

---

# Student Handbook

Barstow College  
2700 Barstow Road  
Barstow, CA 92311  
(760) 252-2411  
(760) 252-6759 TTY/TDD  
www.barstow.edu

## Table of Contents

|   |                   |
|---|-------------------|
| History and Mission . . . . .                       | 2                 |
| Welcome to Barstow College . . . . .                | 3                 |
| College Organization . . . . .                      | 4                 |
| Matriculation . . . . .                             | 5                 |
| What is Your Educational Goal? . . . . .            | 7                 |
| Programs of Study . . . . .                         | 8                 |
| Undecided About First Semester Classes? . . . . .   | 9                 |
| Career Exploration . . . . .                        | 10                |
| Transferring to a 4-Year College? . . . . .         | 11                |
| Reading the Class Schedule . . . . .                | 12                |
| Time Management . . . . .                           | 13                |
| Schedule Planning . . . . .                         | 14                |
| How is College Different from High School . . . . . | 17                |
| Admissions and Registration . . . . .               | 18                |
| Financial Assistance . . . . .                      | 25                |
| Student Support Services . . . . .                  | 27                |
| Get Involved in Student Life . . . . .              | 31                |
| Calendar of Events . . . . .                        | 33                |
| Academic Policies . . . . .                         | 34                |
| Student Rights and Responsibilities . . . . .       | 38                |
| Definition of Terms . . . . .                       | 44                |
| Appendices . . . . .                                | 47-52             |
| Education Plans                                     |                   |
| Campus Telephone Directory . . . . .                | Inside Back Cover |
| Campus Map . . . . .                                | Back Cover        |

*Every reasonable effort has been made to ensure that the information contained in this handbook is accurate. However, some information is subject to change without notice, and this handbook does not constitute a contractual agreement.*

The Student Handbook is published by the Office of Student Services.  
Any questions, comments, or suggestions should be directed to  
Bonnie Sines at (760) 252-2411, ext. 7211 or bsines@barstow.edu.

Revised December 15, 2003

# College Organization

---

A complete listing of administrators, staff and faculty  
can be found in the College Catalog.

## BOARD OF TRUSTEES

President .....Marcia Zableckis  
Vice President.....Bryant Davis  
County Representative. . . . .Timothy Heiden  
Foundation Representative.....Philip Harris  
Member .....Fred Baca  
Student Member .....Lionel Wycoff

## ADMINISTRATION

President .....Dr. James Meznik  
Vice President Administrative Services .....Charles Mitchell  
Vice President Academic Affairs.....Dr. Gaither Loewenstein  
Vice President Student Services, Off-Campus &  
Special Projects .....Joseph Clark

## STUDENT SERVICES

Mgr of Admissions/Financial Aid .....Mary Marble  
SPS Counselor.....Ellsworth Merrell  
EOPS/CARE Counselors .....Geraldine Vialpando  
Salvador Suarez  
Ft. Irwin Counselors.....Lynna Heiden  
Rick Schulthess  
Student Services Counselors .....Randy Christensen  
Jane Sievers  
Articulation Officer/TCPC Counselor .....Randy Christensen  
Athletic Director.....Ray Perea  
Student Life and Development Supervisor .....Joann Garcia  
Cheerleading Advisor .....Vacant  
Director of Special Programs.....Paul de Dios  
Financial Aid Officer .....Vacant  
International Students/Veterans Services .....Mary Marble  
Matriculation Coordinator/Counselor .....Jane Sievers

## DIVISION CHAIRS

Social Science/Humanities .....Dale Jensen  
Math/Science/PE .....Dr. Zhenying Jiang  
Business & Workforce Dev .....Wendy Chisholm  
Off Campus/Distance Learning .....Lee Ordway

*Message from the Vice President*

---

# Welcome to Barstow College

On behalf of the faculty, staff and administration, welcome to Barstow College. Whether taking courses on campus, at our off-campus sites or nontraditionally through our online program, we pledge to provide you with the best possible service and our individual attention.

In effort to better serve you, we have developed this handbook for your perusal. In it you will find the necessary information to understand our college and the systems we have in place to plan your schedule of classes and to get enrolled. We have also included supplemental information regarding our calendar of events, general support services, a campus directory, and general policies and procedures that apply to being a student at our college. Please pay particular attention to the Student Conduct Code. It is our expectation that this handbook will serve you regardless of your academic goal and that you will refer to it often as you continue your education at Barstow College.

We take pride in Barstow College and believe that you will find your experience a valuable one. We are committed to assisting you to achieve your educational and career goals. We urge you to take advantage of the range of services we have in place to assist you in that effort.

Yours most collegially,

Joseph A. Clark  
Vice President of Student Services  
Barstow High School, 1962  
Barstow College, 1965



**Joseph A. Clark**  
**Vice President of Student Services**

# History and Mission

---

Barstow College (BCC) is a public community college accredited by the Western Association of Schools and Colleges. A copy of the accreditation report can be found in the President's Office.

Barstow College operates on a semester system and offers a wide variety of courses, including general education courses that can lead to transfer or an Associate Degree, and occupational education courses that can lead to a Certificate of Achievement.

Admission to the College is open to anyone 18 years of age or older, as well as to persons under 18 who are high school graduates or who have passed the GED exam. Certain younger students may also be admitted, based on guidelines stated in the College Catalog.

## History

The Barstow Junior College District was established by the voters in September 1959. Evening classes began one year later at Barstow High School. Some day classes were held in the First Methodist Church in the fall of 1962. The College moved into its new \$3 million campus two years later. In addition to the first six buildings of the original campus, a technical building was completed in 1967. The College converted to the quarter system in the 1971 summer session and returned to the semester system in the summer of 1985. The staff moved into a new administration building in December 1975, and into an automotive lab in the spring of 1978.

In the spring of 2004, the College will open its new 28,000 square foot, state-of-the-art Learning Resource Center.

The College District encompasses an area of approximately 12,000 square miles and includes the communities of Lenwood, Yermo, Daggett, Newberry Springs, Hinkley and Baker.

Additionally, Barstow College services the Army National Training Center at Fort Irwin, the Barstow Marine Corps Logistics Base, the Marine Corps Mountain Warfare Training Center at Bridgeport, the Point Loma Naval Base and the Marine Corps Air Station at Miramar.

Barstow College currently serves more than 3,200 students.

## Mission Statement

Barstow College is a two-year institution of higher education, committed to both student learning and success. The institution fosters an innovative learning environment that respects the diversity of individual backgrounds, abilities, cultures and interests. It prepares students for transfer to four-year colleges and universities. The College provides vocational education and training programs and courses that give students the knowledge, skills and certification necessary for entry through advanced level employment and career advancement.

The College offers basic skill and enrichment programming for under-prepared and disadvantaged students as well as life-long learning opportunities and continuing education courses for community members. It provides counseling and other support services to assist students in the identification of their goals and achievement of their personal, educational and employment potential. The College uses institutional research to advance its mission and its role in the community. The College works in partnership with military bases, local governments, agencies, businesses and schools to promote positive community development, economic growth and change.

## General Educational Philosophy

Barstow College provides a general education for its students. The District seeks to develop the whole person where the individual is greater than the sum of his or her independent educational experiences; a person who will understand the world within and the world without. Barstow College's general education philosophy serves to enhance creativity, reasoning, ethical behavior and human understanding, which are essential to the attainment of personal goals and effective participation in a rapidly changing society.

The District's general education philosophy ensures a coherent, interdisciplinary approach in the overall undergraduate curriculum. Students are provided with the breadth and intellectual challenges which stimulate discovery in a world full of different kinds of knowledge and social structures. Students are given the opportunity to develop an integrated overview of the varied components of human knowledge. The College's general education philosophy calls for student exposure to natural science, technical literacy, health and wellness, citizenship-community involvement, social and behavioral science, arts-humanities, communications-language skills, analytic reasoning and cultural-ethnic diversity. All of these are basic and necessary to participate in and contribute to a balanced life in a democratic society.

---

# Matriculation

## Rights & Responsibilities

Congratulations! you have just begun the matriculation process at Barstow College. Whatever your goal, our matriculation plan is designed to help you get there.

### What is Matriculation?

Matriculation is a statewide process designed to help students in the California Community College system develop clear educational goals and succeed in reaching those goals. As a student at BCC, you will be provided with information and assistance aimed at helping you succeed.

### What are You Required to Do?

- Complete the assessment placement test. This is not a pass/fail instrument but a means to place you in appropriate courses.
- Submit an application for admission and all registration forms.
- Declare and work toward a major and a goal.
- See a counselor for guidance and course selection.
- Participate in a college orientation. This can consist of a general orientation given to all entering students following the assessment process.
- Provide an official copy of high school transcript(s) no later than the end of the first term of enrollment. However, a transcript may be required before enrollment to meet a prerequisite. Enrollment for the next term will be blocked if this transcript is not submitted.
- Diligently attend class, complete assigned course work, complete courses and maintain progress toward an educational goal.

### What is the College Required to Do?

- Gather information to facilitate student success and compile information in order to evaluate college programs. This may include, but is not limited to, information regarding the student's study skills, English language proficiency, computational skills, learning skills and aptitudes, educational goals, career aspirations, academic performance and need for special services.
- Obtain and report student information to assist the student, the College and the State of California in fulfilling the purpose, goals and

accountability expectations of student enrollment.

- Process and file your admissions application.
- Counsel you on course placement.
- Evaluate your progress.
- Advise or counsel students enrolled in pre-collegiate basic skills courses, who have not declared an educational goal or those who are on academic probation.
- Refer you to specialized support services such as financial aid, health services, campus employment placement services, EOPS, campus child care services, ESL programs and DSPS, as needed.
- Provide Orientation class(es) to guide you in establishing educational and career goals. Conduct workshops to help you improve time management, effective study skills and utilization of campus resources.

### Matriculation Exemptions

All new, returning, or transfer students are encouraged to participate in the Barstow College matriculation process. However, a student may choose not to participate. The following categories of students may be exempt from the matriculation process. Please check with a counselor before applying for an exemption.

- Any student who started attending Barstow College prior to Summer 1988.
- Students who have already completed an AA/AS or higher degree.
- Students taking non-credit classes.
- A student who is a matriculated student at another college and is attending Barstow College concurrently.

### Assessment Exemptions

- A. Those who have been previously assessed and have written verification of scores from other accredited colleges or universities.
- B. Students taking non-credit classes.
- C. Students who have already completed an AA/AS degree or higher.

- D. Students who have successfully completed degree-level English or math classes at another regionally accredited college or university. An official copy of a transcript from another school must be provided.
- E. Students who are not otherwise being matriculated, except those who plan to register for English or math at Barstow College.

### **Requesting Deferrals of Matriculation or Assessment**

Students requesting an exemption from the assessment component or any other matriculation requirement should contact a counselor.

### **Filing a Complaint/Grievance**

See a counselor if you wish to file a complaint or grievance regarding any matriculation component. If you do not receive satisfaction at that level, see the Student Grievance Policy.

### **Limitation on Enrollment: Course Prerequisites**

Barstow College offers many courses that have prerequisites. "Prerequisite means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or education program" (Title 5, Section 55220(a)). Prerequisites may include courses as well as assessment test scores. A corequisite is a course that must be taken along with the course in question. Course prerequisites and corequisites are noted in the Catalog and Schedule of Classes.

### **Challenging Course Co/Prerequisites**

If blocked from a course because of either a prerequisite or corequisite requirement, the student must challenge the prerequisite based on guidelines established below.

Challenging course co/prerequisites requires written documentation that explains/verifies the alternative course work, background and/or abili-

ties that adequately prepare a student for the course. Student should initiate the challenge process well in advance of the semester in which they plan to register. Students may obtain a Co/Prerequisite Challenge Form from the Admissions and Records Office. Reasons for challenging co/prerequisites must include one or more of the following:

- A student has the documented knowledge or ability to succeed in the course;
- A co/prerequisite course has not been reasonably available over a period of several semesters;
- A student believes that a co/prerequisite is discriminatory or is being applied in a discriminatory manner; or
- The student believes that the co/prerequisite was established in violation of the District-approved process for establishing co/prerequisites.

To challenge a co/prerequisite, the student must submit the Challenge Form and documentation to the appropriate Division Chair and/or designee. If space is available in the class at the time the student files his/her challenge, he/she may register for the challenge course and the District will resolve the challenge within five academic calendar work days. If the challenge is approved or the District fails to resolve the challenge in a timely manner, the student may remain in the challenged class. If the challenge is denied, he/she will be dropped from the challenged class. If no space is available in the course when a challenge is filed, and if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for the subsequent term.

### **Matriculation Complaints**

Students who feel that assessment, orientation, counseling or any other Matriculation procedure is being applied in a discriminatory manner may file a complaint in accordance with the Student Grievance Procedure.

---

# What is Your Educational Goal?

Your educational goal is the objective of your education. There are several educational goals that you can achieve at Barstow College. You may choose more than one, and you may change your educational goal at any time.

## Associate Degree

An Associate Degree is the first college degree you can earn. It requires the completion of 60 units of required and elective courses and a cumulative GPA of 2.0 ("C") or higher. You can earn an Associate Degree in two years if you attend full time (15 units a semester), but it will take longer if you attend part-time. More than 60 units may be required if you need basic skills courses or are undecided about your major.

## Transfer to 4-Year College

At Barstow College you can complete the first two years of coursework ("lower division") required to earn a Bachelor's Degree at a four-year college or university. You can then transfer to a 4-year institution as a junior. You can meet transfer requirements with or without earning an Associate Degree. Transfer and Associate Degree requirements, while similar, are not identical. For instance, transfer requires a more advanced math course.

## Certificate of Achievement

A Certificate of Achievement, which is not a college degree, may be earned in certain technical, vocational or business majors at Barstow College. Certificate programs focus almost exclusively on preparing you for a specific occupation. Few courses outside the major are required, except for competency requirements—see page 8.

## Certificate of Completion

Other certificate options are available through various occupational programs. These certificates generally require less than 18 units of work within the major program. One example is the Family Day Care Certificate, offered under Child Development. For more information, contact the BCC Counseling Office.

## Personal

If you don't choose to pursue a degree, certificate or transfer, your educational goal may be to:

- Enroll in personal interest courses
- Explore career interests
- Update current job skills
- Learn new job skills
- Improve basic skills, such as English or math
- Maintain a professional license
- Complete high school credits



# Programs of Study

## Associate Degrees

You can earn an associate degree in a wide variety of academic areas at BCC. The college can only know and plan for your graduation if you complete a petition. It is to your advantage to get this done early, preferably as soon as you approach 30 units. What you have completed and what you need to complete will be comprehensively and clearly spelled out by the counselor.

An Associate of Arts degree requires a minimum of 18 units in the major and the Associate of Science degree requires a minimum of 20 units in the major.

In addition to the major requirements, students must:

- complete 60 units;
- complete 12 resident units at BCC;
- earn an institutional and cumulative GPA of 2.0 or better; and,
- complete BCC general education requirements (See the Catalog for specific requirements.)

If you plan to earn an associate degree and transfer to a four-year college or university, consult a counselor to ensure that you are taking appropriate courses.

## Certificate Programs

BCC offers a number of certificate programs aimed at preparing you for occupational employment. Certificates can be helpful in obtaining or upgrading employment. The number of units required varies from program to program.

A student must petition through a counselor to obtain a certificate. Some of the course work in several certificate programs is sequential. Careful planning is necessary to complete a program in two years.

In addition to completing required courses with a GPA of 2.0 or better, students must complete:

- 12 units in residency
- English 50 with a 'C' or better (or placement eligibility for English 1A)

- Math 101 or BADM51 with a 'C' or better (or placement eligibility for Math 50)
- Computer literacy requirement: any one or more unit COMP or computer-oriented BUSI course; or equivalency credit through ACE/PONSI or other national certification program(s); or credit by examination; or demonstrated ability equivalent to any COMP or computer-oriented BUSI course in the catalog.

Students have the option of either selecting from the degree/certificate requirements currently in effect or the requirements in effect when they first enrolled at BCC, provided that they maintain enrollment with no more than an one-year break.

| Programs of Study                                       | AA | AS | Certificate |
|---|----|----|-------------|
| Accounting  |    | •  | •           |
| Administration of Justice                               |    | •  | •           |
| Allied Health   |    | •  |             |
| Business Information Systems - Administrative Assistant |    |    | •           |
| Automotive Technology (program under review)            |    | •  | •           |
| Business  |    | •  |             |
| Business Management                                     |    | •  |             |
| Child Development                                       |    | •  | •           |
| Computer Science  |    | •  |             |
| Cosmetology   |    | •  | •           |
| Computer Information Systems                            |    |    | •           |
| Diesel Technology (program under review)                |    |    | •           |
| Electronics   |    | •  |             |
| Family Day Care   |    |    | •           |
| Humanities  | •  |    |             |
| Management  |    | •  | •           |
| Medical Assistant                                       |    | •  | •           |
| Microsoft Office Specialist                             |    |    | •           |
| Natural Science/Math                                    |    | •  |             |
| Business Information Systems - Office Services          |    |    | •           |
| Photography   |    | •  | •           |
| Social Science  | •  |    |             |
| Welding   |    | •  | •           |

# — Undecided about first semester classes?

Don't be overly concerned if you are undecided about your major or what classes to take your first semester. Many students "explore" when they first start college.

Some first-semester suggestions:

## **"College Success" Course**

- Psychology 5, "Intro to Career and Life Planning," for help deciding on a career
- Orientation 1, "College Success," to improve your study skills

## **English Course**

Reading and writing are essential to success in almost all college classes. All degree, certificate and transfer programs at BCC have an English requirement. Sign up for the English course recommended from your assessment.

## **Math Course**

Do you need to review the basics? All degree, certificate and transfer programs at BCC have a math requirement. What math course was recommended after assessment? Get started early!

## **Computer Course**

Computer literacy is a requirement for the occupational AS degree and all BCC certificates, as well as for many jobs. Consider taking an Internet class, such as Computer Science 28, "Exploring the Information Superhighway."

## **General Education Course**

What subject interests you? Take a GE class in psychology, astronomy, history, sociology or one of many other subjects. Make sure you have met any prerequisite for the class first.

## **Personal Interest Course**

Take something that appeals to you! BCC offers courses in art, child development, computer graphics, music, office skills, photography and physical education, to name just a few.



# Career Exploration

---

Enroll in Psychology 5 for career testing if you are unsure of what career path to follow. In this class, a typical exercise might ask you to consider your “personality type” and see what careers interest others with similar traits.

## Realistic

Do you have mechanical, technical or athletic ability? Do you prefer to work on your own with machines, tools, or objects? Are you self-reliant and practical? You might enjoy a career in:

*Air Conditioning*  
*Appliance Service*  
*Automotive Repair*  
*Computer Technology*  
*Construction*  
*Electronic Technology*  
*Fire Technology*  
*Medical Lab Technology*  
*Surveying*  
*Welding*

## Artistic

Are you an “idea creator?” Do you have artistic or innovative abilities? Do you like to work in unstructured situations and use your imagination and creativity? Are you original, expressive, idealistic, intuitive? You might enjoy a career in:

*Architecture*  
*Art*  
*Creative Writing*  
*Fashion Design*  
*Graphic Design*  
*Interior Design*  
*Journalism*  
*Landscape Design*  
*Music*  
*Photography/Film*  
*Television*  
*Technical Illustration*

## Enterprising

Are you a “people influencer?” Do you like to work with people and to influence, persuade, lead or manage them? Are you persuasive, energetic and ambitious? You might enjoy a career in:

*Advertising*  
*Business Administration*  
*Economics*  
*Health Care Management*  
*Law*  
*Marketing*  
*Political Science*  
*Public Relations*  
*Real Estate*  
*Sales*

## Investigative

Are you an “abstract problem solver” who likes to work on your own? Do you like to observe, learn, investigate, analyze, evaluate or solve problems, often in a scientific area? Are you analytical, independent, curious, intellectual and precise? You might enjoy a career in:

*Agriculture*  
*Biology*  
*Computer Programming*  
*Engineering*  
*Environmental Studies*  
*Math or Statistics*  
*Research*  
*Medicine*  
*Physical Science*  
*Social Science*

## Social

Are you a “people helper?” Do you like to work with people to inform, educate, help, train or cure them? Are you cooperative, understanding, helpful and sociable? You might enjoy a career in:

*Counseling*  
*Criminal Justice*  
*Dental Hygiene*  
*Liberal Studies*  
*Nursing*  
*Occupational Therapy*  
*Physical Therapy*  
*Psychology*  
*Public Health*  
*Social Work*  
*Speech Therapy*  
*Teaching*

## Conventional

Are you good with data and details? Do you like to work with information or numbers? Are you skilled in carrying things out in detail and following through on other’s instructions? Are you especially conscientious and efficient? You might enjoy a career in:

*Accounting*  
*Banking*  
*Court Reporting*  
*Information Processing*  
*Insurance*  
*Medical Records*  
*Paralegal*  
*Secretarial*

# Transferring to a 4-Year College?

The BCC Transfer Center can help.

Barstow College offers courses that fulfill lower-division general education and major requirements for most transfer majors. You can complete your lower-division coursework -- the first two years -- at BCC, and then transfer as a junior to a four-year university.

The Transfer and Career Planning Center offers a variety of services and resources to help you transfer to the four-year institution of your choice. (See page 26 for a listing of those services.)

If you plan to transfer from BCC to another institution of higher learning, you should be certain that you take courses that are transferable to the institution which you plan to attend. The BCC Catalog indicates the courses that are transferable. In addition, you should obtain the catalog of the transfer institution, see a counselor and ask for a copy of the current articulation agreement and visit the Transfer and Career Planning Center. The Transfer and Career Planning Center may be able to schedule a time for you to visit with a college representative from the transfer institution who makes regular visits to BCC.

If you plan to transfer, you should satisfy the following requirements if you are to transfer with no loss of time:

1. the admissions requirements;
2. the lower division requirements of the particular college or university in which your major is offered; and,
3. the lower division requirements of the particular major.

Since requirements change rapidly, consult a counselor often when choosing classes.

**www.assist.org**

Your official source for California articulation and student transfer information...



If you are planning to transfer from a community college to a University of California or a California State University, you have a tremendous amount of information to consider. In the past, this information was only available from the individual colleges and universities. ASSIST (Articulation System Stimulating Interinstitutional Student Transfer) is California's official statewide web-based student transfer information system which contains data about how courses taken at a California community college can be applied when transferring to a University of California or a California State University campus.

Articulation agreements between the community colleges and the UC and CSU campuses identify comparable lower division course between the two institutions. These agreements are designed to help students who are preparing to transfer.

ASSIST includes information such as:

- UC and CSU transferable Courses
- CSU GE-Breadth Certification Courses
- IGETC Courses - Intersegmental General Education Transfer Curriculum

# Reading the Class Schedule

After you have given some thought to the number and types of classes you will need to take, you are ready to schedule your first semester's program using the published Schedule of Classes.

*Must satisfy requirements PRIOR to taking the course*

*Course name*

**ENGL 1A — English Composition and Reading**  
**Prerequisite: English 50 with a "C" or better, or assessment recommendation for English 1A.**  
 English composition and reading using descriptive, narrative, expository, argumentative, essay and research techniques. Degree Applicable. UC/CSU. (CAN ENGL 2)

|            |   |       |    |                              |         |       |             |   |
|------------|---|-------|----|------------------------------|---------|-------|-------------|---|
| <i>CRN</i> | → | 20002 | MW | 8:00-9:15 am                 | 3 units | T3B   | Daugherty   | ← <i>Instructor</i>                             |
|            |   | 20014 | R  | 6:00-8:50pm                  | 3 units | B16   | Staff       | ← <i>Specific instructor not yet designated</i> |
|            |   | 20015 |    | On-Line                      | 3 units | O-L16 | D. Jensen   |   |
|            |   | 20039 | TR | 1:00-2:15pm                  | 3 units | T3B   | C. Jensen   |   |
|            |   | 20042 | M  | 5:00-9:50pm<br>15-OCT 21-DEC | 3 units | T3B   | Scarborough |   |

*Time class meets. Evening, on-line and ITV classes are shaded.*

*Days the class meets*

*Dates indicate short-term class*

*Building and room number*

---

# Time Management

## Finding the Time for Everything

*The life of a college student is a juggling act. The demands of academics, extra-curricular activities, friends, family, and even a part-time job can make your head spin. How well you do at college depends on how well you learn to manage your time.*

Here are some time-saving tips:

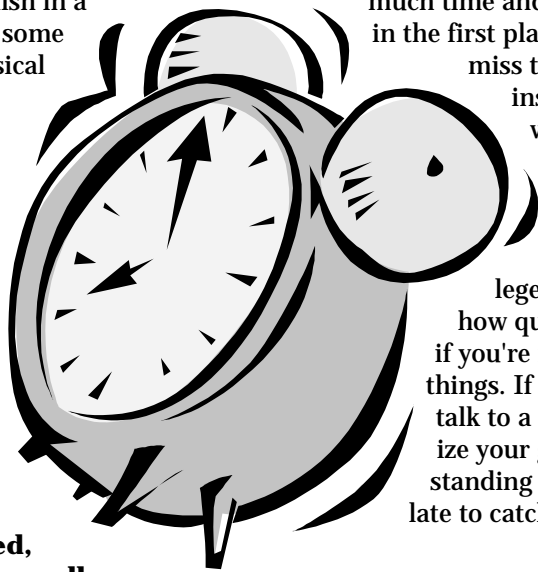
**At the start of each semester or term, compose a 7-day study schedule** blocking in times for classes, studying, work and extra curricular activities. To avoid burn out, be realistic about what you can accomplish in a day and be sure to leave yourself some regularly scheduled time for physical fitness and leisure.

**Use a daily planner to keep track of your busy academic and social schedule.** Each day make a list of what you need to do and list the entries in order of importance. If you don't get around to doing the last items on your list, at least you will have the satisfaction of knowing you got the important things done.

**To avoid getting overwhelmed, break big projects down into small ones.** Knowing there's a major essay due in a week might make you panic. Setting aside time each day to research, write and type the paper will make the approaching deadline less intimidating.

**No matter how tired or busy you are, don't skip classes.** Making up a missed lecture by reading someone else's sketchy notes or by trying to decipher the textbook takes twice as much time and energy as going to class in the first place. Who knows, you might miss the class where the instructor gives clues about what's going to be on the next exam.

**Avoid procrastination at all costs.** With a college course load, it is amazing how quickly you can fall behind if you're not staying on top of things. If things get out of control, talk to a counselor. Don't jeopardize your grades and academic standing by waiting until it's too late to catch up.



# Schedule Planning

---

College classes can be scheduled in a variety of ways. It is your choice when to attend classes. To assist you in successful schedule planning, review the following guidelines.

Generally, one unit equals one hour of class time. For example, a three unit lecture class meets three hours per week. Full-time student status equals 12 units.

For each unit you take, consider at least two hours of study time per week. For example, taking 12 units might require 24 hours of study time per week.

In addition to class time and study time, consider family commitments, leisure time and work hours when building your semester schedule.

# Schedule Planning

Refer to the previous page before filling out your semester time schedule. Mark off the days and hours already committed to work and other non-school obligations. Then, note the remaining time available for your education. Keep in mind the study time and work formulas outlined on the previous page when selecting the number of classes you will take. The good news is that you can design a schedule that meets your needs. You can pick the days, time and pattern of classes that will work best for you!

|             | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------|--------|---------|-----------|----------|--------|----------|--------|
| 8<br>8:30   |        |         |           |          |        |          |        |
| 9<br>9:30   |        |         |           |          |        |          |        |
| 10<br>10:30 |        |         |           |          |        |          |        |
| 11<br>11:30 |        |         |           |          |        |          |        |
| 12<br>12:30 |        |         |           |          |        |          |        |
| 1<br>1:30   |        |         |           |          |        |          |        |
| 2<br>2:30   |        |         |           |          |        |          |        |
| 3<br>3:30   |        |         |           |          |        |          |        |
| 4<br>4:30   |        |         |           |          |        |          |        |
| 5<br>5:30   |        |         |           |          |        |          |        |
| 6<br>6:30   |        |         |           |          |        |          |        |
| 7<br>7:30   |        |         |           |          |        |          |        |
| 8<br>8:30   |        |         |           |          |        |          |        |
| 9<br>9:30   |        |         |           |          |        |          |        |

# Mapping Future Classes

---

Refer to the previous page before filling out your semester time schedule. Mark off the days and hours already committed to work and other non-school obligations. Then, note the remaining time available for your education. Keep in mind the study time and work formulas outlined on the previous page when selecting the number of classes you will take. The good news is that you can design a schedule that meets your needs. You can pick the days, time and pattern of classes that will work best for you!

Consider the following guidelines before you begin mapping out your educational plans by semester:

1. General requirements for certificate, degree and/or transfer.
2. Requirements in major.
3. Requirements in general education.
4. Course prerequisites and sequential courses.
5. Transferability of courses.

The Barstow College Catalog provides basic information in all these areas. Below is a six semester educational plan. Take into consideration your personal time commitment to education when planning your schedule. Tailor it to meet your needs, which may mean you need more or less than six semesters to complete your goal.

Degree

Certificate

Transfer

# How is College Different from High School?

## Personal Freedom in High School

- Your time is structured by others.
- You can count on your parents and teachers to remind you of your responsibilities and to guide you in setting priorities.
- Guiding principle: you will usually be told what your responsibilities are and corrected if your behavior is out of line.

## High School Classes

- You spend 6 hours each day -- 30 hours a week in class.
- Most of your classes are arranged for you.
- You are not responsible for knowing what it takes to graduate.

## High School Teachers

- Teachers approach you if they believe you need assistance.
- Teachers have been trained in teaching methods to assist in imparting knowledge to you, the student.
- Teachers present materials to help you understand the material in the textbook.
- Teachers often take time to remind you of assignments and due dates.

## Studying in High School

- You may study outside of class as little as 0 to 2 hours a week, and this may be mostly last minute test preparation.
- You often need to read or hear presentations only once to learn all you need to learn about them.
- Guiding principle: You will usually be told in class what you need to learn from assigned readings.

## Tests in High School

- Make-up tests are often available.
- Teachers frequently rearrange test dates to avoid conflicts with school events.
- Testing is frequent and covers small amounts of material.
- Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or to solve the kinds of problems you were shown how to solve.

## Grades in High School

- Grades are given for most assigned work.
- Initial test grades, especially when they are low, may not have an adverse effect on your overall grade.
- Guiding principle: "Effort counts." Courses are usually structured to reward a "good-faith effort."

## Personal Freedom in College

- You manage your own time.
- You will be faced with a large number of moral and ethical decisions you have not had to face previously. You must balance your responsibilities and set priorities.
- Guiding principle: You're old enough to take responsibility for what you do and don't do, as well as for the consequences of your decisions.

## College Classes

- You spend 12-16 hours each week in class. More time will be spent studying, usually 2 hours for every 1 hour of time spent in class; if you take 12 units, you will need 24 hours of studying, or 36 hours a week for class activities.
- You arrange your own schedule in consultation with a counselor. Schedules tend to look lighter than they really are.
- Graduation requirements are complex and differ for different majors and sometimes different years. You are expected to know which requirements apply to you.

## College Instructors

- Instructors are usually open and helpful, but most expect you to initiate contact if you need help or assistance.
- Instructors have been trained in their particular areas.
- Instructors may not follow the textbook. Instead, to amplify the text, they may give illustrations, provide background information, or discuss research about the topic you are studying. Or, they may expect you to relate classes to the textbook readings.
- Instructors expect you to read, save, and consult the course syllabus; the syllabus spells out exactly what is expected of you, when it is due, and how it will be graded.

## Studying in College

- You need to study at least 2-3 hours outside of class for each hour in class.
- You need to review class notes and text regularly.
- Guiding principle: It's up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you've already done so.

## Tests in College

- Make-up tests are seldom an option; if they are, you need to request them.
- Instructors in different courses usually schedule tests without regard to the demands of other courses or outside activities.
- Testing is usually infrequent, often cumulative, covering large amounts of material, you, not the professor; need to organize the material to prepare for the test.
- Mastery is often seen as the ability to apply what you've learned to new situations or to solve new kinds of problems.

## Grades in College

- Grades may not be provided for all assigned work.
- Watch out for your first tests. These are usually "wake-up calls" to let you know what is expected but they also may account for a substantial part of your course grade.
- Guiding principle: "Results count." Though "good-faith effort" is important in regard to the instructor's willingness to help you achieve good results, it will not substitute for results when a professor is giving you a grade.

# Admissions and Registration

## Admissions and Records

A&R is responsible for admission and registration of BCC students. You may also add and drop classes, petition for credit/no credit grading, request verification of enrollment and request transcripts from A&R.

## Eligibility for Admission

The following persons are eligible to enroll in Barstow College:

- 1) Any high school graduate, OR
- 2) Any person who has passed the High School Proficiency Exam or the General Educational Development (GED) test, OR
- 3) Any person 18 years of age or older who can profit from instruction, OR
- 4) Any K-12 student meeting the criteria listed under "Special Admission of Minor Students."

## Student Classifications

Part-time: A student taking fewer than 12 units

Full-time: A student taking 12 or more units

Freshman: A student who has completed fewer than 30 units

Sophomore: A student who has completed 30 or more units

Graduate: A student who has been awarded the AA or AS, or a higher degree by a recognized collegiate institution

## Application for Admission

Admission to Barstow College includes the filing of an application for admission by the student and the filing of transcripts from high school or college(s) attended. The application for admission may be obtained from the Admissions and Records Office or downloaded from our website at [www.barstow.edu](http://www.barstow.edu). The application can be mailed, returned in person or faxed to (760) 252-6754.

First-time (**new**) college students are required to complete an admissions process, consisting of an application for admission, orientation, assessment and counseling (see Matriculation on pages 11-12).

Students **transferring** from another college are required to complete an application for admission and a residency statement.

Students **returning** to Barstow College after a break of one or more semesters and **continuing students** may be required to complete either an application for admission or a personal information update, if appropriate.

| Guidelines for How Many Units to Take                        |  |
|--|--|
| If you have a job and work, consider taking no more than.... |  |
| < 40 hours a week = 6 units                                  | < 20 hours a week = 12 units                     |
| < 30 hours a week = 9 units                                  | < 5-15 hours a week = 14-16 units                |
| Number of Units Required for Various College Programs        |  |
| Athletics Eligibility  | 12 units per semester                            |
| EOPS   | 12 units per semester                            |
| Full-Time Status   | At least 12 units per semester                   |
| Maximum semester units without counselor approval            | 18 units per semester, 6 units during the summer |
| Pell Grant Eligibility                                       | 12 units per semester for full grant             |
|  | 6 units per semester for 50% grant               |
| Student employment on campus                                 | Minimum 6 units per semester                     |
| Veterans's Educational Benefits                              | 12 units per semester, 100% benefits             |
|  | 9 units per semester, 75% benefits               |
|  | 6 units per semester, 50% benefits               |

## Minor Students (BP 5010)

Barstow College provides education enrichment opportunities for a limited number of eligible minor students who have not graduated from high school and who would benefit from advanced scholastic or vocational work. Students in grades K-12 may concurrently enroll at Barstow College to supplement their elementary or secondary school education. The special-part time student enrolled in stipulated college courses may receive high school and college credit.

High school sophomores, juniors and seniors at least 16 years of age may concurrently enroll in up to six units at Barstow College by meeting the following criteria:

- Complete a College application for admission
- Complete a concurrent enrollment form
- Signed parental or guardian consent
- Signed consent from school principal or designee
- Written approval from a Barstow College counselor
- Submit paperwork to the Admissions and Records Office
- Show proof of prerequisites completion
- Register for classes

In addition to meeting the above criteria, students who are younger than 16 years of age or have not completed the ninth grade, or who want to enroll in more than 6 units, must obtain the approval of the Vice President of Student Services.

With prior approval from the high school, students may elect to have Barstow College units transferred to their high school to satisfy some of their high school diploma credits.

## International Students

Barstow College welcomes international students. Procedures for application and admission are listed in the international student application packet. Contact Mary Marble in the Admissions & Records Office or call 252-2411 x7295 for more information.

## Student Identification Cards

Students are entitled to receive a free photo identification card. The I.D. card can be obtained during the walk-in registration period or from the Student Life Office during the semester. It is

imperative that all students be in possession of their student I.D. card at all times while on the Barstow College campus. This card is required to access services in the Library, Fitness Lab and Computer Labs.

If a student has special circumstances and cannot obtain the I.D. card during regular working hours, special arrangements can be made by calling (760) 252-2411 ext. 7374.

## Residency

All students not meeting the requirements below will be classified as "nonresidents" and are subject to nonresident tuition and enrollment fees.

Students shall receive resident student classification if they qualify under one of the following conditions and can provide supporting documentation:

- The student (age 18) and the student's parent or legal guardian have resided in California for at least one year and one day prior to the beginning of the semester.
- The student (age 19 or older) has resided in California for at least one year and one day prior to the beginning of the semester.
- The student is under 18 years of age and his/her parent or legal guardian has resided in California for at least one year and one day prior to the beginning of the semester.

Active duty military personnel and their dependents are granted residency for tuition purposes. These students must prove date of entry into California, and that such assignment is for other than educational purposes.

In addition, if the student is not a United States citizen, or permanent resident, or on a visa that allows the student to establish California residency, then the student must provide verification that he/she has applied for residency with the Immigration and Naturalization Service (INS) at least one year and one day prior to the beginning of the semester.

For more information on establishing or proving residency, see the brochure on "Establishing California Residency," which is available from the Admissions & Records Office.

## **Change in Residency Status**

Students who have been out-of-state residents must submit a new residency statement in order to change their status. Residency documents should be submitted to the Admissions and Records Office the semester prior to change of status. Out-of-state residency will not be changed automatically. State law requires consideration of financial independence for students seeking reclassification.

## **Residence Classification Appeal**

Any student, following a final decision on residency classification by the Admissions and Records Office, may make written appeal to the Vice President of Student Services within 30 days of notification of the final residency decision.

## **Registration**

Registration is the process of becoming officially enrolled in college. A student has not completed registration until all fees are paid. Students may register, add and/or drop courses utilizing any of the following methods:

- Telephone: (760) 252-6868
- Mail: Admissions and Records Office, Barstow College, 2700 Barstow Road, Barstow, CA 92311
- Fax: (760) 252-6754 or (760) 252-1875
- Internet: <http://ias.barstow.cc.ca.us>
- In Person

Throughout the registration process, certain deadlines must be established. These deadlines are necessary in order to comply with state attendance laws and must be adhered to by all students. Failure to comply with these deadlines may mean that the student will not be registered and will not receive credit or be allowed to attend classes.

## **Late Registration**

During the first week of instruction in any class, the student may enroll or add into any class that is not closed. Beginning the second week of instruction, students must have permission from the instructor. A Vice President's signature is required to add a course after published deadlines. Short-term classes are the exceptions to this policy. See the current Schedule of Classes for specific registration dates.

Adding and/or dropping from one segment to another, or an open entry/open exit class, is not considered late registration.

## **Adding Classes**

After a student has completed registration, the student must complete an Add/Drop Form in order to add a class. It is the student's responsibility to submit the form to the Admissions and Records Office on or before the established enrollment deadline. Failure to do so may result in not being officially added to the class. Classes can also be added by phone or the Internet.

## **Dropping Classes**

It is the student's responsibility to participate fully in class(es) once enrollment is complete. However, should it become necessary to withdraw from a class, it is the student's responsibility to submit an Add/Drop form to the Admission and Records Office. Classes can also be dropped by phone or via the Internet. Failure to officially withdraw from a class may result in a failing grade.

Students may drop classes and still receive a W grade through 75% of the term, or by the Friday of the 14th week for 18-week courses. For other than regular 18-week courses, the drop must occur before 75% of the total days the course meets have elapsed. Full-term classes dropped before the end of the second week will not be reflected on the student's transcript.

W's are considered honorable withdrawals and shall not be used in calculating grade point averages. However, excessive W's shall be used as factors in determining probation and dismissal status.

## **Important Note about Adding/Dropping Classes**

Please see a counselor before adding or dropping a course, especially if your eligibility in special programs may be adversely affected (e.g., Veterans, Financial Aid, EOPS, DSPS and Intercollegiate Athletics). Students on academic probation or high school students concurrently enrolled at the college may also be affected by program changes. Likewise, students who are planning to transfer may want to determine the effects of dropping a course on their transfer status.

## Section Change

A section change denotes dropping a course and replacing it by transferring to the same course with different hours, days and/or instructor and/or transferring from a lower to a higher OR a higher to a lower level. Section changes require the approval of the instructor of the course being added and the Vice President of Student Services.

## Dropping After the Drop Deadline

A student must have documented circumstances beyond his/her control to initiate a drop after the published deadline. Examples of circumstances beyond the control of the student may include, but are not limited to, the following: accident, illness, change in work schedule or other documented circumstances. Students should submit their request for Waiver of Time Limit for Permissible Withdrawal to the Manager of Admissions and Records.

## Enrollment Fees

As a publicly supported community college, Barstow provides low-cost education; students pay nominal fees at registration. In order that students not be denied access to a college education, the College offers financial aid to assist with financial obligations.

All students must pay enrollment fees of \$18 per unit. Non-resident students also pay non-resident tuition of \$149 per unit. Eligible students may qualify for a waiver of their enrollment fees (see page 25). Nevada residents may qualify for reduced tuition of \$42 per unit under the Good Neighbor agreement, the application for which is available from the Admissions & Records Office. See the current Schedule of Classes for all other fees.

Fees are assessed each term and are to be paid in the Admissions and Records office on main campus or at the Ft. Irwin or Miramar centers. All fees are due at the time of registration. These include enrollment fees, ASB fee, materials fee, and if applicable, nonresident fees. Fees may be paid to the Admissions & Records Office via cash, check, money order, VISA or MasterCard. Stopping payment on a check does not constitute a withdrawal from classes and will result in a \$10 charge. Failure to attend a class once enrolled

does not absolve students from payment of fees. Students will be held accountable for all fees incurred unless classes are dropped by the specified refund deadline.

All fees are subject to change without notice by action of the California Legislature, the California Community Colleges Board of Governors or the Board of Trustees of the Barstow Community College District.

## Refund Policy

Students who drop during the first two (2) weeks of the fall or spring semester will be eligible for a refund of enrollment fees. The Student Representation Fee and the ASB Fee are non-refundable. Refer to the current Schedule of Classes or contact the Admissions and Records Office for refund deadlines for short-term, late starting or summer session classes, as deadlines can be as early as the first or second day of class.

It is the student's responsibility to apply for a refund, unless the class was canceled or rescheduled. Petition forms are available from the Admissions and Records Office. The deadline to apply for a refund is one year from the end of the semester in which fees were paid.

For students who are active or reserve U.S. military personnel and receive orders compelling withdrawal from courses, Barstow College shall, upon receipt of student orders and petition from the student, refund enrollment fees unless a credit has already been granted.

Nonresident students who withdraw from the College up through the first day of classes in any term shall receive a full refund of tuition. Nonresident students who withdraw from the College up through the Friday before first census (the end of the third week for semester-length classes) shall receive a refund of 80% of their tuition. Nonresident students who withdraw on the first day of a short-term class will receive a full tuition refund. Nonresident students who withdraw from a short-term class within 19% of the days the class is offered will receive an 80% tuition refund. There will be no other refund of nonresident tuition.

## **Wait List Policy**

When a class is closed, a student may place his/her name on a wait list, if one is available. There are no wait lists for online classes.

Instructors will admit students from the wait list on a first-come, first-served basis. This, however, is not an automatic process. The student must attend the first class meeting and inform the instructor that he/she is on the wait list and is interested in adding the class. After securing the instructor's signature on the program card or wait-list form, the student must then officially register for the class by returning the signed form to the Admissions & Records Office and paying any fees. Enrollment must be completed prior to the registration deadline.

## **Auditing Courses (BP 4070)**

Students may attend regular college classes for no credit. The following conditions apply:

1. The student must be eligible for admission.
2. The instructor must approve.
3. Space must be available. Credit students have priority; therefore, auditing students may register only after the second class meeting.
4. Audit status may not be changed to regular status or vice versa.
5. The \$15 per unit audit fee is non-refundable.
6. Audit records are not entered on the transcript.
7. Out-of-state tuition is not charged.
8. Students who carry ten or more units will not be charged for auditing three or fewer units.

## **Study Loads**

In order to meet graduation requirements in four semesters, students must complete an average of 15 degree-applicable units of credit each semester.

During the fall and spring semesters, students may register for up to 18.5 units without approval. Students desiring to enroll in 19-21 units must have a 3.0 GPA and obtain written approval from a counselor. Written approval from the Vice President of Student Services is required to enroll in more than 21 units.

During the summer session, students may enroll in 9 units or less without approval. Written approval from the Vice President of Student Services is required to enroll in 9 or more units.

## **Change in Address**

Be sure to inform Admissions and Records, as well as Financial Aid, of any change of address, phone number, name or social security number. Important registration materials and announcements are mailed throughout the year, so keep your mailing address up to date by completing a Personal Information Update form.

## **Student Records and Release of Student Information**

Pursuant to the Family Educational Rights and Privacy Act of 1974 and California Education Code, a student may request to inspect all his/her official school records, files and related data that are classified as student records. The records will be available for review at a mutually convenient time during regular working hours. If information in the file is inaccurate, misleading or inappropriate, a student may request removal of the information or include a statement disputing the material that is challenged.

Students have a right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosures without consent to "school officials" with "legitimate educational interests." "School officials" include Barstow College employees; agents of the College (such as an attorney or collection agent); or individuals, including students, serving on official committees or assisting a school official perform his/her tasks. A school official has a "legitimate educational interest" if the official needs to review an education record to fulfill his/her professional responsibility. Upon request, the Admissions and Records Office discloses education records without consent to officials of another school in which a student seeks to enroll.

Barstow College has designed as "directory" information a student's name, date and place of birth, permanent and local address, college-recognized e-mail address(es), telephone number, enrollment status, major, dates of attendance, degrees and awards received, previous educational institutions attended, past and present participation in recognized activities, and weight and height if an athletic team member.

Unless restricted by the student, the campus may release directory information at any time to any requesting party, including the military and for the development of any College-affiliated marketing programs. Students may contact the Admissions and Records Office to limit the release of their directory information in one of four ways:

1. Permit release of all directory information for any purpose. No further action by the Unless restricted by the student, the campus may release directory information at any time to any requesting party, including the military and for the development of any College-affiliated marketing programs.
2. Permit release of only "Verification" information. This sub-category of directory information consists of a student's name, enrollment status, major, degrees and awards received, dates of attendance and College-recognized e-mail address(es). Barstow College will release this information for classroom use; in response to requests, including those from financial lenders, employers or insurance companies for verification of degree and enrollment information; and for inclusion in commencement and honors materials. Students who release only "Verification" information will be excluded from all college directories.
3. Permit release of only "Class" information. This sub-category of directory information consists of a student's name, major, degree and awards received and college-recognized e-mail address(es). Barstow College will release this information for classroom use and for inclusion in commencement and honors materials. Students who release only "Class" information will be excluded from all college directories, and Barstow College will not respond to requests, including those from financial lenders, employers or insurance companies, for verification of degree, dates of attendance or enrollment status, without the prior written consent of the student.
4. Withhold release of all directory information. This means that the student will be excluded from all college directories and publications, including commencement and honors materials, and the College will not verify degree, dates of attendance or enrollment status without the student's prior written consent.

# Registration Q&A

---

After you have attended New Student Orientation and have developed your first-semester educational plan, your next step is to register for your classes.

## **When can I register?**

On or after your designated priority registration date, or during open enrollment.

## **How do I register?**

You may register in person at the Admissions & Records Office, or you may use the automated telephone or web registration systems—instructions are in the Schedule of Classes.

## **What do classes cost?**

The enrollment fee for California residents is \$18\* per unit. Fee waivers are granted to qualifying students. Out-of-state and out-of-country students must pay additional fees. Fees may be paid with cash, check, Visa or Mastercard.

\*Subject to change by California State Legislature

## **When do I have to pay?**

All fees must be paid in full at the time you register or as indicated by phone or web registration.

## **What if I can't afford to pay?**

Fill out an application for financial aid. You may qualify for a fee waiver or a grant.

## **What is a prerequisite?**

Some courses require completion of another course before enrollment is allowed. Prerequisites must be verified at the Admissions Office upon registration.

Certain high school classes may meet prerequisite requirements — bring a copy of your high school transcript when registering. “Advisory” prerequisites indicate the level of proficiency needed to successfully complete a course, but are not enforced.

## **What if a class I want is full?**

You may choose to be put on a computerized wait list at the Admissions Office. If you are on a wait list, you must attend the first class and get instructor approval on the Wait List Slip. No adds into semester-length courses are allowed after the first 2 weeks.

## **What if I decide to drop a course?**

You must submit a drop form at the Admissions & Records Office before the final drop date. Failure to drop officially may result in an “F” grade on your transcript.

## **Will I receive a refund if I drop?**

If you drop prior to the deadline published in the Schedule of Classes, you will receive a refund. See the full refund policy in the College Catalog or Schedule of Classes.

## **What if I have to miss my first class?**

Students who do not attend the first class risk being dropped by the instructor. If you can't attend the first class, it's a good idea to contact the instructor by e-mail or phone or leave a message in his/her mailbox.

## **Where can I get a College Catalog?**

The Catalog is available free to students enrolled in Orientation 1 classes and some Psychology 5 classes. Catalogs may also be purchased for \$5 from the Viking Bookstore.

---

# Financial Assistance

Apply as soon as possible!

If you need financial help to pay for the costs of attending Barstow College, the Financial Aid Office, located in the Administration Building, can offer assistance. Types of assistance include:

- Grants and scholarship (money you do not repay)
- Enrollment fee waiver
- Work study employment

## Who is eligible?

All students must reapply for Financial Aid each academic year. Awards are not renewed automatically. In order to receive financial assistance, a student must meet certain requirements, such as:

- Have “financial need” as determined by federal standards.
- Be a U.S. citizen or permanent resident.
- Be enrolled in a degree, certificate or transfer program at BCC.
- Have a high school diploma or GED, or pass an “Ability to Benefit” test.
- If male, be registered with the Selective Service if required by law.
- Complete a full application for financial aid, using a name that exactly matches your Social Security card.
- Not be in default on a student loan or owe repayment on a former grant.

## How do I apply?

Students who want to be considered for any state or federal financial aid should apply as soon as possible by completing a Free Application for Federal Student Aid (FAFSA). The FAFSA is available in paper and electronic formats. You can get the paper version from the Financial Aid Office. FAFSA processing takes approximately 6-8 weeks.

If you prefer, you can fill out a web-based version of the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (step-by-step instructions are provided on this site). FAFSA on the Web offers several benefits, including:

- You will get your Student Aid Report (SAR) sooner than with the paper form.
- Your FAFSA will be more accurate than a paper application, since the FAFSA on the Web has built-in edit checks to catch simple errors and you avoid errors introduced by the OCR process.

## What types of assistance might I receive?

- Federal Pell Grant—\$3,674\* a year
- SEOG—up to \$400\* a year
- BOGG—waiver of enrollment fees for eligible students
- Cal Grant B—up to \$1,551\* for two semesters
- Cal Grant C—up to \$576\* for tools, books, and supplies
- Federal Work Study—campus jobs for eligible students

\*Amount subject to annual change

## Can I apply for just a fee waiver?

Yes. The BOGW (Board of Governors’ Fee Waiver) involves a short application and can be processed almost immediately. You are eligible if you meet certain low income standards or are receiving public assistance. For additional grants, you must complete the FAFSA.

## Satisfactory Academic Progress

You must make satisfactory progress toward your goal or you will lose your eligibility.

You must:

- Complete at least 10 units if enrolled in 12 or more units
- Complete at least 7.5 units if enrolled in 9 to 11.9 units
- Complete at least 6 units if enrolled in 6 to 8.9 units
- Complete all units if enrolled in less than 6 units.
- Maintain a 2.0 ("C") average
- Complete your program within 125% of required units

## Return of Title IV Funds

Students who receive Title IV funds and withdraw from all their classes prior to 60% of the semester will be required to repay all or part of the federal grants that they have received. That is because students must "earn" their financial aid. Financial aid is "earned" for each day the student is enrolled during the semester. Failure to pay will result in denial of future financial aid from federal sources and a hold being placed on Barstow College accounts and records.

## Contacting Financial Aid

Students are urged to contact the Financial Aid Office when they register to see if they qualify for any type of financial aid. The office has all necessary forms and will assist students in completing them. It is the responsibility of the Financial Aid Office to ensure that you have the necessary knowledge to seek financial aid. By working together, the application procedure will be quicker and less stressful.

Students' financial aid information is available by phone at (760) 252-6868 or (877) 336-6868 or via the Internet at <http://ias.barstow.cc.ca.us>. For more information or assistance, contact the Financial Aid Office at (760) 252-2411 ext. 7205 or 7206.

## Description of Types of Aid

### Board of Governors Fee Waiver (BOGW)

You may be eligible for a BOGW to pay your enrollment fee if you or your family are low income or receiving AFDC/TANF, General Assistance or SSI, even for those taking less than 6 units. You may also be eligible if the Dept. of Veterans Affairs certifies that you meet the eligibility requirements of "certain disabled veterans, dependents of certain deceased or disabled veterans" or if you are a dependent of a deceased or disabled veteran of the California National Guard. Applications and BOGW-related information are available in the Financial Aid Office.

### Cal Grants

The deadlines for all Cal Grant applications are March 1 and September 2nd.

**Cal Grant A**—The Cal Grant A program provides assistance to students from low and middle income families in meeting California college tuition costs at four-year institutions. If you are awarded a Cal Grant A, it is held on reserve for you while you attend BCC.

**Cal Grant B**—The Cal Grant B program is for entering students who have not completed more than 16 units or one semester by the cut-off date and are from low income families.

**Cal Grant C**—For students from low income and middle income families, the Cal Grant C helps meet vocational training program costs. Selection is based on grades, vocational interests, and aptitude. Cal Grant C is not available to students who are pursuing a standard four-year college program.

### Federal Pell Grant Program

BCC participates in the Federal Pell Grant program which provides federal grants up to a maximum of \$4,000 per year for students depending upon the financial ability of the family and/or individual to contribute toward their cost of education.

### Federal Supplemental Educational Opportunity Grant (SEOG)

BCC participates in the Federal Supplemental Educational Opportunity Grant (SEOG) program which provides federal grants to a maximum of \$400 per year for students who qualify.

### Federal Work Study (FWS)

This program allows you to work and earn money around your class schedule to help pay for your education.

---

# Student Support Services

## Bookstore

The Viking Shop offers a variety of reading materials, new and used textbooks, a large selection of college logo items, school supplies and sundries. Students should bring a printout of their course schedule to find out which textbooks are required for each class. Students with ASB cards receive a 10% discount on textbooks. Textbooks are returnable during the first three weeks of instruction for full-term courses, if unmarked and with a receipt. At the end of the semester, a textbook "buy back" is held. The Viking Shop also sells computer hardware and software at educational discounts to qualifying students and staff. Students can send and receive faxes for \$1 per page. The Viking Shop is located next to the CalWORKs Office or call 252-2411 x7262.

## Business Office

The Business Office is located in the Administration Building and can be contacted at x7226. This office disburses financial aid and work study checks; processes refund requests; maintains student scholarship accounts; and collects fees, fines and payments on deferrals and returned checks.

## CalWORKs/Workforce Dev. Center

The Barstow College CalWORKs Program is a part of San Bernardino County's compliance with the Federal Welfare Reform Act. It allows for individuals receiving cash aid – Temporary Aid for Needy Families (TANF), formerly AFDC – to continue to attend college if they are:

1. Enrolled in school at the time County CalWORKs makes initial contact;
2. Making satisfactory progress; and
3. Enrolled in approved course work.

In addition, CalWORKs' clients must participate in "work-related activities" for a maximum of 32 hours per week. An approved combination of the following can be used to meet the requirement: class time, work study, work experience, subsidized or unsubsidized employment, internships, and/or reasonable tutorial time.

The Barstow College CalWORKs Program offers short-term course work in occupational and vocational areas. The CalWORKs Program can assist with obtaining child care and subsidized employment opportunities. The CalWORKs Program provides support in academic and personal counseling, tutorial services and personal development workshops.

If you would like more information about the Barstow College CalWORKs Program and how it may help you, please contact the CalWORKs Office at 252-2411 x7253.

## Child Care Center

ChildCare America offers discount rates for full- and half-time daycare for children, aged 6 weeks to 12 years. In order to receive the student/staff discount, BCC students must enroll in and successfully complete a minimum of 5 units per semester. For more information, call 252-2727.

## Computer Labs

In addition to class time, the campus computer labs provide students with a quiet place to complete homework assignments, take on-line and make-up exams and complete their on-line assignments. These labs are located in the "B" Building along the North Wall and in L6 in the Library. All students who wish to use computers during lab time must enroll in Educ 150 - Tutorial Support.

Each lab is equipped with Internet access, Microsoft Word, Excel, Access Publisher, Frontpage and PowerPoint, Acrobat Reader and several Microsoft Visual programs. L6 has Internet access and Microsoft Word, Excel, Access and PowerPoint.

Generally, the labs are available whenever there are no classes scheduled. Each lab posts a schedule indicating available lab times during the first week of classes. Evening hours are available Monday-Thursday, and the B6 lab is open on Saturdays. See the posted schedules for specific hours.

## **Counseling**

Barstow College offers comprehensive counseling services to assist students in meeting educational, vocational and personal goals. Every student should meet with a counselor early to plan a course of study. Each new, matriculated student must see a counselor in order to register and enroll.

BCC counselors offer extensive academic advisement, including educational plans, transfer advisement, degree and certificate evaluation, assessment score interpretation, interpretation of institutional academic policies, academic and progress probation counseling and career counseling.

Counseling is available on a walk-in or appointment basis. Call 252-2411 x7236 for an appointment.

In addition, the following courses help students choose their career paths and become successful college students: Orientation 1—College Success and Psychology 5—Career and Life Planning. All students are strongly encouraged to take these classes early in their college experience.

## **Disabled Student Programs & Services (DSPS)**

A variety of individualized support services are available for students who have physical or learning disabilities and for students with temporary disabilities due to injury or surgery.

For more information, visit the DSPS Office or call x7225. The DSPS Office is located behind the cafeteria across from the Viking Shop.

## **Extended Opportunity Programs and Services (EOPS)/Cooperative Agencies Resources for Education (CARE)**

EOPS is a state-funded program that provides special services and assistance to educationally and economically disadvantaged students. Services include a summer readiness program, priority registration, counseling, peer advising, financial assistance and other supportive assistance.

The CARE program is an affiliate program of EOPS. CARE benefits are available to students who have been on public assistance for one year, are single heads of household, have a child under fourteen years of age and are admitted into the EOPS program.

Students must enroll in 12 units, be a California resident for one year or more or active duty military and provide assessment scores. Contact the EOPS Office for eligibility criteria and an application at x7255 or x7201.

## **Financial Aid**

See Financial Assistance on pages 25-26.

## **Food Service**

The Viking Shop sells a variety of snacks and drinks, and there are soda vending machines located in the Science and Business buildings. Papa G's in the cafeteria offers a variety of meals.

## **Housing**

BCC does not maintain student housing.

## **Learning Disabled Students**

Individualized assistance is available to students with documented learning disabilities. Diagnostic testing is available for students who have not been previously diagnosed. Call 252-2411 x7225 for more information.

## Library

The Thomas M. Kimball Library houses more than 42,000 volumes and provides a variety of learning resources to students, including reference assistance, instruction, a periodical collection, research books, textbooks, audiovisual material, photocopying equipment and quiet study rooms. The library has a variety of electronic on-line databases and offers Internet access.

To apply for a library card, currently enrolled students must provide proof of registration and a picture I.D. and complete an application. Cards are valid through the end of the semester and can be renewed every semester that you are a registered student at Barstow College. There is a \$5 replacement fee.

Books may be checked out for two weeks, except reference works and books put on reserve by instructors. Magazines, pamphlets and college catalogs may be checked out for three days. There are fines for overdue materials. Students with unpaid fines or overdue materials will be denied library borrowing privileges, transcript release, and registration.

For further information about any of the Library's services, call x7270.

## Lost and Found

Found property should be turned over to the Maintenance Technician in the Warehouse or left in the mailroom in the Administration Bldg. Inquiries for lost property can be made to 252-2411 x7259. Owners must appear in person to identify and claim lost items. Unclaimed property will be disposed of after 30 days.

## Scholarship Program

BCC offers an extensive scholarship program. Benefactors awards more than \$12,000 in scholarships to BCC students each year. Each award is based on different eligibility requirements such as academic achievement, major, financial need, campus activities or community service.

A scholarship booklet is published in January with a March application deadline, and scholarships are awarded at Honors Day in May. Scholarships are listed online on the BCC web site. For more information, stop by Student Services.

## Student Insurance

All campus-related, accidental injuries must be reported immediately to Student Services at x7211 in order to be eligible for student accident policy insurance coverage. This coverage is limited to accidental injuries while participating in college classes or activities and is secondary to any other medical insurance the student may have.

Voluntary accident, medical or dental insurance is available to students at a special student rate through private insurance companies.

Applications may be obtained in the Administration Bldg.

## Testing Services

The Computer Labs are responsible for proctoring examinations for on-line courses and administering assessment and ability-to-benefit tests.

Assessment tests are offered for English, writing, mathematics and reading. Assessment tests are essential in evaluating your skill level and in assisting you to select the appropriate level of course work. Tests are required of all first-time college students. See pages 5-6 for exceptions. The ability-to-benefit exam is for non-high school graduates seeking federal financial aid.

Testing is available Monday through Saturday on a walk-in basis in the computer labs but only during specific time periods. Pick up a testing schedule for those times. Students should allow a minimum of two hours for testing.

## Transfer/Career Planning Center

The Transfer and Career Planning Center is located in C11 and offers the following services:

- Academic counseling
- College catalogs and videos, as well as on-line college information
- Interviews with college representatives
- Tours of local colleges and universities
- Admission applications for CSU and UC
- Transfer Admission Agreements
- Information on articulation agreements and transferability of courses
- Job announcements and referrals
- EUREKA--software offering California career information, including job descriptions, scholarships, college majors, and career information
- Employability skills assistance, including resume development and critique

## Tutorial Services

Tutoring is available free to students interested in strengthening their academic skills in specific subject areas. The Tutorial Services Program provides: (1) a walk-in tutoring center, (2) one-on-one tutoring, (3) group study, (4) a study hall, and (5) online tutoring. To take advantage of these services, a student must be registered in one or more courses at Barstow College and enrolled in Education 150.

Students taking online courses may not have the advantage of utilizing the Tutoring Center. Students who would like to use the online service must be registered in one or more courses at Barstow College and be enrolled in Education 150. To sign up for on-line tutoring, go to [www.bcconline.com](http://www.bcconline.com) and click on "Want a tutor."

To become a tutor, a student must have completed the course to be tutored with a "B" or higher, be referred by the instructor, maintain an overall 2.5 GPA, and complete the required eight-module training program.

For more information, call x7261 or drop by the Tutorial Services office located in the Library—BEFORE a problem arises.

## Veteran's Counseling & Advisement

Veteran's services are provided through Admissions & Records. Veteran's staff provides assistance to veterans and eligible dependents in qualifying for educational benefits and in planning educational programs. A veteran's counselor must approve the Request for Certification of Educational Benefits and any change in program.

## Vocational and Technical Education Act (VTEA)

The VTEA program assists eligible vocational students majoring in any of the following areas: accounting, business, business administration, computer science and management. Eligible students must be BOGW eligible and enrolled in a qualified vocational class. VTEA provides book loans, transportation assistance, child care assistance and academic/vocational counseling. For more information, call the Special Services Technician at x7230.

## Voter Registration

Voter registration materials are available for students who wish to register to vote in the Admissions & Records and Student Life Offices.



---

# Get Involved in Student Life

## Student Government

Participation in student government and activities enhances and enriches the student's education. To foster participation by students, two distinct and identifiable programs are offered: Student Government and Student Activities.

Student Government is represented by the Associated Student Body of Barstow College which annually elects its own administrative officers and student senators who are provided with practical leadership training and education in the functions of government and leadership. In addition, the Associated Student Body elects its own student trustee to the District Board of Trustees. The Student Senate, which consists of 12 senators, is afforded a variety of opportunities to participate in various College-wide committees and task forces. All these activities serve to provide students with opportunities to participate in the decision and policy-making processes of the College.

Student Activities programs at the College provide a rich variety of opportunities to participate in the planning, development and implementation of a wide variety of educational, cultural, social and recreational activities. These activities, whether College-wide or sponsored by a variety of special interest clubs and organizations, provide the student with opportunities for exploring and developing talents, making friends, realizing personal potential and experiencing a sense of community at the College.

Information about student government, student activities and student clubs and their membership procedures are available in the Student Life Office.

## Eligibility Requirements for ASB Senators and Officers

All students are encouraged to participate in ASB affairs and run for an elected position with the organization. Candidates for an elective office must complete the required nominating petitions and meet the eligibility requirements before their candidacy is approved. Candidates must carry a minimum class load of twelve units and have a minimum cumulative grade point average of 2.0 to be eligible to run for senator and 2.5 to run for

president or vice president.

## ASB Card

Students may purchase an ASB sticker each semester for \$5, which entitles students to a 10% discount at the Viking Shop on textbooks and discounts from local businesses, as well as free admission to BCC athletic events. Contact ASB for a list of businesses offering discounts and for more information about how to obtain an ASB card.

## Student Hour

The noon hours on Tuesdays and Thursdays are reserved for student activities. Clubs hold their meetings at these times. According to Board Policy, no staff/faculty meetings can be scheduled during student hour on Thursdays.

## Campus Clubs

Campus clubs are a great way to meet other students and share ideas and information. All student organizations operate under the umbrella of ASB. Each club has a constitution stating its objectives, membership criteria, and its organizational structure. This constitution is subject to, and approved by, the ASB Senate and is filed in the ASB Office. Minutes of meetings, budgets and calendars of events are submitted at appropriate intervals to ASB.

Active student organizations are listed below. Contact the ASB Office at x7258 for more information on each club. Each club also has a mailbox in the Administration Mail Room.

- Alpha Gamma Sigma (AGS) Gamma Chi Chapter
- Bridges to Beauty Club
- Callboard Performing Arts Club
- Club for Christ
- Computer Club
- MeCHa
- Multicultural Club
- Pacific Islanders Club
- Phi Theta Kappa Honor Society
- Pep Club
- Psychologie Club
- SCTA
- Special Programs Club
- Students for Humanity

## College Colors

The official colors of Barstow College are royal blue and gold. The official BCC mascot is the Viking.

## Sports

Barstow College's intercollegiate athletics program includes baseball, basketball and volleyball.

### Athletic Program

Men's Basketball  
Women's Basketball  
Men's Baseball  
Women's Volleyball

### Coach

David Grossman  
Kim Ensing  
Mike Gorman  
Ron Beck

Barstow College is a member of the Foothill Athletic Conference that includes the following community colleges: Chaffey, Cerro Coso, Antelope Valley, San Bernardino Valley, Rio Hondo, Victor Valley, Mt. San Jacinto, and College of the Desert.

All interested students are urged to contact Ray Perea, Athletic Director, or the respective coaches

for each sport to determine eligibility. In addition, a student athlete must maintain a cumulative GPA of 2.0 or higher in all course work computed since the start of the semester of the first participation to continue athletic competition. A student athlete must also pass a physical exam. Contact the Athletics Office at x7250 for more information.

## Cheerleading Program

BCC sponsors a cheerleading program to provide support to the Viking athletic teams. In order to tryout and participate on the cheerleading team, students must be enrolled in at least 12 units and have an overall grade point average of 2.0 or more. Graduating seniors from local high schools are also eligible to attend tryouts which are conducted each year prior to the beginning of the fall semester. Contact the Student Life and Development Supervisor at x7374 for more information.



# Calendar of Events for Fall 2003

## Main Campus Events

**Wednesday, September 3**  
**11am - 1pm**  
 ASB BBQ & DJ, \$1/plate,  
 Courtyard

**Monday, September 8**  
**12 Noon-1pm**  
 Student Issues Round Table  
 Focus on Tuition Hike,  
 Norman Smith Center

**Tuesday, September 9 -**  
**Wednesday, September 10**  
**9-11am & 5-7pm**  
 ASB Elections & Register to  
 Vote, Norman Smith Center

**Tuesday, September 9, 23**  
**12-1pm**  
 Computer Club Workshops,  
 \$35 for series, B3

**Wednesday, September 10**  
 Tickets on sale for Dodgers  
 vs. Diamondbacks baseball  
 game, \$5, Business Office

**Thursday, September 11**  
**TBA**  
 9-11 Tribute, Sportspark

**Friday, September 12**  
 ASB Parliamentary &  
 Procedures Workshop,  
 Norman Smith Center

**Wednesday, September 17**  
**11:30am-1:30 pm**  
 Movie, Norman Smith Center

**Thursday, September 18**  
**7:30pm**  
 Dodgers vs. Diamondbacks  
 baseball game, Los Angeles

**Wednesday, September 24**  
**11:30am-1pm**  
 Staff vs. students basketball  
 game, Gym

**October 1-December 5**  
 Christmas, Cops & Kids Toy  
 Drive

**Wednesday, October 1**  
**12-1pm**  
 Register to Vote,  
 Norman Smith Center

**Tuesday, October 7, 21**  
**12-1pm**  
 Computer Club Workshops,  
 \$35 for series, B3

**Wednesday, October 8**  
**7:30-9:30am**  
 Breakfast with ASB,  
 ASB Office

**Thursday, October 9**  
**10am-1pm**  
 College & University Day,  
 Gym  
**11am-1pm**  
 ASB BBQ, Amphitheater

**Monday, October 13**  
**12-1 pm**  
 Student Issues Round Table  
 Focus on Book Costs  
 Guest: Kim Young, NSC

**Tuesday, October 14**  
**1-6pm**  
 Blood Drive, Barstow Hospital

**Saturday, October 18**  
 Toys For Tots Golf Scramble

**October 20-29**  
 Halloween Office Decorating  
 Contest

**Tuesday, October 22**  
**11am-1pm**  
 ASB Luncheon & DJ  
 Amphitheater

**Thursday, October 23**  
**11:30am-1pm**  
 Movie, Norman Smith Center

**October 25-27**  
 PAL Children's Halloween  
 Haunted House, Barstow Mall

**October 25-28**  
 ASB National Conference on  
 Student Services.  
 San Diego

**Wednesday, October 29**  
**11:30am-1pm**  
 Students vs. Staff Volleyball,  
 Gym

**Thursday, October 30**  
 Judging for Office Decorating  
 Contest

**Friday, October 31**  
 Mardi Gras Float

**Tuesday, November 4, 18**  
**12-1pm**  
 Computer Club Workshops,  
 \$35 for series, B3

**November 5-21**  
 ASB Canned Food Drive

**November 7, 14, 21**  
**1-2pm**  
 College Bowl Quiz Game  
 open to BCC Staff &  
 Students. 4 people/team, \$40/  
 team, \$10/person, B-1

**Wednesday, November 12**  
**7:30-9:30am**  
 Breakfast with ASB,  
 ASB Office

**November 14-15, 21-22**  
**7:30pm**  
 Little Women (Play),  
 Norman Smith Center

**Saturday, November 15**  
 ASB Conference  
 "Unlock Your Potential  
 Through Leadership,"  
 Santa Ana

**Sunday, November 16**  
**2pm**  
 Little Women (Play),  
 Norman Smith Center

**Monday, November 17**  
 Thanksgiving Dinner Basket  
 Raffle. Sign up in ASB Office.  
**12-1pm**  
 Student Issues Round Table  
 Focus on Library Hours,  
 Norman Smith Center

**Wednesday, November 26**  
**11:30am-1pm**  
 Movie, Norman Smith Center

**Wednesday, December 3**  
**11am-1pm**  
 ASB Luncheon & DJ,  
 Amphitheater

**Thursday, December 5**  
**7pm**  
 Holiday Concert,  
 Norman Smith Center

**Monday, December 8**  
**7pm**  
 Lights of Learning,  
 Refreshments and Santa,  
 Norman Smith Center

**Tuesday, December 9**  
**12-1pm**  
 Computer Club Workshops,  
 \$35 for series, B3

**Wednesday, December 10**  
**11:30am-1pm**  
 Movie, Norman Smith Center

**Monday, December 15**  
**12-1pm**  
 Student Issues Round Table  
 Focus on Campus Security,  
 Norman Smith Center

## Fort Irwin Campus Events

**SEPTEMBER**  
**Tuesday, September 9 -**  
**Wednesday, September 10**  
**11am-1pm & 5-7pm**  
 ASB Elections

**September 9-22**  
 Free Giveaways

**Tuesday, September 16**  
**11am and 5pm**  
 Luncheon & Roundtable  
 Discussion, Raffle, Free

**Monday, October 6**  
 Free Giveaways

**Wednesday, October 8**  
 Free Raffle

**Tuesday, October 14**  
**11:30am & 5pm**  
 Luncheon & Roundtable  
 Discussion, Free

**Monday, November 3**  
 Free Giveaways

**Thursday, November 13**  
 Free Thanksgiving Dinner  
 Basket Raffle

**Thursday, November 20**  
**11:30am & 5pm**  
 Luncheon & Roundtable  
 Discussion, Free

**December 1**  
 Free Giveaways

**December 11**  
**11:30am & 5pm**  
 Luncheon & Raffle, Free

# Academic Policies

---

## Academic Probation and Dismissal (BP 4250)

Barstow College Policy 4250 explains specific academic expectations for each student. Students should become familiar with the Policy and the rights and responsibilities of both the student and the College.

To be making satisfactory progress, you must maintain a minimum GPA of 2.0. What this means is that you must receive grades of C in all of your courses, or that the grades that you receive must average out to at least a 2.0. Students whose records show a minimum 2.0 GPA or better are considered to be "in good standing."

Students who fail to maintain satisfactory progress are placed on academic or progress probation and may be dismissed.

You will be placed on academic probation if your cumulative GPA for all units attempted is less than a 2.0. This includes college credit that you may have transferred in from another college or university. You will be removed from academic probation status once your cumulative GPA is 2.0 or better.

You will be placed on progress probation if you have completed at least 12 units and half of all the units that are noted on your permanent academic record are grades of W, I and NC. In other words, more than half of the grades you receive must be A, B, C, D or F. If you receive too many units of D or F grades, then you may be removed from progress probation, but placed on academic probation.

If you are on either academic probation or progress probation (or any combination of the two) for three consecutive semesters, you may be dismissed from the college. Once dismissed, you may not attend the college for one semester.

You may appeal your dismissal through the Scholastic Standards Committee. Appeal forms are available from the Student Services Office. You will be notified in writing as to the disposi-

tion of your appeal, and of any conditions applied. The Scholastic Standards Committee's decision can be appealed to the Vice President of Student Services, whose decision shall be final, subject only to review by the President.

## Academic Renewal (BP 4240)

Besides repeating a course, another way of eliminating the negative effects that D or F grades have on your grade point average is to apply for academic renewal. Substandard course work will be disregarded in the computation of your BCC grade point average for graduation purposes only. The guidelines are as follows:

1. You may request academic renewal for up to two semesters by completing a petition available from your counselor.
3. Since the semester(s) in question, you must have completed at least 10 semester units of "C" or better work without NC, D, or F grades.
4. There must have been a period of at least twelve (12) months elapsed between the period for which forgiveness is petitioned and the time of submission of the petition.
5. Once a forgiveness has been granted, you are not eligible for any further consideration under academic renewal.
6. In any period forgiven, all course work is canceled for purposes of grade point calculation and unit earnings, whether passed or not. Courses passed satisfactorily may be used for meeting the requirements in general education, certificate or major area, even though the units are excluded from all calculations.
7. Academic renewal at Barstow College does not guarantee that other institutions outside the District will approve such action. This determination will be made by the respective transfer institution.
8. Action taken under this regulation will not remove the courses, units, grades or any other information from the official transcript. All work will remain legible in the permanent record to ensure a true and complete academic history.

## Repeating Courses (BP 4225)

Any course in which a student receives a D, F or NC may be repeated once. Upon repetition, if a higher grade is earned, only the higher grade shall be used in computing the grade point average, although the original entry will always remain on the student's permanent record. No other repetition of courses is allowed unless stated in the Catalog or without the written permission of the Vice President of Student Services.

## Attendance

You are expected to attend all sessions of each class in which you are enrolled. A student who does not attend the first class meeting may be dropped as a "no show" unless prior arrangements have been made with the instructor.

It is best to keep your instructors informed of any need for absence, but there is no such thing as an "excused absence" in college. Anticipated absences should be reported to instructors in advance in order to complete assigned work by due dates. All other absences should be reported to instructors immediately upon returning to class. Messages may be left for instructors by voice mail or in their mailboxes (located in the Administration Bldg.).

## If You Are Late

It is extremely important that you attend classes on time so that you do not interrupt class. Check the course syllabus for each instructor's policy.

## If The Instructor Is Late

If there isn't a notice on the classroom door, and if no administrative representative appears to advise you of changed location or otherwise, it is generally required for you to wait 10 to 15 minutes. If no one shows at that point, contact the Instruction Office in the Administration Building.

## Instructors' Office Hours

Full-time instructors' office hours are posted on the doors to their offices. Instructor schedules, including office hours, are also available in the Instruction Office and at the Switchboard in the Administration Building.

## Grading System (BP 4230)

Students can access their grades by phone at 252-6868 or via the Internet at <http://ias.barstow.cc.ca.us> approximately 2 weeks after final exams. If needed, official transcripts can be requested from Admissions & Records and unofficial transcripts can be obtained from either Admissions & Records or a counselor.

| Grade | Description  | Grade Points |
|-------|--|--------------|
| A     | Excellent  | 4            |
| B     | Good   | 3            |
| C     | Satisfactory   | 2            |
| D     | Passing, less than satisfactory  | 1            |
| F     | Failing  | 0            |
| CR    | Credit<br>Equivalent to grade of 'C' or better<br>Units not counted in GPA | 0            |
| NC    | No Credit<br>Equivalent to 'D' or 'F'<br>Units not counted in GPA          | 0            |
| IF/IX | Incomplete   | 0            |
| IP    | In Progress  | 0            |
| FW    | Failure to Withdrawal  | 0            |
| MW    | Military Withdrawal  | 0            |
| W     | Withdrawal   | 0            |
| RD    | Report Delayed<br>Grade delayed at grade processing                        | 0            |

**Credit/No Credit (CR/NC):** Petitions to be graded on a CR/NC basis must be completed and turned in to Admissions and Records by the end of the third week of semester-length classes or 17% of the term for short-term classes. CR is equivalent to a grade of 'C' or better.

CR grades earned may not be converted to a letter grade. Students electing CR/NC grading must meet all course requirements including papers and examinations. Units earned on a CR basis satisfy College requirements for graduation and certificates and are disregarded in computing grade point average (GPA). No more than 50% of all transcribed classes may be graded as CR/NC. Students planning transfer to a four-year institution are urged to check with a counselor to be certain such CR units are acceptable for transfer.

**Incomplete (IF):** Grades of Incomplete may

only be given when an unforeseen emergency prevents you from completing work in a course. The Incomplete grade must be removed by the end of the fall semester. You will receive a final grade when the work stipulated by the instructor has been completed and evaluated or when the time limit for completing the work has passed. A petition for extension of time limit may be submitted. The extension cannot be longer than one year, or over one request per class.

**Withdrawal (W):** This grade is assigned only if you drop the course between the 4th week and the last day of the 14th week or is dropped by the instructor during the same period.

**Failure to Withdrawal (FW):** Assigned for students who stop attending a course after the last date to drop.

**Military Withdrawal (MW):** This is assigned only for students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses. Upon verification of such orders, the "MW" grade will be assigned only if the drop occurs after the first three weeks of a semester.

**Hardship Withdrawal (W):** A student pleading extenuating circumstances may file a petition to have a "W" entered after the 14th week. This petition is reviewed by the Registrar. If approved, a "W" is entered on the student's permanent record.

## Grade Point Average

Your grade point average is computed by dividing the total grade points earned by the total number of units attempted. For example, if in any given semester the number of grade points earned is 36 and the total number of units attempted is 12, then the grade point average is 3.0.

## Grade Notification

Grades are available approximately two weeks after the end of each term. Students may receive grades in one or more of the following ways:

- **By Phone** - Call (760) 252-6868 and select the grade option.
- **By Web** - Go to <http://ias.barstow.cc.ca.us>
- **In Person** - Request an unofficial transcript in the Admissions and Records Office or from any counselor.

## Transcripts

A transcript is a complete list of all courses taken and grades received. Official transcripts may be requested in writing from the Admissions Office. Students need to allow up to fifteen working days to receive transcripts. The first two transcripts ever requested are free. Each additional transcript is \$4.

## Honors Awards Banquet

Each May, recipients of various scholarships and awards are honored at a formal banquet. The newly elected members of the student senate are installed at this time, and the graduating class valedictorian and salutatorian are announced.

## Scholastic Honors

BCC recognizes outstanding academic achievement during the fall and spring semesters. Honors are noted on student transcripts and the honor roll is published on the BCC web site. BCC also attempts to publish this information in the local newspaper.

- **Dean's Honors List:** Students who completed at least six graded units of work with a GPA of 3.5 or higher.
- **President's Honors List:** Students who completed at least 12 graded units of work with a GPA of 3.75 or higher.

## Graduation

Students can graduate in the summer, fall or spring. The commencement ceremony is held annually at the conclusion of the spring semester.

Students who anticipate completing their final requirements during the 2003-04 academic year must submit their petition for graduation by December 5 for Fall 2003 and March 21 for Spring 2004.

It is your responsibility to petition for graduation; degrees and certificates are not conferred automatically. Degrees and certificates are issued approximately 6-8 weeks following the end of each semester.

Commencement is a memorable event for both graduates and their families. A reception for students and their families takes place immediately following the commencement ceremony in the Norman Smith Center. Information regarding graduation exercises is mailed to prospective participants in April and is also made available on the BCC web site under "Student Services."

## Graduation with Honors

Graduates will be recognized during the commencement ceremony for academic honors if they achieve a grade point average of 3.25 or above based on the student's cumulative grade point average from the semester prior to graduation. Honors are based on all units applicable to the degree, including units transferred.

Graduates receiving an Associate of Arts or an Associate of Science degree will be eligible for academic honors based on the cumulative grade point average at the end of the semester in which the student applied and was approved for graduation. Honors are based on all units applicable to the degree, including units transferred. An honors notation is made on the student's diploma and permanent academic record.

Barstow College recognizes excellence at three levels.

| <b>GPA</b>   | <b>Honors Awarded</b>                        |
|--------------|--|
| 3.25 to 3.49 | Cum laude (with praise)                      |
| 3.50 to 3.74 | Magna cum laude<br>(with great praise)       |
| 3.75 to 4.00 | Summa cum laude<br>(with the highest praise) |



# Student Rights & Responsibilities ---

*Section 5000 of the BCC Policies and Procedures governs the right and responsibilities of students. Copies are available in the Library and the Office of Student Services.*

## Academic Accommodation

Students with verified disabilities who may require academic adjustments or auxiliary aids are strongly recommended to contact the Disabled Students Programs and Services (DSPS) Office early to ensure timely provision of services. Students are encouraged to identify themselves to the appropriate instructors to discuss the details and timelines necessary to provide appropriate accommodations. Students enrolled in on-line courses are encouraged to contact the DSPS Office to request academic accommodation. Complaints regarding academic accommodations may be directed to the College's 504 Officer at (760) 252-2411 ext. 7347.

## Academic Honesty

Academic honesty is expected from all students at Barstow College. Dishonesty in the classroom or the laboratory, cheating, plagiarism or knowingly furnishing false information to the College are all grounds for discipline.

## Campus Security Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires that all colleges and universities receiving Title IV student aid assistance prepare and distribute an annual report which sets forth its policies on crime prevention issues and gives statistics on the number of specific crimes which occur on campus and the number of arrests on campus for liquor law violation, drug abuse violations and weapon possessions. In addition, the act requires colleges and universities to provide timely warnings to the campus community of certain crimes reported to campus security by local law enforcement which may be considered a threat to other students and employees. On an annual basis, this information will be disseminated to students, faculty and staff and made available in the Library and Office of Student Services after September 1 of each year.

Although the College provides security and takes reasonable preventive measures, it is important that students also take reasonable preventive steps to prevent or avoid criminal behavior. The majority of crimes on the campus are crimes of opportunity. This includes theft of private property such as bicycles, backpacks, books and theft from vehicles. Awareness by members of the campus community is a major factor in reducing these types of crimes. Your willingness to secure your property and report suspicious activities to a staff member or the Switchboard immediately will assist in this endeavor. There is an "Incident Form" available at the Switchboard that will assist us in keeping our campus environment safe. Please make sure that you fill out and report any incidents that you observe.

The following contains only information of crimes reported to the Barstow Police Department. In compiling and publishing these statistics, our intent is to educate, inform, and raise awareness levels to keep students, staff and visitors vigilant at all times.

| CRIME                        | '00 | '01 | '02 |
|------------------------------|-----|-----|-----|
| Criminal Homicide            | 0   | 0   | 0   |
| Murder/Manslaughter          | 0   | 0   | 0   |
| Negligent Manslaughter       | 0   | 0   | 0   |
| Rape                         | 0   | 0   | 1   |
| Robbery/Theft                | 2   | 2   | 5   |
| Aggravated Assault           | 2   | 4   | 1   |
| Burglary                     | 6   | 3   | 0   |
| Motor Vehicle Theft          | 2   | 0   | 0   |
| Arson                        | 2   | 0   | 0   |
| Liquor Law Violation Arrests | 2   | 0   | 0   |
| Drug Abuse Violation Arrests | 2   | 1   | 0   |
| Weapons Possession Arrests   | 2   | 0   | 0   |
| Other                        | 1   | 3   | 3   |

## Computer Use (AP 3720)

Employees and students who use District computers and networks and the information they contain, and related resources, have a responsibility not to abuse those resources and to respect the rights of others. Users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain

from seeking to gain unauthorized access and respect the rights of other computer users. Students failing to observe the College's computer use guidelines will be subject to disciplinary action.

### **Debts to the College**

BCC reserves the right to withhold grades, transcripts, degrees, registration privileges, or any combination thereof, from any student or former student who has failed to pay a proper financial obligation due the District (i.e., returned check, unpaid loan, equipment breakage, unpaid library fine, etc.). Any item(s) withheld shall be released when the student satisfactorily meets the financial obligation. Returned checks must be paid in the form of cash or a cashier's check, and a return check charge of \$10 will be added to the amount of the check.

### **Drug and Alcohol Policy**

Barstow College supports a drug-free environment. Both the abuse and moderate use of alcohol and illegal drugs can result in injury and death. While chronic problems are associated with long-term abuse, damage can occur from moderate or even a single experimental use of a substance. Alcohol and drug use seriously impair learning and motivation; disrupts the classroom; jeopardizes our physical and mental health; subjects us to criminal penalties, injures our families; erodes our relationships; and inhibits our ability to benefit from an education. Barstow College therefore asks you to support, maintain and promote actively a drug-free learning environment by being aware and informing others of College policies, referral sources for help and the substantial legal, personal and health consequences associated with use. If you or someone you know is having problems with alcohol or drugs, seek out confidential assistance on-campus, or from one of the community agencies listed below.

### **District Policy**

In accordance with federal and state laws, it is unlawful to manufacture, possess, use, sell or distribute alcohol, narcotics or other controlled substances on College property or at any College-sponsored activities and is subject to disciplinary action.

### **Health Consequences**

Even experimental use of substances may result in:

- Impaired learning due to poor concentration, fatigue, drowsiness, anxiety, altered perception, confusion, indifference, depersonalization, memory loss, panic attacks and drug-induced psychiatric problems.
- Impaired judgment leading to driving under the influence of alcohol/drugs, accidents, violent and abusive behavior, criminal acts, financial troubles, unwanted pregnancy, sexually transmitted diseases, acquaintance rape, attempted or accomplished suicide, permanent injury or death as a result of substance overdose.
- The intravenous use of drugs can result in hepatitis, tetanus, abscesses and AIDS.
- The use of stimulants can lead to cardiac fibrillation, heart attack, seizures, respiratory arrest and death.
- The most common negative health consequences from occasional drinking are trauma-related (i.e., auto accidents, violent and abusive acts) and involve both the drinker and non-drinking victims.
- Long-term alcohol abuse can cause brain damage, cirrhosis of the liver, hepatitis, permanent incardination, ulcer disease, gastritis, pancreatitis, heart disease, stroke, anemia, sexual dysfunction, cancers and many other health problems.

### **Barstow College Legal Sanctions**

As a Barstow College student, you are subject to both College regulations and the laws and penalties of the State of California for alcohol/drug offenses. As a student, if you are under the influence of alcohol and/or drugs, or if you are discovered selling, or dispensing drugs on campus or at any College function, you can be suspended, expelled and criminally prosecuted.

### **State of California Legal Sanctions**

For a first offense of driving under the influence of alcohol and/or drugs, you may serve 96 hours to six months in jail and pay a fine. It is unlawful for anyone with a blood alcohol content (BAC) level of .08 percent or above to drive a motor vehicle or ride a bicycle on a highway.

- For possession of marijuana (1 oz. or less), you can be fined up to \$100 and receive a

criminal citation.

- For possession of marijuana (more than 1 oz.), you may receive up to 6 months in county jail, up to a \$500 fine, or both.
- For possession of cocaine, you can be imprisoned in a state prison.
- For sales of any illegal drug, you can be imprisoned in a state prison.
- Any person under the age of 21 years who has any alcoholic beverage in his/her possession on any street or highway or in any public place can be convicted of a misdemeanor.
- It is a misdemeanor crime to sell, give or furnish alcohol to anyone under 21 years of age.
- Carriers of motor vehicle insurance can increase premiums, cancel or deny renewal as a result of driving under the influence convictions.

### **For Free Confidential Assistance**

For assistance off-campus, call:

- Alcoholics Anonymous (408) 297-3555
- Narcotics Anonymous (408) 998-4200
- For a more comprehensive listing of off-campus referrals, contact a counselor.

### **Non-Discrimination Policy**

The District is committed to equal opportunity in educational programs, employment and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes and programs without regard to age, race, religion, creed, color, national origin, ancestry, disability, gender, marital status or sexual orientation.

Students can present complaints regarding alleged violations of this policy to the Human Resources Director at (760) 252-2411 ext. 7277. Complete instructions for filing a complaint can be found in Board Policy and Procedure 3410.

### **Safety and Health Program**

Barstow College strives to ensure the safety of its students, employees and visitors by promoting safety awareness and providing a viable Injury and Illness Prevention Program. Everyone is encouraged to participate in using good judgment, practices and procedures to prevent any

unnecessary injuries or illnesses. If any unsafe or hazardous acts or conditions are observed, they should be reported immediately to an instructor, immediate supervisor or the Safety Program Coordinator.

### **Section 504/Americans With Disabilities Act Policy**

Barstow College supports the idea that no person shall, on the basis of a physical or mental disability, be unlawfully subjected to discrimination under any program or activity offered under the control of the College. Any student or applicant for admission who believes he/she has been subject to a discriminatory action on the basis of a physical or mental disability may file a complaint with the Vice President of Student Services. An employee or applicant for employment may file a complaint with the Human Resources Director.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the College's compliance with those provisions may also be directed to:

Office for Civil Rights, Region IX  
U.S. Department of Education  
Old Federal Building  
50 United Nations Plaza, Room 322  
San Francisco, CA 94102-7102  
(415) 437-8310  
ocr\_sanfrancisco@ed.gov

### **Sexual Harassment**

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: age, race, color, religion, ancestry, national origin, disability, gender, sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

Sexual harassment violates state and federal laws, as well as this policy, and will not be tolerated. It is also illegal to retaliate against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investiga-

tion, and retaliation constitutes a violation of this policy.

Sexual harassment is further defined as unwelcome sexual advances, requests for sexual favors and other conduct of a sexual nature when:

- submission to the conduct is made a term or condition of an individual's employment, academic status or progress;
- submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or education environment; or
- submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

For more information regarding this policy and the procedures involved, contact the Human Resources Director (for staff) at (760) 252-2411 ext. 7277 or the Vice President of Student Services (for students) at ext. 7347.

## **Smoking Policy**

Smoking is prohibited in all campus buildings.

## **Student Conduct (BP 5500)**

A student admitted to Barstow College has an obligation to conduct him/herself in a manner compatible with the social and educational functions of this institution. The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student. With regard to disciplinary

action, all students shall be entitled to due process in accordance with Education Code Sections 66017 and 76037 and Board Policy and Procedures 5520.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the College President.
3. Unlawful possession, use, sale, offer to sell, or furnish, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property.
6. Stealing or attempting to steal District or private property on campus, or knowingly receiving stolen property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, national origin, disability, sexual orientation or any other status protected by law, including but not limited to verbal or written slurs or threats, physical attacks or defacing property.
10. Willful misconduct which results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.

11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel. Stalking, harassing, hazing or abusing physically or verbally any College employee, any other student or visitor, or threatening to use force or violence against any member of the College community.
12. Cheating, plagiarism (including plagiarism in a student publication) or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of College facilities.
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Violation of published College rules, policies and/or procedures.
19. Failure to comply with directions of College officials or law enforcement officers acting in the performance of their duties; failure to identify oneself or provide identification to these persons when requested to do so.
20. Violating College or California Education Code regulations pertaining to student organization, distribution of literature and place and manner of public expression.
21. Unauthorized use of the name of Barstow College.
22. Failure to pay financial obligations to the College or to agencies for which the College acts as agent, or failure to return College property.
23. Solicitation of funds for political action or political party campaigns in violation of Board policy.
24. Failure to appear at a disciplinary hearing after being cited as a defendant or as a witness by a College administrator on behalf of either a plaintiff, or by a defendant under citation.
25. Disobeying traffic or parking regulations.
26. Attending or attempting to attend class(es) when not enrolled in the College or in the class(es).
27. Interfering with the instructional process, administrative duties or other College activities or programs.
28. Abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member or College official; use of computing facilities to interfere with a College computing system; and/or violation of the Barstow College "Computer Use Contract."

### **Student Discipline (BP 5520)**

Any student found in violation of the Standards of Student Conduct shall be subject to disciplinary measures in accordance with Education Code, Sections 76030-76036 and Board Procedure 5520. The following sanctions may be imposed: warning, probation, loss of privileges, restitution, discretionary sanctions, immediate interim suspension, removal from class, withdrawal of consent to remain on campus, suspension or expulsion. With regard to disciplinary action, all students shall be entitled due process in accordance with Education Code, Sections 66017 and 76037, and Board Procedure 5520.

### **Student Grievances (BP 5530)**

Barstow College encourages a prompt and equitable method of open communication between students, faculty and staff. A student may file a grievance when he/she believes that a College faculty or staff member has violated College rules, policies or procedures or other local, state or federal laws. For additional information or a copy of the Student Grievance Policy and related procedures, contact the Office of Student Services.

A summary of the current procedure is as follows:

- A student complaint/grievance must be initiated no later than the end of the academic semester following the one in which the alleged complaint/ grievance took place.
- Prior to any formal written allegation, a student should contact the individual with whom the student is having difficulties and attempt, in good faith, to resolve his/her concern. Students are encouraged to pursue this avenue first. Then, if students are not able to settle the issue at this level, students should contact a counselor.
- At this stage, in issues regarding a faculty member, students should contact the appropriate Division Chair, then it will be referred to the Vice President of Academic Affairs or Vice President of Off- Campus and Special Programs. The next step would be the President.
- In matters concerning issues other than academics, students should take the complaint to the Vice President of Student Services.
- When the grievance/ complaint is not resolved at the first level, the student may appeal to the Vice President of Student Services who will appoint a panel to hold a hearing of the grievance/complaint in compliance with established Board Procedure 5530.

## Grading Complaints

NO ONE CAN CHANGE THE GRADE ASSIGNED BY AN INSTRUCTOR EXCEPT THE INSTRUCTOR. In order to protect the student from an arbitrary change of a grade earned in a course, Education Code Section 76224 states:

"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor, and in the absence of mistake, fraud, bad faith, or incompetence, shall be final."

If you believe that your instructor gave you a grade in error, you need to first talk to him/her. If the situation is not resolved to your satisfaction, you may file a grievance in accordance to Board Procedure 5530.

## Student Right-To-Know Disclosure

In compliance with the Student Right-to-Know and Campus Security Act of 1990, it is the policy

of Barstow College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1997, all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period; their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Barstow College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 29.6% attained a certificate, degree, or became "transfer-prepared" during a three-year period (Fall 1999 to Spring 2002). Students who are "transfer-prepared" have completed 56 transferable units with a GPA of 2.0 or better.

Also based upon the cohort defined above, 12.7% transferred to another postsecondary institution (UC, CSU or another CCC) prior to attaining a degree, certificate or becoming "transfer-prepared" during a five-semester period from Spring 2000 to Spring 2002.

## Title IX Policy

Barstow College is committed to support all regulations under Title IX of the Education Amendments of 1972. "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Questions regarding Title IX policies can be directed to the Human Resources Director.

## Traffic and Parking Regulations

Parking permits are not required, except all vehicles utilizing disabled parking must have a state-issued placard, i.e. Department of Motor Vehicle issued placard, DP or DV plates.

The speed limit unless otherwise posted is 25 MPH on campus roads and 10 MPH in campus parking lots.

Repeated violations of Barstow College's traffic and parking regulations may result in disciplinary action.

# Definition of Terms

---

## **AA/AS General Education Requirement**

Courses which satisfy general education requirements for the Associate Degree.

## **Ability to Benefit (ATB)**

Students who do not have a high school diploma or GED who apply for federal financial aid must achieve passing scores on a basic skills examination to establish their ability to benefit from educational programs.

## **Academic Renewal**

A process to have previous substandard college work (grades and credits) excluded from computation of the cumulative grade point average.

## **Academic Year**

Fall and Spring semesters.

## **Add**

Officially enrolling in a course.

## **Advisory on Recommended Preparation**

A condition of enrollment that is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

## **Assessment/Placement Tests**

Tests given prior to registration for classes. The results are used to help students select appropriate classes.

## **Articulation**

Agreement between a community college and 4-year college in which the 4-year college agrees to accept certain community college courses as equivalent to their own.

## **Associate Degree (AA or AS)**

A degree (Associate in Arts or Associate in Science) granted by a community college which recognizes a student's satisfactory completion of an organized program of at least 60 semester units including the major and general education requirements.

## **Baccalaureate Courses**

Courses whose department number is 69 or below, e.g. English 1A; Math 36; Biology 11.

## **Bachelor's Degree (BA, AB or BS)**

A baccalaureate degree granted by a four-year college or university which recognizes a student's satisfactory completion of an organized program of study consisting of at least 120 semester units.

## **California Articulation Number (CAN)**

Identifies courses that can be used in lieu of others. For example, CAN BUS 2 at Barstow College will be accepted in lieu of a course that is designated as CAN BUS 2 at another campus. More than 70 Barstow College courses carry a CAN designation. For additional information, ask to see the CAN CATALOG OF COURSES in the Counseling Office.

Many other Barstow College courses are articulated with four-year institutions. Check for additional articulation in the Counseling Office.

## **Catalog Rights**

The privilege of retaining course and program requirements needed for graduation as listed in the catalog at the time of initial enrollment in college.

To retain catalog rights, a student must maintain continuous enrollment through the completion of requirements for graduation. Continuous enrollment is defined as earning college credit in at least one semester during an academic year without interruption of progression. A request for leave of absence must be approved by the Vice President of Student Services in advance of the term for which absence is anticipated.

## **Certificate**

A certificate granted by a community college which recognizes a student's satisfactory completion of an organized program of vocational study.

## **Class Section**

A specific course code number as identified in the class schedule.

## **Federal Work Study (FWS)**

A program of federal aid which provides funds for student jobs.

## **Community Service Class**

Fee based classes offered through the Community Services Program.

## **Corequisite**

A condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.

## **Course**

A series of lectures, labs, or other matter providing instruction on a specific subject.

**Credit by Examination**

Course or unit credit granted for demonstrated proficiency in a given area as determined by examination.

**Credit/No Credit**

A grading system by which units of credit may be earned but no letter grade is assigned. Such units are not used in computing the grade point average. The credit/no credit grading option should not be confused with non-credit courses.

**CSU**

California State University System

**CSU General Education Requirement**

Courses which satisfy general education breadth requirements for California State Universities.

**Degree**

A diploma granted by a college stating that the student has successfully completed a course of study in a specific field. The most common degrees are:

AA - Associate of Arts  
AS - Associate of Science  
BA - Bachelor of Arts  
BS - Bachelor of Science

**Dismissal**

A situation caused by low academic or progress performance or misconduct in which the student may not continue at the college without approval for readmission.

**Drop**

Officially withdrawing from a course, but remaining enrolled in college.

**Elective**

A course which is not required for a major or general education but is acceptable for credit. An elective course may be in any area of study.

**Full-time Student**

A student enrolled in twelve or more course units in a regular semester or four or more units during the summer intersession.

**General Education Requirements**

A group of courses required to earn a degree which provide a broadly based education.

**Good Standing**

A student whose grade point average and cumulative grade point average is a C (2.0) or better and has a course completion ratio of over 50%.

**Grade Point**

A=4, B=3, C=2, D=1, F=0

**Grade Point Average (GPA)**

An overall level of academic achievement used as a measure in making decisions regarding good standing, probation, disqualification, and dismissal, eligibility for graduation, and transfer to four-year institutions. The grade point average is derived from the following unit system:

A = 4 grade points per unit  
B = 3 grade points per unit  
C = 2 grade points per unit  
D = 1 grade point per unit  
F = 0 grade points per unit

The G.P.A. is calculated by dividing the total number of grade points received by the number of units attempted.

**IGETC**

Intersegmental General Education Transfer Curriculum is a series of courses that Delta College students may use to satisfy lower division general education requirements at any CSU and most UC campuses. All coursework applicable to the IGETC must be completed in order to be accepted by CSU and UC. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus.

**Independent Study**

Individual study in areas not covered by a regular course.

**Lower Division**

Courses at the freshmen and sophomore level of college.

**Major**

An organized program of courses within a discipline leading to an Associate Degree or Vocational Certificate.

**Matriculation**

A process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective.

**Non-credit Course**

Courses numbered 100 or above which grant no college credit or student grades. A non-credit course should not be confused with the credit/no credit grading option.

**Non-degree Applicable**

Course does not apply toward an associate degree.

**Non-Transferrable**

Course does not transfer to other colleges.

**Open Entry/Exit**

A course(s) which may be added to a program of study throughout the semester or may be completed upon fulfillment of course requirements at any time during the semester.

**Prerequisite**

A condition of enrollment a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

**Probation**

A period of time in which a student is conditionally enrolled contingent upon either improvement of scholastic achievement, improvement of course completion ratio, and/or conduct compliance.

**Program Changes**

Adding or dropping classes after the original program.

**Registration**

The process of selecting and enrolling in classes and paying the required fees.

**Schedule of Classes**

A publication used during registration, providing the subject, description of course, course number, course title, units, time, instructor and location of classes offered.

**Semester**

A term of the academic year --Fall and Spring, each lasting approximately eighteen weeks.

**Student Educational Plan (SEP)**

Requirements a student must meet and the courses, programs, and services required to achieve the stated goal. The SEP is developed by the student and counselor.

**Student Load**

The number of course units in which a student enrolls in any given term. Full-time status equals 12 or more units.

**TBA (to be announced/arranged)**

A notation in the Schedule of Classes indicating when the time of a class may be arranged independently or that the location is to be announced.

**Transcript**

An official document of courses taken showing the final grade received. Official transcripts must bear a seal of the college and signature of a designated college official.

**Transfer**

Changing enrollment from one college to another after meeting the requirements for admission to the second institution.

**Transfer Course**

A course acceptable for credit from one college to another.

**Units**

A measure of college credit based on one unit for each lecture hour per week or for every two to three laboratory hours per week.

**Units Attempted**

Total number of units in which a student has enrolled.

**Units Earned**

Total number of units for which a student has received a grade of A, B, C, D, or F or Credit/No Credit.

**UC**

University of California System

**Upper Division**

Courses or classes intended for the junior and senior years of college.

**Withdrawal from College**

Officially dropping all courses in a given term

---

# Frequently Called Numbers

(760) 252-2411 • (760) 252-6754 Fax

|           |                                |                |  |
|-----------|--------------------------------|----------------|--|
| 7395      | Accident Report                | 380-3905       | Macias, John                                     |
| 7236      | Admissions & Records           | 7259           | Maintenance & Operations                         |
| 7283      | Art/Music Labs                 | 7278           | Matriculation                                    |
| 7288      | Assessment/Placement Tests     | (858) 536-9913 | Miramar Campus                                   |
| 7258      | Associated Student Body        | 7330           | Nelson, Philip                                   |
| 7250      | Athletic Programs              | 7499           | Night Administrator                              |
| 7221      | Batarseh, Jacob                | 7486           | Ordway, Lee                                      |
| 7402      | Bawden, Alec                   | 7347           | Off-Campus Programs                              |
| 7262      | Bookstore                      | 7316           | Payroll  |
| 7234      | Bowen, Brenda                  | 7250           | Perea, Ray                                       |
| 7301      | Bulkley, Scott                 | 7325           | Pfeifer, Gene                                    |
| 7226      | Business Office (Refunds)      | 7374           | Poster Approval                                  |
| 7219      | Cafeteria                      | 7350           | Public Information Officer                       |
| 7253      | CalWORKs/WDC                   | 7326           | Records, Student                                 |
| 7230      | CARE                           | 7295           | Registrar  |
| 7286      | Cauble, Mark                   | 252-6868       | Registration, Telephone                          |
| 7374      | Cheerleading                   | 7243           | Ross, Amy  |
| 7380      | Child Care Center              | 7229           | Sage, Bret                                       |
| 7210      | Chisholm, Wendy                | 7211           | Scholarship Information                          |
| 7334      | Christensen, Randy             | 380-3478       | Schulthess, Rick                                 |
| 7374      | Clubs                          | 7299           | Security   |
| 7329      | Co-Lab                         | 7514           | Sievers, Jane                                    |
| 7288      | Computer Labs                  | 7255           | Special Programs & Services (SPS)                |
| 7488      | Conrad, Dennis                 | 7326           | Stage  |
| 256-0515  | Cosmetology Program            | 7313           | Student Accounts                                 |
| 7236      | Counseling Appointments        | 7211           | Student Handbook                                 |
| 7231      | Daugherty, John                | 7211           | Student Insurance                                |
| 7225      | DSPS                           | 7374           | Student Life & Development<br>(Activities/Clubs) |
| 7393      | Ensing, Kim                    | 7211           | Student Services                                 |
| 7255      | EOPS                           | 7214           | President  |
| 7304      | Facilities Rental              | 7255           | Suarez, Salvador                                 |
| 7205/7206 | Financial Aid                  | 7442           | Switzer, Barbara                                 |
| 7600      | Fitness Lab                    | 252-6759       | TDD/TTY (Phone for the Deaf)                     |
| 7443      | Food Handlers' Classes         | 7236           | Transcripts                                      |
| 7350      | Foundation                     | 7321           | Transfer & Career Planning Center                |
| 380-3905  | Ft. Irwin Campus               | 7261           | Tutorial Services                                |
| 7211      | Graduation                     | 7238           | Tuttle, Tracey                                   |
| 7211      | Grievances/Complaints          | 7288           | Typing Certification                             |
| 7240      | Grossman, David                | 7512           | Van Den Berg, Sally                              |
| 380-3095  | Heiden, Lynna                  | 7503           | Vantine, Larry                                   |
| 7284      | Henderson, Gloria              | 7338           | Vartanian, Sonia                                 |
| 7232      | Human Resources                | 7295           | Veterans Services                                |
| 7223      | Instruction Office             | 7290           | Vice President Administrative Svcs               |
| 7273      | Instructional Television (ITV) | 7224           | Vice President Academic Affairs                  |
| 7295      | International Students         | 7347           | Vice President Off-Campus & Special<br>Projects  |
| 7279      | Jelly, Joann                   | 7347           | Vice President Student Services                  |
| 7298      | Jensen, Dale                   | 7319           | Webmaster  |
| 7202      | Jiang, Zhenying                |                |  |
| 7321      | Job Listings                   |                |  |
| 7239      | Kellenberger, Fred             |                |  |
| 7233      | Lee, Louis                     |                |  |
| 7270      | Library                        |                |  |
| 7259      | Lost & Found                   |                |  |

*Part-time instructors may be contacted at their campus phone extensions.*

# Appendices ---