San Joaquin Delta College Policies & Procedures Manual.

PRIORITY REGISTRATION SYSTEM

The objective of priority registration is to give preference to students based on the variables listed below:

The priority system gives a 'weighted count' to each student. This is calculated automatically at the time a student is assigned a registration appointment. Priority registration appointments are based on the following factors:

<u>Point Value</u>	<u>Variable:</u>															
1.	<p><u>Number of Delta AA-Appropriate Units Completed:</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">+ 1</td> <td style="width: 40%;">0 - 15</td> <td style="width: 50%;"></td> </tr> <tr> <td>+ 2</td> <td>16 - 30</td> <td></td> </tr> <tr> <td>+ 4</td> <td>31 - 45</td> <td rowspan="4" style="vertical-align: top;">Higher priority will be assigned to students who have completed more Delta College Associate Degree appropriate units up to a maximum number of 75 Associated Degree Units.</td> </tr> <tr> <td>+ 6</td> <td>46 - 60</td> </tr> <tr> <td>+ 8</td> <td>61 - 75</td> </tr> <tr> <td>0</td> <td>More than 75</td> </tr> </table>	+ 1	0 - 15		+ 2	16 - 30		+ 4	31 - 45	Higher priority will be assigned to students who have completed more Delta College Associate Degree appropriate units up to a maximum number of 75 Associated Degree Units.	+ 6	46 - 60	+ 8	61 - 75	0	More than 75
+ 1	0 - 15															
+ 2	16 - 30															
+ 4	31 - 45	Higher priority will be assigned to students who have completed more Delta College Associate Degree appropriate units up to a maximum number of 75 Associated Degree Units.														
+ 6	46 - 60															
+ 8	61 - 75															
0	More than 75															
2.	<p><u>Highest Degree Earned or Eligible for:</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">-1</td> <td style="width: 40%;">AA/AS Degree</td> <td rowspan="2" style="vertical-align: top;">Lower priority will be assigned to students who have already received an AA/AS, BA/BS or higher degree at any accredited institution.</td> </tr> <tr> <td>-2</td> <td>BA/BS Degree</td> </tr> </table>	-1	AA/AS Degree	Lower priority will be assigned to students who have already received an AA/AS, BA/BS or higher degree at any accredited institution.	-2	BA/BS Degree										
-1	AA/AS Degree	Lower priority will be assigned to students who have already received an AA/AS, BA/BS or higher degree at any accredited institution.														
-2	BA/BS Degree															
3.	<p>+1 <u>Declared Goal:</u> Priority for declaration of an AA/ AS, Transfer, Certificate, or Retraining as one of top four educational goals.</p>															
4.	<p>+1 <u>Assessment Requirements Met:</u> Priority for completion of the Matriculation Assessment requirements described in Policy 5000.</p>															
5.	<p><u>Cumulative Grade Point Average (GPA):</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">+1</td> <td style="width: 40%;">2.0 to 2.99 of AA/AS units</td> <td rowspan="2" style="vertical-align: top;">Priority for cumulative Grade Point Average (GPA) of 2.0 or greater over a cumulative GPA below 2.0. Additional priority for a cumulative GPA of 3.0 or greater. GPA will be based on AA/AS Degree-applicable courses and priority for GPA will be given only to those students whose GPA is based on 15 or more units.</td> </tr> <tr> <td>+2</td> <td>3.0 or better of AA/AS units</td> </tr> </table>	+1	2.0 to 2.99 of AA/AS units	Priority for cumulative Grade Point Average (GPA) of 2.0 or greater over a cumulative GPA below 2.0. Additional priority for a cumulative GPA of 3.0 or greater. GPA will be based on AA/AS Degree-applicable courses and priority for GPA will be given only to those students whose GPA is based on 15 or more units.	+2	3.0 or better of AA/AS units										
+1	2.0 to 2.99 of AA/AS units	Priority for cumulative Grade Point Average (GPA) of 2.0 or greater over a cumulative GPA below 2.0. Additional priority for a cumulative GPA of 3.0 or greater. GPA will be based on AA/AS Degree-applicable courses and priority for GPA will be given only to those students whose GPA is based on 15 or more units.														
+2	3.0 or better of AA/AS units															
6.	<p>+1 <u>Student Education Plan Completed:</u> Preference will be given to students who have filed a Student Education Plan (SEP).</p>															
7.	<p>+1 <u>Academic Rehabilitation:</u> Priority for completion of the rehabilitation process .</p>															
8.	<p><u>Progress Probation:</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">-2</td> <td style="width: 40%;">Two Semesters</td> <td rowspan="2" style="vertical-align: top;">Lower priority if more than 50% of grades of "W", "I", or "NC" in consecutive semesters. Two terms of consecutive probation = loss of two points; three consecutive terms = loss of three points.</td> </tr> <tr> <td>-3</td> <td>Three Semesters</td> </tr> </table>	-2	Two Semesters	Lower priority if more than 50% of grades of "W", "I", or "NC" in consecutive semesters. Two terms of consecutive probation = loss of two points; three consecutive terms = loss of three points.	-3	Three Semesters										
-2	Two Semesters	Lower priority if more than 50% of grades of "W", "I", or "NC" in consecutive semesters. Two terms of consecutive probation = loss of two points; three consecutive terms = loss of three points.														
-3	Three Semesters															
9.	<p>-2 <u>Academic Probation:</u> Lower priority for students who are recorded as being on academic probation.</p>															
10.	<p>+1 <u>Guidance/Orientation Course Completed:</u> Priority for completion of any of the following guidance/orientation classes: GUID 10, 11A, 12, 14, 16, or 100. This priority will be given <u>only for the first semester</u> after the credit has been recorded.</p>															
11.	<p>+1 <u>Registered EOPS Student In Good Standing.</u></p>															

For more information contact Admissions and Records at 954-5614, Holt 101.