



SANTA ROSA  
JUNIOR COLLEGE

*Student*

**GUIDE**



Santa Rosa Campus, 1501 Mendocino Avenue, Santa Rosa, CA 95401 • (707) 527-4011  
Petaluma Campus, 680 Sonoma Mountain Parkway, Petaluma, CA 94954 • (707) 778-3801  
<http://www.santarosa.edu>

## President's Message

Welcome to Santa Rosa Junior College! We are pleased that you have chosen to continue your education at SRJC. We hope to make your enrollment here a rewarding experience.

We know that getting started in college, finding your way around campus, and learning the requirements and expectations can be a confusing experience. Our goal is for you to be successful in college and to feel at home while enrolled.

The purpose of *The Student Guide* is to bring together essential information that will assist you during your first semester.

We urge you to talk to our counselors. Your education is an ongoing process, and counselors have up-to-date information on educational programs. They can also help you learn about college resources and assist you with personal concerns. If you have any questions, begin by asking a counselor.

Many opportunities await you at Santa Rosa Junior College. We hope you will take full advantage of them and make the most of your college experience in SRJC's welcoming educational community that is so conducive to learning. Again, welcome to SRJC!



Robert F. Agrella, President, Santa Rosa Junior College

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For more information, look us up online at [www.santarosa.edu/counseling](http://www.santarosa.edu/counseling)

# Get Started!



## Check off When Completed

### Notes:

#### APPLICATION

- File an application in person or go online to [www.santarosa.edu/admission](http://www.santarosa.edu/admission).

#### ASSESSMENT

- Take Placement Tests to qualify for English and ESL, math and chemistry courses. For testing schedule and study guides, call 527-4661 (Santa Rosa), 778-3908 (Petaluma), or go online to [www.santarosa.edu/assessment](http://www.santarosa.edu/assessment).

#### ORIENTATION

- Participate to learn what you need to get a smart start at SRJC. For an orientation schedule, call 527-4689 (Santa Rosa), 778-3914 (Petaluma), or go online to [www.santarosa.edu/counseling/](http://www.santarosa.edu/counseling/).

To make an orientation appointment, call 527-4689 (Santa Rosa) or 778-3914 (Petaluma).

Online orientation @ [www.santarosa.edu/orientation](http://www.santarosa.edu/orientation).

#### COUNSELING

- Meet with a counselor for a MAP (Mandatory Academic Plan). This is required for all new students who wish to register in 9 units or more and highly recommended for any new students.

To make the most of counseling:

- Bring transcripts from other colleges.
- Review the current *Schedule of Classes* in print or online at [www.santarosa.edu](http://www.santarosa.edu) (Choose “*Schedule of Classes*” under “Academics”) and make a list of possible courses.

#### PAYING FOR COLLEGE

- Check into Financial Assistance Options
  - Financial Aid: Call 527-4471 (Santa Rosa), 778-2461 (Petaluma), or go to [www.santarosa.edu/finaid](http://www.santarosa.edu/finaid).
  - Scholarships: Call 527-4740 or go to [www.santarosa.edu/scholarship](http://www.santarosa.edu/scholarship).

#### REGISTRATION

- Register for classes using Web Link ([www.santarosa.edu/weblink](http://www.santarosa.edu/weblink)) or TLC Express (525-3800). Refer to current *Schedule of Classes* for Priority and Open Registration times and be sure to use your priority.

#### GET HELP AND GET INVOLVED

- Find out about other college resources and activities that will help you to be successful and engaged as a student at SRJC. Use the *SRJC Student Guide* or online at [www.santarosa.edu](http://www.santarosa.edu) (Choose “Student Services” under “For Students.”).

# Get Started!

## ADMISSIONS, RECORDS AND ENROLLMENT SERVICES

[www.santarosa.edu/admissions/](http://www.santarosa.edu/admissions/)

**Santa Rosa Campus, Bailey Hall,**  
527-4685, fax 527-4798  
M-Th, 8 AM-6 PM, F 8 AM-5 PM

**Petaluma Campus, Jacobs Hall,**  
778-2415, fax 778-3910  
M, T, Th, 8 AM-6 PM, W, 8 AM-7:30 PM  
F, 8 AM-5 PM

**Summer Hours: June-July,**  
M-Th, 8 AM-7 PM

**Winter/Spring Break Hours:**  
M-F, 8 AM-5 PM

# Application for Admission

The application process is simple, but very important. Every new student or a student returning after one or more years must complete and submit an application before registering for classes.

In order to file an application, a student must:

- Be 18 years of age or older.
- Be a high school graduate *or*
- Submit a Proficiency Certificate if under 18 years of age.
- Students under 18 who are still enrolled in high school should consult with a high school counselor regarding concurrent enrollment.

Applications are available online at [www.santarosa.edu/admissions/aboutap.html](http://www.santarosa.edu/admissions/aboutap.html), in the *Schedule of Classes* or from Admissions, Records and Enrollment Services at the Santa Rosa Campus, Petaluma Campus, or the Public Safety Training Center in Windsor.

The application requests detailed information that will identify individual students, including address and phone number, e-mail address, and educational goal. Since it is essential that this information be accurate and current, students should take advantage of the opportunity to update this personal information on Web Link, TLC, or in person whenever there are changes.

## Notes:



# Qualify for English & ESL Courses

## ASSESSMENT SERVICES

[www.santarosa.edu/assessment](http://www.santarosa.edu/assessment)

**Santa Rosa Campus,  
Room 3101,  
527-4661, fax 524-1638  
M-F, 8 AM-5 PM**

**Petaluma Campus,  
Jacobs Hall, Room 109,  
778-3908,  
T & Th, 9 AM-6 PM**

In order to enroll in an English class, an important first-semester course, students must take the English Placement Test.

The English Placement Test (APS) is a multiple choice test that determines the correct English or College Skills course for each student by assessing reading comprehension, punctuation/grammar, and sentence structure skills. The test score, when combined with multiple measures such as hours worked and high school grades, determines English placement and helps each student select appropriate courses in other departments.

Students may take the English Placement Test (APS) only twice each semester, and test scores are valid for three years. Students who want to challenge their placement test results after the second try should call Assessment Services for information.

Students who have taken an English Placement Test at another California community college may have those placement test results sent by fax to Assessment Services for placement on the English Pathway.

The schedule for English and ESL placement tests can be found online at [www.santarosa.edu/assessment](http://www.santarosa.edu/assessment).

*Notes:*

Placement Test Score

English Placement:

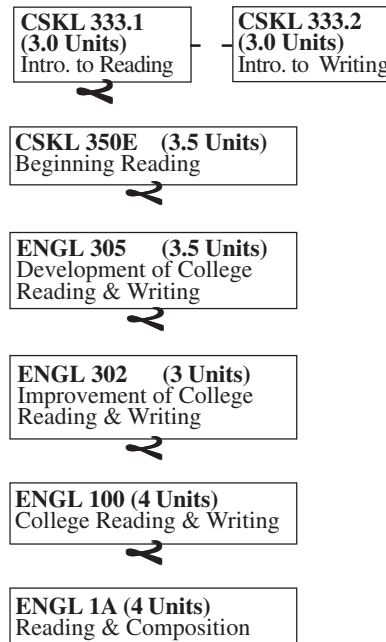
## ENGLISH PLACEMENT

Students may not enroll in any English class without a qualifying placement score on file or having completed the prerequisite class (or its college equivalent) with Credit or a grade of "C" or better.

Placement Score Range	Course Placement
0-20	College Skills 333 (Introduction to Reading)
21-32	College Skills 350E (Beginning Reading)
33-38	English 305 (Development of College Reading and Writing)
39-46	English 302 (Improvement of College Reading and Writing)
47-52	English 100 (College Reading and

## ENGLISH PATHWAY

Note: CSKL333.1 and CSKL333.2 are open enrollment. No placement necessary.



## Qualify for Math Courses

### Notes:

There are five Math Placement Tests, and students must select the appropriate test based on both math background and current math skills. Each test is multiple choice and lasts 45 minutes (except for the Pre-Calculus Diagnostic Test, which takes one hour); students may not use calculators. The raw score in the selected test and multiple measures, such as hours worked and high school grades, determine math placement.

Students may take a Math Placement Test only twice each semester, and test scores are valid for three years. Because students do not always select the appropriate test, it is possible that the test results will recommend taking a **different** test.

Students who have taken a Math Placement Test at another California community college may have placement test results sent by fax to Assessment Services for placement on the Math Pathway.

Placement testing schedules and study guides for each test can be found online at [www.santarosa.edu/assessment](http://www.santarosa.edu/assessment).

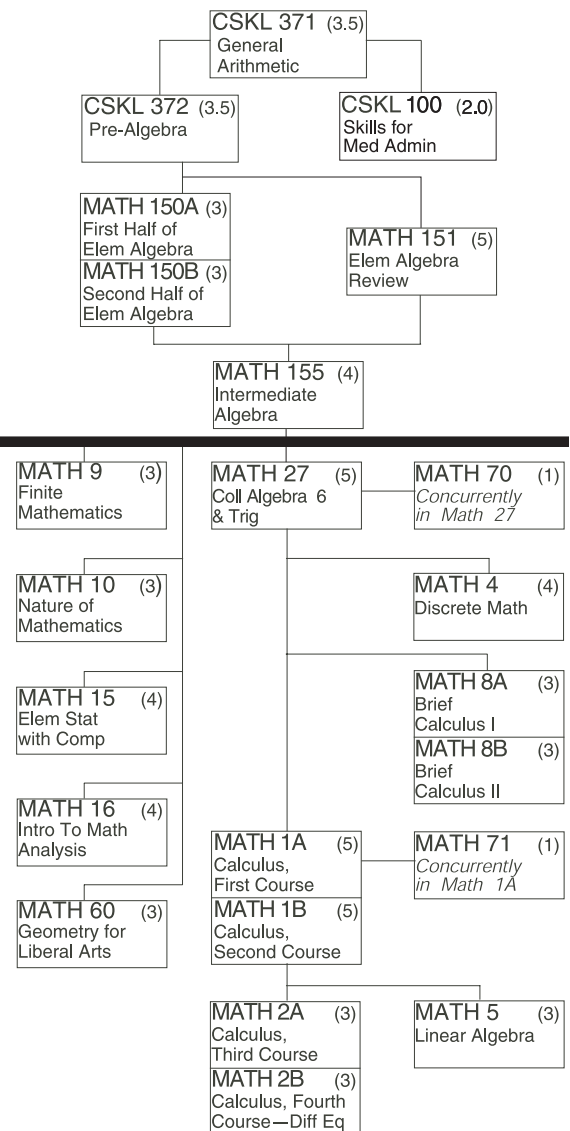
### MATH PATHWAY

Students may not enroll in any math class without a qualifying placement score on file or having completed the prerequisite class (or its college equivalent) with Credit or a grade of "C" or better. The Math Placement Test places a student in his/her first math course only.

Courses above this line are not transferable, but do prepare students for transferable courses

Courses below this line are transferable, and students usually choose courses based on major or career interest.

Meet with a counselor for assistance when making this choice.



# Math Placement Tests

Notes:

## COMPUTATIONAL SKILLS TEST (COMP)

Students who have not taken high school algebra and have not had any recent math should take this test. This test is also recommended or required prior to applying to or enrolling in several occupational programs, including Psychiatric Technician, Radiologic Technician, Vocational Nursing, Dental Assisting and the Fire Academy.

PLACEMENT SCORE RANGE	COURSE PLACEMENT
0-22	Computational Skills (CSKL) 370 or 371
23-29	Computational Skills (CSKL) 372 or 100 (for Health Science students)
30-35	Computational Skills (CSKL) 374; recommend taking the Algebra Readiness Diagnostic Test (ARDT)

## ALGEBRA READINESS DIAGNOSTIC TEST (ARDT)

Students who have not taken or passed elementary algebra in high school and students who have not taken algebra in a long time should take this test.

0-29	No placement; recommend retaking or taking COMP
30-44	Math 150A or Math 151
45-50	Math 150A or Math 151; recommend taking the Elementary Algebra Readiness Diagnostic Test (EADT)

## ELEMENTARY ALGEBRA DIAGNOSTIC TEST (EADT)

Students who have completed elementary algebra and geometry in high school with a “C” or better should take this test.

0-15	No placement; recommend retaking or taking ARDT
16-29	Math 150A or Math 151
30-44	Math 155
45-50	Math 155; recommend taking the Intermediate Algebra Readiness Diagnostic Test (IADT)

## INTERMEDIATE ALGEBRA DIAGNOSTIC TEST (IADT)

Students who have completed intermediate algebra in high school with a “C” or better should take this test.

0-15	No placement; recommend retaking or taking EADT
16-19	Math 155
20-24	Math 9, 10, 15
25-39	Math 9, 10, 15, 16 or 27
40-45	Math 9, 10, 15, 16 or 27; recommend taking the Pre-Calculus Diagnostic Test (PCDT)

## PRE-CALCULUS DIAGNOSTIC TEST (PCDT)

Students who have completed trigonometry, math analysis, pre-calculus, and/or calculus in high school with a “C” or better should take this test if planning to pursue a major that requires college calculus. If you are unsure or undecided, see a counselor for assistance.

0-15	No placement; recommend retaking or taking IADT
16-19	Math 27
20-29	Math 8A or 36
30-40	Math 1A

# Get Started!

## Qualify for a Chemistry Course

In order to enroll in a chemistry class, students must take the Chemistry Placement Test. Students who have not taken high school chemistry or who feel they need a chemistry review, should enroll in Chem 51 and do not need to take the placement test. The only prerequisite for Chem 51 is intermediate algebra.

### CHEMISTRY DIAGNOSTIC TEST (CDT)

Students who have completed high school chemistry with a "C" or better and wish to enroll in either Chem 1A or Chem 4A should take this test. Calculators are allowed for the CDT.

Placement Score Range	Course Placement
0-20	Chem 51, Preparation for General Chemistry
21-25	Chem 1A
26-44	Chem 1A or 4A

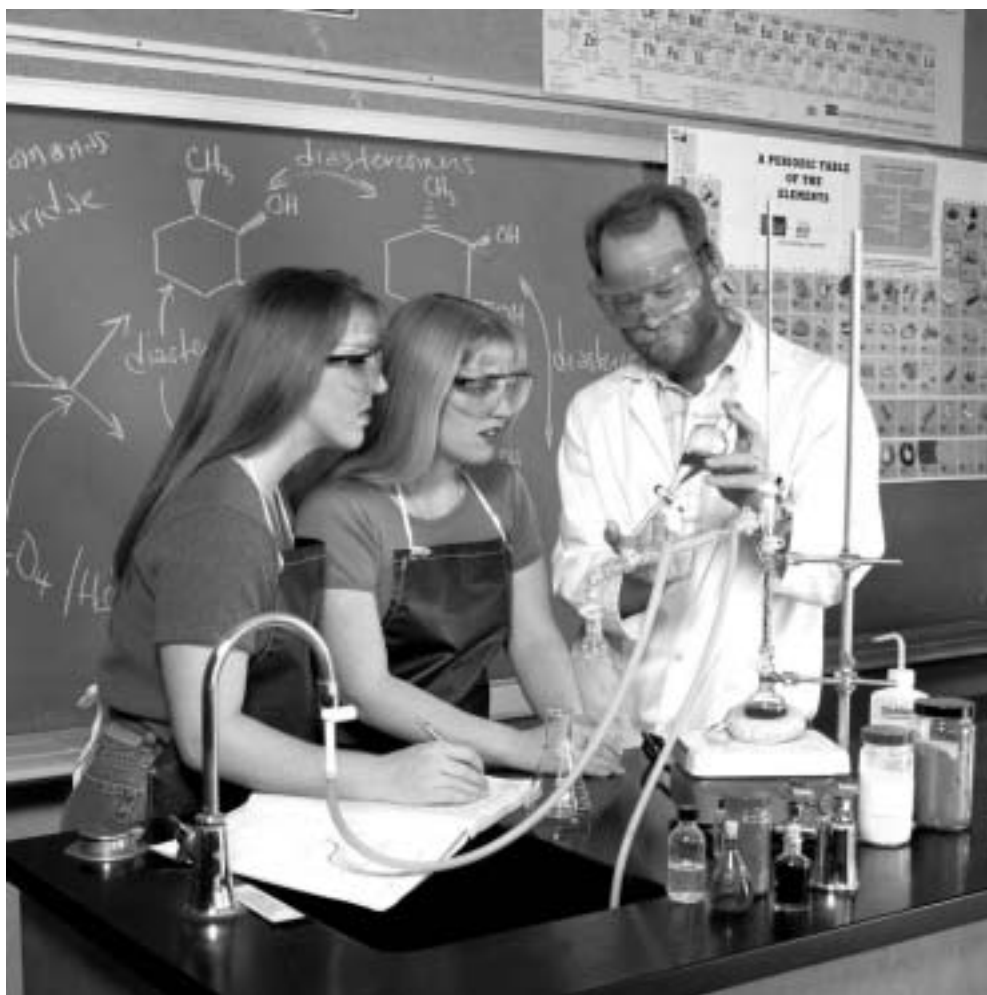
### Notes:

Placement Test Score

Math Course to Enroll In

Chemistry Placement Test Score

Chemistry Course to Enroll In



# Orientation

## COUNSELING SERVICES

[www.santarosa.edu/counseling](http://www.santarosa.edu/counseling)

Santa Rosa Campus 527-4689

Petaluma Campus 778-3914

Congratulations to those students who are taking or have taken an orientation, the best way to a smart start at Santa Rosa Junior College! Students who have not yet signed up for an orientation have five formats from which to choose:

- **Counseling 370:** A one-half unit orientation course offered each spring and summer, primarily for high school seniors making the transition to college. (Priority 4)
- **All-Inclusive Orientation:** Complete placement testing, orientation, and initial counseling in one visit. Call 527-4689 (Santa Rosa) or 778-3914 (Petaluma) for appointment. (Priority 5)
- **Reentry Orientation:** For students age 25 and older. Offered every Wednesday at 10 AM and 5:30 PM. Adult Reentry Services, 527-4375 or [www.santarosa.edu/reentry](http://www.santarosa.edu/reentry). (Priority 5)
- **Online Orientation:** [www.santarosa.edu/orientation](http://www.santarosa.edu/orientation). (Priority 5)
- **Drop-In Orientation:** Offered daily at specific times from Open Registration through the first week of the semester, Santa Rosa Campus only (527-4451).

All orientation formats include:

- A spot in the priority registration system (up until Open Registration)
- Information to help navigate the admissions and registration process
- An introduction to college resources and services
- Information about associate degree, occupational certificates, and transfer requirements
- Ideas for becoming a successful student
- An overview of college regulations and student rights and responsibilities
- Assistance in creating a first semester academic plan to match educational goals
- An opportunity to meet Santa Rosa Junior College counseling faculty and other new students (in-person formats only)

Notes:



## Counseling

### COUNSELING SERVICES

[www.santarosa.edu/counseling](http://www.santarosa.edu/counseling)

**Santa Rosa Campus, Bailey Hall Lobby,**  
527-4451,  
M,T,Th, 8 AM-6 PM, W 8- AM-7:30 PM  
F 8 AM-5 PM

**Petaluma Campus, 110 Jacobs Hall,**  
778-3914,  
M,T,Th, 8 AM-6 PM, W 8- AM-7:30 PM  
F 8 AM-4:45 PM

**Summer Hours (June and July)**  
8 AM-7 PM, M-Th

Counseling is an integral part of the educational process and essential to getting a smart start at Santa Rosa Junior College. Following application, assessment, and orientation, all new students who plan to enroll in 9 units or more must meet with a counselor to create their mandatory academic plan (MAP). For those new students planning to enroll in fewer than 9 units, counseling is highly recommended.

Counselors provide service to students throughout their enrollment at Santa Rosa Junior College, and counselors are available at both Petaluma and Santa Rosa campuses by appointment and on a drop-in basis. Students may choose their own counselor, and, if they feel comfortable and confident with that counselor, should plan to see the same person each time. Students can call or drop by Counseling Services on either campus to make an appointment or to check on counselor availability.

Due to the large number of students, there are certain times of the academic year when counseling is available by drop-in only—usually July, August, December, and early January. To avoid the possibility of lengthy waits and a rushed atmosphere associated with drop-in only, think ahead! To plan for fall semester, make an appointment during spring before May 1. To plan for spring, make an appointment in September or early October. Continuing students who plan ahead in this way (Early Bird Counseling) will earn **Priority 1A registration**.

### COUNSELING SERVICES INCLUDE:

#### Academic Planning

- Consider educational options
- Review requirements
  - Graduation
  - Transfer
  - Occupational Certificates
- Assist in selecting appropriate courses to achieve goals
- Consult regarding student rights and responsibilities
- Assist in addressing academic problems such as probation, dismissal, and difficulty in a particular course

#### Career Planning

- Explore interests, values, and goals
- Research and review career options
- Plan appropriate courses to achieve goals

#### Personal Counseling and Referrals

- Assist with problems that affect school performance
- Refer to Student Psychological Services for any ongoing or long-term personal counseling need
- Refer to college services and community resources

## Notes:

# How to Get the Most from Counseling

## DROP-IN OR SCHEDULED APPOINTMENT?

### Drop-in

- Is appropriate for short-term academic planning, quick questions, referral to college and community services, or emergency problem solving
- Is on a first come, first served basis
- Sessions are up to 15 minutes long
- Is with the counselor available at that time

### Scheduled Appointment

- Is made in advance either in person or by phone
- Is appropriate for long-term educational planning, reviewing academic history to determine eligibility for graduation or transfer, dealing with probation or dismissal questions, assistance completing a financial aid or other petition
- Is 30 minutes long
- Can be made with a specific counselor

### Student responsibilities

- Attend scheduled appointments and provide complete and accurate information
- Be prepared:
  - Bring a list of any questions
  - Bring a copy of prior academic plans and transcripts from other colleges
  - Think about and make a list of possible courses
- Follow through on counselor recommendations
- Follow up and let the counselor know how it's going

### Counselor responsibilities

- Keep scheduled appointments
- Provide accurate and specific information
- Develop and revise educational plans
- Help students learn to locate and use resources
- Listen and suggest options
- Assist students in making decisions

*Notes:*

**Make a counseling appointment for Priority 1A (Early Bird) Registration in:**



## Registration: College Calendar

### ADMISSIONS AND RECORDS

[www.santarosa.edu/admissions/](http://www.santarosa.edu/admissions/)

**Santa Rosa Campus, Bailey Hall,**  
527-4685  
M,T,Th, 8 AM-6 PM, W 8 AM-7:30 PM  
F 8 AM-5 PM

**Petaluma Campus, Jacobs Hall,**  
778-2415  
M,T,Th, 8 AM-6 PM, W 8 AM-7:30 PM  
F 8 AM-5 PM

**Summer Hours: June-July,**  
M-Th, 8 AM-7 PM

**Winter/Spring Break Hours:**  
M-F, 8 AM-5

### Notes:

*Dates to Remember*

**Classes Begin**

**Last Day to Register/Add an Open Class**  
(semester length and without a signature)

**Last Day to Register/Add a Class** (semester  
length and with a signature)

**Last Day to Drop a Class** without a "W"

**Last Day to Opt for Credit/No Credit**

**Last Day to Drop a Class/es** with a "W"

**Final Examinations**

### FALL 2004

June 28-July 19 ..... Priority Web and telephone registration for continuing students

June 28-Sept. 25 .... Credit/No Credit grade option permitted+

July 19-Dec. 17 ..... Open Web and Telephone Registration all students

Aug. 9, 10, 11 ..... In-person registration, add, drop, CR/NC processing for ALL students (Web and telephone registration also available)

### Aug. 16 ..... CLASSES BEGIN

Aug. 21 ..... Last day to register/add an open semester length course\*\* (without instructor's signature)

Aug. 28 ..... Last day to drop classes and be eligible for enrollment/course fee refund\*

Sept. 3 ..... Last day to add Special Studies courses

Sept. 4 ..... Last day to register/add a semester length course\*\*  
(with instructor's signature)

### Sept. 6 ..... LABOR DAY HOLIDAY

Sept. 7 ..... First Census

Sept. 11 ..... Last day to drop a class without "W" symbol\*\*\*

Sept. 13 ..... Begin Spring 2005 Counseling appointments  
(students taking 9+ units must see a counselor)

Sept. 25 ..... Last day to opt for Credit/No Credit for semester length course+

Oct. 12 ..... Second 8-week session classes begin

Oct. 22 ..... Mid-term reports issued to students

Nov. 6 ..... Last day to reinstate after being dropped at mid-term

### Nov. 11 ..... VETERAN'S DAY HOLIDAY

Nov. 20 ..... Last day to drop a class with "W" symbol\*\*\*

### Nov. 25-28 ..... THANKSGIVING HOLIDAYS

Dec. 3 ..... Last day to file petition to graduate, December 2004 Semester as of  
10:00 a.m.

Dec. 13-17 ..... Final Examinations



## Web Link/Telephone Priority Registration Schedule

Priority Registration is the method by which continuing students may register by priority. Student priority is determined by number of units on file at SRJC (including Spring 2004 Semester units) as of June 6, 2004, at 5:00 PM, and by the last two digits of the student social security number.

Below are the access dates and times for Web Link and TLC registration.

**Students who miss their priority time may access WebLink or TLC from 7:00 PM - 10:00 PM, or on Fridays and Saturdays from 7:00 AM - 10:00 PM after their designated time has passed. Web Link and TLC are closed on Sundays.**

Note: Students are limited to a total of 16 units during Priority Registration.  
After priority registration has ended, students can register for a maximum of 20 units.

PRIORITY	WHO IS ELIGIBLE	REGISTER ON OR AFTER		
<b>Priority 1</b>	Continuing SRJC students with 42 - 90.5 units on file and by last 2 digits of SSN. (see right)	<b>Mon June 28 -Last 2 digits SSN</b> #60-69: 7-9 AM #70-79: 9-11 AM #80-89: 11 AM-1 PM #90-99: 1-3 PM #00-09 3-5 PM #10-19: 5-7 PM	<b>Tues June 29 Last 2 digits SSN</b> #20-29: 7-9 AM #30-39: 9-11 AM #40-49: 11 AM-1 PM #50-59: 1-3 PM BA+00-49 3-5 PM BA+50-99 5-7 PM	
<b>Priority 1A</b>	Priority 2 & 3 students with <i>Early Bird Priority</i> who have completed an academic plan with a counselor by priority determination date and by last 2 digits of SSN. (see right)	<b>Wed June 30 -Last 2 digits SSN</b> #00-09: 7-9 AM #10-19: 9-11 AM #20-29: 11 AM-1 PM #30-39: 1-3 PM #40-49: 3-5 PM #50-59: 5-7 PM	<b>Thurs July 01 -Last 2 digits SSN</b> #60-69: 7-9 AM #70-79: 9-11 AM #80-89: 11 AM-1 PM #90-99: 1-3 PM BA+00-49: 3-5 PM BA+50-99: 5-7 PM	
<b>Priority 2</b>	Continuing students with 24-41.5 units on file. Or continuing students with 91+ units on file and by last 2 digits of SSN. (see right)	<b>Tues, July 06 -Last 2 digits SSN</b> #48-52: 7-9 AM #18-23: 9-11 AM #33-35: 11 AM-1 PM #24-32: 1-3 PM #06-11: 3-5 PM #12-17: 5-7 PM	<b>Wed July 07 -Last 2 digits SSN</b> #70-75: 7-9 AM #00-05: 9-11 AM #76-99: 11 AM-1 PM #88-94: 1-3 PM #82-87: 3-5 PM #76-81: 5-7 PM	<b>Thurs July 08 Last 2 digits SSN</b> #36-41: 7-9 AM #42-47: 9-11 AM #64-69: 11 AM-1 PM #58-63: 1-3 PM #53-57: 3-5 PM BA+00-99: 5-7 PM
<b>Priority 3</b>	Continuing students with .5 - 23.5 units on file and by last 2 digits of SSN. (see right)	<b>Mon July 12 Last 2 digits SSN</b> #36-41: 7-9 AM #42-48: 9-11 AM #49-55: 11 AM-1 PM #56-61: 1-3 PM #62-68: 3-5 PM #69-75: 5-7 PM	<b>Tues July 13 Last 2 digits SSN</b> #76-82: 7-9 AM #83-89: 9-11 AM #90-99: 11 AM-1 PM #00-06: 1-3 PM #07-13: 3-5 PM #14-20: 5-7 PM	<b>Wed July 14 AM. Last 2 digits SSN</b> #21-27: 7-9 AM #28-35: 9-11 AM BA+00-99: 11 AM-1 PM
<b>Priority 4</b>	New students who have completed Counseling 370 and by last 2 digits of SSN. (see right)	<b>Wed July 14 PM Last 2 digits SSN</b> #00-16: 1-3 PM #17-34: 3-5 PM #35-49: 5-7 PM	<b>Thurs July 15 AM Last 2 digits SSN</b> #50-66: 7-9 AM #67-84: 9-11 AM #85-99: 11 AM-1 PM	
<b>Priority 5</b>	New students who have completed orientation and by last 2 digits of SSN. (see right)	<b>Thurs July 15 PM Last 2 digits SSN</b> #00-33: 1-3 PM #34-67: 3-5 PM #68-99: 5-7 PM		



# Get Started

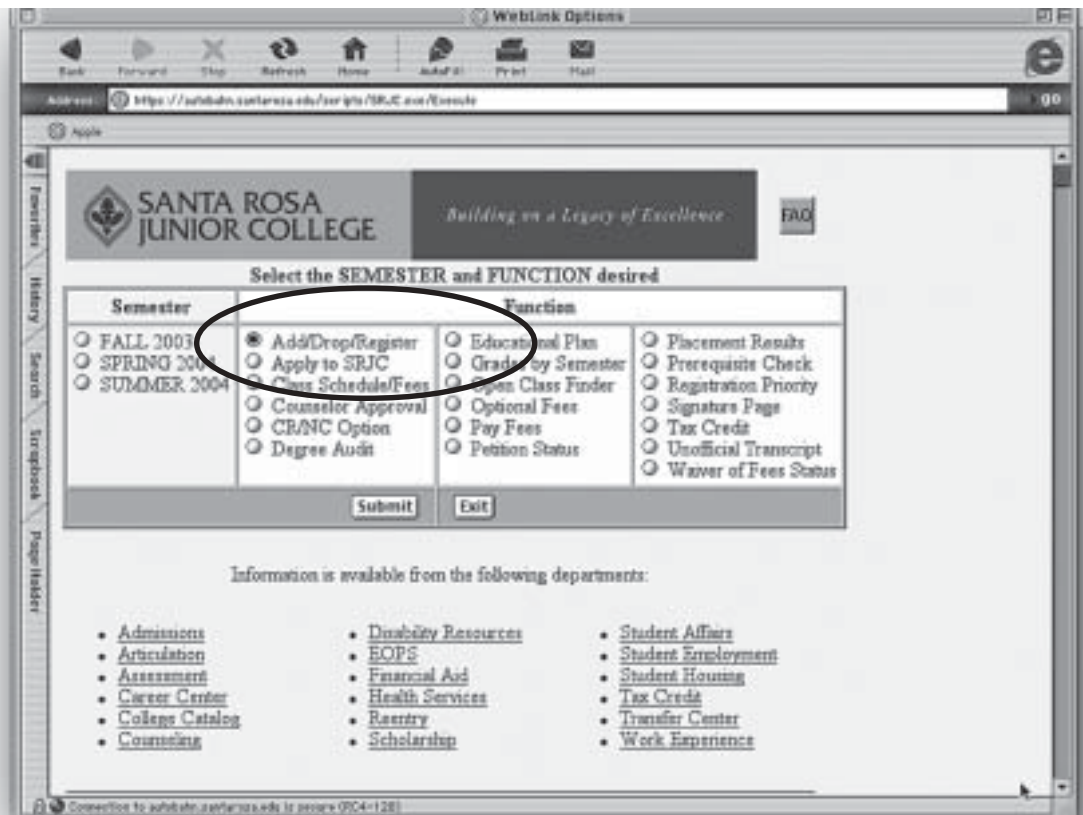
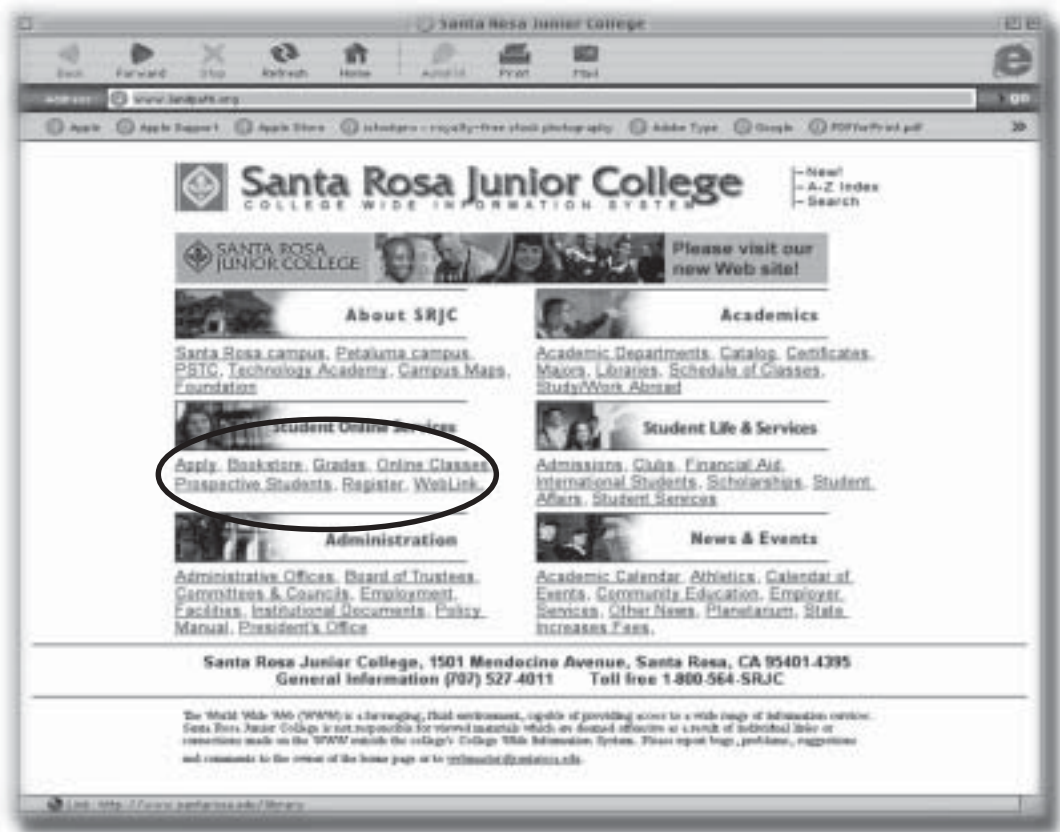
## Registration: Web Link and TLC Express

### Notes:

#### WEB LINK AND TLC EXPRESS

To take advantage of the priority registration system, students register using either Web Link or TLC Express. It is critical that students read (Web Link) or listen to (TLC Express) and follow the instructions given, especially regarding completing your transaction.

You can reach Web Link at [www.santarosa.edu](http://www.santarosa.edu) and TLC Express at 525-3800. TLC Express is available in both English and Spanish, and Web Link kiosks and TLC Express telephones are available for student use on both campuses.



# Registration: Course Prerequisites

## COUNSELING SERVICES

[www.santarosa.edu/counseling](http://www.santarosa.edu/counseling)

Santa Rosa Campus 527-4451

Petaluma Campus 778-3914

## ADMISSIONS, RECORDS AND ENROLLMENT SERVICES

[www.santarosa.edu/admissions/](http://www.santarosa.edu/admissions/)

Santa Rosa 527-4685

Petaluma 778-2415

## Notes:

Things to do about prerequisites

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## COURSE PREREQUISITES

A **prerequisite** is a course completed or skills a student must have before enrolling in a particular class. For instance, a student must pass French 1 (with a “C” or better) in order to enroll in French 2. Or, to enroll in English 1A, a student must complete English 100 (with a “C” or better) or earn a score of 53 or higher on the English Placement Test.

A **corequisite** is a course that a student must take along with another course. For instance, Electronics 61L must be taken along with Electronics 61.

A **recommendation** is different than a prerequisite. It is advisory and will not block a student from enrolling in a particular class. It is important to take recommendations seriously as they are based on the skills or knowledge that department faculty believe are needed to do well in a class.

## How to Satisfy Course Prerequisites

1. Students can register for and complete the prerequisite course with credit, a C grade, or better.
2. Students who have completed the prerequisite course at another college or at SRJC prior to 1981 (with credit or a C grade or better) must submit a **Prerequisite Equivalency Form** to Admissions and Records.
3. Students who believe they have the skills necessary to enroll in a class without having met the stated prerequisite must submit a **Prerequisite Challenge Form** to Admissions, Records, and Enrollment Services. On this form students must specifically state their reasons for believing that they can be successful in the class. For instance, a student who wishes to enroll in French 2 may not have taken the prerequisite course, French 1, but may believe he/she will be successful in French 2 after living in France for several years.
4. Equivalency and challenge forms are found in the *Schedule of Classes*, at Admissions, Records, and Enrollment Services or Counseling at the Santa Rosa or Petaluma campuses or online at <http://www.santarosa.edu/admissions/forms.html> , and they can be submitted in person, by mail, or fax (707) 527-4798).
5. Once an equivalency or challenge form is submitted, Admissions and Records lifts the prerequisite block, allowing a student to enroll. When the student may enroll can vary based on workload, and students should check with Admissions and Records about that timing. Department faculty review prerequisite challenges, and Admissions and Records will notify and administratively drop any student whose challenge is not approved.



## Registration: Calculating Fees

### Notes:

#### CALCULATING FEES

It is important to know how to calculate fees and to plan for payment. Students can pay fees by credit card while registering, or they can submit payment by mail or in person at the Santa Rosa or Petaluma campuses. Students are not billed nor are they dropped from classes if they do not pay their fees. However, students who have not paid their fees will be blocked from registering for the next semester. The enrollment fees are set by the state legislature, and, due to budget uncertainty, fees are subject to change with very little notice.

Fee Type	Fee Amount	Fee Totals
Enrollment Fee	\$ x enrolled units =	\$
Course Fees (Additional fees for a particular class)	\$	\$
Health Services Fee (Mandatory for all students)	\$	\$
Student Representation Fee	\$1	\$1.00
Optional Fees		
Associated Students Membership	\$13	\$
Parking (Auto)	\$60	\$
Parking (Auto) with AS Membership	\$50	\$
Photo ID	\$2	\$
Total Due		\$

#### B.O.G WAIVER

The Board of Governor's Fee Waiver (BOG) can waive enrollment fees, the health fee and parking fees over \$20 per semester. To receive a BOG, a student must meet certain low-income criteria, and be classified as a resident of California by the Admissions, Records & Enrollment Services office. Applications for the BOG are available in Financial Aid, Counseling, or online at [www.santarosa.edu/BOG](http://www.santarosa.edu/BOG).

In addition to the fees, there are other expenses associated with going to college. Books, supplies and materials must be considered in creating a budget for college, and students can use financial aid or scholarship money to help with those costs.



# Financial Services: Financial Aid

## FINANCIAL SERVICES

[www.santarosa.edu/finaid](http://www.santarosa.edu/finaid)

**Santa Rosa Campus:**  
1281 Barnett Hall,  
527-4471,  
M, T, Th, F 8 AM-5 PM,  
W, 8 AM-7 PM

**Petaluma Campus:**  
113 Jacobs Hall,  
778-2461  
M, T, Th, F 8 AM-5 PM  
W, 10 AM-7 PM

Financial Aid's mission is to insure that money problems are not a barrier to students' enrollment or to achievement of their educational goals and to help students keep their financial concerns manageable while they attend college. The financial aid process is complex and demanding, requiring a close partnership between the applicant, the financial aid staff and, sometimes, others. Financial Aid staff pledge to provide students with equitable treatment under the law, honest answers, and an open door to their questions, and they are available on both an appointment and drop-in basis to assist students and parents. A comprehensive *Financial Aid Handbook* is available that describes programs and the process in greater detail.

## Applications and Deadlines

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA), available in most high schools, community colleges, universities, and online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). With the FAFSA, students can apply for all federal aid (and California state aid if they also complete a Grade Point Average Verification Form by the March 2 deadline). The FAFSA is available at the SRJC Financial Aid Office and there is no fee for applying. The priority filing period for each academic year is the **previous** January and February with deadlines usually March 1 or 2. A few types of aid are available for late applicants, but it is best to apply during the priority period.

## Eligibility

Eligibility for assistance is based on several variables, including:

- The financial need of each student and family, according to a federal formula;
- Number of units enrolled;
- Accurate documentation of application information;
- Having declared a certificate, degree or transfer objective;
- Continued satisfactory academic progress;
- Neither in default nor delinquent on an educational loan and do not owe a repayment;
- Not having exceeded 150% of the published length of the student's educational program.

## Independent vs. Dependent

Although students may be living on their own and may not receive support from their parents, they may be considered "dependent" for federal aid purposes, meaning that their parent's income and asset information must be included in applying for financial aid. Students must submit parental information unless the student is: married, 24 years of age, a veteran of the US Armed Forces, has a child they provide more than half the support for, is a ward of the court, or both parents are deceased. Failure to provide parental information when required will jeopardize a student's federal financial aid eligibility.

## Documentation

Four to six weeks after filing the FAFSA, students will be notified by letter about additional documents that are required. These may include (1) parent's and/or student's previous year 1040 Federal Income Tax Returns, (2) verification of non-taxable benefits received such as Social Security, TANF, or Veteran's Benefits, and (3) other forms requested by the Financial Aid Office.

## Awards

The amounts and kinds of aid a student will be offered depends on a student's financial need, satisfactory academic progress and enrollment level. Generally, the greater a student's financial need (according to the federal formula) and the more units enrolled, the larger the financial aid package. Financial aid packages usually consist of part gift aid (grants) and part federal work study, and BOG fee waivers may also be awarded automatically when the Student Aid report indicates a student has financial need. Loans may be available for students who are unable to use federal workstudy because of other employment, heavy courseload, or family size. Visit our office or Web site for a complete listing of grants and other aid programs available to SRJC students with need.

Notes:

Things to do about Financial Aid

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# Get Started!

## Financial Services: Scholarship Office

### SCHOLARSHIP OFFICE

[www.santarosa.edu/scholarship/](http://www.santarosa.edu/scholarship/)

**Santa Rosa Campus: 1284 Barnett Hall,  
527-4740,  
M-F 8 AM-5 PM**

**Petaluma Campus: 113 Jacobs Hall,  
778-2461  
M, T, Th, F, 8 AM-5 PM  
W, 10 AM-7 PM**

The Scholarship Office helps students locate and apply for scholarships at the College, in the community, statewide, and across the nation. We encourage all students to visit our office where we provide scholarship assistance and maintain a resource library of scholarship reference books. During spring semester, the Scholarship Office offers seminars and workshops to assist students with the scholarship application processes. For the 2003-04 academic year, over 8,000 students were awarded SJRC scholarships for a total exceeding \$6,200, 000.

A variety of scholarship programs are offered to students, including the Exchange Bank Doyle Scholarships and Doyle Occupational Education Awards, SRJC Foundation Continuing Scholarships, and SRJC Foundation Transferring Scholarships. Scholarships may be awarded based on scholastic achievement, financial need, special interests and activities, and academic field of study. These scholarship funds are provided by private sponsors, community organizations, corporations, professional associations, SRJC academic departments, and the SRJC Foundation.

### The Exchange Bank Doyle Scholarship Programs

Funded by dividends from the Exchange Bank - Frank P. Doyle and Polly O'Meara Doyle Trust - the Doyle Scholarship Program is one of the highest honors for SRJC Students. Scholarship awards are made to outstanding students who have shown academic excellence in high school or college. Two programs are offered: The Doyle Scholarship and the Doyle Occupational Education Award. Award amounts range from \$1,000 to \$1,600 per academic year. Summer Doyle Awards ranging from \$250 to \$750 are also available to students attending summer school at SRJC.

The Doyle Scholarship requires a minimum overall GPA of 3.00 for entering high school students, and a minimum overall GPA of 2.75 for continuing college students. Financial need may be considered if a student files a Free Application for Federal Student Aid (FAFSA) by the March 1 deadline.

The Doyle Occupational Education Award is designed for a student pursuing one of over 140 approved Occupational Programs at SRJC. The minimum overall GPA required for this award is 2.50 for high school or college students. Occupational preparation courses and an advisor's signature are also required for this award.

Applications for the Doyle Scholarship and the Doyle Occupational Education Award are available after January 1 in the SRJC Scholarship Office and at local high schools. The application deadline for both programs is March 1 of each year. Most years, a second application cycle is offered May 17- August 1.

### SRJC Foundation Continuing and Transferring Scholarships

In addition to the Doyle program, over 700 other scholarships are awarded each year to students who will continue their education at SRJC or will transfer to a four-year institution. Applications for both the SRJC Foundation Continuing Scholarship and Foundation Transferring Scholarship Program are available after January 1 in the SRJC Scholarship Office. The application deadline for both programs is March 1 of each year.

Other Scholarships: The Scholarship Office also receives announcements for many local, state, and national scholarships. These announcements are listed in the Scholarship Office and are advertised on campus in the student newsletter, *Bear Facts*.

## Notes:

# Get on Track!

COMPLETE AN OCCUPATIONAL CERTIFICATE

EARN AN ASSOCIATE DEGREE

PREPARE TO TRANSFER



## Complete an Occupational Certificate

SRJC's many Occupational Certificate Programs prepare students to enter a wide variety of careers or to upgrade their current job skills. These training programs vary in length from two months to two years, changing as needed to prepare students to meet the dynamic needs of Sonoma County's workforce. Local employers know that SRJC students who successfully complete the Occupational Certificate Programs are well prepared to participate in the world of work and to contribute to the Sonoma County economy.

SRJC offers over 140 job training programs to prepare students for jobs like:

Administrative Assistant	Landscaper
Automotive Technician	Network Administrator
Baker	Nurse
Bookkeeper	Office Manager
Costume Designer	Park Ranger
Dental Hygienist	Police Officer
Electronics Technician	Preschool Teacher
EMT-Paramedic	Psychiatric Technician
Firefighter	Vineyard Manager
Floral Designer	Web Site Designer
Graphic Artist	Welder
Health Services Worker	

Notes:

When students are ready for more detailed information about Occupational Certificate Programs, they can:

- ❑ Review the current certificate list at [www.santarosa.edu/certificates/](http://www.santarosa.edu/certificates/). The certificates are grouped by department, and students can explore options by using the drop-down menus to see complete listings for each department.
- ❑ Contact the Career Center on the Santa Rosa Campus for assistance at  
1434 Bussman Hall  
(707) 527-4448  
[www.santarosa.edu/career/](http://www.santarosa.edu/career/)
- ❑ Contact the Counseling Department for an appointment at  
(707) 527-4451 Santa Rosa Campus  
(707) 778-3914 Petaluma Campus  
[www.santarosa.edu/counseling/](http://www.santarosa.edu/counseling/)

## Earn an Associate Degree

Students can earn an associate degree in arts and/or sciences at SRJC. Including both a major and general education courses from **Option A**, the associate degree can stand alone as an accomplishment and will enhance a student's employability and expand career options. However, students may also complete an associate degree as a part of transfer preparation using either **Option B** or **Option C**. Students should work with their counselors to make the right choice for them.

## ASSOCIATE DEGREE INFORMATION - FALL 2004

### Catalog Rights

Graduation requirements for an Associate Degree are determined according to the catalog in effect at the time of initial enrollment. In order to maintain catalog rights, a student must be in continuous enrollment; that is, enrollment in at least one credit course during each successive academic year. For the purpose of catalog rights, the academic year begins each fall and ends with the subsequent summer session. When a break in enrollment occurs, graduation requirements are determined according to the catalog in effect when continuous enrollment is resumed. Students may choose to graduate under the catalog in effect at the time of the petition to graduate.

### Unit Requirement

A student must complete a minimum of 60 units in courses numbered 1 - 299. Courses numbered 300 - 899 are designed to meet a variety of student needs and are not applicable toward Associate Degree requirements. Plan your course of study carefully with a counselor.

### Residence Requirement

A student must be enrolled during the semester in which the Degree is granted. A minimum of 12 units must be completed at Santa Rosa Junior College.

### Scholarship Requirement

A student must have a minimum GPA of 2.00 ("C") or better in graded units which the College accepts toward the Degree and a minimum GPA of 2.00 ("C") or better in courses taken at Santa Rosa Junior College and submitted as part of the 60 units.

### Degree Honors

Degree honors are determined by the student's overall grade point average and include transfer work submitted to SRJC. A student who has maintained a GPA between 3.20 and 3.39 will be graduated with honors; 3.40 and 3.59, with high honors; and 3.60 or higher, with highest honors.

### General Education Requirements

Students have three options in meeting the General Education requirements toward earning an Associate in Arts or an Associate in Science Degree at Santa Rosa Junior College. These options are the following:

- Option A: Complete the 23 units of the Associate Degree General Education course requirements and Math Competency,  
**OR**
- Option B: Complete the California State University (CSU) General Education course requirements (eligible for full certification of 39 units),  
**OR**
- Option C: Complete the Intersegmental General Education Transfer Curriculum (IGETC) (eligible for full certification).

### Major Requirements Beginning Fall 2002

To receive an Associate Degree, a student must complete a major course of study of at least 18 units from the SRJC list of approved majors. A major provides coherence, focus, depth, sequencing, and synthesis of learning. A course may be used to satisfy both a General Education requirement and a major requirement (Title 5, 55806). Within the major, a course may not be used more than one time to meet a major requirement. Major programs are listed in the college catalog; the most current list of majors is available at the SRJC web site ([www.santarosa.edu](http://www.santarosa.edu)).

### Multiple Majors

It is possible for a student to be awarded more than one major upon graduation providing that all requirements are met for each major. For multiple majors, a single diploma with all majors listed will be issued. If one major leads to an Associate in Arts and the other to an Associate in Science, two diplomas will be issued.

### Additional Associate Degrees\*

Students who already possess an Associate in Arts or Associate in Science degree from Santa Rosa Junior College may be awarded an additional degree upon completion of the following:

- a. All requirements in a major in a different field of study. Previous course work may be used.
- b. Twelve units in residence after conferral of the previous degree.
- c. Any new areas of General Education in effect at the time the student re-enrolls if there has been a break in enrollment.

\* Please see the 2004-05 Santa Rosa Junior College Catalog for more information on additional associate degrees.

Please discuss your educational plan with a counselor. Students are encouraged to apply for the Associate Degree the semester prior to graduation. Petitions may be obtained in the Office of Admissions, Records, and Enrollment Development.



# SANTA ROSA JUNIOR COLLEGE

## Graduation Requirements for an Associate Degree Option A

### FALL 2004

*A course may be used only once to fulfill requirements in Areas A through G and Area I.*

Directions: Circle or list course work completed. Indicate if the course work was completed at another college or through an exam.

	COMPLETED	REMAINING
<b>Area A - English Composition</b> <span style="float: right;"><b>4 units</b></span> ENGL 1A, 84A, 100, 104		
<b>Area B - Communication and Analytical Thinking</b> <span style="float: right;"><b>3 units</b></span> BAD 52 BMG 53 CIS 5 COMM 5, 66 ENGL 5 PHIL 3, 4, 5 SPCH 1A, 3A, 9, 60 OR <u>APTECH 90A, 90B</u> <u>ELEC 90B</u> <u>MATH 1A, 4, 8A, 9, 10, 15, 16, 27, 32, 36, 38, 60, 155</u> <u>PHYS 1</u> <i>Courses underlined also meet the math competency requirement for graduation and must be completed with a grade of C or better. + See other options for completion of math competency below.</i>		
<b>Area C - Natural Sciences</b> <span style="float: right;"><b>3 units</b></span> <u>Physical Sciences:</u> ASTRON 2, 3, 4, 5 CHEM 1A, 4A, 10, 60 ELEC 50A ENVS 12 GEOG 4 GEOL 1, 5 METRO 10 PHYSC 1, 10 PHYS 2A, 4A, 10 <u>Life Sciences:</u> AGRI 10, 20 ANAT 1, 51, 58 ANTHRO 1 BIO 2A, 2B, 3, 10, 12, 13, 15, 20, 25, 26, 80 BOTANY 10, 60 FDNT 10 HLC 50 MICRO 5, 60 NRM 12, 51 PHYSIO 1, 58		
<b>Area D - Social and Behavioral Sciences</b> <span style="float: right;"><b>3 units</b></span> <u>Social Sciences:</u> AJ 25, 56 AGBUS 7 ANTHRO 3, 21, 32 BAD 10, 51 CHLD 10, 68, 90.1 COMM 7 ECON 1A, 10, 30 GEOG 3, 7 HIST 17.1, 17.2, 18.1, 18.2, 20, 21, 22, 30, 33 POLS 1, 2, 18, 25, 70 SOCS 12, 100 <u>Behavioral Sciences:</u> ANTHRO 2, 30 COUN 73, 74 PSYCH 1A, 5, 30, 34, 53 SOC 1, 2, 10, 30		
<b>Area E - Humanities</b> <span style="float: right;"><b>3 units</b></span> <u>Fine Arts and Humanities:</u> ANTHRO 31, 43 ARCH 50.1 ART 1.1, 1.2, 2.1, 2.2, 2.3, 43 DANCE 2 HIST 1.1, 1.2, 4.1, 4.2 HUMAN 4.1, 4.2, 5, 6, 7, 8, 9, 10.1, 10.2, 10.3, 10.4, 106 INTDIS 1, 2, 3, 4 MEDIA 4, 41, 42 MUS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 9 SPCH 2 THAR 1, 6 <u>Philosophy and Literature:</u> ASL 1A, 1B, 2A, 2B ENGL 1B, 2, 3, 7, 10, 12, 15, 22, 25, 30.1, 30.2, 31, 32, 33, 44.1, 44.2, 46.1, 46.2 MODERN & CLASSICAL LANGUAGE 1, 2, 2S, 3, 4 PHIL 6, 7, 8, 9, 11, 12, 20, 21 THAR 12		
<b>Area F - American Institutions</b> <span style="float: right;"><b>3 units</b></span> Courses may not be double-counted in Area D or G HIST 17.1, 17.2, 18.1, 18.2, 21 POLS 1 SOCS 100		
<b>Area G - American Cultures/Ethnic Studies</b> <i>(Effective Fall 1998)</i> <span style="float: right;"><b>3 units</b></span> <u>American Cultures:</u> AJ 25 ANTHRO 21 BAD 66 CHLD 68 COMM 7 COUN 74 ENGL 22 HIST 21, 22 HUMAN 6, 10.4, 106 INTDIS 2 PHIL 9 POLS 20 PSYCH 34 SOC 30 SPAN 4 THAR 6 <u>Ethnic Studies:</u> ANTHRO 31, 32, 34, 43 ENGL 31, 32, 33 HIST 30 MUS 9		
<b>Area H - Global Perspectives and Environmental Literacy</b> <i>(Effective Fall 2004)</i> <span style="float: right;"><b>(3 units)</b></span> This requirement will double-count in one other area (Areas A - G) <u>Global Perspectives:</u> ANTHRO 2 ART 1.1, 1.2 BAD 10 ECON 1A PHIL 8, 11 <u>Environmental Literacy:</u> ANTHRO 1 BIO 12, 15, 25 ENGL 10 NRM 12 PHIL 12		
<b>Area I - Information Literacy</b> <i>(Effective Fall 2002)</i> <span style="float: right;"><b>1 unit</b></span> LIR 10, 30, 110		
<input type="checkbox"/> In areas B through E no more than 3 units from any one discipline may be counted in fulfillment of graduation requirements.		
<b>+Math competency</b> (may be met by completing any of the following):	DATE	DONE
• Completion of the following course work with a grade of C or better: AG 78, BMG 54, IED 90B.		
• Completion of approved Area B math course work with a grade of C or better.		
• High School course work plane geometry or higher with a grade of C or better.		
• Satisfactory score on the Math competency exam. <i>(Students who do not achieve a passing score will be allowed to retest no sooner than six months.)</i>		
Please note that there are different General Education requirements for transfer to a college or university. See reverse side for options. Students should consult the latest Schedule of Classes and discuss their educational plan with a counselor or advisor.		
<input type="checkbox"/> 60 units (courses numbered 1-299)	<input type="checkbox"/> Residence (12 units completed at SRJC)	<input type="checkbox"/> Major requirements
<input type="checkbox"/> 2.0 GPA	<input type="checkbox"/> Enrollment during semester of graduation	<input type="checkbox"/> G.E. requirements

# Prepare to Transfer

TRANSFER OPTIONS			
THE UNIVERSITY OF CALIFORNIA (UC) (10 campuses)	THE CALIFORNIA STATE UNIVERSITIES (CSU) (23 campuses)	THE CALIFORNIA COMMUNITY COLLEGES (CCC) (109 campuses)	ASSOCIATION OF INDEPENDENT CALIFORNIA COLLEGES & UNIVERSITIES (76 campuses)
<i>*Minimum Eligibility for Transferring Students</i>			
<ul style="list-style-type: none"> <li>60 transferable units</li> <li>2.4 GPA</li> <li>2 English comp courses</li> <li>1 transferable math course</li> <li>4 additional courses from at least 2 of the following subject areas: arts &amp; humanities, social and behavioral sciences, physical &amp; biological sciences.</li> </ul>	<ul style="list-style-type: none"> <li>60 transferable units</li> <li>2.0 GPA</li> <li>Additional GE for a total of 30 units with a 2.0 GPA or better, which must include: all of area A: (Speech, Composition, Critical Thinking) and B4 (Quantitative Reasoning) with a grade of C or better.</li> </ul>	Open to all students who have either graduated from high school (high school equivalency okay) OR are 18 years of age or over at the time of admissions	Refer to individual college catalog OR See the Guide for California Independent Colleges & Universities OR Go online to: <a href="http://www.aiccountor.org">www.aiccountor.org</a>
<i>Academic Calendar</i>			
8 on quarter system 2 on semester	16 on semester system 6 on quarter system 1 on 4-1-4 system	Refer to individual catalog	Refer to individual catalog or visit <a href="http://www.aiccountor.org">www.aiccountor.org</a>
<i>Degrees Granted</i>			
Bachelor's and master's, doctorates, professional	Bachelor's and master's	Associate degree	Associate, bachelor's, master's, doctorates, professional (varies from campus to campus)
<i>Campus Options</i>			
Berkeley Davis Irvine Los Angeles Merced Riverside San Francisco San Diego Santa Barbara Santa Cruz	Bakersfield Channel Islands Chico Dominguez Hills Fresno Fullerton Hayward Humboldt Long Beach Los Angeles Maritime Academy Monterey Bay Northridge Pomona Sacramento San Bernardino San Diego San Francisco San Jose San Luis Obispo San Marcos Sonoma Stanislaus		Directories and catalogs are available in the Transfer Center at the Santa Rosa Campus and in the Mahoney Library on the Petaluma Campus. An SRJC counselor can help you prepare for admission to independent and out-of-state schools.

\* Although CSU and UC give admission priority to eligible CCC transfer students, minimum eligibility does not guarantee admission. Selective campuses and majors will look closely at GPA and major preparation. It is important to work closely with an SRJC counselor to prepare for transfer.

# Transfer to the California State University

## CSU MINIMUM ELIGIBILITY REQUIREMENTS

	COMPLETED	REMAINING
<ul style="list-style-type: none"> <li>• 56 CSU - transferable units (SRJC courses numbered 1-99 + PE courses) Note: Effective fall 2005, all upper-division transfer students will be required to complete 60 CSU-transferable units.</li> <li>• 30 CSU-transferable units of General Education, completed with grades of “C” or better (at SRJC can be “CR”), which must include:               <ul style="list-style-type: none"> <li>➤ All of Area A (speech, English composition, critical thinking) and</li> <li>➤ Area B4 (quantitative reasoning) Note: Many CSUs now require that these four courses be completed by spring for fall transfer, by summer for spring transfer.</li> </ul> </li> <li>• 2.0 GPA for California residents.</li> <li>• Apply during the period when the CSU is open to admissions.</li> </ul>		

## CSU RECOMMENDED TRANSFER GUIDELINES

	COMPLETED	REMAINING
<ul style="list-style-type: none"> <li>• 60 CSU - transferable units for full junior standing</li> <li>• 39 CSU-transferable GE units completed and <i>certified</i>, of which 30 units (including all of Areas A and B4) must be with a “C” or better.</li> <li>• Lower division major preparation done</li> <li>• 2.5+ GPA Impacted majors and popular campuses may use additional “selection criteria”, including a higher GPA and specific preparation. See the list of impacted majors at <a href="http://www.calstate.edu/tr/impactioninfo.shtml">www.calstate.edu/tr/impactioninfo.shtml</a></li> <li>• Apply during the CSU priority application period at CSU Mentor (<a href="http://www.csumentor.edu">www.csumentor.edu</a>)</li> </ul> <p>Note: To graduate from a CSU, students are required to complete at least 9 units of upper division GE <i>after transfer</i>. Students cannot complete all GE required for graduation from a CSU at SRJC.</p> <p>SRJC counselors assist students develop specific academic plans to fulfill the requirements for transfer. To make an appointment, call Santa Rosa Campus (527-4451) Petaluma Campus (778-3914) or the Transfer Center (527-4874).</p>		

# Transfer to the University of California

## UC MINIMUM ELIGIBILITY REQUIREMENTS

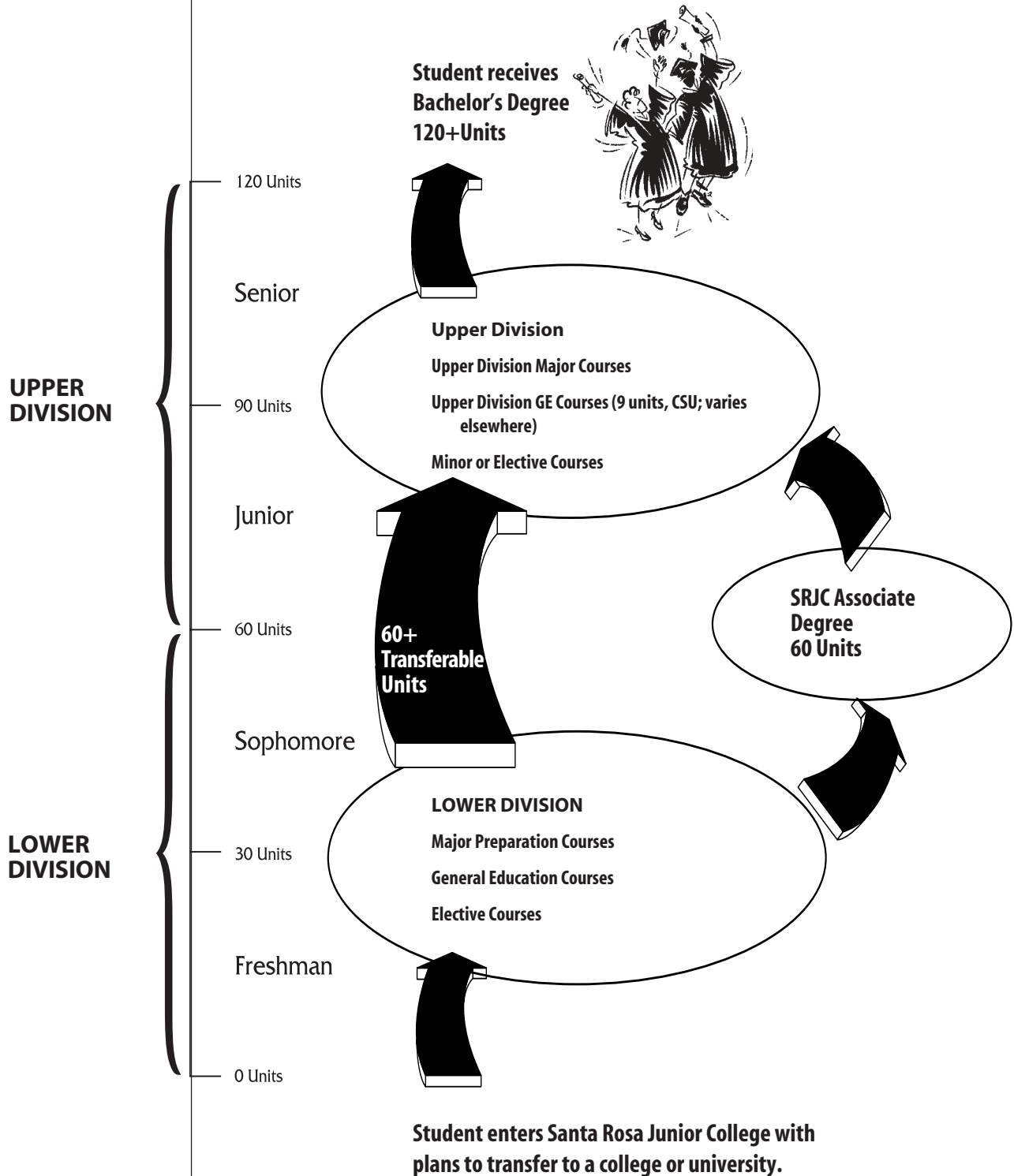
	COMPLETED	REMAINING
<ul style="list-style-type: none"> <li>• 60 UC - transferable* units</li> </ul> <p>Note: The UC will accept SRJC courses numbered 1-49 and most PE courses (limited to 4 units of PE “activity” courses). However, students should not count credit earned for selected topics (48) or special studies (49) toward the 60 units required for admission. These courses will be evaluated by the UC campus after admission.</p> <ul style="list-style-type: none"> <li>• 7 UC-transferable GE courses, completed with grades of “C” or better (at SRJC can be “CR”), and comprised of               <ul style="list-style-type: none"> <li>➢ 2 courses in English Composition</li> <li>➢ 1 course in Mathematical Concepts/Quantitative Reasoning</li> <li>➢ 4 additional courses from at least two of the following disciplines: Arts &amp; Humanities; Social/Behavioral Sciences; Physical/Biological Sciences</li> </ul> </li> <li>• 2.4 GPA for California residents.</li> <li>• Apply for admission during the priority filing period at UC Pathways (<a href="http://www.ucop.edu/pathways">www.ucop.edu/pathways</a>).</li> </ul>		

## UC REALISTIC TRANSFER SELECTION CRITERIA

	COMPLETED	REMAINING
<ul style="list-style-type: none"> <li>• 60 UC - transferable* units (see note above)</li> <li>• Lower division major preparation done</li> <li>• IGETC or campus-specific GE completed (for low-unit majors) OR the 7 required GE courses above (high-unit majors)</li> <li>• 3.0+GPA for California residents (may be higher for impacted majors)</li> <li>• Apply for admission during the priority filing period at UC pathways (<a href="http://www.ucop.edu/pathways">www.ucop.edu/pathways</a>)</li> </ul> <p>* Refer to the SRJC/UC Transferable Course Agreement.</p> <p>Students should place highest priority on achieving minimum transfer eligibility and on completing courses for their majors. Some majors require that students complete specific courses before they transfer. When UC campuses receive more applications than they have room to admit, they typically select the applicants who are most prepared for their majors.</p> <p>After students have planned their courses for major preparation, they can think about General Education. GE is not required for admission; it is required for graduation from UC.</p> <p>Students should work with an SRJC counselor and a UC advisor to know how to prepare for their majors. This consultation also will help students decide which version of GE to choose.</p>		

# Prepare to Transfer

## TRANSFER PROCESS



## NOTES ON CSU GENERAL EDUCATION - FALL 2004

Students having 56 - 60 transferable semester units with a "C" average (2.0) will be eligible to transfer to a California State University providing a minimum of 30 units in GE, including all of Areas A and B4, is completed with grades of C or better. Completion of 60 transferable units constitutes Junior standing and is required for admission to San Diego State. Other CSU campuses may give admissions priority to transfer applicants who have completed 60 units. By Fall 2005, all CSU campuses will require 60 units. SRJC courses numbered 1 - 99 will transfer to the CSU for units.

**FULL Certification** - Students must satisfactorily complete 39 lower-division semester units; Units must be distributed as follows:

<b>AREA A:</b>	<b>9 UNITS</b>	One course from each group: A1, A2, A3
<b>AREA B:</b>	<b>9 UNITS</b>	One course each from Phys Sci (B1), Life Sci (B2), Lab (B3), & Quantitative Reasoning (B4)
<b>AREA C:</b>	<b>9 UNITS</b>	Three courses to include at least one course from Arts (C1) and one course from Humanities (C2)
<b>AREA D:</b>	<b>9 UNITS</b>	Three courses must be selected from at least two different subject areas
<b>AREA E:</b>	<b>3 UNITS</b>	
<b>39 UNITS CERTIFIED</b>		

**SUBJECT-AREA Certification** - Completion of one or more areas as stated above.

Students admitted to a CSU campus with full certification may not be held to additional lower division general education requirements. Students admitted to a CSU campus with subject-area certification may not be held to additional lower division general education course work in the subject areas certified. All students will be required to complete 9 upper division general education units after transfer to the CSU.

Neither full certification or subject-area certification exempts students from unmet lower division graduation requirements that may exist outside of the general education program of the campus awarding the degree.

### CSU Campus Notes

<b>CHICO</b>	<p><u>Ethnic Studies</u> The following courses will meet this requirement: ANTHRO 32, 34, 43; CHLD 68; COMM 7; COUN 74; ENGL 22, 31, 32, 33; HIST 21, 22, 30; HUMAN 6, 10.4; POLS 20; PSYCH 34; SOC 30; THAR 6</p> <p><u>Non-Western</u> The following courses will meet this requirement: ANTHRO 2, 30, 31; ART 42, 46; ECON 30; GEOG 3, 7; HIST 1.1, 1.2, 8.1, 8.2, 33; PHIL 8.</p> <p>Check Chico catalog for majors that have approved GE modifications.**</p>
<b>HAYWARD</b>	Students may complete Area E at CSU Hayward with an upper division course.**
<b>MONTEREY BAY</b>	CSUMB graduation requirements suggest that students with 56 or more transferable units should have completed level 3 or higher in a second language: ASL 2A, ITAL 3, FREN 3, LATIN 3, GERM 3, SPAN 3. Students transferring with 55 units or less should have completed level 4 or higher in a second language: ASL 2B, ITAL 4, FREN 4, LATIN 4, GERM 4, SPAN 4.
<b>SACRAMENTO</b>	<p><u>World Civ. GE Requirement</u> will be satisfied with HIST 1.1, 1.2, 4.1 or 4.2; however if Area C is certified prior to transfer, this requirement will be waived.</p> <p><u>Graduation Requirements:</u></p> <p><u>Race &amp; Ethnicity</u> will be satisfied with COMM 7, ENGL 22, HIST 21, 22, PHIL 9, PSYCH 34 or SOC 30. These courses will also satisfy appropriate areas of GE. HIST 21 will also satisfy the U.S. History requirement.</p> <p><u>Intermediate English Composition requirement</u> can be met with ENGL 1B or 5. The revised policy (6/96) will allow these courses to "double-count" for CSU GE.</p> <p><u>Foreign Language Proficiency requirement</u> can be met with course work or proficiency test (See SRJC counselor for options). For more information, see "Degree Requirements" in the CSUS catalog or contact the Foreign Language Dept. at CSUS (916) 278-6333.</p>
<b>SAN DIEGO</b>	Majors leading to the Bachelor of Arts degree in liberal arts and sciences must satisfy a foreign language proficiency by successfully completing either the 4 <sup>th</sup> year level of high school or the 3 <sup>rd</sup> college semester in one foreign language or by exam. See the SDSU catalog under graduation requirements for details and special conditions for certain majors.
<b>SAN FRANCISCO</b>	Students may take LIR 10 or 30 or 60A or 60B to satisfy the Basic Information Competence requirement. ENGL 1B or 5 will meet the second semester English requirement for graduation.
<b>SAN JOSE</b>	GE courses completed with a CR grade must be certified. Recommend that students complete ENGL 1B for Area C2. Also recommend completing Area E before transfer to SJSU.
<b>CAL POLY SLO</b>	<u>USCP</u> (United States Cultural Pluralism requirement) will be met with ENGL 33, HIST 21, 30, SOC 30, or "any course about minorities living/interacting in U.S. culture".
<b>SONOMA</b>	<u>Ethnic Studies</u> can be met with ANTHRO 32, 34, 43, ENGL 22, 31, 33, HIST 21, 22, 30, SOC 32. Students may complete an additional course in Area B at SRJC and take an upper division Area E course after transfer.**
<b>ENGR MAJORS</b>	Engineering majors transferring to Chico, Fresno, Humboldt, Los Angeles, Northridge, Sacramento, San Francisco, San Jose, or Cal Poly SLO are not required to complete the Area A3 Critical Thinking requirement.** Please consult individual university catalogs for other GE modifications for Engineering majors.

GE Evaluation After Transfer: You will receive an evaluation of transfer credit after you have been accepted at the CSU campus. Review your evaluation of general education courses and if you have questions, contact the evaluator at the CSU. If you still have questions, call the SRJC Articulation Office (527-4275) or the SRJC Transfer Center (527-4874), so we can confer with the CSU campus for clarification.



# SANTA ROSA JUNIOR COLLEGE

## CSU General Education Requirements and Associate Degree Option B FALL 2004

Santa Rosa Junior College will certify completion of 39 units of the 48-unit General Education requirement for graduation from the CSU for students meeting the following pattern. <i>The remaining nine units must be in the upper division of the degree granting institution. A minimum of 30 units in GE, including all of Areas A and B-4, with grades of C or better in each course must be completed prior to transfer.</i>		COMPLETED	REMAINING
<b>AREA A: Communication in the English Language and Critical Thinking: 9 units</b> (One course required from each of A1, A2, and A3)			
1. Oral Communication	SPCH 1A, 60		
2. Written Communication	ENGL 1A		
3. Critical Thinking	ENGL 5 PHIL 3, 5 SPCH 3A, 9 SOCS 5		
<b>AREA B: Physical Universe and Its Life Forms: 9 units</b> (Complete one course from each of B1, B2, B3 and B4)			
1. Physical Science	ASTRON 2*, 3, 3L*, 4, 4L*, 5*, 12* CHEM 1A*, 1B*, 4A*, 4B*, 8*, 10 ENVS 12 GEOG 4 GEOL 1, 1L*, 5* METRO 10, 10L* PHYSC 1*, 10 PHYS 1, 2A, 2B, 3A*, 3B*, 4A*, 4B*, 4C*, 4D, 10, 10L*		
2. Life Science	AGRI 10, 20* ANAT 1*, 51*# ANTHRO 1, 1L* BIO 2A*, 2B*, 3*, 10*, 12, 13, 20, 25*, 26*, 80* BOTANY 10*, 60* MICRO 5*, 60* NRM 12+, 51* PHYSIO 1* *NRM 12 - units may count in only one area.		
3. Laboratory Activity*	Any course from Group 1 or 2 with an ***. #Anat 51 must be minimum of 3 units. @ Astron 12 fulfills Area B-3 only if taken with Astron 3 or 4.		
4. Quantitative Reasoning	MATH 1A, 1B, 4, 8A, 8B, 9, 10, 15, 16, 27, 32, 36, 38		
<b>AREA C: Arts, Literature, Philosophy and Foreign Languages: 9 units</b> (Three courses to include at least one course from Arts and one course from Humanities) (No more than two courses can be selected from any one discipline)			
1. Arts	ANTHRO 31, 43 ART 1.1, 1.2, 2.1, 2.2, 2.3, 3, 4, 5, 7A, 42, 43 DANCE 2 MEDIA 4, 41, 42 MUS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 9 THAR 1, 6		
2. Humanities	ASL 1A, 1B, 2A, 2B ENGL 1B, 2, 3, 7, 10, 12, 15, 22, 25, 27, 30.1, 30.2, 31, 32, 33, 44.1, 44.2, 46.1, 46.2 HIST 1.1, 1.2, 4.1, 4.2 HUMAN 4.1, 4.2, 5, 6, 7, 8, 9, 10.1, 10.2, 10.3, 10.4 INTDIS 1, 2, 4 PHIL 6, 7, 8, 9, 11, 12, 20, 21 SPCH 2 THAR 12 FREN 1, GERM 1, ITAL 1, LATIN 1, SPAN 1 and any Modern or Classical Language numbered 2, 2S, 3, 4		
3. Third course chosen from C1 or C2			
<b>AREA D: Social, Political and Economic Institutions and Behavior; Historical Background: 9 units</b> (Three courses - no more than two courses can be selected from any one discipline)			
AJ 56 AGBUS 7 ANTHRO 2, 3, 21, 32 BAD 10, 51, 66 CHLD 10, 68 COMM 7, 10 COUN 74 ECON 1A, 10, 30 GEOG 3, 7 HIST 8.1, 8.2, 17.1, 17.2, 18.1, 18.2, 20, 21, 22, 30, 33 POLS 1, 2, 18, 20, 25, 70 PSYCH 1A, 4, 5, 30 SOCS 12 SOC 1, 2, 30			
<b>AREA E: Lifelong Understanding and Self-Development: 3 units</b>			
BAD 52 BIO 15 CHLD 90.1 COMM 5, 66 CNIS 92, 97 COUN 70 FDNT 10 HLE 50 NRM 12+ PHYSIO 50 PSYCH 3, 34, 35, 40, 52, 53, 56 SOC 10, 61 *NRM 12 - units may count in only one area.			
<b>AREA F: United States History, Constitution and American Ideals:</b> (Not part of 39 unit general education certification; however may be completed prior to transfer) Completion of one course in American History and one course in American Government is a requirement to graduate from any CSU campus. All CSUs will allow these courses to double count in Area D if certified by SRA.			
1. HIST 17.1, 17.2, 18.1, 18.2, 21	2. POLS 1		
<b>NINE UNITS OF UPPER DIVISION GENERAL EDUCATION MUST BE COMPLETED AFTER TRANSFER TO CSU with one course required from each of areas B, C, and D.</b>			
NOTE: In addition to courses in general education, major courses may be needed prior to transfer. Please check with a counselor.			

## FALL 2004 IGETC NOTES

- Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower division general education courses to satisfy campus general education requirements.
- Completion of the IGETC is one option (Option C) in meeting the general education requirements toward earning an Associate in Arts or an Associate in Science Degree at Santa Rosa Junior College.
- Completion of the IGETC is not a requirement to transfer to the CSU or UC, nor is it the only way to fulfill the lower division general education requirements of the CSU or UC prior to transfer. Depending on a student's major and field of interest, the student may find it advantageous to take courses fulfilling the CSU's general education requirements or those of the specific UC campus or college to which the student plans to transfer. It should also be noted that there might be other CSU or UC graduation requirements in addition to the IGETC.
- On UC campuses, some colleges or schools do not accept the IGETC as complete fulfillment of lower division breadth. In addition, the IGETC is not recommended for some majors. Please talk to your counselor about your major and target UC campuses.
- Courses from other California community colleges can be used for the IGETC, if they have been approved for IGETC at that college. SRJC must apply the course to the same area as the other community college at which it was completed.
- Advanced Placement test scores of 3 or better can be used to clear one course requirement per exam. The only area in the IGETC where AP scores are not appropriate is Area 1-B, the second composition/critical thinking course. UC transfers who will not complete the IGETC should consult with a counselor about AP credit.
- The Laboratory science requirement must correspond to one of the lecture physical or biological science courses taken to fulfill the IGETC requirement. A student cannot use lecture courses in two subjects and a laboratory in a third subject.
- The course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with grades of "C" or better or grade of "CR".
- IGETC After Transfer Policy: This policy provides students with demonstrated need the opportunity to complete one or two IGETC courses after transferring to the UC or CSU, providing that those courses are not among those required for admission. Please see your counselor for additional information and guidelines.
- Students must file a request for certification with the Office of Admissions, Records, & Enrollment Development.

### UC Campus Notes:

The University of California will accept SRJC courses numbered 1-49 and most ATHL, DANCE, and PHYED courses. However, students should not count credit earned for special topics (48) or special studies (49) toward the 60 units required for admission. The UC campus will evaluate these courses after admission.

UC Berkeley	IGETC is not advised for the Colleges of Engineering, Environmental Design, Chemistry, Natural Resources, or the Haas School of Business. IGETC is accepted in the College of Letters and Science but not recommended for majors having many prerequisites such as the biological and physical sciences. For selection purposes, the College of Letters and Science requires completion of IGETC or L&S Essential Skills by the end of the spring term before entrance to UCB for the fall semester.
UC Davis	IGETC is not a good choice for: All majors in the Div of Biol Sciences and the Coll of Engineering; Majors in the Coll of Ag & Environmental Sci and the Coll of Letters & Sci that require substantial math & science prep such as Chem, Environmental Toxicology, Food Science, Nutrition Science, Physics, Viticulture & Enology, etc. IGETC is appropriate for most majors leading to B.A. degrees.
UC Irvine	IGETC is not optimal for Schools of Engineering, Biological or Physical Science.
UCLA	The Henry Samueli School of Engineering & Applied Science does not accept IGETC. IGETC is recommended for all College of Letters & Science majors.
UC Merced	The Divisions of Engineering and Natural Sciences do not recommend IGETC. IGETC is strongly recommended for the School of Social Sciences, Humanities, and Arts.
UC Riverside	IGETC is not accepted by the Colleges of Engineering or Natural and Agricultural Sciences. IGETC works well for majors in the College of Humanities, Arts and Social Sciences. Business Administration majors are strongly encouraged to complete IGETC as well as lower division major requirements.
UC San Diego	IGETC is accepted at Earl Warren, John Muir, Thurgood Marshall and Sixth Colleges. Not appropriate for the Jacobs School of Engineering. Eleanor Roosevelt and Revelle Colleges will accept IGETC but require additional course work to fulfill the specific GE requirements of those colleges.
UC Santa Barbara	IGETC is accepted but not recommended for the biological sciences, computer science, engineering, environmental studies, geological sciences, theatre (BFA) and Music (BMA). Engineering transfers may use IGETC only to substitute for lower division breadth/GE requirements and must complete at least two upper division GE courses after transfer. The College of Letters & Science will accept IGETC from transfers who meet the definition of a California community college student.
UC Santa Cruz	Not recommended for majors in engineering, physical and biological sciences, or selective majors.



# SANTA ROSA JUNIOR COLLEGE

## Intersegmental General Education Transfer Curriculum (IGETC) and Associate Degree Option C – FALL 2004

Directions: Circle courses taken at SRJC, list courses taken at other colleges, indicate name of test if requirement was met with AP.				
<b>Area 1 - English Communication:</b>			<b>COMPLETED</b>	<b>REMAINING</b>
CSU – 3 courses required, one from each group below. UC – 2 courses required, one each from Groups A and B.				
<b>Group A: English Composition</b> <span style="float: right; font-size: x-small;"><i>1 course, 3 semester/4-5 quarter units</i></span>				
ENGL 1A	AP Exam _____			
<b>Group B: Critical Thinking - English Composition</b> <span style="float: right; font-size: x-small;"><i>1 course, 3 semester/4-5 quarter units</i></span>				
ENGL 5[F93] PHIL 5 SOCS 5[F97] SPCH 9[F98]				
<b>Group C: Oral Communication</b> <span style="float: right; font-size: x-small;"><i>1 course, 3 semester/4-5 quarter units (Required for CSU only)</i></span>				
SPCH 1A				
<b>Area 2 - Mathematical Concepts and Quantitative Reasoning:</b> <span style="float: right; font-size: x-small;"><i>3 semester/4-5 quarter units</i></span>				
MATH 1A**, 1B**, 4, 8A[F93]**, 9, 10, 15[F93], 16**, 27[F98]**			AP Exam _____	
<b>Area 3 - Arts and Humanities:</b> <span style="float: right; font-size: x-small;"><i>9 semester/12-15 quarter units</i></span>				
At least 3 courses, with at least one from the Arts and one from the Humanities.				
<b>Arts:</b> ANTHRO 43 ART 1.1[F97], 1.2[F97], 2.1, 2.2, 2.3, 3#, 4#, 42, 43 DANCE 2 MEDIA 4**, 41, 42 MUS 6.1, 6.2, 6.3[F94], 7.1, 7.2, 7.3[F95], 9 THAR 1, 6[F97]			AP Exam _____	
<b>Humanities:</b> ANTHRO 31 ENGL 1B[F95], 2, 3, 7[F93], 10, 12[F04], 15, 22[F93], 25[F96], 27, 30.1, 30.2, 31[F93], 32, 33, 44.1, 44.2, 46.1, 46.2 FREN 2, 3, 4 GERM 2[F92], 3, 4 HIST 1.1[F94], 1.2[F94], 4.1, 4.2 HUMAN 4.1, 4.2, 5, 6, 7**, 8, 9, 10.1, 10.2, 10.3, 10.4[F97] INTDIS 1[F99], 2[F99], 4 ITAL 2, 3, 4 LATIN 3, 4 PHIL 6, 7, 8, 9[F97], 11, 12[F97], 20, 21 SPAN 2**, 3, 4			AP Exam _____	
<b>Area 4 – Social and Behavioral Sciences:</b> <span style="float: right; font-size: x-small;"><i>9 semester/12-15 quarter units</i></span>				
At least 3 courses from at least two disciplines or an interdisciplinary sequence.				
ANTHRO 2, 3, 21, 32 CHLD 10[F92]** COMM 7[F95], 10** ECON 1A, 1B, 10, 30[F96] GEOG 3, 7 HIST 8.1, 8.2, 17.1**, 17.2**, 18.1[F94]**, 18.2[F94]**, 20[F92], 21[F93]**, 22[F92], 30, 33[F96] POLS 1*, 2, 18, 20[F99], 25 PSYCH 1A, 3, 4**, 5[F95], 30, 34**, 35, 40 SOCS 12 SOC 1, 2, 10, 30**			AP Exam _____	
<b>Area 5 – Physical and Biological Sciences:</b> <span style="float: right; font-size: x-small;"><i>7-9 semester/9-12 quarter units</i></span>				
2 courses, one Physical Science and one Biological Science; at least one must include a laboratory (indicated by "L" in parentheses).				
<b>Physical Science:</b> ASTRON 2(L)**, 3**, (3L)[F98]**, 4**, (4L)[F98]**, 5(L)**, 12(L)** CHEM 1A(L)**, 1B(L)**, 4A(L)**, 4B(L)**, 8(L)** GEOG 4 GEOL 1, 1L(L)**, 5(L) METRO 10, 10L(L) PHYSC 1(L)**, 10** PHYS 2A**, 2B**, 3A(L)**, 3B(L)**, 4A(L)**, 4B(L)**, 4C(L)**, 10**, 10L(L)**			AP Exam _____	
<b>Biological Science:</b> ANAT 1(L), ANTHRO 1, 1L(L) BIO 2A(L), 2B(L), 3(L), 10(L)**, 12, 13, 20, 25(L) BOTANY 10(L) MICRO 5(L) PHYSIO 1(L)			AP Exam _____	
<b>Language Other Than English</b> (Required for UC certification only)				
Proficiency equivalent to two years of high school study in the same language with a grade of "C" or better; <b>OR</b> earn a score of 3 or higher on the Foreign Language Advanced Placement test; <b>OR</b> 550 on the College Board Achievement Test in Foreign Language; <b>OR</b> complete Level 1 at SRJC.				
SRJC courses: ASL 1A[F96] FREN 1 GERM 1 HEBREW 1 ITAL 1 LATIN 1 SPAN 1				
Completed in High School _____ Competency _____ Counselor/Instructor Verification _____ (High School transcript must be on file in A&R Office) Test _____ (Verification form must be on file in A&R Office)				
<b>CSU Graduation Requirement in U.S. History, Constitution, and American Ideals</b>				
Not part of IGETC; however, may be completed prior to transfer. <i>6 units, one course each from Groups 1 and 2</i>				
1. HIST 17.1*, 17.2*, 18.1*, 18.2*, 21*			2. POLS 1*	
* May be counted in one area only. ** Transfer credit may be limited by the UC. # Must be taken for 3 units. Effective fall semesters are noted after some courses. For example, ENGL 5 [F93] denotes that this course must have been completed in the Fall 1993 semester or later to meet the IGETC requirement.				

# Take Charge!

MAKE A MAP (MANDATORY ACADEMIC PLAN)

MANAGE TIME

LEARN ABOUT STUDENT RIGHTS AND RESPONSIBILITIES

CHOOSE TO BE A SUCCESSFUL STUDENT



## Make a MAP (Mandatory Academic Plan)

An academic plan is like a map, showing a student the path to achieving his/her educational goals. Each student should meet with a counselor to develop an academic plan before starting at Santa Rosa Junior College and should check in frequently along the way to make adjustments and monitor progress. While creating an academic plan, the student and counselor will consider educational options together, review requirements, and select appropriate courses, so it's important to be prepared.

### IDEAS FOR THE FIRST SEMESTER

#### TRANSFER PROGRAM (MAJOR KNOWN)

- English Class
- Math Class
- Major/General Ed Class
- Major/General Ed Class
- General Ed or Elective

#### OCCUPATIONAL CERTIFICATE PROGRAM

- Certificate Course
- Certificate Course
- Certificate Course
- Certificate Course
- General Ed or Elective

Notes:

#### UNDECIDED STUDENT PROGRAM

- English class
- Math class
- Coun 61, Intro to Career Development

*To make a list of other possible courses, look in the Schedule of Classes to find:*

- Courses that look interesting
- Beginning courses in a subject area
- Courses to improve basic skills like English and math (College Skills)
- Courses that meet General Education requirements for the associate degree and/or transfer
- Courses to strengthen computer, Internet and research skills

*Other course possibilities might include:*

- Coun 55 College Survival Techniques
- Coun 60 Effective Study Workshop
- Coun 61 Intro to Career Development
- Coun 80 Transfer Experience
- Coun 355 College Preparation Skills
- English 365 English Writing Center
- Work Experience
- Community Involvement

# Manage Time

Time management is one of the biggest challenges for college students as they balance school, work, personal, and family/relationship time. It is important that students be informed and realistic about how much time it takes to be a successful college student.

## HOW MANY UNITS?

Students taking 12 units are considered full time. Student athletes and students covered by family health insurance are among the students who must be full time. Students who have financial aid or scholarships must maintain the number of units specified by the financial services they are receiving.

The number of units for each course is based on the number of hours per week spent in class. For instance, English 100, which is a 4-unit class, meets 4 hours per week. Courses with labs or other additional time requirements meet for more hours. In addition to the time spent in class, a successful student must dedicate 2-3 hours outside of class for every hour in class. In other words, a student taking 12 units is spending 12 hours in class and 24-36 hours outside of class in order to succeed. **A full-time student has a full-time job just being a student.**

Courses and students vary. However, students should consider these guidelines when planning for each semester.

*Notes:*

Work Hours Per Week	Units Per Semester
40 hours	6 units
30 hours	9 units
20 hours	12 units
5-15 hours	14-16 units

## HOW MANY UNITS FOR HOW LONG?

Students who start at SRJC in college-level courses can use this estimated timeline to see how long it will take to reach their goals. Taking summer session courses can shorten this time.

Number of Classes Per Semester	Number of Years to Reach Your Goal		
	Certificate	Associate Degree	Bachelor's Degree
One class (3 units)	5 Years	10 Years	20 Years
Two Classes (6 units)	2-3 Years	5 Years	10 Years
Three Classes (9 units)	1.5 - 2 Years	3.5 Years	6.5 - 7 Years
Four Classes (12 units)	1-2 Years	2.5 Years	5 Years
Five Classes (15 units)	1-2 Years	2 Years	4 Years

# Manage Time

Use this weekly calendar to plan the first semester. Be sure to block out class time first, then work time (if it is a fixed schedule), and study time. After making those commitments, it will be easy to see where there is free time.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							

## Know about Student Rights and Responsibilities

### MATRICULATION: STUDENT RIGHTS AND RESPONSIBILITIES

*Matriculation is the process that brings the College and a student who enrolls for credit into an agreement for the purpose of developing and realizing the student's educational objective.*

1. The student has the right to the following matriculation services: Admissions, Assessment and Placement Testing, Orientation, Advisement & Counseling, and Follow-up services (when needed).
2. The student has the responsibility to: express a broad educational intent at entrance and declare a specific educational goal following the completion of 15 semester units, attend classes regularly and complete assigned course work, adhere to all college rules, regulations and policies and cooperate in the development of a student educational plan within 90 days after declaring a specific educational goal. (Note: The College may withhold matriculation services from students failing to cooperate in meeting the above expectations.)
3. Each student is entitled to : a) Participate in the development of his/her student educational plan. A student who believes the College has not afforded him/her the opportunity to develop or implement this plan may file a complaint with the Dean of Counseling and Support Services in Bailey Hall; b) Equal opportunity to engage in the educational process regardless of sex, marital status, physical handicap, race, color, religion or national origin. A student who alleges he/she has been subject to unlawful discrimination may file a grievance with the Personnel Office in Bailey Hall; c) Challenge any prerequisite or corequisite on one or more of the following grounds: 1) the prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites; 2) the prerequisite or corequisite is in violation of Title V, Article 2.5 (Prerequisite or Corequisite, and Recommended Preparation); 3) the prerequisite or corequisite is either

unlawfully discriminatory or is being applied in an unlawfully discriminatory manner; 4) the student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite; 5) the prerequisite has not been made reasonably available; d) Review the matriculation regulations of the California Community Colleges and file a complaint when he/she believes the college has engaged in any practice prohibited by these regulations. The regulations are available and complaints may be filed in the office of the Vice President, Academic Services in Bailey Hall.

### STUDENT GRIEVANCES & COMPLAINTS

Santa Rosa Junior College students who feel their rights as a student have been violated may handle their complaints in the following ways:

- For complaints about academic matters (faculty, curriculum, grade), the student should first talk with the instructor to resolve the matter. If the matter is not resolved, the student should talk with the department chair. After talking with the department chair, if the problem has still not been remedied, the student can contact the area Dean to discuss the matter.
- For complaints about acts of other students, the student should contact the Vice President of Student Services in the Student Services office in Bailey Hall (527-1647).
- For complaints that are controlled by federal and state regulations, those involving sexual harassment, race discrimination, sex discrimination and discrimination against those with disabilities, the student should contact the District Compliance Officer (527-4303) through the Human Resources Office.
- Student appeals relating to Financial Aid decisions, rules and regulations go to the Financial Aid Office in order to initiate the Financial Aid Appeal Process. (527-4471)
- If the complaint is related to the student's employment on campus, the complaint should be taken to the Student Employment Office.

## Choose to be a Successful Student



Attending college is a planned event, and becoming a successful college student is often a matter of choices. It is important to manage time and develop effective study skills, to identify educational and career goals, to take advantage of the support services available at SRJC, to participate in college events and activities, and to connect with other students and your instructors. Successful students are actively engaged with the college experience, taking advantage of the myriad learning opportunities at SRJC.

Here are a few suggestions for becoming a successful student:

- Enroll in a course to learn how to be a more effective learner, such as Coun 60, Effective Study Workshop, Coun 55, College Survival Techniques, Coun 355, College Preparation Skills.
- Take classes to develop effective reading and writing skills. Enroll in an English class in the first semester and consider support courses such as those offered in College Skills.
- Select and meet with a counselor on a regular basis to discuss educational, career, and/or personal issues related to college success. Always consult a counselor when experiencing difficulties that impact academic success.
- Recognize instructors as an important resource, using their office hours to get help, to check on class progress, and for information regarding educational and career goals in their fields.
- Get to know other students. Enjoy the rich diversity of SRJC students and form study groups to expand your understanding and improve your learning.
- Learn about and use college support services. Visit the Career Employment Center and the Transfer Center or Student Health Services. Go to College Skills or the Tutorial Center for help with classes. Find out about possible scholarships. Use this *Student Guide* to become familiar with all of the available support services at the College.
- Participate in the life of the College. Attend art exhibits, concerts, lectures, plays, and athletic events. Become active in student government. Take a job at the College as a student employee.

Notes:

### KEEPING TRACK OF GPA

A 2.0 minimum grade point average (GPA) is required to be in good academic standing and for graduation. To keep track of GPA:

1. Assign a numerical value to each grade received (A=4, B=3, C=2, D=1, F=0).
2. Multiply the grade by the number of units of the class.
3. Divide the total number of grade points by the total number of units attempted.

EXAMPLE:

Course	Grade	Units x Grade	Grade points
3 units	B	(3 x 3 = 9)	9
3 units	C	(3 x 2 = 6)	6
1 unit	A	(1 x 4 = 4)	4
3 units	C	(3 x 2 = 6)	6
3 units	D	(3 x 1 = 1)	3
Units attempted:	13 TOTAL		
Grade points:			28 TOTAL
Grade point average:	28 grade points divided by 13 units = 2.15 GPA		

## Directory of Services

### ACADEMIC AFFAIRS

The Vice President of Academic Affairs and the instructional deans are in charge of the College's instructional programs. Students who have complaints or issues regarding faculty, classes or grading must discuss their concerns with, first, the faculty member, then the appropriate department chair and, later, the instructional dean as necessary.

**Arts, Culture & Communication, 1575 Emeritus, 524-1538**

**Business, CIS, Weekend & Off Campus Programs, 2715 Maggini, 524-1731**

**Educational Programs & Services, includes Study Abroad, 1322 Bailey, 527-4441**

**General Education, 1330 Bailey, 521-7886**

**Health & Life Sciences, 4062 Race, 527-4271**

**Learning Resources & Educational Tech, Plover Library, 527-4392**

**Letters & Social Sciences, 1575 Emeritus, 527-4626**

**PE, Dance & Athletics, 1020 Quinn, 527-1849**

**Public Safety, 5743 Skylane Blvd., Windsor, 837-8843**

**Science & Applied Technology, 1494 Bussman, 527-4400**

**Workforce & Economic Development, 1330 Bailey, 524-1504**

**Petaluma Campus, 104 Jacobs Hall, Petaluma Campus, 778-3930**

### ACCOUNTING OFFICE

**Santa Rosa Campus, Bailey Hall, M-F 8 AM – 5 PM, 527-4683**

**Petaluma Campus, 104 Jacobs Hall, 778-3915**

This is where students can pick up checks for loans and student payroll, and students with financial obligations to the College can clear them.

### ADMISSIONS, RECORDS AND ENROLLMENT SERVICES

[www.santarosa.edu/admissions/](http://www.santarosa.edu/admissions/)

**Santa Rosa Campus, Bailey Hall, M, T, Th 8 AM – 6 PM; W 8 AM-7:30 PM; F 8 AM – 5 PM, 527-4685**

**Petaluma Campus, Jacobs Hall, M, T, Th 8 AM – 6 PM; W 8 AM-7:30 PM; F 8 AM – 5 PM, 778-2415**

**Summer Hours: June-July, M-Th 8 AM – 7 PM; Winter/Spring Break Hours: M-F 8 AM – 5 PM**

Can help you with applications for admission, registration, adding and dropping classes, petition for waiver of college regulations, prerequisite equivalency and challenges, proof of eligibility for intercollegiate athletics, transcripts, verification of

student status, foreign students' admissions, graduation and certificate verification.



### ADULT REENTRY SERVICES

[www.santarosa.edu/reentry/](http://www.santarosa.edu/reentry/)

**Santa Rosa Campus, 487 Doyle Center M-Th 8 AM – 5 PM, W 8 AM - 7:30 PM, 527-4375**

Adult Reentry Services is a program designed to assist new, returning, and continuing adult learners who have had a break in their formal education of approximately five years or more. Over 65 percent of the approximately 35,000 students at Santa Rosa Junior College are 25 years of age or older. Adult Reentry Services overall purpose is to enable students to become self-sufficient and to help them achieve their chosen goals. Adult Reentry Services staff and counselors are available for whatever assistance is needed to make the time spent at Santa Rosa Junior College a positive and fulfilling experience. To that end, Reentry Services offers the following:

### ORIENTATIONS

An excellent first step and a great foundation for college success, these in-depth orientations are offered twice weekly: (Wednesday mornings 10:00 AM to noon and Wednesday evenings 5:30 - 7:30 PM) and provide an overview of admission and registration procedures, occupational certificates, associate degree and transfer requirements, assessment, financial aid, career resources, and campus familiarity.

### COUNSELING

Adult Reentry Services counselors provide academic, career, and personal counseling. They are particularly sensitive to the problems encountered by the adult student, and work closely with students in an encouraging and supportive way. They are very adept at problem solving to overcome the obstacles hindering academic success.

### SEMINARS AND WORKSHOPS

Each semester seminars are available covering a variety of topics of interest to reentry student. Topics include scholarship and financial aid, personal budget management, time management, and learning styles. Informative seminars are offered for students considering transferring to UC, CSU, or other colleges.

### SCHOLARSHIPS FOR ADULT REENTRY STUDENTS

A number of scholarships are offered for part-time, full-time, and transferring adult reentry students. Additional services include a Video and Book Lending Library and referrals to on and off-campus resources.

### ART GALLERY

[www.santarosa.edu/art/gallery](http://www.santarosa.edu/art/gallery)

**Santa Rosa Campus, Bussman Hall, T-Sat Noon – 4 PM, 527-4298**

Rotating professional and student exhibits in different media throughout the year.



Counseling Available in this office or department.

# Directory of Services

## ASSESSMENT SERVICES

[www.santarosa.edu/assessment](http://www.santarosa.edu/assessment)

**Santa Rosa Campus, Room 3101, 527-4661,  
M-F, 8 AM – 5 PM**

**Petaluma Campus, Jacobs Hall, 778-3908,  
T, Th, 9 AM – 6 PM**

Provides placement testing for English, math and chemistry and administers the Math Competency Test for graduation from SRJC. Offers the GED exam as well as the Ability to Benefit test for financial aid eligibility. Both students and community members can arrange proctoring for distance education examinations. Scheduled testing dates are available throughout the year and are posted on the Web site. Individual testing by arrangement.

## ATHLETICS

[www.santarosa.edu/athletics/](http://www.santarosa.edu/athletics/)

To participate in intercollegiate athletics, the student athlete must be careful to meet eligibility requirements. Interested student athletes should contact the Athletic Director or one of the athletic counselors for the rules of eligibility and talk to the coach regarding participation in the chosen sport.

<b>Athletic Director</b>	<b>Ron Myers</b>	<b>524-1849</b>
<b>Athletic Counselors</b>	<b>John Daly</b> <b>Connie Gozzarino</b>	<b>524-1554</b> <b>527-1501</b>
<b>Baseball</b>	<b>Damon Neidlinger</b>	<b>527-4389</b>
<b>Basketball (Men's)</b>	<b>Craig McMillan</b>	<b>527-4374</b>
<b>Basketball (Women's)</b>	<b>Molly Goodenbour</b>	<b>527-4265</b>
<b>Cross Country (M&amp;W)</b>	<b>Ron Whitney</b>	<b>527-4456</b>
<b>Football</b>	<b>Keith Simons</b> <b>Lenny Wagner</b>	<b>527-4314</b> <b>527-4393</b>
<b>Golf</b>	<b>David Herrington</b>	<b>527-4589</b>
<b>Soccer (Men's)</b>	<b>Martin Kinahan</b>	<b>524-1814</b>
<b>Soccer (Women's)</b>	<b>Karen Stanley</b>	<b>524-1815</b>
<b>Softball</b>	<b>Carrie Webber</b>	<b>527-4669</b>
<b>Swimming (M&amp;W)</b>	<b>Jill McCormick</b>	<b>527-4369</b>
<b>Tennis (Men's)</b>	<b>Jay Samente</b>	<b>527-4999,</b> <b>Ext 5290</b> <b>524-1787</b>
<b>Tennis (Women's)</b>	<b>David Borowicz</b>	<b>527-4367</b>
<b>Track (M&amp;W)</b>	<b>Ron Whitney</b>	<b>527-4456</b>
<b>Volleyball</b>	<b>Kelly Wood</b>	<b>521-7971</b>
<b>Water Polo (M)</b>	<b>James Graham</b>	<b>521-7913</b>
<b>Water Polo (W)</b>	<b>Jill McCormick</b>	<b>521-4369</b>
<b>Wrestling</b>	<b>Jake Fitzpatrick</b>	<b>527-4411</b>

## BEAR'S DEN COFFEE HOUSE

**Santa Rosa Campus, Doyle Student Center, 527-4355**

**M-Th 7 AM – 9 AM, F 7-2 PM,**

**South Kiosk (Barnett Hall), M-Th 7 AM – 5 PM**

**North Kiosk (Plover Library), M-Th 7 AM – 5 PM**

Located adjacent to the main cafeteria area of the COOP, contains a snack bar and more intimate and relaxed seating than the main cafeteria.

## BOOKSTORE

[www.santarosa.edu/bookstore](http://www.santarosa.edu/bookstore)

**Santa Rosa Campus, Pioneer Hall, 527-4321**

**M-Th 7:45 AM - 7:30 PM,**

**F 7:45 AM - 3:45 PM**

**Petaluma Campus, East Hall 157,**

**M-Th 9 AM – 7 PM, F 7:45 AM - 3:45 PM**

Sells new and used textbooks, reference and general reading books, school and office supplies and other items. Buys back texts that will be used the following semester and provides a special refund policy for textbooks during the first three weeks of each semester.

## CAFÉ AT THE COOP

**M-Th 7 AM – 2 PM, 527-4355**

Provides a variety of hot or cold food and beverages served cafeteria style.

## CALWORKS

**2465 Bech Lot Temp, M-F 8 AM – 5 PM, 527-4766**

The CalWORKs program at SRJC provides assistance to students on TANF (Temporary Assistance to Needy Families) while attending Santa Rosa Junior College. Services include counseling, employment services, a paid work experience program, child care for eligible students, screening and diagnostic assessment to determine learning disabilities, and support services to assist working students gain self-sufficiency. In addition the program can serve former TANF recipients with the costs of education at SRJC for up to two years after leaving welfare, as well as Cal-Learn teens attending colleges.

## CAREER AND EMPLOYMENT CENTER

The Career and Employment Center provides services to help students prepare for academic and career success. An annual Career Fair is held each spring in April. Services and resources assist students, alumni and community members with making career decisions, preparing for the workforce, and identifying an educational plan that leads to job placement, career advancement and/or transfer.

There are three programs within the Career & Employment Center. They are the Career Center, Student Employment and Job Placement. These programs share the facility with the Transfer Center and the Work Experience Program.

## CAREER CENTER

[www.santarosa.edu/career](http://www.santarosa.edu/career)

**Santa Rosa Campus, 1434 Bussman Hall**

**M, T, Th, F 8 AM – 5 PM, W 8 AM – 7 PM 527-4941**

The Career Center provides a variety of resources that enable students to assess their temperament, values, interests, abilities and skills, as well as career counseling to assist students with developing and refining career goals, employment preparation, and educational planning. The Career Center includes a computer lab and a library resource room. The Career Center maintains a Web site with links to career and employment sites. Try [www.santarosa.edu/career/hotlinks.html](http://www.santarosa.edu/career/hotlinks.html) and [www.santarosa.edu/career/majors.html](http://www.santarosa.edu/career/majors.html) for links to these sites.

Services and resources include:

- Individual career counseling
- Career assessment testing
- Seminars and workshops
- Labor market and occupational information
- Handouts on resume writing, job search, interviewing and more
- “What To Do With a Major In” cards
- Computer lab with Internet access and career assessment programs including EUREKA, DISCOVER, and Win-Way Resume Software and Microsoft Word for resume writing and job search
- Career tests available for purchase
- Books, directories and videos
- Career development courses (Counseling 61 and an online course – Counseling 61.2)

Orientations are available by appointment for classes and groups to get acquainted with the Center's resources.



## STUDENT EMPLOYMENT CENTER

[www.santarosa.edu/stuemp](http://www.santarosa.edu/stuemp)

[sturnbul@santarosa.edu](mailto:sturnbul@santarosa.edu)

**Santa Rosa Campus, 1440 Bussman Hall,  
8 AM – 5 PM M-F, 527-4476,**

**Petaluma Campus, 109 Jacobs Hall,  
778-3920, call for hours**

The Student Employment Center assists all SRJC students and alumni who are seeking employment services. Employment includes part-time and full-time positions for both on and off-campus. A student registered for six or more units is eligible to work on campus as a Student Employee. Visit the Student Employment Center to find out how you can earn extra money while in college and gain valuable experience and skills. Many employers utilize our services and some visit the Student Employment Center. Check Bear Facts to find out when employers are scheduled to visit on campus.

On-Campus and Off-Campus Positions are posted on the Student Employment Web site and in binders located in the Student Employment Office. Students may apply for a position by filling out a job application available in the Student Employment Office. Student Employment provides a resume Fax service.

## JOB PLACEMENT

[www.santarosa.edu/gradjobs](http://www.santarosa.edu/gradjobs)

[spapa@santarosa.edu](mailto:spapa@santarosa.edu)

**Santa Rosa Campus, 1440 Bussman Hall,  
527-4690, Call or e-mail for an appointment**

Job Placement assistance is offered to all SRJC students and alumni who have completed a vocational certificate, an associate degree, or a focused course of study. You can receive individualized assistance from the Job Placement Specialist to:

- Design a targeted resume that gets results
- Develop job leads specific to your career goals
- Plan a job search strategy
- Enhance your interview skills
- Identify valuable career resources
- Make contact with local employers
- Investigate labor market demand for SRJC's occupational certificate program graduates.



## COLLEGE SKILLS

<http://online.santarosa.edu/department/hompage/?9>

**Santa Rosa Campus, Analy Village 605,  
M-Th 8 AM – 5 PM, F 9 AM – 1 PM, Sat 9 AM - Noon  
527-4834**

**Academic Skills Lab, Analy Village 601,  
M-Th 8 AM – 5 PM, F 8 AM – 2 PM, S 9 AM - Noon**

**College Skills Math Lab, Analy Village 615,  
M-Th 8 AM – 7 PM, F 8 AM – 2 PM, S 9 AM - Noon**

**Petaluma Campus, 216 Bertolini Hall, M-Th  
9 AM – 1 PM, T-Th 6 – 9 PM, 778-3950**

College Skills offers open-entry, open-exit Basic Skills Labs to help students brush up and improve reading, writing and/or math skills, as well as prepare for the GED test. Instruction is provided in a self-paced, supportive and stress-free learning environment on the Santa Rosa and Petaluma campuses and at other locations in Sonoma County. Sections for Spanish-speaking students are also available throughout the county. A section on the Santa Rosa Campus provides Vocational English as a second language for non-native English-speaking students. Enrollment in the Basic Skills Labs is open throughout the semester on a space-available basis. To register for the Santa Rosa Campus section, attend an orientation session on Mondays throughout the semester at 9 AM or 5 PM. For Petaluma Campus and off-campus sections, go directly to the class to register. College Skills also offers credit classes in basic reading, writing, math, spelling, test-taking strategies, and other college preparatory skills.

## COMMUNITY EDUCATION

[www.santarosa.edu/communityed](http://www.santarosa.edu/communityed)

**Santa Rosa Campus, Building 26 (Corner of  
Armory & Elliott), M-F 8 AM – 5 PM, 527-4372**

The Community Education Program consists of courses and events designed to enhance the cultural, educational and recreational needs and to further the professional goals of individuals in the community. The department offers a wide range of not-for-credit fee supported courses, as well as summer College for Kids, and Traffic Violator School. CE also sponsors the Arts and Lectures Program, a series of free lectures and events; the SRJC Planetarium; and the Chamber Concert series - all designed to enhance your college experience.

## COMMUNITY INVOLVEMENT

[www.santarosa.edu/workexp/ci](http://www.santarosa.edu/workexp/ci)

**Santa Rosa Campus, 1440 Bussman Hall,  
527-4329**

**Petaluma Campus, Jacobs Hall, 778-3920**

You can earn college credit for community volunteer work by signing up for Community Involvement. This course enables students to pursue their educational experience beyond the campus and further their academic and personal goals on a voluntary basis.

## CYBEAR CENTER

[www.santarosa.edu/cybear](http://www.santarosa.edu/cybear)

**Santa Rosa Campus, Doyle Student Center,  
M-Th 8 AM – 7 PM, F 8 AM – 5 PM, 522-2638**

The Cybear Center's purpose is to develop and sustain a student copy resource center that provides access to staff, services, and equipment designed to support academic, co-curricular, and professional projects. The Cybear Center offers computers, color copies, b/w copying, digital laser printing, laminating, faxing, scanning, and handling services. We also have a complete line of standard and custom papers. In addition, we provide free access to collegewide information systems. We are committed to the lowest prices possible to cover our costs, a friendly and knowledgeable staff, up-to-date technology and a dynamic environment open to your suggestions. So come on in and check out your copy resource center.

## DISABILITY RESOURCES DEPARTMENT

[www.santarosa.edu/disability\\_resources](http://www.santarosa.edu/disability_resources)

**Santa Rosa Campus, Analy Village, Bldg C  
M-F 8 AM – 5 AM,**

**(707) 527-4278, TDD 527-2442**

**Petaluma Campus, 113 Jacobs Hall, 778-2419,  
M-Th 9 AM – 4 PM, For appointments 778-3914**

The Disability Resources Department facilitates equal access to community college education through services and specialized instruction for students with physical, learning, psychological and communication disabilities.

Services include academic advising and authorization of accommodations, individualized learning assistance, disability management, and availability of special equipment and furniture. The DRD High Tech Center provides computer access for students with disabilities through specially adapted hardware and software.

## DISTRICT POLICE

[www.santarosa.edu/police](http://www.santarosa.edu/police)

**Santa Rosa Campus, Pedroncelli Center  
M-F 7 AM – 11 PM, Sat 7:30 AM - 3:30 PM,  
527-1000 (Hours subject to change.)**

**Petaluma Campus, 148 Mahoney Library,  
527-1000, After Hours Non-Emergency: 527-1000**

**For any emergency call 911.**

District Police Officers provide 24 hour, 7 days a week patrols enforcing all California laws and District policies. Non-sworn personnel provide parking enforcement, and other services such as lockout assistance, battery jumps, and fingerprinting. The office staff maintains lost and found, sells parking permits, and accepts parking citation appeals for administrative review. Crimes occurring on or about District properties are investigated by District Police Officers. Crime statistics are available upon request or at the above website.

# Directory of Services

## EOPS/CARE

[www.santarosa.edu/eops/](http://www.santarosa.edu/eops/)

**Santa Rosa Campus, 1808 Albany,  
M-F 8 AM – 5 PM, 527-4383**

EOPS is a program that helps full-time, low income, educationally disadvantaged students achieve their academic goals at Santa Rosa Junior College. The program is designed to make the college experience accessible and rewarding to those facing language, social, and economic challenges. The program strives to be responsive to the needs of EOPS students and to create an environment that is supportive of cultural diversity throughout the District.

EOPS services include:

- Priority registration
- Book vouchers and Loans
- Academic, vocational, transfer and personal counseling
- Application fee waivers for CSU or UC systems
- Bilingual services in Spanish
- Priority slots at the SRJC Child Care Center

CARE is a state-funded program to assist EOPS eligible students, who are participants in Sonoma/Cal Works with services such as lunches, vehicle maintenance, workshops, and grants.

## ESL DEPARTMENT

[www.santarosa.edu/esl](http://www.santarosa.edu/esl)

**Santa Rosa Campus, 1201-1219 Barnett Hall,  
M-Th 8 AM – 4 PM, F 8 AM - Noon, 527-4382  
Evening Counseling in Bailey Hall M-Th 5-7 PM,**

**Petaluma Campus, Jacobs Hall 110,  
M-Th 8 AM – 7 PM, F 9 AM - Noon, 778-3914**

The ESL Program offers assessment, counseling services and a supportive environment for second language students who wish to improve their English reading, writing, and speaking skills, and for those who wish to prepare for the workplace, certificate and vocational programs or transfer to the four-year institutions.

**FINANCIAL AID** *see Page 19*

## **JESSE PETER NATIVE AMERICAN ART MUSEUM**

[www.santarosa.edu/museum](http://www.santarosa.edu/museum)

**Santa Rosa Campus, Bussman Hall, 527-4479  
M-F 9 AM – 5 PM**

Features changing exhibits of native art from throughout the Americas. The museum works closely with the Santa Rosa Indian community in exhibit preparation. Native art

is displayed as a window through which the rich traditions of indigenous cultures can be viewed. The museum functions as a laboratory for instructors and classes in the behavioral sciences and many other disciplines.

## **LALA CAFE**

**Petaluma Campus, 778-3906  
M-Th 8 AM – 9 PM, F 8 AM – 1 PM**

The LaLa Cafe provides breakfast, lunch, and dinner cafeteria style.

## MESA

[www.santarosa.edu/mesa](http://www.santarosa.edu/mesa)

**Santa Rosa Campus, Lark Temps, Bldg 22,  
521-7909  
M-W 8 AM – 7 PM, Th 8 AM – 5 PM, F 9 AM – 1 PM**

Mathematics, Engineering, and Science Achievement (MESA) is an academic support program for transfer math and science-based majors. The MESA program assists eligible students to improve their academic performance, to form networks with other students, and to gain more knowledge about math and science-based careers.

## **MAHONEY LIBRARY**

[www.santarosa.edu/library](http://www.santarosa.edu/library)

**Petaluma Campus, 778-3974  
M-Th 8 AM – 8 PM, F 9 AM – 1 PM,  
Sat 10 AM – 3 PM**

Houses an excellent collection of books, periodicals, a comprehensive reference collection, computer-based information sources and collections of textbooks, college catalogs, telephone books, pamphlets, government documents-hard copy, and Internet accessed.

## **PLOVER LIBRARY**

[www.santarosa.edu/library](http://www.santarosa.edu/library)

**Santa Rosa Campus, 527-4391  
M-Th 7:45 AM – 10 PM, F 7:45 AM – 5 PM,  
Sat Noon – 5 PM**

The Library has approximately 110,000 volumes and a variety of other media, including electronic databases that may be accessed from your home computer and from campus lab computers. Information on home access is available at the Reference Desk. Walking tours of the library are available on audiotape along with self-paced exercises teaching the use of the catalog, electronic magazine databases and the Internet. Courses that fulfill the Area I graduation requirement in Information Literacy are offered in writing term papers and general information literacy. During the regular school year, your SRJC ID card allows you to check out books at both the SRJC and Sonoma State University libraries. At Sonoma State there is a small additional one-time charge.

## **PUBLIC SAFETY TRAINING CENTER**

[www.santarosa.edu/ps/](http://www.santarosa.edu/ps/)

**5743 Skylane Blvd, Windsor, 837-8843, M-F 8-5**

Offers the Basic Police Academy courses, Correctional Officer courses, specialized technical and advanced officer courses, and courses for supervisory and management personnel. Administers the National Parks Service Program and Fire Science Program, and certifies EMT 1 through Paramedic level training.

## PUENTE PROJECT

<http://www.santarosa.edu/puente/>

**Santa Rosa Campus, 2298 Lark Temporaries,  
524-1701, M-F 8 AM – 5 PM**

The Puente Project is a two-semester sequence of Reading/Composition and Guidance courses that focus on the Chicano/Latino experience. Mentoring is provided by members of the Latino professional community. Additional program activities are designed to help students participate fully in academics and career preparation.

## **ROBERT CALL CHILD DEVELOPMENT CENTER**

[www.santarosa.edu/childddev/](http://www.santarosa.edu/childddev/)

**Santa Rosa Campus, 527-4424  
M-F 8:30 AM – 5 PM**

Five child-care classrooms serve children from six months to five years of age. The center is open during fall and spring semesters and closed in the summer. In addition to providing exemplary child care, the center serves as a model demonstration program for child development students and student teachers. The program is accredited through the National Academy of Early Childhood Programs. Both subsidized and non-subsidized child care is offered. Telephone for waiting list registration and cost.

**SCHOLARSHIP** *see Page 20*

## **STUDENT SERVICES**

**Santa Rosa Campus, Bailey Hall, , 527-4689  
M-F 8 AM – 5 PM**

Office of the Vice President of Student Services. Office staff provides general information and referral.

## STUDENT AFFAIRS/ ASSOCIATED STUDENTS

[www.santarosa.edu/student\\_act/](http://www.santarosa.edu/student_act/)

**Santa Rosa Campus, Pioneer Hall, 527-4424**  
M-F 8 AM – 5 PM,

**Petaluma Campus, 527-4573**

The Associated Students of SRJC is the official voice of students as recognized by the SRJC Board of Trustees. The A.S. represents the opinions and needs of all students. Student involvement ensures the maintenance and development of a strong and effective voice within the collegewide committee process. The A.S. is also responsible for planning campus events and activities. If you are interested in being involved in either the AS Senate or Cabinet, the Petaluma Campus Life Council or Clubs and Organizations, contact the Student Affairs Office. The SRJC Associated Students makes it happen!

In addition to its role as the pivotal student advocacy entity on campus, the Associated Students also offers A.S. plus benefits for only \$13 a semester...Join Us!

### A.S. plus Member Benefits

- \$10 Discount on campus parking permit
- \$4 Discount coupon good at SRJC Bookstore (On any item valued at \$19.95 or more)
- \$2 Discount on motorcycle parking permit
- \$5 Discount on KZST Book
- \$5 Discount on Sonoma Express Book

Members are also eligible to receive:

- Book loans up to \$150
- Emergency loans up to \$100
- CyBear Center discounts
- Project/Event Grant funds

As well as free or reduced admission to:

- Home athletic events (except playoffs, tournaments and special events)
- Theatre Arts productions (except SRT)
- Arts and Lectures Presentations
- Music Department performances
- Activities and events sponsored by Associated Students

### PROGRAMS AND SERVICES SUPPORTED BY ASSOCIATED STUDENTS INCLUDE:

- Adaptive Physical Education
- Book & Emergency Loan Fund
- Campus Projects and Events
- Children's Center
- Enabling Services
- English Department
- ESL Student Travel
- Graduation Ceremony
- Multicultural Activities
- Puente Project
- Reentry Programs - Student member of the SRJC Board of Trustees
- Transfer Center

- Women's History Month
- Intercollegiate Athletics
- Dance Curriculum
- Arts & Lectures
- Concert Choir
- Day Under the Oaks
- Jesse Peter Museum
- Noontime entertainment
- Theatre Arts Program
- Aggie Judging Team
- Forensics Team

### CLUBS

- ABIS (Acquired Brain Injury Students)
- Agriculture Ambassadors
- Alpha Gamma Sigma Honor Society
- Asian Pacific Islanders Association
- Backpacking Club
- BI-GALA (Bi-Gay & Lesbian Alliance)
- Black Student Union
- Circle K International
- Communications Club
- Constructors Club
- Debate Society
- Dental Assistant Students
- Fencing Club
- Floral Society
- G.A.I.A. (Global Awareness in Action)
- Health Science Mentors
- Hillel Sonoma County
- Ice Hockey
- International Club
- Judo Club
- Karate Club
- Life on Campus
- Lutherans on Campus
- Oresteia
- Outdoor R.E.C. Club
- Phi Theta Kappa International Honor Society
- Rugby
- SADHA (Student American Dental Hygienist Association)
- Spirit Team
- T.E.C. (The Engineering Club)

### STUDENT HEALTH SERVICES

[www.santarosa.edu/StudentHealthServices](http://www.santarosa.edu/StudentHealthServices)

**Santa Rosa Campus, 4017 Race Building,  
527-4445**

**Petaluma Campus, 112 Jacobs Hall, 778-3919**

**Call for current information on services and hours.**

Services at Santa Rosa & Petaluma:

- Care from Nurse Practitioners for students who are ill, injured or have health questions/concerns by appointment.
- Physician services by appointment and NP referral (Santa Rosa Campus only)

- Confidential health counseling and guidance
- Community referrals
- Free information on health-related topics
- Health education and promotion activities
- Health screening, such as TB skin testing, hearing, vision, blood pressure & weight monitoring
- Student Psychological Services by appointment and drop-in hour daily (check for times)
- Support Groups
- Emergency first aid
- Family Planning and Sexually Transmitted Disease treatment (by an outside provider on the Santa Rosa Campus)
- Information is available to students interested in purchasing a private health insurance policy, or applying for medical benefits.
- Free Anonymous HIV testing (by an outside provider on the Santa Rosa Campus)
- Measles, Mumps and Rubella (MMR) vaccines given free of charge. Tetanus, Hepatitis A and B, Varicella (chicken pox) and Meningococcal (meningitis) vaccines given for a fee.
- Student Accident Insurance policy: Students who are injured while participating in any college sponsored and/or supervised activities, whether on or off campus may be eligible for student accident insurance benefits. Any such incident should be reported to Student Health Services as soon as possible, and definitely within 72 hours. Assistance and information regarding the insurance coverage is available upon request.

Student Health Services is available to any student enrolled in credit classes throughout the semester of enrollment.

### STUDENT OFF-CAMPUS HOUSING ASSISTANCE

[www.santarosa.edu/och](http://www.santarosa.edu/och)

**Santa Rosa Campus, 527-4433**

Find information regarding housing in the Santa Rosa Junior College District.

# Directory of Services

## TRANSFER CENTER

[www.santarosa.edu/transfer](http://www.santarosa.edu/transfer)

**Santa Rosa Campus, 1434 Bussman Hall,  
527-4874  
M-F 8 AM – 5 PM, W 5 – 7 PM**

It is the mission of the SRJC Transfer Center to meet the needs of students preparing to transfer to a bachelor's degree program by providing accurate, up-to-date information and a set of coordinated resources, activities, and services that support the transfer process.

The Transfer Center Offers:

- Counseling by appointment and drop-in
- Individual meetings with college/university representatives
- Assistance with college/university applications
- Referrals to faculty for major and college/university information
- A network of SRJC students who have transferred to bachelor degree programs
- Referrals to other programs that support transfer students
- Field trips to college/university campuses
- Workshops, seminars, and panel presentations on transfer topics
- An annual college fair
- A library of college/university catalogs
- Directories of information about college/universities and their academic programs
- Computerized college/university search programs
- Video/CDROM information from specific college/universities
- A regularly-published newsletter of resources, activities, and services
- Coun 80, a short course about transfer planning.

## TRANSFER ADMISSION AGREEMENTS

Santa Rosa Junior College has entered into Transfer Admissions Agreements (TAAs) with Sonoma State University, San Jose State University, UC Davis, UC Santa Barbara, and UC Santa Cruz. These agreements guarantee transfer admission to students who meet certain requirements for course completion and grade point average. Students must complete 30 transferable units before entering into the agreement which is signed by the student, an SRJC counselor, the SRJC Transfer Director, and a representative of the university. Students interested in transferring to one of these campuses should meet with a counselor for information about the requirements for a TAA.

(NOTE: Completion of the Transfer Admission Agreement does not take the place of the application to the College. The actual application must be filed during the priority-filing period.)

## ARTICULATION

[www.santarosa.edu/articulation](http://www.santarosa.edu/articulation)

**Santa Rosa Campus, 1475 Bussman Hall,  
527-4275  
M-Th 7 AM - 5:45 PM**

Articulation is the process of evaluating courses to determine whether coursework completed at one institution will meet the requirements at another institution. Articulation agreements are formal documents. Some articulation agreements are "course-to-course agreements," meaning that they show a specific course from one institution and the comparable specific course from another. Other articulation agreements are "major agreements," meaning that they show a set of courses required for preparation in a particular major.

All segments of the public higher education system in California—the California Community Colleges, the California State University, and the University of California—have agreed to have a single place where articulation agreements between the community colleges and the universities can be found. That place is the ASSIST Web site, which is accessible to the public at [www.assist.org](http://www.assist.org).

When you enter the Assist Web site, be sure to read through these two Web pages before you begin to use the ASSIST database: 1) "Help for Students" for more information about the articulation process and 2) "FAQ" (Frequently Asked Questions) to learn more about how to use ASSIST. Should you need assistance with accessing or interpreting the information in ASSIST, contact your SRJC counselor.

## TUTORIAL CENTER

**Santa Rosa Campus, Analy Village J,  
Rooms 651, 656-658,  
M-Th 8 AM – 7 PM, F 8 AM – 3 PM, 527-4491**

**Petaluma Campus, Learning Assistance Center,  
134 Bertolini Hall, Hours vary, 778-2409**

The Tutorial Center provides tutoring free of charge for SRJC students needing assistance in their regular coursework. Staff in the Tutorial Center are Senior Instructional Assistants who are experts in the subjects they tutor and who also enjoy helping others to succeed. Students are also hired as tutors. Remember, students don't have to be in trouble to use this service; many students come to the Tutorial Center to maintain their "A's" and "B's". Group, individual, and drop-in tutoring are provided. The tutorial program offers tutoring in ASL, Astronomy, Biology, Business, Chemistry, Economics, English, ESL, Foreign Languages, Geography, History, Math, Philosophy, Physics and other requested subjects. Drop-in tutoring is available for math, chemistry, and for writing assignments.

## VETERANS SERVICES

**Santa Rosa Campus, 1285 Barnett Hall,  
527-4326  
M-F 8 AM – 5 PM**

Helps the Veteran population with a variety of needs from housing and jobs to counseling. The Veterans Affairs Office will also act as an advocate for veterans in their dealings with the Veterans Administration in relation to Veterans Benefits.

## WRITING CENTER

**Santa Rosa Campus, 1601 Emeritus Hall,  
527-7836**

**Petaluma Campus, 217 Bertolini Hall,  
778-3965**

**Check with center for current hours.**

Offers tutorial assistance to students with whatever writing problems they have. Students may come with an assignment for an English class or any other class, for a personal tutorial on writing problems, or to use a computer to work on a writing assignment. To participate in the Writing Center, sign up for English 365 for one to two hours per week, .5 units of credit. Students are free to arrange hours that suit their schedules. Students who are not enrolled can drop-in on a space available basis to use a computer. Internet access for research is available.

## WORK EXPERIENCE

[www.santarosa.edu/workexp](http://www.santarosa.edu/workexp)

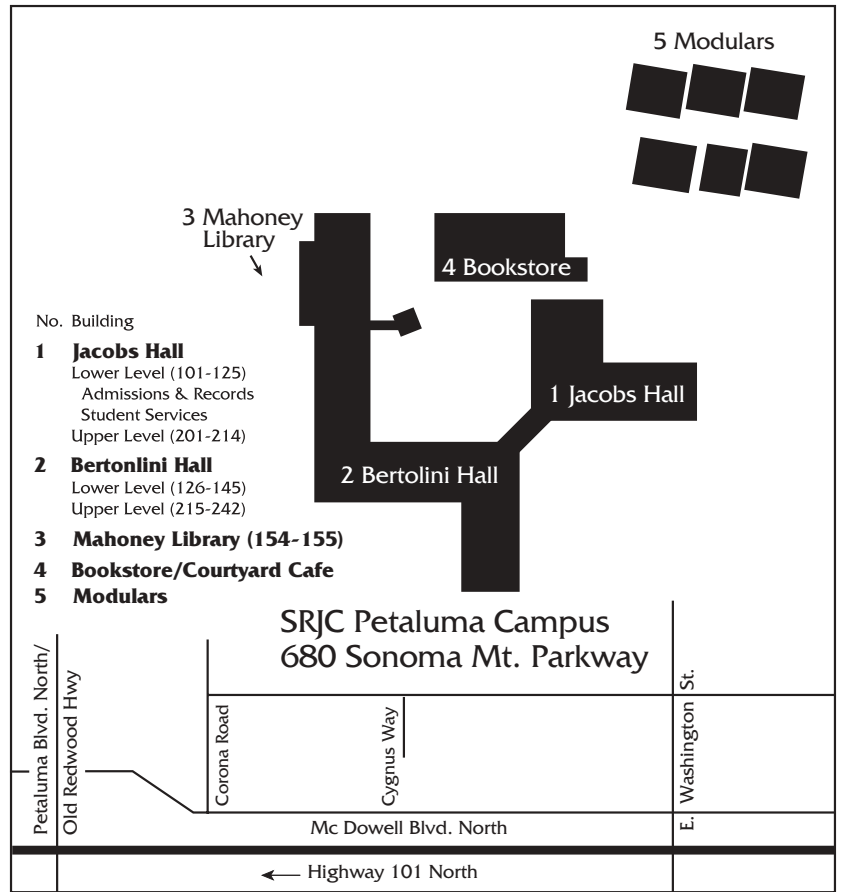
**Santa Rosa Campus, 1440 Bussman Hall  
M-F 8 AM – 5 PM, 527-4329**

**Petaluma Campus, 109 Jacobs Hall  
M-Th 9 AM – 4 PM, 778-3920**

Work Experience combines work with instruction that assists students to acquire the knowledge, skills, and attitudes necessary to enter and/or progress in a chosen occupation. The benefits of enrolling include: earning transferable college credit; relating education to real work experience by way of objectives; providing opportunity for job improvements; increasing your potential to advance; learning to sell your skills to an employer. Work Experience includes the following programs:

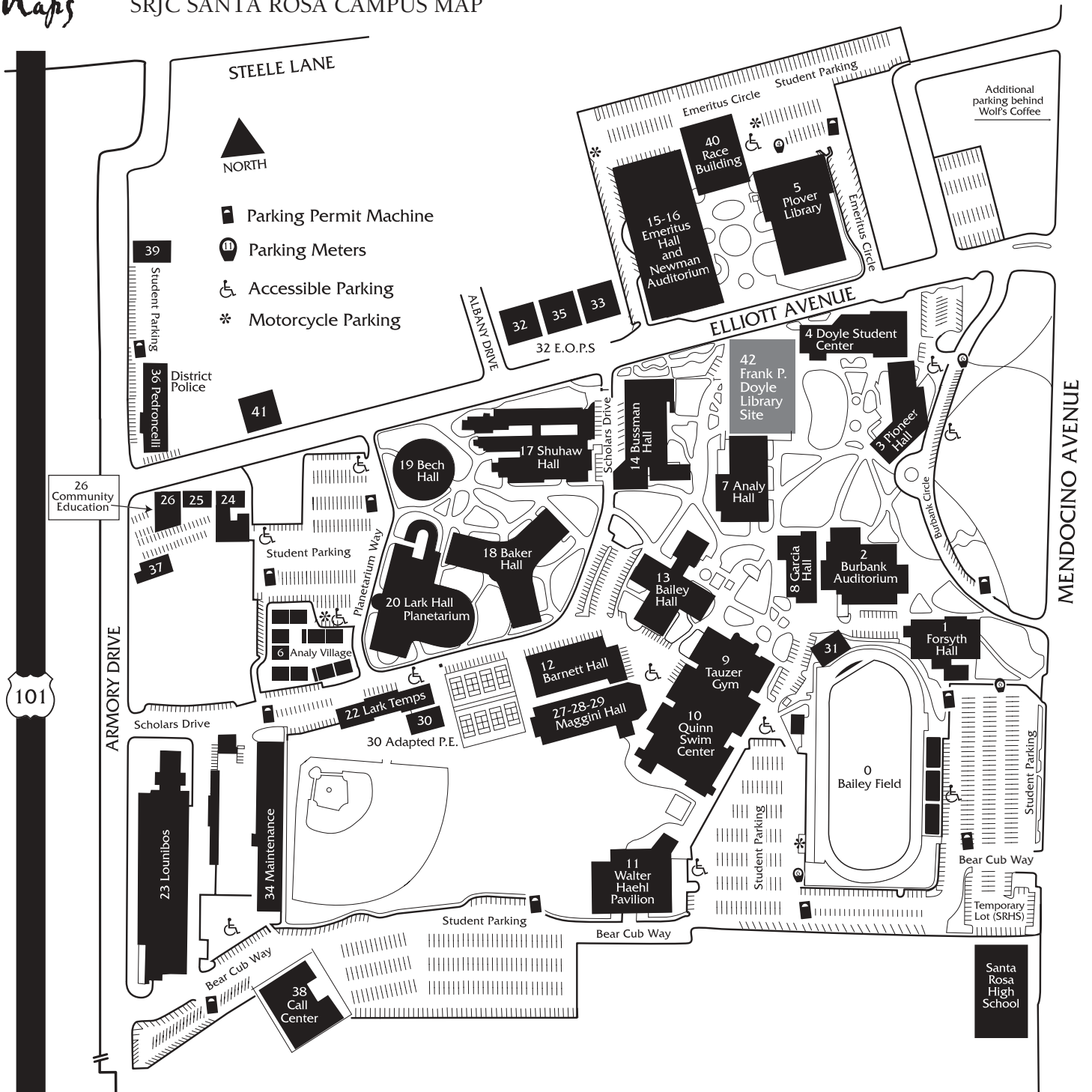
- General Students - currently employed, job not related to educational major
- Occupational Students - currently employed, job related to educational major
- Intern Students - interns placed through Work Experience, positions related to career goals, must meet screening guidelines
- Apprenticeship - includes electricians, plumbers, painters and roofers
- Work Abroad - work in London and earn college credit; internship in Australia for Viticulture students
- Community Involvement - earn college credit for volunteer community work

SRJC PETALUMA CAMPUS  
 680 SONOMA MT. PARKWAY  
 PETALUMA, CA 94954  
 (707) 778-3801



SRJC CULINARY ARTS CENTER  
 458 B STREET, SANTA ROSA, CA  
 (707) 527-4395





No.	Building Name	No.	Building Name	No.	Building Name	No.	Building Name	No.	Building Name	No.	Building Name
0	Bailey Field	7	Analy Hall (700-799) Art/Photography	14	Bussman Hall (1400-1499) Art Gallery Career Planning & Placement Computing Services Electronics Jesse Peter Museum Student Employment Transfer Center Work Experience	20	Lark Hall (2000-2099) Agriculture/Natural Resources Earth & Space Sciences Greenhouse Planetarium	25	Graphic Services	36	Christine Pedroncelli Center District Police The Foundation
1	Forsyth Hall (100-199) Music	8	Garcia Hall (800-899) Consumer & Family Studies	15-16	Emeritus Hall (1500-1699) Liberal Arts Newman Auditorium	21	Lark Temporarily (2200-2299) Administration of Justice MESA Program Puente Program	26	Community Services Community Education Contract Education Purchasing	37	Button Building Human Resources Payroll
2	Burbank Auditorium (200-299) Communication Studies Theatre Arts	9	Tauzer Gym (900-999)	17	Shuhaw Hall (1700-1799) Engineering Physics Math	22	Lark Temporarily (2400-2499) Public Relations CALWORKS Vocational Projects & Services	27-28-29	Maggini Hall (2700-2999) Business Administration Business Office Technology Computer & Information Sciences	38	Call Child Development Center Center Offices & Pre-school Child Development
3	Pioneer Hall Bookstore Student Affairs	10	Quinn Swim Center (1000-1099)	18	Baker Hall (1800-1899) Life Sciences	23	Lounibos Center (2300-2399) Auto/Diesel Technology Machine Technology Welding	30	Adapted P.E.	40	William B. Race Health Sciences Building Health Sciences Student Health Services
4	Doyle Student Center Cafeteria/Student Lounge CyBear Center Student ID Cards Staff Lounge Reentry	11	Haehl Pavilion (1100-1199)	19	Bech Hall (1900-1999) Chemistry	24	Bech Temporarily (2400-2499) Public Relations CALWORKS Vocational Projects & Services	31	Assessment Services	41	Institutional Research
5	Plover Library (500-599)	12	Barnett Hall (1200-1299) English as a Second Language Financial Aid Scholarships Veterans Services					32	E.O.P.S. (1808 Albany)	42	Frank P. Doyle Library (Scheduled to open 2006)
6	Analy Village (600-699) Disability Resources Tutorial Services Copy Center	13	Bailey Hall (1300-1399) Accounting/Business Serv. Administration Registration Student Services					33	Computing Services (425 Elliott Ave)		
								34	Maintenance Compound (437 Elliott Ave)		
								35	Staff Development (437 Elliott Ave)		