

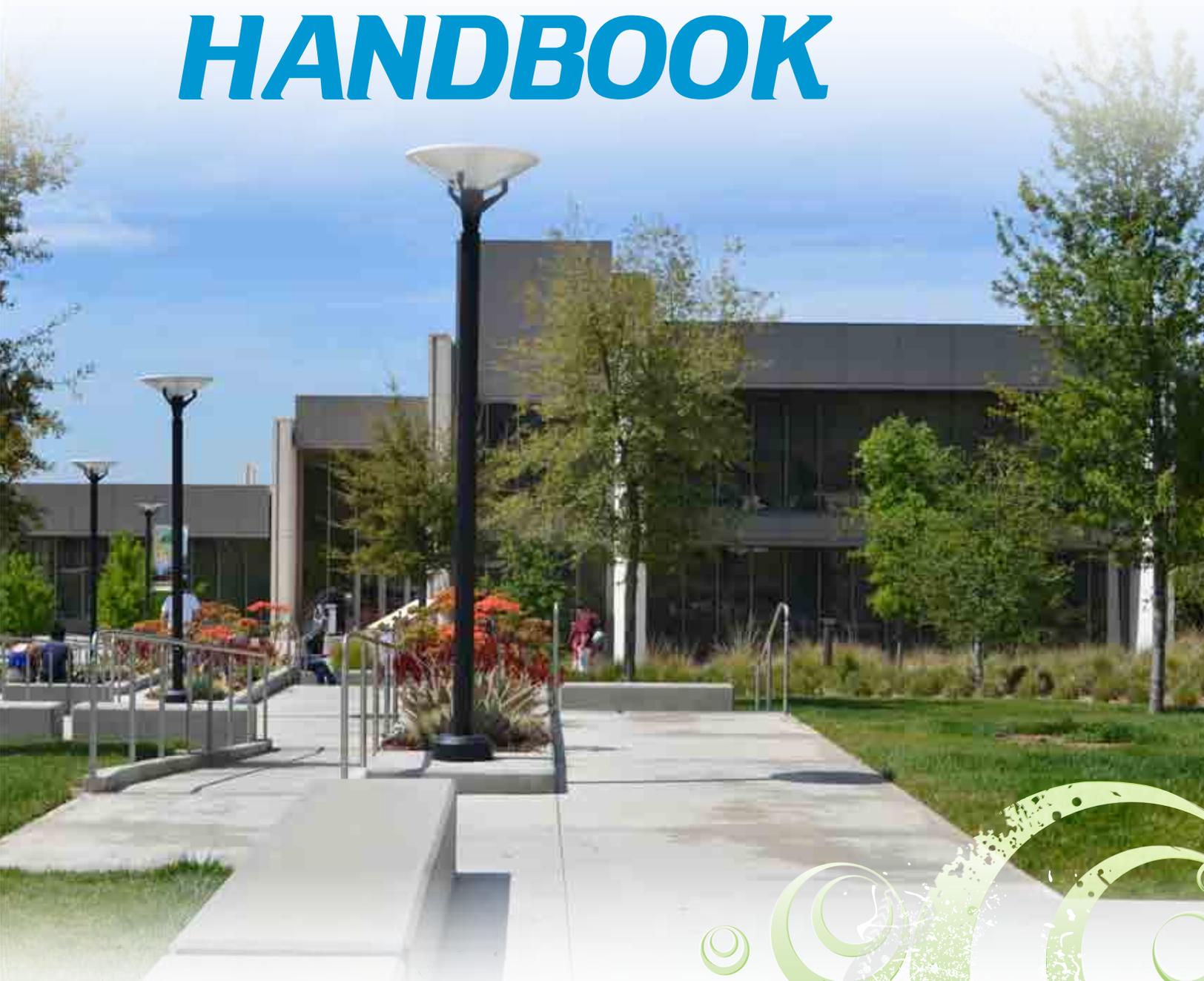
The logo for Crafton Hills College is positioned within a green triangular shape. The text "Crafton Hills" is written in a large, bold, yellow font, with "COLLEGE" in a smaller, yellow font directly below it.

**Crafton Hills**  
COLLEGE

**2013-2014**

A decorative horizontal border consisting of a series of yellow chevrons pointing to the left, spanning the width of the page.

***NEW STUDENT***  
***HANDBOOK***



# Welcome to Crafton Hills College!

Our mission is to advance the education and success of students in a quality learning environment. We offer a variety of programs and services to prepare students for life-long learning, whether they enter the workforce right away or transfer to a four-year college. Our goal is to teach students the skills they need to be productive workers and good citizens.

The faculty and staff at CHC are committed to serving students. Our small size allows opportunities for students to get to know us and to become involved in a variety of activities. Students can gain a rich college experience while attending CHC. We offer the chance to join clubs, to participate in student government, to enroll in our Honors Program, and a number of other exciting possibilities.



The campus is among the most beautiful community colleges in the state. Located in the foothills of Yucaipa, the campus has a park-like setting with plenty of green spaces and gathering spots for students.

We are proud of our campus and the quality of our programs and services. We hope you will visit and allow us to serve you.

Cheryl A. Marshall, Ed.D.  
President

## Crafton Hills College Administration

- Cheryl A. Marshall, Ed.D. .... President
- Rebecca Warren-Marlatt, M.A. .... Interim EVP, Student Services & Instruction
- Michael Strong, B.S. .... Vice President, Administrative Services
- Joe Cabrales, M.A. .... Dean, Student Services & Student Development
- Kirsten Colvey, M.S. .... Dean, Student Services/Counseling & Matriculation
- Richard K. Hogrefe, M.A. .... Dean, Arts & Sciences
- Raju Hegde, M.A. .... Dean, Math, English, Reading and Support
- Keith Wurtz M.A. .... Dean, Research Planning & Institutional Effectiveness
- June C. Yamamoto, M.A. .... Dean, Career and Human Development
- Karen Childers, M.S. .... Director, Resource Development and Grants
- Wayne Bogh, M.B.A. .... Director, Technology Services
- Gloriann Chavez, A.A. .... Director, Bookstore
- Rejoice Chavira, M.A. .... Director, EOPS/CARE/CalWORKs
- Larry Cook .... Director, Facilities
- Jeremy Crooks, A.A. .... Supervisor, Custodial
- John Muskavitch, B.S. .... Director, Financial Aid
- Ericka Paddock, M.A. .... Director, Student Life
- Michelle Riggs, M.A. .... Assistant Director, Resource Development
- Deborah Wasbotten, B.A. .... Interim Director, Child Development Center
- Marty Rea .... Manager, Cafeteria/Snack Bar
- Eupeterson Lewis .... Veterans Affairs Administrator

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## Student Success & Support Program

The Student Success and Support Program promotes and sustains the efforts of community college students to achieve their educational goals successfully through a coordinated program of instruction and support services. The college provides an orientation to college, assessment of basic skills, counseling, advisement and follow-up services to assist students with establishing and meeting their individual educational objectives. All new students to Crafton Hills College are required to participate in the following major components of Matriculation help ensure their success. (To receive an exemption from any of these components, review the “Exemption Criteria” which follows and see a counselor)

**1. Orientation-** All new students to Crafton Hills College are required to participate in orientation. Orientation provides an introduction to the college’s programs, services and academic regulations.

**2. Assessment** – Multiple measures including a standardized assessment of skill proficiency in reading, mathematics and English are used to assist with placement into courses in these areas or courses which have pre-requisites in reading, mathematics or English.

**3. Counseling and Advisement** – Every new student will be directed to a New Student Advising Session where they will meet with a counselor to initiate a Student Education Plan (SEP) that outlines the appropriate courses needed to for the student to reach their identified educational goal. Students will be encouraged to meet with a counselor on an ongoing basis to revise and/or update the SEP as necessary.

**4. Follow-up** - The faculty at Crafton Hills College use an “Early Alert” process to monitor student’s progress in courses. Students who are identified as needing additional support are contacted by the Counseling office or Student Success program to provide advice and assistance to resolve their difficulties. Students are also encouraged to utilize the services of the Learning Resource Center (LRC).

### Exemption Criteria

- Some students may be exempted from one or more of these components if they have met one of the following criteria and can show documentation of such:
- Completion of an Associates Degree or higher at another accredited college or university,
- Completion of coursework in English and mathematics at another accredited college or university upon which determination of pre-requisites can be made.
- Concurrently matriculated status at another accredited college or university with documentation of that status (e.g. assessment results including placement recommendations)
- Enrollment in a single course for the purpose of personal enrichment or vocational advancement that does not require English or mathematics as a prerequisite, corequisite or recommendation (e.g. Physical Education, Applied Arts, courses for re-licensing or vocational advancement) Note: Students must see a counselor to receive an exemption.
- Completion of 30 or more semester units of college work at another college or university
- Scored 3 or higher on the Advanced Placement Test in English and/or mathematics
- Participated in and determined “Exempt” on the Early Assessment Program in English and/or mathematics or “Conditionally Exempt” in mathematics (must have completed a mathematics course higher than intermediate algebra in high school)



## Crafton Hills College Bookstore

The Bookstore strives to continually and consistently provide an assortment of products and services selected specifically to meet the needs of our students, faculty and staff as well as the surrounding community. Bookstore proceeds stay on campus to benefit and support the mission of the college. The Bookstore offers a wide assortment of services and products.

- Textbook Rental
- New and Used Books
- Book Buyback the first and last week of every semester
- Guarantee Book Buyback Program
- School supplies, backpacks, sportswear, art supplies, gift cards, grad regalia and gifts
- Large assortment of snacks, beverages and packaged food to go
- Coin operated copier



Visit our services/sales online  
@ [bookstore.craftonhills.edu](http://bookstore.craftonhills.edu)  
or call (909) 389-3250

## California Work Opportunities & Responsibilities to Kids (CalWORKs Program)

This program is a statewide employment initiative designed to assist students who are on public assistance. It is a program that provides EDUCATION, TRAINING, AND SUPPORTIVE SERVICES to eligible students.

### Focus

- Assist students to successfully complete an approved Crafton Hills College Associate of Arts, transfer, or certificate/occupational program.
- Provide short-term educational training programs designed to assist students in obtaining employment.
- Assist in employment experiences on and off campus.
- Assist with childcare needs.
- Provide critical support services such as assessment, counseling and tutoring.



Location: EOPS/CARE/CalWORKs Office, SSA-306  
Telephone: (909) 389-3239  
Email: [CHCCalWORKs@CraftonHills.edu](mailto:CHCCalWORKs@CraftonHills.edu)

## Career Services

The Counseling office provides specialized services and information to assist students with career planning, including the areas of career assessment, career exploration, labor market statistics and information about the training and education required for many career choices. Information regarding careers is available through web based career search applications, workshops and the career fair. Assessment in career interests and work values are provided as an aid to the career decision making process. Web based occupation information which contains information on local, state and national trends, salaries and skills. Some of this information can be accessed by



Location: Student Services Building (SSB-201)

Telephone: (909) 389-3366

Email: [counseling@craftonhills.edu](mailto:counseling@craftonhills.edu)

students from their home computers. A job referral service is provided to students on campus and in the community. Students seeking employment are encouraged to visit the Counseling office frequently to have access to new job listings.

## Child Development Center

The Child Development Center is owned and operated by Crafton Hills College, serving the college and the community and committed to quality child care. Enjoy the comfort of knowing that your child is in a safe, nurturing and educational environment.



- Child care for children ages 3 - 5 years (must turn 3 by November 1st)
- AM & PM State Preschool program
- Part day/full day preschool program
- State of the art developmental & educational program
- Educated and highly trained staff
- Beautiful indoor and outdoor environments
- Open 7:00 a.m. to 5:00 p.m. Monday through Friday



Child Development

Location: Child Development Center (CDC)

Telephone: (909) 389-3400

## Cooperative Agencies Resources for Education (CARE Program)

The CARE Program is a support program that provides supplemental assistance for EOPS students. CARE provides support services and grant funds to promote academic success and to assist students in attaining their career and vocational goals.

- Be EOPS eligible
- At least 18 years old
- Single, head of household
- Current recipient of CalWORKs/TANF



(Temporary Assistance for Needy Families)

- Have a child under the age of fourteen years
- Have applied for financial aid and have a need for childcare, transportation, books and supplies, and/or counseling to attend college.

Location: EOPS/CARE/CalWORKs Office, Room SSA-306

Telephone: (909) 389-3239

Email: [EOPS@Craftonhills.edu](mailto:EOPS@Craftonhills.edu)

## Counseling

Counseling and advising services assist current and prospective students in establishing their educational goals and identifying support services to help meet those goals. Whether the goal is to take one course, earn a certificate or degree, or transfer to a four-year college or university, counselors are available to assist in the following areas:

### Educational Counseling

- Individual educational planning
- Selection of a major
- Transfer information using current articulation agreements with a number of colleges and universities
- Transfer certification
- Degree and certificate evaluation
- Time management strategies
- Referral to academic support services

### Career Counseling

- Assessment of interests, values and skills
- Exploration of career goals based on personal assessment
- Development of career plans

### Personal Counseling

- Self-awareness
- Interpersonal communication
- Counseling for educational related personal issues
- Referral to on-campus and off campus resources
- Decision-making strategies



Location: Student Services Building (SSB 201)  
 Telephone: (909) 389-3366  
 Email: [counseling@craftonhills.edu](mailto:counseling@craftonhills.edu)  
 Twitter: @CHC\_Counseling



### PLEASE NOTE:

Hours of operation are subject to change, especially during peak times and academic breaks. Please call to check hours we are open. Appointments can be made up to two weeks in advance during non-peak times and may be made with the counseling center receptionist in person or by phone. Counseling is available on a walk-in basis only during peak registration times.

## Student Success Program

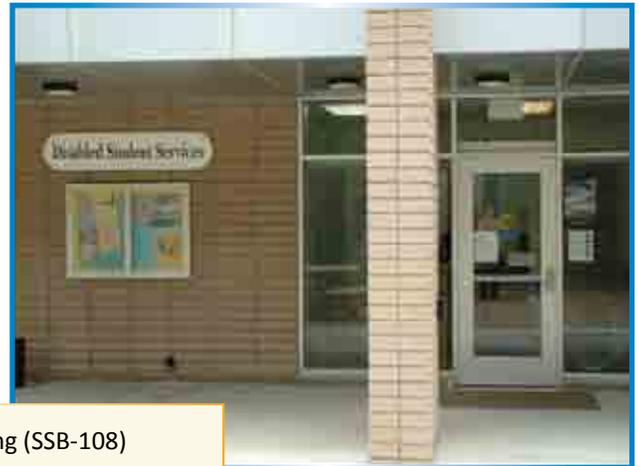
Student Success Program is designed to assist new and continuing students with negotiating the sometimes confusing and frustrating processes of the college learning environment. The Student Success Advisor is available to answer student questions and to connect students to the myriad of resources available to the college. New and continuing students who do not know where to begin to get their questions answered or problems solved are welcome to call the Student Success Advisor, who will lend a friendly ear and assist the student with successfully resolving their problems. Students are encouraged to give the Student Success Program a call or stop by the office if they have any questions or if they encounter any problems with attending class or successfully completing coursework.

Location: Student Services Building (inside SSB 201)  
 Telephone: (909) 389-3366  
 Email: [studentsuccess@craftonhills.edu](mailto:studentsuccess@craftonhills.edu)



## Disabled Student Programs and Services

Crafton Hills College offers a comprehensive program of support services to students with disabilities. Students who have physical or learning disabilities are eligible for services, which are provided according to individual need. Services include priority registration, special parking, tram services and tutors. In addition, specialized counseling, career and program guidance and community liaison activities are available.



Location: Student Services Building (SSB-108)  
 Telephone: (909) 389-3325 or TTY (909) 794-4105  
 Email: [bwilliams@craftonhills.edu](mailto:bwilliams@craftonhills.edu)

## Financial Aid

The Financial Aid office helps students seeking financial aid to pay for the costs of attending Crafton Hills College. Money is provided to cover the cost of enrollment fees, books, transportation and partial living expenses. Students may be working and still qualify for financial assistance. There are basically two types of financial aid: grants and self help (such as work study). Grants are awarded on the basis of financial need and do not require repayment. Work study offers students the opportunity to earn a portion of their college expenses through part-time employment during the school year.

The Free Application for Federal Student Aid (FAFSA) must be used when applying for financial aid. Applying on time is critical. Be sure to contact the Financial Aid Office regarding deadlines. The completed FAFSA should be done online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) after January 1, but no later than the last day of the previous spring semester, in order to ensure funds will be available for the beginning of the fall semester in August. Our school code is 009272. After submitting your FAFSA on-line, you must come into the financial aid office approximately 4 days later to open your file in the financial aid office. Regardless if you are a new student or a returning student, everyone must open a new file each year. It is important, however, that all requested documentation be returned as soon as possible. Financial aid awards are made only after a student's file is complete. On-time applicants (those who have a complete application by May 30, 2013 and who have returned all requested materials) can expect to receive a financial aid award letter on Web Advisor beginning late July 2013.

Students receiving financial aid are expected to make satisfactory academic progress toward their educational goal. This includes completing all classes successfully. The Financial Aid staff is here to assist you. Students often find applying for financial aid a difficult and confusing process. Those needing help or advice are encouraged to go to the Financial Aid Office.

Location: CL 214  
 Telephone: (909) 389-3240  
 Twitter: @CHCFinancialAid

### Types of Financial Aid

- Board of Governors Enrollment Fee
- Waiver
- Cal Grants
- Federal Pell Grant Program
- Federal Supplemental Educational
- Opportunity Grant (SEOG)
- Federal Work Study



## Extended Opportunity Programs & Services

Crafton Hills College recognizes that, as a result of financial need, language differences, and academic challenges, some students will need special help for college success. EOPS (Extended Opportunity Programs and Services) is a state funded effort which provides services that are “over and above” what is traditionally provided to community college students. Special services are designed to meet, direct or supplement educational costs for families who are educationally and financially disadvantaged and to provide access to higher education.

### Some of the services offered are:

- Academic/Career/Personal Counseling
- Priority registration
- Transfer assistance to the four-year universities
- Assistance in completing an educational plan
- Tutoring
- Book Service Program
- Financial assistance
- Instructional development and services
- CARE Program



Location: Student Services Building (SSB-108)  
 Telephone: (909) 389-3325 or TTY (909) 794-4105  
 Email: [bwilliams@craftonhills.edu](mailto:bwilliams@craftonhills.edu)

## Health and Wellness Center

[Craftonhills.edu/HealthCenter](http://Craftonhills.edu/HealthCenter)

Student Health Services contributes to the well-being and educational aims of the students through health services and education. Students who are at a high level of health and wellness are better able to pursue their academic goals.

### Clinical Services

First aid and urgent care; primary care services including laboratory work and prescriptions; physical exams; contraception; over-the-counter medications and supplies; immunizations; screening tests for TB, vision, hearing, blood pressure, pregnancy, sexually transmitted diseases, infections, and more.

### Mental Health Services

Crisis intervention, short-term psychotherapy, support groups, stress assessments and counseling.

Location: Student Services Building (SSB-101)  
 Telephone: (909) 389-3272  
 Email: [healthwellness@craftonhills.edu](mailto:healthwellness@craftonhills.edu)

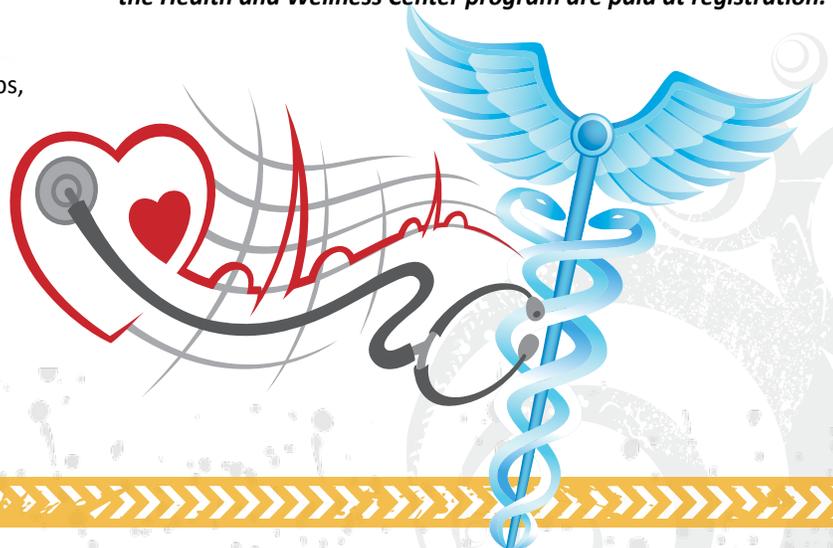
### Health Education and Promotion

Alcohol and/or drug abuse; sexually transmitted diseases and HIV/AIDS; depression/suicide; stress and anxiety; assault/rape; domestic/child abuse; eating disorders; smoking cessation; weight management; computerized nutrition, stress and health-age assessment and counseling; blood drives; health fairs; literature and referral information.

### Support Services

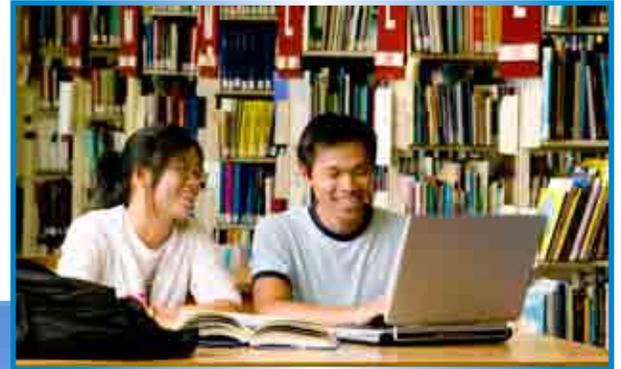
Student accident insurance; health insurance information for those underinsured and uninsured; privacy, confidentiality and the right to be treated with dignity and respect as required by law.

***The health fee and a nominal fee for some services that support the Health and Wellness Center program are paid at registration.***



## Library

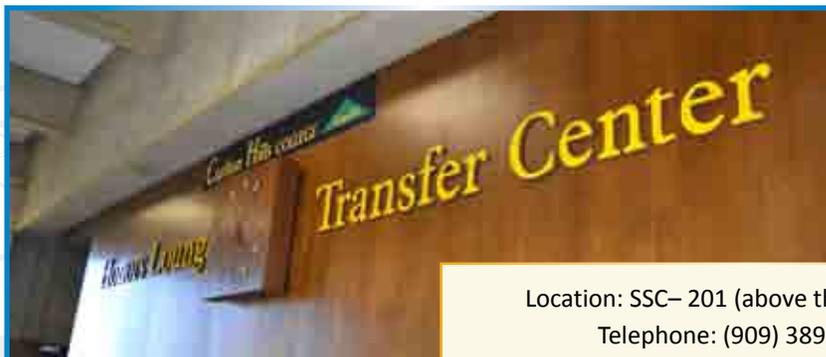
Established in 1972, the CHC Library has been serving the Crafton community for nearly 40 years. With a collection that contains nearly 60,000 books and periodicals, online research databases that provide free access to thousands of journals and other materials, 96 computers and 11 study rooms, the Library is committed to supporting the educational goals and aspirations of CHC's students, staff and faculty. All students need a CHC student ID card (obtained at the Student Senate Office) in order to use library services. With the CHC student ID card, students may check out books from our main collection as well as textbooks that instructors have placed on Reserve for their classes. When students visit the Library, they can also pick up a library database card which contains the username and password to access databases from home. In addition, the CHC Library is a member of the Inland Empire Academic Libraries Cooperative. By signing up for a free IEALC card, CHC students may access the libraries of other local universities, including the University of Redlands, CSU San Bernardino, and many others across Southern California.



For information about the Library:  
[www.craftonhills.edu/library](http://www.craftonhills.edu/library)  
 (909) 389-3321 (Circulation)  
 (909) 389-3322 (Reference)  
 or (909) 389-3323.

## Transfer Center

The Transfer Center assists students with the process of transferring to four-year colleges and universities by providing the most current information available to ensure a smooth transition. In the Transfer Center, students have access to transfer agreements between Crafton Hills College and public and private institutions, access to a catalog collection of California and out-of-state universities, and a computer lab and transfer websites to help you with your transfer research. Representatives from



Location: SSC- 201 (above the Cafeteria)  
 Telephone: (909) 389-3399  
 Email: [transfercenter@craftonhills.edu](mailto:transfercenter@craftonhills.edu)



local CSU, UC and private Universities are available by appointment on a regular basis to provide more in-depth information on programs and transfer requirements.

College transfer fairs are sponsored by the Transfer Center, and workshops on preparing applications, personal statements and other topics are offered on an ongoing basis.

## Department of Student Life

Information regarding student I.D. cards, student government, clubs, student learning activities, A.S. Omnitrans bus passes, and discount amusement park or movie theater tickets can be provided through the Department of Student Life.

### Student Government Opportunities

There are several ways to get involved in your student government, the Associated Students (A.S.).

#### Executive Board (Elected Positions)

Student Senate President/Student Trustee  
Student Senate Vice Presidents (4)  
Student Senate Secretary

#### Becoming an A.S. Elected Officer

To run for a Student Senate Executive Board Position, you must pick up an application packet from the Department of Student Life, available during February for the Spring General Elections. Complete the application materials and submit them to the Department of Student Life, by the filing deadline. You must attend a mandatory candidates' meeting. You are required to have a cumulative GPA of 2.0 and you must have a minimum of 5 CHC units at the time of verification and during your time in office.

The Student Trustee must also attend all Board of Trustees meetings normally held on the second Thursday of each month at 4pm in the District Office. If you are interested in running for President, you must have a minimum of 24 CHC units and have 1 year of prior experience in the Student Senate.

#### Senatorial Positions (Appointed Positions)

Social Events Officers (2)  
Inter-Club Council Officers (2)  
Publicity Officer  
Equity and Diversity Officer  
Activism Officer  
Editor in Chief  
Photo Editor\*  
News Editor\*  
Entertainment Editor\*  
Senator at Large  
Social Co-Chair (2)

\* positions on the  
Newspaper committee.  
See the committees  
section for more  
information.

### College-Wide Committees

Students have the opportunity to serve on College-Wide committees with faculty, staff and administrators where they can influence decisions affecting the entire College. This is a great opportunity to learn more about the College, how decisions are made and to ensure that students are involved with these decisions. Student Committee members are appointed by the Student Senate President.

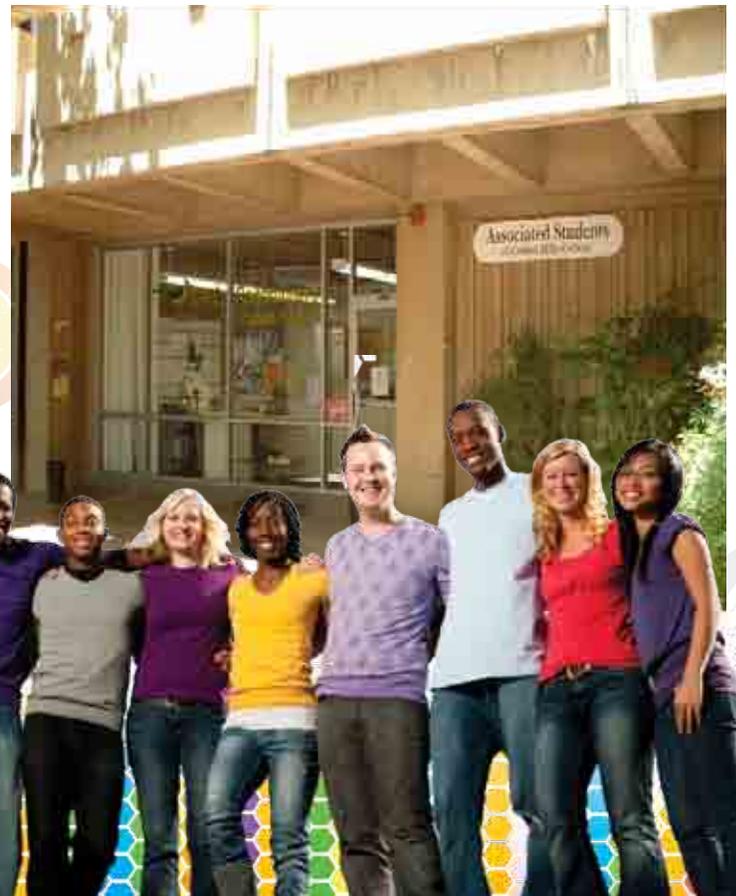
### Clubs

Clubs provide opportunities for students to make good friends and enhance learning, not to mention having fun through a club experience. There are a variety of student clubs: cultural, religious, vocational, general interest, and scholastic. If you don't see a club you might be interested in joining, perhaps you would like to start a new one. New clubs are always welcomed. For a comprehensive list of active clubs and organizations, and how to join them, contact the Department of Student Life at 909.389.3410.

Location: Student Center (SC 107)

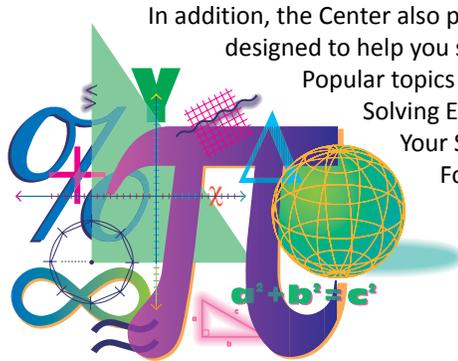
Telephone: (909) 389-3410

Email: [asbsensec@craftonhills.edu](mailto:asbsensec@craftonhills.edu)



## Tutoring Center

The Tutoring Center is located on the first floor of the Learning Resources Center and provides academic support and tutoring in math, writing, sciences and much more. Drop-in tutoring is always available for math and writing. Check the schedule at our website for other subjects. You can also make an appointment to see a tutor every week in almost any subject. Tutoring is FREE for all CHC students.



In addition, the Center also provides workshops designed to help you succeed in college.

Popular topics include Test Taking, Solving Equations, Citing Your Sources, and more.

For more information about tutoring, visit us at [www.craftonhills.edu/tutoringcenter](http://www.craftonhills.edu/tutoringcenter).



For more information about tutoring, visit us at: [transfercenter@craftonhills.edu/tutoringcenter](mailto:transfercenter@craftonhills.edu/tutoringcenter)

## Veterans Educational Benefits

The Veterans Services provides assistance to veterans and their dependents that may be eligible for various educational benefits by serving as a liaison between veteran students/dependents and the Department of Veterans Affairs. The office is equipped to assist veteran students and dependents with the appropriate forms to process claims for educational benefits. The office is also an information center to assist with any questions concerning veteran educational benefits or educational experiences at Crafton Hills College.

For more information, please visit our website

at [www.craftonhills.edu/veterans](http://www.craftonhills.edu/veterans) or feel free to visit the Veterans Services staff in the Admissions & Records Office in the Student Services Annex, room 212.



Certifying Official: Steve Rush  
 Location: Student Services Annex (SSA-212)  
 Telephone: (909) 389-3256  
 Email: [VeteransServices@craftonhills.edu](mailto:VeteransServices@craftonhills.edu)  
 For further information visit [www.gibill.va.gov](http://www.gibill.va.gov)

## Prerequisites, Corequisites, and Departmental Recommendations

*When registering for classes, students are required to adhere to enrollment policies that relate to prerequisites, corequisites and departmental recommendations.*

### Prerequisite

A prerequisite means a condition of enrollment a student is required to meet in order to demonstrate readiness for enrollment in a course or educational program. Students registered in a class without having completed the prerequisite(s) will be dropped from the class. Prerequisite courses completed with a grade of D or F indicates unsatisfactory performance in those courses and do not satisfy the prerequisite.

Students will not be allowed to enroll in a prerequisite course taken after the higher level course, except by Petition for Academic Exceptions.

### Co-requisite

A corequisite means a condition of enrollment consisting of a course a student is required to take simultaneously in order to enroll in another course. If one course is dropped, the corequisite will be dropped also.

### Departmental Recommendation

A departmental recommendation means a condition of enrollment a student is advised, but not required, to meet before or in conjunction with enrollment in a course or education program.

## Prerequisite/Corequisite Challenge Process

Any prerequisite or corequisite may be challenged by a student on one or more of the grounds listed below. The student shall bear the initial burden of showing grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course in question. Grounds for challenge are:

1. The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and co-requisites;
2. The prerequisite or corequisite is in violation of Title 5 of the Education Code;
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 or her Student Educational Plan because the prerequisite or corequisite course has not been made reasonably available;
6. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or enrollment in one or more of the courses have been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her Student Educational Plan;
7. The student seeks to enroll in a course which has a prerequisite established to protect students' health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.

## Cancelled Classes

The college reserves the right to cancel any class that does not meet the minimum size requirements established by the district. Students will automatically be mailed a refund of the enrollment fees for any class cancelled by the college.

## Open Classes

Students who have been officially admitted to Crafton Hills College are eligible to enroll in any class for which they meet either the prerequisites or corequisites or both. Of course, only so many persons can fit into classrooms and laboratories, so class sizes are limited and enrollment is on a first come, first served basis.

## Adding Courses

Students may add courses during the first two weeks for a full-term course, or the first 10% of a short-term course. After the add period concludes, students may add a course only with the instructor's permission and through a petition approved by the Dean of Student Services and Student Development or designee. (SBCCD Administrative Procedure 5080)

## Dropping Courses

Students may drop courses during the first three weeks or 20% of a term, whichever is less, and there shall be no notation on their permanent academic record.

Students may withdraw from courses between the end of the fourth week and the last day of the eleventh week or 60% of a term, whichever is less, and a “W” shall be recorded on their permanent academic record. Failure of the student to officially withdraw from a registered course may result in responsibility for enrollment fee payments for the class and/or receipt of an “F” grade. (SBCCD Administrative Procedure 4233, 5080)

Withdrawal from a course(s) may be approved in extenuating circumstances after the last day of the 11th week or 60% of a term through a petition approved by the Dean of Student Services and Student Development or designee. Extenuating circumstances are defined as verified cases of illness, accident, unforeseen job shift change, job assignment outside the attendance area, extreme weather conditions, or other circumstances beyond the control of the student. (SBCCD Administrative Procedure 4233)

## Refund Policy

### A. Class cancelled by the college

If a class is cancelled by the college, you will automatically be mailed a refund of the enrollment fees for any class cancelled by the College. If this class is your only class for the term, you will receive a refund of all fees except the parking fee and AS Card fee. To receive a refund of the parking fee, you must complete a “Request for Refund” form and attach the parking decal to the form. Turn in this form and the decal to the Communications Office, LADM-153. To receive a refund of the AS Card fee, complete a “Request for Refund” and attach the semester/annual sticker to the form. Turn in this form and the sticker to the Office of Student Life.

### B. Withdrawal from the college

1. Enrollment/Non Resident Fee: If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees and/or non-resident fees will be refunded.

2. Parking, health, accident insurance, associated student (AS) card, student center, and the student representation fees: In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class

### C. Unit Reduction

If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per-unit cost of the reduction.

### D. Class Withdrawal

A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

### E. Refund Processing Fee

A charge of \$10 will be collected for each refund transaction not to exceed \$10 per student per semester; no charge applies for cancelled classes or over payments.

### F. Instructor drop

Students who are dropped by instructors shall be eligible for a refund or credit pursuant to the District’s refund policy.

### Students Should Not Rely on Instructors to Drop or Withdraw

Failure to officially drop or withdraw by the drop deadline may result in the assignment of an “F” (Failing) grade.



## CLASS ATTENDANCE

It is the student’s responsibility to attend classes regularly and on time. Students who do not attend the first class session may be dropped from the class at the discretion of the instructor. However, it is each student’s responsibility to officially drop any class they do not attend or stop attending. If you must miss a particular class, you should notify the instructor as soon as possible, but in no case later than the first day you return to school. An instructor may drop you from a class for excessive absences. Reinstatement is the prerogative of the instructor but must occur prior to the last date to add.

## Grading System

The evaluative and non-evaluative grading symbols and their meanings are as follows:

### Evaluative Grade Symbols Definition Points

<b>A</b>	Excellent	4 points
<b>B</b>	Good	3 points
<b>C</b>	Satisfactory	2 points
<b>D</b>	Passing, less than satisfactory	1 point
<b>F</b>	Failing	0 points
<b>P</b>	Pass (at least a "C")	
	Note: Units awarded as P are not counted in GPA.	0 points
<b>NP</b>	No Pass (less than satisfactory or failing)	
	Note: Units awarded as NP is not counted in GPA.	0 points

### Non-Evaluative Symbols Definition Comments

<b>I</b>	Incomplete Instructor initiated. See section on Incompletes
<b>W</b>	Withdrawal Student or instructor initiated.
<b>IP</b>	In Progress Assigned for classes which continue across semester and/or intersession dates.
<b>RD</b>	Report Delayed Assigned by the Admissions & Records Office only when grades are not recorded but the term is completed.

### Military Withdrawal (MW)

A student who is a member of an active or reserve U.S. military service and who receives orders compelling a withdrawal from courses shall be permitted. Upon verifications of such orders, a withdrawal symbol of "MW" shall be assigned. "MW" shall not be counted in progress probation or dismissal calculations.

- Grades may not be changed for any reason or any circumstances after 36 months from the end of the term in which the grade was assigned.
- In case of fraud, bad faith, or incompetency, the final determination concerning removal/change of grade will be made by the Designated Authority.

## Pass/No Pass (Formerly Credit/No Credit CR/NC)

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a "pass/no pass" basis.
- Courses in which each student may elect on registration or by the end of the 5th week (or no later than the end of the first 30% of the term) to take the course on a "pass/no pass" basis. **After the deadline, the only justification for a change from "pass/no pass" to a letter grade is institutional error or extraordinary circumstances that require approval through the college petition process.**

Students electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade point average grades of "pass/no pass" are omitted. Students may take up to fifteen (15) units of "Pass/No Pass" courses to apply toward graduation requirements. No course in your major or required by your major may be taken for "Pass/No Pass". However, "Pass/No Pass" for courses and subsequently declared a major in that course of study, the rule may be waived. A student must earn a grade of "C" to be granted "Pass/No Pass" for a course.

Students are held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course. Instructions and forms may be obtained in the Admissions and Records Office located in SSA-213.

## Grade Changes

- The Instructor of the course shall determine the grade to be awarded.
- The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors.
- The removal or change of an incorrect grade from a student's record shall only be done pursuant to Ed code 76232 or by an alternate method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.
- If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor, if the instructor is not available or where the district determines that it is possible that there may have been gross misconduct by the original instructor.



## Incompletes

An incomplete or “I” symbol will be awarded to the student who, in the judgment of the instructor, is unable to complete a course due to a verified unforeseeable emergency. The condition for the removal of the “I” shall be stated by the instructor in a written record (Incomplete Form). This record shall contain not only the conditions for the removal of the “I” but also the grade assigned in lieu of its removal. This record must be given to the student (with a copy on file in the Admissions and Records Office) 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 competency the work has passed.

The time limit for the “I” to be made up is no later than one (1) 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. The Incomplete Form may be obtained from the Admissions and Records Office in SSA-213.

Students intending to earn an associate degree from Crafton Hills College must resolve all incomplete grades, whether at Crafton Hills College or any other regionally-accredited institution attended,

prior to the end of the term in which the degree will be granted. Students must submit official transcripts to the Admission & Records Office showing the removal of all incomplete grades, replaced with an appropriate letter grade or other evaluative symbol.

## Grade Point Average

One question you will consistently hear as a student is, “What is your grade point average?” Grade point average, otherwise known as GPA, has important and far-reaching effects on your academic standing. Therefore, it is important to be able to calculate your GPA.

To calculate your GPA, you will need a current and complete transcript or an accurate record you have kept yourself. This record needs to include all the courses you have taken, the grades you have received in those courses, and the number of units of each of those courses. It will also be helpful if you have a calculator handy.



## How to Calculate Your GPA

Your GPA or Grade Point Average is the average of your grades. You can calculate your GPA for one semester or you can calculate your cumulative, overall GPA.



### Example:

Grade Course	Units Attempted		Grade (numerical value)	=	Points
Engl 101	4	x	B (3)	=	12
Math 102	4	x	A (4)	=	16
Soc 100	3	x	B (3)	=	9
Polit 100	3	x	C (2)	=	6
Hist 101	3	x	D (1)	=	3
PE/I 108x4	(1)	x	W (0)	=	0
PE/I 105x4	1	x	F (0)	=	0
Totals: 18					46

- Grades are assigned a numerical value: A=4.0, B=3.0, C=2.0, D=1.0, F=0.0  
Note: Units attempted that result in P/NP, CR/NC, W, IP, RD or I grades are not used to calculate the GPA.

- Multiply the units attempted by the numerical value of the grade to get the grade points:

	Units Attempted	x	Grade	=	Grade Points
Example:	4	x	B (3)	=	12

- Total the units attempted and the grade points.

- The GPA is determined by dividing the total grade points by the number of attempted units:

	Grade Points	÷	Units Attempted	=	Grade Point Average
Example:	46	÷	18	=	2.56

**Grade Scale:**  
 4.0 = A average  
 3.0 = B average  
 2.0 = C average  
 1.0 = D average  
 0.0 = F average

## Honors

### Recognition

Scholastic achievement, leadership, service, and character are recognized by Crafton Hills College through a variety of honors and awards. The majority of these are sponsored by college and campus organizations; however, a number are made possible by community organizations and interested citizens.

### Honors Lists

Two scholastic honors lists are prepared each fall and spring semester. Recognition is based on GPA earned during the individual semester as opposed to a cumulative GPA. Only units earned at Crafton Hills College will be used in calculating a student's GPA for the Dean's List and Honor's List.

### Dean's List

Students who complete a semester completing 12 or more units who achieve a grade point average (GPA) of 3.5 or above.

### Honors List

Students who complete a semester completing 6 – 11.9 units who achieve a GPA of 3.5 or above.

### Calculating GPA for Graduating with Honors

A student's GPA is calculated by dividing the total grade points by the total units attempted. Credits earned from other institutions will be included with the credits earned at CHC when calculating the student's cumulative GPA for graduation.

### Graduating with Honors

Students graduating with a cumulative GPA of 3.50 – 3.99 at the end of the term in which they have applied for graduation will graduate with *honors* and have a notation added to their transcripts indicating such.

### Graduating with Highest Honors

Students graduating with a cumulative GPA of 4.0 at the end of term in which they have applied for graduation will graduate with *highest honors* and have a notation added to their transcripts indicating such.

### Honors at Commencement

Students with a cumulative GPA of 3.5 or higher at the end of the preceding fall term will be eligible to participate in the Commencement Ceremony as honor students. However, students must maintain a cumulative GPA of 3.5 or higher to be eligible to graduate with one of the above honor classifications.

### Alpha Gamma Sigma Honor Society

Alpha Gamma Sigma (AGS) is the California Community College Scholastic Honor Society dedicated to promoting scholarship, character, and civic responsibility statewide. Membership in AGS demonstrates that a student can balance academic excellence, leadership development, and service. Membership is open to

students who have completed 12 semester units with a cumulative GPA of 3.0 or higher. Temporary membership is open to students who are life members of the California Scholarship Federation or who had a high school GPA of 3.5 or higher and are in their first semester of college. For more information or to apply for membership, please visit [www.craftonhills.edu/AGS](http://www.craftonhills.edu/AGS).

## College Honors Institute

The College Honors Institute (CHI) strives to provide highly motivated students who have demonstrated outstanding academic achievements the opportunity to:

- Participate in an intellectually challenging curriculum by taking honors courses
- Take advantage of honors transfer agreements to 18 UC, CSU, and private universities, including UCLA, UCI, UC Berkeley, CSU Fullerton, San Diego State to name a few.
- Participate in academic conferences and publish original work in honors journals
- Use the Honors Lounge to study, relax, or socialize with other honors students
- Receive honors distinction on transcripts and at commencement ceremonies

Contact: [Honors@craftonhills.edu](mailto:Honors@craftonhills.edu)



## Credit by Examination

Currently enrolled students who feel that their knowledge is equivalent to the course content of a currently approved course may apply for Credit by Examination. To do so, the following conditions must exist:

- The student must submit evidence of extensive background and/or experience in the subject area to the instructor of the course at Crafton Hills College or be a permanent employee of the San Bernardino Community College District.
- The student must be enrolled in the college during the semester in which the examination is taken.
- The student must have the approval of a full-time instructor in the discipline.
- Foreign Language courses can only be challenged in sequence from lowest to highest level in order to receive proper credit. See a counselor for details.

To apply, the student must submit a fully completed and signed application for Credit by Examination for each course requested to the CHC Office of Instruction. Applications may be obtained in the Admissions and Records Office (Room SSA-213). In addition to paying the enrollment fee based on the number of units in the course that is being challenged, there is an additional processing fee of \$20 that is applied to all Credit by Examination applications. No financial aid of any kind is available for credit by exam.

## Advanced Placement Policy

Crafton Hills College is a participant in the Advanced Placement Program of the College Entrance Examination Board. Advanced Placement credit will be granted by Crafton Hills College according to the following policy:

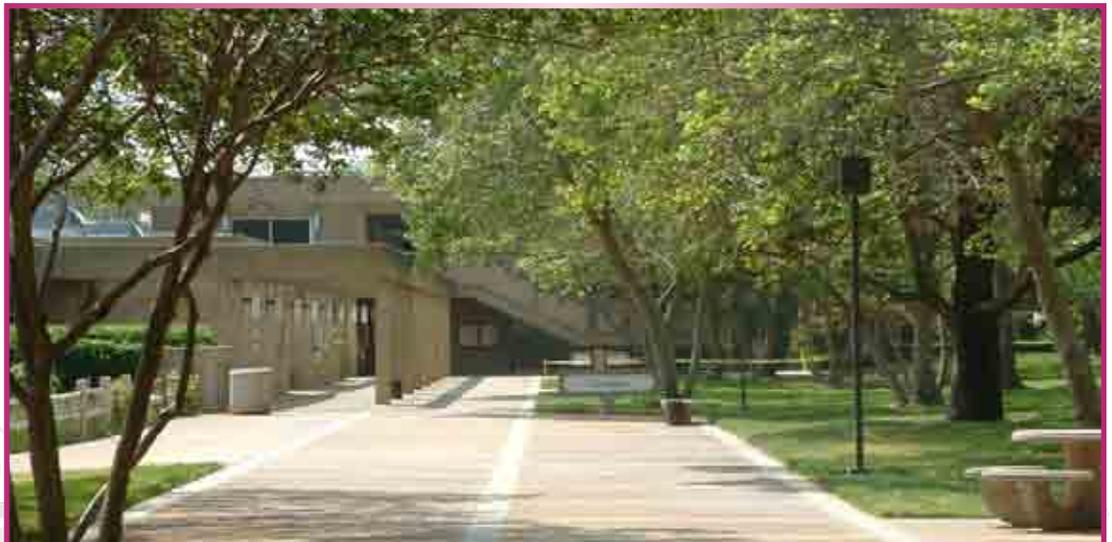
1. Students must be enrolled at Crafton Hills College in order to apply for AP credit.
2. Students are required to have completed twelve (12) units at Crafton Hills College prior to applying for AP credit. An exception will be made to this requirement if an AP course serves as a prerequisite for a more advanced course. See an evaluator for details.
3. Students will be granted credit for AP scores of three

(3), four (4), or five (5) in specific subject areas. Students must bring a copy of the AP score report to the Admissions and Records Office for evaluation. Students will receive units of credit and grades of Credit (CR) on their Crafton Hills College transcripts after they have completed 12 units.

4. Units earned by AP examinations may be used to meet Certificate and Associate Degree requirements.
5. Units earned by AP examinations may be used towards CSU General Education Breadth certification according to the CSU approved list.
6. Units earned by AP examinations may be used to meet Intersegmental General Education Transfer Curriculum (IGETC), according to the approved list.
7. Units of AP credit may not be used to satisfy financial aid, veterans or EOPS eligibility criteria regarding enrollment status.
8. Units of AP credit may not be used to satisfy the college's twelve (12) unit residency requirement or be added to a student's earned unit total for priority registration purposes.

### NOTE:

Some four-year institutions may not accept AP credit. The applicability and quantity of AP credits granted toward major and/or baccalaureate degree requirements continues to be determined by the individual CSU, UC or private college campus. Students planning to transfer should check the catalog of the transfer institution to determine how AP credit is awarded at that school.



## Unit Limitations

To be considered a full-time student, you must carry a minimum of twelve (12) units. Regular full-time students are restricted to a maximum of eighteen (18) units each semester. During the summer session, students are restricted to one (1) unit for each week of instruction. For example, in the six-week session, you may carry up to six (6) units. If a student wishes an overload, that is, units in excess of the maximum, he/she must receive approval from a College counselor. Contact the Counseling Center for exceptions to this policy.

## Class Level of Students

Students are classified according to the number of units they have successfully completed. Students who have completed fewer than thirty units are considered freshmen; thirty or more, sophomore; students who have completed more than sixty units are classified as special students.

## Examinations

Students must take all examinations given in the courses in which they are enrolled, and may not be excused from the required examinations of any course, including final examinations. Students who are absent during an examination forfeit the right to make up the examination unless they have prior permission from the instructor.

## 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. The established final examination schedule cannot be changed without approval from the Vice President of Instruction.

## Repeating Courses

Generally students may take a course only once. Students may repeat a course:

1. If the course is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
2. If the student earned a substandard grade (D, F or NP), he/she may take the course up to three times in an effort to alleviate the substandard academic work. The most recent grade earned will be computed in the cumulative GPA and the student's academic record so annotated (previous grade will not count). Students may repeat the course more than two times only upon approval through the college's petition process.

3. If the student earned a standard grade (A, B, C or P), he/she may repeat the course one time only upon approval through the college's petition process. Grades issued under this petition will not be counted in the computation of the GPA. Courses in which an "Incomplete" (I) has been recorded may not be repeated until a letter grade has been recorded. Student permanent records shall reflect all work attempted so that the student's transcript is a true and complete academic record. (Title 5; 55040-43)
4. If there has been a significant lapse of time since the student earned credit for the course and another institution of higher education to which the student seeks to transfer has established a recent requirement which the student will not be able to satisfy without repeating the course, the student may repeat the course upon approval through the college's petition process.

## Academic Renewal without Course Repetition

Students of Crafton Hills College may alleviate certain previous substandard academic and skills training performance which is not reflective of present demonstrated abilities in accordance with the following educational principles and procedures. Academic renewal without course repetition may be accomplished by submission of a petition to the appropriate campus committee. A student may petition to have any substandard grades for courses taken during two consecutive semesters of attendance at any accredited college eliminated from the computation of the total grade point average, not to exceed a total of thirty (30) units. Students submitting such petitions must have been enrolled and must have completed 24 units of college work at any accredited college with a grade point average of 2.5 or better subsequent to the semester being petitioned. The semester(s) under consideration must have been completed at least two semesters prior to the time of submitting the petition. Neither grades nor courses will be "taken off" the student's record. Instead, courses under consideration will be indicated and annotated accordingly on the student's permanent record. The student's permanent records from other institutions will not be altered. The student may not request for Academic Renewal more than once.

## Petition for Academic Exceptions

The Academic Exceptions Committee has been established for students who encounter circumstances outside the realm of normal college policy and procedures that affect their educational progress. Petitions or appeals may be addressed to the Academic Exceptions Committee. Instructions and forms for petition may be obtained in the Admissions and Records Office (SSA-213).

## Probation and Dismissal

### Standards for Probation

A student shall be placed on either Academic Probation or Progress Probation according to the following rules:

- Academic Probation: A student who has attempted at least 12 units and has earned a GPA below 2.0
- Progress Probation: A student has attempted at least 12 units and has received a W, I, or NP in 50% or more of all units enrolled.

### Removal from Probationary Status

- Academic Probation: Removed when the student's accumulated GPA is 2.0 or higher.
- Progress Probation: Removed when the percentage of units in which W, I, or NP was earned drops below 50%.

When a student earns a grade point average of less than 2.0 while on either academic or progress probation, he/she will not be allowed to register until after having completed the requirements established by the Counseling Department.

### Standards for Dismissal

For the purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment in the Fall semester followed by the Spring semester. (e.g., the fall semester of 2002-2003 followed by the fall semester 2003-2004 shall be considered consecutive if the student was not enrolled in the

spring semester of 2003-2004.) A student on academic and/or progress probation shall be dismissed for one semester when one or more of the following conditions exists:

1. The student has earned a cumulative grade point average of less than 2.0 in all units attempted, based on the grading scale, in each of three consecutive semesters;
2. The student has received non-evaluative symbols of W, I, or NP in 50% or more of the units for which he/she was enrolled in each of three consecutive semesters; or
3. The student receives a combination of the evaluative and/or non-evaluative patterns listed in 1 and 2 in each of three consecutive semesters.

### Re-Admission

1. A disqualified student may appeal his/her dismissal by filing a Petition for Special Privilege with the Student Services Petitions Committee. Petitions are available from the Admissions & Records Office (SSA-213).
2. A student may be reinstated after one semester from the date of disqualification.
3. A student enrolled following dismissal shall be on probationary status and subject to dismissal.
4. If the scholastic achievement of a student readmitted after disqualification continues at a probationary level, the student may be disqualified for one year.



## Laws and Policies and Designated Contact Person

District policies and procedures are available on the San Bernardino Community College District website;  
[http://www.sbccd.org/Board\\_of\\_Trustees/Policies\\_-a-,\\_Procedures.aspx](http://www.sbccd.org/Board_of_Trustees/Policies_-a-,_Procedures.aspx).

### Law or Policy

Law or Policy	Contact, Location, and Phone Number
Academic Policies and Procedures .....	Dean, Student Services,/Student Support, SSA 212, (909) 389-3368
Americans with Disabilities Act .....	Vice President, Student Services, LADM 300A, (909) 389-3355
Bulletin Board Policy.....	Director, Student Life, SL 107, (909) 389-3410
Campaign and Election Policy.....	Director, Student Life, SL 107, (909) 389-3410
Disabilities laws and regulations .....	Vice President, Student Services, LADM 300A, (909) 389-3355
Drugs and Alcohol, District Policy.....	Chief of SBCCD Police, (909) 384-3277
Family Education Rights and Privacy Act of 1971 .....	Dean, Student Services/Student Support, SSA 212, (909) 389-3368
Matriculation Plan and Appeals Process .....	Dean, Student Services/Counseling and Matriculation SSB 205, (909) 389-3327
Section 504 of the Rehabilitation Acts .....	Vice President, Student Services, LADM 300A, (909) 389-3355
Sexual Harassment Policy.....	Vice President, Student Services, LADM 300A, (909) 389-3355
Student Code of Conduct .....	Vice President, Student Services, LADM 300A, (909) 389-3355
Student Grievances .....	Vice President, Instruction, LADM 303, (909) 389-3202
Title IX Prohibiting Sex Discrimination and.....	Vice President, Student Services, LADM 300A, (909) 389-3355
Harassment in Education	

## Standards of Student Conduct

### In the Classroom

A proper teaching and learning environment is imperative for obtaining a good education. Everyone at Crafton Hills College is responsible for helping to create this environment, including students. Simple rules of courtesy apply.

**Respect for the Instructor.** This includes arriving on time, not leaving early, bringing appropriate materials, not speaking with other students while the instructor is talking, not bringing food or drink into the classroom. Not being loud, boisterous, or argumentative.

**Respect for Other Students.** This includes not interfering with the rights of other to listen and participate, not being disrespectful, not using inappropriate language or harassing others in any way.

**Academic Honesty.** Lack of academic honesty in the classroom is considered a very serious offense. Any form of cheating on test or assignments, turning in work which is not one's own (i.e., plagiarism), talking during tests, furnishing false information to college personnel, or knowingly misrepresenting oneself to the college is grounds for disciplinary action. The consequences of cheating are severe and may include receiving a grade of "F" for the class or possible expulsion from the college.

**Instructor's Rights.** An instructor has the right to remove a student from the class at any time he or she considers a student's actions to be interfering with a proper collegiate environment. The instructor may also refer the incident to the Vice President of Student Services for disciplinary action as warranted.

### Students' Rights

All students have a right to due process. If a classroom conflict occurs, the student must first discuss the problem with the instructor. If this does not resolve the problem, the student should follow the procedures detailed in the SBCCD Board Policy, Student Grievances.

### On the Campus

Creating a proper campus environment is also very important for academic and individual success. The SBCCD Board of Trustees has established District-wide standards of student conduct which will be enforced at all times. These rules of conduct are particularly important in large common areas such as the cafeteria, bookstore, vending areas, campus quads, and other regularly frequented areas.

Students enrolled in the San Bernardino Community College District and campus visitors shall refrain from disruptive conduct which significantly interferes with the instructional

program or college activities, or which endangers the health or safety of members of the college, including visitors to the campus. Disruptive conduct on the part of any student or campus visitor shall be cause for disciplinary action in accordance with policies adopted by the San Bernardino Community College Board of Trustees and pursuant to appropriate sections of the *Education Code, Section 76034*, the Business and Professional Code, the Health and Safety Code and the Penal Code of the State of California. Infractions include but are not limited to:

1. Continued disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open defiance of authority or persistent abuse of college personnel.
2. Assault, battery or any threat of force or violence upon a student, campus visitor or college personnel.
3. Willful misconduct which results in injury or death to a student, campus visitor, or college personnel; destruction, defacing, or otherwise harming any personal or real property owned by the SBCCD.
4. The use, sale, possession or the presence of anyone under the influence of an illegal substance; possession of any poison classified as such by Schedule D, Section 4160, of the Business and Professional Code.
5. The use or possession of alcoholic beverages on SBCCD property or at any college-sponsored event, or the presence of anyone under the influence of alcohol.
6. Willful or persistent smoking in any areas where smoking has been prohibited by law or by regulation of the SBCCD Board of Trustees.
7. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college or college officials.
8. Forgery, alteration, or misuse of college documents, records or identification.
9. Violation of SBCCD or college regulations governing student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials.
10. Unauthorized entry to facilities or use of college supplies, equipment, and telephones.
11. Possession or use of any firearm, explosive device, dangerous chemical, or other deadly weapon while on SBCCD/college property or SBCCD/college sponsored event.
12. Driving of motorcycles and other off-road vehicles on SBCCD/college property, other than regular roads and parking lots.
13. Persistent, serious misconduct when other means of correction have failed to bring about proper conduct.
14. Obstruction of pedestrian and/or vehicular traffic while on SBCCD/college property or at college-sponsored events.

## Types of Disciplinary Action

**Reprimand:** Written or verbal notice to the student or campus visitor that continued or repetitive behavior or misconduct will be cause for further disciplinary action.

**Probation:** Suspension of the privilege to participate in extracurricular activities and certain other student privileges.

**Suspension:** Exclusion from the college and college-sponsored activities for a specified period of time.

**Expulsion:** Exclusion by the SBCCD Board of Trustees from the college and all college-sponsored activities.

## Faculty-Initiated Suspension

A faculty member may remove, for good cause, any student from his/her class for up to two (2) class sessions. The student shall not return to the class during the period of the removal without permission of the instructor. Nothing herein will prevent the college president or designee from recommending further discipline in accordance with these procedures based on facts that led to the removal. As used in this rule, "good cause" includes those offenses listed in the Student Code of Conduct. The faculty member is not obliged to provide makeup opportunities for class work missed during the two (2) class sessions of suspension.

## Student Integrity Policy

### General Principal

At Crafton Hills College individuals access educational opportunities in order to develop their unique potential. The College helps students prepare to meet the challenges of an increasingly complex society and to become part of an informed and engaged citizenry. An essential feature of this process is that the individual student complete assigned work and that there be valid assessment of the student's accomplishments. Instructors in every class have a right to assume that all examinations, quizzes, assignments, and other gradable work done by the student is that particular student's own individual production, and has not benefited from unauthorized assistance from other sources.

### Special Applications

The presumption would be that, in **written** assignments, students are not permitted to use another person's words without attribution. Specifically, plagiarizing the words of another writer (whether from a book, article, broadcast, internet, or another student) is not permitted. The presumption would be that, in **quantitative** assignments (such as accounting exercises, math homework or science lab reports), each student has independently derived his/her own data, made his/her own calculations, checked those figures, and come up with his/her own interpretations of those results.

The presumption would be that, in **quizzes** and **examinations**, each student has not received unauthorized help from another person, and in the case of closed-book test, no notes, books or electronic devices or electronic communication from other sources has been used. Students must take all **examinations** given in the courses in which they are enrolled, and may not be excused from the required examinations of any course, including final examinations. Students who are absent during an examination forfeit the right to make up the examination unless they have prior permission from the instructor.

When an infraction involves unauthorized copying from or collaborating with another student in the class, all students participating are to be held guilty of the infraction. "I was just helping him/her by giving him/her the right answers" is not a defense. Incidences where student behavior does not adhere to these presumptions constitute academic dishonesty.

### Announcement of Policy

The College shall announce its general academic honesty policy in the widest possible fashion: website, catalog, schedule of classes, student handbook, etc.

It is the duty of every instructor to announce special modifications and interpretations of that policy. For example, instructors may wish to permit group activities in class, open note exams, team projects, or out-of-class consultation on homework to check calculations or writing. The expectations of the proper use of tutors and study partners must also be clarified by individual instructors and/or programs.

The faculty based modifications and interpretations of acceptable academic honesty must be communicated to students by some written format, such as the course syllabus, FAQ file, instructions on assignments, or other course documents or program documents. These documents should strive for specificity as to what constitutes an infraction and which sanctions shall be applied.

### Reporting

Faculty members are obligated to report incidences of infraction to the Vice President of Student Services. These reports should include the name of the student, course, instructor, assignment, nature and date of the infraction, and the sanction applied.

### Infractions and Sanctions

When a faculty member has a reasonable suspicion of a student's lapse of academic integrity (based upon direct observation, witness(es), or documentary evidence) that faculty member must:

1. determine if the evidence is sufficient to warrant a finding of infraction;
2. determine if further investigation is required;

3. apply an appropriate sanction: This is to be at the discretion of the faculty member and can range from a warning (to be used only if there is some doubt about the clarity of the guidelines), to a reduced grade for the assignment, with attendant consequences.

The disciplinary actions are consistent with *Board Policy 5500*, which lists cheating and plagiarism as behavior that subjects a student to such discipline. *Administrative Regulation 5500* details a range of possible disciplinary actions: reprimand, probation, suspension, expulsion and specific steps to follow in cases of suspension or expulsion.

In particular career-technical programs, the definitions and disciplinary procedures for academically dishonest or professionally unethical behavior are also governed by an external authority. The standards and processes established for students in these programs are different than those described in this document. Students in these programs will receive notification of these requirements upon admission to the program. Instructors in these programs are still obliged to report incidences of infraction to the Vice President of Student Services. The criterion for an appropriate sanction is that the sanction match the guidelines published (by the instructor, program, department, College, District, etc.) prior to the infraction.

In general, the sanction applied at the discretion of the instructor will be the maximum penalty imposed upon the student(s) violating the standards. However, in consultation with the instructor, the additional sanctions of suspension or expulsion may be applied by the Vice-President of Student Services in cases where:

1. there are repeated infractions by the same student;
2. the help from the other student was gained through coercion or duress;
3. another student's work was accessed without the permission of that student;
4. the violator has threatened a witness or faculty member not to bring forth evidence in this case.

### Appeal

Students accused of academic dishonesty have a right to appeal the findings of the instructor, but the burden of proof will be on the student. The appeal will be made to the office of the Vice President of Student Services, who will arrange for the case to be heard by a panel. The appeals panel will be composed of three faculty members, one college administrator, and one student (selected by the Student Senate). If a simple majority of the panel vindicates the student, then the complaining faculty member's sanction will not apply. A simple majority of this panel can sustain the finding that the student was guilty of violating

the academic honesty policy of this course, and therefore, the sanction applied by the complaining faculty member will apply. Additionally, a simple majority of the panel may determine that institutional sanctions do apply against the student.

### Preamble

Crafton Hills College exists for the transmission of knowledge, the pursuit of knowledge and creative expression, the development of students, and the general wellbeing of our community and society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this learning community, students are encouraged to develop the capacity for critical judgment and to engage in an independent and sustained search for knowledge and creativity. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends on appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students shall exercise their rights with responsibility, while not threatening or endangering the rights of other members of the Crafton Hills College community.

### Course Entry Expectations

Prior to enrolling in courses, students shall have information available regarding the academic and/or performance standards recommended or required for the successful completion of the course. Such information is explained in the Course Outlines for each course, available to the students from the respective departments and on the Crafton Hills College web page.

### Course Expectations

At the beginning of each course, students shall receive, in writing, information outlining the method of evaluating student progress, including the method by which the final grade is to be determined. Students are responsible for maintaining the academic and/or vocational standards, established and stated in advance, for each class in which they are enrolled.

### Independent, Critical Thought and Expression

Instructors shall permit free discussion, inquiry, and expression of thought by students within the parameters detailed in *SBCCD Board Policy 5500*, Standards of Conduct and Disciplinary Procedures.

### Learning

Students are free to examine, discuss, and pursue all questions and avenues of interest to them, and express their opinions, privately and publicly within the class setting, as appropriate to the course.

### Associations

Students shall be free to organize and join associations to promote their common interests in accord with the processes established in the Associated Students of Crafton Hills College By-laws.

### Invited Speakers

Pursuant to *SBCCD Board Policy 4320*, Off-Campus Speakers, student organizations shall have the right to recommend, invite, and hear any person(s) of their choosing, as long as such speakers and/or performers comply with federal, state and local laws, and assume responsibility for the safety of the members of the college community and the protection of public property. It is the students' responsibility, through disclaimers on all published materials, to make clear to the college community and the larger community that the public expressions of students, student organizations, and guest speakers and/or performers speak only for themselves.

### Publications

Student publications serve to inform, instruct, influence, and entertain the campus community and are governed by SBCCD board policy. The Associated Students and the Director of Student Life have the responsibility to define the role of student publications, and set the standards. In doing so, they shall seek to strike a reasonable balance between academic and editorial freedom and the highest ethics of responsible journalism, avoiding libel, undocumented allegations, attacks on personal integrity, harassment, and innuendo. All publications must state that the opinions expressed are not necessarily those of the college or the student body.

### Confidentiality

Students have the right to have their academic records treated in a confidential and responsible manner with due regard given to the personal nature of the information contained therein. Students' records will be released only with their written authorization or as provided by the Family Educational Rights to Privacy Act and other applicable laws.

### Governance

As constituents of the college community, students shall be free, individually and collectively, to express their views on issues of college policy and on matters of general interest to the student body.

Pursuant to *SBCCD Board Policy 5400*, Associated Students Organization, the Associated Students of Crafton Hills College shall be recognized as an official voice of the students in the formulation and application of college and district policy affecting academic, career and technical education, and student services.

## Student Grievance Procedure

If you feel you have been treated unfairly, you have a right to complain. To ensure that your grievance receives a reasonable hearing, refer to *SBCCD Board Policy/Administrative Regulation 5530*. Refer to *Administrative Regulation 5540* regarding grade appeals. Consult with the Dean of Student Services & Student Development (SSA-213) to start the grievance procedures.

### A. Student Grievances (*SBCCD Board Policy/Administrative Regulation 5530*)

Grievance proceedings may be initiated against a District employee or another student for any of the following reasons:

1. Any act of threat or intimidation;
2. Any act of threat of physical aggression;
3. Any arbitrary action or imposition of sanctions without a proper regard to academic due process as specified in college procedures.

#### NOTICE:

- a. Grades are not grievable but can be appealed. (see *Administrative Regulation 5540*).
- b. Sexual harassment complaints are filed in accordance with *Administrative Regulation 3430* and are not covered under Student Grievances.
- c. Discrimination complaints are filed in accordance with *Administrative Regulation 3430* and are not covered under Student Grievances.

### B. Student Grade Appeals (*SBCCD Administrative Regulation 5540AP*)

According to *California Education Code, Section 76224(a)*, when grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final. This means that no individual at the college has the authority to change a grade unless persuasive evidence is presented indicating mistake, fraud, bad faith or incompetence on the instructor's part.

### Informal Process

All attempts should be made to resolve the grade dispute at the lowest level possible; however, a student may proceed directly to the formal process.

**Step 1:** If possible, the student first meets with the faculty member who issued the grade; or, if the faculty member is no longer employed or working at the College, the student then meets with the Department Chair or designee to resolve the grade dispute. If resolved and a grade change is indicated, the instructor or designee completes a Grade Change Form.

**Step 2:** If unresolved in Step 1, the student then meets with the Department Chair or designee. If resolved and a grade change is

indicated, a Grade Change Form is completed. If the dispute is not resolved then a formal appeal process can be initiated.

**According to the Code, if mistake, fraud, bad faith, or incompetence is the reason for the grade dispute, the burden of proof lies with the student to produce facts that support this allegation, proceeding then to the formal process. If such evidence exists, the student must complete the Grade Appeal Form and make an appointment to see the Dean.**

### Formal Process

**Step 1:** The student meets with the Division Dean who will confer with the faculty member and/or Department Chair or designee, to attempt to resolve the grade dispute. If resolved and a grade change is indicated, the faculty member completes a Grade Change Form.

**Step 2:** Investigation: If the matter is not resolved, the student may submit the issue to the Director of Admissions and Records, in consultation with the Vice President of Instruction and appropriate instructional dean, where a full investigation will be conducted within 30 work days of the Step 2 filing date, and a determination made as to status of the grade dispute. During the investigation the student will be able to present evidence of mistake, fraud, bad faith, or incompetence of the instructor. The instructor will be able to provide evidence to support the grade. If the investigation shows fraud, bad faith, or incompetence, the investigative report will be provided to the Vice Chancellor of Human Resources for appropriate action. If a mistake has been made and a grade change is indicated, a Grade Change Form is submitted to Admissions and Records.

**Step 3:** Hearing: If the matter is not satisfactorily resolved and a grade change may be warranted because evidence shows fraud, bad faith, or incompetence, the student may request a formal hearing by the Grade Appeal Committee through the Office of Admissions and Records. The committee shall be comprised of the Vice President of Instruction, 2 faculty members, 2 students and one educational administrator (not of the division where the accused faculty member works). A meeting will be convened within five (5) working days (unless mutually agreed upon to delay). The student and instructor, if still employed, will be expected to attend the hearing. All attempts will be made to contact an instructor who is no longer employed by the college regarding the grade dispute.

The Grade Appeal Committee will provide a written decision to the student within five (5) working days of the date of the hearing. The decision of the Grade Appeal Committee is final. If resolved, the Change of Grade Form, the Grade Appeal Form, the written summary of the investigation findings, and the written decision of the Grade Appeal Committee are submitted to Admissions and Records.

### C. Time for Filing a Grievance Notice

The appropriate vice president, district manager, or designee will accept a formal written student grievance when submitted within 180 calendar days of the event's occurrence and under the provisions specified. A grievance may be denied if the events

occurred more than 180 calendar days prior to the date in which the grievance was filed in writing.

Only registered students may file a student grievance; non-student grievances may be considered by the designated vice president or manager if the grievance is a result of a dispute arising out of the registration or enrollment process, and the grievance is filed within thirty (30) calendar days of the alleged incident.

If more than one student files a grievance against an individual on the same issue or situation, members of the group shall select one person to serve as spokesperson/representative for the entire group.

A copy of all relevant Board Policies and Administrative Regulations can be obtained in the Student Services Office (SSA-306).

## Discrimination and Harassment

*San Bernardino Community College District Board Policy BP 3430*

### Prohibition of Discrimination and Harassment

All forms of discrimination and harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion. Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in *AP 343*. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships,

recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation. To this end the Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents. This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

*See Administrative Procedures 3430; Administrative Procedure 3435 Reference: Education Code Sections 212.5; 66252; 66281.5; Government Code 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. 2000e.*

## Additional Policies

### Computer Use

#### General Principle for Computer Use

The computer resources of the San Bernardino Community College District are for the use of persons legitimately affiliated with SBCCD (as faculty, staff, students, or administrators) to facilitate the exchange of information consistent with the academic, educational and research purposes. Specifically, the district computer users have access to:

- Electronic mail communication with people all over the world.
- The World-Wide Web and the information contained therein.
- Discussion groups on a plethora of topics.
- Many College Library Catalogs, the Library of Congress and ERIC.

Every SBCCD computer user is responsible for being aware of these guidelines and is expected to follow these guidelines, both in letter and in spirit. It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner.

Failure to adhere to the policy and the guidelines below will result in appropriate disciplinary action.

### Acceptable Uses (for Computer)

- Conducting the business of the district.
- Developing and preparing classroom material.
- Communication and exchange for professional development, to maintain currency, or to debate issues in a field or sub field of knowledge.
- Use for disciplinary-society, college-association, government advisory, or standards activities related to the user's research and instructional activities.
- Use in applying for or administering grants or contracts for research or instruction, but not for other fundraising or public relations activities.
- Any other administrative communications or activities in direct support of research and instruction.
- Announcements of new products or services for use in research or instruction, but not advertising of any kind.
- Communication incidental to otherwise acceptable use, except for illegal or specifically unacceptable use.

### Unacceptable Uses (for Computer)

- Accessing computers, accounts or folders, other than those specifically authorized by your supervisor, or District computer services.
- Intruding into any system in such a way as to diminish the effectiveness of system performance.
- Use for for-profit activities.
- Extensive use for private or personal business.
- Advertising is forbidden. Discussion of a product's relative advantages and disadvantages by users of the product is encouraged.

#### E-mail

The E-mail at SBCCD is here to provide a convenient (not confidential) way of communicating between students, faculty, staff, administrators and professional colleagues. It is expected that SBCCD computer users will use common courtesy in the use of E-mail. Specifically, the following activities are not acceptable:

Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network. Therefore, messages should not contain profanity, obscene comments, sexually explicit material, and expressions of bigotry or hate.

"Chain letters," "broadcasting" messages to lists or individuals, and other types of use that would cause congestion of the networks or otherwise interfere with the work of others are not allowed.

#### Software Licensing

All commercial software used on college computers must be licensed to the college or to the individual who is using the

software. Individuals should be prepared to show their department manager a license for the software on any college computer.

**NOTE:** All software should be assumed to be commercial unless otherwise noted. The District reserves the right to and has the capability to electronically monitor the software installed on all District Computers.

#### Individual Software Licenses

No students shall install software on any district/college computers, except as authorized by the instructor in the course of learning.

#### Username, Passwords, Personal Identification Numbers (PINs). Students may be issued usernames, passwords and/or PINs.

1. These electronic IDs are unique to the individual and should be guarded carefully.
2. These IDs and their associated rights will give the user of the IDs access to certain data, files, information and resources within the district's electronic resources.
3. These IDs will be treated as electronic signatures and carry the same authority as a written signature when used in conjunction with district or college documents, screens, telephone systems or web forms. THEREFORE, guard your electronic IDs carefully.

If you believe someone else is using your ID, contact the systems administrator immediately.

### Data Security

- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
- Users shall not misrepresent other users on the network.
- Users shall not attempt to gain unauthorized access to data, system programs or computer equipment.
- Users must not give their password to another user.

### Distribution of Literature

Permission for distribution of literature on campus is obtained from the Student Senate Office. The following kinds of literature may not be distributed or displayed without prior consent: literature advertising off-campus activities sponsored by an individual or group not connected with the college; literature for which there is a charge or donation required or requested, either explicitly or implicitly; and literature whose legality is in question. No literature may be displayed or distributed which solicits funds except with the approval of the Student Senate Office. Soliciting is not encouraged.

Literature which is not in conflict with the above stipulations may be posted and otherwise displayed in areas approved by the

Student Senate Office. No literature may be taped or otherwise affixed to a painted surface.

All posted material must have an "Approved for Posting" stamp from the Student Senate Office.

Contact the Student Senate Office, located in the Student Center, SCC-107, for more information.

### Animals/Pets on Campus

The college does not permit staff or students to bring animals on campus, with the exception of "seeing eye" and "hearing ear" dogs and animals used for instructional purposes. At no time should pets be left in vehicles.

### Use of Campus Facilities

In order to provide maximum use, the college facilities may be rented by students, employees, citizens, and citizen groups. The use of district facilities may not interfere with the normal educational activities of the college nor may the use of district facilities be inconsistent with the purposes of the college program. Procedures and fees for the use of district facilities may be obtained from the Campus Facilities Office, (909) 389-3217.

### Collection and Raising of Funds

Students or faculty members may not be solicited to contribute funds to any organization which is not directly under the jurisdiction of Crafton Hills College without the express permission of the college administration. Likewise, no non-student group or individual may collect funds on campus or have campus groups collect for them on campus without prior approval of the college administration.

### Student Right-to-Know

In accordance with the *Code of Federal Regulations, Title 34, Part 668, Sections 668.41 through 668.46* (the "Student Right to Know" Act), institutions participating in any Title IV, HEA program shall make available to current and prospective students, and high school counselors, the completion and transfer-out rates of first-time, full-time, degree-seeking students who entered the institution on or after July 1, 1996. This information is currently available at <http://srtk.cccco.edu/index.asp>.

### Cell Phone Use

Use of cell phones, camera phones, cameras and video equipment of any kind is strictly prohibited within the Financial Aid and the Admissions and Records Office. Faculty and other offices reserve the right to enforce this policy. Thank you for your cooperation.

## Parking Controls & Traffic Regulations

*(All regulations apply to Crafton Hills College and San Bernardino Valley College)*

The Board of Trustees of San Bernardino Community College District, in accordance with the laws of the State of California, has established the following regulations regarding traffic and parking controls for the San Bernardino Community College District Campuses.

### 1. General

- A. College motor vehicle regulations apply to all faculty, staff, students, and visitors operating or parking a vehicle on either campus.
- B. Persons violating these regulations or the California Vehicle Code may receive a San Bernardino Community College District citation and/or be subject to college district disciplinary action.
- C. Parking of motor vehicles and bicycles on Crafton Hills College or San Bernardino Valley College property is done at the owner's risk. The San Bernardino Community College District assumes no liability for damage or theft of a vehicle or its contents.
- D. Crafton Hills College is situated on a hillside. Please take appropriate precautions when parking your vehicle on an incline. When headed downhill, turn your front wheels into the curb. When headed uphill turn your front wheels away from the curb. *Always set your parking brake.*

### 2. Traffic Regulations

- A. Persons operating vehicles and parking on San Bernardino Community College District property are required to comply with these regulations and the California Vehicle Code.
- B. The speed limit on all campus roads is 25 miles per hour at San Bernardino Valley College and 25 miles per hour at Crafton Hills College or less when road or safety conditions require lower speeds.
- C. The speed limit on all campus parking lots is 5 miles per hour.
- D. No vehicles are permitted on inner campus walks except for vehicles delivering supplies and vehicles belonging to the college while in performance of maintenance, deliveries, etc.
- E. Roadblocks, barriers, or stanchions may be placed at any point deemed necessary for safety or convenience. Removal of these roadblocks, barriers, or stanchions is prohibited.
- F. Pedestrians have the right of way at all times.
- G. The use of skateboards or roller skates is prohibited on the campus.

H. Mopeds, when on campus walkways, shall be pedaled only. Use of power is strictly forbidden beyond parking lots and campus roadways.

### 3. Parking Regulations

- A. Staff and faculty lots are reserved for the sole use of personnel employed by the San Bernardino Community College District. DEPENDENTS OF EMPLOYEES ARE PROHIBITED from using staff and faculty parking lots, unless they are an employee of the District.
- B. Parking stalls marked "VISITORS" ARE SOLELY FOR VISITORS. Students, staff, and faculty are prohibited from parking in these areas.
- C. Parking is prohibited in loading zones, posted areas along curbing, and/or red lined areas.
- D. Vehicles are to be parked in properly marked stalls only. Taking up more than one parking stall is prohibited.
- E. Physically handicapped students may be given special parking privileges, which will be evidenced by a San Bernardino Community College District handicapped permit affixed to a valid parking decal.
- F. Motorbikes, motorcycles, and other two-wheeled motorized vehicles must be parked in areas designated for this type of vehicle.
- G. Vehicles parking in prohibited areas that block the flow of traffic, fire-fighting/emergency equipment, driveways, roadways or in posted "No Parking" zones will be towed away at the owner's expense and at no responsibility to the college district. (Pursuant to current California Vehicle Code Authority)
- H. Vehicles abandoned on college property for over 72 hours without prior college authorization may be removed at owner's expense. (Pursuant to current California Vehicle Code Authority)

### 4. Parking Permits

- A. Faculty and staff are required to have a current parking permit (decal) to park in staff lots. All persons using non-staff parking lots are required to have a current permit or a daily pass. Staff may purchase additional decals for their use.
- B. Permits must be properly displayed while on campus.
- C. The following charges will be made for all permits:  
Semester \$30.00 • Summer \$15.00 • Daily parking \$ 2.00  
Daily parking will be verified by a current San Bernardino Community College District parking ticket placed on the dashboard of the car. Additional non-staff and non-faculty permits will be charged at the same rate as the first permit.
- D. Permits for students, staff and faculty **can only be purchased online.**

- F. If a vehicle to which a current permit is affixed is sold or disposed of, the permit number must be reported to the College Police Office and the permit removed from the vehicle.
- G. Refunds will be made only to students and only when the following conditions are met:
1. That all classes in which the student is enrolled are cancelled by the college and the student is thus dis-enrolled from the college.
  2. That a portion of the decal bearing the number is returned to the College Police Office and
  3. That the refund is requested within two calendar weeks from the date of the cancellation of the class(es).

## College Police

**Mission Statement:** The San Bernardino Community College District Police, in concert with the Board of Trustees, is committed to providing a safe and secure learning and working environment for all students and employees. This will be accomplished through a cooperative and coordinated effort involving all departments and the San Bernardino Community College District employees, law enforcement agencies and community.

It is a policy of the Board of Trustees for the San Bernardino Community College District to protect members of the entire college community and the property of Crafton Hills College. In accordance with this policy, the District maintains a Police Department 24 hours a day, 7 days a week. The officers are sworn and duly Commissioned Police Officers of the State of California as defined in *section 830.32 of the Penal Code and 72330 of the California Education Code* and authority extends to anywhere within the state.

• **FOR NON-EMERGENCIES:** Contact the San Bernardino Community College District Police Department Office at (909) 389-3275. Our business office is located in the Lab Administration Building, Communication Center Room 153 on the Crafton Hills Campus. Call this number to locate and/or turn in lost articles or to relay concerns for personal safety along with parking rules and regulations.

• **TO REPORT A LIFE-THREATENING EMERGENCY, CALL 911:** Contact the San Bernardino Community College District Police Department at (909) 389-3275. Be aware that when the office is closed on nights and weekends the San Bernardino County Sheriff will dispatch for the District Police Department. The San Bernardino Community College District is required by the United States Department of Education to post and/or publish crime statistics. Crime statistics are available in the Communications Center room 153 and on the District Police website:  
<http://www.sbccd.org>

## Certificates

A certificate is a program of courses within varied vocational/technical fields for students to gain entry-level occupational skills, enhance career changes, or upgrade skills for career advancement.

## Certificate Requirements

### Residency

Students intending to earn a certificate from Crafton Hills College must complete no less than 50 percent of the courses required for the certificate in residence at Crafton Hills College and must earn a "C" or better in all coursework required as a part of the certificate.

### Issuing Certificates

After certificate requirements are reviewed by the Admissions and Records Office, certificates are issued by the individual departments through the Office of the Dean of Career and Human Development. Certificates will be mailed to the address on file in the Admissions and Records Office unless students request otherwise. For more information, please contact the Office of the Dean of Career and Human Development Office at (909) 389-3344.

### Certificates of Achievement

The college-awarded document confirming that a student has completed such a program shall be known as a certificate of achievement and may not be given any other designation. The award of a certificate of achievement is intended to represent more than an accumulation of units. Listing of the certificate of achievement on a student transcript symbolizes successful completion of patterns of learning experiences designed to develop certain capabilities that may be oriented to career or general education. For purposes of this subdivision, the term "general education" includes a coursework taken to satisfy transfer patterns established by the University of California, the California State University or accredited public postsecondary institutions in adjacent states which award the baccalaureate degree.

Crafton Hills College offers the following Certificates of Achievement. Refer to the particular discipline for course descriptions and requirements for each certificate.

- a. American Sign Language
- b. Business Administration
  1. Business Management
  2. Retail Management
- c. Child Development
  1. Early Learning
  2. Master Teacher
  3. Site Supervisor
  4. Teacher



- d. Computer Information Systems
  1. Computer Information Systems
  2. Computer Assisted Graphic Design (offered cooperatively with Art)
- e. Emergency Medical Services - EMT Paramedic
- f. Fire Technology - California Fire Officer Training
- g. Marketing Management
- h. Radiologic Technology
- i. Transfer Studies - CSU General Education Breadth
- j. Transfer Studies - IGETC

### Locally Approved, Non-transcripted Certificates

Shorter credit programs leading to a certificate may be established without review and approval by the Chancellor after approval by the college curriculum committee and the district governing board. Such a certificate may be given any name or designation deemed appropriate by the district governing board, except that such a certificate may not be referred to as a certificate of achievement, a certificate of completion, or a certificate of competency, unless approved by the Chancellor. Such a certificate may not be listed on a student's transcript, unless approved by the Chancellor. (Title 5, Section 55070) Crafton Hills College offers the following non-transcripted certificates. Refer to the particular discipline for course descriptions and requirements for each certificate.

- a. Child Development- Associate Teacher
- b. Computer Information Systems
  1. Cisco Certified Network Associate
  2. Programming
  3. Web Design
- c. Emergency Medical Services
  1. EMT-Basic
  2. Mobile Intensive Care Nurse
- d. Fire Technology
  1. Inspection Academy
  2. Firefighter I Basic Training Academy
- e. Music
  1. Music Technology and Songwriting Fundamentals
  2. Music Technology, Composition and Songwriting
- f. Public Safety and Services - Emergency Management

### Gainful Employment Disclosure Information

The U.S. Department of Education requires colleges to report certain information such as graduation rates and costs for programs that prepare students for gainful employment in a recognized occupation. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at:

[http://www.craftonhills.edu/Courses\\_and\\_Programs.aspx](http://www.craftonhills.edu/Courses_and_Programs.aspx)

## Crafton Hills College AA/AS Degree Requirements 2013-14

1. Completion of a minimum of 60 units acceptable college work with at least a "C" (2.0) or better cumulative and institutional grade point average.

**NOTE:** Courses numbered 900-999 are designated as non-degree applicable; however, units earned in these courses DO COUNT as student workload units. Courses numbered 001-299 and 500 level are degree applicable.

2. Successful completion of a **minimum of 18 semester units** with a "C" or better in all courses required as part of a major as identified by the college catalog. **See a counselor or the college catalog for details. Work experience units may NOT be applied to the major. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring.**
3. Completion of twelve (12) semester units in residence at Crafton Hills College.
4. Reading competency as demonstrated by a grade of "C" or better in **ENGL 101** (Freshman Composition) **OR ENGL 101H** (Freshman Composition-Honors) **OR** an equivalent course from another accredited institution. (Effective Fall, 2007)
5. Mathematics proficiency as demonstrated by completion of **MATH 095** (Intermediate Algebra) **OR MATH 095C**

(Intermediate Algebra Part C) **OR** any higher-level math course with a grade of "C" or better **OR** an equivalent course from another accredited institution. (Effective Fall, 2006)

6. Writing competency as demonstrated by a grade of "C" or better in **ENGL 101** (Freshman Composition) **OR ENGL 101H** (Freshman Composition-Honors) **OR** an equivalent course from another accredited institution. (Effective Fall, 2006)
7. The following restrictions apply to the **60 units** required for graduation:
  - a) A maximum of **4 units** of physical education activities may be applied.
  - b) A maximum of **15 units** of credit (CR) or (P) grades may be applied. No courses required for the student's major may be taken for (CR) or (P).
  - c) A maximum of **6 units** of Reading and Study Skills courses numbered 001-099 (READ 078X2, READ 091 and CHC 090) may be applied.
  - d) A maximum of **16 units** of Career and Technical Education Worksite Experience or **6 units** of General Worksite Experience may be applied for elective credit **ONLY**.
8. Completion of a minimum of **28 semester** units of general education must be distributed as indicated: Area A (4 units), Area B (3 units), Area C (6 units), Area D (13-14 units) and Area E (2-3 units). No single course may be used to meet more than one general education requirement, except in areas F1 and F2. However, courses taken to complete a major may also apply to general education.

### MAJORS

#### Associate of Arts

- American Sign Language
- Anthropology
- Arabic
- Art
- Child Development
- Communication Studies
- English
- Fine Arts
- French \*
- History
- Humanities
- Japanese

- Liberal Studies-Teacher Prep
- Music
- Philosophy
- Political Science
- Psychology
- Religious Studies
- Social Science
- Sociology
- Spanish
- Theatre Arts (Performance emphasis)
- Theatre Arts (Theatre Technology emphasis)

*\*Pending Chancellor's Office approval*

#### Associate of Science

- Biology
- Biology (Anatomy & Physiology emphasis)
- Biology (Microbiology emphasis)
- Business Administration
- Chemistry
- CIS (Computer Assisted Graphic Design emphasis)
- CIS (Programming emphasis)
- CIS (Web Design emphasis)
- Emergency Medical Services
- Environmental Science (Biological Studies emphasis)
- Environmental Science (Geoscience Studies emphasis)
- Fire Technology
- Geography
- Geology
- Health Science
- Mathematics
- Multiple Sciences
- Physics
- Radiologic Technology
- Respiratory Care

# Crafton Hills College AA/AS Degree Requirements 2013-14

May be updated in late May for next academic year

Completion of a minimum of **twenty-eight (28) units** of general education must be distributed as indicated. No single course may be used to meet more than one general education requirement, **except in areas F1 and F2**. However, courses taken to complete a major may also apply to general education.

	MET	IP	NEED
<b>A. NATURAL SCIENCES (4 UNITS)</b> ANAT 101, 150, 151, ASTRON 150, 150H AND 160, BIOL 100, 130, 130H, 131, CHEM 101, 102, 150, 151, 212, 213, GEOG 110 or 110H AND 111 or 111H, GEOL 100, 100H, 101 or 101H AND 160, 112, MICRO 102, 150, OCEAN 100, PHYSIC 100, 110, 111, 200, 201, 250, 251, 252 Transfer Credit: _____			
<b>B. SOCIAL AND BEHAVIORAL SCIENCES (3 UNITS)</b> ANTHRO 100, 102, 102H, 106, 106H, 107, BUSAD 100, CD 105, COMMST 135, 174, ECON 100, 200, 201, GEOG 120, HIST 100, 100H, 101, 101H, 107, 145, 170, 170H, 171, 171H, JOUR 135, POLIT 100, 100H, 102, 104, 106, 110, PSYCH 100, 100H, 101, 102, 103, 110, 111, 118, SOC 100, 100H, 105, 130, 141, 150 Transfer Credit: _____			
<b>C. HUMANITIES AND FINE ARTS (6 UNITS)</b>			
1. <b>Humanities-3 units from the following:</b> ANTHRO 107, 110, ARABIC 101, 102, 103, 104, ASL 101, 102, 103, 104, ENGL 108, 109, 150, 152, 155, 155H, 160, 163, 175, 250, 260, 261, 270, 271, 275, 280, 281, FRENCH 101, 102, 103, 104, HIST 100, 100H, 101, 101H, 107, 135, 145, 170, 170H, 171, 171H, HUM 101, 102, 103, 140, JAPN 101, 102, 103, 104, MCS 110, PHIL 101, 105, 105H, RELIG 100, 100H, 101, 101H, 110, 135, 175, 176, RUS 101, 102, SPAN 101, 102, 103, 104, THART 108, 109 Transfer Credit: _____			
2. <b>Fine Arts-3 units from the following:</b> ART 100, 102, 105, COMMST 120, 120H, ENGL 170, 232, HUM 103, 140, MUSIC 100, 103, 120, 120H, 134, THART 100, 100H Transfer Credit: _____			
<b>D. LANGUAGE AND RATIONALITY (13-14 UNITS)</b>			
1. <b>Written Traditions-4 units from the following:</b> ENGL 101, 101H, 146 Transfer Credit: _____			
2. <b>Oral Traditions-3 units from the following:</b> BUSAD 145, 155, COMMST 100, 100H, 111, 111H, 140, 145, 155 Transfer Credit: _____			
3. <b>Quantitative Reasoning 3-4 units from the following:</b> CSCI 200, MATH 095, 095C, 102, 103, 108, 115, 141, 160, 200, 250, 251, 252, 265, 266, PSYCH 108 Transfer Credit: _____			
4. <b>Critical Thinking and Informational Literacy-3 units from the following:</b> COMMST 125, ENGL 102, 102H, LIBR 100, PBSF 127, PHIL 103 Transfer Credit: _____			
<b>E. HEALTH AND WELLNESS (2-3 UNITS)</b> DANCE 130, 143, 163, HEALTH 102, 263, PE/I, (all courses except PE/I 070), PE/T Transfer Credit: _____			
<b>F. As part of the 28 units of general education coursework, students must satisfy the following two requirements:</b>			
1. <b>Diversity and Multiculturalism-A minimum of one course chosen from this group may be taken as part of areas A-E above.</b> ANTHRO 107, 110, ARABIC 101, 102, 103, 104, ASL 101, 102, 103, 104, COMMST 174, ENGL 160, 163, 280, 281, FRENCH 101, 102, 103, 104, HIST 107, 170, 170H, 171, 171H, HUM 101, 102, 140, JAPN 101, 102, 103, 104, MCS 110, RELIG 101, 101H, 110, RUS 101, 102, SPAN 101, 102, 103, 104, SOC 105, 141, 150 Transfer Credit: _____			(check box)
2. <b>American Heritage-A minimum of one course chosen from this group may be taken as part of areas A-E above.</b> ENGL 260, 261, HIST 100, 100H, 101, 101H, 135, 145, MUSIC 103, 134, POLIT 100, 100H, RELIG 135 Transfer Credit: _____			(check box)
GENERAL EDUCATION (Minimum 28 units) MAJOR COURSES (See a counselor for details) ELECTIVES TOTAL (Minimum 60 UNITS)			
ENGLISH REQUIREMENT MATH REQUIREMENT READING REQUIREMENT			

NAME \_\_\_\_\_ ID# \_\_\_\_\_ COUNSELOR \_\_\_\_\_ DATE \_\_\_\_\_

## Catalog Rights for Graduation

### Continuous Attendance and Graduation

Continuous attendance is defined as attendance in at least one semester(s) at Crafton Hills College with a break of less than one year. Students in continuous attendance at Crafton Hills College may choose to meet either the graduation requirements in effect at the time they first attended the college or those in effect at the time they graduate.

### Readmission and Graduation

Students who have had a break in attendance at Crafton Hills College of one year or more may choose to meet either the graduation requirements in effect at the time of their readmission or those in effect at the time they graduate.

### Transfer Students and Graduation

Students who transfer to Crafton Hills College from other colleges and universities may choose to meet either the graduation requirements in effect at the time of their transfer or those in effect at the time they graduate.

### New Programs

In the event that a degree or certificate program is introduced after a student's first term, students may choose to meet the requirements listed in the catalog in which the program is first listed or the requirements in effect at the time of graduation.

## Graduation Requirements

### Degrees

The Board of Trustees, upon recommendation of the president and faculty of the college, is authorized to confer the associate in arts degree and the associate in science degree. The requirements for graduation with either degree represent both minimum state requirements and the firm commitment of Crafton Hills College to the principles of general education. Requirements are designed to develop the full potential of each student, broaden his or her outlook and provide the basis for exemplary citizenship.

### Continuous Attendance

Graduation requirements contained in this catalog apply to students initially enrolled during the 2009-2010 college year. Continuous attendance is defined as attendance in at least one or more semesters at Crafton Hills College with a break of less than one year.

### Multiple Degrees

#### First degree from CHC

Students seeking additional degrees after having previously received an associate degree from Crafton Hills College may qualify for an additional degree if they meet the following requirements:

1. Complete the minimum requirements for the second major.
2. Achieve a minimum grade point average of 2.0 for all units attempted in pursuit of the second degree.

#### First degree from another college

Students seeking additional degrees after having previously received an associate degree from another college may qualify for graduation with the following requirements:

1. Complete those general education requirements for which equivalents have not been completed.
2. Meet the minimum requirements of the major.
3. Complete a minimum of 12 units in residence at Crafton Hills College.
4. Achieve a grade point average of 2.0 or above for all units attempted in the pursuit of the second degree.

### Application for Graduation

Students must file a formal application for graduation with the Admission & Records Office. Students may graduate at the end of any semester. Applications must be filed during the semester in which students will complete their graduation requirements and will not be accepted prior to the first day of the term for which applying.

### Application Deadlines

**Fall: October 1st • Spring: March 1st • Summer: July 1st**

When the printed deadlines are on either Saturday or Sunday, the filing period will be extended to the Monday following the deadline date.

### Course Waivers and Substitutions

Students applying for graduation must attach verification and/or documentation of any waivers or course substitutions granted. Waivers and/or substitutions are approved at the department level and must be signed by the department head.

### Commencement Ceremony

Crafton Hills College hosts an annual commencement ceremony each year at the end of the spring semester. Recipients of an AA/ AS degree or Occupational Certificate who have graduated during the preceding summer or fall term or have applied to graduate during the spring term and have been cleared by the Admissions and Records Office will be eligible to participate in the commencement ceremony. Participation is encouraged although not required.

### Diplomas

After the Admissions and Records Office reviews and clears the final records of graduating students, the office mails diplomas to qualified students. The current address on file will be used, unless a student requests otherwise. Please allow two (2) months after the end of the term to receive your diploma in the mail. Reprints of diplomas are available in the Admissions and Records Office for a fee.

### Certificates

After certificate requirements are reviewed by the Records Office, certificates are issued by the individual departments through the Program Development Office. Certificates will be mailed to the address on file in the Admissions and Records Office unless students request otherwise. For more information, please contact the Program Development Office at (909) 389-3344.

# Transferring to a California State University Campus

May be updated in late May for next academic year

## CRAFTON HILLS COLLEGE

### CALIFORNIA STATE UNIVERSITY (CSU) GENERAL EDUCATION REQUIREMENTS 2013-14

**General Provisions:**

- Students are required to complete a minimum of 39 units in areas A-E for full certification of lower division general education requirements. **Upon request to the Admissions and Records Office, CHC will certify** completion of the following pattern to be applied toward the total general education requirement at any CSU.
- This pattern of general education **IS NOT** applicable to any campus of the University of California (UC). Please refer to the specific UC catalog of your choice, and/or the Intersegmental General Education Transfer Curriculum (IGETC) for transfer to CSU and UC.
- Completed courses **MAY NOT** be applied in more than one area.
- COURSES IN BOLD PRINT ARE RETROACTIVELY APPROVED FOR FALL 2012 AND THEREAFTER.**

**A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING**

9 semester units or 12 quarter units required. Students **MUST** complete one course in each of the three areas listed with a "C" or better **prior to transfer**.

- COMMST 100, 100H, 111, 111H or 140
- ENGL 101, 101H
- COMMST 125, ENGL 102, 102H or PHIL 103

Courses from other colleges: \_\_\_\_\_ AP/CLEP exams: \_\_\_\_\_

Met	IP	Need
-----	----	------

**B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING**

9 semester units or 12 quarter units required. **Choose** at least one course from each area. At least one of the science courses must have a laboratory. Laboratory courses are underlined.

- |   |  |
|---|--|
| ASTRON 150, <b>150H</b> + 160   | ANAT <u>101</u> , <u>150</u> , <u>151</u>                    |
| CHEM <u>101</u> , <u>102</u> , 123, <u>150</u> , <u>151</u> , <u>212</u> , <u>213</u> | ANTHRO 106, <b>106H</b>                                      |
| GEOG 110, 110H, 111, <b>111H</b> , 114, 126   | BIOL <u>100</u> , 123, <u>130</u> , <b>130H</b> , <u>131</u> |
| GEOL <u>100</u> , <u>100H</u> , 101, 101H, <u>112</u> , 113, 150,                     | MICRO <u>102</u> , <u>150</u>                                |
| <b>150H</b> , <u>160</u> , 250, OCEAN <u>100</u> , 101, 101H                          |  |
| PHYSIC <u>100</u> , <u>110</u> , <u>111</u> , <u>200</u> , <u>201</u> , <b>250</b> ,  |  |
| <b>251</b> , <b>252</b>   |  |

This requirement is satisfied by completion of any laboratory course in B1 or B2. **Laboratory courses are underlined.**

One course required with a "C" or better **prior to transfer**. **CSCI 200**; MATH 102, 103, 108, 115, 141, 160, **200**, 250, 251, 252, 265, 266; PSYCH 108

Courses from other colleges: \_\_\_\_\_ AP/CLEP exams: \_\_\_\_\_

Met	IP	Need
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**C. ARTS AND HUMANITIES**

9 semester units or 12 quarter units required. **MUST** include at least one course from area 1 AND area 2. **Two** courses maximum per discipline may be applied.

- |   |  |
|---|--|
| 1. ART 100, 102, 105<br>ENGL 108, 109, 226<br>HUM 140<br>MUSIC 100, 103, 120, 120H, 134<br>THART 100, 100H, 108, 109, 226 | 2. ANTHRO 107, 110, ARABIC 101, 102, 103, 104, ASL 101, 102, 103, 104<br>ENGL 150, 152, 155, 155H, 160, 163, 170, 175, 232, 250, 260, 261, 270, 271, 275, 280, 281<br>FRENCH 101, 102, <b>103</b> , <b>104</b> , HIST 100, 100H, 101, 101H, 107, 135, 145, 170, 170H, 171, 171H<br>HUM 101, 102, 140, JAPN 101, 102, 103, 104, MCS 110, PHIL 101, 105, 105H, RELIG 100, <b>100H</b> , 101, 101H, 110, 135, 175, 176, RUS 101, 102, SPAN 101, 102, 103, 104 |
|---|--|

Courses from other colleges: \_\_\_\_\_ AP/CLEP exams: \_\_\_\_\_

Met	IP	Need
-----	----	------

**D. SOCIAL SCIENCES**

9 semester units or 12 quarter units required. **Two** courses maximum per discipline may be applied. POLIT 100 **PLUS** HIST 100, 100H, 101, or 101H fulfill the U.S. History, Constitution & American Ideals requirements for CSU graduation. (Note: POLIT 100H is NOT approved to meet this requirement.)

- SOC 100, 100H, 105, 130, 141, 150
1. ANTHRO 100, 102, **102H**, 106, **106H**, 107, 110, HIST 107, RELIG 110
2. ECON 100, 200, 201
3. SOC 141
5. GEOG 120
6. ANTHRO 107, HIST 100, 100H, 101, 101H, 107, 135, 145, 170, 170H, 171, 171H, RELIG 135
7. CD 105, COMMST 135, 174, JOUR 135, MCS 110, SOC 130
8. POLIT 100, **100H**, 102, 104, 106, 110
9. PSYCH 100, 100H, 102, 103, 110, 111, 118, SOC 150

Courses from other colleges: \_\_\_\_\_ AP/CLEP exams: \_\_\_\_\_

Met	IP	Need
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**E. LIFELONG LEARNING AND SELF-DEVELOPMENT**

3 semester units or 4 quarter units required.

- BUSAD 155  
CD 101, 105  
CHC 100  
COMMST 155  
HEALTH 102, 263 (Note: HEALTH 263H is NOT approved for this area.)  
**PE 200**  
PE/I, PE/T (any - one unit maximum)  
PSYCH 103, 111, 118  
SOC 150

Met	IP	Need
-----	----	------

Student \_\_\_\_\_ ID Number \_\_\_\_\_

Date \_\_\_\_\_ Counselor \_\_\_\_\_ Total Units Certified \_\_\_\_\_

(Counseling 5/13, 7M)

- See Other Side -

Note: Unofficial unless signed by a counselor.

## Transferring to a California State University Campus (continued)

### I. TRANSFER ADMISSION REQUIREMENTS

A student is eligible for upper division transfer if the following requirements have been met:

1. At least sixty (60) semester units of transferable college courses have been completed with a grade point average of 2.00 or better. Non-residents of California must have a 2.40 or better grade point average.
2. At least thirty (30) units of the 60 units required for transfer **must** be selected from the general education courses in areas A through E. Each of the courses within these 30 units must be completed with a grade of 'C' or better. Additionally, at least one course from EACH of the following areas must be completed with a grade of 'C' or better **prior to transfer**:

Area A1	Oral Communication
Area A2	Written Communication
Area A3	Critical Thinking
Area B4	Mathematics/Quantitative Reasoning

3. The student is in good standing (i.e., eligible to re-enroll) at the last college or university attended.

### II. IMPACTED PROGRAMS:

The CSU designates programs as impacted when more applications are received in the first month of the filing period than can be accommodated. Some majors are impacted at every campus where they are offered; others may be impacted only at some campuses. **Applicants to impacted majors must file the application for admission during the first month of the filing period and will be subject to supplementary admission criteria.** If you apply by mail, the postmark will be used to determine if you filed in the first month. Priority for admission to impacted programs is given to California residents.

### III. LOWER DIVISION MAJOR REQUIREMENTS

Most majors require that you complete certain preparatory courses prior to transfer. This can normally be accomplished at Crafton Hills College. Consult the catalog for the college of your choice to determine regulations governing the completion of lower division major requirements and related restrictions. Refer to ASSIST ([www.assist.org](http://www.assist.org)) for information about lower division major requirements, and consult with a counselor regarding transfer plans!

### IV. APPLICATION FILING PERIODS

You are urged to file early! Applications to impacted majors must be filed during the initial filing period, which is the **first month** of the filing period. If applying after the initial filing period, check [www.csumentor.edu](http://www.csumentor.edu) for current information. Except for impacted majors, campuses accept applications until enrollment categories are filled. Most campuses will acknowledge receiving your application within two to four weeks. **You may apply online at [www.csumentor.edu](http://www.csumentor.edu).**

Terms	Applications First Accepted
Summer Semester or Quarter 2014	February 1, 2014
Fall Semester or Quarter 2014	October 1, 2013
Winter Quarter 2015	June 1, 2014
Spring Semester or Quarter 2015	August 1, 2014

### APPLICATION FEE

An application fee of \$55 in U. S. funds, payable to The California State University, is required for each new application filed. The fee is nonrefundable and may not be transferred to another term at any campus. The fee is required for **each** campus to which you apply.

# Transferring to a University of California Campus

May be updated in late May for next academic year



## UC Eligibility Path

1. Completion of 60 semester (90 quarter) UC transferable units. IGETC can be used as part of the 60 semester UC transfer units depending on major (see "\*" note below for restrictions).
2. Attainment of a GPA of at least 2.40 in UC transferable courses
3. Completion of 7 UC transferable courses
  - 2 courses in English composition
  - 1 course in math
  - 4 courses from at least two of the following areas:
    - Arts and humanities
    - Social and behavioral sciences
    - Physical and life sciences

### CRAFTON HILLS COLLEGE

#### Intersegmental General Education Transfer Curriculum for Transfer to CSU and UC 2013-14

Student's Name \_\_\_\_\_  
 (print) Last First Middle Student I.D. # Major

Completion and certification of IGETC will permit community college students to transfer to a campus in the CSU or UC system with lower division requirements completed. **COURSES IN BOLD PRINT ARE RETROACTIVELY APPROVED FOR FALL 2012 AND THEREAFTER.**

**IGETC is not advisable for all transfer students.** Students with majors that require extensive lower division preparation may be best served by taking courses that fulfill the General Education Breadth of the UC campus. These majors include, but are not limited to, Engineering, Pre-professional programs, and Science.

**CERTIFICATION:** Request **CERTIFICATION** from the Admissions and Records Office. Current IGETC standards allow for full or partial certification. **Partial certification** is defined as completing all but two courses from any area **except those listed in Areas 1 and 2.** Minimum UC and/or CSU transfer requirements must be met prior to transfer. All courses must be completed with a "C" or better. IGETC may be certified by any Community College the student has attended.

**INSTRUCTION TO COUNSELORS:** Circle courses and enter units in appropriate column. **Requirements satisfied by exam should be noted.**

	OTHER COLLEGES AP EXAMS	COMPLETED	IN PROGRESS	REMAINING
<b>AREA 1 - ENGLISH COMMUNICATION</b>  CSU - 3 courses required, one from each group below. UC - 2 courses required, one from group A and one from group B				
A. English Composition, 1 course, 3 - 4 semester/ 4 - 5 quarter units. ENGL 101, 101H				
B. Critical Thinking - English Composition, 1 course, 3 - 4 semester/ 4 - 5 quarter units. ENGL 102, 102H				
C. Oral Communication (CSU only), 1 course, 3 semester/ 4 - 5 quarter units, COMMST 100, 100H, 111, 111H, 140				
<b>AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</b> (1 course, 3 - 4 semester/ 4 - 5 quarter units) A. <b>CSCI 200</b> ; MATH 102**, 108, 115, 141**, 160**, <b>200</b> , 250, 251, 252, 265, 266; PSYCH 108				
<b>AREA 3 - ARTS AND HUMANITIES</b> (At least 3 courses with at least one from the Arts and one from the Humanities, 9 semester/12 - 15 quarter units.) A. ARTS: ART 100, 102, 105; ENGL 108, 109, 226; MUSIC 100, 103, 120, 120H, 134; THART 100, 100H, 108, 109, 226				
B. HUMANITIES: ANTHRO 107*, 110*; ARABIC 103, 104; ASL 103, 104 ENGL 150, 152, 155, 155H, 160, 163, 170, 175, 250, 260, 261, 270, 271, 275, 280, 281 <b>FRENCH 103, 104</b> ; HIST 100*, 100H*, 101*, 101H*, 107*, 135*, 145*, 170*, 170H*, 171*, 171H* HUM 101, 102, 140; JAPAN 103, 104; MCS 110; PHIL 101, 105, 105H; RELIG 100, <b>100H</b> , 101, 101H, 110*, 135*, 175, 176; SPAN 103, 104				

## Transferring to a University of California Campus (continued)

	OTHER COLLEGES APEXAMS	COMPLETED	IN PROGRESS	REMAINING
<p><b>AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES</b>                      (At least 3 courses from at least two disciplines, 9 semester/ 12 - 15 quarter units)                      A. ANTHRO 100, 102, <b>102H</b>, 106*, <b>106H*</b>, 107*, 110*, HIST 107*, RELIG 110*                      B. ECON 100**, 200, 201                      C. SOC 141*                      E. GEOG 120                      F. ANTHRO 107*, HIST 100*, 100H*, 101*, 101H*, 107*, 135*, 145*, 170*, 170H*,                      171*, 171H*; RELIG 135*                      G. CD 105, COMMST 135, 174, JOUR 135, MCS 110, SOC 130                      H. POLIT 100, <b>100H</b>, 102, 104, 106, 110                      I. PSYCH 100, 100H, 102, 103, 110, 111, 118, SOC 150*                      J. SOC 100, 100H, 105, 141*, 150*</p>				
<p><b>AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES</b>                      (2 courses required, one Physical Science course and one Biological Science course; at least one must include a laboratory. 7 - 9 semester/ 9 - 12 quarter units.)</p> <p>A. PHYSICAL: ASTRON 150, <b>150H</b>, 160; CHEM 101**, 102**, 123, 150, 151, 212, 213; GEOG 110, 110H, 111, <b>111H</b>, 114, 126; GEOL 100, 100H, 101, 101H, 112**, 113**, 150, <b>150H</b>, 160, OCEAN 100**, 101**, 101H**; PHYSIC 100,** 110**, 111**, 200**, 201**, <b>250**</b>, <b>251**</b>, <b>252**</b></p> <p>B. BIOLOGICAL: ANAT 150, 151; ANTHRO 106*, <b>106H*</b>; BIOL 100, 123, 130, <b>130H</b>, 131; MICRO 102**, 150**</p> <p>C. LABORATORY: This requirement is met by completion of any laboratory course in 5A or 5B. Laboratory courses are <u>underlined</u>.</p>				
<p><b>UC REQUIREMENT ONLY - Language Other Than English</b>                      Proficiency equivalent to two years of high school with grades of "C" or better, or one year of college study in the same language.                      The following courses at this institution fulfill the requirement.                      ARABIC 102, 103, 104, ASL 102, 103, 104, FRENCH 102, <b>103</b>, <b>104</b>; JAPN 102, 103, 104, RUS 102, SPAN 102, 103, 104</p>				
<p><b>CSU GRADUATION REQUIREMENT ONLY - U.S. History, Constitution and American Ideals</b>                      (This area is not part of IGETC. Courses <b>MAY</b> be used to partially satisfy areas 3B or 4 per current IGETC Standards.)                      (6 semester units, one course from group 1 and one course from group 2)                      Group 1 - POLIT 100 (Note: POLIT 100H is NOT approved to meet this requirement.)                      Group 2 - HIST 100, 100H, 101, 101H</p>				

\* Course may be listed in more than one area, but may not be applied in more than one area.  
 \*\* Indicates that transfer credit may be limited by UC or CSU or both. Please see the catalog or consult a counselor.

**NOTE:** Approved courses are added to the IGETC each year. When a course is approved for IGETC, it will apply **ONLY** for the year of approval and thereafter.

## Fee Schedule

(All fees are subject to change)

### Mandatory Fees

<b>Enrollment Fee</b> .....	<b>\$46.00 per unit</b>
Non-Resident Fee .....	\$208.00 per unit
<i>Includes mandatory enrollment fees</i>	
Health Fee .....	Fall/Spring \$15.50 Summer \$12.50
Accident Insurance Fee .....	Fall/Spring/Summer \$1.50
Student Center Fee.....	\$1 per unit (maximum \$10 per year)
	Assessed Summer - Spring
Capital Outlay Fee .....	\$41.00 per semester unit
<i>(Citizen of a foreign country who is also a resident of a foreign country)</i>	
Student Representation Fee .....	\$1.00
<i>This fee may be waived for moral, religious, political, or financial reasons. For more information, please call the Student Senate Office at (909) 389-3410.</i>	

### Optional Fees

<b>AS (Associated Student) Sticker</b> .....	\$7.50 semester
<b>Schedule of Classes</b> .....	Free on campus \$3.00 (if mailed in U.S.) \$7.00 (if mailed outside of U.S.)
<b>Transcripts: First two requests are free</b>	
Subsequent requests.....	\$10.00 each
Immediate requests (same day).....	\$20.00 each
Online requests.....	\$5.00 (plus service charge)
<b>CHC Catalog</b> .....	\$6.00 (on campus)

## Student Health and Accident Fees

- A. A health and accident insurance fee will be paid by students at the time of registration. The receipts will be expended only to defray the cost of student health services and student accident insurance as provided in *Education Code 72246*.
  1. The health fee for students enrolled in fall semester shall be \$15.50.
  2. The accident insurance fee shall be \$1.50. The Health and Accident Fee is non-refundable unless all courses for which the student is enrolled are cancelled or the student withdraws from all courses prior to the first day of the term.
- B. Exemptions - Certain individuals are exempt from health and accident fees by code exemption or action of the Board of Trustees:
  1. Apprentices attending college under an approved training program.
  2. Students who depend exclusively upon prayer for healing in accordance with the teaching of a bonafide religious sect, denomination or organization.
- C. Exempted students who do not pay health or accident insurance fees are not eligible for health services or coverage under the accident insurance policy.
- D. International students must purchase a Student Accident and Sickness Medical Expense Plan or show evidence of equal coverage and provide results of a negative tuberculosis skin test or chest x-ray performed in the United States.



## Course Enrollment Using WebAdvisor

If you are having trouble logging in, there are video tutorials located at the left of the WebAdvisor Login page. You may also retrieve your password by clicking “What’s My Password?” located at the bottom right. If you continue to experience difficulty contact the SBCCD Technical Assistance Center (STAC) at 1-877-241-1756 or CHC Admissions & Records at 389-3372.

1. From [www.Craftonhills.edu](http://www.Craftonhills.edu), click on **WebAdvisor**.
2. Click “LOG IN”
3. Your User ID is formatted: f.lastname####  
Where:
  - f is the first character of your first name (no nicknames).
  - lastname is your last name up to 20 characters
  - #### is the last four digits of your Student ID.

Your default password is “Temp” and your 6 digit date of birth (TempMMDDYY).  
Note: Your password is case sensitive.

  - You will be prompted to change your password. Follow instructions for password requirements.

4. Click on “Current Students”
5. Click on “Register and Drop Classes”
6. Click on “Search and register for sections”
7. Enter the class information you want to register for. Keep your search criteria simple and broad when searching for classes.
8. In this example, we are searching for MATH-095 in the Fall term.
9. Click “Submit”
10. The simple and broad search has provided us with all the MATH 095 classes for the FALL term.
11. Select a class and click “Submit”
12. Choose “Register” in the Action box and click “Submit”
13. To pay for your classes, return to the, ‘Student Menu,’ and select, ‘Make a Payment,’ under the section titled, ‘Billing Information.’

**After registering for classes, your entire registration balance must be paid by the end of the day. Payments may be made online on WebAdvisor with Visa or Master Card.**

Payment by cash, check or money order must be made in person at the Admissions & Records Office.

Outstanding registration fees may result in your classes being dropped.

**Late Adds: You must pay for class(es) at the time you add.**



# CHC Campus Map



Map not to scale

Updated: February 11, 2010

- |                        |  |                        |
|------------------------|--|------------------------|
| <b>ATM</b>             | <b>Parking Permits (Daily)</b>           | <b>Police/Security</b> |
| <b>Bus Stop</b>        | <b>Parking Permits (Semester/Annual)</b> | <b>Visitor Parking</b> |
| <b>Nurse's Station</b> | <b>Fire Access</b>                       |                        |

- 1 AQUATIC CENTER ..... AC
- 2 ATHLETIC FIELD ..... AF
- 3 BC CLASSROOM BUILDING ..... BC
- 4 BOOKSTORE ..... BK
- 5 STUDENT CENTER/CAFETERIA ..... SCC  
Student Senate
- 6 CL CLASSROOM BUILDING ..... CL  
Financial Aid
- 7 CHEMISTRY/HEALTH SCIENCES ..... CHS
- 8 CHILD DEVELOPMENT CENTER ..... CDC
- 9 GYMNASIUM ..... G  
POLICE
- 10 LABORATORY/ADMINISTRATION ..... LADM  
Campus Business Office  
Parking Permits (Semester/Annual)

- 11 LEARNING RESOURCE CENTER ..... LRC  
Copy Center  
Gallery  
Lecture Hall  
Library
- 12 MATH & SCIENCE ANNEX ..... MSA
- 13 MAINTENANCE & OPERATIONS/  
SHIPPING & RECEIVING
- 14 OCCUPATION EDUCATION 1 ..... OE1
- 15 OCCUPATION EDUCATION 2 ..... OE2
- 16 PERFORMING ARTS CENTER ..... PAC
- 17 STUDENT SERVICES A ..... SSA  
Admissions & Records EOPS
- 18 STUDENT SERVICES B ..... SSB  
Counseling  
Health & Wellness Center  
Disabled Student Services
- 19 TENNIS COURTS ..... TC-CRTS