



Clovis Community College



New Student Handbook

Clovis Community College

10309 N. Willow Avenue, Fresno CA 93730

(559) 325-5200

<http://www.cloviscommunitycollegecenter.com/>

Clovis Community College is accredited and is part of the State Center Community College District.

This institution does not discriminate on the basis of race, gender, sexual orientation, disability, religion, or age.

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MISSION STATEMENT

Creating Opportunities – One Student at a Time:

- We embrace diversity and serve all students of the community;
- We believe education is based on integrity, generosity, and accountability;
- We foster critical, creative, and engaged thinking;
- We support student success by preparing students for their futures and for the community's future through career/technical certificates, degrees, and transfer programs;
- We cultivate community partnerships to enhance student learning and success;
- We engage in reflective, data-driven cycles of research and innovation focused on learning and student outcomes.

VISION STATEMENT

Clovis Community College is the college of choice for academic excellence, innovation, and student achievement.

WELCOME

Congratulations on making this very important decision to continue your education at Clovis Community College. We became an accredited college in the Fall of 2015 by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges. As you sit and contemplate the next few years of your college life, it can be somewhat intimidating. We want to assure you that our faculty, administration, counselors, and classified professionals are readily available to assist you in making your educational experience at Clovis Community College a successful one.

Your thorough knowledge of the many opportunities available to you will be a critical factor guiding your success in college. You will find the following information in this handbook very helpful to you. Use it in conjunction with your schedule of courses, college catalog, and additional online resources to ensure a successful college experience.



RECOGNIZING YOUR REASONS

There are as many reasons for attending college. The decision to pursue a college education is a personal one based on one's circumstances, goals, and aspirations.

The lifelong earning power of college graduates is greater than that of non-college graduates just as high school graduates earn more than non-high school graduates. If you wish for a better life, one way to obtain it is by getting as much education and/or vocational training as you can.

Additionally, in pursuing a college education, you should consider not only what an education can do for you, but also what college can make of you. A balanced program can put you in touch with great works and ideas in literature, history, art, music, science, and mathematics, and pose in a personal way the unanswered philosophical questions concerning existence and ethics. Best of all, education may, in new and unique ways, put you in touch with yourself and create opportunities for new connections and networks.

Considering all reasons for attending college is important. It is helpful to establish priorities and at the very least, and understand the nature and significance of each of your priorities.

TRANSITIONING TO COLLEGE

RECENT HIGH SCHOOL GRADUATES

Most students who enter college are ground in their high school experiences. This can create challenges for students because of the differences in the environments and demands between high school and college.

In order to make a smoother transition, you need to be aware of just how different your time in college will be from what you have previously experienced in high school.

Academic Environment

- Instruction is mainly by lecture
- Reading assignments complement but do not necessarily duplicate lectures
- Classes meet less frequently and for fewer hours per week
- The library is a critical resource
- Class discussions are often aimed at developing critical thinking skills
- Research or term papers are required in many classes

Responsibility

- Students must identify their goals
- Self-evaluation is required
- Independent reading and studying are necessary for success
- Students must be responsible for managing their own time
- Interest in learning often must be generated by the student
- Students must know the course requirements for their major

Grading

- Many semester grades are based on just three or four test scores
- Essay exams are more common
- Attendance with participation in class is vital
- Exam questions are often more difficult to predict

Knowledge Acquisition

- Taking good notes is important
- Students must independently seek additional and supplementary sources
- Students must recognize the need for and initiate requests for additional assistance

Stress

- There is an increased workload
- An entire course is completed in 18 weeks or less

RE-ENTRY & NON-TRADITIONAL STUDENTS

Welcome back to college as an adult can be a daunting and sometimes challenging experience. We all know that there are many talented and accomplished individuals who never went to college or for some reason or another were not able to complete their degree. For many, earning a degree can make a significant difference in their professional or personal life. However, the idea of returning to school after a long absence can present quite a challenge. Often adults who are returning to school after years of not being in a classroom are apprehensive about adapting to the college environment. We understand what you are experiencing and encourage you to utilize all the resources and services that are available. You have taken that first step, and we are confident you will be successful in college!

STUDENT SUCCESS CHECKLIST



STUDENT SUCCESS CHECKLIST

TO ENSURE YOU ARE ON THE CORRECT PATH TO SUCCESS, YOU MUST:

- STEP #1: APPLICATION:** Complete the online SCCCD admission application and submit. Available online at www.cloviscollege.edu; Under New Students, Getting Started, Admission Requirements & Application.
- STEP #2: SCCCD E-MAIL ACTIVATION:** Activate your SCCCD E-mail account at mail.office365.com and plan to check it regularly (It is important to check your SCCCD e-mail, as all district communication is sent via SCCCD email)
- STEP #3: ORIENTATION:** Complete the SCCCD Student Success Online Orientation available at www.scccd.edu/orientation and select the Online Orientation link.
- STEP #4: ASSESSMENT TEST:** Complete the required components of the assessment test for appropriate placement in English (reading/writing) and math. To schedule an appointment for the assessment test please contact the Clovis Counseling Department at (559) 325-5230 OR go online by going to www.cloviscollege.edu; New Students, Getting Started, Assessment Testing to reserve a seat.
- STEP #5: FINANCIAL AID (Optional):** Complete the FAFSA (Free Application for Federal Student Aid) online (Available at www.fafsa.ed.gov)
- STEP #6: COUNSELING/STUDENT EDUCATION PLAN (SEP):** Meet with a counselor to develop a semester by semester Student Education Plan. To schedule an appointment with a CCC Counselor and develop a SEP, please contact the CCC Counseling Department at (559) 325-5230 OR by going to www.cloviscollege.edu, Online Services, eSARS Online Appointment Scheduling.
- STEP #7: WEBADVISOR:** Log into WebAdvisor: a website we use for records, financial aid, searching and registering for classes, updating information, unofficial transcripts and more. (see back for instructions)
- STEP #8: REGISTRATION:** Registration is available on [WebAdvisor](#) (online) or may be completed in person at the Admissions and Records (A&R) office. To register with A&R, select courses, complete a registration form, and submit to A&R for processing.
- STEP #9: CLASSES:**
 - Registered Classes:** Attend the 1st day of instruction for all classes you are registered or waitlisted.
 - To Add a Class(es):** Attend the 1st day of instruction for the classes you want to add. Receive an authorization code from the instructor, get a counselor to sign the "Add Card" (if required), and add online through WebAdvisor or in person at the Admissions and Records office.
 - To Drop a Class(es):** To officially drop classes you are registered for, students may drop online through WebAdvisor or in person at the Admissions and Records office. Drop deadlines are posted on www.cloviscollege.edu. Remember: Students are responsible for dropping classes.
- STEP #10: FOLLOW-UP VISIT TO COUNSELING:** Follow-up with a counselor to review and update a Student Education Plan (SEP) as needed. Counseling is also available online at <http://counseling.scccd.edu>

Exemption from Student Success components: Certain students may be exempt from several components of the student success process including assessment, orientation, and counseling/advising. For assistance with exemption, go to Student Services/Counseling Office.

BEFORE YOU REGISTER FOR CLASSES

As described in the Student Success Process, students must complete several steps prior to registering for classes. The following steps are critical to getting started:

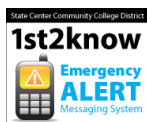
1. **APPLY FOR ADMISSION**
2. **COMPLETE ONLINE ORIENTATION**
3. **COMPLETE ASSESSMENT TEST & SUBMIT ADDITIONAL DOCUMENTS FOR COURSE PLACEMENT**
4. **ACTIVATE & ACCESS SCCCD STUDENT EMAIL**

SCCCD Student Email: Your SCCCD student email account is where you will receive enrollment, financial aid, fee payment due dates, and other college/ student updates and information. To log into your email, go to [mail.office365.com](mailto:office365.com) and sign-in using your SCCCD ID number + my.scccd.edu as your username. Your password will be your first name initial (upper case) + last name initial (lowercase) + date of birth in mmddyy format.

Example: John Smith with date of Birth = 01/01/1995 and student ID# 0123456

- Student Email Username = 0123456@my.scccd.edu
- Password for both WebAdvisor and Student Email = Js010195

If you need help logging in to WebAdvisor or Student Email please call (559) 499-6070 or go to www.scccd.edu/studentlogin.



5. EMERGENCY ALERT PROGRAM

Be the 1st2know of emergency events on campus by receiving a text notice on your cell phone from our district. Sign up for the 1st2know Emergency Alert Messaging System on WebAdvisor. Once you log in, you will see "1st2know Emergency Alert category.

Cost: SCCCD does not charge for the service, but standard text message rates will apply so make sure you check with your provider before signing up.

Privacy: 1st2know is secure and respects your privacy. The 1st2know system will not send you spam, and we will not share your information with anyone.

Eligibility: 1st2know is available to all students and employees of Fresno City College, Reedley College, Clovis Community College, Oakhurst Center, Madera Center and other SCCCD campuses.

6. FINANCIAL AID

7. MEET WITH A COUNSELOR:

Meeting with a counselor is essential prior to registering for courses. Typically, students ask one or more of the following questions:

- How many semesters will it take to accomplish my goal?
- What courses do I need to take?
- I am undecided, can I just focus on General Education?

Clovis Community College provides comprehensive counseling services to support and assist students successfully answer these questions and navigate their community college experience. The goal of the counseling department is to facilitate a process by which students choose the appropriate courses and programs of study in order to earn a degree or certificate, transfer to a four-year institution, complete a vocational program, and complete their academic goal. Counselors will assist students with:

- **Completing assessment for course placement**
- **Setting an academic goal: Career Exploration, Identify Major, Select Academic Goal**
- **Developing a Student Education Plan**
- **Registration**

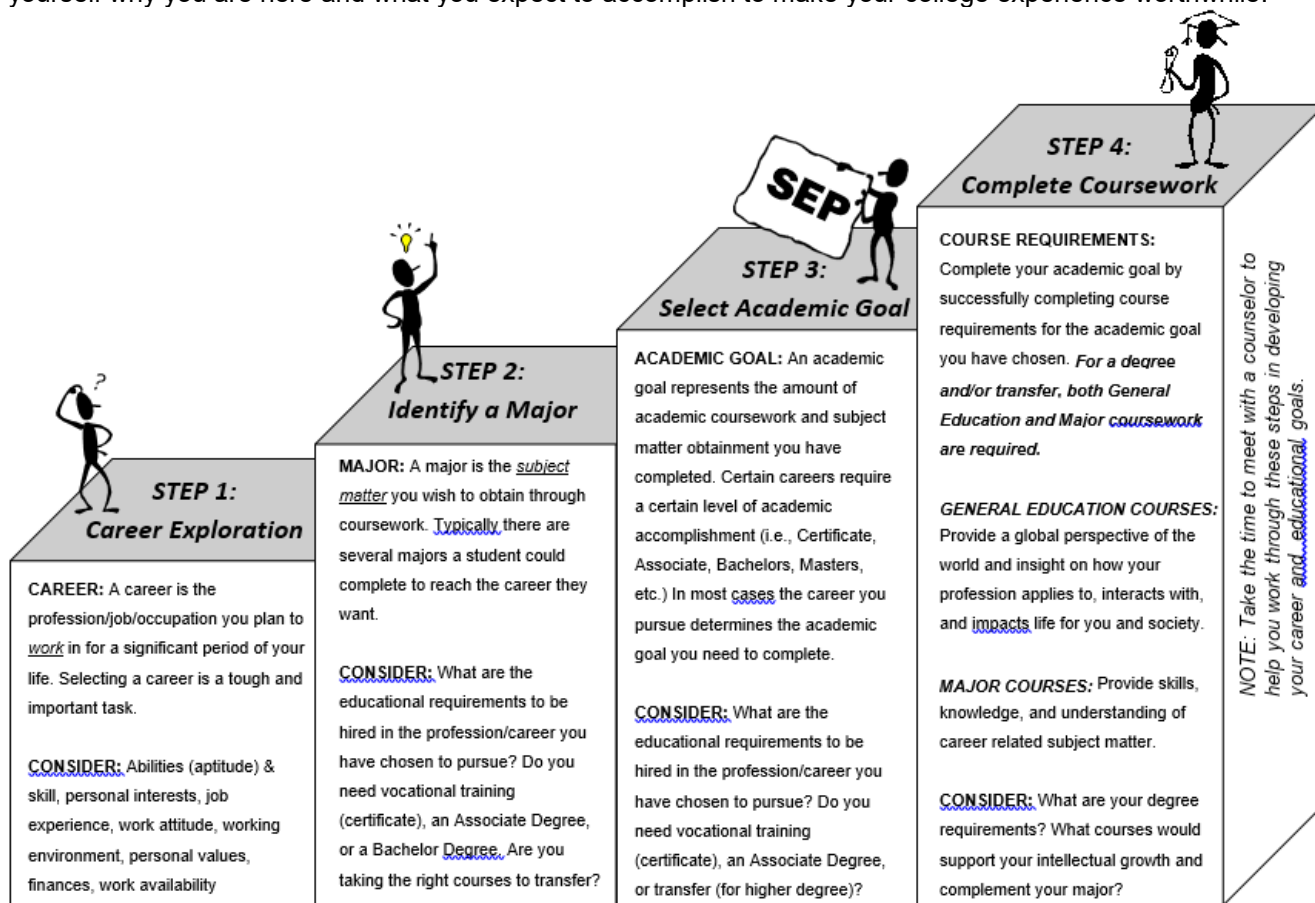
COMPLETE an ASSESSMENT

Complete an assessment for appropriate course placement during a meeting with a counselor. Students will want to provide a counselor with a variety of information, including but not limited to, high school transcripts, AP test scores, placement test results, and other college transcripts, etc. In certain situations where a determination for placement may be difficult based on the documents provided or a student may not agree with an initial assessment for placement, students may complete a placement test. A counselor will meet, review, and discuss placement test results and other multiple measure documentation (i.e., transcripts, medical information, AP scores, etc.) with the student to determine an appropriate placement in English, math, and other pertinent coursework.

SETTING YOUR GOALS

Goal – A broad statement of purpose, aim, or intention.

Reaching your goals begins with setting goals; therefore, in order to define your academic goal(s) you will need to make some choices. The following outlines some general steps students will need to complete, but first, ask yourself why you are here and what you expect to accomplish to make your college experience worthwhile.



ACADEMIC GOALS

Students will typically select one or more of the following academic goals depending on their intended career goals and what they envision as their future profession.

Certificate	Associate Degree (General or Transfer)	Transfer Preparation
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Below are detailed explanations of the goal setting process. Prior to registering for courses, students must know what courses to take; therefore, CCC strongly recommends meeting with a counselor for:

CAREER EXPLORATION: Identify a career to pursue. By identifying a career goal, a counselor can assist you determine if a college education is needed for the career chosen, outline the coursework required to pursue the specified career, and provided the student a tentative timeline of when the student may complete their goal at the community college. For students who are “undeclared” or just want to take general education courses, the Career Resource Center provides personality assessment, career exploration, and career counseling to help you identify a pathway to meet your specific needs.

1. **IDENTIFY A MAJOR:** Identify a major and academic goal. By selecting a career first, identifying the major/academic goal will be easy. If you do not have a career goal identifying a major could be a very tall task. In either situation, a counselor will assist you to identify a major and an academic goal. The following are the typical goals students set to achieve:
2. **SELECT ACADEMIC GOAL:** Selecting a goal is primarily dependent on the minimal application requirements of the career/profession a student pursues. For example to be a university instructor in New York, you may need to earn a Master’s Degree, but for a university instructor in Seattle, you may need a Doctorate Degree. Therefore, depending on the career, job market, location, professional standards, etc. the degree of training/skills required determines the level of education needed and the academic goal you will set.

ACADEMIC GOALS	DESCRIPTION OF GOAL OPTIONS
CERTIFICATE	Certificate of Completion: Certificates for a course or a series of courses fewer than 18 units may be offered by disciplines/departments/divisions. A certificate may be awarded with a minimum of “C” average for finishing a course or courses leading to specific competencies.
	Certificate of Achievement: A certificate of achievement shall be awarded to students who successfully complete a specified curriculum with a minimum “C” grade in each required course. The specific courses required for the certificate of achievement are identified in each degree program.
ASSOCIATE	Associate of Arts/Science: Most majors lead to an Associate in Arts degree. Minimum requirements for the Associate in Science degree are the same as for the Associate in Arts degree with the exception of the major requirements. The Associate in Science degree is awarded for the completion of a required pattern of courses in any occupational curriculum or in the biological sciences, the physical sciences, or engineering.
	Associate Degree for Transfer (ADT): Students who are specifically interested in transferring and earning an Associate degree may want to pursue an Associate Degree for Transfer. There are specific majors/subjects of study in which a student can earn an ADT, therefore please see a counselor for your options.
TRANSFER	California State University (CSU): Student will need to follow and complete the California State University General Education (CSUGE sheet-Blue) and the major preparation requirements (college specific).
	University of California (UC): Student will need to follow and complete the Intersegmental General Education Transfer Curricula (IGETC sheet -Green) and the major preparation requirements (college specific).
	Private Institution: General Education and major preparation coursework will be needed for transfer, but depending on the university, actual requirements will vary.

DEVELOPING A STUDENT EDUCATIONAL PLAN

By selecting a career, major, and an academic goal you will know what courses to take, but if college were as easy as just taking classes, a lot more people would have associate and bachelor's degrees. So what is the key?

Since 2012, college education has truly focused on Student Success. More and more students are concerned with completing their academic goal in the least amount of time possible. This is a fantastic idea, but what most students fail to realize is the length of time they are in college is truly dependent on them! Delaying the selection of a career/major/academic goal and not developing a plan to complete your educational goal are the main contributors to students taking longer. The following items are areas students need to be aware to ensure they will successfully complete their educational goal in a timely manner:

- **Course Sequencing & Course Flow Charts**
- **Pre-requisite and Co-requisite Coursework**
- **Planning a Semester and Schedule Balance**
- **Composition of a Student Education Plan**

What if I plan to earn a certificate, an Associate Degree, and transfer to a university?

The requirements for transfer and the requirements for a certificate and/or associate degree program can be very different. With careful planning, a student may be able to earn a certificate and/or associate degree as well as meet transfer requirements. Therefore, the importance of reaching a decision regarding one's objectives at the time of enrollment is vital, as this will influence decision-making and ultimately the Student Education Plan.

New students are strongly advised to identify ***all*** academic goals as early as possible and as ***specifically*** as possible. An example of why this is important is transferring. Universities across the state, nation, and the world offer different majors, provide specially designed programs/areas of study, have different admission requirements, desire major preparation coursework specific to their program, and all final determinations of acceptance are made by the university the students applies to. Therefore, students should select a university offering the major/area of study they are interested in and consult the catalog of the specific college or university they plan to attend because transfer requirements will vary greatly between colleges/universities.

Community college counselors will assist in interpreting catalog statements and requirements while developing a Student Educational Plan (SEP). Catalogs of many universities and colleges are available in the Transfer Center. It is, however, wise for students to order their own personal copies directly from the college or university of their choice. In addition, for transfer to a California State University (CSU) or University of California (UC), Clovis Community College strongly recommends students to use assist.org to research major preparation.

For more information, please visit the Student Services Office at Clovis Community College located in AC2-133.

COURSE SEQUENCEING & COURSE FLOWCHARTS

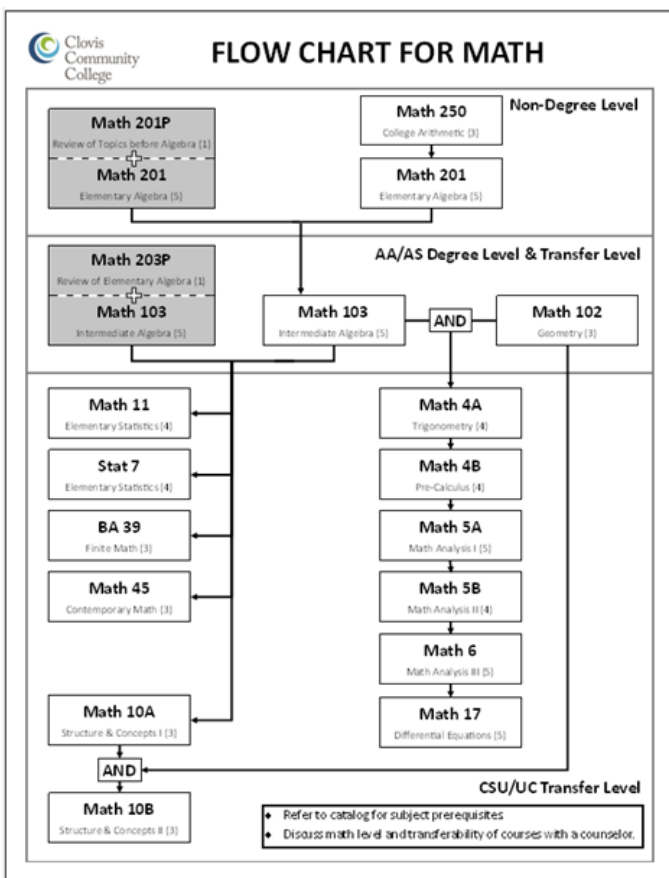
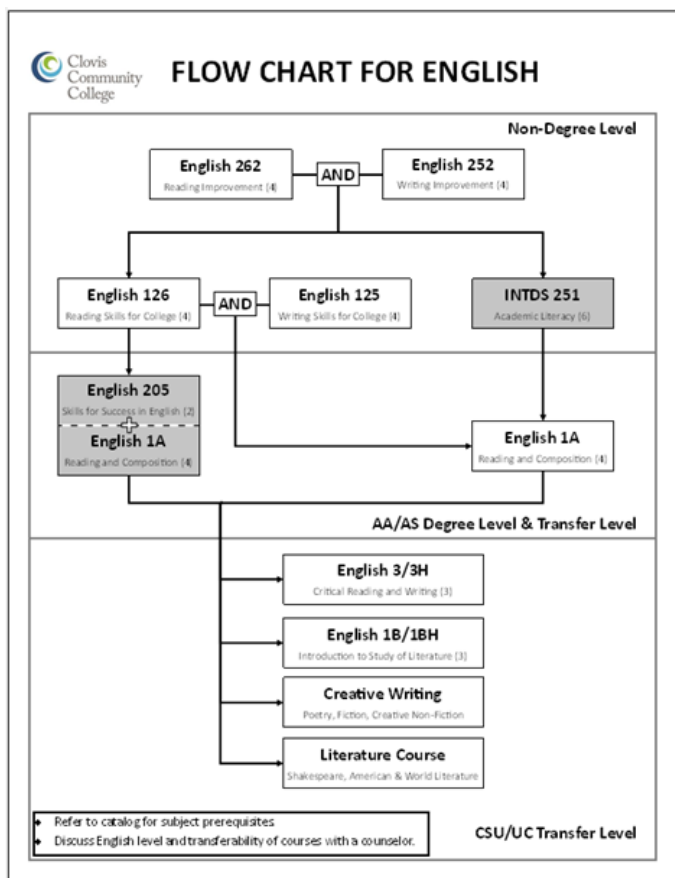
Regardless of what major or academic goal you have chosen, everyone will likely have to follow a course sequence while in college. A course sequence is the order specific courses must be completed, where a student must complete one course prior to another to complete course requirements for General Education and/or Major requirements. Course Sequencing is required due to pre-requisites and co-requisites (see next section) and makes planning even more important.

Example: Pre-Nursing Major-Student will need to complete *Biology 5* → *Biology 20* → *Biology 22*

Course flowcharts provide students a visual outline diagramming the course pre-requisites, co-requisites, and course pathways for specific majors/programs. Flowcharts assist students understand the step-by-step process in which courses will need to be completed. CCC has flow charts for the following coursework. Please see a counselor to view and discuss the chart(s) that apply to your goal.

- Biology
- Chemistry
- Engineering
- Math
- Business
- Child Development
- English

The following are Clovis Community College’s course flowcharts for English and Math.



PRE-REQUISITE & CO-REQUISITE COURSEWORK

There are numerous courses with pre/co-requisites. Pre/co-requisites are required coursework a student must complete prior to or during enrollment into the desired course. The following defines pre/co-requisites.

- **Pre-requisite** is defined as a condition of enrollment that a student must meet in order to register in a course or program. Prerequisites are typically course requirements (i.e., Math 103) which must be completed successfully prior to enrolling into the next level of coursework (i.e., Stat 7).
- **Co-requisite** indicates that the course must be taken simultaneously with another course if not already completed. An example of this would be Physics 4A requires concurrent enrollment in Math 5B.

A student who has not completed the required pre-/co-requisites has the option to complete and file a pre-/co-requisite challenge form. A pre-requisite challenge requires written documentation, an explanation of alternative course work, background or abilities that adequately prepare the students for the course. A Pre-requisite/ Co-requisite Challenge Form may be obtained from and returned to the Counseling Office. Reasons for filing a Pre-requisite/Co-requisite challenge may include one or more of the following:

- A pre-requisite/co-requisite is not available.
- The pre-requisite/co-requisite was met at another institution.
- The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite.
- The student believes the pre-requisite/co-requisite is discriminatory or being applied in a discriminatory manner; OR the prerequisite is not necessary for success in the course.

Due to articulation concerns and the accreditation of our college, Pre-requisite/ Co-requisite challenges will be thoroughly reviewed and evaluated.

PLANNING A SEMESTER & BALANCING a SCHEDULE

Planning a schedule is like cooking. You know the courses to take and the order to take certain coursework, now that you have the ingredients, you need to figure out how to put together the ingredients together to make the meal (the plan) work.

TIME COMMITMENTS & TIME REQUIRED FOR COURSE

The first step in planning/scheduling is to identify and prioritize all of your time commitments (i.e., education, work, family responsibilities, social time, etc.). Successful students typically make their education their priority and/or manage their time very efficiently. Conversely, students who struggle typically are not able to prioritize commitments, do not make education their primary commitment, and/or do not manage their time.

Your educational commitments do require a significant amount of time. The number of units you take are generally the number of lecture hours per week a class meets. Classes with labs or “directed study activities” must meet more hours.

Example: 1-unit lecture class meets 1 hour per week; a 3-unit lecture class meets 3 hours per week.

For each unit you take, students are also expected to study 2-3 hours per week outside the classroom. Therefore, you must manage your class and study time carefully. Keep in mind the more classes you take, the less time you have for your employment, other personal responsibilities, and the time needed to handle other extenuating circumstances out of your control that arise during the course of a semester or year.

COURSE LOAD COURSELOAD

Most students want to finish quickly, so they think taking seven courses in one semester is the best option. Students fail to realize the time commitments (as previously stated) required to be successful in a course, and the potential consequences resulting from a heavy course load:

- Lower Grades: Due to not having enough time to meet the rigor/requirements of the course with “A” level effort, therefore resulting in lower grades and GPAs, which could impact admittance into university or impacted programs such as nursing, financial aid eligibility, .
- More Time: Besides all of the time you put into the course you did not earn a passing grade in, not passing courses also results in students being at community college longer. The length of time could be extended for a variety of reasons but most common is when a course is not passed that is in a sequence of coursework (i.e., English, math, physics, biology, etc.). Students have now pushed out there plan another semester or because of not passing one class resulted in the shifting several courses out to an additional semester or two. Retaking coursework means more time needed to complete the course requirements.
- More Money: In general, money does not grow on trees, so by not passing classes you paid for, there is a loss of money. The fact that you most likely will need to repeat those courses (assuming you are only taking you need to complete your academic goal) you will have to pay for retaking the courses. And then on top of that the cost of travel (gas), mileage on car or bike, and all other miscellaneous expenses (i.e., food, supplies, textbooks, etc.)
- More Effort: To attend an 18-week course (on average) takes a significant amount of effort. If you must retake a course or take another course that meets the requirement you did not complete, it will result in more effort. The additional effort you need: 1) to pass the course when retaking for a second semester, 2) to take another course that meets the requirement you need to complete, 3) the extra effort it will take to not only attend the course but also successfully complete the course, or all three.

BALANCING A SCHEDULE

Planning a balanced schedule is very difficult for most students because the word balance is not defined.

In regards to balancing a course schedule, BALANCE is defined as: An even distribution of courses enabling students to maintain the time and resources required to successfully complete coursework during a semester.

So does taking all of your courses on Tuesday and Thursday sound great? At first maybe, but what happens when all of you papers, tests, and finals are due and/or scheduled on the same day? This schedule probably decreases your chances of success.

What about work? Work is important, but is work or school your priority? This seems like a simple question, but it is very complex. Many students who work give their education and work equal priority, and as they attempt to balance both, typically their academics tend to slip, and the result is little to no academic success. Therefore, if you are working, the following provides general recommendations for balancing school and work.

For each unit you take, there may also be 2 or 3 hours of outside study per week. You must manage your class and study time carefully – keeping in mind your employment and other personal responsibilities.

<u>If You Work:</u>	<u>Take No More Than:</u>
40 Hours per week	6 Units
30 Hours per week	9 Units
20 Hours per week	12 Units
5 to 15 Hours per week	14 – 16 Units

REMEMBER TO DEVELOP A BALANCED SCHEDULE; STUDENTS MUST FIRST DETERMINE THEIR PRIORITIES AND THE TIME REQUIREMENTS.

COMMONLY ASKED QUESTIONS REGARDING SCHEDULING

Question: *How long do courses last?*

Answer: Typically, a full semester college course during the Fall (August-December) and Spring (January-May) semesters last 18 weeks or less (short-term).

Question: *What is the least, as well as the most, number of units I can take?*

Answer: You may take as little as one-half unit and as many as 18 units during a single semester. To take more than 18 units, you are required to obtain special permission from a Counselor. If you are planning to take more than 21 units, you will need permission from the Dean of Students.

Question: *How long will it take to finish college?*

Answer: It depends on your course load each semester, academic goal, and other various factors; therefore, we recommend meeting consistently with a counselor. As a general guideline, an Associate Degree requires 60 degree applicable units; transfer to a CSU requires 60 CSU transferable units. Thus, to complete an Associate Degree in 2 years, take 15 degree applicable units (average) per semester (Fall/Spring). If you choose to take 10-12 degree applicable units (average) per semester (Fall/Spring), it will take approximately 3 years.

Question: *Can I take as long as I wish to finish?*

Answer: Yes, there is no time limit for completing college. Some students graduate in 4 semesters, (including summer school) and some 7-8 years. To keep catalog rights, students must maintain continuous enrollment. In addition, if you are receiving financial aid, it does not last forever. Please meet with a financial aid representative to discuss your options for using your educational funding.

Through planning, you can accomplish a lot with minimum effort. Valuable time is wasted if you do not effectively plan for every hour of your day. The reward for good planning is getting work accomplished on time, without worry and with better grades. Organizing your time will allow you some flexibility to deal with the unexpected, without being plunged into a desperate situation. If you have a schedule, there will be time available to solve any problem that arises.

 STUDENT CLASS PLANNER	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	7:00-7:50AM 0700-0750						
	8:00-8:50AM 0800-0850						
	9:00-9:50AM 0900-0950						
	10:00-10:50AM 1000-1050						
	11:00-11:50AM 1100-1150						
	12:00-12:50AM 1200-1250						
	1:00-1:50AM 1300-1350						
	2:00-2:50AM 1400-1450						
	3:00-3:50AM 1500-1550						
	4:00-4:50AM 1600-1650						
	5:00-5:50AM 1700-1750						
	6:00-10:50AM 1800-2250						

COURSE SCHEDULE

Once you have a student education plan (abbreviated or comprehensive), you will have a flexible plan to register for classes. You will need to use the schedule of courses and/or WebAdvisor to find classes for registration. When looking for classes, there may be a situation where none of the courses on your SEP for a specific semester are available or there may be a schedule conflict (when two or more classes have limited availability and are during the same time). In these situations, the SEP provides students options. Since an SEP is a flexible plan, students can look at the SEP and find other courses they could register for by substituting or swamping the class they could not register for with a course(s) found in one of the following semesters (pending pre- and co-requisite holds). Below is a guide to show you how to read a schedule of courses. Now it is up to you to register. Remember follow your SEP as best as possible.

HOW TO READ THIS SCHEDULE ...

This is the abbreviation of the department and the course number, title and number of units. (If the number is followed by the letter "H", the class is for students in the Honors Program only.) The number of units determines the enrollment fees.

Special information regarding a class may be included above the course listing. Such information as prerequisites and advisory information needed before a student takes the course.

Comments - these are important additional class information.

COMMUNICATION

COMM 2 INTERPERSONAL COMMUNICATION (3 Units)
 Interpersonal communication is designed to increase understanding and implementation of effective interpersonal communication behaviors and skills. This course will examine basic practical everyday communicative interaction behavioral aspects of interpersonal communication, self-concept, perception, listening, non-verbal communication, conflict, language gender and cultural differences will be emphasized. Students will engage in both group communication and the development of oral presentations.

ADVISORIES Eligibility for English 1A. (A, CSU-GE) (C-ID COMM 130)

Full Term Class Offering(s)

COMM-2-80103	MWF	9:00am-9:50	AC1 295	A.MUNOZ
COMM-2-80107	Th	9:30am-10:45	AC1 295	N.VAGIM
COMM-2-80104	T	6:00pm-8:50	AC1 295	P.HUMPHREY
COMM-2-80106	Th	6:00pm-8:50	AC1 295	P.HUMPHREY

(Requires 3 arranged hours each week)

Online Class Offering(s)

COMM-2-80080	WEB	WEB	WEB	J.TIPTON
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(This is an online class. Students must check their Blackboard account by the first day of the semester. Failure to do so may result in the student being dropped from the course. Instructors may also require one or more face to face meetings. Please contact your instructor for more information at jennifer.tipton@sccd.edu. COMM-2-80080 will meet for required face-to-face presentations three different times during the semester. Students must choose between the two possible dates for EACH presentation and must attend the chosen 2-hour block in its entirety in order to fulfill minimum requirements for face-to-face attendance.)

The schedule number used to sign up for classes.

Indicates if a course is degree applicable, CSU or UC transferable, CSU-GE, IGETC, C-ID.

The day or days of the week the class meets. "ARR" indicates that class hours are arranged by the instructor.

The time of day the class meets.

Where the class meets; either the campus building and room number, or the off-campus location. See the campus map for more information. "WEB" indicates the class is taught online. See room codes below.

Shaded areas mean the class meets after 4:30 p.m.

The name of the instructor for the class. The word "STAFF" indicates that the instructor has not yet been determined when the schedule was printed.

C-ID identifies courses commonly taught at California Community Colleges and California State Universities. C-ID courses on one campus will be accepted "in lieu of" comparable C-ID courses on another participating campus.

REGISTER FOR CLASSES

Once you have found all of the classes either on WebAdvisor or by looking through a schedule of courses, you should be ready to register.

By using WebAdvisor, you will save some steps because you can begin uploading courses into your wish list/cart prior to your registration date. If you have looked up all of your courses through the schedule of courses, you should proceed to WebAdvisor to verify the sections of the courses you were looking for are available and upload them into your cart prior to your registration date.

Each student is assigned a registration date. Students can access their registration date [WebAdvisor](#) under the Registration Eligibility Information. Once you know your registration date, CCC recommends students check to make sure they:

- Complete an English and/or math placement test. To schedule an appointment for a placement test, contact the Clovis Community College Student Services office at (559) 325-5230 or go to the college's website and use eSARS to schedule an appointment online.
- See a counselor for any assistance you need to clear prerequisites and/or probation holds, update student education plan (SEP), or select courses. If the course prerequisite has been taken in high school or at another college, you must see a counselor and provide documentation (i.e. transcript) to clear the prerequisites.
- Clear any holds (i.e., Business Office, Admissions and Records, Counseling, Library, etc.). Students can look up any holds on [WebAdvisor](#) under Registration Eligibility Information.

METHODS TO REGISTER

Students may register for classes in-person or online.

- **In Person** at:

Clovis Community College	10309 N. Willow Avenue	Fresno, CA	93730
Herndon Campus	390 W. Fir	Clovis, CA	93611
Or any other State Center Community College District campus or center.			
- **Online** using WebAdvisor. Students in good standing may access WebAdvisor at www.cloviscenter.com. The process is simple and easy to follow and online help is available to help you while using WebAdvisor.
 - Step 1: www.cloviscollege.edu
 - Step 2: Click on WebAdvisor Link
 - Step 3: Log in to WebAdvisor: Username: lastname_student ID #
Password: 6 digit birthdate (until changed by student)
 - Step 4: Click on Register for Classes



STUDENT FEES

This is a quick reference guide of potential fees at Clovis Community College. For more information and details about these student fees, please refer to the college catalog. All fees are subject to change without prior notice.

TYPE	DESCRIPTION	FEE
TUITION FEE	California Resident Fee	\$46 /unit
	Nonresident and International Student Enrollment Fees (\$235 tuition fee + \$46 enrollment fee)	\$281 /unit
HEALTH FEE	On-campus classes for each fall and spring semester.	\$19
	On-campus classes for each Summer semester.	\$16
	Off-campus and online classes for each semester (fall, spring, and summer).	\$11
CRUSH CARD FEE (optional) For more information, contact the CCC Student Activities Office at (559) 325-5391.	The CRUSH card is the official student body identification card of Clovis Community College. Cardholders receive discount rates for variety of local businesses, admission to a number of college activities, and may vote in student elections.	\$5 /semester
PARKING FEE	Fall and spring session permits	\$30 /semester
	Summer session permits	\$10 /semester
	One-day permits are available in vending machines at parking lot entrances.	\$1 /day
OFFICIAL TRANSCRIPT FEE	Students are entitled to obtain two copies of their official transcript free of charge; each additional copy is \$5. Payment must be received before the request will be processed.	\$5 /copy
STUDENT REPRESENTATION FEE For more information, contact the CCC Student Activities office at (559) 325-5391.	The fee is used for student advocacy at the local, state, and national levels. The fee is charged at each location a student attends, so students attending all three locations would be charged a total of \$1.00 x 3 locations=\$3.00.	\$1 /semester

PAYMENT OF FEES

Students have a variety of methods to pay their fees. All payments must be received (not postmarked) by 5:00 p.m. on the due date. Student receiving financial aid may not owe tuition fees; however, students will still be responsible for the health fee and student representation fee.

Student may submit payment:

- **In Person/By Mail** at any State Center Community College District campus or center. All mailed payments must be paid by check. Make checks payable to SCCC and include your student ID# on your check.

Clovis Community College	Herndon Campus
10309 N. Willow Avenue	390 W. Fir Avenue
Fresno, CA 93730	Clovis, CA 93611

- **Online** (Credit Card Only)

Step 1: www.cloviscollege.edu

Step 2: Click on WebAdvisor Link

Step 3: Log in to WebAdvisor: Username: lastname_student ID #

Password: 6 digit birthdate (until changed by student)

Step 4: Click on Make a Payment

FINANCIAL AID

We recognize that many students need financial help to pursue their educational goals. Staff members in the Financial Aid Office strive to assist as many students as possible. The college offers a coordinated program of scholarships, grants, loans and employment opportunities to assist you in meeting college expenses. In order to determine if you are eligible for financial aid, the first step is to complete the [Free Application for Federal Student Aid](https://www.fafsa.gov) (FAFSA-www.fafsa.gov).

CALCULATING FINANCIAL NEED

In calculating your need, the difference between what it costs to attend a particular college and what you/your family are expected to contribute from your own resources is reviewed. The **Costs of Going to College** include enrollments fees, other fees, books and supplies, room and board, transportation, and personal expenses. **Your Expected Family Contribution (EFC)** is the amount that you and your family are expected to contribute. The following is the general equation:

$$\text{Cost of College} - \text{Your Expected Family Contribution} = \text{Your Financial Need}$$

APPLYING FOR FINANCIAL AID (FAFSA)

Financial aid applications (FAFSA) are available beginning **October 1st** of the preceding calendar year and will be accepted by the Department of Education throughout the academic award year (July 1st through June 30th). The FAFSA will be used to award financial aid for college.

The Free Application for Federal Student Aid, (FAFSA) is available on-line at www.fafsa.gov. The Federal School Code is **042534** for Clovis Community College. You and your parent should first obtain a PIN from the Department of Education at www.pin.ed.gov.

The FAFSA will generate a Student Aid Report (SAR), which will be mailed/emailed directly to the student by the Department of Education.

Awarding and packaging will be on a first come, first served basis and subject to the availability of funds.

Financial Aid is awarded for an academic year, which includes Fall, Spring, and Summer.

FINANCIAL AID (FAFSA) ELIGIBILITY REQUIREMENTS

The following are the eligibility requirements for financial aid:

- Students must be **U.S. citizens or eligible non-citizens** to receive federal funds
- Male students who are not active members of the armed forces, are at least 18 years old, and were born after December 31, 1959 must be registered with the Selective Service
- Demonstrate financial need, except for the unsubsidized Federal Direct Student Loan Program
- Must apply for admission and be working towards a degree or certificate program at Clovis Community College.
- Be **enrolled at least half-time**, except for the Pell Grant Program or Board of Governor's Fee Waiver program (BOG).
- Must make **satisfactory academic progress (SAP)** towards a degree or certificate. The Satisfactory Academic Progress Policy (SAP) is available on Clovis Community College's website under Student Services, Financial Aid.
- Must have a **high school diploma** or a General Education Development (**GED**) Certificate or its equivalent.
- Students concurrently enrolled in high school and the Clovis Community College are not eligible for **federal** financial aid.
- Students in need of financial assistance for their educational expenses may be eligible for federal, state, programmatic (EOPS/CalWORKs) and/or [scholarship](#) funding.

STATE FINANCIAL ASSISTANCE

Students who apply for financial aid may also be qualified to receive funding from the state to aid with their college expenses. The following are various types of waivers and grants students may be eligible for. For additional details, please see the Financial Aid office.

- **California Community College's Board of Governors Fee Waiver:** This grant pays for the enrollment fees for qualified California residents attending a California Community College. Clovis Community College Financial Aid Office will automatically determine your eligibility for a Fee Waiver when receiving your FAFSA results. You may also fill out the paper form available in the Financial Aid Office. This is not a CASH award and is not paid in the form of a check; but if eligible, your enrollment fees will be waived for the academic year.
- **Cal Grants:** Eligibility is first determined by the [California Student Aid Commission \(CSAC\)](#) and then by the school you plan to attend. Cal Grants are generally paid in the form of a check once per semester.
- **Cal Grant A:** Entitlement awards can be used for tuition and fees at public and private colleges as well as some private career colleges.
- **Cal Grant B:** Entitlement awards provide low-income students with a living allowance and assistance with tuition and fees. Most first-year students received an allowance of up to \$1,672 for books and living expenses. After the freshman year, Cal Grant B also helps pay tuition and fees in the same amount as a Cal Grant A. At a 4-year university, Competitive Cal Grant B awards are for students with a minimum 2.0 GPA who are from low-income or disadvantaged families and who are not eligible for the entitlement award, which is guaranteed.
- **Cal Grant C:** This award helps pay for tuition and training costs at occupational or career colleges. This \$576 award is for books, tools and equipment. You may also receive up to \$2,592 for tuition at a school other than Community College. To qualify, you must enroll in a vocational program that is at least four months in length at a California Community College, private college or vocational school. In addition, students enrolled in 12 units will receive full-time success Cal Grant in the amount of \$1000 per year. Those receiving Cal Grant and are on pace to complete their program and earn 30 units per year may also be eligible for an additional \$1500 per year from the Completion Grant

FEDERAL FINANCIAL ASSISTANCE

As with all grants, Federal Pell Grants are available to assist in meeting educational costs. The amount of your Pell Grant is determined by your EFC, the Cost of Attendance at Clovis Community College, your enrollment status (i.e. less than half-time .5-5.5 units, half-time 6-8.5 units, three-quarters time 9-11.5 units, full-time 12 or more units), and whether you attend for part or all of the academic year. Federal Pell Grants target students with high financial need. This grant is awarded primarily on financial need and funds are unlimited. Pell Grant amounts vary from student to student and range from \$400-\$5920 for one academic year. Payment amounts are calculated on number of units enrolled in and attending. Awards are paid in the form of a check or direct deposit and are distributed generally twice a semester. To learn more visit www.studentaid.gov.

SCHOLARSHIPS

These are financial awards that you do not have to repay. Generally, scholarships are awarded on the basis of academic achievement, personal qualifications, and financial need. The Financial Aid Office can provide you with contact information for the available scholarships and the eligibility criteria for each award. Scholarship information is also available on our website under Financial Aid scholarship. Application period is October 1-May 2 each year to be awarded for the following academic year (ex., Apply Dec 2, 2016 or April 21, 2017 for the 2017-2018 academic year).

COLLEGE WORK STUDY

This award provides you with part-time employment opportunities on campus. Students must have filed a FAFSA application, be in academic good standing (SAP) and have financial need. Application forms and information concerning college work study are available in the Financial Aid Office.

To ensure consideration for maximum student financial aid at Clovis Community College (CCC) for the academic year, students should complete the application steps in a timely manner. FAFSA is available every year on October 1st. For office hours please call CCC Financial Aid Office at (559) 325-5239.

PROGRESS MONITORING & RETENTION PROGRAMS

Clovis Community College strives to improve and strengthen support services for students by providing a student progress monitoring program. Progress monitoring activities are designed to identify students who may be experiencing difficulty in the classroom and/or may not be making satisfactory progress in their courses. Students identified by instructors are contacted by counseling services and/or are referred to the appropriate campus resources that can contribute to their academic success. The goal of these activities is to improve student academic performance, along with retaining current students to each subsequent semester for completion of their educational goals.

As part of the Clovis Community College's commitment to student retention and success, the progress monitoring activities include the following:

- **Final Grade Reports:** Final grades can be accessed through the Internet on [WebAdvisor](#) at the end of each semester.
- **Work In Progress Reports:** For students on probation Level 2 and enrolled in semester length courses, a work in progress report must be completed by the student during the 6th and 7th weeks and submitted to a counselor. The goal is to provide supportive services for students who are not making satisfactory progress (D or F grades and/or poor attendance). Student decisions may include: dropping a course, tutorial assistance, faculty consultation, and/or personal and academic counseling.
- **SARS Connect/Early Alert:** Clovis Community College utilizes the SARS Connect/Early Alert program to identify students with potential academic and performance difficulties in the classroom. This progress monitoring program also allows students to receive feedback from their instructor(s) regarding their academic progress and to refer them to support services available to help them be successful in their coursework. The goal is to identify and contact at-risk students early in the semester to provide them with follow-up services.
- **Probation Workshops:** Probation workshops are required for all students on Level 1 probation. The purpose of the probation workshop is to provide students with information on probation, strategies to succeed, and information on services and resources that can assist in completing their educational goal(s). Students participate in the probation workshop online at [Online Probation Workshop](#). Additional information on probation can be found online at [Probation Information](#).



STUDENT SUPPORT SERVICES

The following programs and services are provided to support the full range of student needs in-person and online.

ACADEMIC COUNSELING

Counselors are available in the Counseling office to assist with academic advisement, establishment of academic goals, and development of a student educational plan to meet those goals.

ADMISSION AND RECORDS

The Admissions and Records office provides a variety of services to students including: registration into courses, selling parking passes, accepting payments for college fees, mailing official transcripts, awarding degrees, and much more.

ATHLETICS

CCC provides competitive athletic programs in accordance with the California Community College Athletic Association Constitution. Support services for student athletes includes a comprehensive team approach to address the academic and personal demands of being a student athlete. The team is composed of an athletic director, academic counselor, athletic trainer, coaches and other staff/faculty. All athletes will participate in a supplemental academic program called CRUSH Academy.

PLACEMENT TESTING

Placement Testing in English and math is available. Placement testing will measure a student's reading, writing, and math skills for appropriate placement in English and math courses. CCC Testing Services are offered on an appointment basis.

BOOKSTORE

The bookstore stocks a variety of educational supplies and is the official distributor of required material(s) for coursework at Clovis Community College.

CAFETERIA/CAFÉ

The campus cafe provides fuel for the brain and body. Meals and snacks are available throughout the day to assist you maintain the energy and brain power needed to complete course successfully on a daily basis..

CalWORKs PROGRAM

CalWORKs stands for California Work opportunities and Responsibility to Kids. The CalWORKs Program provides employment training, academic and career counseling, childcare and work-study opportunities.

CHILD DEVELOPMENT CENTER (CDC)

A licensed child care facility is available at the Clovis Community College Center for students for a nominal fee. The CDC facility serves as a teacher-training laboratory for Child Development majors.

DISABLED STUDENTS PROGRAMS AND SERVICES (DSP&S)

Disabled Students Programs and Services provide specialized counseling, support services, and resources to students with temporary or permanent disabilities.

EOP&S

Extended Opportunities Programs & Services (EOPS) is a student support program designed for low income, educationally disadvantaged students. It provides financial and academic support that is above, beyond, and in addition to the traditional student. .

FINANCIAL AID

CCC offers a coordinated program of financial aid opportunities. The available programs fall into six categories: fee waivers, federal aid, state aid, scholarships, college work study, and/or loans.

FIRST YEAR EXPERIENCE (FYE)

The FYE Program was designed especially for the first time college student, to assist in the transition from high school to the campus community. Starting college can be a confusing and stressful time. FYE will assist and support students during the first semester and beyond.

HEALTH SERVICES/PERSONAL COUNSELING

Health Services provides assessment for ill or injured students by a nurse. Confidential professional counseling is offered through the State Center Community College District Psychological Services. Personal Counseling Services offers assistance in a number of areas, including personal growth, crisis resolution, daily living problems, relationship and family issues, and is a support network for students with more serious emotional disorders.

HONORS PROGRAM

Clovis Community College Honors Leon S Peters Program is designed to challenge students with a customized curriculum and reward their efforts through individualized academic counseling sessions, field trips, scholarship opportunities, and priority registration. Students begin a sequence of classes and activities to prepare them for transfer to four-year institutions.

LIBRARY

Library services provide students with learning resources. The library has a collection of volumes. The library also subscribes to a variety of periodicals and several local and national newspapers.

TRIO Program

Students Support Services (SSS) and STEM are free Federal TRiO programs that serve students who are first generation, low-income, or have a disability. The programs provide academic support and guidance to help students meet the challenges of obtaining a degree and/or transferring to a four-year university. Other services include free field trips, priority registration, and scholarships.

STUDENT ACTIVITIES

CCC offers a variety of co-curricular and extracurricular programs, including student government, clubs and social activities. These programs encourage students to share common interests, practice democratic procedures, broaden social horizons, and provide all students with the opportunity to participate, thus contributing to the growth of the individual, the college and the community.

TRANSFER SERVICES

Transfer services assists students with the transition from community college to a baccalaureate level college or university. CCC Transfer Services provides a variety of resources and services to help students transfer to other colleges and universities for completion of their educational goals. These resources include major sheets, transfer counseling, articulation agreements, college catalogs, Transfer Admission Guarantees (TAG) for UC's, Associate Degrees for Transfer (ADT) for CSU's, one-on-one appointments with transfer representatives from 4-year universities, transfer application workshops and individual assistance with the completion of their California State University (CSU) and/or University of California (UC) admissions application

TUTORIAL SERVICES

Tutorial Services provide free individual (one-on-one) and small-group tutoring in a variety of academic subjects to any student who needs and wants to improve his or her class performance. Students improve subject understanding, study skills, and test preparation to become strong independent learners. Students are tutored by fellow college students who have demonstrated academic expertise in the specific subject area.

VETERANS

CCC provides specialized academic counseling services for Veterans. Veteran students are provided with the necessary services to achieve their educational goal, including academic and personal counseling, a veteran's student educational plan (VSEP) and the appropriate veteran chapter application forms.

STUDENT ACTIVITIES, CLUBS, & ORGANIZATIONS

CCC offers a variety of co-curricular and extracurricular programs, including student government, clubs, community service projects, social activities, and college-wide events.

STUDENT GOVERNMENT

The Clovis Community College Center Associated Student Government (ASG) is the student governing organization. The legislative power of the Associated Student Government is vested in an executive senate whose members are elected by the student body composed of students enrolled at the Willow International Center.

ALPHA GAMMA SIGMA (AGS) HONOR SOCIETY

Sigma Gamma Chapter is the statewide community college student organization established to promote, maintain and recognize scholarship. Membership is based upon academic achievement and members develop leadership skills, attend conferences and take part in college and community activities. For more information about AGS, please contact Erik Fritz at 325-5222.

STUDENT CONDUCT & STUDENT RIGHTS

STUDENT CONDUCT STANDARDS

Students are expected to conduct themselves as responsible citizens whenever they are on the campus or representing Clovis Community College in any activity. The Board of Trustees has adopted specific rules and regulations governing student behavior along with applicable penalties for violations. The student conduct standards and discipline policy (Board Policy No. 5500) is cited below, and students consequently are held responsible for familiarizing themselves with these rules and regulations (Education Code 66300). All campus activities must have the prior approval of the administration of the college.

State Center Community College District (SCCCD) Policy Statement

Once a student enrolls in courses on a campus of the State Center Community College District, that individual accepts both the rights and responsibilities associated with that enrollment. The State Center Community College District exists to educate individuals in our community. All other considerations are secondary. The district will not infringe on anyone's constitutional rights and the right to dissent and to protest will be supported. However, the right to dissent and to protest must not be construed as a right to disrupt operation of the institution. No individual or group can be permitted to infringe on the rights of others to secure an education.

These conduct standards, and Administrative Regulation 5520 which defines discipline procedures, apply to all students who are enrolled in courses offered by either college of the State Center Community College District. Any student will be subject to discipline who, in any way:

1. prevents other students from pursuing their authorized curricular or co-curricular interests;
2. interferes with or disrupts faculty and administrators who are fulfilling their professional responsibilities;
3. prevents classified employees from fulfilling their prescribed duties;
4. disrupts presentations by authorized guests; or
5. deliberately endangers the safety of persons, or the security of college property.

Student Assembly

In accordance with state law, the district recognizes the right of peaceful assembly and will make facilities available for recognized staff and student groups when such assembly does not obstruct free movement of persons about the campus, the normal use of classroom buildings and facilities, and normal operations of the college or the instructional program, and when it does not jeopardize the safety of persons, lead to the destruction of property, or violate the laws of the district, state, or nation. Persons who are not members of the student body or the college and who violate this policy shall be subject to the control of public authorities.

Exercise of Free Expression

In stating its policy on the distribution of materials, the governing board of this district has assumed that each student is responsible for his/her actions individually, even when acting as a member of an organization, and that no student, by following district or college policies, regulations or procedures, escapes individual responsibility for observing laws relating to such matters as libel, copyright violation, and obscenity.

Bulletins, circulars, publications, or articles of any character prepared by a student currently enrolled in an institution of this district, or by a campus organization officially recognized by a college of this district may be distributed on a college campus of this district only when such distribution is in accordance with established regulations.

With the exception of publications and materials sold or circulated by offices or agencies of this district and of district colleges, all publications and materials to be circulated on campuses of the district shall be subject to the foregoing policy provisions.

This policy is not intended to limit the use of sectarian, partisan, or denominational materials for legitimate library and classroom use.

Student Protests and Demonstration

The students, faculty, and administration of the community college district are expected to respect the rights of the minority just as much as they respect those of the majority. Every individual, operating within the law, is guaranteed the basic freedoms. Students may participate in demonstrations or protests as long as they do not interfere with the main job of the college - education. Picketing, demonstrations, or other forms of protest are not to be carried on so as to interfere with instructional activities or the normal flow of student traffic in and out of buildings.

Each college has the right to make and enforce reasonable regulations relating to the time, place, and manner of the exercise of these rights, in order to prevent interference with college programs and services.

Student Publications

Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and in intellectual exploration. They serve as a means of bringing student concerns to the attention of the college community and the public and of formulating student opinion on various issues.

The editorial freedom of student editors and managers entails corresponding responsibilities to be governed by the canons of responsible journalism such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions shall apply:

1. Editors and managers of student publications shall be protected from arbitrary suspension and be removed only for proper cause through orderly procedures.
2. All college published and financed student publications shall state explicitly on the editorial page that the opinions there expressed are not necessarily those of the college or the student body.

STUDENT RIGHTS

Student rights are protected by federal and state laws, and by policies established by the trustees of the State Center Community College District. It is therefore essential for the protection of students' rights that procedures be established and followed which would identify violations of student conduct standards and the resolutions of such violations. Students have a right to an oral or written notice (reasons for disciplinary action), an opportunity for a review, and a decision given orally or in writing. For more information, contact the Dean of Students' office. (Board Policy 5520, Administrative Regulation 5520)

STUDENT RIGHT-TO-KNOW DISCLOSURE STATEMENT

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the State Center Community College District and Clovis Community College to make available its completion and transfer rates to all current and prospective students.

A cohort of certificate- and degree- seeking students from Fall 2013 was created and tracked over a three year period. Based on that definition, 23.1% of students transferred to a 4-year college or obtained a degree or certificate within three years from Fall 2013 to Spring 2016.

Students who are "transfer-prepared" have completed 60 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 21.2% transferred to another postsecondary prior to obtaining a degree or certificate within three years from Fall 2013 to Spring 2016.

ADMINISTRATIVE POLICIES

COMPUTER/NETWORK EQUIPMENT USE POLICY

Every State Center Community College District (SCCCD) student is permitted to use a District owned computer/network. As a condition of this use, each student agrees to:

- use the computer/network for educational purposes only and not for any commercial purpose or financial gain;
- use the computer and software in an ethical manner; this means he/she will respect the security of the District's computer system and will not illegally gain access to any network, hardware or software;
- not take or copy any copyrighted or patented software or any part of such software; further, he/she agrees not to install/uninstall any program or software, including shareware programs, on the computer;
- not use the electronic mail system for any illegal or illicit purpose, including solicitation; the District reserves the right to monitor all computer activities on its computers; the student agrees to abide by the rules of any other computer system that he/she may contact through the Internet;
- not transmit any communication in which the meaning of the message or its transmission or distribution would violate any applicable law or regulation or be offensive to the recipient or recipients; and
- not search, view or download pornographic material through any means.

It is understood that information, programs, or data a student obtains from the Internet are used at his/her own risk. He/she is responsible for any damage caused by malicious programs, commonly known as viruses, received from the internet.

Each student is expected to abide by the District's Acceptable Use Policy. The District is the sole determiner of the interpretation and application of the Acceptable Use Policy. It is understood that if a student violates any of the above rules, he/she is subject to removal from the computer facility as well as discipline as a student.

NO-SMOKING IN CAMPUS BUILDINGS

In order to provide a healthier climate for teaching, learning, and studying, smoking and use of tobacco products is prohibited within 20 feet from building entry and in all campus buildings. Additionally, tobacco products are not sold on campus.

DRUG-AND ALCOHOL- FREE CAMPUS

Clovis Community College is committed to maintaining a drug- and alcohol-free campus. To that end, the college prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances (as defined in Schedules I through V of the Controlled Substances Act {21U.S.C812} and as further defined by Regulations 21 CFR 1308.15 in the workplace). Behavior, which violates this policy, will be subject to disciplinary action in accordance with campus policies and regulations (BP 5410). Persons who seek information and/or resolution of alleged violations are directed to the Vice President of Instruction & Student Services (559) 325-5214 in room AC1-260, the Deans of Instruction (559) 325-5285 or the Dean of Students (559) 325-5265, in room AC2-235, or campus police at (559) 244-5911.

ACADEMIC DISHONESTY

Students at Clovis Community College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

Cheating

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

Plagiarism

Plagiarism is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights. Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

AUTHORITY AND DISCIPLINARY ACTIONS

Instructors shall be in charge of their classes and students are under obligation to respect the authority of each instructor. Clovis Community College seeks to develop responsible, democratic citizenship among the students enrolled. Students are responsible for their conduct. Failure to adhere to the college's standards will result in disciplinary action. The college reserves the right to exclude at any time a student who violates student conduct standards and/or is not taking proper advantage of the opportunities offered.

Clovis Community College reserves the right to exclude at any time a student who, in the judgment of the administration, is not taking proper advantage of the opportunities offered.

REMOVAL FROM CLASS BY INSTRUCTOR

Clovis Community College's Student Code of Conduct Policy (Board Policy 5520 and Educational Code 76032) authorizes an instructor to remove a disruptive student from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Dean of Students. During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class.

GRIEVANCE AND COMPLAINT POLICY FOR STUDENTS

Any complaint concerning an alleged unauthorized or unjustified act or decision by any staff member, involving sexual harassment and/or discrimination, which adversely affects the grades, status, rights, or privileges of a student is the concern of the Clovis Community College administration.

Individuals seeking information and/or resolution of alleged acts of sexual harassment and/or discrimination are directed to contact the Dean of Students. See Administrative Regulation (AR) 5530, which is available in the President's office and on the district's website at www.scccd.edu

A student who has a complaint that does not involve sexual harassment and/or discrimination may take action in the following sequence:

1. Discuss the problem with the individual involved.

2. If a mutually satisfactory understanding has not been reached at step one, the student may complete a Clovis Community College Student Appeal Complaint form and return it to the Office of Administration (AC1-260). The Student Appeal Complaint form must be submitted and time allowed for processing. After the complaint is thoroughly investigated, the student will be notified of the decision.

3. If the student's concerns remain unresolved after steps one and two, the student may make an appointment with an administrator. The following lists the appropriate administrator to make an appointment with:

If your complaint is against:	Contact:
Faculty	Dean of Instruction (AC2-235 or 325-5285)
Student Support Services	Dean of Students (AC2-235 or 325-5285)
Another Student or Counselor	Dean of Students (AC2-235 or 325-5285)
All other complaints	Vice President (AC1-260 or 325-5214)

4. If the student is not satisfied with the outcome at step three, as a final step, the student may petition to the Clovis Community College Vice President of Instruction and Student Services.

Student Appeal/Complaint forms are available in the Office of Administration (AC1-260), Admissions and Records (AC2-130), and the Deans Office (AC2-235).

STATEMENT OF NONDISCRIMINATORY POLICY AND OBLIGATIONS

Non-Discrimination Statement

The State Center Community College District does not discriminate nor harass on the basis of race, color, national origin, gender, sexual orientation, disability, or age in any of its policies, procedures, or practices, nor does it tolerate sexual harassment, in compliance with the Americans with Disabilities Act of 1991, Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education.

Inquiries regarding the equal opportunity policies, the filing of complaints, or to request a copy of the complaint procedures covering discrimination complaints at Clovis Community College may be directed to: Vice President of Instruction and Student Services and Title IX Officer/ Section 504/ADA Coordinator Kelly Fowler, in the Office of Administration, 10309 N. Willow Ave., Fresno, CA 93730, Room AC1-260, (559) 325-5214.

The college recognizes its obligation to provide overall program accessibility throughout Clovis Community College for handicapped persons. Contact the Clovis Community College Section 504 and ADA Coordinator Kelly Fowler, AC1-260 at (559) 325-5214 to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

The lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs.

Inquiries regarding Federal laws and regulations about nondiscrimination in education or the District's compliance with those provisions may also be directed to the Office for Civil Rights, U.S. Department of Education, 221 Main

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (California State and Federal Legislation)

The Family Education Rights and Privacy Act (FERPA) outlines certain rights students have concerning access to and release of their educational records. Copies of District Administration Regulations implementing this act may be obtained from the Admissions and Records Office. Each student is encouraged to obtain a copy.

The act ensures that the students will have access to their educational records and that the college will not release their records to anyone, including any parents, who is not designated by the student to receive them, except as provided by the law itself.

The law authorizes the release of directory information in the absence of student objection. Directory information includes: name, address, date and place of birth, major field of study, current class schedule, participation in activities, dates of attendance, degrees and awards received, and last institution attended. Objection, if any, to the release of this information may be made at the time the student applies for admission or at registration.

SEXUAL HARASSMENT POLICY

It is the policy of the governing board that the State Center Community College District shall maintain a working and learning environment free from sexual harassment of its students, employees, and those who apply for student or employee status. All students and employees should be aware that Fresno City College, Reedley College, Clovis Community College, and the State Center Community College District are concerned and will take action to eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act, which is enforced by the Equal Employment Opportunity Commission. Sexual harassment is included among legal prohibitions against discrimination. Title IX of the Educational Amendments of 1972 also establishes sexual harassment as discriminatory and unlawful.

Sexual harassment includes such behavior as sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student, or applicant when one or more of the following circumstances are present

1. Submission to or toleration of the conduct is an explicit or implicit term or condition of employment, appointment, admission, or academic evaluation.
2. Submission to or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation affecting an individual.
3. The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive, or otherwise adverse working environment.
4. The conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive, or otherwise adverse learning environment, or adversely affecting any student.

In determining whether conduct constitutes sexual harassment, the circumstances surrounding the conduct will be considered. Persons who seek information and/or resolution of alleged acts of sexual harassment are directed to contact the Dean of Students at Clovis Community College Title IX Officer and Section 504/ADA Coordinator, Kira Tippins, Dean of Students, at 10309 N. Willow Ave., Fresno, CA 93730,(559) 325-5265.

OTHER POLICIES

Additional policies are included in the State Center Community College District policy manual and the college catalog. Manuals are on file and may be consulted in the Clovis Community College Library, and the offices of the President, the Vice President of Instruction and Student Services, and the Vice President of Administrative Services.

COLLEGE TERMS AND PHRASES

Accredited: A college, or program, that is officially recognized by a professional association as maintaining certain standards. Accredited programs qualify graduates for admission to higher, or more specialized, programs and for professional practice.

Add: To add a class once the semester/class has begun, student must walk-in to classes, receive a "permission number" from the instructor, and in specific cases will need a counselor's signature.

Application: A form requesting admittance to attend college during a specific semester. Applications must be completed online.

Assessment: A process of evaluating multiple measures (i.e., transcripts, AP test, scores, placement test, personal circumstances, etc.) through a discussion between the student and a counselor to determining the most appropriate placement in courses for English, math, science, etc.

Associate Degree for Transfer (ADT): Associate Degrees for Transfer are degrees offered/awarded by a community college and guarantee students admission into a CSU. Students who earn an Associate of Arts transfer degree (AA-T) or an Associate of Science transfer degree (AS-T) and meet the CSU minimum eligibility requirements are guaranteed admissions to a CSU, but not necessarily to a particular campus or major.

Associate in Arts (A.A.) Degree or Associate in Science (A.S.) Degree: Degrees awarded by a community college after satisfactory completion of an organized program. An Associate Degree requires completion of a minimum of 60 degree applicable units, including general education and major coursework.

Bachelor's in Arts Degree (B.A.) or Bachelor's in Science Degree (B.S.): Degrees awarded by a baccalaureate level institution after satisfactory completion of an organized program of studies.

Catalog Rights: Students must follow the requirements set forth in a catalog to earn an associate degree and/or certificate. Students have catalog rights to follow either the catalog in effect at the time the student began continuous enrollment leading to graduation, the catalog in effect at the time of the student's graduation, or a catalog/major a student has been approved for by a counselor. If a student misses 24 consecutive months, the student loses his/her original catalog rights.

Certificate: A certificate may be awarded after completing a specific number of units within a particular vocational/technical field of study.

Class Schedule: A list of class offerings available each semester. The course schedule is typically available for Summer/Fall registration and Spring Registration.

College Catalog: The official document issued by a college outlining the course offerings, majors, admission requirements, regulations, policies, etc. The college catalog is very important as it determines the requirements you need to follow to meet your academic goal (See Above: Catalog Rights).

Concurrent Enrollment: Enrollment in two schools at the same time.

Co-requisite: A course requirement where students must register for and take two courses at the same time, because course content and curriculum are dependent on each other.

Course Number: The number following the course title (i.e. English **1A**, Math **103**).

Pass/No Pass Grading System: Students taking courses in which pass/no pass grading is allowed will earn "P" (pass) which is equal to a minimum grade of "C" or "NP" (no pass) in which a grade lower than "C" would have been earned. Grades of "P" or "NP" will not be computed in a student's GPA. Generally, P/NP grading is not recommended for courses in a student's major.

Dismissal (Academic/Progress): A student shall be dismissed, if, during each of three consecutive semesters, the student's performance falls under one or the combination of the following two conditions:

1. The student's semester grade point average (GPA) is 2.0 or less.
2. The percentage of units in which the student has been enrolled for which entries of "W," "I," or "NP" are recorded reaches or exceeds fifty percent (50%) of all units attempted.

Drop: Formally withdrawing from a class in which a student is enrolled.

Full-Time Status: Enrollment in 12 or more units in the fall or spring semester.

General Education (GE): A pattern of course work required of all students who plan to receive an Associate Degree and/or transfer program. It primarily covers the areas of English, math, natural sciences, social sciences, and humanities.

Grade Points: A numerical value assigned to each college letter grade: A=4, B=3, C=2, D=1, F=0 points multiplied by the number of units of the course equals the grade points.

Learning Community: Two or more classes linked together through a common theme or purpose. Students enroll in the Learning Community and faculty build the connections between the courses.

Lower Division: Refers to the course work normally taken in the first two years of college.

Major: A group or series of courses designed to provide intensive education or training in a specialized area.

Minor: A secondary subject area in a student's program, not quite as comprehensive as the major area, but usually complementary. A minor is offered at the baccalaureate level institution.

Non-Transferable Coursework: Courses and/or majors, which are not transferable to a California State University or University of California.

Placement Test: By completing a placement test, your ability in English (reading/writing) and math will be evaluated and provided the counselor one multiple measure to help determine your appropriate placement into math and English coursework.

Major Prep (Preparation) Coursework: Courses that are required by four-year colleges before taking upper-division major requirements. These courses may be taken at a community college if equivalent courses are available. Preparation for the major can be found on [ASSIST](#).

Pre-requisite: A course requirement where students must successfully complete one course prior to taking another course. This requirement is typically utilized in sequenced coursework, where course content and curriculum in the second course is directly related to/dependent on the acquisition and demonstration of specific skills/abilities obtained from the initial course.

Probation (Academic/Progress): There are two types of probation: academic and progress. A student is placed on academic probation when a student's cumulative grade point average falls below a 2.0. A student is placed on progress probation when the cumulative units for which entries of "W," "I," or "NP/NC" are recorded and reaches or exceeds 50 percent of all attempted units. While on probation, a student may be limited in the number of units they are allowed to carry.

Student Educational Plan (SEP): An educational guide identifying the student's educational goal, classes, course loads, course sequencing and scheduling of courses based on a semester-by-semester outline.

Abbreviated Student Educational Plan (SEP-A): A 1-2 semester educational guide. An abbreviated SEP is aligned with the student's educational goal and is typically utilized to provide a short-term plan to students who need immediate guidance for registration.

Comprehensive Student Educational Plan (SEP-C): A comprehensive educational guide will outline all of the coursework the student will need to complete their educational goal. Most SEP-C's allow for three years of coursework to be outlined and provides students information on important dates, reminders of university application periods, helpful websites, and other information related to the student's educational goal(s) and success.

Transcripts: The official college record of all courses attempted and completed while at State Center Community College District. For information or copies, visit the website at www.cloviscenter.com under online forms.

Transfer Student: A transfer student is a student who transfers from a community college to a 4-year institution.

Transferable Courses: Courses that are accepted for credit at a baccalaureate college or university.

Undergraduate: A student's status as they pursue an associate degree, transfer, and/or a bachelor degree. When transferring students will continue to be considered an "Undergraduate"

Unit: College work is measured in terms of semester units. Generally, the number of units earned in a class equals the number of hours per week the class meets.

Vocational Major: A major primarily intended to prepare students for employment immediately after completion of the major at a community college.