



# **Mendocino College**

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## **GENERAL CATALOG 2011-2012**

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### **UKIAH CAMPUS**

1000 Hensley Creek Road, Ukiah, CA 95482  
(707) 468-3000

### **LAKE CENTER**

1005 Parallel Drive, Lakeport, CA 95453  
(707) 263-4944

### **WILLITS CENTER**

11 Marin Street, Willits, CA 95490  
(707) 459-6224

A Public Community College of the Mendocino-Lake Community College District  
accredited by the Western Association of Schools and Colleges.

# Welcome! ¡Bienvenidos!

## Message from the President



*Dear Student:*

Welcome to Mendocino College! Our goal is to provide the best educational experience possible to all of our students and to support you with services to help you succeed.

Mendocino College is an outstanding choice for your college education. We are recognized for our small classes and friendly campus environment. Our caring faculty and professional staff are available to interact directly with individual students. Our beautiful Ukiah campus and convenient centers in Lakeport and Willits provide a first-class learning environment.

I trust you will find your time spent at Mendocino College a most rewarding experience, and I wish you the best as you pursue your educational goals.

A handwritten signature in cursive script that reads "Kathryn G. Lehner".

Kathryn G. Lehner  
Superintendent/President

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The Mendocino College Catalog is published by the Mendocino College Public Relations Office and the Mendocino College Office of Instruction, Meredith Randall, Vice President of Education and Student Services, and Rose Bell, Executive Assistant. Catalog graphics and production by Christine Mullis, Graphic Designer. The Mendocino College Catalog is effective as of July 1, 2011.

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# 2011-12 Academic Calendar

## Summer 2011

### SUMMER SESSION 2011

JUN 20 Six-week Summer Session begins  
 JUL 4 Independence Day holiday observed  
 JUL 28 Final Examinations / Semester ends

## Fall 2011

### FALL SEMESTER 2011

AUG 19 Inservice Day (No classes)  
 AUG 22 Semester begins  
 AUG 29 Last day to enroll in full-term classes with instructor permission  
 SEP 2 Add and Refund deadline for semester length classes. Petition required after this date to add.  
 SEP 5 Labor Day holiday  
 NOV 11 Veteran's Day holiday observed  
 NOV 14 Priority registration begins for Spring 2012.  
 NOV 23 Deadline to apply for Fall graduation  
 NOV 24-25 Thanksgiving holiday  
 DEC 16 Semester ends  
 DEC 17-31 Winter Break - College Closed

## Spring 2012

### SPRING SEMESTER 2012

JAN 2 Registration services open for Spring; fall grades on WebAdvisor 24 hours after submission.  
 JAN 16 Martin Luther King Jr. Day holiday  
 JAN 20 Inservice Day (No classes)  
 JAN 23 Semester begins  
 Jan 30 Instructor permission required to add semester length classes  
 FEB 3 Last day to enroll in full-term classes with instructor permission.  
 Petition required after this date.  
 FEB 17 Lincoln's Day holiday observed  
 FEB 20 Washington's Day holiday observed  
 APR 7-13 Spring Break - College Closed  
 APR 20 Deadline to apply for Spring graduation  
 MAY 14 Priority registration begins for Fall 2012  
 MAY 25 Commencement  
 MAY 25 Semester ends

## Summer 2012

### SUMMER SESSION 2012

JUN 18 Six-week Summer Session begins  
 JUL 4 Independence Day holiday observed  
 JUL 26 Final Examinations / Semester ends

#### FULL SEMESTER LENGTH CLASS DEADLINES

	Fall	Spring
REFUND	Sept 12	Feb 3
ADD	Sept 2	Feb 3
DROP w/o W	Sept 16	Feb 16
PASS/NO PASS	Sept 23	Feb 24
DROP w/W	Nov 18	Apr 27

#### FOR SUMMER SESSION AND SHORT TERM

Dates are calculated by the variables below:

REFUND	10% of course length
ADD	20% of course length
DROP w/o W	30% of course length
PASS/NO PASS	30% of course length
DROP w/W	75% of course length

Final exams are given on the last day of class.

# Board of Trustees

## Mendocino College Governing Board

Mendocino College is governed by a seven-member Board of Trustees elected by the District at large as well as one student trustee elected by the Associated Students of Mendocino College. Terms of office are four years and are staggered with biennial elections in accordance with the California Education Code. The Board of Trustees is now in its fourth decade, and has developed numerous policies, procedures, and traditions during that period. These policies address instruction, personnel, students, and operations, among other components of the College. All policies are kept in Board Policy binders available in several College offices and the library. They are also available electronically on the district website at [www.mendocino.edu](http://www.mendocino.edu). The Board's primary duties are to provide policy direction; approve courses of instruction and educational programs; establish academic standards; determine and control budgets; manage and control District property; and establish rules and regulations governing conduct, fees and other student issues.

The following dedicated community citizens are currently serving as District trustees:

**Janet Chaniot, Potter Valley**

Term 2009-2013

**Joel Clark, Ukiah**

Term 2009-2011

**Dave Geck, Kelseyville**

Term 2010-2011

**Edward Haynes, Ukiah**

Term 2009-2013

**Joan M. Eriksen, Ukiah**

Term 2007-2011

**John Tomkins, Lucerne**

Term 2009-2013

**Paul B. Ubelhart, Willits**

Term 2005-2011

The Board generally meets the first Wednesday of the month at 5:00 pm (unless otherwise announced) in the Board Room (Room 1060), MacMillan Hall, Mendocino College, Ukiah Campus. The meetings are open to the public. The Board Meeting schedule is available on the College website at [www.mendocino.edu](http://www.mendocino.edu).

# Administration

## OFFICE OF THE SUPERINTENDENT/PRESIDENT

**Kathryn Lehner**  
 Superintendent/President  
 B.S. University of Kansas  
 M.B.A. University of New Mexico

**Gwen Chapman**  
 Executive Assistant II  
 Superintendent/President

**Karen Chaty**  
 Director of Personnel Services  
 A.A. Mendocino College  
 B.A. Sonoma State University  
 M.A. Golden Gate University

**Charles Duffy**  
 Director of Institutional Research  
 B.A. Penn State University  
 M.A. University of New Orleans  
 Ph.D. University of New Orleans

## OFFICE OF FOUNDATION

**Katie Wojcieszak**  
 Executive Director, Mendocino College  
 Foundation, Inc.  
 B.A. Sonoma State University

**Lana Eberhard**  
 Foundation Support Specialist  
 Mendocino College Foundation, Inc.

## OFFICE OF INSTRUCTION

**Meridith Randall**  
 Vice President of Education and  
 Student Services  
 B.A. Amherst College  
 M.A. Cornell University  
 J.D. New York University School of Law

**Rose Bell**  
 Executive Assistant I  
 Education and Student Services  
 A.A. Mendocino College

**Virginia Guleff**  
 Dean of Instruction  
 B.A. California State University -  
 San Jose  
 M.A. California State University -  
 San Diego

**Mark Rawitsch**  
 Dean of Instruction  
 A.A. Rio Hondo College  
 B.A. California State University - Chico  
 M.A. University of California – Riverside

**Sue Goff**  
 Dean of Career and Technical Education  
 B.S. Oregon State University  
 M.B.A. Portland State University

**Arlene Peters**  
 Center Operations Supervisor,  
 Lake Center

**Peggy Randrup**  
 Center Operations Supervisor,  
 Willits Center

**Margaret Sanchez**  
 Director of MESA/Learning Center  
 B.S. University of California -  
 Santa Cruz  
 M.A. Sonoma State University

**Patricia Thygesen**  
 Director of Child Development Center  
 B.A. Stanford University  
 M.A. Sonoma State University

## OFFICE OF ADMINISTRATIVE SERVICES

**Larry Perryman**  
 Vice President of Administrative Services  
 B.A. Washington State University  
 M.B.A. San Jose State University  
 Ed.D. University of California - Davis

**Michael Adams**  
 Director of Facility Planning

**Cindy Chapman**  
 Executive Assistant I  
 Administrative Services  
 A.A. Mendocino College

**Karen Christopherson**  
 Director of Computing Services  
 B.S. California State University -  
 Sacramento

**Eileen Cichocki**  
 Director of Fiscal Services  
 A.A. Santa Rosa Junior College  
 B.A. Sonoma State University  
 M.B.A. Sonoma State University

**James Mastin**  
 Director of Auxiliary Services  
 A.A. Mendocino College

**Steve Oliveria**  
 Maintenance and Operations Supervisor  
 A.A. Mendocino College

**Anthony Risch**  
 Custodial Supervisor

## OFFICE OF STUDENT SERVICES

**Vacant**  
 Dean of Student Support, Outreach  
 and Retention

**Kristie Anderson**  
 Director of Admissions and Records  
 A.A. Mendocino College  
 B.A. Sonoma State University  
 M.A.O.M. University of Phoenix

**Jacqueline Bradley**  
 Director of Financial Aid/EOPS  
 B.A. Smith College  
 M.A. California State University - San Jose

**Minerva Flores**  
 Program Manager, CAMP  
 B.A. University of California – Davis

**Laura Mora-Bravo**  
 Program Manager, HEP  
 B.A. Sonoma State University

# General Information

The Mendocino-Lake Community College District was originally formed in 1972 within the boundaries of Mendocino County by a 76% vote of approval among the citizens of the Anderson Valley, Round Valley, Ukiah and Willits Unified School Districts. The founding administrative team was brought to full strength in April 1973, following which the initial organizational work was completed, facilities and staffing were provided, curriculum was designed and initial offerings were planned. The first regular semester-length classes were offered by the College beginning in September 1973.

In 1975, a vote by the Kelseyville, Lakeport and Upper Lake School Districts expanded the College's territory into Lake County. The expanded district now incorporates approximately 3,200 square miles of predominantly rural geography, including three population centers in Ukiah, Willits and Lakeport. Approximately 100,000 people live within the boundaries of the District; population growth has averaged 1% over the last few years.

In 1985, the College purchased 127 acres north of Ukiah and began building the present main campus. The primary buildings are an administrative/classroom building, a theatre, a gymnasium, a library, a vocational/technical building and a science building. The campus also has football, baseball and softball fields, a track, and an extensive horticulture area. Several units, such as the Bookstore, food services and the Nursing Program, are housed in some of the original temporary buildings from the fairgrounds. The College also has well-established centers in Willits (25 miles north of Ukiah) and Lakeport (40 miles east) housed in rented facilities.

In November 2006, the College passed its first-ever bond initiative with a 63% positive approval rating. This bond measure will generate \$67.5 million and enable the College to finish its Facilities Master Plan, which calls for a Library/Learning Resource Center and maintenance warehouse in Ukiah, plus permanent centers in Willits and Lakeport. Other planned projects include technology upgrades in classrooms, new lighting and flooring throughout the main campus, and upgrades to existing facilities such as athletic fields, the theatres, and Point Arena Field Station, a former LORAN station.

At last estimate, approximately 100,000 students have taken classes at the College in the past 35 years. In Fall 2007, the College had 5,155 students enrolled at all three of its main locations.

Other characteristics of the student population reveal that they are generally low income (63% qualify for some type of financial aid) and they are evenly distributed across most age categories. In 2006, 33.8% of recent Mendocino County high school graduates enrolled at the College, with 23.2% from Lake County (which is partially served by Yuba College's Clearlake Center).

The District is not experiencing the same population growth that many parts of California enjoy. Recently, the population has grown by about 1% per year and the K-12 population is in decline. These trends have put pressure on the College to continually develop new programs and new methods of outreach to sustain enrollment levels.

In 2004, the College took a major step by committing to a nursing program. With four full-time faculty, a clinical classroom and a didactic classroom, it represents the largest investment the College has made

in an occupational program. The program enrolls 24 students per year (six are LVNs who enter in the second year) and has been hailed as a model program by the community. At this writing, the program has an 89% pass rate on the NCLEX exam.

In 2007, the College received approval for two Fire Science certificates and a Fire Science degree. Like nursing, these programs responded to a long-standing community need. It is currently in the process of obtaining the necessary approvals for a Real Estate certificate and degree.

In addition to occupational expansion, the College has long enjoyed high transfer rates. The primary four-year schools chosen by Mendocino College graduates are Sonoma State, Chico State and UC Davis.

## Catalog Rights

Mendocino College issues a new catalog each year. The courses required for a specific degree or certificate may change from one catalog to the next and often change during a student's tenure. For the purposes of meeting graduation requirements based on catalog rights, students may elect to meet the requirements of either:

1. The catalog which was in effect at the time the student began his/her course work at Mendocino College, or
2. Any catalog that is or has been in effect during the time that the student has maintained continuous enrollment before graduation.

Students maintain catalog rights through continuous enrollment at Mendocino College. Continuous enrollment is defined as enrollment in at least one course per academic year, which begins each fall and ends with the subsequent summer session. For a complete description of catalog rights, see Board Policy 705.

## GENERAL INFORMATION

### Accreditation

Mendocino College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Accreditation is granted for an unlimited period of time, with a standard provision for an institutional self-study every six years, along with review and visitation by the Accreditation Commission. Accreditation is granted on the basis of demonstrated evidence that the institution is fulfilling its stated goals and objectives through qualified personnel, sound planning, appropriate programs and services, and adequate resources.

In addition to being accredited by the Western Association of Schools and Colleges, Mendocino College is approved by the California Community College Board of Governors, California State Department of Education, for veteran benefits and U.S. Department of Education. Transfer courses taken at Mendocino College are accepted at the University of California, the California State University and College System, and private four-year colleges and universities.

### History of the College

The Mendocino Community College District was formed in September 1972 by vote of the citizens of the Anderson Valley, Laytonville, Potter Valley, Round Valley, Ukiah, and Willits Unified School Districts. Planning for the development of the initial offerings of the College occurred in the Spring of 1973, with the first classes offered in July 1973.

Expansion of the District to include the Lake County Districts of Upper Lake, Kelseyville, and Lakeport occurred by vote of the citizens on November 5, 1974.

The new District boundaries, established in July 1975, encompass 3,200 square miles of service area. In 1981 the name of the District became Mendocino-Lake Community College District to better reflect the geographical area being served.

In 2006 voters of the District approved a facilities construction bond. Master planning is underway to complete a new Library/Learning Center on the Ukiah campus, and permanent facilities in both Lake County and Willits.

### Location / Facilities

The Main Campus is located on a 127-acre permanent campus site approximately three miles north of downtown Ukiah. In the Fall of 1985, the Lowery Library Building was completed and the College was moved into its first permanent facility.

Other permanent buildings include MacMillan Hall, the Vocational/Technical Building, the Horticulture Center, Child Development Center, Physical Education/Athletic complex, a Center for the Visual and Performing Arts, and the Science complex.

The Willits and Lake Centers provide administrative services and classrooms for these outlying areas. Additional services offered in these locations include counseling, financial aid, and EOPS. Library and audio-visual services for these Centers are offered through the main campus. Library services in Lakeport are also offered through an arrangement with the Lake County Library. Additional instructional facilities are utilized for special programs in the outlying areas and local high school facilities are used during the evenings, including programs at Anderson Valley, Laytonville, Potter Valley, Upper Lake, Clearlake, Kelseyville and Round Valley and museum in Willits.

There are two special facilities utilized by Mendocino College:

1. The Point Arena field station located 50 miles southwest of Ukiah, is utilized as a field laboratory for specific science classes in marine biology, geology, and meteorology.
2. The Lake County Observatory/Planetarium is available to the District for classes in astronomy.

Sonoma State University and Mendocino College entered into a partnership whereby students living in Mendocino and Lake Counties will be able to earn their multiple subject teaching credential and enroll in courses in Sonoma State's Liberal Studies Bachelor's Degree Program in the Sonoma State University Ukiah Center, which is located at the Ukiah campus.

### Completion & Transfer Rates

Federal Student Right-to-Know regulations require publication of college completion and transfer rate data. The statewide percentages for all California community colleges based on the most recent cohort of Fall 2006:

Completion Rate..... 21.30%  
\*Transfer Rate ..... 25.445%

*\*Transfer rates are incomplete since transfer students who also complete degree and certificate degrees are not included in the transfer numbers.*

### Student Retention Rate

In compliance with Chapter 1 of Title 45 of the Code of Federal Regulations, Part 178.4(f), data regarding student retention and enrollment patterns may be obtained by contacting Dr. Charles Duffy, Director of Institutional Research, [cduffy@mendocino.edu](mailto:cduffy@mendocino.edu).



# Mendocino College

## OUR MISSION

Mendocino College provides opportunities to our students and our communities by offering academic programs, transfer preparation, career and technical education, lifelong learning and student support programs that are dedicated to the achievement of Student Learning Outcomes.

## OUR VISION

Mendocino College is a major contributor to the vitality of our communities by inspiring student learning and motivating personal development. We provide excellent, innovative educational and support programs that are accessible to all and result in student success.

## OUR CORE VALUES

**Student Success:** We are committed to helping students achieve their educational goals.

**Collaboration:** We participate in our communities to become informed about and engaged in local and global issues. We work and communicate collegially, both on campus and in our communities.

**Respect:** We recognize the worth of individuals by encouraging active participation, open exchange of ideas and collaborative decision making.

**Integrity:** We maintain public trust by being honest, fair and equitable and by honoring our commitments to our students, staff and communities.

**Diversity:** We respect the dignity of each individual; we value the creativity and insight that emerge from individual differences; and we recognize the importance of diversity in achieving our goals.

**Responsiveness:** We respond to requests and concerns in a timely and helpful manner. We listen to our students and our communities and institute changes based on identified needs.

**Continuous Improvement:** We work to integrate the best practices in education and to ensure progress toward achieving our goals by operating in a culture of evidence.

**Sustainability:** We embrace sustainable practices and recognize our responsibility as global citizens.

## OUR STRATEGIC GOALS

In order to fulfill our mission and realize our vision, Mendocino College faculty and staff will concentrate on the following five long-term goals:

- Ensure student success within a learner-centered environment
- Improve student access to college programs and services
- Enhance the student learning experience by providing educational, cultural and social opportunities beyond the classroom
- Maximize the acquisition and efficient use of financial, human and physical resources
- Build new and stronger relationships with businesses, educators, agencies and other constituents of our communities

Adopted: February 2, 2005  
Revised: July 7, 2010

# MENDOCINO COLLEGE FOUNDATION

The Mendocino College Foundation, Inc. is focused on cultivating support and raising funds for the benefit of the students of Mendocino College. The Foundation provides student scholarships, and works toward college program enhancement and staff development, helping to enrich instruction and basic skills, and strengthening student services.

Foundation board members are community, business, and educational leaders interested in the success of the college and its students. To ensure such success, the members participate in special fundraising events and seek donations to fund various programs. Contribution opportunities include: Adopt-A-Fifth-Grader Achievement Awards, bequests, endowments, scholarships, planned giving, and unrestricted donations. The Foundation is a 501c(3) non-profit organization and all donations may be tax deductible.

For more information about the Foundation and its efforts to support Mendocino College, visit the Foundation Office at Mendocino College, MacMillan Hall, Room 1065, 1000 Hensley Creek Road, Ukiah, CA 95482; or call the office at (707) 467-1018. In addition, information is available on the Foundation's website: <http://foundation.mendocino.edu>.

## Foundation board members committed to excellence are:

### Executive Committee

Channing Cornell, President  
Gary Smith, Vice President and Chair, Finance Committee  
Kathryn G. Lehner, Secretary/Treasurer  
John Bogner, Chair, Land Committee  
Richard Cooper, Chair  
Special Events/Marketing Committee  
Tom Herman, Immediate Past President  
Christy Scollin, Vice-Chair,  
Special Events/Marketing Committee  
John Bogner, Land Committee Chair

### Directors

Thomas Allman	Kristi Barrington
Albert Beltrami	Donna Berry
Peggy Campbell-DeBolt	Brian Carter
Paul Conrado	Chris Dewey
Katharine Elliott	John Goldsmith
Jerilyn Harris	Tod Kong
Donald McMullen	Neelam Salmen



# Admissions

## COLLEGE ADMISSION

### Eligibility for Admission

Admission to Mendocino College is open to all high school graduates and may admit persons who are 18 or older and can benefit from instruction.

### Special Admission Students (K-12)

In accordance with California Education Code regulations (48800, 76001, 76002), a limited number of high school and pre-high school students may be eligible to enroll as special admission students for up to 11 units per semester. Enrollment must be recommended by the student's school principal or designee and have parental consent. Students in kindergarten through the tenth grade must also obtain the approval of the college instructor prior to enrollment. Approval and enrollment are not guaranteed for K-10 grade students. Special Admission students must meet the same prerequisite and student conduct requirements as the regular student.

### Out-of-State Students and Residency Requirements

Any person enrolling in credit or non-credit courses is subject to residency requirements as outlined by the California Education Code. New students and those absent two semesters or more are required to complete an application in order to determine the applicable fees.

**Resident:** A resident student is one who has been a legal resident in California for more than one year immediately preceding the beginning of the semester in which the student plans to enroll, and who demonstrates the intent to remain a permanent California resident.

**Non-Resident:** A non-resident student is one who has not had a legal residence in California for more than one year immediately preceding the beginning of the semester. Such students are required to pay non-resident tuition in addition to enrollment fees.

Exemption to non-resident tuition exists when documentation is presented for any one of the following:



- Attended a California high school (or high school equivalent) for a minimum of three years and earned a California high school diploma, or equivalent.
- Full-time credentialed employee of a California public school enrolling in college for purposes of fulfilling credential-related requirements.
- Seasonal agricultural worker for at least a total of two months of each of the past two years (or child of a seasonal agricultural worker).
- Full-time employee, or spouse, or dependent of a full-time employee of any of the following colleges/universities: California Community Colleges, California State University, University of California, or Maritime Academy.

### Nursing Program

Special supplemental application procedures and admission criteria apply to this program. Contact the Nursing Office at 468-3099 for more information.

## Residency Requirements

Any person enrolling in credit or non-credit courses is subject to residency requirements as outlined by the California Education Code. New students and those absent two semesters or more are required to complete an application in order to

determine the applicable fees.

**Resident:** A resident student is one who has been a legal resident in California for more than one year immediately preceding the beginning of the semester in which the student plans to enroll, and who demonstrates the intent to remain a permanent California resident.

The right of a student to attend any public community college in California as a resident requires that he/she:

1. Be a citizen of the United States, or possess or be an applicant for a permanent-resident, amnesty or other visa that does not preclude establishing domicile in the United States and meeting certain requirements.
2. Be at least 19 years of age, and have lived in California one year and one day prior to the residency determination date. (Note: A student, who has not been a resident of California for more than one year and who is the dependent [for income tax purposes] child of a California resident who has been a resident since the above-noted residence determination date, is entitled to resident classification. Submit documentation with application).
3. Have parents or a guardian who have resided in California for one year and one day, if he/she is younger than 18 years of age.
4. Present evidence showing the student's or the student's parents' (if under 19) intent to make California their permanent home.

## REGISTRATION

5. Manifest residency intent if the student is 19 years of age or over by maintaining a home in California continuously for the last two years, unless there is contrary evidence of intent.
6. Manifest intent, if the student is under 19 years of age, by both the students and his/her parents maintaining a home in California continuously for the last two years, unless there is contrary evidence of intent.

If manifest intent cannot be shown within #5 and #6 above, then the student is required to provide evidence of intent to make California his or her permanent home. Objective manifestations of this intent include, but are not limited to:

1. Payment of California state income tax as a resident.
2. Registering to vote and voting in California.
3. Licensing from California for professional practice.
4. Active membership in service or social clubs.
5. Presence of spouse and/or dependent children in the state.
6. Showing California as the home address on a federal income tax return.
7. Ownership of residential property or continuous occupancy of rented or leased property in California.
8. Possessing California motor vehicle license plates.
9. Possessing a California driver's license.
10. Maintaining a permanent military address or home of record in California while in the armed services.
11. Establishing and maintaining active California bank accounts.
12. Being the petitioner for a divorce in California.

Military personnel on active duty in California, their spouses and dependent children qualify as immediate residents. (Submit documentation with application).

Students on visas will be evaluated for residency based on the type of visa, visa issue date, length of stay in California and intent to maintain California as their permanent home.

A student who cannot qualify as a resident of California must pay non-resident tuition, as stipulated by the Board of Trustees of the Mendocino-Lake Community College District.

Exemption for non-resident tuition is available to certain non-resident students who attended high school in California for at least three years and received a California high school diploma or its equivalent (per AB 540 statute). Contact Admissions and Records for information and an exemption request form.

Non-resident students do not automatically become residents by being in California for one year. A student seeking reclassification from non-resident to resident status must complete and file a residency questionnaire and a statement of financial independence and must provide evidence of intent to establish permanent California residency.

The burden of proof is on the student to clearly demonstrate physical presence in California, intent to establish California residency and, in the case of students changing from non-resident to resident, financial independence from non-resident parents. The Director of Admissions and Records shall determine residency of all applicants. Appeals of residency decisions shall be determined by the Vice President of Education and Student Services, or her designee.

**Non-Resident:** A non-resident student is one who has not had a legal residence in California for more than one year immediately preceding the beginning of the semester. Such students are required to pay non-resident tuition in addition to enrollment fees.

Exemption to non-resident tuition exists when documentation is presented for any one of the following:

- Attended a California high school (or high school equivalent) for a minimum of three years and earned a California high school diploma, or equivalent.
- Full-time credentialed employee of a California public school enrolling in college for purposes of fulfilling credential-related requirements.
- Seasonal agricultural worker for at least a total of two months of each of the past two years (or child of a seasonal agricultural worker).

- Full-time employee, or spouse, or dependent of a full-time employee of any of the following colleges/universities: California Community Colleges, California State University, University of California, or Maritime Academy.

## Registration

The registration process includes two parts: an Application for Admission and Enrollment in Classes.

Definitions of New, Returning and Continuing students are:

**New Student** - has never attended Mendocino College.

**Returning Student** - has attended Mendocino College but has not been in attendance for two consecutive semesters.

**Continuing Student** - has attended Mendocino College in either of the two previous semesters.

New and Returning Students are required to complete an Application for Admission prior to registering in classes. K-12 students must fully complete the Special Admit application each semester of attendance until the high school diploma (or equivalent) is obtained or until age 18.

## Early Registration Recommended

Because enrollments in certain classes may be limited due to facilities or demand, students are encouraged to complete registration at the earliest possible date. Classes will be closed at the end of regular registration if they are full, and no student can be guaranteed access to courses during the late registration period.

## Wait List

Some courses may offer a "Wait List" in which a realistic number of enrollment slots beyond the maximum class size will be available to students on a "Wait List" basis. **FINAL ENROLLMENT IN SUCH CLASSES IS NOT GUARANTEED.** Although no final enrollment is guaranteed, "Wait List" students must attend class through the second class meeting.

Students who register for a class and fail to attend the first meeting of the class

may lose their places to those on the wait list. If extenuating circumstances exist, it is very important that a student make contact with the appropriate faculty member prior to the first class meeting.

## REGISTRATION PROCEDURES

### 1. Filing an Application

All students enrolling at Mendocino College for the first time or returning after an absence of two or more semesters are required to complete an Application for Admission prior to registering for class. Students can apply online at [www.mendocino.edu](http://www.mendocino.edu).

In order for students to receive the appropriate advising and counseling services, please follow these guidelines:

**New High School Graduates** - Send your high school transcript, including any Advance Placement college exam test results, to the Office of Admissions and Records.

**Transfer students** - Students wishing to receive an Associate Degree or Certificate from Mendocino College and students eligible for financial aid or veterans benefits are required to submit official transcripts of all previous college work. Transfer credit is evaluated only upon the student's written request on the "Request to Evaluate Form." The evaluation process begins after the student has filed official transcripts and enrolled in classes.

### 2. Orientation

All first-time students are encouraged to participate in the orientation program. The sessions are held on campus, prior to the start of each semester. The benefits of participating in an orientation include obtaining information on college services, enrollment procedures and academic success, as well as an opportunity to register early for classes. For more information, scheduled dates, and to sign up for an orientation, please contact the Counseling Office - in Ukiah at 468-3048; at the Lake Center at 263-4944; or Willits Center at 459-6224.

### 3. Assessment

Generally, students entering the college are advised to take placement tests to guide them into appropriate classes.

#### PLACEMENT TESTS

##### Why am I required to take placement tests?

No one likes to take a class that is too difficult, or one that is so simple it's boring. Placement tests help to assure that students from a wide variety of backgrounds take courses that are right for them.

##### What is covered in the placement tests?

You will take tests in reading, writing, and math. You will also be asked some questions about your background and experience. Most tests are given on the computer. Those who plan to take a math class above basic math will take a math test at the appropriate level. If you would like to practice the Accuplacer tests in English and/or math, you may go to [www.testprepreview.com](http://www.testprepreview.com) and click on Accuplacer Test practice questions. Scroll down to the bottom of the page and choose a skill to practice.

##### Should I study to get ready for the placement tests?

Many students find it helpful to brush up on their math before taking the placement tests. You may study your own materials, purchase brush-up materials at the college bookstore, or study the math materials available for use in the Learning Center. You may also use the above website for practice.

##### How long will the placement tests take?

There is no time limit, but one to two hours is about average. Students taking placement tests in college level math need more time.

##### What should I bring with me when I take the placement tests?

Important: please bring a photo i.d., your social security number, a #2 pencil, and a pen.

##### When are the placement tests scored?

Your tests are scored immediately. In most cases, you will also be given your class placement.

##### What happens after I take the placement tests?

You meet with your counselor to plan your class schedule.

##### May I retake the placement tests?

Yes, if necessary. We recommend that you do your best the first time, so you do not need to retake the placement tests. You need to wait at least one week to retake a test.

##### What if I do not know how to use a computer?

The placement tests are designed for students who have never used a computer. Directions are provided, and we help.

##### Is it possible to see some sample questions before taking the placement tests?

Yes, you are welcome to look at some sample questions. They are available in The Learning Center, or you may try a practice test at [www.testprepreview.com](http://www.testprepreview.com).

##### When may I take the placement tests?

The Learning Center in Ukiah has placement testing hours available during drop-in times. Please call 707-468-3046. There is no charge for this service. The Learning Center is open Monday through Thursday, 8:00 am - 8:30 pm and Friday, 8:00 am - 3:30 pm. For more information call 468-3046. Available by appointment in Willits (707) 459-6224, or Lakeport (707) 263-4944.

##### Can I be exempt from placement tests?

You may be exempt from taking a placement test by satisfying one of the following:

Completion of a comparable approved placement test with class recommendations within the last three years. To verify this, submit your test scores to the Learning Center on the Ukiah Campus.

## REGISTRATION

Completion of an English or math course at another college with a “C” or better. Submit your college transcript to the Admissions and Records Office.

Earning a passing score on an Advanced Placement Exam (administered by the College Board) in English, calculus, or statistics. Submit an official report of your score to the Admissions and Records Office.

Passing the English Assessment portion of the STAR Test in high school. If your test report says that you qualify for CSU-level English, then you are eligible to enroll in English 200 at Mendocino College. Submit your STAR Test Report to the Learning Center on the Ukiah Campus.

Earning a “C” or better in Algebra 2 or a higher math class in high school within the last three years makes you eligible to enroll in MTH 220 (statistics) at Mendocino College. Submit your high school transcript to the Admissions and Records Office.

### **Prerequisites, Corequisites and Recommended Preparation**

It is the intent of Mendocino College to guide students into courses in which they will have the greatest chance for academic success. Therefore, students will find that some have prerequisites, corequisites or recommended preparation in their description. Following are the definitions for prerequisites, corequisites, and recommended preparation:

**Prerequisite** - A course requirement that a student must meet in order to demonstrate current readiness for enrollment in a course or educational program.

Completion of the prerequisite is required prior to enrolling in the course. Successful completion of a prerequisite course means that a grade of A, B, C, or D was earned; D, F, or NP grades are not acceptable.

**Corequisite** - A course that a student is required to simultaneously take in order to enroll in another course.

**Recommended Preparation** - A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

### **PREREQUISITE CHALLENGE PROCEDURE**

If students feel they can meet the requirements, or one of the conditions listed below exists, and can provide documentation, then they can challenge a prerequisite. A Prerequisite Challenge Form can be obtained from the Admissions and Records and Counseling Offices at the Ukiah campus and Lake and Willits Centers. Criteria for challenging a course are:

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 55201 Policies for Prerequisites, Corequisites, and Advisories on 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 student will be subject to undue delay in attaining the goal of his/her educational plan because the prerequisite or corequisite course has not been made reasonably available.

### **4. Counseling**

Mendocino College provides counseling services designed to assist students in pursuing appropriate career and educational goals and provide assistance to students who are struggling in their academic progress. The counseling staff is available to both enrolled and prospective students. Services offered include:

#### **Educational Plan**

All first-time college students are encouraged to meet with a counselor during their first semester to develop an educational plan. The educational plan details the courses that must be completed in order to accomplish the student’s educational objective. Students taking 18 or more units must also have counselor approval prior to registration. Students may also discuss graduation concerns,

GE requirements, and transfer to other colleges and universities with counselors.

### **Early Alert Program**

Counselors support the instructional staff by encouraging confidential referrals of students who are having difficulty with their coursework. Students will be encouraged to contact the counseling office regarding tutoring, study techniques, and special assistance.

### **Bilingual Counseling-Spanish**

A Spanish-speaking counselor is available for students at the Ukiah campus, and in the centers on a visiting basis. Call the counseling office, 468-3048, to schedule a counseling session in Spanish. EOPS students should call 468-3114 to schedule a counseling session in Spanish.

The Counseling Office is located in MacMillan Hall, Room 1000 in Ukiah, as well as in the Lake and Willits Centers. Counselors are available by appointment and on a drop-in basis. Please call the Counseling Office for more information - in Ukiah 468-3048; Lake Center 263-4944; Willits Center 459-6224.

### **Advising/Faculty**

Faculty members are a valuable resource to obtain information regarding career and advanced educational opportunities in a student’s field of specialization. Individual faculty can be helpful in sharing the knowledge and skills needed within a given discipline along with providing clarification about modes of learning, discipline options, sequential learning patterns, and related matters which pertain to their subject area and training.

### **5. Register in Classes**

Following assessment, orientation and advising, students will have sufficient information to register in classes. Registration is available online or in person at Admissions and Records. Students can access online registration on the college homepage, [www.mendocino.edu](http://www.mendocino.edu), by selecting the WebAdvisor link and following log-in instructions.

## 6. Paying Fees

All fees are due at time of enrollment. Students finding it difficult to pay enrollment fees should go to the Financial Aid Office, Room 1130 before enrolling to inquire about financial assistance. All fees are subject to change without notice. Students who register online will pay fees with a credit card or debit card. In person, students can pay with cash, check, or money order.

## 7. Class Attendance

Regular attendance promotes success in class. Therefore, students are expected to attend all sessions of each class in which they are enrolled. A student may be considered excessively absent from a class when the cumulative absences exceed the total number of hours that the class meets during a week. Each instructor establishes his/her own attendance standards; the instructor must make the attendance standards known at the first class. Students should make certain they understand the standard to be met in each class.

College activities such as athletic events, student government conferences, music festivals, field trips, and similar sanctioned activities are approved instructional activities. However, this should not be interpreted to mean that a student is excused from class assignments. It is the student's responsibility to consult with each instructor prior to the absence to clarify what work must be done for each class and the deadline for completion of the work to the instructor's satisfaction.

A student who ceases to attend a class and fails to submit an official "drop" card in the Office of Admissions and Records or through TelReg before the drop deadline may receive a grade of "F" (see Dropping and Grades of Withdrawal).

## 8. Late Registration

For full-semester classes, students may continue to enroll through the first week without an instructor signature and through the second week with an instructor signature. Late add requests beyond the second week must be petitioned to the appropriate dean.

# Fees & Refunds

## Non-Resident Tuition

Students who have not resided continuously in California for a period of one year immediately preceding the residency determination date will be subject to non-resident tuition in addition to the enrollment fee and other fees paid by all students. The non-resident tuition is \$190 per semester unit beginning Fall 2010. Fees and tuition are due and payable in full at the time of registration.

## College Fees

All registration fees must be paid at the time of registration. See below for BOGW fee waiver information.

## Enrollment Fee

Students enrolling at Mendocino College are required by state regulations to pay an enrollment fee. The fee at the date of printing, subject to change by the state legislature, applies to credit courses as follows:

\$36.00 per unit (or \$18.00 per half unit).

For current fees please refer to the district website at [www.mendocino.edu](http://www.mendocino.edu).

Per Board of Trustee action, special part-time K-12 grade students are exempt from paying the enrollment fee. Other potential enrollment fee waivers are listed in the Class Schedule.

## Enrollment Fee Assistance

California community colleges provide Board of Governors Waiver (BOGW) for students who qualify to have their enrollment fees waived. If you are a California resident, you may be eligible for a BOGW if you meet any of these criteria:

- you have already qualified for financial aid, such as a Pell Grant or Cal Grant; or
- you or your family are receiving TANF (Temporary Assistance to Needy Families), SSI (Supplemental Security Income), or General Assistance/General Relief; or
- you meet the state income standards available at the Financial Aid Office.

Dependents of deceased or disabled veterans who are eligible for benefits under the California Veterans Dependents Educational Assistance program can also have their fees waived with a BOGW.

If you become eligible for the BOGW after you pay enrollment fees you will be reimbursed, and any additional units will be covered by the BOGW. Once you have qualified for a BOGW, your enrollment fees will be paid for the rest of the academic year (Summer, Fall and Spring) whether you are taking one class or a full-time load. For more information, contact the Financial Aid Office at 468-3110.

Refunds will be made automatically to all students qualifying as stated above. Refund checks will be processed periodically and will be mailed to student's address of record.

For more information, contact the Financial Aid Office at 468-3110.

## Health Services Fee

A student health fee of \$10.00 will be collected at registration. Potential Health Fee exemptions are listed in the Class Schedule.

This fee provides a secondary student accident insurance policy which is mandated by California Education Code and a Health Awareness Program.

BOGW, Method A students and students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization will be exempt from the health fee. Applications for exemption are available at Admissions and Records.

## Student Center Fee

A fee of \$1 per unit up to \$5 per semester will be charged to all students. The money collected may be used to construct, renovate, equip, or operate a Student Center. For exemption criteria, contact Financial Aid.

## Student Representation Fee

A fee of \$1.00 will be charged to all students to fund student advocacy. For exemption criteria, contact the Admissions and Records Office.

## FINANCIAL AID

### Refunds

Refund checks will be processed periodically and will be mailed to the student's address of record on file in Admissions and Records. If payment was made by credit card, the credit card will be credited.

### Enrollment/Materials Fees:

Refunds will be made automatically to all students qualifying as follows: Students must first officially drop the course on WebAdvisor, or at Admissions and Records, Lake or Willits Centers. Full-term classes must be dropped within the first two (2) weeks of the semester to qualify for a refund.

Courses which meet other than the regular semester length must be dropped during the first 10% of the course in order to qualify for a refund of enrollment, material or nonresident fees (no exceptions). Refund checks will be processed periodically beginning the third week of the semester.

Refunds cannot be carried forward for credit to the next registration period. A full refund for these fees will be issued for those classes which are cancelled by the College.

### Health/Representation/ Center Fees

The health, representation, and center fees will be refunded only when all classes are dropped on or before the first day of class, or when all of a student's classes are cancelled by the College.

### ASMC Card; Audit Fees; Credit by Exam

The following fees—ASMC card, audit fees, and credit by exam fees—are not refundable.

### Non-Payment of Fees

As a means of ensuring the repayment of any type of financial obligation due to the College, any or all of the following will be applied by the appropriate department until the debt is paid:

1. No grades will be issued.
2. No transcripts will be issued.
3. Registration, adds and drops will not be processed.

Upon presentation at Admissions & Records of valid receipt verifying repayment of monies due to the College, the restrictions stated above shall be removed. Such receipts will be issued by the Business Office and/or the Library as appropriate.

## Financial Aid

The Financial Aid Office offers financial aid services. For Grants/Work Study/Loans/BOG Waiver, see the Financial Aid office in MacMillan Hall, Ukiah Campus, 468-3110.

Various types of financial assistance are available to students from Federal, State, local, private and institutional sources. There are three different types of awards:

**Grants/Scholarships** - money that does not have to be paid back

**Work Study** - money paid to financial aid students to work in jobs that are available on the Mendocino College campus.

**Loan** - money borrowed from lenders that must be paid back at a specified time.

### Ayuda Financiera

La Oficina de "Financial Aid" Colegio de Mendocino ofrece oportunidades para aplicar y recibir ayuda económica.

Las oportunidades son las siguientes formas y tipos de asistencia: La aplicación "Board of Governors" se usa específicamente para cubrir el cobro de colegiatura. La aplicación "Solicitud Gratuita de Ayuda Federal Estudiantil" (FAFSA), se puede usar para solicitar ayuda económica de la mayoría de programas federales y estatales. En el Colegio de Mendocino, este formulario se usa para solicitar ayuda de los siguientes Programas de Ayuda Económica Federal Estudiantil: Becas Federales Pell; Becas Federales Suplementarias para Oportunidad Educativa (Federal Supplemental Educational Opportunity Grants-FSEOG); Préstamos Federales Stafford; Trabajo-Estudio Federal.

Para obtener estas solicitudes, favor de pasar al salón 740 en Ukiah o acudir a los Centros de Mendocino College ubicados en Willits y Lakeport. Si desea platicar con alguien de habla hispana con respeto

a las oportunidades de ayuda económica, favor de llamar al: 468-3106 or 468-3170 en Ukiah.

The following programs are available:

### Board of Governors Fee Waiver (BOGW)

This fee waiver is available to California residents who have at least \$1 of unmet need as defined by the Federal Government. Every California resident should apply, as many more students qualify than might be expected.

### Pell Grants

**Federal Pell Grant** - A federal program that helps students pay for basic educational expenses such as housing, books, transportation and fees. Students who wish to be considered for this program need to complete a Free Application for Federal Student Aid (FAFSA). Complete the FAFSA early each year.

### Supplemental Educational Opportunity Grants (SEOG)

#### Grants

**Federal Supplemental Educational Opportunity Grant (FSEOG)** - Another federal program that assists students with the greatest need to pay for their college expenses (FAFSA required). There is a limited amount of funds so early FAFSA application is essential.

**Chafee Foster Youth Grant** - This grant of up to \$5,000 is available to current or former California foster youth under 24 years of age who wish to take vocational training or college courses. More information is available in the financial aid office. Ask for the Foster Youth Liaison, Gerri Dutton.

**Cal Grant B and C** - State grant programs for eligible students that provide extra financial assistance. A separate GPA application may be required.

**Bureau of Indian Affairs (BIA)/ Tribal Grants** - Special grants for eligible students who belong to Federally recognized Indian Tribes. Tribes generally have their own applications, deadlines, and eligibility criteria.

**Above and Beyond Assistance: Extended Opportunity Programs and Services (EOPS)** - A state program that provides students who meet certain financial and educational criteria with extra financial and academic support.

#### **Cooperative Agencies Resources for Education (CARE)**

The EOPS Office offers CARE Program services. This program is designed for single heads of households receiving AFDC/TANF/CalWORKs who have at least one child under the age of 14, are EOPS students, and who are enrolled full-time in a vocational degree/certificate/ four-year degree. For further information about the CARE Program, individuals should call 468-3113 or visit the EOPS/ CARE Office at the Ukiah campus.

#### **CalWORKS Program**

This program provides child care, workshops, tutoring, counseling and other services to assist CalWORKS students in their transition from public assistance to self-sufficiency.

### **Extended Opportunity Programs & Services (EOPS)**

The Extended Opportunity Programs and Services (EOPS) provides academic, career, and financial assistance for students who meet certain financial and educational criteria. EOPS provides a comprehensive program of supportive services to all new and continuing EOPS students.

The EOPS Program assists these individuals in successfully achieving their educational goals. EOPS provides a comprehensive program of supportive services to all new and continuing EOPS students.

Services include:

1. EOPS Orientation
2. EOPS Counseling
3. Priority Registration
4. Financial Aid Assistance
5. Extensive Educational Planning
6. Transfer Counseling
7. Fee Waivers for Transfer Applications
8. Extra Tutoring
9. Quarterly Newsletter
10. Book Service Program

To be considered for EOPS, a student must:

- be an undergraduate
- be a California resident for at least one year
- be income eligible
- be enrolled in twelve (12) units or more (exemptions are granted for DRC students)
- have submitted a Free Application for Federal Student Aid (FAFSA) and/or a Board of Governors Waiver (BOGW) application
- have submitted an EOPS application
- not have completed more than 70 units of degree-applicable college credit course work
- meet at least one of several factors stipulated in the EOPS State regulations.

Further information may be obtained by telephoning the EOPS/CARE Specialist at 468-3113 or by visiting the EOPS/CARE Office at the Ukiah campus

### **Student Loans**

#### **Stafford Student Loan**

Student loans supplement other types of aid. Students must complete the FAFSA application process and attend an in-person loan entrance workshop. Special applications and processes are required for these loans; students who may be interested should contact the Financial Aid office.

Further information about these different types of aid may be obtained on the Financial Aid website, or by visiting the Financial Aid Office, MacMillan Hall, Ukiah campus.

#### **Federal Work Study (FWS)**

A federal program that pays students to work in jobs that are available on the Mendocino College campus. There are limited awards available so students are encouraged to complete the FAFSA process early.

### **Scholarships**

In 2009-2010 scholarships and awards totaling \$175,712 were given to students. Scholarships at Mendocino College recognize outstanding students for academic achievement, financial need, academic field of study, community service, campus activities and outside interests. At Mendocino College, scholarship money is offered to incoming, continuing, and transferring students.

Mendocino College scholarship applications are available January 2 in the Foundation Office in MacMillan Hall, at the Ukiah Campus or at the Lake and Willits Centers. Additionally, the application packet will be available online at [www.mendocino.edu](http://www.mendocino.edu). For access, follow the path: For Students / Scholarships / Scholarship Application. One application form is sufficient to apply for all Mendocino College scholarships. The deadline to apply for scholarships is March 1. Contact the Scholarship Coordinator in the Mendocino College Foundation Office for more information.

Additionally, in the Career Center, students can find computerized information on statewide scholarships and financial aid.

Both the Annual Spring Awards Ceremony and the Foundation Scholarship Awards Ceremony, honoring scholarship and award recipients, are held the second and third Friday in May of each year. Donors, families, and friends are invited to honor the students and their achievements.

### **Becas Académicas**

Usted puede ser eligible para recibir becas académicas. Todo estudiante interesado en el programa de becas, debe ponerse en contacto con el programa de becas, en el salón 1000, oficina de Servicios Estudiantiles (Office of Student Services). Tenemos anuncios y listas de becas con los requisitos necesarios. Esta información también está disponible en los centros del colegio en Willits y Lakeport.

Además, el centro de carreras profesionales (Career Center) tiene para los estudiantes un programa computarizado de información sobre becas y ayuda financiera. Este servicio se ofrece gratis para todos los estudiantes del colegio.

## STUDENT SERVICES

### Summer Financial Aid Awards

Students are encouraged to check with the Financial Aid Office during April as to the availability of funds for summer financial aid.

### Student Consumer Information

Students are advised that the financial aid information included here is limited. Additional information on all financial aid categories is available on the Financial Aid website upon request at Mendocino College's Financial Aid Office, Room 1130 in MacMillan Hall.

### Financial Aid Appeals

Any student who is on probation or has been suspended from financial aid may submit a written appeal to the Assistant Dean of Financial Aid and EOPS. Each appeal will be reviewed on a case by case basis by the Assistant Dean. The petition will be approved or denied based on the student's individual circumstances, and his or her proposed course of action. If the student's petition is denied, he or she has the right to appeal the decision to the Dean of Students. The Dean of Students' decision is final.

### Satisfactory Progress Standards

Federal regulations mandate that all institutions of higher education establish minimum standards of "satisfactory academic progress" for students receiving financial assistance.

All students who apply for and receive financial assistance are expected to meet the academic standards described in Mendocino College's Financial Aid Satisfactory Academic Progress Policy.

Copies of the Financial Aid Satisfactory Academic Progress Policy are available on the Financial Aid website or in the Financial Aid Office, Room 1130 in MacMillan Hall.

## Student Services

### Admissions & Records

Admissions and Records is where students should go for information and assistance regarding applications for admission and graduation, official college records, registration in classes, adding or dropping of classes, commencement ceremony, veteran benefits, enrollment verifications, forwarding of transcripts and withdrawal from the college.

### Athletics

Mendocino College supports the belief that athletics are an important segment of the total educational process and is a member of the Bay Valley Conference (BVC). Other colleges in the Bay Valley Conference include: Alameda, Contra Costa, Laney, Los Medanos, Marin, Merritt, Napa, Solano, and Yuba. Mendocino College supports the following intercollegiate teams for women: basketball, softball, volleyball, and soccer. The intercollegiate teams for men are football, baseball, and basketball.

Mendocino College adheres to California Community College Athletics Association Constitution (CCCCAA) the Bay Valley Conference Constitution, and all eligibility rules and regulations under the California Community College Athletics Association and the Bay Valley Conference. Final eligibility decisions rest with the Bay Valley Conference Commissioner, the Northern California Football Alliance Commissioner (NCFCA), and the CCCCAA Commissioner.

The following basic guidelines pertain to all student-athlete participants:

1. In order to be eligible, a student-athlete must be continuously and actively enrolled in a minimum of 12 units at his/her community college during the season of sport. Such eligibility shall be required for non-conference, conference, and post-conference participation.
2. In order to continue athletic participation in any sport, the student athlete shall maintain a cumulative 2.0 grade point average (GPA) in accredited post-secondary course work computed from the start of their first semester/

quarter of participation. To be eligible for the second season of a sport, the student athlete must complete and pass 24 semester/36 quarter units between seasons of competition, and have a college cumulative grade point average of 2.0 or above. These units must be completed prior to the beginning of the semester or quarter of the second season of sport.

3. Of the 24 semester/36 quarter units to be completed, 18 semester/27 quarter units shall be in course work counting towards degree, remediation, transfer and/or certification as defined by the college catalog and consistent with the student athlete's educational plan.
4. A student transferring to a California community college for academic or athletic participation purposes, and who has previously participated in intercollegiate athletics, and whose most recent participation was at another California community college, must complete 12 units in residence prior to the beginning of the semester/quarter of competition of that college.
5. All student athletes are expected to comply with the Mendocino Athletic Department Code-Of-Conduct while participating in athletics at Mendocino College. While winning is certainly the goal of every coach, and every team, good sportsmanship will always be the foundation we build our programs on.
6. In accordance with Education Code Section 76140, students that are not California residents as defined by Policy 502 will be charged a non-resident tuition fee. Students taking non-credit classes are exempt from paying non-resident tuition fees. In addition, apprentices taking classes of related and supplemental instruction and certain job transferees are exempt from non-resident tuition.

Non-resident fees are due and payable in full at the time of registration.

Any student interested in participating should make an appointment with the athletic counselor, 468-3048, or contact the Athletic Director or coaches at 468-3165 for further instruction.

## Bookstore

The bookstore is located in the new Quad area at the main campus, and has branch operations at both Lake and Willits Centers.

The Mendocino College Bookstore in Ukiah is open extended hours during the first week of Fall and Spring term. For Summer term hours please contact the Bookstore.

Monday-Thursday, 8:00am - 7:30pm

Friday, 8:00am - 3:00pm

The Bookstore is also open the Saturday before classes begin and the first Saturday of each new semester. 10:00am - 2:00pm

Normal operating hours will resume the second week of classes:

Monday through Thursday,  
8:30am - 6:30pm

Friday, 8:30am - 1:00pm

A wide range of college supplies, textbooks, backpacks, gifts, and Mendocino College clothing are available at the bookstore in Ukiah.

Textbooks may be purchased at the Lake and Willits Centers at the start of the semester or online 24/7 at [www.mendocinobookstore.com](http://www.mendocinobookstore.com). Please check the website for specific Lake and Willits hours each semester.

The cost of textbooks and college supplies varies with the type of program being pursued and with the individual needs of each student. Visa, Master, Amex or Discover Card credit cards, ATM or Debit Cards (with VISA or Master Card logo) are accepted at all locations.

Refunds for books purchased for the current semester, accompanied by a receipt and presented in the same condition as purchased, will be given at the beginning of each semester (date varies by semester)

Book buy-back is held at each location during finals week.

Please visit our website, [www.mendocinobookstore.com](http://www.mendocinobookstore.com), for additional hours and textbook information or call 707.467.9127. Textbooks can be ordered from this website and delivered to your home or can be picked up at any of our three locations.

It is the responsibility of the student to check with the bookstore for any changes in the above information.

## CAMPUS SECURITY

### Crime Awareness and Campus Security Act of 1990

In accordance with the "Crime Awareness and Campus Security Act of 1990," Mendocino College is required by the Federal Government to publish and distribute an annual security report containing campus security policies and procedures as well as campus crime statistics. The occurrence on campus of the following crimes must be reported: murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft, as well as hate crimes, illegal weapons possession and drug and liquor law violations.

Students are encouraged to report all campus incidents affecting the safety of individuals immediately to the Director of Maintenance and Operations, Room 4000, or by calling Security at 468-3155 in Ukiah or the personnel at the Willits (459-6224) or Lake Centers (263-4944).

Incidents involving students will also be referred to the Dean of Student Support, Outreach and Retention for appropriate disciplinary action.

Public information regarding sex offenders may be obtained by accessing the Megan's Law website at [www.meganslaw.gov.ca](http://www.meganslaw.gov.ca).

## Campus Tours

Tours of the main campus are part of the orientation program. They can also be scheduled on an individual basis. Please call the Career and Transfer Center for more information at 468-3044.

## Student Clubs and Organizations

Clubs are an important part of the total Student Services program. New clubs are easy to form, and students are encouraged to stop by the Associated Students of Mendocino College (ASMC) Office or the Student Services Office for assistance in organizing.

Clubs and organizations exist for interested students to exercise leadership abilities and to provide students with contemporary social activities and cultural

events of interest. Registered clubs are also allowed to post information on campus and use campus facilities.

## Career Center

The Career Center, located in Room 1200 at the Mendocino College Ukiah Campus, contains information on careers and job placement services. The staff's focus is to assist students with personalized career development. Students are invited to explore possible career directions or gather further information on a particular job or career from the Center's resources.

Each semester, workshops and seminars are held on topics ranging from "How to Choose a Major" to "Resume Writing." In addition, students may access computer programs and the Internet for career exploration, job search, college and scholarship searches.

Students looking for part-time or full-time employment are encouraged to come to the Career Center to search through the resources, where a variety of local jobs are listed. The Center offers tips on how to look for a job, how to write cover letters and resumes, and how to present oneself for a personal interview. The staff will provide assistance for jobs on and off campus.

Mendocino College also offers career classes each semester. Counselors teach classes in a self-discovery format. The purpose of each class is to assess the students' interests, skills, personalities and values. Some of these career classes are available in a self-paced, non-classroom setting.

Another service offered by the Career Center is typing certification. For a nominal fee of \$10, students and community members may receive this service.

## Child Care

Your child can enjoy a quality toddler and preschool program at Mendocino College while you attend classes or work. The Child Development Center offers a program of planned, age appropriate activities by a caring, professional staff.

The facility on the college campus is licensed for 57 children from 18 months through 5 years. We offer half-day or full-day programs, but do not offer care on a

## STUDENT SERVICES

drop-in basis. The Child Development Center is open every day the college is in session from 7:45 a.m. to 5:15 p.m., and also during Winter Break.

The Center is an integral part of the training program in child development, utilizing child development majors and parents as classroom volunteers. Each classroom has a highly trained and experienced Child Development Specialist as its principal teacher.

The Child Development Center is open to student, faculty, staff and community families. Low income families are eligible for subsidized care. The student parent must be enrolled in an academic or vocational program leading toward a degree or certificate. Families who do not qualify for a subsidy will pay the required fee. To enroll your child, you must submit an application for admission. All enrollment forms must be completed prior to your child beginning the program.

Fee information is available on request. For information or to obtain an application form, call 468-3089.

### Community Extension

Mendocino College Community Extension (ComEx) offers not-for-credit educational and cultural events in response to the interests of the people and communities of the College District. Community Extension activities are designed for personal and professional enrichment in order to provide educational experiences not currently available within the formal curriculum and instructional program of Mendocino College. The College District does not receive state or local tax support to fund Community Extension offerings, and fees are charged so that the program can be entirely self-supporting.

For a listing of workshops, travel trips and tours, visit us online at [www.mendocino.edu](http://www.mendocino.edu), or contact the Instruction Office in Ukiah.

### Disability Resource Center

The Disability Resource Center (DRC) (formerly Disabled Student Programs and Services) ensures equal access to education for qualified students with a disability that is verifiable, and who are otherwise eligible for admission to Mendocino College.

DRC services may include disability related counseling, registration assistance, loan of tape recorders, interpreters for the deaf, alternative media, and specialized equipment. Assessment of students to determine a possible learning disability is available, and if qualified, students may enroll in support classes in: reading, writing, spelling, math, and mainstream support. All disabilities need medical or professional certification as defined by the California State Chancellor's Office in order to qualify for services.

Students are assisted by the DRC counselors in developing a Student Educational Contract. Students must make measurable progress according to college progress standards to continue receiving services offered through the program. DRC also works with the Department of Vocational Rehabilitation, Veteran's Administration, and other agencies.

Disabled Student Programs and Services encourages student autonomy, independence, and responsibility. The program and staff promote equal opportunity as well as equal educational access and serves as an advocate of students' academic rights.

All DRC services are provided in compliance with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. In accordance with the Right to Privacy Act, all disability related contacts with the DRC office will be kept confidential and will not be released without the student's written consent unless the college is required to do so by law.

For further information, contact the Disability Resource Center, 1000 Hensley Creek Road, Ukiah, CA 95482. Telephone (707) 468-3031 (voice) or (707) 468-3179 (TTY).

### Distance Education

Distance Education credit courses provide students an opportunity to complete a course on their own time, usually at home or in the College Learning Centers. The courses are academically equivalent to the same courses taught on campus but require a greater amount of independent study and commitment by the student.

Mendocino College offers these credit courses through a variety of media delivery

systems. These systems include online (internet) technology, video cassettes and travel courses. Except for online classes, which usually have no class meetings, all classes include at least three meetings on Friday nights or Saturdays with the instructor. Further information may be obtained from the Distance Education Coordinator at 467-1024.

### Theatre, Dance, and Music

The Theatre Arts (including programs in dance and theatre) and Music departments present a wide range of programs on campus and in the community during the school year. The theatre program offers instruction in most aspects of theatre production and performance. The curriculum includes classes in acting, directing, dramatic literature & history, film and theatre technology. Students have the opportunity to apply their coursework through the department's active season of public performances. The department presents two major productions each year in addition to an annual festival of original short plays. In addition, many classes culminate in smaller studio presentations. The theatre arts program is closely allied to the music department, which offers theatre related courses in voice, opera and musical theatre performance. The department has collaborative relationships with many local arts organizations. Auditions for college productions are open to all students and community members. For complete information on theatre activities, call Reid Edelman at 468-3172.

The Music Department collaborates with the Ukiah Symphony, Les Pfitzenreuter, Director which performs a full subscription season in the Center Theatre. For more information on music activities contact Les Pfitzenreuter.

### Employment

The Career Center receives numerous job orders from employers in the community. The Center can provide referrals for part-time or full-time jobs and internships. It also provides a website listing information on all on-campus student jobs and maintains an online job referral system. The Center also sponsors an annual Career Fair, that invites local employers and allows students to learn about career opportunities and to apply

for job openings. Additional information on job referrals is available at the Career Center located in Mac Millan Hall in Room 1200, or by calling 468-3044.

### Emergency Information

Emergency procedures are conspicuously posted at each college location.

If there is an emergency off campus and a need to contact a student in class, the following campus offices should be contacted for assistance:

- Ukiah 468-3155
- Willits 459-6224
- Lakeport 263-4944

### Cooperative Agencies Resources for Education (CARE)

The Financial Aid/EOPS Office offers CARE Program services. This program is designed for single heads of households receiving AFDC (Aid to Families with Dependent Children) TANF (Temporary Assistance to Needy Families) or CalWORKs (California Work Opportunities and Responsibility to Kids Program) and who have at least one child under the age of 14, are EOPS students, and who are enrolled full time in a vocational program, certificate, AA degree, or four-year degree. CARE provides financial assistance to help with:

- Child Care
- Transportation
- Vehicle Maintenance
- Books and Supplies

For further information about the CARE Program, individuals should call 468-3113.

### Cooperative Work Experience Education

Cooperative Work Experience Education (CWEE) is a term for applied academic courses in which students earn college credit for what they learn on-the-job. There are no prerequisites or concurrent enrollment requirements for these courses, and there are no classroom meetings after the initial orientation.

CWEE is "cooperative" in that college faculty and the students' employers help students develop specific learning objectives that result in meaningful on-the-job educational experiences.

Paid employees, volunteers and even self-employed students can earn college credit for learning or improving skills or knowledge related to their jobs. CWEE can help students develop useful work habits, open doors to new jobs, or help students to acquire skills and knowledge necessary for advancement in their current employment. Internships in various fields are also available, and in some cases students can earn a stipend or wages in select internships.

A maximum of 16 units of CWEE may be used as elective credit for the AA/AS degree. Up to 16 units of 100-level CWEE courses may be accepted as elective credits for transfer to the California State University (CSU) System. Units are awarded based on the achievement of approved learning objectives; additionally, each unit of CWEE requires a paid employee to document 75 hours (about 5 hours/week) over the course of the semester. Volunteers or unpaid interns need to document only 60 hours during the semester.

For more information visit our web site ([www.mendocino.edu](http://www.mendocino.edu); click on "For Students" then "Work Experience Education") or call the CWEE office in Ukiah 468-3047; the Willits Center at 459-6224; or the Lakeport Center at 263-4944.

### Food Services

Schat's Bakery and Cafe is located at the Eagle's Nest on the Ukiah campus, serving an array of specialty coffees and fresh baked goods daily. Lunches include sandwiches, pizza slices, and soups and salads. All of Schat's menu items are made fresh, using wholesome, quality ingredients. Hours are:

Monday-Thursday, 7:00 a.m.- 8:15 pm;

Friday, 7:00 a.m. - 3:00 pm

Vending machines are available at the Ukiah campus and the Lake Center.

### Housing

No on-campus housing is available. Some housing listings may be available through the Office of Student Services.

### Insurance (Accident)

A student accident insurance program is provided for all students who register for classes. This secondary policy covers

students during the time they are enrolled and actively participating in class(es) at the College. The College does not assume any responsibility for student accident or injury beyond the coverage provided by the student accident insurance policy.

### The Learning Center

The Learning Center offers free academic support services for students in a friendly and helpful setting.

### Tutoring Services

- Drop-in Tutoring for math, English, Spanish, and certain other courses - check out the schedule, posted in the Learning Center
- Small group tutoring for most subjects
- One-on-one tutoring for EOPS students
- All at no cost!

### Computer Use

- Computers and printers available for student use

### Testing Services

- Placement Tests for new students
- Extended time testing for students who qualify
- Competency testing for graduation requirements
- Proctored testing services

### Brush-up and Study Aids

- Brush-up and practice materials for math and English
- Study materials for many courses
- Study space for groups (quiet talking allowed)
- Videos and/or DVDs to accompany the textbooks for some math classes. (New videos and/or DVDs are added frequently. Please ask if videos and/or DVDs are available for your math class.)

### Special Services

- Study materials for ESL students
- Grammar videos for brush-up and practice
- Instructor materials on reserve

## STUDENT SERVICES

Come in to see us in Room 770, Lowery Library building or call 468-3046 for more information.

### Computer Labs

Open computer labs for college-related work are available at all three college locations. Before using, students must register for CSC 500.

### Lost & Found

Students should contact the Admissions and Records Office for items lost on the Ukiah campus.

### Library

The College Library, located in the Lowery Building, is a popular place for study and research. Facilities include the main reading room and a periodicals room. Comfortable lounge seating is located in the browsing area where paperbacks, current magazines, and newspapers are displayed.

Equipment available for use in the library includes laptop computers, scanner, color laser printer, black and white laser printer, calculators, photocopiers and microform reader/printers. Electronic research databases are available for student use, as well as traditional print indexes. In addition, Internet terminals provide internet access to students and a wireless network is available for students with their own laptop computers.

The library subscribes to many online databases of full-text magazines, journals, and newspapers. Additional subscription databases with indexes and information are accessible for research both on campus and from off-campus locations. Computer terminals for Internet access are available in the library to registered students and to community members who are current members of the Friends of the Mendocino College Library.

The College Library collects materials that will support and enrich students' classroom learning. The collection includes over 30,000 books and 46,000 eBooks related to courses taught at the College. About 84 periodicals and many newspapers, both local and national, are currently received. Other resources include microforms, college catalogs, and the College archives.

All Mendocino College students who are currently enrolled and attending classes, college faculty, and staff may borrow materials from the library. Borrowing privileges are extended to students only during periods when they are taking classes and to part-time faculty during semesters when they are teaching at the College. Members of the community are welcome to use materials in the library, but must be a current member of the Friends of the Mendocino College Library to check out materials.

For more information please call the:  
Reference Desk: 468-3245 or  
Circulation Desk: 468-3158.

### Matriculation

Matriculation is a process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. The agreement acknowledges responsibilities of both parties to attain those objectives through the College's established programs, policies, and requirements.

On the College's part, the agreement includes providing an admission process; an orientation to college programs, services and procedures; pre-enrollment assessment and counseling; advisement and counseling for course selection; a suitable curricula or program of courses; continuous follow-up on student progress with referral to support services when needed; and a program of institutional research and evaluation.

On the student's part, the agreement includes expression of at least a broad educational intent at entrance and willingness to declare a specific educational objective within a reasonable period of enrollment, diligence in class attendance and completion of assigned course work, and maintenance of progress toward an educational goal according to standards established by the College and the State of California.

### Students Subject to Matriculation Campus Procedure 535.1

All new first time freshmen, first time transfers, and credit students with any Educational Goal are strongly encouraged to participate in Orientation and

Counseling services in their first semester of attendance in order to familiarize themselves with campus programs, services and procedures and to develop an Education Plan. The Education Plan should be completed by the end of the first semester of attendance.

All students planning to enroll in an English or math course (or a course with an English or math prerequisite) are required to take the Placement Tests or complete a Prerequisite Course Equivalency Form, or their registration will be blocked.

### Students Exempted from Matriculation Requirements

Students who are exempted from matriculation requirements may still participate in matriculation activities at their option.

Students who have received a college degree (A.A. or above) are exempt from all matriculation requirements.

### Challenge to Matriculation Policies

Students may appeal any portion of the Matriculation Policies or how they are being implemented, including the development of an Educational Plan, by contacting the Dean of Student Support, Outreach and Retention Office. This includes claims that the process is unlawfully discriminatory or is being applied in such a manner. The Dean of Student Support, Outreach and Retention will investigate the challenge and respond. The process for appealing a prerequisite, including assessment results, is listed under "Academic Information."

### Mathematics, Engineering, Science Achievement (MESA)



The Mathematics, Engineering and Science Achievement (MESA) Program works to increase the number of economically disadvantaged community college students who transfer to four-

year institutions and earn degrees in mathematics, engineering, computer science, and science.

The MESA center provides tutoring, academic excellence workshops, field trips to four-year colleges, leadership workshops, help applying for scholarships, access to summer enrichment programs, a reference library, and computers with internet access. Students who participate in MESA are more likely than other students to transfer to a four-year college/university and to successfully graduate in a math-based field.

For further information about the MESA program, please call the MESA office at 468-3023 or come by Room 403, Ukiah Campus.

## Services to Native American Students

The Native American Outreach Program has been established to assist members of the 16 tribes in Lake and Mendocino counties in accessing college resources. Staff provide academic advising to Native American students and financial aid need analysis for tribal government, BIA, state and federal funds. The staff also work closely with the student club and the Native American Advisory Committee. The staff act as a liaison for Native American students with the various campus offices, administration, faculty, and staff. The NAO office is located in MacMillan Hall. Phone: 468-3223 or email [nativeamerican@mendocino.edu](mailto:nativeamerican@mendocino.edu).

## Student Government

The Associated Students of Mendocino College serve as a vital link of communication between students, administrators, and faculty. It can provide the leadership for initiating new services, activities, and policies for the benefit of students. All registered students are members of the Associated Students of Mendocino College. Its elected officials conduct the business of the Associated Students of Mendocino College and administer its budget, produce programs, and develop services.

Active membership in the Associated Students of Mendocino College consists of those general members who purchase

a Student Body Card at a fee of \$4.00 per semester or \$7.00 per academic year. Privileges of membership include selected discounts for athletic events, concerts, lectures, dances, publications, and Community Extension sponsored events.

## Tech Prep Program of Study

Tech Prep is an articulated program of study beginning in high school and continuing through the community college. It addresses the need expressed by the business community throughout the nation to better train students for employment in a technical career and inevitable, future career shifts brought about by our rapidly changing, technological workplace. Mendocino College currently is working with its feeder high schools in the areas of business, health, child development, administration of justice, teacher preparation, and culinary arts, the largest growing occupational areas in the North Coast region and the nation.

## Transfer Center

The Transfer Center, located in room 1200 at the Mendocino College Ukiah campus, assists students with transfer to four-year colleges and universities by providing catalogs, computer information about specific programs, eligibility requirements, costs of attendance, financial aid, and housing. College applications, transfer requirements, including Transfer Guarantee/Instant Admission/Dual Admission Agreements, and a schedule of visiting college representatives are all available in the Center. A transfer counselor is available to assist students with career planning, selection of a major, development of a personalized Educational Plan, and transfer requirements.

## Veterans Assistance

Students eligible for veterans' benefits while attending college must apply to Admissions and Records for Certification of Enrollment to the Veterans Administration. Certification of Enrollment depends upon the student's being registered in the College, enrolled in classes, and requesting such certification. Fewer than 12 units reduces benefits proportionately:

12 units	full benefits
9 through 11 1/2 units	3/4 benefits
6 through 8 1/2 units	1/2 benefits
3 through 5 1/2 units	varies
fewer than 3 units	varies

In addition to the academic probation and dismissal standards applicable to all students, the Veterans Administration requires that standards of progress be adopted for Certification of Educational Benefits. At Mendocino College, Admissions and Records will notify the VA that satisfactory progress is not being made and will not certify educational benefits eligibility if the veteran has been dismissed due to academic or progress probation regulations. It is the responsibility of veteran students to notify the Office of Admissions and Records of any change in their status. It is important to be aware that benefits will change when courses are dropped.

Additionally, Admissions and Records will notify the VA whenever the veteran's registered units fall below those certified or whenever the veteran withdraws from all classes.

Veterans who are denied certification because of failure to maintain satisfactory academic progress may be required to resolve the problem through the VA Regional Office by an individual counseling appointment with a member of the VA staff.

For further information and assistance, individuals should contact the Office of Admissions and Records.

## Student Rights

1. To have the opportunity to achieve one's maximum potential through access to higher education.
2. To have the freedom to exercise all of the rights of citizenship through free inquiry, expression, and association.
3. To have the right of privacy and confidentiality.
4. To have the right of representation on committees recommending policy and procedure to the Superintendent/President on matters pertaining to, but

## ACADEMIC REGULATIONS

not limited to, academic standards, student services and curriculum.

5. To have the right to receive quality education, including:
  - a. the right to competent instruction in courses and programs offered by the college;
  - b. the right to assistance in overcoming educational, cultural, emotional, economic, and/or physical handicaps or disadvantages which may hinder the educational process;
  - c. the right to receive from each instructor, in writing, on a timely and regular basis, a clear description of each course, outlining the material to be covered, course requirements, including both academic and performance standards and expectations, attendance policies, and methods and standards of grading.
6. To have the right to fair and equal treatment, including, but not limited to, instruction, evaluation, and special services by instructors, staff, students, administrators and trustees.
7. To have the right to procedural due process in disciplinary proceedings and student grievance proceedings.

### Academic Records

A. Students shall have the right to have their academic records treated in a confidential and responsible manner as required by the Family Educational Rights and Privacy Act of 1974 and outlined in Mendocino-Lake district policy which stipulated that any release of student educational records be made with the student's written consent, except where specified.

B. Students have a right to inspect and review the contents of their educational records and to request copies of these records. Student wishing to gain access to his/her educational records will submit a written request to the Director of Admissions and Records requesting the right to inspect and review his/her educational records.

### Due Process

District policy and procedures regarding due process may be obtained from the Office of Student Services.

### Family Educational Rights & Privacy Act

Mendocino College observes the provisions of the Federal Family Educational Rights and Privacy Act, as amended in 1974, as follows:

1. Educational Records of students are not released to any individual or agency without the written consent of the student. Parents may have access to educational records if the student is a dependent under Internal Revenue Service regulations or the requesting parent has signed the special admission form.
2. The Records Officer of the College is the Director of Admissions and Records.
3. Education Records are maintained in the Office of Admissions and Records and include the application for admission, the transcript, add-drop cards, general petitions for permission to carry overloads and the like, petitions for graduation, official evaluations of student progress towards a degree, certification of general education requirements, DD-214 (Vets), high school transcript, other college transcripts, petitions for credit for military experience with the supporting documents, validations documents for grade changes, and high school advanced placement form.
4. Students have a right to review such material to determine its accuracy. Official requests for such review should be made, in writing, to the Office of Admissions and Records at least three full working days in advance.
5. Students have a right to challenge the accuracy of such records. However, the grade assigned by a faculty member cannot be changed by this process unless an error is evident. Students desiring to request or challenge a grade should submit an Academic Review Petition, obtainable from the Office of Admissions and Records.

6. College officials and teachers have access under the law to the Education Records of Students.
7. A Record of Access is maintained on each student's Educational Records. The Record of Access is available for inspection by the student.
8. Directory information may be released to individuals or groups, including the following: the high school of graduation, other colleges, newspapers, official agencies of federal, state or local government, or teachers, administrators and staff of Mendocino College having a legitimate interest in the student. Directory information includes only student's name, date and place of birth, major field of study, participation in activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards, and the most recent school attended. Any student may, by completing a Prior Consent in Admissions and Records, notify that office not to release any or all of the directory information without prior consent.

### Student Grievances

Student complaints which deal with State regulation, Titles VI and VII of the Civil Rights Act, Title IX of the Educational Amendment of 1972, or Section 504 of the Rehabilitation Act of 1973 shall be handled by the college's Director of Human Resources.

Student grievances involving the interpretation, application, or alleged violation of the College's rules, regulations, policies, and procedures shall be addressed in accordance with the College's Student Grievance and Due Process Policy and Procedures (Board Policy 534). For further information, contact the Dean of Student Support, Outreach and Retention, Room 1000 MacMillan Hall or at 468-3105.

### Sexual Harassment Policy

The District has a board approved sexual harassment policy available in the President's office, the Ukiah library, the Office of Student Services and online at [www.mendocino.edu](http://www.mendocino.edu).

## Unlawful Discrimination

In compliance with State and Federal law, unlawful discrimination is prohibited in all education and employment practices of the Mendocino-Lake Community College District. Unlawful discrimination is defined as discrimination on the basis of race, color, religion, sex (including sexual harassment), marital status, national origin, age, physical or mental disability, sexual orientation, or Vietnam Veteran status. It also includes any act of retaliation against an individual filing a discrimination complaint, participating in the investigation of a complaint, or serving as a witness to a complaint.

This policy pertains to College programs and services, including but not limited to academic admission, financial aid, educational services, athletics, and in all matters related to employment.

In compliance with the Vocational Education Act of 1963, as amended by Title II of the Educational Amendments of 1976, the College is committed to overcoming sex discrimination and sex stereotyping in vocational programs. Also, limited English proficiency may not be a barrier to participating in any College class or program.

Complaints of unlawful discrimination or related questions may be directed to Karen Chaty, Director of Personnel Services, Mac-Millan Hall, Room 1050, (707) 468-3065.

## Conocimiento Del Idioma Inglés:

Según las leyes federales tocante a los derechos civiles, toda oportunidad educativa será ofrecida sin ningún aspecto concerniente a raza, color, origen nacional, sexo o incapacidad.

De acuerdo con estas mismas leyes, la falta del idioma Inglés no será un obstáculo para poder matricularse en el colegio.

El colegio tiene personal bilingüe para servirle durante las horas de negocio.

## Student Responsibilities

This statement of rights and responsibilities is designed to clarify those rights which the student may expect to enjoy,

and the obligations which admission to the College places upon the student. The submission of an application for admission to Mendocino College represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules and regulations of the community college, the State of California, and the Federal Government. In turn, College approval of that application represents the extension of a privilege to join the College community and to remain a part of it so long as the student meets required academic and behavior standards.

Students are guaranteed the privileges of exercising their rights without fear or prejudice. Such rights include the following:

### Student Responsibilities

1. To be knowledgeable of and comply with the directives, regulations, and laws established by the Board of Governors, the Board of Trustees, the College Administration and the Associated Students of Mendocino College.
2. To respect the rights of individuals and groups to independent action as long as the exercise of these rights does not interfere with the parallel rights of others, including the avoidance of any action or actions which may interfere with the educational processes of the College.
3. To be knowledgeable of and comply with the directives, regulations and laws of duly constituted civil authorities.

### Academic Honesty Guidelines

Students are required to adhere to the College's Academic Honesty Guidelines 533.2. Students are expected to avoid any type of dishonesty including, but not limited to the following:

1. Plagiarism (copying someone else's sentences or phrases, using another author's ideas without acknowledgment of the source, re-writing a research paper that incorporates significant material from a paper written by another person, submitting a research paper borrowed from another student or commercial use)

2. Cheating
3. Fabrication
4. Duplication of assignments
5. Aiding in dishonesty

When an instructor is confronted with evidence of academic dishonesty, s/ he will take appropriate action against the student. This action may include: reassignment of the research paper, exam, or project; assignment of a failing grade for the paper, exam or project, or a failing grade for the course; or recommendation to the Superintendent/President for dismissal from the course.

Specific information on academic honesty may be obtained in the Academic Honesty Guidelines 533.2 available from the Office of the Dean of Student Support, Outreach and Retention.



### Alcohol & Drug Use Policy

**Mendocino College is a drug/alcohol-free campus.**

We ask you to actively support the creation of a drug and alcohol-free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse.

**District Policy #511:** It is the policy of the Board of Trustees to prohibit possession, consumption, selling, giving or delivering, of alcoholic beverages in any form by any person on the College grounds, or at official college activities, or the coming on the grounds or to official activities of any person who is disruptive due to the influence of alcohol. Possible arrest and campus discipline up to and including expulsion may result

## ACADEMIC REGULATIONS

for those persons violating this policy. The same policy prohibits the possession, consumption, selling, giving, or delivering of illegal drugs including the use on campus or at campus events of marijuana for “medicinal” purposes. The use of narcotics, hallucinogenic drugs or alcohol is also prohibited, per California Education Code 87011 and 88022. Such controlled substances include cocaine, marijuana, LSD, heroin, methadone, mescaline, peyote, and methaqualone, among others.

For more detailed information and a listing of assistance programs contact the Dean of Student Support, Outreach and Retention, Room 1000, MacMillan Hall or at 468-3105.

### Animals on Campus

The college does not permit animals on campus except as provided for in Policy 318. At no time should dogs be left in vehicles. Animals will be controlled by the local Animal Control Department. Questions on college and municipal regulations in this area should be directed to the Campus Security Office. Copies of the Animals on Campus policy are available online at [www.mendocino.edu](http://www.mendocino.edu).

### College Records

It is the responsibility of each student to:

1. Inform Admissions and Records of changes in personal data.
2. Withdraw officially from the college or drop classes when he or she stops attending and to observe established deadlines.
3. Submit legal, not fraudulent, documents.
4. Repay any money received or owed as a result of the submission of fraudulent documentation or any other reason.

### Student Conduct

Each student is considered a responsible adult and it is assumed that each will maintain standards of conduct appropriate to membership in the college community. Emphasis at Mendocino College is placed on standards of student conduct rather than on limits or restrictions of students.

Specific information on student conduct is addressed in the College’s Student Conduct Policy 533.1 available in the Office of the Dean of Student Support, Outreach

and Retention in Ukiah or at the Lake and Willits Centers, and online at [www.mendocino.edu](http://www.mendocino.edu).

### Parking

Parking is available at the Ukiah campus only between the hours of 7 a.m. and 10 pm daily. At the Willits and Lake Centers limited campus parking and on-street parking are available.

Students and college employees are expected to observe all campus regulations and the California Vehicle Code. Cars must be parked in designated spaces in the parking lots. Cars parked illegally will be cited and/or towed away at the owner’s expense.

Some parking spaces have been set aside for handicapped persons and are restricted from all other use.

### Smoking and Use of Tobacco Products

In recognition of maintaining a clean and healthful environment, and to reduce fire hazard, smoking and the use of tobacco products will be prohibited on all District property except as listed in the Board Policy 305. Tobacco products mean any tobacco cigarette, cigar, pipe tobacco, smokeless tobacco, snuff or any other form of tobacco which may be utilized for smoking, chewing, inhalation, or other manner of ingestion. Copies of the Smoking Policy may be obtained in the Office of Student Services, or online at [www.mendocino.edu](http://www.mendocino.edu).

## Transfer Credit

### Prior College Work

A student who presents an official transcript of previous college or university credit may receive credit toward the associate degree from Mendocino College, if the institution was accredited at the time of attendance.

Credit may also be allowed for other learning experiences. (See “Evaluation of Non-Traditional Learning”). Twelve units in residence is required before transfer credit is valid for graduation requirements. Evaluation will take four to six weeks to complete. Please plan accordingly.

## Evaluation of Non-Traditional Learning

### General Information

Mendocino College recognizes that people have equivalent learning experiences through many non-traditional learning opportunities. Policies for providing such evaluations include: Credit by examination, formal military service schools, and military service.

The Office of Admissions and Records will evaluate all non-traditional school credit upon a student’s admission to Mendocino College and submission of the appropriate documents. The maximum credit for all non-traditional credit accepted by Mendocino College may not exceed twenty-four (24) semester credits.

Students planning to transfer to a four-year college or university should note that non-traditional credit accepted by Mendocino College may not be acceptable to the transfer institution. It is advisable to check with the college you plan to transfer to for their policies on non-traditional credit. Re-evaluation at the four-year institution may be of advantage to the transfer student since upper division credit may be allowed.

### Formal Military Service Schools

Elective college units may be allowed for the successful completion of college-level training in formal service schools as recommended by The Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education. Veterans should bring copies of all documents relating to their military training to Admissions and Records.

### Military Service

Mendocino College will grant six (6) elective units for military service if the person has: (a) spent at least one year in active service, and (b) has not received a dishonorable discharge. Active duty personnel should submit a copy of DD Form 295 (veterans submit DD214) to the Office of Admissions and Records for evaluation.

### Advanced Placement Examinations (AP Exams)

Mendocino College grants credit for successful completion of examinations of

the College Board's Advanced Placement Program. Students may earn credit for Advanced Placement (AP) Exams in which they earn a score of three, four, or five. The number of units and how they meet specific academic content requirements are available from the Office of Admissions and Records and on the college website. Scores are submitted by the student to the same office for evaluation.

**CLEP credit may be available. Submit score to the Office of Admissions and Records for review.**

## Academic Standards & Policies

### Attendance

Regular attendance promotes success in class activities. Therefore, students are expected to attend all sessions of each class in which they are enrolled. A student may be considered excessively absent from a class when the cumulative absences exceed the total number of hours that the class meets during a week. Each instructor establishes his/her own attendance standards; the instructor must make the attendance standards known at the first class. Students should make certain they understand the standard to be met in each class.

College activities such as athletic events, student government conferences, music festivals, field trips, and similar sanctioned activities are approved instructional activities. However, this should not be interpreted to mean that a student is excused from class assignment. It is the student's responsibility to consult with each instructor prior to the absence to clarify what work must be done for each class and the deadline for completion of the work to the instructor's satisfaction.

A student who ceases to attend a class and fails to submit an official "drop" card in the Office of Admissions and Records or through WebAdvisor before the drop deadline may receive a grade of "F" (see Dropping and Grades of Withdrawal).

### Course Load Limitations

A full student program consists of 12 to 18 semester units. Most full-time students will enroll for an average of 15 units each

semester in order to complete a 60-unit degree program in the recommended four-semester sequence.

A student is expected to spend two hours in preparation for each hour of class lecture or recitation. Generally, if students enroll for 12 units, they should plan to spend at least 24 hours a week for class preparation.

### Field Trip Policy

Throughout each semester and Summer Session, Mendocino-Lake Community College District may sponsor voluntary off-campus, co-curricular field trips and excursions. If students choose to participate, they should be aware that, pursuant to the *California State Code of Regulations*, Sub-Chapter 5, Section 55450, they have agreed to hold the District, its officers, agents and employees harmless from any and all liability or claims which may arise out of, or be in connection with, their participation in the activity.

### Final Examinations

Final examination hours and dates are published on the website. Final examinations for short-term classes are given during the last class meeting.

### Good Standing

The College attempts to keep students informed of their academic standing, i.e., good or deficient in any way. The College stands ready to assist students in increasing their effectiveness in meeting the academic standards they have set for themselves and/or are required to achieve to ultimately reach graduation. Students are expected to maintain a 2.0 (C) grade point average on all work in order to be considered "in good academic standing." Students planning to transfer to a higher institution of learning must not have less than a 2.0 cumulative grade point average.

### Grades & Grade Points

All grades awarded at Mendocino College conform to the following:

SYMBOL	DEFINITION	GRADE POINTS PER UNIT
A	Excellent	4
B	Good	3
C	Satisfactory	2

D	Passing, less than satisfactory	1
F	Failing	0
P	Pass (at least Grade C or better—units awarded not counted in GPA)	0
NP	No Pass (less than satisfactory, or failing - units not counted in GPA)	0
I	Incomplete	0
IP	In Progress	0
W	Withdrawal	0
MW	Military Withdrawal	0

### Grade Point Average

The cumulative grade point average (GPA) is computed by dividing the total number of units a student has attempted into the total number of grade points the student has earned.

Units for which symbols of W, P, NP, I, or IP are assigned are not counted in units attempted.

### Incomplete

Incomplete academic work for unforeseeable, emergency or justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record is given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one year following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points.

### In Progress

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but

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ADVANCED PLACEMENT TESTS

**COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS**

Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU and AA general education (GE) and/or major requirements. Students must submit exam results from the College Board to the Admissions and Records Office for use toward AA or GE patterns. Course credit and units granted at Mendocino College may differ from course credit and units granted by a transfer institution.

EXAM	AA (MAJOR AND/OR GE) FOR MC	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
Art History	ART-201, 202; 6 semester units	C1 or C2; 3 semester units	6 semester units	3A; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
Art Studio – General Portfolio	ART-213, 214; 6 semester units	None	3 semester units	None	8 quarter/ 5.3 semester units
Art Studio – Drawing Portfolio	ART-210; 6 semester units	None	3 semester units	None	8 quarter/ 5.3 semester units
Biology	BIO-200; 6 semester units	B2 & B3; 4 semester units	6 semester units	5B w/lab; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
Chemistry	CHM-200; 6 semester units	B1 & B3; 4 semester units	6 semester units	5A w/lab; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
Computer Science – A Test	CSC-208; 6 semester units	None	3 semester units	None	2 quarter/1.3 semester units
Computer Science – AB Test	CSC-208, 209; 6 semester units	None <i>Removed from GE Breadth F09</i>	6 semester units	None	4 quarter/2.7 semester units, <i>AB always supersedes A</i>
Economics - Macroeconomics	ECO-200; 6 semester units	D2; 3 semester units	3 semester units	4B; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
Economics - Microeconomics	ECO-201; 6 semester units	D2; 3 semester units	3 semester units	4B; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
English – Language & Composition	ENG-200; 6 semester units	A2; 3 semester units	6 semester units	1A; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
English – Composition & Literature	ENG-200, 201; 6 semester units	A2 & C2; 6 semester units	6 semester units	1A, 3B; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
Environmental Science	No Course Equivalent; None	B2, B3; 4 semester units <i>Removed from GE Breadth F09</i>	4 semester units	5A w/lab; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
Environmental Science	No Course Equivalent; None	B1, B3; 4 semester units <i>Added to GE Breadth F09</i>	4 semester units	5A w/lab; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
French Language (Score = 3,4)	FRN-200, 201; 6 semester units	C2; 3 semester units	6 semester units	6A; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
French Language (Score = 5)	FRN, 200, 201, 202 6 semester units	C2; 3 semester units	6 semester units	6A, 3B; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
French Literature	No Course Equivalent; 6 semester units	C2; 3 semester units <i>Removed from GE Breadth F09</i>	6 semester units	3B; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
German Language	No Course Equivalent; None	C2; 3 semester units	6 semester units		
Government & Politics - American	No Course Equivalent; 6 semester units	D8 & US-2; 3 semester units	3 semester units	4H; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
Government & Politics - Comparative	No Course Equivalent; 6 semester units	D8; 3 semester units	3 semester units	4H; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units

ADVANCED PLACEMENT TESTS

EXAM	AA (MAJOR AND/OR GE) FOR MC	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
History - American	No Course Equivalent; 6 semester units	C2 or D6 & US-1; 3 semester units	6 semester units	3B/4F; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
History - European	No Course Equivalent; 6 semester units	C2 or D6; 3 semester units	6 semester units	3B/4F; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units
Human Geography	No Course Equivalent; None	D5; 3 semester units	3 semester units	4E; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
Italian Language & Culture	No Course Equivalent; None	C2; 3 semester units <i>Removed from GE Breadth F10</i>	6 semester units	3B and 6A; 4 quarter/ 2.7 semester units	8 quarter/5.3 semester units
Japanese Language & Culture	No Course Equivalent; None	C2; 3 semester units	6 semester units	3B and 6A; 4 quarter/ 2.7 semester units	8 quarter/5.3 semester units
Latin Literature	No Course Equivalent; None	C2; 3 semester units <i>Removed from GE Breadth F09</i>	6 semester units	3B and 6A; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
Latin – Vergil	No Course Equivalent; None	C2; 3 semester units	3 semester units	3B and 6A; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
Mathematics - AB Test	MTH-210; 5 semester units	B4; 3 semester units	3 semester units	2A; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units <i>maximum for all exams</i>
Mathematics - BC Test	MTH-210, 211; 5 semester units	B4; 3 semester units	6 semester units	2A; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units <i>maximum for all Mathematics exams; 4 quarter/2.7 semester units max between AB and AB subscore</i>
Mathematics - Statistics	MTH-220; 4 semester units	B4; 3 semester units	3 semester units	2A; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
Music - Theory	No Course Equivalent; 6 semester units	C1; 3 semester units <i>Removed from GE Breadth F09</i>	6 semester units	None	8 quarter/ 5.3 semester units
Physics - B Test	No Course Equivalent; 6 semester units	B1, B3; 4 semester units	6 semester units	5A w/lab; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units <i>maximum for all Physics exams</i>
Physics - C Test	No Course Equivalent; 6 semester units	B1, B3; 4 semester units	4 semester units	5A w/ lab; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units <i>maximum for all Physics exams</i>
Psychology	PSY-205; 3 semester units	D; 3 semester units	3 semester units	4I; 4 quarter/ 2.7 semester units	4 quarter/2.7 semester units
Spanish – Language (Score = 3, 4)	SPN-200, 201; 6 semester units	C2; 3 semester units	6 semester units	6A, 3B; 4 quarter/ 2.7 semester units	8 quarter/ 5.3 semester units

**AA:** Students should be aware that in some cases, Advanced Placement examinations are equated to a Mendocino College course. A student who receives credit for an Advanced Placement examination and then takes the equivalent Mendocino College course will have the unit credit for such duplication deducted prior to being awarded the AA degree. Credit granted for completion of Advanced Placement examinations shall be noted and listed on the student's Mendocino College transcript with equivalent Mendocino College course (if applicable), associated units and no grade.

**CSU GE:** The Advanced Placement examinations may be incorporated into the certification of CSU General Education – Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note, individual CSU campuses may choose to grant more units than those specified toward completion of the General Education – Breadth requirements.

**IGETC:** Advanced Placement exams must be used in the area indicated regardless of where the certifying CCC's discipline is located.

## ACADEMIC REGULATIONS

that assignment of a substantive grade must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages.

The “IP” grade may be used only in specified and approved non-census courses that overlap two semesters.

### Withdrawal

See Dropping and Grades of Withdrawal.

### Semester Honors List

To earn the semester honors designation students must complete—in one semester—a total of twelve (12) units to include no grade of D or F. Pass/no pass grades are not considered as part of the twelve units. The designations are:

Honors List	3.16 GPA
Dean’s List	3.50 GPA
President’s List	3.75GPA
Highest Honors	4.00 GPA

### Grade Changes

In any course of instruction at Mendocino College for which grades are awarded, the instructor of the course shall determine the grade to be awarded to each student. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence as per California Education Code. Students who feel that they received an incorrect grade should first seek to resolve this directly with the instructor. If this is unsuccessful, students may appeal the decision by submitting a petition to the Office of Admissions and Records.

Any change of a grade, including corrections or requests for a late withdrawal, shall only be allowed for a request initiated within one year following the end of the term in which it was awarded. Exceptions to the one-year limit on grade changes may be requested by petition if extenuating circumstances exist. Extenuating circumstances are verified cases of accident, illnesses, or

other circumstances beyond the control of the student as defined in the California Education Code. Documentation of the extenuating circumstances is required. All petitions are initiated through the Office of Admissions and Records.

Responsibility for monitoring personal academic records rests with the student.

### Grade Reports

Final grade reports are prepared at the end of each semester. Grade reports may be obtained at the Office of Admissions and Records or at the counseling offices in Ukiah, or at the off campus centers in Lakeport and Willits. Grades are available on WebAdvisor. Grade reports are not mailed to students.

### Graduation

The College has a formal commencement ceremony each year for students completing one-year and two-year curricula. Attendance at this formal ceremony is not required, but it is recommended for all students. All students wishing to graduate must file a “Petition for Graduation” at Admissions and Records, the dates for which are now included on our Academic Calendars.

Students earning a cumulative grade point average of one of the four honor designations will be so recognized upon graduation. Honors are not awarded for Certificates of Achievement.

If there are any questions on graduation requirements, please contact the Office of Admissions and Records or Counseling Department.

### Auditing Classes

Students are allowed to register as auditors in a limited number of classes where the course repetition policy applies if they have previously enrolled for credit for the maximum number of times allowed for the particular course.

The auditing fee is \$15 per semester unit plus the student health fee. Students enrolled in credit courses for six or more units shall not be charged a fee to audit three or fewer semester units per semester. Auditing conditions are as follows:

1. Auditors must meet the course prerequisites.

2. Admission to the class is subject to instructor discretion. Faculty must sign an audit card to show approval for students to attend class as an auditor on a space-available basis. Under no circumstances will an auditor be given preference over a student enrolled for credit. For K-12 students, no Advanced Placement form is required.
3. Auditor status is allowed only if: a) the student has exhausted the repeat possibilities available to a credit student; or b) for certain specified courses, instruction could not occur without the participation of the student.
4. Auditors will be allowed to register only after the second class meeting.
5. Students auditing the class will not be considered in the number needed for a class to continue.
6. A transcript of record will not be maintained.
7. Auditors shall provide their own class materials.
8. Auditors may not change their status in the course from auditor to credit student or the reverse.
9. Refunds of auditing fees will be made according to the existing College refund policy.

Information about which courses are designated for audit and specific procedures may be obtained from the Office of Instruction, Admissions and Records Office or College Centers.

### Pass/No Pass Grading

Pass/No Pass grades exist to permit students the opportunity to explore classes in which they are interested without undue concern for their grade point average. This policy also recognizes that a standard letter grade may not always measure the value of a course to an individual and that knowledge gained by repeated effort is not necessarily inferior to knowledge gained on the first attempt.

Courses at Mendocino College are offered in either of the following categories:

1. Courses wherein all students are evaluated on a pass/no pass basis only. Such courses are designated in the course description section.
2. Courses wherein each student may



## Useful Phone Numbers

As a prospective student, you are invited to call any of our offices for further information on Mendocino College programs and services:

All phone numbers are within the 707 area code:

Admissions & Records • 468-3101

Assessments • 468-3046

Athletics • 468-3036

Bookstore • 468-3058

Career Planning • 468-3044

Child Development Center •  
468-3089

Community Extension • 468-3063

Counseling Office • 468-3048

Disability Resource Center •  
468-3031

Distance Education • 468-3002

Extended Opportunity Programs and  
Services • 468-3113

Financial Aid • 468-3110

Job Placement • 468-3044

Lake Center • 263-4944 or  
468-3084

Learning Center • 468-3046

Library • 468-3053

Online Classes • 467-1024

Scholarships • 468-3105

Transfer Center • 468-3045

Tutoring • 468-3046

Willits Center • 459-6224 or  
468-3082

elect no later than the end of the fifth (5th) week of instruction, or 30% of the short term course, whether the evaluation will be on a pass/no pass basis. Appropriate forms must be completed and filed with the Office of Admissions and Records by the deadline indicated; otherwise, evaluation will be on a letter grade basis. Students may not revert back to the letter grade option after filing the Pass/no pass option form.

The following regulations apply to all pass/no pass courses and grades. The P grade represents a letter grade of A, B, or C. The NP grade represents a D or F letter grade.

1. Units earned on a pass/no pass basis shall not be used to calculate grade point averages. If a course is transferable with a letter grade, it is also transferable with a credit grade, subject to the limitations imposed by the transfer institution. However, units attempted for which "NP" is recorded shall be considered in progress probation and dismissal procedures.
2. A maximum of nine (9) semester units of pass/no pass may be counted in satisfaction of Mendocino College degree requirements.
3. Whenever courses are offered in which there is a single satisfactory standard of performance for which unit credit is assigned, the pass/no pass grading system shall be used to the exclusion of other grades. Credit shall be assigned for meeting that standard; no credit for failure to do so.
4. Courses required in a student's major cannot be taken for pass/no pass.

### Credit by Examination

Credit by examination enables students to use their acquired knowledge, abilities and competencies to challenge certain existing courses for units. The examination may include oral, written, or skill tests, or a combination of all three, and will be sufficiently comprehensive to determine that the student has essentially the same knowledge and skills as a student who successfully completes the course.

Students may petition for credit by examination. Appropriate application forms are available from the Office of Instruction.

1. Credit by examination may be granted only:
  - a. To a student who is currently enrolled at Mendocino College.
  - b. To a student not on academic probation.
  - c. To a student who has not earned college credit in more advanced subject matter.
  - d. To a student who has met identified prerequisite(s)/corequisite(s).
2. The student's academic record shall be clearly annotated to reflect that the units and grades were earned by examination.
3. Units earned under credit by examination shall not be counted in determining the 12 semester units of resident credit needed for an Associate Degree.
4. Units earned under credit by examination are not considered part of the student's official program and will not be used for registration certification to Social Security, the Veterans Administration, or similar agencies.
5. Credit by examination can only be taken for a letter grade with the exception of those courses designated for pass/no pass only. Courses taken for credit by examination meet major requirements, except those courses designated pass/no pass only.
6. Courses where credit by examination is earned may not be repeated for credit by classroom attendance unless a substandard grade is earned (D, F or NC). A grade of incomplete may not be assigned.
7. Each course designated may be taken as credit by examination only once.
8. The petition for credit by examination must be made prior to the end of the fourth week. The examination must be administered prior to the last day of the final examination period.
9. A maximum of 12 units of credit may be earned by examination.
10. The Superintendent/President establishes credit by exam fees in accordance with applicable law.

## ACADEMIC REGULATIONS

These are non-refundable.

11. Withdrawal from credit by examination is authorized under the same regulations as regular courses.

A list of courses approved for credit by examination is available from the Office of Admissions and Records.

### High School Articulation

Through the Tech Prep program, the College works with district high schools to articulate certain high school courses. Consult a counselor for further information.

### Incompletes

Incomplete academic work for unforeseeable, emergency or justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record is given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one year following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points.

### Independent Study

Independent Study courses (numbered 199 and titled Independent Study) are intended to permit students to explore advanced areas of interest independent of the usual classroom or laboratory instructional setting. Student and instructor agree upon a program of study, research, reading, or activity which is typically individually tailored to needs and interest of the student.

The student and faculty member must agree to the guidelines outlined on the Independent Studies Proposal which the student pursues independent of the

sustained contact with the instructor which a lecture class or laboratory affords. However, the instructor is responsible for providing advice and guidance as required, and for evaluating student performance.

Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course, according to the following formula:

.5 unit	-	24 hours / semester
1.0 unit	-	48 hours / semester
2.0 units	-	96 hours / semester
3.0 units	-	144 hours / semester
4.0 units	-	192 hours / semester

Independent Study courses are available through most departments and may be taken four times in a single department, provided there is no duplication of topics. Once the student has identified an instructor willing to supervise his/her Independent Study program, the Independent Studies Proposal, available from the Instruction office, must be submitted to the appropriate Dean, Director of Admissions and Records and Vice President of Education and Student Services for approval.

### Class Changes Adding Classes

Students may continue to enroll in semester-length courses through the second week of instruction, subject to space availability. During the first week, faculty signatures are not required, except in closed classes. Beginning with the second week, faculty signatures are required.

### Cancellation of Classes

The College reserves the right to cancel planned or scheduled classes due to insufficient enrollment, inability to assign a qualified instructor, or for other circumstances unforeseen at the time of the schedule publication. In the event a class is cancelled, efforts are made to help students relocate in other classes consistent with their needs.

### Dropping and Grades of Withdrawal

Once a student enrolls, a grade will be assigned for any class that is not dropped. (Section 51306, Title 5)

A student may drop any course prior to the end of the fourth week (or by 30% of the course, whichever is less) without any notation being placed on the permanent academic record.

Drops occurring between the dates allowed by the Academic Calendar will be noted on the permanent academic records as "W." "W" is used for determining Progress Probation and Progress Dismissal. (See the Academic Calendar for the last date to receive a "W" notation.)

Under extenuating circumstances (verified cases of accidents, illness, injury preventing attendance or other circumstances beyond the control of the student), a student may petition the Director of Admissions and Records for a retroactive drop resulting in a grade of "W." Any change of a grade, including corrections or requests for a late withdrawal, shall only be allowed for a request initiated within one year following the end of the term in which it was awarded. Exceptions to the one-year limit on grade changes may be requested by petition if extenuating circumstances exist. In the event of approval and after consultation with the instructor, the course grade will be changed to a "W."

WebAdvisor may be used to drop a class during the allowed drop period or the student may submit a completed drop card at Admissions and Records at the Ukiah Campus, or the Lake or Willits Centers.

A student may withdraw from all classes by submitting a request in writing to the Office of Admissions and Records by the deadline.

Military Withdrawal occurs when a student is an active or reserve member in the United States Military Services and receives orders compelling a withdrawal from courses. Upon verification of such orders, a "MW" symbol will be assigned, if after the drop period. "MW" is not used in progress probation calculations.

No more than three "W" grades are allowed per course.

### Course Repetition

A student may not repeat a course for units toward graduation in which he/she has received a grade of "C" or higher.

If a student receives a grade of “D,” “F” or “NP,” the student may repeat the course once and receive a new grade; however, the listing of the original grade will remain on the student’s permanent record. A student may repeat a second time through the petition process. The course repetition will be annotated on the transcript and all work will remain legible insuring a true and complete academic history. The units of the original course will not be counted toward graduation and will not be included in computing grade point average. The repetition of course policy, applies to courses taken in other accredited colleges or universities and similar policies at other colleges and universities will be honored.

### Course Repetition Special Circumstances

Title 5, section 55763 permits repetition of courses where substandard grades have not been received when the repetition is necessary for a student to meet legally mandated training requirements as a condition of continued paid or volunteer employment. “Substandard” is defined as D, F, or NP. The grade received each time shall be included for purposes of calculating the student’s grade point average.

Title 5, section 58161 allows repetition of courses where substandard work grades have not been received in cases of special circumstances and only by petition of the student and approved by the Office of Admissions and Records. Special circumstances are defined as when the college district:

1. finds that the student’s previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student; or
2. has determined that a student should repeat a course because there has been a significant lapse of time since the student previously took the course.

Grades awarded for courses repeated under this section shall not be counted in calculating a student’s grade point average.

### Open Courses

The policy of Mendocino -Lake Community College District is that, unless specifically exempted by statute or regulation, every course, course section, or class reported for state apportionment, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Sub-chapter 1 of Chapter 6 of Title V as contained in the California Code of Regulations.

### Probation & Disqualification Standards

**Academic Probation** - A student who has attempted at least 12 cumulative semester units at Mendocino College as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average of less than 2.0 in all units which were graded on the basis of the Mendocino College grading scale.

**Progress Probation** - A student who was enrolled in a total of at least 12 cumulative semester units at Mendocino College as shown by the official academic record shall be placed on progress probation when the percentage of all units in which entries of “W”, “I” and “NC” are recorded reaches or exceeds 50%.

### Removal from Probation

**Academic Probation** - The student on Academic Probation for a grade point deficiency shall be removed from probation when the cumulative grade point average is 2.0 or higher.

**Progress Probation** - Because of excess units for which entries of “W”, “I” and “NC” are recorded, a student on progress probation shall be removed from probation when the percentage of units in this category drops below 50%.

Students may be removed from probation only when the grade point average or progress probation grades come up to the standards required.

### Dismissal

#### Standards for Dismissal

For purposes of this section, semesters shall be considered consecutive on the basis of the student’s enrollment.

1. A student who is on academic probation will be dismissed if the student earns a cumulative grade point average of 1.99 or less in all units attempted in each of three consecutive semesters, in courses which were graded on the basis of Mendocino College grading scale.
2. A student who is on progress probation will be dismissed if the percentage of units in which the student has been enrolled for which entries of “W”, “I” and “NP” are recorded in at least three consecutive semesters reaches or exceeds 50%.
3. Students will be dismissed only at the end of the Spring Semester.
4. Dismissed students may attend summer session to try to eliminate academic or progress deficiencies.

#### Notification of Probation and Dismissal

1. Notification of probation and dismissal will be mailed to the student at his/her address of record within a month of distribution of the previous semester’s grades. The student will be advised, on the notification of probation, how to remove the probation or dismissal status.
2. Students notified of dismissal have the right to appeal the dismissal through the Academic Review Petition. The petition is available from Admissions and Records and should identify any extenuating circumstances (e.g., serious illness, death in immediate family) that led to disqualification.
3. The Petition for Appeal must be completed and submitted by the last working day of July for consideration by the Academic Review committees.

#### Reinstatement

1. Students who have been dismissed from Mendocino College may apply for reinstatement through their counselor after sitting out for one semester. The counselor will notify

## ACADEMIC REGULATIONS

Admissions and Records to remove the restriction to register which will allow the student access to class enrollment.

2. Dismissed students may attend Summer Session to improve their deficiencies for readmission.

### Academic Renewal Regulations

When previously recorded college work is substandard (grades of “D”, “F”, or “No Pass”), and not reflective of the student’s present level of demonstrated ability, a student may petition the Director of Admissions and Records to have the substandard college work disregarded. To petition, the following conditions must be met:

1. Two academic years have elapsed since the substandard work was recorded, and
2. The student has subsequently completed 15.0 units of college work at Mendocino College or at another institution with a grade point average of 2.0.

The Mendocino College permanent academic record shall be annotated in such a manner that all course work remains legible. College work from another institution is not annotated in any manner by Mendocino College, but the result of the renewal will be counted for scholarship or graduation requirements.

The student may request up to 24 total units of substandard work be annotated and not considered in the computation of the student’s grade point average or requirements for the degree.

Academic renewal cannot be used to set aside semesters containing units or course work which has been used to meet graduation requirements. Academic renewal cannot be used to raise the grade point average in order to qualify for graduation with honors unless the student goes through an appeal process, through the Academic Review Committee, and that committee grants the right to honors.

### Revisions of Catalog Regulations

#### College Regulations

The policies and administrative regulations of Mendocino College are contained in the Board Policy Manual adopted by the Board of Trustees on an on-going process, and in official publications and procedures of the District. Since the procedures governing the operations of the College are subject to regular review and change because of changing local, state and federal regulations, the District reserves the right to supersede any published policy or procedure as required.

The College reserves the right at any time to make appropriate changes deemed advisable in the policies and procedures contained in this publication. This Catalog is not intended as a listing of course offerings but rather a reference document containing curricula, programs and courses which may be offered. Students may choose to follow the requirements of the current catalog or the catalog in place when they first enrolled (if they have not been absent for an entire academic year).

#### Changes in Requirements

Mendocino College reserves the right to change academic requirements whenever the authorities deem it necessary. Due notice of any changes affecting student progress or academic requirements will be made, and every step will be taken to ensure that such changes do not cause hardship or inconvenience to students

#### Transcripts

Upon written request of a student, an official transcript of his/her record will be prepared by the Office of Admissions and Records. Transcripts should be sent directly to educational institutions. Cost: \$2.00 per copy, maximum 15 working days; \$5.00 per copy, maximum five working days. The first two copies are free.

#### Unit of Credit

##### Basic Skills Unit Limit

Title V regulation 55756.5 limits units earned in precollegiate basic skills courses (courses numbered 1-14) to a maximum of 30 semester units. However, learning disabled students, students enrolled

in one or more courses in English as a Second Language, and students making satisfactory progress are exempt from the unit limitation.

#### Summer Session

Summer session is designed to allow the student to explore new fields of knowledge, to accelerate academic progress, and to improve learning skills. Summer session courses are intensive and a student is ordinarily counseled to enroll in no more than six units during a summer session.

Due to the concentrated nature of summer session, the usual deadline for dropping classes, withdrawals, and other policies and procedures may vary from the academic school year. Policies and procedures for summer session are issued in bulletins and are available in the Office of Admissions and Records.

### Associate Degree Requirements

The awarding of an Associate Degree represents more than an accumulation of units. It symbolizes a thoughtful attempt on the part of Mendocino College to introduce students to patterns of learning experiences designed to develop specific capabilities and insights.

The college has identified the abilities a graduating student will possess in its Institutional Student Learning Outcomes:

*When you graduate from Mendocino College with an AA or AS degree, you will be able to:*

1. Assume responsibility for your actions, and work effectively as an individual and as a member of a group.
2. Express ideas with clarity, logic, and originality in both spoken and written English.
3. Apply mathematical principles to address and solve problems.
4. Gather and interpret data, using a variety of scientific methods, to address and solve both practical and theoretical problems.
5. Analyze, understand, and evaluate diverse ideas, beliefs, and behaviors.

6. Access, interpret, evaluate, and synthesize information using multiple resources, including current information technology.
7. Enhance physical and psychological well-being by examining and applying health and awareness concepts.
8. Explore and express personal creativity throughout your life.
9. Understand yourself and others as members of our diverse global community.
10. Understand and evaluate issues concerning use of the world's natural resources.

Associate degrees are commonly conferred by community colleges. They are usually of two types, the Associate of Arts and the Associate of Science. The distinction between the Associate of Arts and the Associate of Science degrees lies in the majors. If the major is in the fields of engineering, physical or biological science, or career curricula, the degree conferred is usually an Associate of Science. Otherwise, the Associate of Arts degree is conferred. Beginning in Fall 2011, pursuant to SB 1440, the college also offers AA-T and AS-T degrees which are specifically for transfer to CSUs.

Ordinarily, associate degrees have one of two major purposes. Either the program of study prepares the individual for transfer to a four-year college or university, or the program of study is intended to prepare the student for immediate employment. See descriptions of individual programs for their purposes.

## General Education

An essential part of an Associate Degree, General Education is intended to introduce students to the variety of academic disciplines and ways of knowing in the contemporary intellectual world. General Education requirements reflect the conviction of the College that those who attain an academic degree should possess in common certain basic abilities, skills and attitudes representative of an educated person.

General Education courses are intended to encompass the widest spectrum of key concepts. General Education courses reflect the key concepts and methods of the sciences, the arts and humanities, or

the social sciences. All of the General Education courses are offered at a post-secondary level of instruction. General Education courses do not include course work intended as developmental instruction in basic skills or course work specific to one's academic major.

## Academic Requirements For Associate Degree

Students who maintain status as a "continuing student" may meet the graduation requirements in effect at the time of their admission to the College or, if so desired, requirements in effect at the time of graduation. A student who does not remain in continuous enrollment (absent for two consecutive semesters) is expected to meet the program requirements in effect at the time of readmission.

The Degree of Associate of Arts or Associate of Science will be awarded to all students who complete the minimum requirements and submit a written application for the Degree by the deadline noted on the Academic Calendar.

The following requirements must be met:

### A. TOTAL UNITS & SCHOLARSHIP:

1. Completion of a minimum of 60 semester units of acceptable college credits.
2. Overall grade point average of 2.0, "C", or better in course work at Mendocino College and in all college work.
3. No more than eight (8) semester units of Special Topic courses numbered 88 or 188 may be counted as elective credit towards an associate degree or certificate of achievement.

### B. RESIDENCE:

1. A minimum of 12 units must be completed in residence at Mendocino College. Online courses offered by Mendocino College count toward this requirement.

### C. MAJOR REQUIREMENTS:

1. A minimum of 18 semester units constituting a major in a discipline in one of the transfer or career major sequences as outlined in the appropriate educational program.

## ASSOCIATE DEGREE REQUIREMENTS

2. Courses that are required in a major may also be used toward satisfying General Education requirements.
3. Each course in the major must be completed with a "C" or better.

## D. COMPETENCY REQUIREMENTS FOR ASSOCIATE DEGREE:

Under Title V, Section 55806, effective July 1, 1983, students who are planning to receive an Associate of Arts or Associate of Science Degree from Mendocino College must complete or demonstrate competency requirements in three specific areas. Students should attempt to satisfy competency requirements outlined below during their first semester or year of college attendance. The areas of competencies are Mathematics, Written Expression, and Reading and can be met as follows:

1. MATHEMATICS: A score of 109 or higher on the CTPE or a score of 50 or higher on the CTPC or satisfactory completion of Mathematics 56, 56.2, 121, 200, 210, 211, 212, 220 or 230 with a "C" or better
2. WRITTEN EXPRESSION: Satisfactory completion of English 200 with a "C" or better.
3. READING: Satisfactory completion of English 200 with a "C" or better

## E. INSTITUTIONAL REQUIREMENTS:

1. STUDIES IN CULTURE: Three units selected from: Anthropology 201; Art 201, 202, 206; Child Development 105; English 250, 265; Geography 202; History 205, 206, 207, 208, 220, 222; Music 208; Philosophy 230; Political Science 203; Psychology 220; Sociology 201, 202, 222, 235 or 241; Speech 211; Theatre Arts 206
2. WELLNESS: Three units selected from Biology 245; Child Development 200; Health 55, 103, 114, 200, 202; Psychology 205, 206; Sociology 210; or three unit courses which fulfill the CSU General Education Breadth Requirement Area E: Lifelong Understanding and Self Development.

**These Institutional Requirements are not required for AA-T and AS-T degrees.**

## ASSOCIATE DEGREE REQUIREMENTS

### F. GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREE:

Eighteen semester units of general education from areas (A) Natural Science, (B) Social and Behavioral Sciences, (C) Humanities, and (D) Language and Rationality

#### AREA A. NATURAL SCIENCES

(Minimum of 3 Units)

Agriculture 95, 108, 204; Anthropology 200; Astronomy 200, 203, 204, 205; Biological Sciences 200, 202, 230, 231, 241, 242, 243, 245, 250, 255, 257, 259; Chemistry 200, 202, 243, 250, 251, 255, 256; Earth Science 200, 201, 206, 208, 210, 211, 212, 222; Geography 206, 212, 222; Geology 201, 208, 210; Natural Resources 100, 200; Physics 202, 210, 211, 214, 215; Psychology 255

#### AREA B. SOCIAL SCIENCES

(Minimum of 6 Units)

1. American Institutions. (3 Units)  
History 202, 203, 207, 208 (210, 211, 212), 250; or Political Science 200, 204  
2. Social and Behavioral Sciences. (3 Units)  
Administration of Justice 105; Anthropology 201; Business 134, 138, 212, 230; Child Development 90, 105, 180, 200, 201; Economics 200, 201; Geography 201, 202; History 188 (formerly 160), 200, 201, 205, 206, 207, 208, 220, 221, 250; Political Science 105, 188, 201, 202, 203, 204; Psychology 181, 188, 190, 205, 206, 212, 215, 216, 218, 220, 250; Sociology 105, 200, 201, 202, 210, 235, 241; Speech 211

#### AREA C. HUMANITIES

(Minimum of 3 Units)

American Sign Language 200, 201, 202, 203; Art 160, 170, 201, 202, 205, 206, 210, 213, 214, 231, 232, 240, 250; Child Development 125; English 201, 210, 225, 245, 246, 250, 265; French 100, 101, 102, 103, 200, 201, 202, 203; History 205, 206, 222; Humanities 200; Journalism 180, 200; Music 200, 201A, 201B, 202A, 202B, 203, 204, 207, 208, 209, 210 or 212 or 214, 220, 230, 232, 252, 256, 260, 272, 276, 278, 280, 285; Philosophy 210, 220, 230; Sociology 222; Spanish 100, 101, 102, 103, 104, 200, 201, 202, 203, 210, 211; Theatre Arts 130, 131, 200, 201, 202, 206, 210, 213,

220, 225, 230, 234, 238, 242, 244, 245, 247, 250, 260

#### AREA D. LANGUAGE AND RATIONALITY

(Minimum of 6 Units)

1. English Composition (3 Units)  
English 200
2. Communication & Analytical Thinking (3 Units)  
Alcohol & Other Drugs 154; Business 50; Business Office Technology 170; Computer Science 105, 106, 130, 134, 166, 201, 203, 213, 220, 221, 222; English 205; Human Services 154; Mathematics 56, 121, 200, 210, 211, 212, 214, 215, 220, 230; Speech 200, 210.

### Certificate of Achievement

A Certificate of Achievement recognizes a student's satisfactory completion of an organized program of study. A number of certificate programs are offered for students seeking specialized training in specific fields. Students who complete the series of courses with a grade point average of 2.0 or higher in a certificate program are eligible to apply for the Certificate of Achievement.

Certificate of Achievement programs differ from degree programs in that students are not required to complete the general education requirements and the total number of required units.

## Transfer Information

### Transfer Center

The Transfer Center, located in Room 1200 at the Mendocino College Ukiah campus, is designed to provide students with the most current information to ensure a smooth transition to the four-year universities and colleges. The Center maintains a supply of applications, catalogs and other resource material. Representatives from California State Universities and the University of California systems as well as independent universities, will be available in the Center periodically to meet with students about transferring.

The Transfer Center also sponsors Guaranteed Admission Programs which guarantee admissions to those students completing specified admission criteria for the participating CSU, UC and Independent Schools. Contact the Transfer Center at 468-3044 for more information.

### Articulation

Mendocino College has articulation agreements with the major universities, both public and private. These articulation agreements allow a student to efficiently plan a transfer program in their desired major, in preparation to transfer to a specific university. Mendocino College's articulation with state universities may be found at [www.assist.org](http://www.assist.org). For assistance in interpreting articulation documents, students should see an academic counselor. Students who do not complete preparation for their transfer major may not be accepted to the school of their choice or may extend their time required to graduate.

### Transfer Preparation

Each institution of higher learning has its own requirements for admission and for junior standing. To prepare for continued education, a student must decide which school he/she is going to attend and learn the requirements of that particular school. In no way does this part of the catalog replace the student need to study the current catalog of the college or university to which transfer is planned.

While attending Mendocino College, students who plan to transfer to a university should take the courses required by the institution they are preparing to attend. A list of Mendocino College courses which qualify for baccalaureate credit may be obtained from a counselor or on the Internet at [www.assist.org](http://www.assist.org). The Transfer Center can provide assistance as well.

Courses numbered 100 through 299 are accepted by the California State Universities (CSU) and courses numbered 200 through 299 by the University of California (UC). However, not all courses meet GE requirements.

## CALIFORNIA STATE UNIVERSITY TRANSFER

### Transfer To The California State University System

All 23 campuses of The California State University accept a maximum of 70 semester units of credit in transferable courses completed at a community college. Current admissions requirements are available at [www.csumentor.edu](http://www.csumentor.edu).

The California State University general education requirements are listed in the following section. Mendocino College is authorized to certify at the student's request the fulfillment of these requirements.

Some CSU catalogs indicate additional requirements. Each student is advised to consult the CSU catalog of the campus of his or her choice. Catalogs are available in the Transfer Center or online.

### California State University General Education Requirements

A total of forty-eight (48) semester units are required in General Education to be eligible for a Bachelor's Degree at a California State University and College campus. Nine (9) of these units must be upper division level and earned at the four-year institution granting the degree. Students with high unit majors should check with a counselor for possible modification to CSU General Education requirements.

Mendocino College may certify completion of up to thirty-nine (39) lower division general education units. Courses completed at Mendocino College, or equivalent courses completed at another college and appearing on the College's certification list, may be included in the certification. See a counselor to acquire the appropriate list of courses and rules for completing the CSU GE requirements

### AREA A: COMMUNICATION SKILLS AND CRITICAL THINKING

Minimum of nine units, with one course in Subsections 1, 2 and 3.

1. Oral Communication (3 Units)
2. Written Communication (3 Units)
3. Critical Thinking/Common Fallacies in Reasoning (3 Units)

### AREA B: PHYSICAL AND LIFE SCIENCE/MATH CONCEPTS AND REASONING

Minimum of nine units, with at least one course in subsections 1, 2, and 4.

1. Physical Science (3 Units)
2. Life Sciences (3 Units)
3. Laboratory: At least one course from category 1 or 2 must be a laboratory course as indicated by \*. Students can also take one of the following in conjunction with applicable courses from Category 1 or 2. For more information, please speak to a Mendocino College counselor.
4. Math Concepts and Reasoning (3 Units)

### AREA C: ART, LITERATURE, PHILOSOPHY, FOREIGN LANGUAGE

Minimum of nine units, with at least three units in each Subsection 1 and 2.

1. Fine Arts (3 Units)
2. Humanities (3 Units)

### AREA D: HUMAN SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS

Minimum of nine units with no more than two courses from the same discipline.

### AREA E: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

Minimum of three units.

### CSU Graduation Requirements: US History, Constitution & American Ideals

One course from Area 1 and one course from Area 2 are required to graduate from any CSU campus. These courses may double count in General Education if certified by Mendocino College.

## UNIVERSITY OF CALIFORNIA TRANSFER

### Transfer to the University of California

All nine branches of the University of California accept up to 70 semester units of credit in transferable courses completed at a community college. Current admissions requirements are available at [www.ucop.edu](http://www.ucop.edu).

### Intersegmental General Education Transfer Curriculum (IGETC)

Completion of 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 the University of California system without the need, after transfer, to take additional general education courses to satisfy campus specific lower-division general education requirements.

Completion of the IGETC is not a requirement for transfer to a 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. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus. See a counselor to acquire the appropriate list of courses and the rules for completing the IGETC requirements.

### AREA 1. ENGLISH COMMUNICATION

CSU—Three courses required, one from Group A, B, and C.

UC—Two courses required, one from Group A and B.

**Group A:** English Composition  
One course, three units.

**Group B:** Critical Thinking-English Composition  
One course, three units.

**Group C:** Oral Communication  
One course, three units.

## ASSOCIATE DEGREE REQUIREMENTS

### **AREA 2. MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING**

One course, three semester units.

### **AREA 3. ARTS AND HUMANITIES**

Three courses, nine semester units selected from Subsection A and B. At least three units in each subsection.

A. Fine Arts (3 Units)

B. Humanities (3 Units)

### **AREA 4. SOCIAL AND BEHAVIORAL SCIENCES**

Three courses, nine semester units in at least two disciplines from Area 4.

### **AREA 5. PHYSICAL AND BIOLOGICAL SCIENCES**

Two courses, seven - nine semester units. Select one Physical Science course and one Biological Science course: at least one must include a laboratory.

A. Physical Science (3-4 Units)

B. Biological Sciences (3-4 Units)

### **AREA 6A. LANGUAGE OTHER THAN ENGLISH**

Students transferring to CSU do not have to meet the proficiency in foreign language, however, some CSU campuses require foreign language for completion of a baccalaureate degree. Contact a counselor for more information. Students transferring to UC may meet the foreign language proficiency requirement by completing one course from Area 6A.

In addition, completion of two years of a foreign language in high school with a grade of "C" or better or performance on tests such as earning a minimum score of 550 on an appropriate College Board Achievement Test in a foreign language may meet the proficiency requirement.

### **ORAL COMMUNICATION REQUIREMENT**

Students transferring to UC do not have to meet the Oral Communication requirement.

### **U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS REQUIREMENTS (CSU)**

One course each from Category 1 and Category 2 will meet the graduation requirement for the CSU. Courses used for this purpose may not be used to fulfill IGETC requirements.

Category 1 - U.S. History (3 units):

Category 2 - Government (3 units):

### **AMERICAN HISTORY AND INSTITUTIONS REQUIREMENTS (UC)**

Note: Most UC students meet the American History and Institutions graduation requirement through work completed in high school. Students are advised to consult a counselor to determine how to meet these requirements.

### **Transfer To Independent Colleges And Universities**

Admission requirements of independent colleges and universities vary. Students should consult the transfer school catalog for specific requirements or visit the Transfer Center for admission information.

## Directory of Programs - Associate Degrees

The following are Associate Degree programs for students preparing to transfer to a four-year college or university and for students seeking employment in a specific vocational field. Students wishing to transfer should examine the catalog of the institution they expect to transfer to and consult with a Mendocino College counselor to ensure fulfillment of lower division major and general education requirements at the university of their choice.

*Programs marked with an asterisk (\*) are pending state approval.*

Administration of Justice	English	Mathematics
Agriculture-Horticulture	Ethnic Studies	Music
Alcohol and Other Drugs Studies	Fire Science	Instrumental
Art	Foreign Language	Vocal
Ceramics	French	Natural Resources
Painting	Spanish	Nursing
Weaving	General Studies with Area of Emphasis:	LVN to RN Career Ladder
Automotive Technology	Career Preparation for Business	Registered Nurse
Biological Science	Education	Physical Education/Kinesiology
Business	Humanities	Physical Science
Accounting	Kinesiology & Health	Psychology
Administration	Native American Studies *	Registered Nurse
Management	Natural Science	Sociology for Transfer*
Real Estate	Social Science	Theatre Arts
Business Office Technology	Visual and Performing Arts	Theatre
Administrative Assistant	Health Sciences	Dance
Child Development/Family	Human Services Paraprofessional *	
Relations	Liberal Arts with Area of Emphasis:	
Communication Studies for Transfer*	Education	
Computer Applications and Office	Humanities	
Administration	Kinesiology & Health	
Computer Science	Native American Studies *	
Earth Science	Natural Science	
	Social Science	
	Visual and Performing Arts	

***Certificates on next page***

## Directory of Programs - Certificates

Certificate Programs provide instruction in the skill and knowledge needed to enter and progress in a skilled and semi-professional occupation. Students satisfactorily completing an approved program of courses as outlined below are eligible for a Certificate of Achievement. Not every course listed is offered every semester; consequently, students should review the schedule of course offerings each semester and consult with a counselor for assistance in program planning as needed.

A Certificate of Completion may be awarded for a short-term career program or skill competency which is successfully completed in one semester or less.

Administration of Justice	Business Office Technology	Fire Officer
Agriculture	General	Human Services
Landscape Practices	Legal	Paraprofessional *
Nursery Production	Medical	Human Service Worker
Alcohol & Other Drugs Studies	Medical Billing/Coding Specialist	LVN to RN Certificate
Automotive Chassis Specialist	Ceramics-Master Technician	Networking and Security
Automotive Technician	Child Development	Sustainable Technology
Automotive Tune-Up &	Computer Applications:	Construction *
Electronic Specialist	Graphics Presentation	Renewable Energy *
Business	Computer Applications and	Residential Performance
Accounting	Office Administration	and Efficiency *
Management	Culinary Arts Management	Textiles
Real Estate	Emergency Medical Technician-	Clothing Construction
	Paramedic	Weaving
	ESL Preparation	Networking and Security
	Firefighter I	Web and Database Development

\* pending approval