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Mission Statement

The mission of Reedley College is to offer an accessible, student-centered educational environment which provides high quality learning opportunities essential in meeting the challenges of a diverse, global community.

At Reedley College, we believe that people's lives are enriched in an atmosphere of intellectual curiosity, personal integrity, and individual accomplishment. The college furnishes experiences designed to promote critical thinking, enhance cultural literacy, and foster an awareness of the interdependence of all persons and their environment.

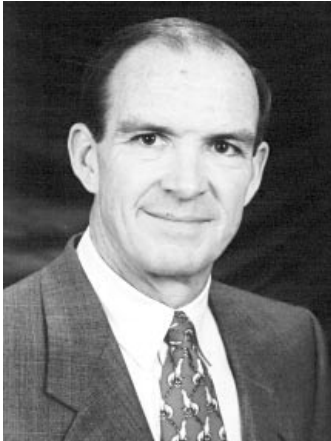
Reedley College is committed to maintaining a highly qualified staff of educators and support personnel who reflect the diversity of our unique community. We embrace a flexible attitude toward change and encourage the spirit of innovation.

The goal of the college is to develop each student's full potential as well as respect for self and others. To this end, the college provides comprehensive curriculum offerings, lifelong learning opportunities, counseling, and educational services.



“Student Success Is Our Mission”

President's Message



Thomas A. Crow, Ph.D.

Welcome to Reedley College. We are very pleased that you have chosen us to meet your higher education needs. The faculty and staff are committed to your success. I would encourage you to utilize all of the services that we have available to assist you toward your goals.

A great deal of time and effort has gone into the preparation of this handbook. We have tried to anticipate the information that you need to familiarize yourself with the college. Best wishes for success in your academic endeavors.

Dean of Students



Dr. Ruben Fernandez

Reedley College offers you a wonderful opportunity to explore and learn about yourself, the community, and the world around you. This student handbook should not be overlooked in importance. I know that you are busy with other readings but please take time to use this student handbook as your best guide to success at Reedley College. It will help you find the help necessary to survive and thrive in college. Take advantage of the excellent support staff and instructional programs as you dive into your studies. This student handbook will assist you in connecting with the college. Best wishes for an outstanding year of study.

Welcome to Reedley College



Welcome

Congratulations on making this very important decision to continue your education at Reedley College. 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, and counseling staff are readily available to assist you in making your educational experience at Reedley 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 and catalog to ensure a successful college experience. Your counselor and advisor can also assist you with academic planning to reach your personal as well as career goals.

Reedley College offers many outstanding programs to prepare you for a better future. We offer a comprehensive transfer program that can provide you with an inexpensive option for completing the first two years of a baccalaureate degree. For students interested in more immediate employment, we offer certificate and degree programs in many vocational areas.

Career planning and job preparation courses are also available if you need assistance in determining your unique future goals. Additionally, our wide range of support services and student activities will help make the years you spend here both more productive and personally rewarding.

Recognizing Your Reasons

Recognizing Your Reasons

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

One very obvious reason cannot be avoided: 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.

Yet there is another reason for pursuing a college education that you shouldn't ignore. 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.

Consider both types of reasons because while they are not opposed to one another, they do compete for your time and attention. It could be helpful to establish priorities. At the very least, understand the nature and significance of each of your priorities.

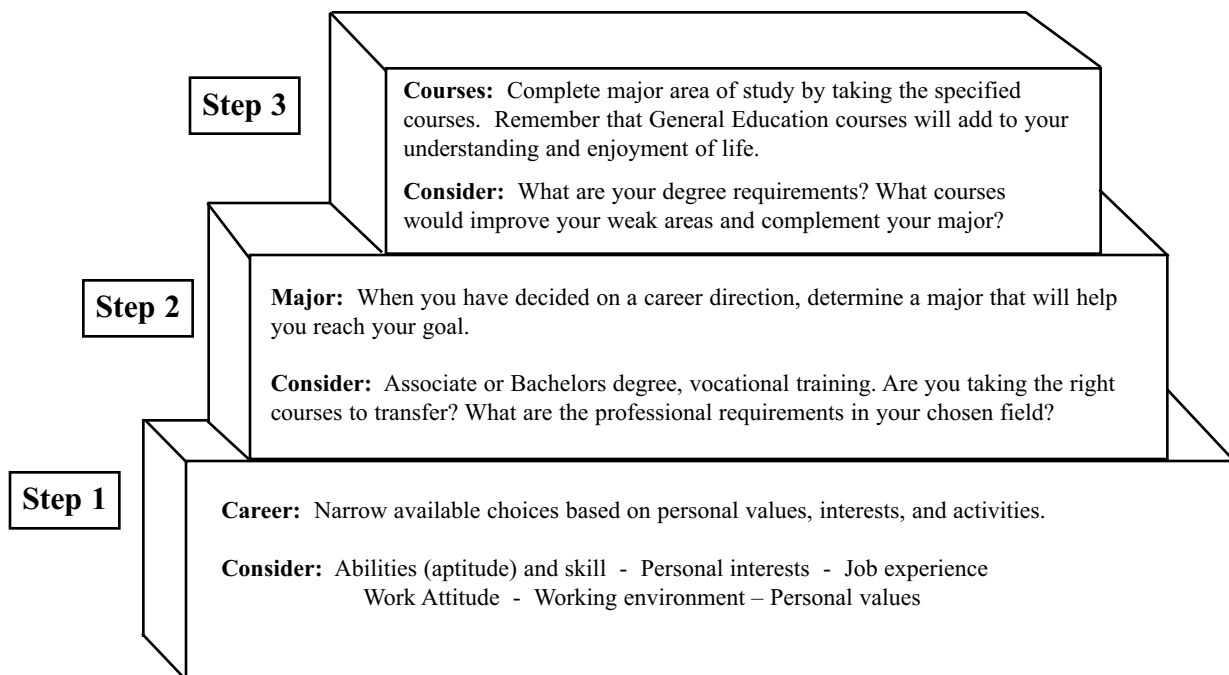
**“Working together,
anything is possible.”**



Thinking About Your Goals

Goal – A broad statement of purpose, aim or intention. Setting your goals in college means making some choices. First, ask yourself why you’re here and what you expect to accomplish in the next two years to make your college experience worthwhile.

“GOAL”



**Take the time to meet with a counselor to help you work through these steps in developing your educational goals.*

Making the Transition from High School to College

Most students who enter college are still grounded in their secondary school experiences. This can create problems for students because of the differences between the environments and demands of 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've previously experienced.

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.
- ☐ Tasks are less structured and less concrete.
- ☐ Using the library effectively is more important.
- ☐ Class discussions often are aimed at raising questions with no clear right or wrong answer.

Grading

- ☐ Many semester grades are based on just three or four test scores.
- ☐ Exam questions are often more difficult to predict.
- ☐ Essay exams are more common.



Knowledge Acquisition

- ☐ Taking good notes is more important.
- ☐ Students must independently seek additional and supplementary sources.
- ☐ Students usually must recognize the need for and initiate requests for additional help.

Stress

- ☐ There is an increased workload and a faster pace.
- ☐ An entire course is completed in 18 weeks or less.

Responsibility

- ☐ Students must establish and attain their own 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.



Reedley College Matriculation Checklist

Matriculation is a process that brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goals.

MATRICULATION

(Check when completed)

☐

APPLICATION/ADMISSIONS

I have completed the Reedley College application and turned it in.

☐

ORIENTATION

I have attended, or participated in, one of the orientation options offered by Reedley College.

☐

ASSESSMENT TEST

I have completed all 3 parts of the assessment test.

☐ English Reading

☐ English Sentence Skills

☐ Mathematics (basic math, algebra, or college level math)

☐

COUNSELING AND ADVISEMENT

I have met with a counselor/advisor for class selection and advising.

☐

FINANCIAL AID (optional)

I have completed the FAFSA (Free Application for Federal Student Aid) and submitted it to the Reedley College Financial Aid Office.

☐

REGISTRATION

I have attended Reg-To-Go, or talked with a counselor about class selection, and submitted my Registration permit to Admissions & Records.

☐

STUDENT EDUCATION PLAN (SEP)

I have met with a counselor to develop a semester by semester student education plan based on my educational and individual circumstances.

☐

FOLLOW UP APPOINTMENT

I have scheduled a follow-up appointment with a counselor to discuss certificates, degrees, majors and develop, revise, or complete an SEP.

Appt. Date _____ Time _____

Student Signature _____ Date _____

Counselor Signature _____ Date _____

Reedley College Matriculation Exemption Worksheet

Certain students may be exempt from several components of matriculation including assessment, orientation, and counseling/advising. The exemptions are as follows:

A student may be exempt from participation in assessment if the student meets the following criteria:

- 1) the student has submitted evidence (e.g., official grade report or transcript) which provides verification of satisfactory completion of the college level prerequisite course; or
- 2) the student chooses not to participate.

A student may be exempt from participation in orientation and/or counseling/advising if the student meets two or more of the following criteria:

- 1) the student chooses not to participate;
- 2) the student has completed twelve or more acceptable transferable units;
- 3) the student has completed an associate degree or higher;
- 4) the student has certain educational goals:
 - a. to maintain a certificate or license;
 - b. personal development (intellectual, cultural); or
 - c. to complete credits for a high school diploma or G.E.D.

DIRECTIONS TO THE STUDENT:

Please circle the statements above to indicate the reasons for which you feel you meet exemption criteria and complete the following:

I, _____, believe that I have met the exemption criteria (see above circled items) for the assessment, orientation, and/or counseling/advisement components of matriculation. If approved for exemption, I understand that at any time I can decide to participate in the components of matriculation from which I have been exempted.

Student Signature

Date

Approved by: _____
Counselor Signature

Date

Assessment Test

Assessment in English and math is an important first step to a successful college experience. Students planning to take an English class, a math class, or a class that requires an English or math level eligibility, should take an assessment test prior to registration. Assessment tests are designed to assist the student in selecting courses that match his/her current skills, thus help to ensure success. All course placements in entry-level basic skills is advisory and appeal options are available for students who feel that their skills have not been accurately assessed.

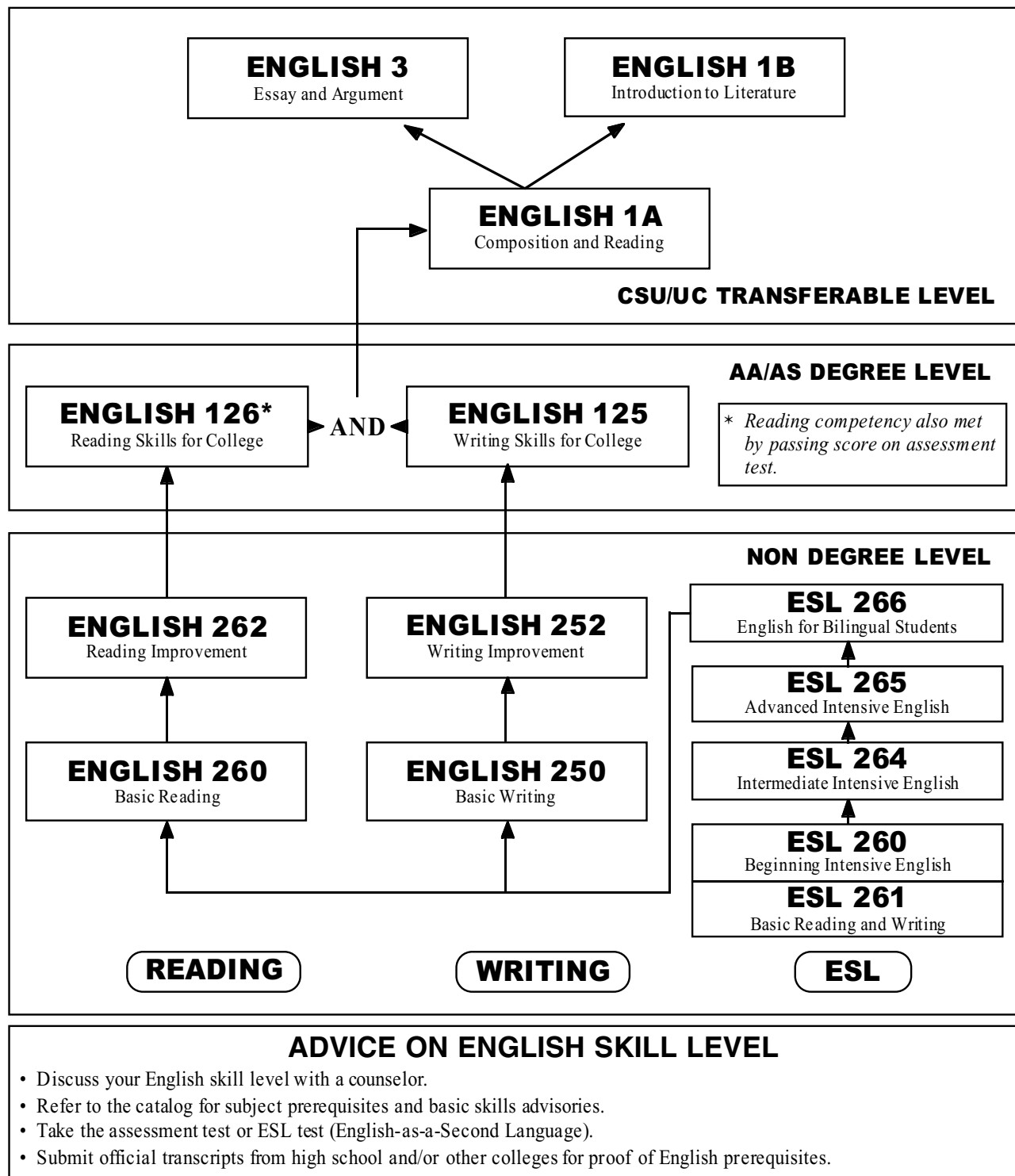
The Assessment Center is located in the Disabled Student Services Building, across from the Library. For more information contact the Assessment Center at (559) 638-3641, ext. 3366.

An RC student takes the computerized assessment test.



English

FLOW CHART FOR ENGLISH



FLOW CHART FOR MATHEMATICS



Counseling

Introducing Our Counseling Center

The Counseling Center at Reedley College is designed to assist you in attaining your individual and educational goals by providing you with accurate information to meet transfer, certificate or degree requirements, help you explore and select a major, and assist you in analyzing your aptitudes, interests and abilities. Each counselor has a specific area of responsibility assigned. If you are a General Studies or undeclared major, you may make an appointment with any of the counselors.

See a Counselor for:

- ◆ Planning a program and selecting courses.
- ◆ Exploring and determining career goals.
- ◆ Assistance in interpreting math and English placement/assessment scores.
- ◆ Transfer information on UC, CSU, and private colleges.
- ◆ Certificate and degree information.
- ◆ Referral to services and instructional departments on campus.
- ◆ Personal problems and concerns.
- ◆ Assistance with appeals, probation, dismissal, and early alert referral.
- ◆ Just someone with whom to talk!

The Counseling Center is located in the Student Services Building, Room 9.

Office Hours:

Monday – Thursday: 7:30 a.m.- 7:00 p.m.

Friday: 7:30 a.m.- 5:00 p.m.

Saturday: 8:00 a.m.- 4:00 p.m.

The Career Center

Students often ask, “Why am I in college, and what will I get out of it when I graduate?” The Career Center can help students answer these important questions by offering individual career counseling as well as the following services:

- ◆ *A Resource Library* that contains information stored on videotapes, college catalogs, and on the computer for more than 20,000 different occupations.
- ◆ *A Career Assessment Program* that provides students with profiles of their interests, values, personalities, and preferred skills.
- ◆ *Career Presentations* that are made by local professionals who share with students their experience in particular occupations.
- ◆ *Computer Guidance Programs*, both printed and computer-based, that present occupational information.
- ◆ *Computer Based Career Assessment*: Eureka, SIGI Plus, and Internet.
- ◆ *General Information* on résumé writing, interviewing, and other aspects of the job search process.
- ◆ *Guidance 34, Career Awareness Course*: provides a structured classroom environment to do career exploration, a means to learn and practice job search skills and a number of career assessments.

**“Good counselors
lack no clients.”**
-William Shakespeare



Planning

Your Semester

Planning

Perspective:

Time=Units

The number of course units are generally the number of lecture hours per week a class meets. For example, a 1 unit lecture class meets 1 hour per week; and a 3-unit lecture class meets 3 hours per week. Classes that have labs or “directed study activities” must meet more hours than this.

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

How Many Units Should You Take?

| If Employed and Work: | Take No More Than: |
|----------------------------------|--------------------|
| 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 |

Typical Program Planning Questions

- Q.** *How long do RC courses last?*
A. All college courses can be finished in one semester (18 weeks) or less.
- Q.** *What is the least, as well as the most, number of units I can take?*
A. 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 the Counseling Center.
- Q.** *How long will it take to finish college?*
A. For the two-year Associate Degree, you need 60 units; and to transfer to a four-year college/university (if ineligible from high school), you need 56 transferable units. Thus, if you wish to complete two years of college in...
2 Years.....Take 15 units (average) per semester
3 Years.....Take 10 - 12 units (average) per semester
- Q.** *Can I take as long as I wish to finish?*
A. Yes, there is no time limit for completing college. Some students graduate from Reedley College in three semesters, (including summer school) and some take many years.

Orientation

Enrollment Requirements

You may enroll at Reedley College if you meet one of these requirements:

- Are at least 18 years old, or
- Have graduated from high school or have GED, or
- Are a junior or senior in high school and have the permission of your parents, high school counselor, and principal (15% program)

Applying for Admission

If you have never attended Reedley College (new student), or have been away for more than one semester, you must first fill out an application for admission and return it to Reedley College's Admissions and Records Office. Students who have been continuously enrolled (continuing students) do not have to complete an application.

Students at Community Campuses and North Centers may pick-up and return the application at their local office.

All continuing students in good standing are eligible to register using the TouchTone telephone system or the WebAdvisor via the Internet.

Advising

Every student should meet with a counselor/advisor to help plan his/her courses. Results from the placement test may be used to assist in determining appropriate course placement. This is also the time to obtain the necessary course-approval signatures on a registration permit.

During the advising session, a Student Educational Plan (SEP) will be partially developed. This will be a student's road map through college. To schedule an appointment with a counselor, call (559) 638-0337. Counseling is also available at Community Campus sites.



Enrollment Process

Registration, Units, and Calendar

Initial enrollment for each semester is called registration. Late registration occurs after the semester actually begins.

Enrollment obligates you to fulfill the requirements of the class until the completion of the class or until you officially drop the class. The history of your class enrollments and what happens in each class becomes your permanent record, a copy of which is called a transcript.

The number of units for which you enroll determines one's classification as a student.

FULL-TIME 12.0 semester units
(based on three-fourths of a student's usual two-year plan)

PART-TIME less than 12.0 semester units

TouchTone Registration

Before calling, complete the following steps: See college class schedule for instructions on using the TouchTone telephone registration system.

1. See a counselor for any assistance you need to clear prerequisites, probation holds, update student education plans (SEPs), or selecting courses. If the course prerequisite has been taken in high school or at another college, you must see a counselor to clear the prerequisites.
2. Complete English/math placement test if appropriate by contacting Reedley College at (559) 638-0366; Fresno City College at (559) 442-8282; Madera Center at (559) 675-4515; Clovis Center at (559) 323-4595; or Oakhurst Center at (559) 638-3940.
3. Clear any holds, (i.e., Business Office holds, Admissions and Records holds, etc.).
4. Complete the TouchTone worksheet thoroughly before attempting to register for classes by phone.

WebAdvisor

The computer based WebAdvisor is also available for online registration. Students in good standing may access WebAdvisor at www.webadvisor.scccd.com.

Enrollment Fees

Registration Fees Student Fees

Each student pays an enrollment fee based upon the number of units he/she registers for each semester.

California Residents \$11 per unit (with no cap)

California residents may apply for a Board of Governor's (BOG) Enrollment Fee Waiver through the college Financial Aid Office.

Fee Payment Questions

- ◆ Financial Aid students: If you believe that the amount you owe for the registration fee is incorrect, please contact the Business Office.
- ◆ You may qualify for a Board of Governor's waiver.
Please see the application in the schedule of classes and if appropriate, return it to the college Financial Aid Office. This should be done prior to registration. You may be de-enrolled if the Financial Aid Office does not approve you for a BOGW. (See section on Financial Aid.)
- ◆ You may purchase an Associated Student Body card at the Student Activities office on campus.
- ◆ You may purchase an SCCC parking permit at the Reedley College Business Office.

Out-of-State/ International Student Enrollment Fees

Any U.S. resident student who has not established California residency must pay a non-resident fee of \$141 per unit, per semester.

International students must pay an enrollment fee of \$157 per unit, per semester.

In addition to the non-resident fee, an enrollment fee of \$11 per unit will also be charged.

Check with the Admissions and Records Office for details regarding residency requirements. Call (559) 638-0323.

Health Fee

All on-campus students are required to pay a \$12 health fee for each semester. The fee for students taking classes off-campus is \$4. For students enrolled in both on-campus and off-campus sites the fee is \$12.

Associated Student Body Fee

Students have the option of purchasing an ASB membership card for \$10 per academic year. ASB cardholders receive discount rates for admission to a number of college activities and may vote in student elections. For more information, contact the Reedley College Student Activities Office at (559) 638-3641.

Parking Fee

Students who use on-campus parking facilities must purchase a college-parking permit for \$17 per semester. Permits for summer session cost \$8 and weekly permits are \$2 per week. Permits may be purchased in the Business Office in the Student Services Building. Daily permits are available at the parking lot entrances for \$1.

Permits must be visible at all times. Students requiring handicap parking should contact the Business Office.

Lot A is reserved for the Residence Hall student parking that requires a special parking permit.

Student Expenses

The following budget has been put together to help you plan out your expenses. Fees change each academic year. If you have questions, please call (559) 638-3641, ext. 3258.

CALIFORNIA RESIDENT

| Academic Expenses | (per semester) |
|--|-----------------|
| Enrollment Fee (example: 12 units) | \$132.00 |
| Health Fee | \$12.00 |
| Books & Supplies (estimate) | \$300.00 |
| Lab Fees (estimate) | \$50.00 |
| Parking Permit | \$17.00 |
| ASB Card (per academic year) | <u>\$10.00</u> |
| Total.. | \$521.00 |

| On-Campus Living Expenses | (per semester) |
|---|--|
| Resident Hall (double rm) | \$950.00 |
| Application Fee | \$125.00 |
| Accident/Health Insurance | \$90.00 |
| Cafeteria Meal Plan (6,11,15) | <u>\$500.00</u> <u>\$875.00</u> <u>\$1075.00</u> |
| Total | \$1,665.00 \$2,040.00 \$2,240.00 |

**Miscellaneous
Living
Expenses**

In addition to enrollment fees, only as applicable to the individual student, other expenses such as extra meals, phone bill, cable TV, clothes, personal items, entertainment and travel expenses may range from \$100–\$1,500 per semester.

OUT OF STATE STUDENT EXPENSES

| Academic Expenses | (per semester) |
|---|-----------------------|
| Tuition & Enrollment Fee* (based on 12 units) | \$1824.00 |
| Health Fee (per semester) | \$12.00 |
| Books & Supplies (estimate) | \$300.00 |
| Lab Fees (estimate) | \$50.00 |
| Parking Permit | \$17.00 |
| ASB Card (per academic year) | \$10.00 |
| Total | \$2,213.00 |

**The international tuition and enrollment fee is \$2,016.00*



Students taking a break and relaxing between classes.



Students take advantage of the Tutorial Center.

**On-Campus
Living Expenses**

See On-Campus Living under California Resident section.

**DMV Handicapped
Placard/License
Plates**

May park at:

1. Handicapped Parking Stalls
 2. Metered Areas Free of Charge
 3. Loading/Unloading Zones
 4. Off Campus Restricted Handicapped Parking Permit Areas
 5. Staff or student stalls if handicapped parking is full
- * NOTE: Placards must be updated annually

**Financial Assistance
Financial Aid Office
Locations**

Reedley College
Student Services Building
995 North Reed Avenue
Reedley, CA 93654
(559) 638-0312

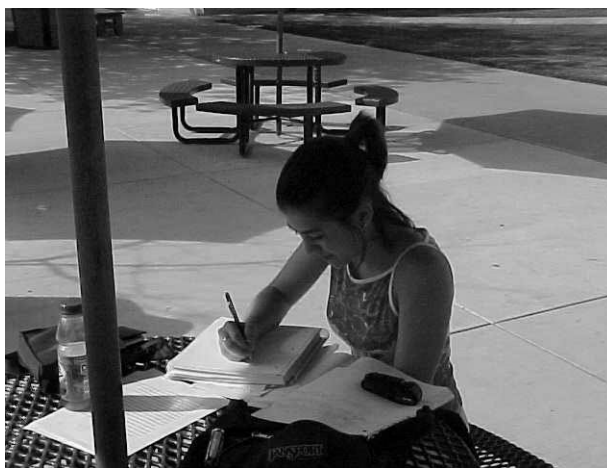
Madera Center
30277 Avenue 12
Madera, CA 93638
(559) 675-4814

Clovis Center
390 W. Fir Avenue
Clovis, CA 93611
(559) 323-6418

Oakhurst Center
40241 Highway 41
Oakhurst, CA 93644
(559) 683-3940

**General
Information**

Students in need of financial assistance for their educational expenses may be eligible for federal, state, and/or scholarship funding. Application forms may be obtained from the offices listed above.



**Students can find
a quiet setting at the
RC campus under a
giant umbrella or
tree to do their
schoolwork.**

Financial Aid

Money Matters

It is important that you budget for the cost of attending college. This cost will include fees, room and board, books and supplies, and miscellaneous personal expenses.

At Reedley College we recognize that many students need financial help to pursue their educational goals. Staff in the Financial Aid Office strives to provide assistance to as many students as possible. The college offers a coordinated program of scholarships and grants, loans and employment opportunities to assist you in meeting college expenses. The available programs fall into the following six categories:

Scholarships

These are financial awards that you do not have to repay. Generally, scholarships are awarded on the bases of academic achievement, personal qualifications, and financial need. The Financial Aid Office can provide you with a brochure listing the available scholarships and the eligibility criteria for each award.

Grants

These are financial awards based on your established financial need that you do not have to repay. The Financial Aid Office can provide you with further information on:

- ◆ PELL grants
- ◆ Board of Governor's Waiver
- ◆ Supplemental Educational Opportunity Grants
- ◆ EOPS/OASIS Grants
- ◆ CAL Grants
- ◆ Bilingual Teacher Grants
- ◆ Bureau of Indian Affairs Grants

Loans

These are financial awards based on your established need that you will have to repay. Some short-term emergency assistance is available as well as long-term, low interest programs.

College Work Study

This award provides you with part-time employment opportunities on campus. Assignments are made on the basis of your established financial need and are limited in number.

Application forms and information concerning these programs are available in the Financial Aid Office.

Federal Aid

Student eligibility is based upon financial need. The Department of Education requires that each applicant complete the Free Application for Federal Student Aid (FAFSA) and provide any additional documents requested by the Financial Aid Office. Federal sources of aid include grants, work-study, and loans.

Important Notice

Beginning in the 2000-2001 academic year, any federal financial aid recipient totally withdrawing from classes prior to the completion of 60 percent of the semester may be expected to repay all or a portion of any federal financial aid received.

State Aid

State sources require California residency and are typically competitive grants. Eligibility is usually based upon scoring systems, including points for a student's grade point average, educational level, financial need, and parent's educational levels. Applicants must submit the Federal (FAFSA) Application and a California Student Aid Commission Grade Point Average Verification Form postmarked prior to the March 2 deadline for the upcoming award year. State sources of aid include: Cal Grant B or Cal Grant C.

Please Keep in Mind

- 1. Students who submit their Free Application for Federal Student Aid (FAFSA) applications and list Reedley College's school code will automatically be reviewed for fee waiver eligibility.**
- 2. We encourage you to submit the FAFSA application as you are considered for a fee waiver and Federal Aid at the same time using just one form.**

Please turn in all completed forms to the Financial Aid Office. Visit or contact our office at (559) 638-0312 if you need any help in applying.

Important Reminder:

- 1. Arrangements for fee waiver assistance should be made prior to registration.**
- 2. Students registering without a waiver must pay the required fees at the Business Office according to the fee payment policy.**
- 3. Students paying fees that subsequently are deemed eligible for a fee waiver should contact the Business Office to inquire as to whether they are eligible for a refund.**

You don't have to be from a low-income family to qualify for financial aid. Your need is the difference between what it costs to attend a particular college and what you and your family are expected to contribute from your own resources.

Here's how it works:

Costs of Going to College

Tuition, fees, books and supplies, room and board, transportation, personal expenses

Minus Your Family Contribution

The amount that you and your family are expected to contribute

Equals—Your Financial Need



How to Read a Schedule

It's easy to read . . .

The schedule number used to sign up for classes. (If the number is followed by the letter "H", the class is for students in the Honors Program only.)

This is the abbreviation of the department and the course number.

The number of units for the class.
This number determines enrollment fees.

The time of day the class meets.

Indicates how class fits in the General education pattern for CSU campuses.

| CODE | DEPT NO | TITLE | UNITS | DAYS | TIMES | ROOM | INSTRUCTOR |
|--|---------------|-----------------|-------|------|---------------|--------|------------|
| SPEECH 1 Basic Skills Advisories: Eligibility for ENGL 1A. CSU GE Code: A.1 | | | | | | | |
| 81490 | SPEECH 1 | PUBLIC SPEAKING | 3 | MWF | 8:00am-9:50 | BUS-40 | STAFF |
| 81493 | SPEECH 1 | PUBLIC SPEAKING | 3 | MWF | 12:00pm-12:50 | BUS-40 | STAFF |
| 81503 | SPEECH 1 | PUBLIC SPEAKING | 3 | TTh | 12:30pm-1:45 | BUS-40 | STAFF |
| 81491 | SPEECH 1 | PUBLIC SPEAKING | 3 | TTh | 12:45pm-2:00 | HUM-59 | STAFF |
| 81492 | SPEECH 1 | PUBLIC SPEAKING | 3 | MWF | 10:00am-10:50 | BUS-40 | STAFF |
| 81494 | SPEECH 1 | PUBLIC SPEAKING | 3 | MWF | 1:00pm-1:50 | HUM-59 | MAIN |
| 81495 | SPEECH 1 | PUBLIC SPEAKING | 3 | TTh | 1:30pm-2:45 | SOC-35 | STAFF |
| 81496 | SPEECH 1 | PUBLIC SPEAKING | 3 | TTh | 2:30pm-3:45 | HUM-59 | STAFF |
| 81497 | SPEECH 1 | PUBLIC SPEAKING | 3 | MWF | 3:00pm-3:50 | HUM-59 | MAIN |
| 77116 | SPEECH 1 | PUBLIC SPEAKING | 3 | T | 8:00pm-8:50 | SANGER | BAKE |
| 81498 | SPEECH 1 | PUBLIC SPEAKING | 3 | T | 8:00pm-8:50 | SOC-35 | STAFF |
| SPEECH 1H Basic Skills Advisories: Eligibility for ENGL 1A. CSU GE Code: F | | | | | | | |
| 81575 | SPEECH 1H HON | PUB SPEAK | 3 | MWF | 11:00am-11:50 | LFS-6 | STAFF |
| SPEECH 2 Basic Skills Advisories: Eligibility for ENGL 25 and ENGL 26. CSU GE Code: A.1 | | | | | | | |
| 81499 | SPEECH 2 | INTERPERSON COM | 3 | TTh | 1:30pm-2:45 | AER-5 | MAIN |
| 81500 | SPEECH 2 | INTERPERSON COM | 3 | TTh | 3:20pm-4:35 | AER-5 | MAIN |
| 70755 | SPEECH 2 | INTERPERSON COM | 3 | M | 8:00pm-8:50 | SELMA | STAFF |
| 81501 | SPEECH 2 | INTERPERSON COM | 3 | W | 8:00pm-8:50 | BUS-40 | MAIN |

Shaded areas mean the class meets after five or at an off-campus location.

Where the class meets; either the campus building and room number, or the off-campus location. See the campus map for more information.

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

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

STOP

Be sure to get your counselor's signature for classes that require it.

Special Information: Special information regarding a class may be included above the course listing. Such information as prerequisites and CSU General Education number will be available in this manner. Consult the college catalog for more information.

**Reference to CSU, UC, IGETC requirements can be found on page 42-44.*

Progress Monitoring Programs

1. **Early Alert Program (EAP)** – For semester length courses an early alert report may be issued during the third and fourth week for students who are not making satisfactory progress (D or F grades and poor attendance). Students who are not making satisfactory progress may be notified by the counseling department for early intervention counseling and support services such as tutorial services, academic success workshops and courses, psychological services, and learning strategies. Students should be encouraged to participate in these special programs designed to help students overcome problems that interfere with their academic success.
2. **Progress Reports** – For semester length courses a Progress report may be issued during the seventh and eighth week for students who are not making satisfactory progress (D or F grades and poor attendance). For additional intervention counseling and support services, the counseling department may notify students who are not making satisfactory progress.
3. **Student Athlete Retention Program (SARP)** – During the twelfth week of a semester length course, progress reports may be issued to student athletes only.
4. **Final Grade Reports** – Final grade reports will be issued at the end of each semester. A copy of the semester grades will be mailed to the student's address at the end of each semester. Grades can also be accessed through the Internet on WebAdvisor at www.webadvisor.sccd.com and/or via the TouchTone telephone system. Grade cards of students who fail to return school equipment or who have any unpaid accounts will be withheld until the record is cleared.

The progress monitoring programs are designed to identify students who may be experiencing difficulty in the classroom. Students identified by instructors are provided counseling services and/or are referred to the appropriate campus resources that can contribute to their academic success, (i.e. tutorial, study skill workshops, etc.)



The Why and How of Managing Your Time

The successful student at Reedley College is not necessarily the brightest – but rather, the best organized. The first step in organization is to break down non-educational time commitments, and then plan an educational program around your available time.

For a one-week period, you need to subtract seven (7) hours a day for sleeping, two (2) hours for eating and one (1) hour a day for personal grooming/maintenance (10 hours a day $\times 7 = 70$ hours). Thus...

Hours in a Week168
Non-Educational Time70
Total Time Available98

Additional Non-Educational Activities:

| | | | |
|--------------------------|-------|----------------------|-------|
| Travel to and from Work: | _____ | Housekeeping Chores: | _____ |
| Hours Spent at Work/Job: | _____ | Family Obligations: | _____ |
| Travel to and from RC | _____ | Other Obligations: | _____ |

Now subtract these total hours from 98 Balance _____

Reedley College Activities:

| | | | |
|------------------------------|-------|----------------------|-------|
| Class/Lab Attendance | _____ | Student Group Study: | _____ |
| Completing Assignments: | _____ | Exam/Quiz Reviews: | _____ |
| Instructor Office/Tutor Time | _____ | Sports/Music/Drama | _____ |

Total hours needed to meet Reedley College academic demands:

REMAINING FREE HOURS _____

(Is it enough free time?)

Planning Your Schedule: Pulling it all Together

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 can allow you a margin 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.

Your Program

During the next two years you will take a unique, step-by-step process toward the completion of your academic program at Reedley College. Whether your program culminates in a transfer to a four-year college or university, a two-year Associate Degree, a certificate of completion, or simply a continuation of life-long education, every student needs to know the particulars of that step-by-step process.

Midway through your first semester, you will need to set up an appointment with a counselor to develop a student educational plan. This plan is designed with careful consideration of your individual needs. This will insure that you don't waste valuable time in pursuing and achieving your educational goals.

Support Services

Admission and Records

(559) 638-3641

The Admission and Records Office is located on the first floor of the Student Services Building. Services include formal admission to Reedley College, registration, transcripts, evaluation for graduation, and evaluation of other college transcripts. See catalog for additional services provided.

* Hours:

Monday–Thursday: 7:30 a.m.–7:00 p.m.

Friday: 7:30 a.m.– 5:00 p.m.

Saturday: 8:00 a.m.–4:00 p.m.

Bookstore

(559) 638-0334

The bookstore stocks a variety of goods and carries required materials for course work at the college.

* Hours:

Monday –Thursday: 7:45a.m.–6:00p.m.

Friday: 7:45a.m.– 4:00p.m.

Business Office

(559) 638-0342

The Business Services Office is responsible for collecting and disbursing money on the Reedley College campus. This includes collecting fees for parking permits, registration fees, and the disbursement of financial aid and payroll checks.

* Hours:

Monday–Thursday: 7:30 a.m.–6:00 p.m.

Fridays: 7:30 a.m.–5:00 p.m.

Cafeteria

(559) 638-3641 ext. 3321

The campus cafeteria provides good food at reasonable prices to staff and students. Meals and snacks are available throughout the day.

* Hours:

Monday–Thursday: 7:00a.m.–7:00p.m.

Fridays: 7:00a.m.–3:00p.m.

CalWORKs Program

(559) 637-2504

CalWORKs stands for California Work Opportunities and Responsibility to kids. It replaces AFDC (Aid to Families With Dependent Children) and the GAIN Program. The CalWORKs Program provides employment training, academic and career counseling, childcare, work-study, and job placement.

Counseling

(559) 638-0337

Counselors are available in the Counseling Center to assist with academic advisement, establishment of academic goals and development of an educational plan to meet those goals. Counselors are available by appointment or on a walk-in basis.

* Hours:

Monday –Thursday: 7:30a.m.–7:00p.m.

Friday: 7:30a.m.–5:00p.m.

Saturday: 8:00a.m.–4:00p.m.

Child Care

(559) 638-3641 ext. 3295 or 3731

Limited on-campus childcare is available with first priority going to the children of Reedley College students. For a nominal fee, the college preschool offers a learning environment for children from birth to six years of age. Applications are available at the preschool or from the Child Development instructors.

*** Hours:**

Monday–Friday: 7:45 a.m.–5:00 p.m.

Career Center

(559) 638-3641 ext. 3234

The Career Center, located within the Counseling Center, provides the opportunity to explore career options. Career assessment and information are available both in print and on computer.

Disabled Students Programs and Services (DSP&S)

(559) 638-0332 or TTY (559) 638-0356

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

Learning Disability Services: Students who have learning disabilities or those who suspect they may have one, contact Disabled Students Programs and Services for more information about what services are available.

High Tech Center: Training, assistance, and resource information is available via adaptive computer technology and assisting software programs for students with disabilities are available.

*** Hours:**

Monday–Friday: 8:00 a.m.–5:00 p.m.

Health Services

(559) 638-0328

Health Services provides nursing assessment for ill or injured students. Confidential professional counseling is offered through Psychological Services. Almost all services are covered by the health fee.

Pete P. Peters Honors Program

(559) 638-3641 ext. 3416

The Honors Program is designed to challenge students with a customized curriculum and reward their efforts through field trips and priority registration. Students begin a two-year sequence of classes and activities to prepare them for transfer to four-year institutions.

Job Placement Services

(559) 638-0391

Job Placement referrals are available to Reedley College students for part-time, full-time, or summer employment. The Job Placement office is located within the Counseling Center in the Student Services Building.

Library

(559) 638-0352

The library is a learning resource center, which includes the periodical room, two conference rooms, a computer lab, and equipment for viewing videocassettes.

*** Hours:**

Monday–Thursday: 7:30 a.m.–9:00 p.m.

Friday: 7:30 a.m.–4:00 p.m.

Saturday: 9:00 a.m.–12:00 p.m.

**OASIS (EOPS) And Care
(559) 638-0340**

OASIS is an acronym for Opportunities and Supportive Instructional Services and is one of the EOPS programs throughout the community college system offering special support programs and services in addition to financial help. OASIS (EOPS-Extended Opportunity Program and Services) is a state funded program designed to provide early outreach, support services, and assistance to students from low-income, educationally disadvantaged backgrounds who wish to continue their education at Reedley College.

**Residence Hall
(559) 638-3641 ext. 3258**

Choosing to live in the Sequoia Residence Hall is one of the best ways to adjust to college life while building a strong network of friends. For more information on affordable campus housing, contact the Residence Hall supervisor.



RC students can use the computers in the transfer/career center to explore their future options.

**Transfer Center
(559) 638-3641 ext. 3234**

The Transfer Center assists students with the transition from Reedley College to a baccalaureate level college or university. The center provides a variety of informational resources for students about the Universities of California, California State Universities, California private colleges, and many out-of-state colleges. The Transfer Center is located within the Counseling Center in the Student Services Building.

**Tutoring
(559) 638-3641 ext. 3358**

The Tutorial Center offers free individual and small-group tutoring to all Reedley College students. Tutoring is available in most subject areas. The Tutorial Center is located in HUM-58.

*** Hours:**

Mon.–Wed.: 8:00 a.m.–8:00 p.m.

Thursday: 8:00 a.m.–5:00 p.m.

Friday: 8:00 a.m.–4:00 p.m.

**Veterans' Benefits
(559) 638-0312**

The Veterans' Affairs Office is designed to meet the educational needs of the veterans, dependents of veterans, and National Guard/Reservists who are using their educational benefits.



Modern computer classes have been designed to keep up with the fast-paced technological world. These students learn how to build a computer.

Student Activities

What We Offer

Reedley College offers a variety of co-curricular and extracurricular programs, including student government, clubs, community service projects, athletics 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.

Athletics

The college participates in a well-rounded program of inter-collegiate athletics. RC is a member of the Central Valley Conference, which includes College of the Sequoias, Columbia College, Porterville College, Fresno City College, West Hills College, Allan Hancock College, Taft College, and other selected colleges from throughout the state.

The Chant

Students in the Journalism Department publish the school newspaper, The Chant. Students in these classes have an excellent opportunity to receive practical experience in all facets of journalism – writing, editing, photography, design, and sales.

RC students get involved in numerous activities on-campus including athletics.



Clubs and Organizations

Students are able to enjoy a wide variety of clubs, including scholastic, social, athletic, and honors groups. Contact the ASB office for further information on campus clubs at (559) 638-3641 ext. 3706

Student Government

The Associated Student Body (ASB) of Reedley College is the student governing organization. The legislative power of the Associated Student Body is vested in an executive senate whose members are elected by the student body composed of student body officers



Students searching for financial assistance can find many options available for them, including RC's OASIS program.



Giant umbrellas are conveniently set up at most of the outside tables for students to enjoy during breaks.

Community Campus

What is a Community Campus?

Community campuses have been developed to provide a college education in the convenience of your community.

Classes are fully accredited college courses, which meet the graduation requirements for two-year degrees, transfer to a four-year college, or train for career advancement.

Classes are offered on a semester schedule and are taught by credentialed instructors. Each semester lasts 18 weeks, with the fall semester beginning in mid-August and the spring semester at the beginning of January. Call the community campus office at (559) 638-0306 for further information.

Services Provided

By enrolling at a community campus you are offered a number of services all designed to assist you with achieving your educational goals.

Counselors are provided at specified times to assist with scheduling classes and determining educational objectives. They can also provide information relative to financial aid, veterans' benefits and career opportunities.

Bookstore

Textbooks and materials required for your classes can be purchased in the Reedley College Bookstore. Your class schedule printout, (obtained at the Admissions and Records Office) should have the required textbooks and materials needed for your classes. The Bookstore also carries school supplies, necessity items, school spirit clothing and gifts.



Students are introduced to a higher quality of education at RC that will prepare them with vocational skills or the education needed to transfer to a four-year university.

**The Community
Campus System**

Listed below are the various community campuses.

Buchanan High School
1560 N. Minnewawa Ave.
Clovis, Ca. 93612
(559) 638-0306

CART
2555 Clovis Avenue
Clovis, Ca. 93612
(559) 291-0120

Clovis Center
390 W. Fir
(Herndon at Peach)
Clovis, Ca. 93611
(559) 323-4595

Dinuba Community Campus
Dinuba High School
340 E. Kern
Dinuba, Ca. 93618
(559) 638-0306

Easton Community Campus
Washington Union High School
6041 S. Elm Avenue
Fresno, Ca. 93706
(559) 485-8805

**Fowler Community
Campus**
Fowler High School
701 E. Main Street
Fowler, Ca. 93625
(559) 638-0306

Kerman Community Campus
Nova High School
15405 W. Sunset
Kerman, Ca. 93630
(559) 846-5811

**Kingsburg Community
Campus**
Kingsburg High School
1900 18th Avenue
Kingsburg, Ca. 93631
(559) 638-0306

Madera Center
30277 Avenue 12 & Road 30
Madera, Ca. 93638
(559) 675-4800

Oakhurst Center
P.O. Box 1910
40241 Hwy. 41 Bldg. Site "G"
Oakhurst, Ca. 93644
683-3940

**Orange Cove Community
Campus**
Sheridan School
1101 9th Street
Orange Cove, Ca. 93646
(559) 638-0306

**Parlier Community
Campus**
Parlier High School
601 3rd Street
Parlier, Ca. 93648
(559) 638-0306

Sanger Community Campus
Sanger High School
1045 Bethel
Sanger, Ca. 93657
(559) 875-7121 (after 5:30 p.m.)

Selma Community Campus
Selma High School
3125 Wright Street
Selma, Ca. 93662
(559) 898-6590 (after 5:30 p.m.)

**Sunnyside Community
Campus**
Sunnyside High School
1019 S. Peach Avenue
Fresno, Ca. 93727
(559) 638-0306

Campus Policies

College Policy on Cheating and Plagiarism

It is a goal at Reedley College that students should receive the best education that the college can make available to them and that they, their instructors, and their fellow students share responsibility for seeing that their education is honestly attained.

Every instructor has the authority and responsibility for dealing with such instances of cheating or plagiarism as may occur in class. Please see Disciplinary Procedures in the Student Conduct Standards and Grievance Procedures Handbook available in the Dean of Students' Office.

Prerequisite Challenge Procedures

A prerequisite challenge requires written documentation, an explanation of alternative course work, background or abilities that adequately prepare the students for the course. A prerequisite/ corequisite Challenge Form should be obtained from and returned to the Admissions and Records Office.

Reasons for filing a prerequisite/corequisite challenge may include one or more of the following:

- ☐ A prerequisite/corequisite is not available.
- ☐ The prerequisite/corequisite 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 prerequisite/ corequisite is discriminatory or being applied in a discriminatory manner; OR
- ☐ The prerequisite is not necessary for success in the course.

Prerequisite challenges must be received prior to the first day of the term for which they apply.

Upon filing the Prerequisite Challenge Form, the student may enroll into the class being challenged by presenting the form at registration. If this challenge is not updated, the student will be dropped from the class.

Drug-Free Campus

Reedley College is committed to maintaining a drug-free campus. To that end, the college prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances. Behavior, which violates this policy, will be subject to disciplinary action in accordance with campus policies and regulations. Persons who seek information and/or resolution of alleged violations are directed to the Dean of Students in the Student Services Building at (559) 638-3641, ext. 3217.

Reedley College's Student Right-to-Know Disclosure Statement

In compliance with the Student Right-to-Know and Campus Security Act of 1990, it is the policy of the State Center Community College District and Reedley College to make available its completion and transfer rates to all current and prospective students. More information about Student Right-to-Know rates and how they should be interpreted can be found at the California Community College's "Student Right-to-Know Information Clearinghouse Website" located at <http://srtk.cccco.edu>.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act 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.

Grievance Policy

Any complaint concerning an alleged unauthorized or unjustified act or decision by any staff member, which adversely affects the grades, status, rights, or privileges of a student, is the concern of the Reedley College administration.

A student should see the following people if the concern is an academic matter:

1. Instructor
2. Department Chair
3. Associate Dean
4. Petition Academic Standards Committee (obtain petition form from Admissions and Records)

A student should see the following people if the concern is a non-academic matter:

- If it involves an administrator - immediate supervisor.
- If it involves certificated/classified staff - immediate supervisor.
- If it involves another student - Dean of Students.

If the student's concern(s) remain unresolved, the student may submit the grievance in writing. Grievances regarding non-academic matters are submitted to the Dean of Students (grievance forms may be obtained at the Dean of Students Office in the Student Services Building (559) 638-3641, ext. 3217. If the student is not satisfied with the outcome at this step, a petition can be filed with the Committee for Student Conduct (petition may be obtained at the Dean of Students' Office).

Individuals who are interested in seeking information and/or resolution of alleged acts of discrimination are directed to contact the Dean of Students at (559) 638-3641, ext. 3217. The Dean of Students' Office is located in the Student Services Building.

Sexual Harassment

Section 703 of Title VII of the 1964 Civil Rights Acts and Title IX of the Educational Amendments of 1972 establish sexual harassment as discriminating and unlawful. The catalog defines behavior and circumstances that constitutes sexual harassment.

Acts of sexual harassment will not be tolerated at the college. This applies to students, employees, and those who apply for employment status. Furthermore, this policy prohibits harassment in any form including verbal, physical, and visual harassment.



Student Conduct

Students are expected to conduct themselves in a responsible manner whenever they are on campus or representing the college in any activity. Specific rules and regulations have been established in Board Policy 5410. A copy of this policy is available in the college library, the Admissions Office, the Dean of Students Office, the Dean of Instruction Office and in the Student Activities Office.

Intellectual Freedom and Responsibility

Board Policy

Intellectual freedom is to be guarded as a basic right of all citizens in a free society. To this end, the colleges of the district are committed to free discussion and open inquiry in the pursuit of truth. It is recognized that freedom to think, to read, to speak and to question is necessary in the development of an informed citizenry. This freedom shall be integral to the philosophy of this district and is guaranteed to all faculty and students.



Nondiscrimination Statement

The State Center Community College District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, or age in any of its policies, procedures, or practices, nor does it tolerate sexual harassment. The filing of complaints, or to request a copy of the complaint procedures covering discrimination complaints may be directed to: Dean of Students, Dr. Ruben M. Fernandez, in the Student Services Building, (559) 638-3641, ext. 3217.



Other Policies

You and the instructor are the main participants in your experience as a college student. Each participant has certain rights that have been established through statutes, case laws, Board of Trustee policies and college regulations. You should be aware of the following:

Authority of Instructors

The instructor has wide authority in conducting the activities of a class. Both written and case laws have established that when the instructor acts in a reasonable way, his or her judgment is reasonable, and is rarely, if ever, changed by the court.

Consequently, the instructor sets the standards for your class attendance. Generally, if you miss a class the number of times equal to two weeks of class meetings, you may be dropped from the class; however the instructor may be more stringent. The instructor may also drop you for neglecting the work of the class or if he or she judges that you cannot master the subject matter. As his/her other obligation, the instructor must function in accordance with the dates in the semester calendar. The instructor always assigns your final class grade and that grade cannot be changed unless a mistake, fraud, or collusion has occurred.

Probation

In order for you to be eligible to continue as a student, you must meet academic and progress standards set by Title V and the local governing board. In particular, you must maintain a “C” or 2.00 grade point average and you must complete more than 50 percent of the units you begin. Failure to do so will result in you being placed on probation, and if the poor performance persists, you may be disqualified. To understand the rules governing academic progress and performance, refer to the catalog.

Access to your academic record is governed by federal and state law. You have access to the information on this record and may obtain a copy, which is called a transcript, by requesting it in writing.

Two free transcripts are issued; a \$2.00 fee is required for additional copies.

Permanent Records, Transcripts, and Transcript Requests

You may direct Reedley College to send your transcript to other parties that you identify by completing a *transcript request form*. The law authorizes the release of your transcript to other designated parties, for example, institutions from which you have obtained loans to attend school, or offices of the court. If the college is required to provide other parties with your transcript, we will attempt to contact you prior to providing the information, and we will keep a record of all such inquiries, making the record available to you upon request.

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.

Application: A form requesting admittance to attend college during a specific semester.

Associates 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 Associates Degree usually requires two years of full-time study to complete a minimum of 60 degree applicable units.

Assessment/Placement Test: Test of reading, writing, and math. Knowing your skill levels will help you and a counselor select courses in which you can be successful.

Add: Adding a class after registration. To add a class you must obtain an “Add/Drop Card” from the Counseling or Admissions Office and obtain an instructor and counselor’s signature.

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, usually requiring four years of full-time study to complete.

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

Class Schedule: A listing of class offerings that is available each semester. It primarily includes scheduled class times, room numbers and instructors.

College Catalog: Issued by a college outlining the course offerings, majors, admission requirements, regulations, policies, etc.

Computer Printout: After enrolling in classes an official computer printout is given to students at the Admissions and Records Office.

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

Course Number: The number preceding the course title (i.e. English 1A, ENGL 1A)

Credit/No Credit Grading System: Students taking courses in which credit/no credit grading is allowed will earn “CR” (credit) which is equal to a minimum grade of “C” or “NC” (no credit) in which a grade lower than “C” would have been earned. Grades of “CR” or “NC” will not be computed in a student’s GPA. Generally CR/NC grading is not recommended for courses in a student’s major.

Disqualification (Academics): A student will be disqualified if during each of three consecutive probationary semesters, the student’s performance falls under one, or any combination, of the following conditions:

1. The student’s semester grade point average was 1.75 or less.
2. Fifty percent (50%) or more of a student’s semester units received grading entries of “W,” “I,” or “NC.”

Drop: Formally withdrawing from a class in which a student is enrolled. To drop a class, fill out an “Add/Drop Card” (obtained from the Counseling or Admissions Office) and return it to Admissions. *(An instructor’s signature is not required, but for a student-athlete, a counselor’s signature is required. It is not the instructor’s responsibility to drop students for non-attendance.)

Freshman Status: Students who have completed less than 30 units in college.

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

General Education (GE): A pattern of course work required of all students who plan to receive an A.A. or A.S. Degree from Reedley College. 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.

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

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.

Matriculation: A process that promotes and sustains the efforts of community college students to achieve their educational goals through a coordinated program of instructional and support services.

Preparation for the Major: 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.

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

Prerequisite: A requirement that must be completed prior to enrollment in a course. (If a prerequisite is required, it is listed in the course description).

Probation: There are two types of probation: academic and progress probation. A student is placed on academic probation when:

1. A student's cumulative grade point average falls below a 2.0.
 2. A student's semester grade point average falls below 2.0 in two consecutive semesters.
- While on probation, a student may be limited in the number of units they are allowed to carry. A student will then be removed from academic probation when the student's grades in the probationary semester and the student's cumulative grade point average both equal or exceed 2.0. A student shall be placed on progress probation when the cumulative units for which entries of "W," "I," or "NC" are recorded and reach or exceed 50 percent.

Sophomore Status: Students who have completed between 30 and 60 semester units.

Student Educational Plan (SEP): An educational guide that maps out the courses needed to achieve one's educational goals.

Transcripts: The official college record of all courses attempted and completed while at Reedley College. For information or copies, contact the Admissions and Records Office.

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

Unit: Reedley 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.

Undergraduate: Freshman through senior years of college work.

Upper Division: Refers to courses taken at the junior and senior class levels at a baccalaureate college or university.

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



Date: _____

Catalog year: _____

Name: _____

SSN: _____

Major: _____

Counselor: _____

CSU GENERAL EDUCATION 2001-2002 Completed In Progress Planned **AREA A:**

Communication in the English Language and Critical Thinking

9 semester units minimum required with at least one course each from A1, A2, and A3.

"C" or better grade required in A1, A2 and A3

A1: *Oral Communication (3 units minimum):* SPEECH 1, SPEECH 1H,

SPEECH 2

A2:

Written Communication (3 units minimum): ENGL 1A, ENGL 1AH A3: *Critical*

Thinking (3 units minimum): ENGL 3, ENGL 3H, PHIL 2, PHIL 6, SPEECH 25

AREA B: Physical Universe and Its Life Forms

9 semester units minimum with at least one course each from B1 and B2 (one course from B1 or B2 to contain a laboratory component, marked by L), and at least one course from B4.

"C" or better grade required in B4 B1:

Physical Science (3 units minimum): CHEM 1A(L), CHEM 1B(L), CHEM 3A(L), CHEM

3B(L), CHEM 10(L), CHEM 28A, CHEM 28B, GEOG 5, GEOG 9, GEOL 1(L), GEOL 2, GEOL 10, PHYS 2A(L), PHYS 2B(L), PHYS 4A(L), PHYS

4B(L), PHYS 4C(L), PHYS 10(L), PLS 2(L), SCI 3(L)

B2: *Life Science (3 units minimum):* BIOL 1(L), BIOL 4(L), BIOL 4A(L), BIOL 4B(L),

BIOL 6(L), BIOL 20(L), BIOL 22(L), BIOL 31(L), NR 7

B3: *Laboratory Activity:* Did you complete a course from B1 or B2 with a lab

(marked with L) OR CHEM 29A(L), CHEM 29B(L) or *GEOL 3?

B4: *Quantitative Reasoning (3 units minimum):* BA 39, MATH 4A, MATH

4B, MATH 5A, MATH 5B, MATH 6, MATH 7, **MATH 10A, **MATH 10B, MATH 11, MATH 26, MATH 41, MATH 45, STAT 7, STAT 7H **AREA C:**

Arts and Humanities

9 semester units minimum with at least one course each from C1 and C2, and an additional course from C1 or C2.

C1: *Arts (3*

units minimum): ART 1, ART 2, ART 5, ART 6, ART 10, FILM 1, MUS 3, MUS 11A, MUS 11B, MUS 12, MUS 16, PHOTO 1, SPEECH 12, SPEECH

30, SPEECH 39A, SPEECH 39B

C2:

Humanities (3 units minimum): ASL 1, ASL 2, ASL 3, ASL 4, ENGL 1B, ENGL 1BH, ENGL

15, ENGL 44A, ENGL 44B, ENGL 46A, ENGL 46B, ENGL 47, ENGL 48, FRENCH 1, FRENCH 2, FRENCH 3, FRENCH 4, GERMAN 1, GERMAN 2,

GERMAN 3, GERMAN 4, LING 10, PHIL 1, PHIL 1C, PHIL 1D, SPAN 1, SPAN 2, SPAN 3, SPAN 3NS, SPAN 4, SPAN 23

C1 or C2: *(3 units*

minimum): Did you complete an additional course from C1 or C2?

AREA D: Social and Behavioral Sciences

9 semester units minimum *Select one course:* HIST 6, HIST 11, HIST 12, HIST 12H

Select one course: POLSCI 2

Select one course: AG 2, ANTHRO 1, ANTHRO 2, ANTHRO 3, ECON 1A, ECON 1AH, ECON 1B, GEOG 2, GEOG 3, GEOG 4A, GEOG 4B, HIST 1,

HIST 2, HIST 4, HIST 5, HIST 6, HIST 11,

HIST 12, HIST 12H, HIST 32, ***PSY 2, ***PSY 2H, PSY 5, ***SOC 1A, SOC 2

AREA E: Lifelong

Understanding

3 semester units minimum

E:

HLTH 1, ***PSY 2, ***PSY 2H, ***SOC 1A Notes: *GEOL 3 will only be

counted if either GEOL 2 or GEOL 10 is previously or concurrently completed.

**Approved Spring 2001 through Summer 2003 only.

***PSY 2, PSY 2H, and SOC 1A are listed in both Area D and Area E but can only be counted in one area.

Name: _____

Date: _____

SSN: _____

Catalog year: _____

Major: _____

| CSU General Education Breadth List 2001-2002 | | | |
|---|--|--|--|
| AREA A: Communication in the ENGL Language and Critical Thinking 9 semester units minimum required with at least one course each from A1, A2, and A3 "C" or better grade required in A1, A2, and A3 | | | |
| A1: <i>Oral Communication (3 units minimum):</i> SPEECH 1, SPEECH 1H, SPEECH 2 | | | |
| A2: <i>Written Communication (3 units minimum):</i> ENGL 1A, ENGL 1AH | | | |
| A3: <i>Critical Thinking (3 units minimum):</i> ENGL 3, ENGL 3H, PHIL 2, PHIL 6, SPEECH 25 | | | |
| AREA B: Physical Universe and Its Life Forms 9 semester units minimum with at least one course each from B1 and B2 (one course from B1 or B2 to contain a laboratory component, marked by L), and at least one course from B4. "C" or better grade required in B4 | | | |
| B1: <i>Physical Science (3 units minimum):</i> CHEM 1A(L), CHEM 1B(L), CHEM 3A(L), CHEM 3B(L), CHEM 10(L), CHEM 28A, CHEM 28B, GEOG 5, GEOG 9, GEOL 1(L), GEOL 2, GEOL 10, PHYS 2A(L), PHYS 2B(L), PHYS 4A(L), PHYS 4B(L), PHYS 4C(L), PHYS 10(L), PLS 2(L), SCI 3(L) | | | |
| B2: <i>Life Science (3 units minimum):</i> BIOL 1(L), BIOL 4(L), BIOL 4A(L), BIOL 4B(L), BIOL 6(L), BIOL 20(L), BIOL 22(L), BIOL 31(L), NR 7 | | | |
| B3: <i>Laboratory Activity:</i> Did you complete a course from B1 or B2 with a lab (marked with L) OR CHEM 29A(L), CHEM 29B(L) or *GEOL 3? | | | |
| B4: <i>Quantitative Reasoning (3 units minimum):</i> BA 39, MATH 4A, MATH 4B, MATH 5A, MATH 5B, MATH 6, MATH 7, **MATH 10A, **MATH 10B, MATH 11, MATH 26, MATH 41, MATH 45, STAT 7, STAT 7H | | | |
| AREA C: Arts and Humanities 9 semester units minimum with at least one course each from C1 and C2, and an additional course from C1 or C2 | | | |
| C1: <i>Arts (3 units minimum):</i> ART 1, ART 2, ART 5, ART 6, ART 10, FILM 1, MUS 3, MUS 11A, MUS 11B, MUS 12, MUS 16, PHOTO 1, SPEECH 12, SPEECH 30, SPEECH 39A, SPEECH 39B | | | |
| C2: <i>Humanities (3 units minimum):</i> ASL 1, ASL 2, ASL 3, ASL 4, ENGL 1B, ENGL 1BH, ENGL 15, ENGL 44A, ENGL 44B, ENGL 46A, ENGL 46B, ENGL 47, ENGL 48, FRENCH 1, FRENCH 2, FRENCH 3, FRENCH 4, GERMAN 1, GERMAN 2, GERMAN 3, GERMAN 4, LING 10, PHIL 1, PHIL 1C, PHIL 1D, SPAN 1, SPAN 2, SPAN 3, SPAN 3NS, SPAN 4, SPAN 23 | | | |
| C1 or C2 (3 units minimum): Did you complete an additional course from C1 or C2? | | | |
| Area D: Social and Behavioral SCIs (9 semester units minimum) | | | |
| Select one course: HIST 6, HIST 11, HIST 12, HIST 12H | | | |
| Select one course: POLSCI 2 | | | |
| Select one course: AG 2, ANTHRO 1, ANTHRO 2, ANTHRO 3, ECON 1A, ECON 1AH, ECON 1B, GEOG 2, GEOG 3, GEOG 4A, GEOG 4B, HIST 1, HIST 2, HIST 4, HIST 5, HIST 6, HIST 11, HIST 12, HIST 12H, HIST 32, ***PSY 2, ***PSY 2H, PSY 5, ***SOC 1A, SOC 2 | | | |
| AREA E: Lifelong Understanding (3 semester units minimum) | | | |
| E: HLTH 1, ***PSY 2, ***PSY 2H, ***SOC 1A | | | |

Notes: *GEOL 3 will only be counted if either GEOL 2 or GEOL 10 is previously or concurrently completed.

**Approved Spring 2001 through Summer 2003 only.

***PSY 2, PSY 2H, and SOC 1A are listed in both Area D and Area E but can only be counted in one area.

Additional courses may be added to the CSU General Education Breadth List 2001-2002 document. Please check the Reedley College website at www.reedleycollege.com or check with a counselor for an updated copy of this document.



Name: _____

SSN: _____

Date: _____

Major: _____

Catalog year: _____

Counselor: _____

| Reedley College Intersegmental General Education Transfer Curricula to CSU and UC (IGETC) 2001-2002 | | | | |
|---|--|-----|----|--|
| NOTE: All courses must be completed with a "C" grade or better. | | | | |
| AREA 1: English Communication CSU: three courses required, one each from Group A, B and C listed below. (9 semester units minimum) UC: two courses required, one each from Group A and B listed below. (6 semester units minimum) | | | | |
| Group A: English Composition: English 1A, English 1AH | | | | |
| Group B: Critical Thinking-English Composition: English 3, English 3H, Philosophy 2 | | | | |
| Group C: Oral Communication (CSU requirement only): Speech 1, Speech 1H | | | | |
| AREA 2: Mathematical Concepts and Quantitative Reasoning One course required. (3 semester units minimum) | | | | |
| Math 4B, Math 5A, Math 5B, Math 6, Math 7, Math 11, Math 26, Statistics 7, Statistics 7H | | | | |
| AREA 3: Arts and Humanities At least three courses, with at least one from the Arts and one from the Humanities. (9 semester units minimum) | | | | |
| Arts: Art 1, Art 2, Art 5, Art 6, Music 11A, Music 11B, Music 12, Music 16 | | | | |
| Humanities: English 1B, English 1BH, English 44A, English 44B, English 46A, English 46B, English 47, English 48, Film 1, History 1, History 2, History 11, History 12, History 12H, Linguistics 10, Philosophy 1, Philosophy 1C, Philosophy 1D | | | | |
| Arts or Humanities: Did you complete an additional course from Area 3, Arts or Humanities? | | | | |
| AREA 4: Social and Behavioral Sciences At least three courses from at least two different disciplines. (9 semester units minimum) | | | | |
| Anthropology 1, Anthropology 2, Anthropology 3, Economics 1A, Economics 1B, Geography 2, Geography 3, Geography 4A, Geography 4B, History 32, Political Science 2, Psychology 2, Psychology 2H, Psychology 5, Sociology 1A, Sociology 2 | | | | |
| AREA 5: Physical and Biological Sciences At least two courses, one Physical Science and one Biological Science; at least one must include a laboratory component (indicated by L). (7-9 semester units minimum) | | | | |
| Physical Sciences: Chemistry 1A (L), Chemistry 1B(L), Chemistry 3A(L), Chemistry 10(L), Chemistry 28A, Chemistry 28B, Chemistry 29A(L), Chemistry 29B(L), Geography 5, Geography 9, Geology 1(L), Geology 2, Physics 2A(L), Physics 2B(L), Physics 4A(L), Physics 4B(L), Physics 4C(L), Physics 10 | | | | |
| Biological Sciences: Biology 1(L), Biology 4(L), Biology 4A(L), Biology 4B(L), Biology 6(L), Biology 20(L), Biology 22(L), Biology 31(L), Natural Resources 7 | | | | |
| Have you completed 7-9 semester units in Area 5 with at least one lab (L)? | | Yes | No | |
| AREA 6: Language Other Than English (UC requirement only) Proficiency equivalent to two years of high school study in the same language with "C" grades or better (at Reedley College, one course required if not met by High School foreign language) | | | | |
| French 1, French 2, German 1, German 2, Spanish 1, Spanish 2 | | | | |
| CSU Graduation Requirement in U.S. History, Constitution, and American Ideals Six units, one course each from Group 1 and 2. NOTE: This requirement is NOT part of IGETC, but it may be completed prior to transfer. Courses used to meet this requirement MAY NOT be used to satisfy requirements for the IGETC. | | | | |
| Group 1: Political Science 2 | | | | |
| Group 2: History 11, History 12, History 12H | | | | |

Additional courses may be added to the Reedley College IGETC 2001-2002 document. Please check the Reedley College website at www.reedleycollege.com or check with a counselor for an updated copy of this document.

Student Class Planner

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---------------------------------|--------|---------|-----------|----------|--------|----------|
| 7:00 - 7:50 am 0700 - 0750 | | | | | | |
| 8:00 - 8:50 am 0800 - 0850 | | | | | | |
| 9:00 - 9:50 am 0900 - 0950 | | | | | | |
| 10:00 - 10:50 am 1000 - 1050 | | | | | | |
| 11:00 - 11:50 am 1100 - 1150 | | | | | | |
| 12:00 - 12:50 pm 1200 - 1250 | | | | | | |
| 1:00 - 1:50 pm 1300 - 1350 | | | | | | |
| 2:00 - 2:50 pm 1400 - 1450 | | | | | | |
| 3:00 - 3:50 pm 1500 - 1550 | | | | | | |
| 4:00 - 4:50 pm 1600 - 1650 | | | | | | |
| 5:00 - 5:50 pm 1700 - 1750 | | | | | | |
| 6:00 - 10:00 pm 1800 - 2200 | | | | | | |

Where to Go for Help

| What | Where | Ext. |
|------------------------------|---|-------------|
| Admission or Application | Admissions and Records Office | 3323 |
| Associate Degree Information | Counseling Center/Major Advisor | 3337 |
| Career Information | Career and Transfer Center | 3234 |
| Child Care | Lab School | 3350 |
| Course Selection | Counseling Center/Major Advisor | 3337 |
| General Information | Counseling Center | 3337 |
| Grants | Financial Aid Office | 3312 |
| Health Services | Health Center | 3328 |
| Housing | Dean of Students | 3229 |
| Job Placement | Counseling Center | 3391 |
| Learning Disabilities | Disabled Student Services | 3332 |
| Loans | Financial Aid | 3312 |
| OASIS | Student Services Building | 3340 |
| Paychecks | Business Office | 3342 |
| Personal Problems | Health Center | 3328 |
| Physical Disabilities | Disabled Student Services | 3332 |
| Placement Testing | Assessment Center | 3366 |
| Research Materials | Library | 3352 |
| Registration | Admissions and Records | 3323 |
| Scholarships | Financial Aid Office | 3312 |
| Student Activities | ASB Office – Student Center | 3706 |
| Transfer Information | Career and Transfer Center | 3234 |
| Transcripts | Admissions and Records Officer | 3323 |
| Tutoring | Tutorial Center | 3358 |
| Veterans | Financial Aid Office | 3312 |
| Work Experience | Admissions and Records Office | 3323 |

**Call Reedley College at (559) 638-3641 and ask for any of these extensions.
You can also visit us at www.reedleycollege.com.**



Notes
