

State Center Community College District



Student Handbook 2016



995 N. Reed Ave – Reedley CA 93654 – (559) 638-0300

www.reedleycollege.edu

Reedley College complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender or disability is strictly prohibited.



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Mission Statement

Reedley College, including its community college centers and sites, provides an accessible educational environment ensuring high-quality innovative learning opportunities supported by services for student success. We offer associate degree programs, career technical education, transfer level and basic skills courses. We instill a passion for learning that will meet the academic, workforce, and personal goals of our diverse population.

Vision Statement

Reedley College strives to be a leading educational institution in California's Central Valley

Core Values

Reedley College is dedicated to the following core values:

- An atmosphere of intellectual curiosity
- Personal integrity, accountability and individual accomplishment
- Experiences designed to promote critical thinking
- Cultural literacy
- A highly qualified staff of educators and support personnel who support and promote the diversity of our unique community
- A flexible attitude towards change and encourage innovation
- To develop each student's full potential
- Respect for self and others
- Comprehensive curriculum offerings and lifelong learning opportunities
- Quality services for student to support and enhance their success



PRESIDENT'S MESSAGE



Dr. Sandra Caldwell

Welcome to Reedley College! For over 85 years, RC has been helping students achieve their life goals and dreams through four-year academic transfer preparation, career technical education, and upgrading life and job skills. The college offers over 100 associate degree and certificate programs that can help students reach their next step in life. I hope you will spend a few moments to take a virtual tour of the college's academic, CTE, and athletic programs as well as our fine facilities in Reedley, Madera, and Oakhurst. Reedley College is a multi-site, comprehensive, accredited community college with our main campus in Reedley, and two additional community college centers in Madera and Oakhurst. As a residential campus with active student activities and athletics, RC provides a comprehensive collegiate experience that is both affordable and accessible. Ranked #2 in California for campus safety by StateUniversity.com, we offer a safe and welcoming learning environment.

Reedley College takes pride in its high academic standards, its excellent programs and services, as well as our friendly and helpful staff and faculty. Our size gives us the advantage of being able to ensure that our students benefit from all the individual attention you will need to be successful. Our faculty members are highly qualified in their fields and take pride in helping our students achieve. In addition, RC maintains a guaranteed transfer agreement with colleges and universities in California and throughout the nation.

Believing in a "student centered" approach, the college offers an array of free student services including financial aid, tutoring, academic advising, career and transfer counseling, and job-seeking assistance. Students are also encouraged to get involved in student life by participating in Associated Student Government, Pete P. Peters Honors Program, Alpha Gamma Sigma Honors Society, as well as many other clubs and activities.

Reedley College athletic teams are nationally recognized. Go Tigers! Students can participate in football, baseball, softball, women's volleyball, men's and women's basketball, tennis, and golf. Reedley College is committed to assisting each *student athlete* in attaining academic success. We have developed a support service, the Student Athlete Retention Program (S.A.R.P.), which has a proven track record.

Located at the foot of the Sierras and bordered by the Kings River, Reedley College is 30 minutes southeast of Fresno. The college's location near mountains and farmland permits the natural surroundings to become part of the learning environment. The forestry students manage an 800-acre forest at Sequoia Lake and



the agriculture students work on the campus' 300-acre farm. Just this year, a partnership between the Ag Department and industry partner, Bari Oil of Reedley, bottled the college's first production olive oil. Students have options to pursue programs in agriculture economics, mechanized agriculture, farm management, forest recreation, wildlife management and animal science.

RC has outstanding math, science, and engineering programs as well as programs in fine arts, humanities, social sciences, and foreign languages. The Aviation Maintenance program boasts a 20,000 sq. ft. hanger allowing for hands on training. The Equipment Service Technician Program is designed to meet industry specific standards and has a 90% job placement rate.

In addition to our Nursing Assistant Training program, we offer a Registered Dental Assistant Certificate which can be completed in 10 months. Our Health Care Interpreter students are certificated after two semesters. Our licensed child care facility prepares students for careers in child development or teaching. In our Business Department, we have students who are successfully opening their own businesses and some with outside funding sources, as a result of the RC Entrepreneurship Center. The center offers a library of startup guides, audio equipment, visual aids for photographing products, a 3D printer, and entrepreneur workshops, and is open to the public.

Students who would like to earn a high school diploma and college credit simultaneously may want to attend our Reedley Middle College High School. RMCHS's pathway of study is for high school students interested in agricultural business or business administration.

Some of the region's most prominent civic and community leaders are RC graduates, and in many families there are second and third generation RC students.

Again, welcome to Reedley College. We look forward to meeting you and helping you achieve your dreams.

VICE PRESIDENT OF STUDENT SERVICES MESSAGE



Dr. Claudia Habib

The Student Services division exists to enhance your living and learning experience at Reedley College, Madera Community College Center and Oakhurst Community College Center.

Whether you seek assistance from Student Counseling Services, or you benefit from the instructional support provided by the Tutorial Center, or use the convenience of living on campus in the residence hall, we are here to help. We make it possible for you to enjoy delicious meals in the school cafeteria and we provide you with Student Health Services facilities. As you use the services we offer, we encourage you to engage in college life through club participation, sports or campus employment. These services, among many others, are here for you, do not hesitate to take advantage of them.

Our faculty and staff are dedicated to your success and go above and beyond for students. They are committed to providing high quality service and to helping students succeed in their intellectual pursuits and personal development.

Regardless of how you interact with Student Services, I want you to know that we care about you as an individual and want you to be successful. Make the most of Your Tiger Life and remember, at Reedley College we motivate and inspire students to succeed!

WELCOME TO REEDLEY COLLEGE



Congratulations on making this very important decision to continue your education at Reedley College. As you sit and contemplate the next few years of your college life, it can be somewhat intimidating. We want to assure you that our faculty, administration, and counselors are readily available to assist you in making your educational experience at Reedley College a successful one.

Your thorough knowledge of the many opportunities available to you will be a critical factor guiding your success in college. You will find the following information in this handbook very helpful to you. Use it in conjunction with your schedule of courses, college catalog and additional online resources to ensure a successful college experience. A counselor can also assist you with academic planning to reach your personal and educational goals.

Reedley College offers many outstanding programs to prepare you for a better future. We offer a comprehensive transfer program that can provide you with an inexpensive option for completing your undergraduate courses for a baccalaureate degree. For students interested in more immediate employment, we offer associate degree programs along with certificate programs in several vocational areas.

Career planning and job preparation courses and services are available to assist students in determining individual educational goals. Additionally, our wide range of support services and student activities will help make the years you spend at Reedley College a productive and successful learning experience.



www.reedleycollege.edu/facebook



<https://twitter.com/reedleycollege>

STUDENT SERVICES PROGRAMS and OFFICES at a GLANCE RESOURCE GUIDE

Resource	Overview
Admissions & Records 8:00 a.m. - 5:00 p.m., Monday-Friday (559) 638-0323	Transcript requests and any questions regarding academic records.
Assessment Center HUM 59 (559) 638-0366	Placement and computer literacy tests provided.
Athletics (559) 637-2594	Women's Intercollegiate sports: Volleyball, basketball, softball, tennis, golf, and equestrian. Men's Intercollegiate sports: football, basketball, baseball, tennis, and golf.
Bookstore 7:45 a.m. - 6:00 p.m., Monday-Thursday 7:45 a.m. - 3:30 p.m., Friday (559) 638-0334	Textbook sales and rentals, class materials, supplies, clothing, emblematic items, parking permits and snacks.
Business Services 8:00 a.m. - 5:00 p.m., Monday-Friday (559) 638-0342	Payments for parking permits, registration fees, TigerOne cards, and club deposits. Distributes payroll and financial aid checks.
CalWORKs 8:00 a.m. - 5:00 p.m., Monday-Friday CSS-2 (559) 637-2504	The CalWORKs Program helps students from Tulare and Fresno Counties become financially self-sufficient by providing support services (including academic counseling and assistance with transportation and childcare) to help students achieve their educational goals.
Campus Police Emergency Number (559) 442-5991 or ext 5991 from campus phone Available 24/7	Police reports, security, lost & found, assist with lock outs of rooms & cars.
CARE — Cooperative Agencies Resources for Education 8:00 a.m. - 5:00 p.m., Monday-Friday CSS1-Room 3	CARE is a supplemental component of EOPS and provides educational support services for students who are the single head of household with children under the age of 14, and are receiving "cash aid". Services include; counseling, textbook vouchers, priority registration and financial assistance.
Career Resource Center (CRC) 8:00 a.m. - 5:00 p.m., Monday-Friday CSS1-ROOM 1 (559) 637-2543/(559) 638-0300 ext. 3543	Career and major exploration, self-assessments, career path research, job/internship/volunteer postings, job search techniques, employability skills, career-related workshops and events.
Child Development Center (559) 638-0300 ext. 3730 or 3127	Licensed care to students with children ages six weeks to 5 years. Contact Child Development Center regarding application process.
Computer Lab (Library) (559) 638-0300 ext. 3431	Access to computers, internet, blackboard and email accounts.
Counseling Department Student Services Building (559) 638-0337	Assistance with academic issues, educational goals, and student educational plans (SEPs)

<p>Disabled Students Programs and Services (DSP&S) (559) 638-0332 TTY (559) 638-0356</p>	<p>Specialized counseling, support services, and resources to students with temporary or permanent disabilities.</p>
<p>Entrepreneur Center (e-Center) BUS 40 www.eshipreedley.com</p>	<p>Support and mentoring for students in small business ventures.</p>
<p>Extended Opportunity Programs & Services (EOPS) 8:00 a.m. - 5:00 p.m., Monday-Friday CSS1-Room 3</p>	<p>Support services and assistance for students who are first generation college students from low-income and educationally disadvantaged backgrounds to achieve a college education.</p>
<p>Food Pantry Student Activities Office (STC)</p>	<p>Free food available to students in need.</p>
<p>Food Services (559) 638-0300 ext. 3321 or 3679</p>	<p>Cafeteria and catering facility on campus.</p>
<p>Financial Aid Office Student Services Building (559) 638-0312</p>	<p>Federal assistance in the form of grants, loans, and federal work-study (FWS).</p>
<p>Health & Psychological Services Student Services Building (559) 638-0328</p>	<p>Nursing assessment for ill and injured students and referrals to local medical providers are available for students. Crisis intervention, psychological testing/assessment and individual counseling sessions are available for students. Faculty consultation is also available.</p>
<p>Library 7:30 a.m. - 8:00 p.m. Monday-Thursday 7:30 a.m. - 3 p.m. Friday (559) 638-0352</p>	<p>Materials in a variety of formats and textbooks on reserve. One-on-on research help and current fiction and graphic novels. Calculators, laptops and iPads for check-out. Cell phone charging stations.</p>
<p>Math Study Center FEM 1 (559) 638-0300 ext. 3158</p>	<p>Free math assistance to all RC math students.</p>
<p>Matriculation and Outreach 8:00 a.m. – 5:00 p.m., Monday-Friday CSS2 (559) 638-0311 rc.schoolrelations@reedleycollege.edu</p>	<p>Core of all campus-wide outreach and student success efforts. Provide outreach and recruitment to local feeder high schools. Staff regularly visit high school campuses, provide campus tours, assist prospective students with college planning, admissions and registration, facilitate assessment, and maintain communication with prospective students.</p>
<p>Reedley Middle College High School (RMCHS) LRC 105 (559) 637-2525 or (559) 638-0300 ext. 3525</p>	<p>RMCHS is Kings Canyon Unified dual enrollment high school (grades 9-12), located on the Reedley College campus.</p>
<p>Residence Hall (559) 638-0300 ext. 3258</p> 	<p>On-Campus Living provides housing for 100 men and 100 women. Housing Contracts available every May 1st on the residence hall webpage. Daily tours are available to students who are interested.</p>

Scholarships Student Services Building (Fin. Aid Office) (559) 638-0312	RC Scholarship Catalog located on the RC Financial Aid website (application period is typically Jan/Feb). Check out www.fastweb.com for additional options.
Student Activities Student Center, Office 101 (559) 638-0300 ext. 3408	Provides student-related activities and events, Tiger one cards, student government, and clubs on the RC campus.
Student Success Services Program (SSS) CSS1-Room 2 (559) 638-0300 ext. 3526	Support services for low income, first generation college students to improve retention, graduation, and transfer rates of RC students.
Transfer Center CSS1-Room 2 (559) 638-0300 ext. 3526	Provides a variety of resources and services to assist students transfer from RC to other colleges/universities for completion of educational goals.
Tutorial Center (Library) (559) 638-0358	Free individual and small-group tutoring to all RC students.
Upward Bound (559) 638-0300 ext. 3535	Pre-collegiate program to support and increase rates of college enrollment among high school students.
Veterans Resource Center (VRC) 8:00 a.m. - 4:45 p.m., Monday – Friday Student Center, Room 105 (559) 638-0300 ext. 3400 rc.veterans@reedleycollege.edu	Resources to support RC students that are active-duty military, veterans, reservists and their dependents in utilizing benefits and achieving their educational goal.
Writing Center HUM 58 (559) 638-0300 x 3619 rc.writingcenter@reedleycollege.edu	Online and face-to-face help on any writing assignments from any class.



RECOGNIZING YOUR REASONS

There are as many reasons for attending college. The decision to pursue a college education is a personal choice based on ones' circumstances, goals and career aspirations. Whether pursuing a certificate or vocational program to acquire immediate job skills, working on an Associate's degree, or preparing for transfer to a four-year university; is reason enough to excite you in working towards your educational goals.

A college education will contribute to your ability to think abstractly and critically, to express your thoughts clearly in speech and writing, and to make wise decisions. These skills will be useful both in your chosen career path and your personal life. Another reason to consider is that the lifelong earning power of college graduates is greater than that of non-college graduates just as high school graduates earn more than non- high school graduates. If you desire a better life and future, the path to your success can be obtained by acquiring as much education and/or vocational training as you can.

Additionally, you should consider not only what an education can do for you, but also what college can make of you. A balanced program can put you in touch with great works and ideas in literature, history, art, music, science, and mathematics, and pose in a personal way the unanswered philosophical questions concerning existence and ethics. Best of all, education may, in new and unique ways, put you in touch with yourself and create opportunities for new friendships.



In today's globally linked world, a college education can help increase a student's understanding of the community, the nation, and the world as he or she explores interests, discovers new areas of knowledge, considers lifelong goals, and becomes a responsible citizen. The world is rapidly changing and many careers rely on new technology that also requires a well-rounded educational foundation.

Consider these reasons because while they are not opposed to one another, they do compete for your time and attention. It could be helpful to establish priorities. At the very least, understand the nature and significance of each of your priorities

REACHING YOUR GOALS

Goal

A broad statement of purpose, aim, or intention. In order to define your goals in college, you will need to make some choices. First, ask yourself why you're here and what you expect to accomplish to make your college experience worthwhile.

Certificate of Completion and/or Achievement

Associate Degree

Transfer Preparation

Take the time to meet with a counselor to help you work through these steps in developing your educational goals.

STEP 3

COURSES: Complete major area of study by taking the specified courses. Remember that General Education courses will provide you with a global perspective and understanding of the world you live in.

CONSIDER: What are your degree requirements? What courses would improve your weak areas and complement your major?

STEP 2

MAJOR: When you have decided on a career direction, determine a major that will help you reach your goal.

CONSIDER: Associate or Bachelor's degree, vocational training. Are you taking the right courses to transfer?

STEP 1

CAREER: Narrow available choices based on personal values, interests, and activities.

CONSIDER: Abilities (aptitude) and skill - Personal interests - Job experience Work Attitude - Working environment – Personal values

THE TRANSITION FROM HIGH SCHOOL TO COLLEGE

Most students who enter college are still grounded in their high school experiences. This can create problems for students because of the differences between the environments and demands of high school and college.

In order to make a smoother transition, you need to be aware of just how different your time in college will be from what you've previously experienced in high school.

RETURNING STUDENTS

Going back to college as an adult can be a daunting and sometimes challenging experience. We all know that there are many talented and accomplished individuals who never went to college or for some reason or another were not able to complete their degree. For many, earning a degree can make a significant difference in their professional or personal life. But the idea of returning to school after a long absence can present quite a challenge. Often adults who are returning to school after years of not being in a classroom are apprehensive about adapting to the college environment. We understand what you are experiencing and encourage you to utilize all the resources and services that are available to you. You have taken that first step, and we are confident you will be successful in college!

Academic Environment

- Instruction is mainly by lecture
- Reading assignments complement but do not necessarily duplicate lectures.
- Classes meet less frequently and for fewer hours per week.
- The library is a critical resource.
- Class discussions are often aimed at developing critical thinking skills
- Research or term papers are required in many classes.

Grading

- Many semester grades are based on just three or four test scores.
- Essay exams are more common.
- Attendance with participation in class is vital.
- Exam questions are often more difficult to predict.

Knowledge Acquisition

- Taking good notes is important
- Students must independently seek additional and supplementary sources
- Students must recognize the need for and initiate requests for additional assistance.

Stress

- There is increased workload
- An entire course is completed in 18 weeks or less.

Responsibility

- Students must identify their goals
- Self-evaluation is required.
- Independent reading and studying are necessary for success.
- Students must be responsible for managing their own time.
- Interest in learning often must be generated by the student.
- Students must know the course requirements for their major.



MATRICULATION CHECKLIST

Matriculation is the process that brings a college and each student into an agreement for the purpose of realizing the student's education objectives.

Application

I have completed and submitted the SCCCD admission application.

[If you have never attended Reedley College or have been away for one year or longer, you must fill out an Application for Admission online at

www.reedleycollege.edu/admissions_application. If you have already submitted an application to any other college or center within the State Center Community College District, you do not need to complete another application for admission].

Assessment Test

I have completed all three parts of the assessment test.

- English reading
- English writing
- Mathematics (basic math, algebra, or intermediate algebra)

Schedule Assessment Test at

www.reedleycollege.edu/online_testing_appts



Financial Aid

I have completed the FAFSA (Free Application for Federal Student Aid) online.
(Available at www.fafsa.gov)

Orientation

I have received information on how to use the college catalog and schedule.
(Online Orientation available at www.reedleycollege.edu/online_orientation)

Registration

I have selected my classes. I have turned in my registration form to the Admissions & Records Window/Counter for processing.

(Also available on line at www.reedleycollege.edu/webadvisor)

Classes

- Registered Classes*
I have attended the 1st day of instruction for each of the classes for which registered.
- Classes Added*
I attended the 1st day of instruction for the classes I wanted to add. I received an authorization code from my instructor, (if required) a counselor has signed my "Add Card," and turned it in to Admissions and Records.
- Classes Dropped*
I officially dropped classes for which I no longer wanted to be registered

Follow Up Visit to Counseling

I plan to follow up with a counselor to discuss certificate, associate degree, and/or transfer requirements and to develop a SEP. (FAQ's and Live Help Counseling is available on line at www.reedleycollege.edu/online_counseling)

Student Educational Plan (SEP)

I have met/or will meet with a counselor to develop a semester by semester Student Educational Plan based on my educational and individual circumstances.

Go to www.reedleycollege.edu/online_counseling_appts to make an appointment.

MATRICULATION EXEMPTIONS

Certain students may be exempt from several components of matriculation including assessment, orientation, and counseling/advising. The exemptions are as follows:

A student may be exempt from participation in assessment if the student meets the following criteria:

1. The student has submitted evidence (e.g., official grade report or transcripts) which provides verification of satisfactory completion of the college level coursework; or
2. The student chooses not to participate.

A student may be exempt from participation in orientation and/or counseling/advising if the student meets two or more of the following criteria:

1. The student chooses not to participate;
2. The student has completed twelve or more acceptable transferable units;
3. The student has completed an associate degree or higher;
4. The student has certain educational goals;
 - a. To maintain a certificate or license;
 - b. Personal development (intellectual, cultural); or
 - c. To complete coursework for high school credit

Matriculation Exemption forms are available in the Counseling Office.



INTRODUCING OUR COUNSELING CENTER

The Counseling Center provides comprehensive counseling services to assist students toward a successful college experience. Counselors help promote student development and success by coordinating quality services and programs that are focused on students' needs.

The goal of the Counseling Center programs is to facilitate the process by which students choose the appropriate courses and programs of study in order to earn a degree or certificate, transfer to a four-year institution, and/or complete a vocational program. Counselors provide academic counseling and assist students in the selection of courses and majors, along with developing a student educational plan to achieve their educational goals.

SEE A COUNSELOR FOR

- Planning a program and selecting courses
- Exploring and determining career goals
- Assistance in interpreting math and English placement/assessment scores
- Transfer information on UC, CSU, out-of-state, and private colleges.
- Certificate and degree information
- Referral to student support services on campus
- Retention activities (appeals, probation, dismissal, and early alert referral)

For more information, please visit the Counseling Office at Reedley College.

STUDENT EDUCATION PLAN

All students are encouraged to schedule an appointment with a counselor to develop a Student Education Plan (SEP). The SEP is a semester by semester plan that lists the required coursework needed to achieve a student's educational goals. It serves as a visual "roadmap" and guides students through their educational planning. It also provides a timeframe in which the student(s) might achieve their goals. Completing an SEP is also one component used to assign registration priorities.

COUNSELING SERVICES and RESOURCES

Counseling services are offered to all general students and are also available through special programs such as Disabled Students Programs and Services (DSP&S), Extended Opportunities Program & Services EOP&S, California Work Opportunity and Responsibility to Kids (CalWORKs) and Student Support Services Trio Program Grant. These programs also provide specialized workshops, counseling sessions, and orientations for student participants.

CAREER PLANNING

The Career Resource Center (CRC) services include; career exploration and counseling, online career assessments, occupational information, career resources including employer information, computer-based job search information, job search strategies, mock interviews and workshops to assist students in developing job interviewing skills. Counselors assist students in interpreting career assessment results and also teach career awareness courses. The CRC counseling staff can help provide career search information needed for self-discovery and career decision-making through the following services. For more information visit the Career Resource Center website at www.reedleycollege.edu/career_planning

TRANSFER CENTER

The Transfer Center provides a variety of resources and services to help students transfer to other colleges and universities for completion of their educational goals. These resources include major sheets, transfer counseling, articulation agreements, college catalogs and Transfer Admissions Guarantees (TAGs) to available UC campuses. Students are also provided with transfer application workshops and individual assistance with the completion of their California State University (CSU) and/or University of California (UC) admissions application. www.reedleycollege.edu/transfer_services

Reedley College offers many of the lower division (freshman and sophomore level) classes that are part of the requirements to earn a baccalaureate degree at a college or university. Students may complete all or most of their lower division general education and major preparation before transferring.

There are differences in the transfer requirements of each college and university. Therefore, it is advisable for entering students to plan a program which meets the requirements of the particular college or university to which they wish to transfer. Students should consult the catalog of the specific college or university which they plan to attend. Counselors will assist in interpreting catalog statements and requirements and with developing a Student Educational Plan (SEP) upon request.

ONLINE ACADEMIC COUNSELING

The Reedley College website provides students with a variety of online resources, and tools to assist in completing the matriculation process. Students are able to benefit from online student services in that the majority of the matriculation components can be completed electronically without students having to be on campus. Students can avoid standing in long lines during peak registration periods and allows students who attend off-campus sites to have access to these services.

These online processes include completing the college Admission Application on California Community College Apply (CCCApply), Online Orientation, assessment testing via Accuplacer, course registration utilizing WebAdvisor, and access to financial aid information on FAFSA.edu and WebAdvisor. Students can avoid standing in long lines during peak registration periods, and the online services also allow students who attend off-campus sites to have access to these services. Students can also conduct degree audits on WebAdvisor to determine what courses have been completed are needed to earn their Associates degree. Student follow up activities utilize web-based technology with the Scheduling and Reporting System (SARS) Alert process that allows instructors to identify students having difficulty in the classroom.



Online Academic Counseling Services Available

Live Help - Online live academic counseling sessions provide “real-time” academic assistance for students unable to come on campus for counseling services. This service is available throughout the district during designated days and times. All sessions are live and recorded.

www.reedleycollege.edu/online_counseling

Online Frequently Asked Questions (FAQ)

- Find answers to your questions online
- Available 24 hours a day, seven days a week
- Students can search for questions & answers

Live Help (Online Communication with a Counselor)

- Live online counseling session with a SCCC counselor
- No more standing in line to get your quick questions answered
- Accessible via web during selected days and times

Online 8

- Alternate way to provide first time college students a review of the policies, procedures, programs, and services
- Registration holds will be released for students participating in the online orientation allowing you to register for classes
- Accessible via the web 24 hours a day, seven days a week

www.reedleycollege.edu/online_orientation

STUDENT FEES

ALL FEES ARE OUTLINED IN THE [REEDLEY COLLEGE CATALOG](http://www.reedleycollege.edu/college_catalog)
www.reedleycollege.edu/college_catalog

ENROLLMENT FEES*

Each student pays an enrollment fee based upon the number of units in which he/she registers each semester.

California Residents ----- \$46 per unit for 2015-16 (with no cap, subject to change)

California residents may apply for a Board of Governor's (BOG) Fee Waiver through the Financial Aid Office.

PAYMENT OF FEES

Fees are due on the date indicated in the Schedule and as posted on the College website. Beginning the first day of the semester, however, fees are due the same day of registration.

In Person at any State Center Community College District Campus or Center

Clovis Community College	10309 N. Willow Avenue	Fresno, CA	93730
Fresno City College	1101 E. University Avenue	Fresno, CA	93741
Madera Community College Center	30277 Avenue 12	Madera, CA	93638
Oakhurst Community College Center	40241 Hwy 41 or Hwy 41 & Road 426	Oakhurst, CA	93644
Reedley College	995 N. Reed Avenue	Reedley, CA	93654

By Phone (Credit Card Only)

Reedley College	(559) 638-0342
Madera Community College Center	(559) 675-4800
Clovis Community College	(559) 325-5200

Online (Credit Card Only)

Step 1: www.reedleycollege.edu

Step 2: Click on WebAdvisor Link [on left side of the home page]

Log in to WebAdvisor: Username: last name_studentID# Ex: smith_1030507

Password: Capitalized letter of first name, lower case letter of last name and six-digit birthdate (until changed by student) Xx010115

Jane Smith, born Jan 1, 1965 would be: Js0101965

Step 3: Click on "Make a Payment"

Mail (Check Only) See Addresses Above

Make checks payable to SCCC and include your student ID# on your check.

Financial Aid If you have been awarded a Board of Governors Waiver, you will not owe tuition fees; However, you are still responsible for the \$19 health fee.

Payment must be received (not postmarked) by 5:00 p.m. on the due date.

NONRESIDENT AND INTERNATIONAL ENROLLMENT FEES as of 2015-16*

Nonresident and international students are charged tuition fees as follows:

Regular and Summer Sessions:

Each unit taken:

- | | |
|---------------------------------|-------|
| • Nonresident Student Tuition | \$235 |
| • International Student Tuition | \$235 |
| • Plus Enrollment Fee per unit | \$ 46 |

A nonresident student is a student who has not resided in the state for more than one year immediately preceding the first day of the regular semester/summer session, or has not demonstrated evidence of intent to be a California resident.

All international students must also have proof of domestic health insurance coverage in the amount prescribed by Board policy.

Please check with Reedley College's Admissions and Records Office for details regarding residency and/or international student requirements. Call (559) 638-0323.

INSTRUCTIONAL MATERIALS FEE*

Reedley College may require students to provide certain instructional and other materials. These may include, but are not limited to, textbooks, tools, equipment, and clothing (e.g. uniforms).

Such material may be required if:

1. The materials are used in the production of a course-related project or "end project" that has a continuing value to the students outside of the classroom setting; or
2. The materials required for the class have continuing value to the students outside the classroom setting.

Students who wish to purchase instructional materials on their own must secure advance written approval of the instructor and provide such written approval to the Business Services Office for a waiver of the material fee.

HEALTH FEE*

All on-campus students (Reedley College, Madera Community College Center, Oakhurst Community College Center, Clovis Community College, and Fresno City College classes) are required to pay a \$19 health service fee each semester (\$16 for the summer). Off campus students are required to pay an \$11 health service fee each semester. The service includes health assessment by a nurse, referrals to appropriate health care facilities, assistance with insurance concerns, first aid, as well as a resource for education concerns. The use of on-campus labs or the on-campus tutorial center will result in an on-campus health fee. The fee is not waived by the Board of Governor's Fee Waiver.

An exemption/waiver from the health fee is available to the following students:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending a community college under an approved apprenticeship training program.

****NOTE: Enrollment fees and the health fee are subject to change without notice per the California State Legislature and Governor. If enrollment fees are raised after you enroll, you will be invoiced for the unpaid difference.***

REEDLEY COLLEGE ASSOCIATED STUDENT GOVERNMENT REPRESENTATION FEE*

All students taking at least one class at Fresno City College, Reedley College and/or Clovis Community College are required to pay a student representative fee of \$1.00 each semester. This fee is used for student advocacy at the local, state, and national levels. A waiver of this fee can be obtained for religious, political, moral, or financial reasons.

ASSOCIATED STUDENT GOVERNMENT CARD (TigerOne Card)*

Students have the option of purchasing an ASG membership card (TigerOne card) for \$10 per year. ASG cardholders receive discount rates for admission to a number of college activities and may vote in student elections.

For more information, contact

Reedley College Student Activities Office at (559) 638-0300 ext. 3408.
or Madera Community College Center Activities Office at (559) 675-4800 ext. 4865



CREDIT BY EXAM FEE*

Students are required to pay a fee in the amount of \$10.00 for the first unit plus \$5.00 for each additional unit for each course challenged. This fee is specific to the Credit by Examination charge. An additional \$46.00 per unit fee is required. The Board of Governors' Fee Waiver does not waive these fees.

Those students otherwise required to pay non-resident fees will also be required to pay the non-resident unit fee for each unit of a course challenged in addition to the specific Credit by Examination fees noted in the above paragraph.

PARKING FEE*

Students who use on-campus parking facilities must purchase a college-parking permit for \$20 per semester. Permits for summer session cost \$10. Permits may be purchased in the Business Services Office located in the Student Services Building or in the Bookstore. Daily permits are available for \$1.

Purchasing a permit does not guarantee you a parking space. Parking is on a first come first serve basis. Students may only park in lots designated for student parking. A parking pass does not waive fees for metered parking areas.

Parking regulations are available at <http://sccdpolice.com/parking-and-traffic-policy>

*** NOTE: All fees are subject to change without prior notice**

REFUND TO STUDENTS

REFUND FEE PROCESSING

It is the student’s responsibility, not the instructor’s responsibility, to drop a class by the refund/fee reversal deadline. A refund reversal of enrollment, tuition and class material fees shall be made in accordance with the district refund policy. Students are required to submit a refund request form to the Business Services Office. Requests may also be submitted online. Please ensure that all class(es) are dropped before submitting your request. The refund process may take up to eight weeks to receive. If fees were paid with a credit card the refund will be applied to that credit card. If paid by check or cash, a refund check will be made payable to the student and is mailed to the student's official address on record with the college.

REFUND OF ENROLLMENT FEES AND TUITION

Refund or reversal of enrollment fees and tuition shall be made following cancellation or withdrawal from class(es) in accordance with the following schedule. Refunds shall be initiated upon receipt of a written request to the Business Office. Request may also be made online.

Refund request are subject to an audit of the student’s record to verify balance. Credit balances may be carried forward to the new term in lieu of a refund. Balances greater than or equal to \$15 will remain on the books for three years and amounts less than \$15 will remain on the books for one year.

Primary Term-Length (18-week) classes

- Withdrawal during the first two weeks of the semester100% refund
- Withdrawal after the second week of the semester.....No refund

Summer/Short-Term Classes

State code defines the drop deadlines to qualify for fee refund/reversals for short-term classes as on or before 10 percent of the duration of the class.

- A 100% refund is given upon withdrawal by the 10 percent point.
- No refund is given after withdrawal beyond the 10 percent point.

Number of actual class meetings:	10% point (rounded down)	100% refund if withdrawal is on or before:
8	0.8 = 0	1 st day of class
16	1.6 = 1	1 st day of class
24	2.4 = 2	2 nd day of class
38	3.8 = 3	3 rd day of class

REFUND OF HEALTH FEE

Students receive a refund upon complete withdrawal from all classes in accordance with the enrollment and tuition fee refund schedule.

REFUND OF PARKING FEE

Full refunds for parking permits will be made during the first two weeks for the fall/spring semesters and the first week of the summer session upon proof of complete withdrawal from school. The parking permits must be attached to a Request for Refund form and returned to the Business Services Office in order to obtain the refund. There is no refund for limited-term parking permits.

REFUND OF ASSOCIATED STUDENT GOVERNMENT MEMBERSHIP

Students must request a refund from the ASG Office. A 100% refund during the first week and a 50% refund during the second week of the semester.

**Fees are subject to change without notice*

FINANCIAL AID

Financial Aid Eligibility

Many students need financial help to pursue their educational goals. The Financial Aid Office strives to provide assistance to students to secure the financial resources to meet their educational costs. The college offers a comprehensive program of scholarships, grants, loans and employment opportunities to assist students in meeting college expenses. In order to determine if you are eligible for financial aid, the first step is to complete the Free Application for Federal Student Aid (FAFSA – www.fafsa.gov).


Free Application for Federal Student Aid

In calculating your need, the difference between what it costs to attend a particular college and what you and your family are expected to contribute from your own resources is reviewed.

Here's how it works:

Costs of going to college

Enrollments fees, other fees, books and supplies, room and board, transportation, personal expenses

- minus your Expected Family Contribution (EFC)

The amount that you and your family are expected to contribute

= Equals - Your Financial Need

Financial aid applications (FAFSA) are available beginning January 1, 2015. You may apply throughout the 2015-2016 award year (July 1, 2015 through June 30, 2016), but consider that some aid is first come, first served.

The free application for Federal Student Aid, (**FAFSA**) is available on-line at www.fafsa.gov. The Federal School Code for Reedley College is 001308. You and your parent should first obtain a SFA Login ID from the Department of Education at <https://fsaid.ed.gov>

The FAFSA is used to award most types of financial aid at Reedley College.

The 2015-2016 academic year includes Fall 2015, Spring 2016, and Summer 2016.

The 2015-16 FAFSA will generate a Student Aid Report (SAR), which will be mailed/emailed directly to the student by the Department of Education. Review this information for accuracy, because errors will delay the process and can potentially be the reason why you may not receive your aid when you most need it.

The awarding of financial aid is on a first come, first served basis and subject to the availability of funds.

Financial Aid Eligibility Requirements

Students must be U.S. citizens or eligible non-citizens to receive federal funds

Undocumented students should complete a DREAM ACT FAFSA (www.caldreamact.org) to see if they qualify for certain State aid programs

Male students who are not active members of the armed forces, are at least 18 years old, and were born after December 31, 1959 must be registered with the Selective Service

Demonstrate financial need, except for the unsubsidized Federal Direct Student Loan Program
Must apply for admission and be working towards an eligible degree or certificate program at Reedley College

Be enrolled at least half-time (6 units), except for the Pell Grant Program or Board of Governors Enrollment Fee Waiver Program

Must maintain Satisfactory Academic Progress (SAP) towards a degree or certificate. The SAP Policy is available on Reedley College's website under Student Services, Financial Aid.

Must have a high school diploma, General Educational Development (GED) Certificate, completed homeschooling at the secondary level, or have passed a State-authorized examination such as the California High School Proficiency Exam (CHSPE).

Must not be in default on any federal loan

Must not be in repayment for any federal or state grant.

Students concurrently enrolled in high school not eligible for federal financial aid.

STATE AID AVAILABLE

California Community College's Board of Governors Fee Waiver

This grant pays for the enrollment fees for qualified California residents attending a California Community College. The Financial Aid Office will automatically determine your eligibility for a Fee Waiver when they receive your FAFSA results. You may also fill out the paper form available on our webpage and in the Financial Aid Office. Remember the Fee Waiver is not a CASH award and is not paid in the form of a check; but if eligible, your enrollment fees will be waived for one academic year.



Cal Grants - Eligibility is first determined by the California Student Aid Commission (CSAC) and then by the school you plan to attend. Cal Grants are generally paid in the form of a check once per semester.

Cal Grant A

Entitlement awards can be used for tuition and fees at public and private colleges as well as some private career colleges. At CSU and UC schools, this Cal Grant covers up to the full system wide fees of \$5,472 and \$12,240, respectively. If you are attending a private college, it pays up to \$9,048 toward tuition and fees. To get this Cal Grant, you need to be working toward a two-year or four-year degree. Competitive Cal Grant A awards are for students with a minimum of 3.0 GPA who are from low-and middle-income families and who aren't eligible for the entitlement award which is guaranteed.

Cal Grant B

Entitlement awards provides low-income students with a living allowance and assistance with tuition and fees. Most first-year students received an allowance of up to \$1,656 for books and living expenses. After the freshman year, Cal Grant B also helps pay tuition and fees in the same amount as a Cal Grant A. Competitive Cal Grant B awards are for students with a minimum 2.0 GPA who are from low-income or disadvantaged families and who aren't eligible for the entitlement award which is guaranteed.

Cal Grant C

This award helps pay for tuition and training costs at eligible occupational and career colleges. This \$547 award is for books, tools and equipment. You may also receive up to \$2,462 for tuition at a school other than a Community College. To qualify, you must enroll in a vocational program that is at least one semester in length at a California Community College, private college or vocational school.

FEDERAL PELL GRANTS

Federal Pell Grants are available to assist in meeting your educational costs. The amount of your Pell Grant is determined by your EFC, your Cost of Attendance, and your enrollment status. Federal Pell Grants are targeted to students with high financial need and vary from student to student. Awards range from \$576 to \$5775 for one academic year. Payment amounts are calculated based on the number of units you are attending and are generally paid out twice a semester. Students may be required to repay all or a portion of their Pell Grant if they withdraw during the semester or fail all of their classes for the semester.

SCHOLARSHIPS

These are financial awards that you do not have to repay. Generally, scholarships are awarded on the basis of academic achievement, personal qualifications, and financial need. The Financial Aid Office can provide you with contact information for the available scholarships and the eligibility criteria for each award. Scholarship information is also available online through our webpage.

FEDERAL WORK STUDY (FWS)

This award provides you with part-time employment opportunities on campus. If eligible, students must first complete the FWS Orientation and then are given instructions on how to view the available job openings. If hired, students must complete the employment packet and submit it to the Financial Aid Office.

ADDITIONAL INFORMATION

The information in this Handbook provides general information on how to apply for financial aid. This is only the first step. It is important that you understand what aid you are eligible for, financial aid limits, academic requirements, and how to successfully maintain your financial aid eligibility throughout your educational career.

Your district issued e-mail plays an important role in staying on top of your financial aid information. This is the primary means by which we will communicate with you. We will remind you about important deadline dates, changes in financial aid, your academic progress status, and most importantly when you will receive your financial aid payments, if you are eligible for cash disbursements. Please remember to check your e-mail on a regular basis at least once or twice per week.

Visit our financial aid webpage at www.reedleycollege.edu/financial_aid for information about where we are located, our office hours at the various locations, and additional information about how financial aid works.

For a comprehensive resource, we strongly encourage all students and parents to read our Financial Aid Guide. If you have a question about financial aid, chances are the answer is in our Guide!

If you have any additional questions, contact your Financial Aid Office.

Reedley College	(559) 638-0312
Madera Community College Center	(559) 675-4800
Oakhurst Community College Center	(559) 638-3940

ENROLLMENT PROCESS

You may enroll at Reedley College, Madera Community College Center, or Oakhurst Community College Center if you meet one of these requirements:

- Are at least 18 years old, or
- Have graduated from high school or have a GED or high school proficiency, or
- Are accepted into the Educational Enrichment Program

Enrollment obligates you to fulfill the requirements of the class until the completion of the class or until you officially drop the class. The history of your class enrollments and what happens in each class becomes your permanent record, a copy of which is called a transcript.

The number of units for which you enroll determines your classification as a student.

FULL-TIME status is 12 semester units or more

PART-TIME status is less than 12 semester units

REGISTERING FOR CLASSES

Each student is assigned a registration date. Students can access their registration date through [WebAdvisor](#) under the Registration Eligibility Information. Once you know your registration date, it is recommended that you follow these steps:

See a counselor for any assistance you need to clear prerequisites and/or probation holds, update student education plan (SEP), or select courses. If the course prerequisite has been taken in high school or at another college, you must see a counselor and provide documentation (i.e. transcript) to clear the prerequisites.

Complete the English/Math CPT assessment by scheduling an appointment online on the Reedley College webpage. www.reedleycollege.edu

SELECT NEW & RETURNING STUDENTS → TESTING SERVICES →



For the Madera Community College Center and Oakhurst Community College Center testing schedule and appointments contact:

Madera Community College Center: (559) 675-4800

Oakhurst Community College Center: (559) 638-3940

Clear any holds, (i.e., Business Office, Admissions and Records, Counseling, Library, etc.). Students can look up any holds on [WebAdvisor](#) under Registration Eligibility Information.

REGISTERING FOR CLASSES WITH PREREQUISITE/COREQUISITES

A prerequisite challenge requires written documentation, an explanation of alternative course work, background or abilities that adequately prepare the students for the course. A Prerequisite/Corequisite Challenge Form may be obtained from and returned to the Counseling Office. Reasons for filing a Prerequisite/Corequisite challenge may include one or more of the following:

- A prerequisite/corequisite is not available.
- The prerequisite/corequisite was met at another institution.
- The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite.
- The student believes the prerequisite/corequisite is discriminatory or being applied in a discriminatory manner; OR the prerequisite is not necessary for success in the course.

In Person Registration at any State Center Community College District Campus or Center



Clovis Community College	10309 N. Willow Avenue	Fresno, CA 93730
Fresno City College	1101 E. University Avenue	Fresno, CA 93741
Madera Center	30277 Avenue 12	Madera, CA 93638
Oakhurst Center	40241 Hwy 41 or Hwy 41 & Road 426	Oakhurst, CA 93644
Reedley College	995 N. Reed Avenue	Reedley, CA 93654

Web Advisor Registration: WebAdvisor is available for online registration.

▶ Students in good standing may access WebAdvisor at www.reedleycollege.edu.

The process is simple and easy to follow.

▶ All you need is your seven digit college student ID number and your date of birth to get started.

▶ See the left side of the page for “Problems logging in” and “Need assistance”.

- Step 1. www.reedleycollege.edu
- Step 2: Click on Web Advisor [left side of home page]
- Step 3 Log in to Web Advisor: Username: lastname_student ID #
Password: last name_6 digit birthdate
- Step 4: Register for Classes



PLANNING YOUR SEMESTER

The number of units is generally the number of lecture hours per week a class meets. For example, a 1 unit lecture class meets 1 hour per week; a 3-unit lecture class meets 3 hours per week. Classes that have labs or “directed study activities” must meet more hours.

The first step in organization is to break down non-educational time commitments and then plan an educational program around your available time.

Through planning you can accomplish a lot with minimum effort. Valuable time is wasted if you do not effectively plan for every hour of your day. The reward for good planning is getting work accomplished on time, without worry and with better grades. Organizing your time can allow you a margin to deal with the unexpected, without being plunged into a desperate situation. If you have a schedule, there will be time available to solve any problem that arises.

During your attendance at the Reedley College you will take a unique, step-by-step process toward the completion of your academic program. Whether your program culminates in a transfer to a baccalaureate level college or university, an Associate Degree, a certificate of achievement or completion, or simply a continuation of lifelong education, every student needs to know the particulars of that step-by-step process.

Midway through your first semester, you will need to meet with a counselor to develop a Student Educational Plan (SEP). This plan is designed with careful consideration of your individual needs. This will insure that you don't waste valuable time in pursuing and achieving your educational goals.

For each unit you take, there may also be 2 or 3 hours of outside study per week. You must, therefore, manage your class and study time carefully – keeping in mind your employment and other personal responsibilities.

<i>If You Work:</i>	<i>Take No More Than:</i>
40 Hours per week	6 Units
30 Hours per week	9 Units
20 Hours per week	12 Units
5 to 15 Hours per week	14 – 16 Units

COMMON QUESTIONS

Question: *How long do Reedley College courses last?*

Answer: All college courses can be finished in one semester (18 weeks) or less.

Question: *What is the least, as well as the most, number of units I can take?*

Answer: You may take as little as one-half unit and as many as 18 units during a single semester. To take more than 18 units, you are required to obtain special permission from a Counselor. If you plan on taking more than 21 units, you will need permission from the Vice-President of Student Services.

Question: *How long will it take to finish college?*

Answer: For an Associate Degree, you need 60 degree applicable units; to transfer to a CSU you need 60 CSU transferable units. Thus, if you wish to complete an Associate Degree in:
 2 Years Take 15 degree applicable units (average) per semester
 3 Years Take 10-12 degree applicable units (average) per semester

Question: *Can I take as long as I wish to finish?*

Answer: Yes, there is no time limit for completing college. Some students graduate in three semesters, (including summer school) and some take many years. To keep catalog rights, students must maintain continuous enrollment.

HOW TO READ THIS SCHEDULE ...

This is the abbreviation of the department and the course number, title and number of units. (If the number is followed by the letter "H", the class is for students in the Honors Program only.) The number of units determines the enrollment fees.

The schedule number used to sign up for classes.

The day or days of the week the class meets. "ARR" indicates that class hours are arranged by the instructor.

The time of day the class meets.

ENGLISH

ENGL 1A Reading and Composition (4 units)
 Reading, analyzing, and composing college-level prose, with emphasis on the expository; studying writing as a process; exploring different composing structures and strategies; editing and revising one's own writing; conducting research (gathering, organizing, evaluating, integrating, and documenting information,) culminating in a term research paper. **(Subject Prerequisites) English 125 and 126 or placement by college assessment process. (A, CSU-GE, UC, I)**

Full Term Class Offering(s)

53031	M	8:00am-9:50	AGR 1	STAFF
	and W	8:00am-9:50	FRM 10	STAFF
53027	T	9:00am-10:50	INC 4	STAFF
53036	M	6:00pm-7:50	SOC 35	STAFF
	AND W	6:00pm-7:50	HUM 62	STAFF

Short Term Class Offering(s)

53037	S	8:00am-9:50	INC 4	STAFF
	and S	10:00am-12:05	INC 1	STAFF
		○ Meets 08/16 to 10/15		
59473	MW	3:30pm-5:20	HUM 62	STAFF
	and TTh	3:30pm-5:20	SOC 35	STAFF
		■ Meets 10/18 to 12/17		

Off Campus Class Offering(s)

74007	MW	6:00pm-7:50	SELMA HS	STAFF
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Online Class Offering(s)

53025	ARR	WEB	D.BOROFKA
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☞ Above class is taught online and meets 10/18 to 12/17. Students enrolling in this class must contact the instructor at david.borofka@reedleycollege.edu before the class begins. If you do not receive a response from your instructor by the second day of class, please call the instructor at (559) 638-3641 ext. 3681.

Indicates if a course is degree applicable, CSU or UC transferable, CSU-GE, or IGETC.

Special information regarding a class may be included above the course listing. Such information as prerequisites and advisory information needed before a student takes the course.

Where the class meets; either the campus building and room number, or the off-campus location. See the campus map for more information. "WEB" indicates the class is taught online.

Shaded areas mean the class meets after 4:30 p.m.

The name of the instructor for the class. The word "STAFF" indicates that the instructor has not yet been determined when the schedule was printed.

Pay particular attention to the legend at the bottom of each page, as they will help you.

SHADED AREAS: represent evening classes ☞ Online classes 6 6-week class: meets 6/13 to 7/22 8 8-week class: meets 6/13 to 8/5

Legend for SUMMER sessions

SHADED AREAS: represent evening classes ☞ Online classes ○ Meets 8/15 to 10/14 (first 9 weeks) ■ Meets 10/17 to 12/16 (second 9 weeks)

Legend for the FALL semester



STUDENT PLANNER

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:00 - 7:50 am 0700 - 0750						
8:00 - 8:50 am 0800 - 0850						
9:00 - 9:50 am 0900 - 0950						
10:00 - 10:50 am 1000 - 1050						
11:00 - 11:50 am 1100 - 1150						
12:00 - 12:50 pm 1200 - 1250						
1:00 - 1:50 pm 1300 - 1350						
2:00 - 2:50 pm 1400 - 1450						
3:00 - 3:50 pm 1500 - 1550						
4:00 - 4:50 pm 1600 - 1650						
5:00 - 5:50 pm 1700 - 1750						
6:00 - 10:00 pm 1800 - 2200						

STUDENT CLASS PLANNER



PROGRESS MONITORING, RETENTION SERVICES, and PROGRAMS

Reedley College strives to improve and strengthen support services for students by providing a student progress monitoring program. Progress monitoring activities are designed to identify students who may be experiencing difficulty in the classroom and/or may not be making satisfactory progress in their courses. Students identified by instructors are provided counseling services and/or are referred to the appropriate campus resources that can contribute to their academic success. The goal of these activities is to improve student academic performance, along with retaining current students to each subsequent semester for completion of their educational goals.

As part of Reedley College's commitment to student retention and success, the progress monitoring activities include the following:

1. **Early Alert Program (EAP)** – (designed for early intervention) – For semester length courses, an early alert referral may be issued during the 3rd and 4th weeks by instructors for students experiencing difficulty in the classroom. These students are contacted by the counseling department to arrange a counseling session and/or referral to the appropriate support services. Interventions may include: academic counseling, tutorial assistance, college success workshops, Guidance Studies courses, psychological services, and assessment for a possible learning disability. Students are encouraged to participate in these special programs designed to help students overcome problems that interfere with their academic success.
2. **Progress Reports** – (mid-term reports for all students) – For semester length courses a progress report may be issued during the 6th and 7th weeks for students who are not making satisfactory progress (D or F grades and/or poor attendance). The Admissions and Records Office may notify students who are not making satisfactory progress. Students are afforded the opportunity to make a decision on their probability for success in their respective courses. Schedule revisions may occur after student decisions are made based on their standing. Student decisions may include: dropping a course, tutorial assistance, faculty consultation, and/or personal and academic counseling.
3. **Student Athlete Retention Program (SARP)** – for student athletes – During the 11th and 12th weeks of semester length courses, progress reports may be issued to student athletes only. The report is to assist the athletic departments and the athletic counselor in monitoring student athletic progress to ensure compliance with eligibility requirements for participation in student athletics. Interventions may include: academic counseling for athletes, tutorial assistance, and/or increased study hall hours. Student athletes are encouraged to participate in the program that helps them overcome problems that are unique to student athletes.
4. **Final Grade Reports – Official Transcripts (Final Grade Reports)** – Final grades can be accessed through the Internet on [WebAdvisor](#). Grades of students who fail to return school equipment or who have any unpaid accounts will be withheld until the record is cleared. [Transcripts](#): The first two official transcripts in a lifetime are free. The cost of each additional transcript is \$5.00 each.

The progress monitoring programs are designed to identify students who may be experiencing difficulty in the classroom. Students identified by instructors are provided counseling services and/or are referred to the appropriate campus resources that can contribute to their academic success, (i.e. tutorial, study skill workshops, etc.)

Progress Monitoring Programs (below) are designed to identify students experiencing difficulty in the classroom. Intervention services are provided each semester based on instructor/faculty referral and/or participation in specialized campus program(s). Student Services Program Offices include: EOPS, DSPS, Health Services and Counseling.	
Early Alert Program (EAP)	Instructor referral for coursework assistance for all students Referrals occur during weeks three through nine. Students can receive support through the Tutorial Center, Counseling Center, Writing, and Math Centers.
Student Athletic Retention Program (SARP)	Designed to support student athletes participating in extra-curricular activities. Student Athletes are monitored throughout the entire semester. Study Hall – Library Tutoring Services 8:00am to 6:00pm M-TH, 8:00am to 3:00pm Fridays Residence Hall T/TH, 7:00 – 9:00pm

STUDENT ACTIVITIES/ORGANIZATIONS

Reedley College offers a variety of co-curricular and extracurricular programs, including student government, clubs, community service projects and social activities. These programs encourage students to share common interests, practice democratic procedures, broaden social horizons, and provide all students with the opportunity to participate, thus contributing to the growth of the individual, the college, and the community. Students are able to enjoy a wide variety of clubs, including scholastic, social, athletic, and honors groups. Contact the Student Activities Office for further information.

STUDENT GOVERNMENT

The Associated Student Government (ASG) is the student governing organization. The legislative power of the Associated Student Government is vested in an executive senate whose members are elected by the student body composed of students enrolled at their respective campuses.

CLUBS/ORGANIZATIONS

An important element of college life is participation in student clubs and associations. Student involvement in clubs provides a means for students to gain leadership skills, offers opportunities for personal development, and enriches their college lives through social, intellectual, cultural, and service experiences. Student clubs include service organizations, religious affiliations, professional interests, athletics, and other special interest clubs.

ALPHA GAMMA SIGMA (AGS) HONOR SOCIETY

Sigma Gamma Chapter is the statewide community college student organization established to promote, maintain and recognize scholarship. Membership is based upon academic achievement and members develop leadership skills, attend conferences and take part in college and community activities. Students must have and maintain a minimum of a 3.0 GPA. There is also a minimum number of community service hours that student must complete as part of program requirements.



Student E-Mail Accounts



1. Go to the website of the campus you are attending (See above)
2. Click on **Student Mail** (Top L/H Side)

For Security purposes, you must activate your Email first:

3. Enter your College ID number
Ex: 0123456_@my.scccd.edu
4. First time password is:

FIRST NAME initial CAPITALIZED
& last name initial lower case
& 6 digit date of birth
(Ex: Mia Smith, born on 01/02/1998)

Initial Password: Ms010298

- ✓ Click on *Mail* and follow steps to change time zone

TO CHANGE YOUR PASSWORD

**Return to Student Email and click on Change Password.
(Bottom of the page)**

For help call: 866.245.3276 or 559.499.6070

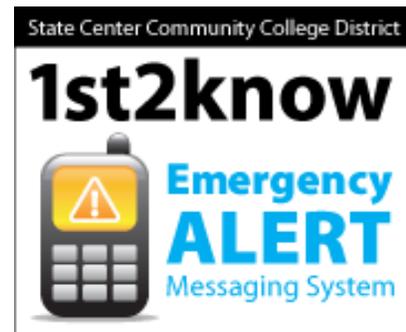
Emergency Alert Program

Be the 1st2know of emergency events on campus by receiving a text notice on your cell phone from our district.

Sign up for the **1st2know** Emergency Alert Messaging System on [WebAdvisor](#).

Once you log in you will see the “1st2know Emergency Alert” category.

Sign Up for Emergency Alert to Cell Phone



COST

We don't charge for the service but standard text message rates will apply so make sure you check with your provider before signing up.

PRIVACY

1st2know is secure and respects your privacy. The 1st2know system will not send you spam and we will not share your information with anyone

ELIGIBILITY

1st2know is available to all students and employees of Reedley College, Madera Community College Center, Oakhurst Community College Center, Fresno City College, Clovis Community College, and other SCCCDCampuses.

EMERGENCY PROCEDURES - (24 hours) for threat, theft, accident, injury, or illness

Call District Police 244-5911 or ext 5911 from a campus phone

Non-Emergency 244-5948 or ext 5948 from a campus phone

Provide the following information:

- 1 Your name and telephone number
- 2 Name of victim
- 3 Location and type of problem
- 4 *Let the police hang up first*

SCCCD Police can request assistance from local Police, Sheriff, or Highway Patrol.

When District Police cannot be reached, call 911 (from a campus phone – call 9-911)



COLLEGE POLICIES & PROCEDURES

AUTHORITY OF INSTRUCTORS

The instructor has wide authority in conducting the activities of a class. Both written and case laws have established that when the instructor acts in a reasonable way, his or her judgment is reasonable, and is rarely, if ever, changed by the court. Consequently, the instructor sets the standards for your class attendance. Generally, if you miss a class the number of times equal to two weeks of class meetings, you may be dropped from the class; however the instructor may be more stringent. The instructor may also drop you for neglecting to do the work of the class or if he or she judges that you cannot master the subject matter. As his/her other obligation, the instructor must function in accordance with the dates in the semester calendar. The instructor always assigns your final class grade and that grade cannot be changed unless a mistake, fraud, or collusion has occurred.

INTELLECTUAL FREEDOM AND RESPONSIBILITY — BOARD POLICY

Intellectual freedom is to be guarded as a basic right of all citizens in a free society. To this end, the colleges of the district are committed to free discussion and open inquiry in the pursuit of truth. It is recognized that freedom to think, to read, to speak, and to question is necessary to the development of an informed citizenry. This freedom shall be integral to the philosophy of this district and is guaranteed to all faculty and students.

STUDENT RIGHT-TO-KNOW DISCLOSURE STATEMENT

In compliance with the Student Right-to-Know and Campus Security Act of 1990, it is the policy of the State Center Community College District and Reedley College to make available its completion and transfer rates to all current and prospective students. More information about Student Right-To-Know Rates (STRK) and how they should be interpreted can be found at www.ccco.edu/index.asp.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (California and Federal Legislation)

The Family Educational Rights and Privacy Act (FERPA) outlines certain rights students have concerning access to and release of their educational records.

The act ensures that students will have access to their educational records and that the college will not release their records to anyone including parents who is not designated by the student to receive them, except as provided by the law itself.

If you wish to authorize the release of your student information concerning your educational and financial records, you must complete the State Center Community College District's FERPA form. Forms are available in the Admissions and Records department.

GRIEVANCE POLICY FOR STUDENTS

Any complaint concerning an alleged unauthorized or unjustified act or decision by any staff member which adversely affects the grades, status, rights, or privileges of a student is the concern of the Reedley College, Madera Community College Center, and Oakhurst Community College Center administration. The grievance process is outlined in the Student Appeal Complaint Form. Complaint forms are available in the Dean of Student Services office.

PERMANENT RECORDS, TRANSCRIPTS, AND TRANSCRIPT REQUESTS

You may direct Reedley College and its campuses to send your transcript to other parties that you identify by completing a Transcript Request Form. A \$5.00 fee is required for each copy. The law authorizes the release of your transcript to other designated parties, for example, institutions from which you have obtained loans to attend school, or offices of the court.

You may make a written request in person at any SCCCDC campus or online at:

www.reedleycollege.edu/transcripts



STUDENT CONDUCT STANDARDS

A student enrolled in courses offered by Reedley College assumes an obligation to conduct him/herself in a manner compatible with the college's function as an educational institution

These student conduct standards, and Administrative Regulation 5520 which defines discipline procedures, apply to all students who are enrolled in courses offered by Reedley College. A student will be subject to discipline who, in any way:

1. Prevents other students from pursuing their authorized curricular or co-curricular interests.
2. Interferes with or disrupts faculty and administrators who are fulfilling their professional responsibilities.
3. Prevents classified employees from fulfilling their prescribed duties.
4. Disrupts presentations by authorized guests.
5. Deliberately endangers the safety of persons, or the security of college property.

Cause for Discipline

A student may be disciplined, utilizing the procedures set out in Administrative Regulation 5520, for any of the following causes, which must be related to college attendance or activity:

1. Dishonesty, including, but not limited to, cheating, plagiarism, or furnishing false information to the college.
2. Forgery, or misuse of college documents, records, or identification card, including misrepresentation of oneself or an organization, as an agent of the college or district.
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including, but not limited to, community service functions or other authorized activities on or off college premises.
4. Physical abuse or threat of physical abuse, on or off college property, of the person or property of any member of the college community or of members of his/her family.
5. Theft of or damage to property of the college, or to property of a member of the college community or of a campus visitor who is attending an authorized college function.
6. Unauthorized entry to college facilities or use of college supplies or equipment.
7. Violation of college policies, including, but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression.
8. Possession or use of explosives, dangerous chemicals or deadly weapons on college property or at a college function without prior authorization of the College President or his designee.
9. Disorderly conduct or lewd, indecent, or obscene conduct or expression on college-owned or college-controlled property or at college-sponsored or college-supervised functions.
10. Failure to comply with lawful directions of college officials performing their duties.
11. Possession or use of alcoholic beverages or controlled substances such as illegal drugs or narcotics on college property, at any college-sponsored event or appearance on campus or at any college-sponsored event while under the influence of alcohol or illegal drugs or narcotics.
12. Smoking shall not be allowed in any classroom, laboratory, gymnasium or any other area or facility that students are required to occupy.
13. Possession, while on a college campus or at a college-sponsored function, of any of the following weapons (this provision does not apply to persons given permission by the College President or his designated representatives or members of law enforcement agencies such as police officers): any instrument or weapon of the kind commonly known as blackjack, sling shot, fire bomb, billy club, sandclub, sandbag, metal knuckles; any dirk, dagger, firearm (such as pistol, revolver, rifle, etc.)

loaded or unloaded; any knife switchblade; any razor with an unguarded blade; any metal pipe or bar which could be used as a club; or any item such as a chain, which could be used to threaten bodily harm.

14. Abusive or insulting behavior, including hazing, directed toward a member of the college community.
15. Violation of any lawful order of an authorized administrator, notice of which has been given prior to such violation, and which order is not inconsistent with any of the other provisions of this policy, including notices given by publication in the college newspaper.
16. Assisting another to do any act which would subject such other student to expulsion, suspension, probation, or other discipline pursuant to this policy.
17. Any other reason identified as good cause by Education Code Section 76033 although not identified above.
18. Attempting to do any of the acts identified above.

Types of Disciplinary Action

Reprimand

A reprimand may be a form of discipline to address any form of student misconduct. A reprimand may be issued verbally and/or in writing. As in any form of action taken by an instructor, it is advised that such action be documented. If student misconduct behavior continues, other types of discipline may be issued.

Suspension

As provided in procedures outlined in the Disciplinary Procedures sections of this handbook, a college instructor has the right to suspend any student from his or her class as set out in Board Policy 5500. It is important to know that suspensions may be short-term or long-term and must be distinguished from expulsion. For example:

Short-term suspension from class by a college instructor

Suspension may be for a period not to exceed a maximum of two (2) class meetings. Procedures before suspension must be followed and shall include notice, opportunity for a review, decision to carry out suspension, notification of the Dean of Students, and the return of the student to class.

Short-term suspension from college and probation

Suspension from college may be for a period of time not to exceed ten (10) days of instruction or for the remainder of the college term (but not more than one semester). The authority to impose these types of suspension is provided to the College President or Dean of Students.

Long-term suspension or recommendation of expulsion from college

Long-term suspension may be a period of time not to exceed ten (10) instructional days. Expulsion of a student from the district requires governing board action.



COLLEGE TERMS AND PHRASES

Accredited: A college, or program, that is officially recognized by a professional association as maintaining certain standards. Accredited programs qualify graduates for admission to higher, or more specialized, programs and for professional practice.

Add: Adding a class once the semester/class has begun. To add a class a student must receive permission from the instructor and a counselor's signature as needed.

Application: A form requesting admittance to attend college during a specific semester. Applications must be completed online.

Articulation: The process of comparing the content of courses that are transferred between colleges or universities to determine how one institution will accept and apply course credit from another.

Assessment/Placement Test: Test of reading, sentence structure, and math. Knowing your skill levels will help you and a counselor select courses in which you can be successful.

Associate in Arts (A.A.) Degree or Associate in Science (A.S.) Degree: Degrees awarded by a community college after satisfactory completion of an organized program. An Associate Degree requires completion of a minimum of 60 degree applicable units; including general education and major coursework.

Bachelor's in Arts Degree (B.A.) or Bachelor's in Science Degree (B.S.): Degrees awarded by a baccalaureate level institution after satisfactory completion of an organized program of studies.

Certificate: A certificate may be awarded after completing a specific number of units within a particular vocational/technical field of study.

Class Schedule: A listing of class offerings that is available each semester.

College Catalog: Issued by a college outlining the course offerings, majors, admission requirements, regulations, and policies, etc.

Commencement: Day of graduation.

Computer Printout: After enrolling in classes an official computer printout is given to students at the Admissions and Records Office.

Concurrent Enrollment: Enrollment in two schools at the same time.

Co-requisite: A requirement that must be successfully completed prior to enrolling in the course OR can be taken concurrently.

Course Number: The number preceding the course title (i.e., **ENGL-1A-50202** READING AND COMPOSITION)

Degree Audit: A degree audit provides an analysis of requirements for a particular degree, or concentration. It measures a student's completed and in-progress course work against the requirement's for a program of study to provide a "progress report" checklist.

Disqualification (Academics): A student will be disqualified if during each of three consecutive probationary semesters, the student's performance falls under one, or any combination, of the following conditions:

1. The student's semester grade point average was 1.75 or less.
2. Fifty percent (50%) or more of a student's semester units received grading entries of "W," "I," or "NP."

Drop: Formally withdrawing from a class in which a student is enrolled.

Dual Enrollment: A policy that allows a student to earn college credit while in high school.

Extracurricular activities: Groups that students belong to outside of class, such as sporting teams, clubs and organizations.

Financial Aid: Money a student receives that pays for college tuition, enrollment fees, or expenses related to college attendance.

Full-Time Status: Enrollment in 12 or more units in the fall or spring semester.



General Education (GE): A pattern of course work required of all students who plan to receive an Associate Degree and/or transfer program. It primarily covers the areas of English, math, natural sciences, social sciences, and humanities.

Grant: A form of financial aid from a government source that students do not repay.

Grade Points: A numerical value assigned to each college letter grade: A=4, B=3, C=2, D=1, and F=0 points multiplied by the number of units of the course equals the grade points.

Internship: A temporary job, paid or unpaid, usually in the field of a student's major. Students may be able to receive college credit for an internship.

Learning Community: Two or more classes linked together through a common theme or purpose. Students enroll in the Learning Community and faculty build the connections between the courses.

Loan: A form of financial aid that must be repaid.

Lower Division: Refers to the course work normally taken in the first two years of college.

Major: A group or series of courses designed to provide intensive education or training in a specialized area.

Matriculation: A process that promotes and sustains the efforts of community college students to achieve their educational goals through a coordinated program of instructional and support services.

Minor: A secondary subject area in a student's program, not quite as comprehensive as the major area, but usually complementary. A minor is offered at the baccalaureate level institution.

Non-resident: A student who is not an official resident of the state where a college/university is located.

Non-Transfer: Courses and/or majors, which are not transferable to a California State University or University of California.

Office Hours: Time set aside by faculty for students to visit their office and ask questions or discuss the course they teach. These hours are listed on the course syllabus and the faculty offices.

Online Class: Courses students take by computer instead of in a traditional classroom. Course could include mandatory orientation that is face to face with the remainder of the class being held online.

Pass/No Pass Grading System: Students taking courses in which pass/no pass grading is allowed will earn "P" (pass) which is equal to a minimum grade of "C" or "NP" (no pass) in which a grade lower than "C" would have been earned. Grades of "P" or "NP" will not be computed in a student's GPA. Generally P/NP grading is not recommended for courses in a student's major.

Preparation for the Major: Courses that are required by four-year colleges before taking upper-division major requirements. These courses may be taken at a community college if equivalent courses are available. Preparation for the major can be found on ASSIST.org

Prerequisite: A requirement that must be successfully completed prior to enrollment in a course.

Probation: There are two types of probation: 1) academic and 2) progress.

A student is placed on academic probation when a student's cumulative grade point average falls below a 2.0. A student is placed on progress probation when the cumulative units for which entries of "W," "I," or "NP/NC" are recorded and reaches or exceed 50 percent of all attempted units.

While on probation, a student may be limited in the number of units they are allowed to carry.

Resident: A student who lives in and meets the residency requirements for the state where a public college/university is located.

SARS: is a web-based appointment scheduling system that is used on campus.

Scholarship: A form of financial aid that students do not repay.

Semester: A regular semester is 18 weeks in duration.

Short Term Class: A class offered in the regular semester that is less than 18 weeks in duration.

Student Educational Plan (SEP): An educational guide that maps out the courses needed to achieve one's educational goals.

Syllabus: A description of a course which also lists the dates of major exams, assignments, and projects.

Transcripts: The official college record of all courses attempted and completed while at State Center Community College District. For information or copies, visit the website at www.reedleycollege.com under the Quick Links pull down menu.

Transferable Courses: Courses that are accepted for credit at a baccalaureate college or university.

Undergraduate: Freshman through senior years of college work.

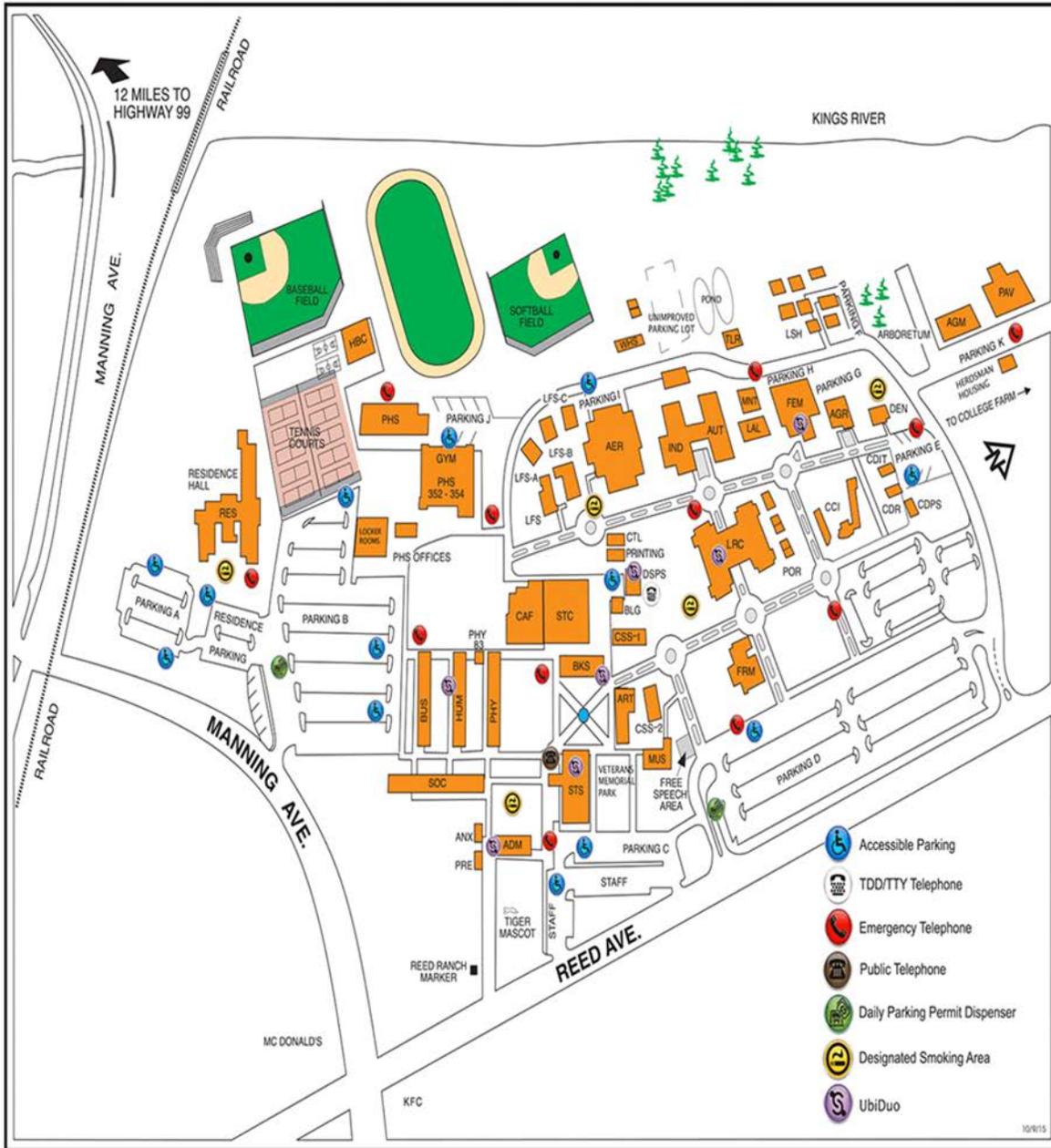
Unit: College work is measured in terms of semester units. Generally, the number of units earned in a class equals the number of hours per week the class meets.

Upper Division: Refers to courses taken at the junior and senior class levels at a baccalaureate college or university.

Vocational Major: A major primarily intended to prepare students for employment immediately after completion of the major at a community college.

Wait List: When a student is unable to find an open section of a course, the student has the option of being placed on a "Wait List" for a specific section of that course.





- ADM Administration
- AER Aeronautics
- AGR Agriculture
- ANX Annex
- ART Art Center
- AGM Ag Mechanics
- AUT Automotive
- BKS Bookstore
- BLG Building Services
 - Receiving
 - Business Education
 - Entrepreneurship Center
- BUS Business Education
- CAF Cafeteria
- CCI Classroom Complex I
- CDIT Child Development Infant & Toddler Lab
- CDPS Child Development Preschool Lab
- CDR Child Development Resource Center for Student Success-1
 - Career Resource Center
 - EOPS/CARE
 - Student Support Services (SSS)
 - Transfer Center
- CSS-1 Center for Student Success-1
- CSS-2 Center for Student Success-2
 - CalWORKs
 - Upward Bound
- CTL Computer Technology Lab
- DEN Dental Assisting
- DSPS Disabled Students Programs & Services
- FEM Forestry, Engineering & Math
 - Math Study Center
- FRM Forum Building
- GYM Gymnasium
- HBC Handball Courts
- HUM Humanities
 - Assessment Center
 - Writing Center
- IND Industrial Technology
- LAL Language Arts Lab
- LFS Life Science
 - LFS-A Life Science A
 - LFS-B Life Science B
 - LFS-C Life Science C
- LRC Library
 - Tutorial Center
 - Reedley Middle College High School
- LSH Landscape Horticulture
- MINT Maintenance
- MUS Music
- PAV Animal Science Pavilion
- PHS Physical Education
- PHY Physical Science
- POR Portable Classrooms
- PRE President's Office
- PRINTING Printing Services
- RES Residence Hall
- SOC Social Science
 - Communication Lab
- STC Student Center
 - Student Activities Office
 - Student Lounge
 - Veteran's Resource Center
- STS Student Services
 - Admissions & Records
 - Business Services
 - Counseling
 - Financial Aid
 - Health Services
- SWP Swimming Pool
- TLR Adult Transition Trailer
- WHS Warehouse



Thank you for choosing to attend Reedley College!

A Campus of the State Center Community College District



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559.638.0300



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