

# Welcome! ¡Bienvenidos!

## **Mendocino College**



### **Message from the President**

Dear Student:

Welcome to Mendocino College, where our primary focus is your success. Our goal is to provide the best academic and vocational preparation possible to all of our students. Our excellent faculty and staff are committed to meeting your needs.

Mendocino College is an outstanding choice for your college education. We are recognized for our small classes. 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 hope you will find your time spent with us a most rewarding experience, and I wish you the best as you pursue your educational goals.

Kathryn G. Lehner  
Superintendent/President

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

## QUICK REFERENCE

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## Mission, Vision & Values

### Our Mission

Mendocino College serves the educational needs of our students and our community by providing academic programs, transfer preparation, vocational training, lifelong learning opportunities and student support.

### Our Vision

Mendocino College contributes to community vitality by inspiring student learning and motivating personal development. We deliver excellent, innovative educational and support programs that are accessible to all and that focus on student success.

### Our Core Values

*Student Success:* Our primary focus is helping students achieve their educational goals. Faculty and staff are committed to meeting the needs of our current and future students.

*Collaboration:* The College contributes to a community and workforce that is engaged, participatory and informed about local and global issues. We work collegially, both on campus and in the community, for the benefit of all partners and stakeholders.

*Respect:* We recognize the worth of individuals and their ideas. We invite 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 community.

*Diversity:* Understanding and appreciating individuals from varied backgrounds is crucial to achieving our goals. We respect the dignity of each individual and strive to be inclusive. We value the creativity and insight that emerge from individual differences.

*Responsiveness:* We respond to student requests and concerns in a timely and helpful manner. We listen to our community and are adaptive to change. We act responsibly and institute changes based on identified needs.

*Continuous improvement:* We strive to develop, adopt and provide the best practices in education. As we evaluate our progress toward achieving our goals, we shift resources as necessary and provide the professional development that makes achieving our goals possible.

## FALL SEMESTER 2006

August 21	Instruction Begins
September 4	Labor Day holiday
September 5	Last day to enroll in a full-semester class (Census Day)
September 15	Last day to drop full-term classes without grade notation
September 22	Last day to apply for credit/no-credit option for full-term classes
November 10	Veteran's Day holiday
November 17	Last day to withdraw from full-term classes
November 22	No classes
Nov 23-24	Thanksgiving holiday
November 30	Deadline to apply for Fall graduation
Dec 18-21	Final Examinations
December 21	Semester ends

## SPRING SEMESTER 2007

January 22	Instruction begins
February 5	Last day to enroll in full-term classes (Census Day)
February 15	Last day to drop full-term classes without grade notation
February 16	Lincoln's Day holiday
February 19	Washington's Day holiday
February 23	Last day to apply for credit/no-credit grade option for full-term classes
April 16-20	Spring Recess
April 13	Deadline to apply for Spring graduation
April 27	Last day to withdraw from full-term classes
May 21-24	Final Examinations
May 24	Semester ends
May 24	Commencement

# Admissions

## Eligibility for Admission

Admission to Mendocino College is open to all high school graduates and individuals 18 years of age and older.

## Application for Admission

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.

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.

## Special Admit Students

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. In most cases, the instructor will not be available until the class begins. Approval and enrollment is not guaranteed for K-10 grade students. Special Admission students must meet the same prerequisite and student conduct requirements as the regular student.

## 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.

## 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 towards 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.

Students who take nine credit units or more must have their registration card signed by a counselor and bring it to Admissions and Records or fill out a Request for Waiver of Counseling Form in the Counseling Office or their registration will be blocked.

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

## REGISTRATION

degree (A.A. or above) are exempt from all matriculation requirements.

Students who wish to be exempted from the nine unit counseling requirement may submit a Request for Waiver of Counseling Form in the counseling office.

Students who wish to be exempted from Placement Tests must obtain a Prerequisite Course Equivalency Form in the Admissions and Records Office or the Learning Center and demonstrate that they have either:

- Completed a college level Reading and Composition course and an Algebra class or higher OR
- Taken an approved Placement Test with appropriate course recommendations in the last three years.

### 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 Services Office. This includes claims that the process is unlawfully discriminatory or is being applied in such a manner. The Dean of Student Services will investigate the challenge, and respond. The process for appealing a prerequisite is listed under "Academic Information."

## 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 grade students must complete the application each semester of attendance until the high school diploma (or equivalent) is obtained.

### 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.

### Attend First Day!

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. Students who wish to place their names on the wait list must pay all appropriate fees but will find "Wait" next to the course on their receipt of classes. **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 place 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.

### College Fees

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

### Enrollment Fee

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

\$26.00 per unit (or \$13.00 per half unit).

Per Board 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.

Under certain circumstances and within specified time periods, refunds of the enrollment fee are possible. More details are available in the Office of Admissions and Records (468-3101), the Lake Center (263-4944), or the Willits Center (459-6224).

### Enrollment Fee Assistance

California community colleges provide Board of Governors Waiver (BOGW) for students who qualify for assistance in paying enrollment fees. 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 or under Financial Aid on the College website: [www.Mendocino.edu](http://www.Mendocino.edu).

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.

Refunds will be made automatically to all students qualifying as stated above. There are NO exceptions. Refund checks will be processed periodically and will be mailed to student's address of record.

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

### Health Fee

A student health fee of \$11.00 will be collected at registration for fall and spring semesters, and \$10 for summer session. 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 exempt 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.

### Fee Refunds

#### Enrollment/Materials Fees:

Refunds will be made automatically to all students qualifying as follows: Students must first complete the proper ADD/DROP forms available in Admissions and Records and at the Lake and 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 fees (no exceptions). Refund checks will be processed periodically beginning the sixth week of the semester, and will be mailed to student's address of record.

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

#### Health Fee Refund:

The health fee 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.

#### Student Representation; ASMC Card; Audit Fees; Credit by Exam; Student Center

The following fees—Student Representation, ASMC card, audit fees, student center fee, and credit by exam fees—are not refundable.

### 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 \$180 per semester unit beginning Fall 2006. Fees and tuition are due and payable in full at the time of registration.

When adding short-term classes, the non-resident student must pay all fees no later than the first day of the class or enrollment will be cancelled.

### Non-Resident Tuition Refund

Tuition refunds for non-resident students shall be given only when the student withdraws by the deadlines listed below:

Withdrawal by the end of the fourth week of the semester:

Refund.....100%

Withdrawal by the end of the fifth week of the semester:

Refund.....75%

Withdrawal by the end of the sixth week of the semester:

Refund.....50%

No refunds will be allowed for withdrawals after the sixth week of the semester.

The deadlines above apply only to full term courses. Information about refund dates for short term courses can be obtained at the Office of Admissions and Records.

### 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.

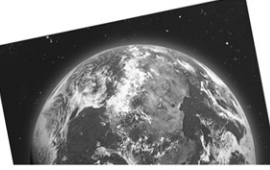


# MENDOCINO COLLEGE

## Academic Information



## and Regulations



# Academic Information

## Academic Load

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.

Students desiring to enroll in nine or more units must obtain approval from a counselor.

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

## 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.

## 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 courses which 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 CR, or C, was earned; D, F, or NC 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.

## English Preparation

In view of the necessity for English writing and reading skills in all college courses, students are strongly advised to complete the Written Expression and Reading requirements for graduation.

## 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 TelReg before the drop deadline may receive a grade of "F" (see Dropping and Grades of Withdrawal).

## 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

## ACADEMIC INFORMATION

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 meet.
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.

### Final Examinations

Final examination hours and dates are published in the Schedule of Classes. Final examinations for short-term classes are given during the last class meeting.

### Grading System

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
CR	Credit (at least Grade C or better—units awarded not	

$$\frac{40 \text{ Total grade points earned}}{15 \text{ (Total units attempted)}} = 2.66 \text{ (Grade Point Average =GPA)}$$

Attempted	Completed	Grade	Multiply	Grade Points
5 units	5 units	A (4 points)	5 x 4=	20
4 units	4 units	B (3 points)	4 x 3=	12
3 units	3 units	C (2 points)	3 x 2=	6
2 units	2 units	D (1 point)	2 x 1=	2
1 units	0 units	F (0 points)	0 x 0=	0

counted in GPA)	0	points.
NC No Credit (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, CR, NC, 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

### 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 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.

### Credit/No Credit Classes

Credit/No Credit 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 credit/no credit basis only. Such courses are designated in the course description section.

2. Courses wherein each student may 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 credit/no credit 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 Credit/No Credit option form.

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

1. Units earned on a credit/no credit 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 "NC" is recorded shall be considered in progress probation and dismissal procedures.
2. A maximum of nine (9) semester units of credit/no credit 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 credit/no credit 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 credit/no credit.

## 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 incor-

rect 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.

## 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 interests.

### 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." These requests must be made no later than the end of the following semester. After approval and consultation with the instructor, the course grade will be changed to a "W."

TelReg 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.

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.

## 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 "NC," 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. 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. To repeat a course, file a peti-



tion with the Admissions and Records Office. 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 work has not been recorded when the repetition is necessary for a student to meet legally mandated training requirements as a condition of continued paid or volunteer employment. 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 has not been recorded 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.

### 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 audio and video cassettes, as well as interactive teleconferencing and internet (online). 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 Office of Instruction at 468-3002.

### 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 via the telephone at TelReg: 707-468-3353.

### 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. Credit/No Credit 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	3.75 GPA
Highest Honors	4.00 GPA

### Catalog Rights

Mendocino College issues a new catalog every two years and an addendum between years. 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. In order for a student to be considered officially enrolled in a semester, the academic record must show one of the following grading symbols: A, B, C, D, F, CR, NC, I, W or MW. Documented military leave will not be considered an interruption of enrollment. If an interruption in enrollment occurs, catalog rights are re-established based on the date of re-enrollment. Catalogs from years prior to re-enrollment are no longer available once an interruption in enrollment occurs. Students planning to transfer to a four-year institution are advised to review that institution's catalog for "rights" accorded community college transfers. Mendocino College reserves the right to not offer course work which has been offered in the past.

## 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" through Admissions and Records by November 3 for Fall; April 15 for Spring; and May 1 for Summer.

All students who petition for graduation whether currently enrolled or not, must have an exit interview or transcript review by a Mendocino College counselor before an official evaluation for the Degree or Certificate is completed by the Office of Admissions and Records.

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.

## 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.

## Probation

### 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 accumulated 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 "NC" are recorded in at least three consecutive semesters 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

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. Students will be urged to make an appointment to see a counselor. The student will be advised, on the notification of probation, when and how to remove the probation or dismissal status.

### Reinstatement

1. Students who have been dismissed from Mendocino College may apply at the Office of Admissions and Records for reinstatement after one semester of non-attendance. Students so applying may be reinstated partially contingent on recommendations from a Petition for Reinstatement (completed by student and counselor).
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. Petitions must be completed and submitted at the time of registration for the current semester.
4. 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 Credit"), 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

## ACADEMIC INFORMATION

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.

### Advanced Standing

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 in many non-traditional learning experiences. 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. Scores are submitted by the student to the same office for evaluation.

#### Credit by Examination

Credit by examination enables students to use their acquired knowledge, abilities and competencies to challenge certain existing courses for units. The examina-

tion 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 students who have successfully completed a minimum of 12 semester units of college work with a grade point average of 2.0 or better.
  - c. To a student not on academic probation.
  - d. To a student who has not earned college credit in more advanced subject matter.
  - e. 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 credit/no credit only. Courses taken for credit by examination meet major requirements, except those courses designated credit/no credit 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 challenged 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. This is non-refundable.
11. Withdrawal from Credit By Examination is authorized under the same regulations as regular courses.

**The following courses** have been approved for credit by examination: Administration of Justice 103; Agriculture 102, 140, 147; Alcohol and Other Drugs Studies 151, 153, 156, 157, 159, 160, 161, 162, 163; Art 70, 201, 202, 205, 206, 210, 213, 213.1, 213.2, 214, 218, 219, 222, 223, 226, 227, 231; Astronomy 200, 203, 204; Automotive Technology 15, 18, 140; Biology 200, 242; Business 50, 200, 201; Business Office Technology 51, 52, 55, 70, 100, 100.1, 100.2, 100.3, 101, 101.1, 101.2 101.3, 102, 102.1, 102.2, 102.3, 110, 120, 121, 140, 144, 170; Child Development 90, 100, 101, 106, 120, 125, 130, 180, 200, 201; Computer Science 89, 110, 140, 164, 201, 221; English 200, 201, 205, 210, 225, 245, 246; French 200, 201; Geography 201; Geology 201; Health 55, 110, 114, 115, 135, 170, 176, 182, 185, 200; History 200, 201, 210, 212, 221; Human Services 156, 157, 159, 160, 161, 162, 163; Mathematics 11, 54, 55, 55.1, 55.2, 56, 121, 200, 210, 211, 212, 220; Music 207, 210, 211, 212, 213, 214, 215; Philosophy 210, 220, 230; Physical Science 210; Psychology 205; Real Estate 60, 61, 62, 63; Spanish 200, 201, 202; Theatre Arts 215, 216; Welding 75.

## 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 / Admissions and Records and Vice President / Academic Affairs for approval.

## 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.

# Academic Regulations

## 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 aid, 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.

## 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

## ACADEMIC REGULATIONS

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, MacMillan 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, las 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 Rights and 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 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 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.

#### 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.
4. See also the Matriculation section on Page Three for additional rights and responsibilities.

### 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 Personnel Services.

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 Services, Room 1000 MacMillan Hall or at 468-3105.

### Standards of 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 Services in Ukiah or at the Lake and Willits Centers.

### 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: re-assignment 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 Services.

### **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.

Students are encouraged to report all campus incidents affecting the safety of individuals immediately to the Director of Facility Services, 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 Services

for appropriate disciplinary action.

Public information regarding sex offenders may be obtained by accessing the Megan's Law CDROM at the Mendocino County Sheriff's Department.

### **Privacy of Student Records**

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.

### **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 college's administrative regulations. 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.

### **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

## Some 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:

(Phone numbers are 707 Area code)

Admissions and 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 • 468-3114

Financial Aid • 468-3110

Job Placement • 468-3044

Lake Center • 263-4944 or 468-3084

Learning Center • 468-3046

Library • 468-3053

Online Classes • 468-3002

Scholarships • 468-3105

Transfer Center • 468-3045

Tutoring • 468-3046

Willits Center • 459-6224 or 468-3082

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 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 Services, Room 1000, MacMillan Hall or at 468-3105.

## 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 a semester).

## 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.

