



CRAFTON HILLS COLLEGE

NEW STUDENT ORIENTATION
STUDENT HANDBOOK

2011-2012

President's Welcome

Dear New CHC Student:

Welcome to Crafton Hills College where we are dedicated to providing a quality learning environment. With more than 35 degree programs and 30 certificate options, Crafton Hills College offers a variety of educational paths for both transfer and career preparation. Our outstanding faculty and staff are committed to student success throughout the college, regardless of the program or service area.

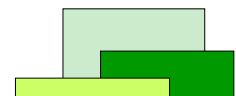


Two new facilities came on board in fall 2010 to better serve students. The Learning Resource Center (LRC) is a 60,000 square foot building where the library and the tutoring center are located along with student study rooms, a 100 seat auditorium, and an art gallery. The LRC is surrounded by the Living Wall and new walkways through the center of campus. The Aquatics Center on the northeast side of the campus houses a former Olympic training pool, a large classroom, and training areas for athletes. Future projects include a new student center, a science building, a parking structure, alternative energy sources, and the renovation of a variety of classrooms and buildings. Students will be able to enjoy top-quality learning spaces to compliment outstanding instruction.

In addition to coursework, Crafton Hills College also offers a range of support services and extra-curricular activities. Students can receive assistance in the areas of Financial Aid, Admissions and Records, Counseling, Extended Opportunity Programs and Services (EOPS), Disabled Student Programs and Services (DSP&S), and Health Services. The Student Life Office oversees student government and numerous clubs and organizations. The newly instituted College Hour will provide opportunities for students to be involved in a full college experience.

Crafton Hills College is dedicated to meeting community needs by preparing students to become leaders and productive citizens. We are proud of the 6,200 current students who have chosen the College as the place to pursue their dreams.

Sincerely,
Gloria Macías Harrison, President



Crafton Hills College Administration

Gloria Macías Harrison, M.A.	President
Rebeccah Warren-Marlatt, M.A.	Vice President, Student Services
Cheryl A. Marshall, Ed.D.	Vice President, Instruction
Michael Strong, B.S.	Interim-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
June C. Yamamoto, M.A.	Dean, Career and Human Development
Cheryl Bardowell, M.P.A.	Director, Resource Development
Wayne Bogh, M.B.A.	Director, Technology Services
Gloriann Chavez, A.A.	Director, Bookstore
Rejoice Chavira, M.A.	Director, EOPS/CARE/CalWORKs
Donna Garcia, A.A.	Supervisor, Custodial
Alisa Sparkia Moore, Esq.	Director, Public Relations & Marketing
John Muskavitch, B.S.	Director, Financial Aid
Ericka Paddock, M.A.	Director, Student Life
Cammy Purper, M.A.	Director, Child Development
Marty Rea	Manager, Cafeteria/Snack Bar

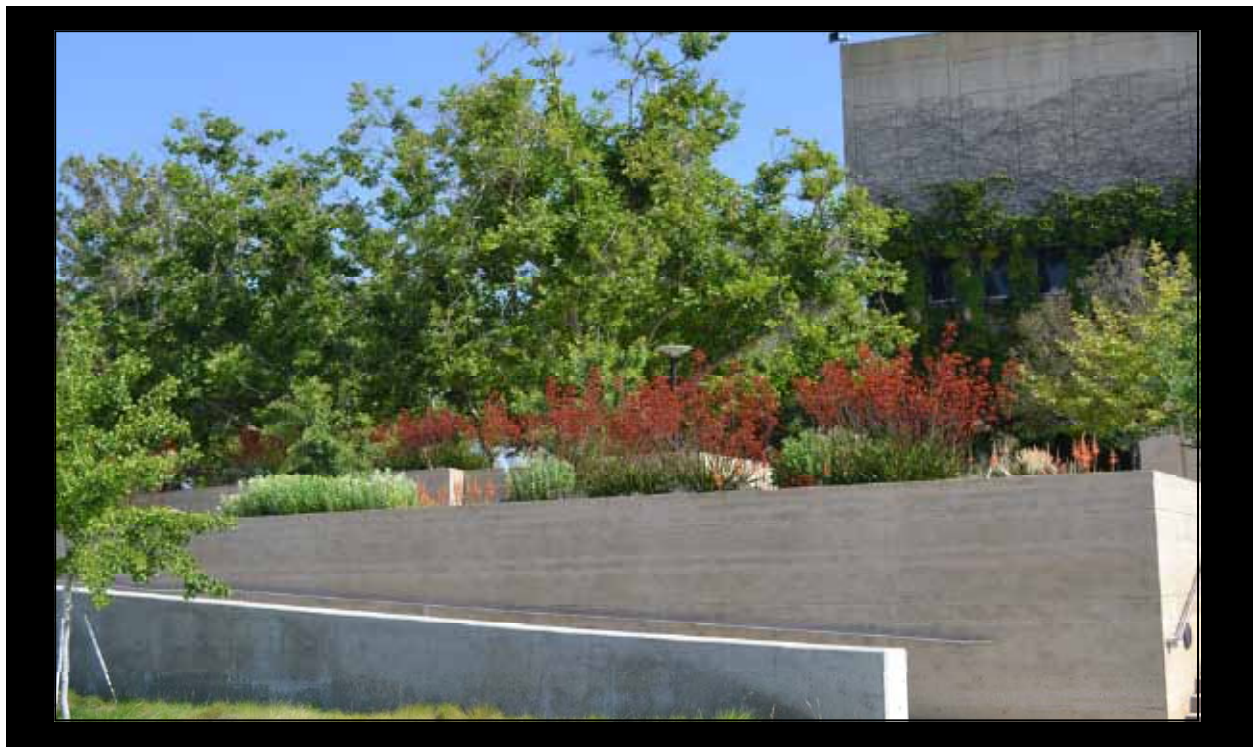


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Matriculation Services

Matriculation is a process that 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 admission process, assessment of basic skills, orientation to college, 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 insure their success. (To receive an exemption from any of these components, review the “Exemption criteria” which follows and see a counselor)

- 1. Admission** – a uniform process of application and registration assures equitable student access to the educational offerings of the college.
- 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. Orientation**-Through orientation/advisement workshops new students to Crafton Hills College are introduced to the College’s programs, services, academic regulations, and expectations. Students also develop a first semester Student Educational Plan (SEP).
- 4. Counseling and Advisement** – Each student will meet with a counselor to initiate a Student Educational Plan (SEP) that outlines the appropriate courses needed to reach the student’s identified educational goal. The student will meet with a counselor on an ongoing basis to revise and/or update the SEP, as necessary.
- 5. 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.

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. Students can rent or purchase textbooks, sell textbooks back, and purchase graduation regalia.

For General Questions, please call our main number: (909) 389-3250. We are located in BK.

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: SBVC
Telephone: (909) 384-4429
Email: zruss@valleycollege.edu

Career Services

The Counseling office provides specialized services and information to assist students with career planning. The Counseling office assists students in 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 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.

Location: Student Services Building (SSB-201)
Telephone: (909) 389-3366
Email: counseling@craftonhills.edu

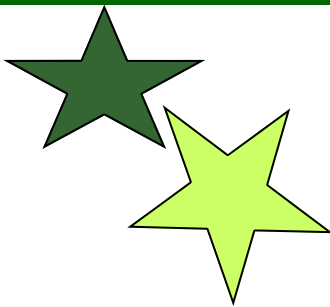


Child Development Center

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 2 years 10 months through 5 years 11 months
- State of the art developmental & educational program
- AM & PM State Preschool program (FREE to qualifying families)
- Educated and highly trained staff
- Beautiful indoor and outdoor environments
- Full and part-time space available
- Open 7:00 a.m. to 5:00 p.m. Monday through Friday

Location: Child Development Center (CDC)
Telephone: (909) 389-3400
Email: cpurper@sbccd.cc.ca.us



Cooperative Agencies Resources for Education (CARE Program)

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

- 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 CARE provides support services and grant funds to promote academic success and to assist students in attaining their career and vocational goals.

Location: EOPS Office, Room SSA-307
Telephone: (909) 389-3239



Counseling

Counseling and advising services assist current and prospective students in establishing their educational goals and identifying support services to help students 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
- Career/Life Planning courses

Personal Counseling

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



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.

Location: Student Services Building (SSB 201)

Telephone: (909) 389-3366

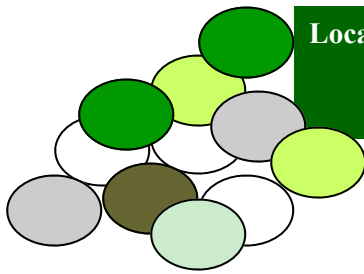
Email: counseling@craftonhills.edu

Twitter: @CHC_Counseling



Student Success Services

Student Success Services are designed to assist new and continuing students with negotiating the sometimes confusing and frustrating processes of the college learning environment. Student Success Advisors are 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 Advisors, 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



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



Extended Opportunity Programs and 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

To be eligible for the EOPS Program, a student must meet all of the following requirements:

- Be a California resident
- Be enrolled as a full-time student (12 units or more), exception DSP&S students
- Have fewer than 70 degree applicable units
- Qualify to receive the Board of Governor’s Waiver (BOGW) A or B
- Be educationally disadvantaged per Title V guidelines

Location: EOPS Office,
Room SSA-307
Telephone: (909) 389-3239

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.

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



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

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 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 complete application by June 1, 2011 and who have returned all requested materials) can expect to receive a financial aid award letter by July.

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.

Health and Wellness Center

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 emergency 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.

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.



Location: Student Services Building (SSB-101)

Telephone: (909) 389-3272

Email: studentservicescouncil@sbccd.cc.ca.us

Learning Resource Center

The Learning Resource Center provides free tutoring for a variety of courses including math, writing, foreign languages, and the sciences. The center also offers reading and language activities, an open-use computer lab, and a series of video telecourse programs on many topics. During the semester, students will have the opportunity to develop their academic skills through the center's workshop series. Come and investigate your resources.

For more information on the center's programs, visit the LRC webpage at http://craftonhills.edu/student_resources/learning_center or call (909) 389-3312.

Library

The Library supports the teaching program of the College with more than 60,000 book titles, a collection of on-line programs, 1,200 videos, and 64 Internet computers. The on-line programs include The Opposing Viewpoints, the on-line card catalog Wilson's Index to Humanities, Reader Guide, Science, Social Science Info Trac, and ProQuest (a subscription to 1,100 full-text periodicals). Many of these on-line programs are available from your home; passwords for those programs are available in the library. Your student ID is your Library Card. In addition to the CHC Library Card you may pick up the IEALC (Inland Empire Academic Library Cooperative Card) that will allow you access to several local colleges and universities. The IEALC card will allow our students to check out materials in 20 other college libraries throughout the Southland. Local community members are also welcomed and may request a library card for the College library. We also allow community members the right to use and check out library resources.

**For information call (909) 389-3321
For general information or for reference help call (909) 389-3322
or (909) 389-3323.**



The new Library and Learning Resource Center opened officially October 15, 2010.

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.

Student Senate meetings take place Mondays from 2-4pm. 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.



Some of the 2011-2012 ASCHC Officers



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

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 a current catalog collection of California public universities (both in print and on the web) current articulation agreements between Crafton Hills College and many public and private institutions, and CSU and UC admissions information and applications. The Center also provides access to web-based transfer research sites. Representatives from local four-year public and private institutions are available by appointment on a regular basis to provide more in-depth information on programs and transfer requirements to their specific institutions. Workshops on preparing applications and as well as other topics are sponsored by the transfer center on an ongoing basis.

Location: Crafton Center (Above Cafeteria—SSC 201)
Telephone: (909) 389-3366
Email: transfercenter@craftonhills.edu



Veterans Educational Benefits

The Veterans Services Office 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 or feel free to visit the Veterans Services office located within 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: srush@craftonhills.edu
For further information visit www.gibill.va.gov



Prerequisites, Corequisites, & 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 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) may 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.

Corequisite

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.

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.

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

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 corequisites;
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.

Withdrawal from a Course

Withdrawal from a course(s) may be approved in extenuating circumstances after the last day of the 14th week (or 75%) upon petition of the student and after consultation with the appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. The "W" (withdrawal) should not be used in calculating grade point averages, but shall be used in determining probation and dismissal. A "W" shall not be assigned, or if assigned shall be removed, from a student's academic record, if a determination is made that the student withdrew from a course due to discriminatory treatment or due to retaliation for alleging discrimination treatment or that the student withdrew because he/she reasonably believed that remaining in the course would subject him/her to discriminatory treatment/retaliation for alleging discriminatory treatment.

A "W" will not be assigned to any student who withdrew from one or more courses, where such withdrawal was necessary because of the student was engaged in fighting wildfires, was forced to evacuate his/her home due to such fires, or suffered loss or injury as a result of such fires.

When a student withdraws from a course three times, the student will be referred to counseling to help determine what is causing the need for repeated withdrawals. A fourth withdrawal may be permitted consistent with certain requirements.

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

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

Non-Evaluative Symbols Definition Comments

I	Incomplete Instructor initiated. See section on Incompletes
W	Withdrawal Student or instructor initiated.
IP	In Progress Assigned for classes which continue across semester and/or intersession dates.
RD	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.

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.
- 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)

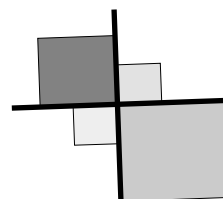
Courses may be offered in either or both of the following categories:

- 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.



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:	Units	Grade	Points
Grade Course	Attempted	(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

1. 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.

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

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

3. Total the units attempted and the grade points.

4. 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:	2.0 = C average
4.0 = A average	1.0 = D average
3.0 = B 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

Students who are first semester college students with a GPA of 3.5 or higher or a lifetime member of the California Scholarship Federation or a student who has completed 12 units with a 3.0 or higher GPA may join AGS. Students who meet the membership requirement may apply for local and state AGS scholarships. Students may apply for permanent membership in AGS and may wear green and gold cords at graduation. For additional information, please contact Associated Student Government.



College Honors Institute

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

- Pursue their individual scholarly interests
- Participate in an intellectual community of students with a shared purpose of advancing scholarship
- Interact with a dynamic cadre of professors interested in enriching students' academic experience
- Honors courses will complete the standard course requirements for that class as well as the honors project and increase eligibility to one of the schools outline on the HTCC agreement.

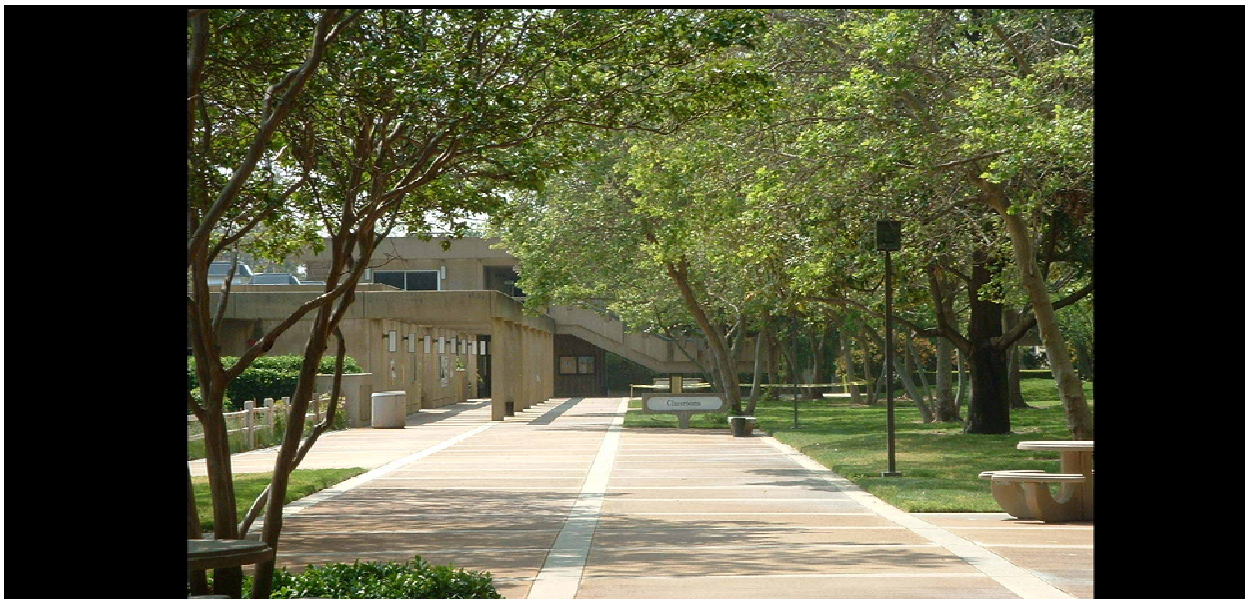
Contact: College Honors Institute Director, CHCHonors@craftonhills.edu

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.
- The student must have completed twelve (12) or more units 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:

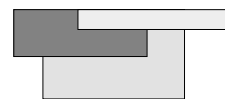
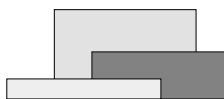
1. Students must be enrolled at Crafton Hills College in order to apply for AP credit.
2. Students are required to have completed twelve (12) units at Crafton Hills College prior to applying for AP credit. An exception will be made to this requirement if an AP course serves as a prerequisite for a more advanced course. See a counselor 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 Counseling Office for evaluation. Students will receive units of credit and grades of Credit (CR) on their Crafton Hills College transcripts.

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), with the exception of critical thinking-English composition and oral communication requirements (Areas 1B and 1C). Credits earned with a score of 3 or higher on a designated AP examination may be applied when recognized by the college as equivalent to approved IGETC courses. Each individual AP examination can clear one course only. AP examinations taken for Biology, Chemistry or Physics will **not** be granted laboratory credit.
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/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.



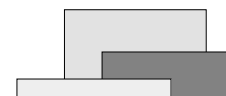
Unit Limitations

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 prior to registering for classes. Contact the Counseling Center for exceptions to this policy.

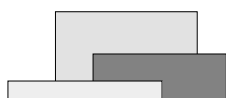
Class Level of Students

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

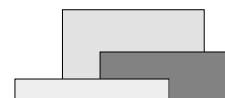


Students must take all examinations given in the courses in which they are enrolled, and may not be excused from the required examinations of any course, including final examinations. Students who are absent during an examination forfeit the right to make up the examination unless they have prior permission 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 number includes the notation x2, x3, or x4, then the course may be taken 2, 3, or 4 times, respectively.(55041(b))
2. If the course has been designed as an activity course and where it is found that the course content differs each time it is offered to enhance the skills and proficiencies of the student.
Such courses include, but are not limited to the following:
 - Physical Education courses,
 - Visual and Performing Arts courses in music, fine arts, theater or dance,
 - Career/Technical courses. These courses may not be repeated more than three (3) semesters.
3. If the course is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
4. 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.

5. 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.
6. If the student has had 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. 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.

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 enrolled in at least 12 units and has received a W, I, or NC 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 NC 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.

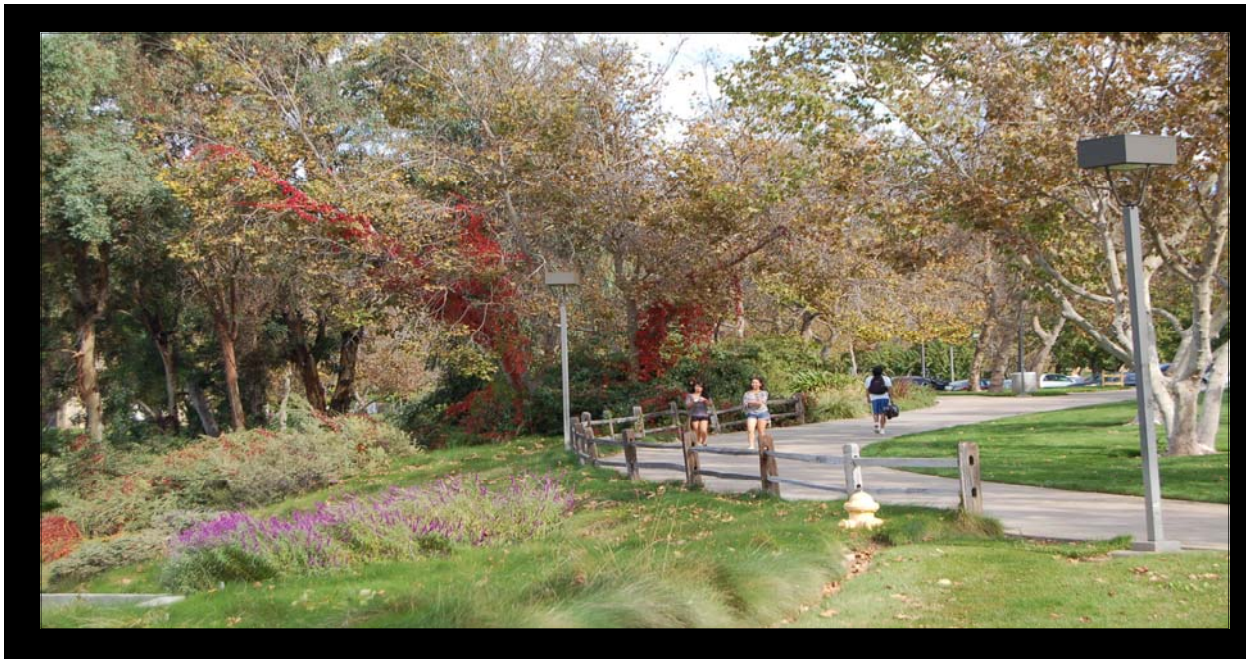
Standards for Dismissal

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 NC 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.
4. 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.

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
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 Harassment in Education	Vice President, Student Services, LADM 300A, (909) 389-3355

Standards of Student Conduct

In the Classroom

A proper teaching and learning environment is imperative for getting 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

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.

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. 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 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.

Student Rights and Responsibilities

Preamble

Crafton Hills College exists for the transmission of knowledge, the pursuit of knowledge and creative expression, the development of students, and the general well being 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 Student Services Office (SSA -306) 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.



Crafton Hills Emergency Medical Technician Grads, Spring 2011

Unacceptable Uses

- 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.

Usernames, 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 and 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 15 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.
- 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. Backing into or 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. (CVC 22702)
- H. Vehicles abandoned on college property for over 72 hours without prior college authorization may be removed at owner's expense. (CVC 22702)

4. Parking Permits

A. Faculty and staff are required to have a current permanent parking permit (decal) or current parking ticket to park in staff lots. All persons using non-staff parking lots are required to have a current permit or a current parking ticket. 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 \$ 1.00

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

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) 389-3276. 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 ANY CRIMINAL ACTION OR A LIFE-THREATENING EMERGENCY:**

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 Technical Education. 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 Technical Education Office at (909) 389-3344.

Certificates of Achievement

Any sequence of courses consisting of 18 or more semester units or 27 or more quarter units of degree-applicable credit coursework shall constitute an educational program subject to approval by the Chancellor pursuant to section 55130. 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.

- | | |
|--|---|
| <ul style="list-style-type: none"> a. Accounting b. American Sign Language
(pending State Chancellor’s Office approval) c. Business Administration <ul style="list-style-type: none"> 1. Business Management 2. Retail Management d. Child Development <ul style="list-style-type: none"> 1. Early Learning 2. Master Teacher 3. Site Supervisor 4. Teacher e. Computer Information Systems <ul style="list-style-type: none"> 1. 3D Computer Animation
(offered cooperatively with Art) 2. Computer Information Systems 3. Computer Assisted Graphic Design
(offered cooperatively with Art) 4. Webmaster I | <ul style="list-style-type: none"> f. Emergency Medical Services-
EMT Paramedic g. Fire Technology-
California Fire Officer Training h. Marketing Management i. Radiologic Technology j. Respiratory Care k. Transfer Studies-
CSU General Education Breadth l. 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. (Title5, 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. Computer Hardware Technician
 - 3. Programming
 - 4. 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. Office Computer Applications
 - 1. Office Assistant I
 - 2. Office Assistant II
- 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

CRAFTON HILLS COLLEGE AA/AS DEGREE REQUIREMENTS 2011-12

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 ENGL 146** (Writing for Business and the Professions) **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 ENGL 146** (Writing for Business and the Professions) **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 (6units), 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
Business Administration
Child Development
Communication
Economics
English
Fine Arts
History
Humanities
Japanese
Liberal Studies-Teacher Prep
Music
Philosophy
Political Science
Psychology
Religious Studies
Social Science
Sociology
Spanish
Theatre Arts

Associate of Science

Astronomy
Biology/Anatomy&Physiology
Biology/Microbiology
Business Administration
Chemistry
CIS/3D Computer Animation
CIS/Computer Assisted Graphic Design
CIS/Programming
CIS/Webmaster
Emergency Medical Services
Environmental Science/Biological Studies
Environmental Science/Geoscience Studies
Fire Technology
Geography
Geology
Health Science
Mathematics
Multiple Sciences
Physics
Radiologic Technology
Respiratory Care



**CRAFTON HILLS COLLEGE
AA/AS DEGREE REQUIREMENTS 2011-12**

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.

A. NATURAL SCIENCES (4 UNITS)

ANAT 101, 150, 151, **ASTRON** 150 AND 160, **BIOL** 100, 130, 131, **CHEM** 101, 102, 150, 151, 212, 213, **GEOG** 110 or 110H AND 111, **GEOL** 100, 100H, 101 or 101H AND 160, 112, **MICRO** 102, 150, **OCEAN** 100, **PHYSIC** 100, 110, 111, 200, 201

B. SOCIAL AND BEHAVIORAL SCIENCES (3 UNITS)

ANTHRO 100, 102, 106, 107, **BUSAD** 100, **CD** 105, **ECON** 100, 200, 201, **GEOG** 120, **HIST** 100, 100H, 101, 101H, 107, 145, 160, 161, 164, 170, 170H, 171, 171H, **JOUR** 135, **POLIT** 100, 102, 104, 106, 110, **PSYCH** 100, 100H, 101, 102, 103, 110, 111, 112, 113, 116, 118, 150, **SOC** 100, **100H**, 105, 130, 141, 150, **SPEECH** 135, 174

C. HUMANITIES AND FINE ARTS (6 UNITS)

1. Humanities-3 units from the following:

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, **HIST** 100, 100H, 101, 101H, 107, 135, 145, 160, 161, 164, 170, 170H, 171, 171H, **INTDIS** 101, 102, 103, 140, **JAPN** 101, 102, 103, 104, **MCS** 110, **PHIL** 101, 105, 105H, **RELIG** 100, 101, 101H, 110, 135, 175, 176, **RUS** 101, 102, **SPAN** 101, 102, 103, 104, **THART** 108, 109

2. Fine Arts-3 units from the following:

ART 100, 102, 105, **ENGL** 170, 232, **INTDIS** 103, 140, **MUSIC** 100, 103, 120, **120H**, 134, **SPEECH** 120, 120H, **THART** 100, 100H

D. LANGUAGE AND RATIONALITY (13-14 UNITS)

1. Written Traditions-4 units from the following:

ENGL 101, 101H, 146

2. Oral Traditions-3 units from the following:

BUSAD 145, 155, **SPEECH** 100, 100H, 111, 111H, 140, 145, 155

3. Quantitative Reasoning 3-4 units from the following:

MATH 095, 095C, 102, 103, 108, 115, 141, 160, 250, 251, 252, 265, 266, **PSYCH** 108

4. Critical Thinking and Informational Literacy-3 units from the following:

ENGL 102, 102H, **LIBR** 100, **PBSF** 127x2, **PHIL** 103, **PSYCH** 127x2, **SPEECH** 125

E. HEALTH AND WELLNESS (2-3 UNITS)

HEALTH 102, 263, **PE/I**, (all courses except **PE/I** 070X4 and 174X4) **PE/T**, **PE** 263, **THART** 130X4, 163X4

F. As part of the 28 units of general education coursework, students must satisfy the following two requirements:
1. **Diversity and Multiculturalism-A minimum of one course chosen from this group may be taken as part of areas A-E above.**

ANTHRO 107, 110, **ARABIC** 101, 102, 103, 104, **ASL** 101, 102, 103, 104, **ENGL** 160, 163, 280, 281, **FRENCH** 101, 102, **HIST** 107, 170, 170H, 171, 171H, **INTDIS** 101, 102, 140, **JAPN** 101, 102, 103, 104, **MCS** 110, **PSYCH** 116, 150, **RELIG** 101, 101H, 110, **RUS** 101, 102, **SPAN** 101, 102, 103, 104, **SOC** 105, 141, 150, **SPEECH** 174

2. **American Heritage-A minimum of one course chosen from this group may be taken as part of areas A-E above.**

ENGL 260, 261, **HIST** 100, 100H, 101, 101H, 135, 145, **MUSIC** 103, 134, **POLIT** 100, **RELIG** 135

5/11

Catalog Rights for Graduation

CONTINUOUS ATTENDANCE AND GRADUATION

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. 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 where 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 and Certificates

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.



2011 Crafton Hills College Graduating Class on Commencement Day, May 26. 630 students were eligible to walk in Graduation and receive 700 associate's degrees and/or certificates.

Transferring to a California State University Campus

CRAFTON HILLS COLLEGE

CALIFORNIA STATE UNIVERSITY (CSU) GENERAL EDUCATION REQUIREMENTS 2011-12

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 Counseling 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 2010 AND THEREAFTER.**

A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

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

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

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

9 - 12 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.

1. Physical Science

- ASTRON 150 + 160
 CHEM 101, 102, 123, 150, 151, 212, 213
 GEOG 110, 110H, 111, 114, 126
 GEOL 100, 100H, 101, **101H**, 112, 113, 150,
160, 250, OCEAN 100, 101, **101H**
 PHYSIC 100, 110, 111, 200, 201

2. Life Science

- ANAT 101, 150, 151
 ANTHRO 106
 BIOL 100, 123, 130, 131
 MICRO 102, 150
 OCEAN 101, **101H**

3. Laboratory Activity

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

4. Mathematics

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

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

C. ARTS AND HUMANITIES

9 - 12 units required. **MUST** include at least one course from area 1 AND area 2. **Six (6)** units maximum per discipline may be applied.

- ART 100, 102, 105
 ENGL 108, 109, **226**
 INTDIS 140
 MUSIC 100, 103, 120, 134
 THART 100, **100H**, 108, 109, **226**
- ANTHRO 107, 110, **ARABIC 101, 102, 103, 104**, ASL 101, 102, 103, 104
 ENGL 150, 152, 155, 155H, 160, 163, 170, 175, 232, 250, 260, 261, 270, 271, 275, 280, 281
 FRENCH 101, 102, HIST 100, 100H, 101, 101H, 107, 135, 145, 160, 161, 164, 170, 170H, 171, 171H
 INTDIS 101, 102, 140, JAPAN 101, 102, 103, 104, **MCS 110**, PHIL 101, 105, 105H, RELIG 100, 101, 101H, 110, 135, 175, 176, RUS 101, 102, SPAN 101, 102, 103, 104

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

D. SOCIAL SCIENCES

9 - 12 units required. **Six (6)** units maximum per discipline may be applied.

NOTE: POLIT 100 or **POLIT 102 PLUS** HIST 100, 100H, 101, or 101H fulfills the U S History, Constitution & American Ideals requirements for CSU graduation.

- PSYCH 150, SOC 100, 105, 130, 141, 150
- ANTHRO 100, 102, 106, 107, 110, HIST 107, RELIG 110
- ECON 100, 200, 201
- SOC 141
- PSYCH 112, 116
- GEOG 120
- ANTHRO 107, HIST 100, 100H, 101, 101H, 107, 135, 145, 160, 161, 164, 170, 170H, 171, 171H, RELIG 135
- CD 105, JOUR 135, **MCS 110**, PSYCH 113, SOC 130, SPEECH 135, 174
- POLIT 100, 102, 104, 106, 110
- PSYCH 100, 100H, 102, 103, 110, 111, 112, 116, 118, 150, SOC 150

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

E. LIFELONG LEARNING AND SELF-DEVELOPMENT

3 units required

- BUSAD 155
 CD 101, 105
 CHC 100
 HEALTH 102, 263
 PE/I, PE/T (any - one unit maximum)
 PE 263
 PHIL 105
 PSYCH 103, 111, 113, 116, 118, 150
 SOC 150
 SPEECH 155

Courses from other colleges: _____ AP exams: _____

Met	IP	Need

Student _____ ID Number _____

Date _____ Counselor _____ **Total Units Certified** _____

(Counseling 6/11, 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 in your first two years of college. 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) 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 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.**

Terms	Applications First Accepted
Summer Semester or Quarter 2012	February 1, 2012
Fall Semester or Quarter 2012	October 1, 2011
Winter Quarter 2013	June 1, 2012
Spring Semester or Quarter 2013	August 1, 2012

APPLICATION FEE

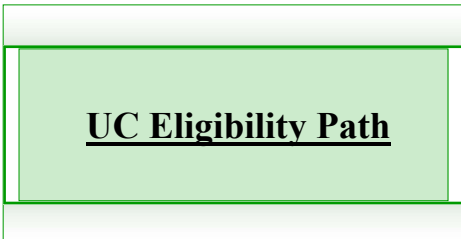
An application fee of \$55 in U. S. funds, payable to The California State University, is required for each new application filed. The fee is nonrefundable and may not be transferred to another term at any campus. The fee is required for **each** campus to which you apply.



The Roadrunner is the CHC Mascot

Transferring to a University of California Campus

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 2011-12

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 2010 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 Counseling 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
AREA 1 - ENGLISH COMMUNICATION				
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, SPEECH 100, 100H, 111, 111H, 140				
AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (1 course, 3 - 4 semester/ 4 - 5 quarter units) A. MATH 102**, 108, 115, 141**, 160**, 250, 251, 252, 265, 266; PSYCH 108				
AREA 3 - ARTS AND HUMANITIES (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, 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 HIST 100*, 100H*, 101*, 101H*, 107*, 135*, 145*, 160*, 161*, 164*, 170*, 170H*, 171*, 171H* INTDIS 101, 102, 140; JAPN 103, 104; MCS 110 ; PHIL 101, 105, 105H RELIG 100, 101, 101H, 110*, 135*, 175, 176 SPAN 103, 104				

(Counseling 6-11) 6m

Transferring to a University of California Campus (continued)

<p>AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES (At least 3 courses from at least two disciplines, 9 semester/ 12 - 15 quarter units) A. ANTHRO 100, 102, 106*, 107*, 110*, HIST 107*, RELIG 110* B. ECON 100**, 200, 201 C. SOC 141* D. PSYCH 116* E. GEOG 120 F. ANTHRO 107*, HIST 100*, 100H*, 101*, 101H*, 107*, 135*, 145*, 160*, 161*, 164*, 170*, 170H*, 171*, 171H*; RELIG 135* G. CD 105, JOUR 135, MCS 110, PSYCH 113, SOC 130, SPEECH 135, 174 H. POLIT 100, 102, 104, 106, 110 I. PSYCH 100, 100H, 102, 103, 110, 111, 112, 116*, 118, 150*, SOC 150* J. PSYCH 150*, SOC 100, 105, 141*, 150*</p>	OTHER COLLEGES AP EXAMS	COMPLETED	IN PROGRESS	REMAINING
<p>AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES (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.) A. PHYSICAL: ASTRON 150, 160; CHEM 101**, 102**, 123, 150, 151, 212, 213; GEOG 110, 110H, 111, 114, 126; GEOL 100, 100H, 101, 101H, 112**, 113**, 150, 160, 250; OCEAN 100**, 101**, 101H**; PHYSIC 100, ** 110**, 111**, 200**, 201**</p>				
<p>B. BIOLOGICAL: ANAT 150, 151; ANTHRO 106*; BIOL 100, 123, 130, 131; MICRO 102**, 150; NOTE: Lab courses and Labs are underlined.</p>				
<p>UC REQUIREMENT ONLY - Language Other Than English 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, JAPN 102, 103, 104, RUS 102, SPAN 102, 103, 104</p>				
<p>CSU GRADUATION REQUIREMENT ONLY - U.S. History, Constitution and American Ideals (This area is not part of IGETC. Courses MAY 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, 102 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.

Actual Fees

FEE SCHEDULE

(All fees are subject to change)

MANDATORY FEES

Enrollment Fee	\$ 36.00 per unit
Non-Resident Fee	\$212.00 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 (Citizen of a foreign country who is also a resident of a foreign country)	\$88.00 per semester unit
Student Representation Fee	\$1.00
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.	

OPTIONAL FEES

AS (Associated Student) Sticker:

- \$15.00 annual • \$7.50 semester (Annual AS Cards are only available during the fall semester)

Schedule of Classes

- \$3.00 (if mailed in U.S.) • \$7.00 (if mailed outside of U.S.)

Free on campus

Transcripts: First two requests are free

Subsequent requests	\$5.00 each
• Priority requests (same day)	\$8.00 each
• Immediate requests	\$20.00 each
• Online requests	cost+\$10.00 (includes service charge)
CHC Catalog	\$6.00 (on campus)
Enrollment Verifications	\$3.00 each

•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.

How to Read the Schedule of Classes

1	Ref	Sec	Days	Time	Type / Units	Room	2
	ENGL 102 Intermediate Composition and Critical Thinking						
	Instruction in writing compositions that reflect both critical thinking and rhetorical skills beyond those taught in ENGL 101, including summary, analysis, evaluation, rebuttal and argument.						
	Associate Degree Applicable Course credit transfers to both CSU and UC.						
	PREREQUISITE: ENGL 101						
	0424	02	MW	07:00a-08:50a	LEC 4.00	CL-110	
	0426	05	MW	11:00a-12:50p	LEC 4.00	CL-109	
	0428	01	MW	03:00p-04:50p	LEC 4.00	CL-215	
	0430	03	TTH	09:00a-10:50a	LEC 4.00	CL-215	
	0432	06	TTH	01:00p-02:50p	LEC 4.00	OE2-214A	
	0434	04	TTH	03:00p-04:50p	LEC 4.00	CL-215	
	0436	09	MW	07:00p-08:50p	LEC 4.00	CL-108	
	0438	07	TTH	05:00p-06:50p	LEC 4.00	CL-215	

1. Course Number. Commonly used to refer to the class
2. Course Title
3. Course Description
4. States that this class is applicable to the CHC Associates Degree
5. States that this course can be used towards UC and CSU college transfer
6. States the course REQUIRED to be complete prior to enrolling for this course
7. Reference number for the course
8. Section number. Used to number the course (e.g. #1, #2, #3, etc.)
9. Days the class meets. Most classes are paired Monday / Wednesday (and sometimes Friday), and Tuesday / Thursday. Also, instead of a day, it might say "ARR" which means that the meetings will be arranged with the instructor on the first day of class (the first day *will* be indicated)
10. The times the class meets
11. The type of meeting. Some Science courses have both lecture (LEC) and laboratory (LAB) meetings.
12. Number of units you receive for successfully completing the course
13. The room the class will meet in. The letters / numbers before the dash indicate the building, and the numbers after the dash indicate the specific room. The first number usually indicates the floor (e.g. 215 = second floor, 108 = first floor)
14. The instructor who will be teaching the class. If "Staff," then the instructor has not been chosen at the time the schedule was printed.

CHC New Student Handbook 2011-2012

Registering For Classes





Admissions & Records Office
 11711 Sand Canyon Road
 Yucaipa, CA. 92399-1799
 P: (909) 389-3372 F: (909) 389-9141
 Web: www.craftonhills.edu

Crafton Hills College Student WebAdvisor Login Instructions

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Crafton Hills College is now using WebAdvisor for registration, payment, grades, courses and more. Access your student account by using the following steps:



1. Go to www.craftonhills.edu
2. Click  located in the upper right
3. *Your User ID will be in the following format:
 firstname.lastnameXXX, with XXX being the last 3 digits of your student ID number.
4. If this is your **FIRST TIME** logging into WebAdvisor , your password will be your six (6) digit date of birth in the following format: MMDDYY
 - a. You will be prompted to change your password.
 Passwords must be between 6-9 characters with at least one (1) number and no special characters.
5. Once logged in, you will see "Welcome" with your name in the top left side.
6. Click on the "Current Students" Photo Icon: 
7. This will bring you to the student menu where you can register and pay for classes, view unofficial transcripts, email counselors and more!

*You may retrieve your ID# from www.craftonhills.edu/whatismyid.

*User ID and Password are case sensitive, User ID's must be entered all lower case.

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.

Course enrollment using WebAdvisor

1. **From www.Craftonhills.edu, click on WebAdvisor.**
2. Click "LOG IN"
3. **Enter User ID and Password**
 - Your User ID will be in the following format:
firstname.lastnameXXX, with XXX being the last 3 digits of your CHC student ID number.
 - If this is your **FIRST TIME** logging into WebAdvisor , your password will be your six (6) digit date of birth in the following format: MMDDYY
 - You will be prompted to change your password.
Passwords must be between 6-9 characters with at least one (1) number and no special characters.
4. Click on "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 2011 term.
9. Click "Submit"
10. The simple and broad search has provided us with all the MATH 095 classes for the FALL 2011 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 following business 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.

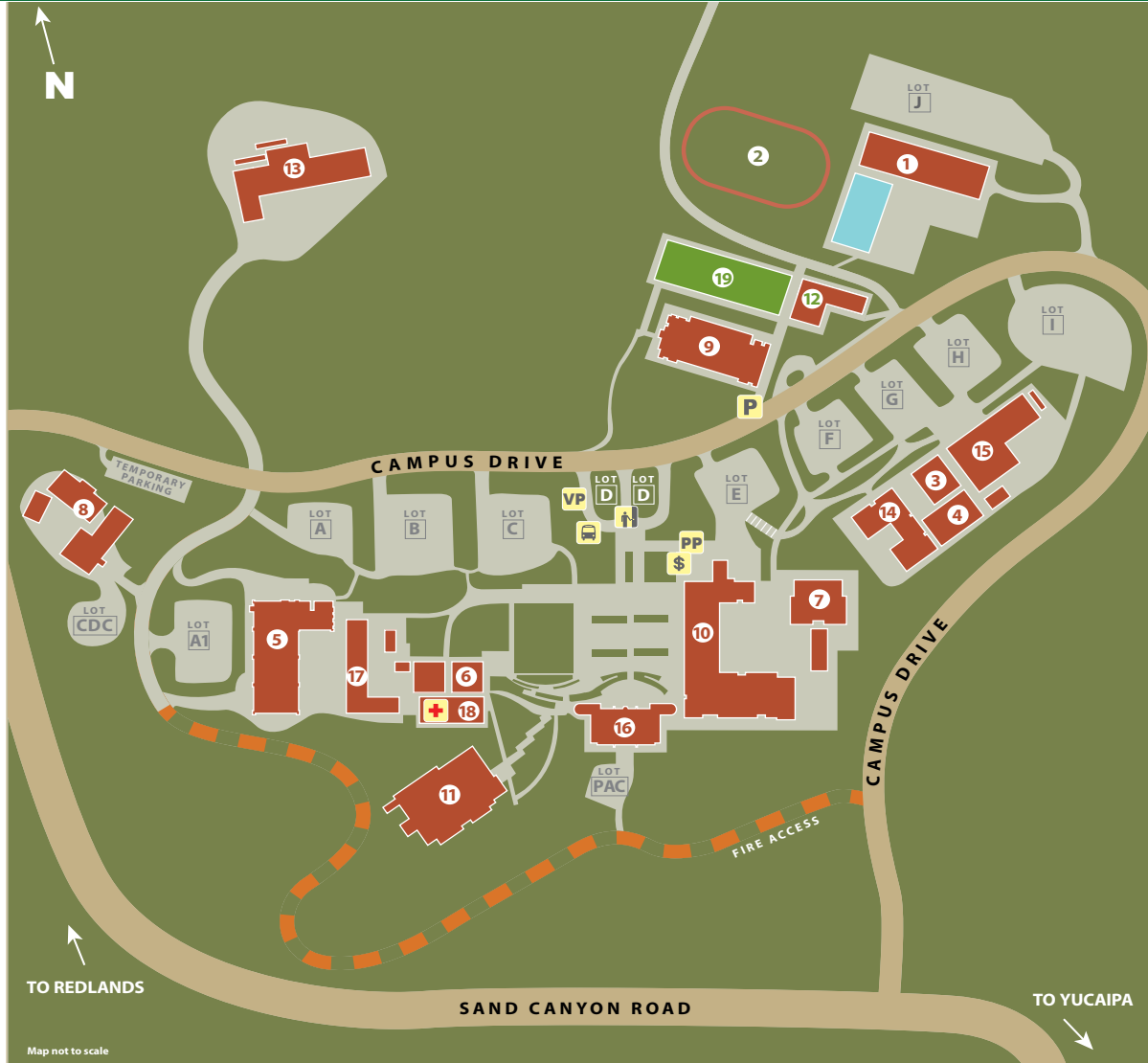
Late Adds: You must be prepared to pay for class(es) at the time you add.

Notes

Notes

Notes

CHC Campus Map



Map not to scale
Updated: February 11, 2010

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

- 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