AMERICAN RIVER COLLEGE

2002-2003 Catalog

American River College
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www.arc.losrios.edu

Los Rios Community College District

The information in this catalog was accurate as of March 15, 2002, and does not reflect changes that may have occurred since that time.
Welcome to American River College

Your education is very important to us, and we trust that the information in this catalog will help you make the best academic and career decisions.

A college catalog is just one decision-making tool. If you haven’t already done so, I encourage you to make an appointment for a personal visit with a counselor to review your options and begin to build a plan that can take you toward achieving your goals. You can also get valuable information from instructional faculty and other college staff whose services are described on the following pages.

We value the diversity of people and ideas at American River College, and we enjoy that richness in an atmosphere of mutual respect and trust. You will find us willing to be your partners, whatever your educational goals, and hope to hear from you about ways in which we might serve you even better.

Learning is a lifelong process, and we take that to heart. Whether you seek a training certificate, university transfer, sharper job skills or new cultural experiences, we at American River College are here to provide those opportunities.

Marie B. Smith

Marie B. Smith

President
Summer Session 2002

June 10 ................................................................................................................................................. Instruction begins for 1st session
June 24 ....................................................................................................................................................... Instruction begins for 6-week/2nd session
July 3 ............................................................................................................................................................ End of 4-Week/1st Session
July 4 ............................................................................................................................................................ Independence Day Holiday
July 8 ............................................................................................................................................................ Instruction Begins - 4-Week/2nd session
July 18 ............................................................................................................................................................ End of 6-Week/1st session
August 1 ......................................................................................................................................................... End of 4-Week/2nd session
August 1 ........................................................................................................................................................ End of 8-Week session
August 1 ......................................................................................................................................................... End of 6-Week/2nd session
August 6 ....................................................................................................................................................... Grades Due

Fall Semester 2002

August 15, 16 ........................................................................................................................................... Instructional Improvement Days for Faculty
August 19 ...................................................................................................................................................... Instruction begins
August 24, 25 .......................................................................................................................................... Saturday and Sunday classes begin
September 2 .............................................................................................................................................. Labor Day holiday
November 11 ............................................................................................................................................. Veterans Day holiday
November 22 ........................................................................................................................................... Last day to drop full-semester classes
November 28-December 1 ...................................................................................................................... Thanksgiving recess
December 19 ................................................................................................................................................. Semester ends
December 23-31 ...................................................................................................................................... Winter recess
January 2 ....................................................................................................................................................... Grades due
January 2-15 ................................................................................................................................................ Semester Break

Spring Semester 2003

January 16, 17 ........................................................................................................................................... Instructional Improvement Days for Faculty
January 20 .................................................................................................................................................... Dr. Martin Luther King’s Birthday holiday
January 21 .................................................................................................................................................... Instruction begins
January 25, 26 .......................................................................................................................................... Saturday and Sunday classes begin
February 14 .................................................................................................................................................... Lincoln’s Birthday holiday
February 17 ................................................................................................................................................... Washington’s Birthday holiday
April 2 .............................................................................................................................................................. Last day to drop full-semester classes
April 14-20 .................................................................................................................................................... Spring recess
May 26 ............................................................................................................................................................ Memorial Day holiday
May 30 ............................................................................................................................................................. End of semester
June 2 ............................................................................................................................................................... Grades due

Note: Fall and summer registration take place at the same time. A complete calendar including important deadlines can be found in the class schedule. TES (Telephone Enrollment Services) is available every day, including holidays, from 7:00 a.m. to 10:00 p.m. for registration and adding and dropping classes. Online services are available every day through the college website. Access to TES and online services may be limited during Priority 1 registration and during system maintenance.
Be part of a tradition of excellence in education

American River College opened its doors as California’s 61st public junior college in 1955. Its history, however, dates back to February 28, 1942, when Grant Union Junior College was established in Del Paso Heights to train civilian personnel for national service during World War II. In 1945 the name was changed to Grant Technical College.

In June 1954, voters agreed to the establishment of a new junior college district, followed by the approval of a $3 million bond issue in November of that year. Grant Technical College ceased operation after 13 years and American River Junior College was born in the fall of 1955.

For the first three years, classes were offered at the former Grant Technical College campus. However, soon after its first semester of classes had begun, the college purchased a 153-acre site known as the Cameron Ranch on which to construct a permanent campus. By October of 1958, when official dedication ceremonies were held, eight new building complexes had been erected among the magnificent oaks native to the area.

Since that dedication the stately oak has been adopted as the official college symbol (including the campus seal), and many other facilities have been added to expand instructional and related services.

In 1965 the college became a part of the Los Rios Community College District and became American River College. Today, along with Sacramento City College and Cosumnes River College, ARC is directed by a seven-member board of trustees elected at large by voters residing in the district. Campus facilities development as part of the Los Rios District began with Davies Hall, a three-story classroom and faculty office building completed in 1966.

In 1968–1969 new facilities for chemistry, physics, engineering, women’s physical education, and technical vocational studies, were added.

The campus grew rapidly in the 1970s, including a three-story library, a horticulture complex, a major addition to the technical education facility, a child care center and counseling center.

The 1980s saw the completion of the Rose Marks open-air pavilion and a new bookstore (remodeled in the 1990s). Recent improvements include major remodeling of laboratories, and facilities for disabled student programs & services, and instructional technology. In 2002, voters approved a multimillion bond measure that will fund construction and renovation of classroom and laboratory facilities on campus, and elsewhere in our service area.

Since 1955, ARC has grown from 500 students to more than 24,000; from 32 full-time faculty to more than 400; from 8 certificate programs to 30; and from three occupational degree programs to 40.

American River College is among the ten largest community colleges in the state and is looked upon as a leader in innovative programs and services. It transfers more students to UC Davis and CSU Sacramento than any other community college.

Today, 47 years after its founding, American River College continues its leadership role among the Sacramento area’s institutions of higher education.

Vision, Philosophy and Mission

Our Vision

American River College is a quality learning community that transforms and enriches people’s lives.

Our Philosophy

We believe that:

- Students are the reason we are here; their education is our primary responsibility.
- Education plays an essential role in cultivating critical and creative thinking, and in fostering responsible citizenship.
- We must encourage students to recognize that learning can be a rewarding lifelong process.
- The college is a community in which every person is capable of growth in a familial atmosphere of mutual respect and trust.
- A wide diversity of cultures and opinions enriches our community and adds significantly to the transmission of a shared body of knowledge.
- The college serves as a resource for improving the life and culture of the greater community.
- We must assess our institutional effectiveness and use our resources to continually improve our programs and services.

Our Mission

American River College will:

- Serve all students who are capable of benefiting from community college instruction.
- Introduce students to those broad areas of human knowledge and understanding that contribute to purposeful and meaningful lives as members of a global community.
- Prepare students to transfer to a four-year institution.
- Provide education and training to prepare students for employment or to enhance career skills.
- Provide remedial education.
- Provide instruction in English as a second language for non-native speakers.
- Recognize student achievement through awarding certificates and degrees.
- Offer opportunities for lifelong learning and continuing education.
- Provide counseling and other support services to help students identify their goals and achieve their potential.
- Maintain an educational environment that respects and accommodates a diversity of individual backgrounds, abilities, interests and opinions.
- Work in partnership with students, business, the community, government, and other schools to foster community and economic development.
Things you may need to know

American River College is a public community college, offering instructional and support services and special programs during the day, evening and weekends on campus and at a growing number of locations in the community. The college awards Associate in Arts or Science degrees, occupational certificates, and transfer credit to students who wish to continue their education at a four-year college or university.

Accreditation

American River College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (3402 Mendocino Ave., Santa Rosa, CA 95403 (707) 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. The college’s A.S. Nursing Program is accredited by the California State Board of Registered Nursing. The Respiratory Care Program is accredited by the Council on Accreditation of Allied Health Education Program (CAAHEP). The Dietary Manager (Dietary Service Supervision) option is accredited by the Dietary Managers Association and the California State Department of Health Services. The Human Services option, Chemical Dependency Studies, is accredited by the California Alcoholism and Drug Counselors Education Program, and the California Association for Alcohol and Drug Educators.

Community Education

Off-Campus Classes/Outreach Programs

College Credit classes are taught at four off-campus locations in the northern and northeastern areas of Sacramento County. Classes offer the same credit as those taught on the main campus, and students can complete most degree requirements at the centers. Counseling, assessment, and other services are also available.

The outreach coordinator for American River College can be reached Monday through Friday, 8:30-2:30 at 484-8609.

The Outreach Centers are:

- **Ethan Way Center**
  - 1400 Ethan Way
  - Sacramento, CA 95825
  - Telephone: 563-3276
  - Hours: Mon. to Fri. 8:00 a.m. to 8:00 p.m.

- **Natomas Center**
  - Natomas High School
  - 3301 Rosin Blvd. (San Juan & Truxel)
  - Sacramento, CA 95833
  - Telephone: 922-5646
  - Hours: Mon. to Thurs., 5:00 p.m. to 9:00 p.m.

- **Sacramento Regional Public Safety Training Center**
  - 5146 Arnold Avenue, Room 110A
  - McClellan, CA 95652
  - Telephone: 570-5000
  - Hours: Mon. to Sat., 8:00 a.m. to 4:30 p.m.
  - (See Criminal Justice and Fire Technology in the program description section of catalog)

- **Sunrise Center**
  - Bella Vista High School, Admin. Bldg.
  - 8301 Madison Ave.
  - Fair Oaks, CA 95628
  - Telephone: 961-7606
  - Hours: Mon. to Thurs., 5:00 p.m. to 9:00 p.m.

Community Involvement

ARC Foundation

The American River College Foundation is a non-profit corporation established to support “excellence in education” at American River College. Since its inception in 1976, the foundation has provided over two million dollars of assistance in the form of scholarships, student success programs, instructional equipment, and many other programs. In addition to financial assistance to the college, the foundation is a vital link to the community and helps the college develop relationships that benefit both the college and community.

ARC Patrons

Organized in 1959, the American River College Patrons Club is a group of women who serve a liaison role between the college and the community. The Patrons Club sponsors an award to a managerial and classified staff person and each year a $2,000 honorarium is presented to an outstanding faculty member. Patrons also sponsor numerous campus projects and have contributed to many campus improvements including the college health center, theatre, music department, student services, and child care center.

Contract Education/Contract Training

Customized courses for Sacramento area businesses, governmental agencies and professional organizations are now offered in cooperation with the Los Rios Community College District’s Training Source. Training Source staff work closely with the business community to meet specific training needs by offering contract education and training programs. Credit courses that may lead to a degree or certificate can be taught at your worksite. For more information about contract education or training programs, call The Training Source at 563-3230.
Extension Classes

ARC Extension is a program of non-credit, fee-based classes and activities designed to serve individuals with educational goals that do not require college credit. Usually, these classes are shorter than credit classes and do not require lengthy preparation. Subjects include: art, business, computer use, jewelry, dance, foreign language, a special study skills series for children grades 4-8, and certificate programs in retail floristry and travel agency. ARC Extension also offers over 40 different on-line Internet classes. Please visit the ARC website [www.arc.losrios.cc.ca.us/] and click on the “Extension” button.

For more information about Extension course offerings, please call (916) 484-8643.

Facilities

Campus facilities are available to community groups whenever they do not conflict with ongoing instructional programs. Depending upon the day and time, nature of the program, and facilities used, a use fee is assessed to cover costs. For information call (916) 484-8643.

Instructional Television for Students

Each semester, ARC offers courses via TV for college credit. The course selection is based upon our curriculum and the availability of suitable courses through the Consortium For Open Learning. Books and other materials are set by the instructional staff, and all students must attend approximately five campus meetings along with viewing the broadcasted TV sessions.

Registration information is provided in the class schedule, and students pay the same fees and have the same access to support services as do on-campus students.

Instructional television offerings have afforded thousands of students the needed transfer and general education courses under a scheduling program which caters to those who cannot have everyday access to the campus. For ongoing information, refer to the class schedule, or call 484-8456.

Online Instruction

American River College may offer instruction via the Internet. Learning opportunities using this medium are of two types. In the first, all or most course instruction takes place on-line through the use of materials and activities posted on an Internet site. In the second mode, the instructor of a class that meets face-to-face in the traditional way also may use the Internet to post learning materials, resources and assignments, as well as provide individual contact with students through e-mail or other electronic means. Registration and rules governing these courses are the same as those of traditional in-person courses.

Non-Discrimination Policy

American River College, as part of the Los Rios Community College District, endorses the open-door policy of the district. Academic programs and services are open to all persons without regard to ethnic group identification, religion, age, sex, race, color, physical or mental disability, marital status, or sexual orientation. The non-discrimination policies comply with all federal and state laws and extend to all functions and activities of the Los Rios Community College District, including employment and employee selection, educational programs and services, admissions, and financial aid.

Students and employees who believe they have suffered discrimination based on any of the above reasons may file a complaint with the appropriate office:

Disciplinary: Gordon Poon—Vice President, Student Services
(484-8569)
Student Grievance Officer: Al Ghoston—Dean, Student Success
(484-8569)
Compliance Officer: Vicky Fong—Dean, Instruction
(484-8405)
Affirmative Action Officer: Vicky Fong—Dean, Instruction
(484-8405)
Sexual Harassment Officer: Vicky Fong—Dean, Instruction
(484-8405)
Title IX Coordinator: Vicky Fong—Dean, Instruction
(484-8405)
504 Coordinator: Robin Neal—Dean, Counseling
(484-8375)
Americans with Disabilities Act (ADA) Coordinator: Robin Neal—Dean, Counseling (484-8375)

Summer Session

College transfer, general education, occupational and technical-vocational classes are offered during the summer sessions. Those eligible to enroll are high school graduates and others 18 years of age or older who may benefit from college instruction. A student may enroll for a maximum of seven units of college credit during summer session; this work load is the equivalent of 18 units during a regular semester. College policies concerning non-resident tuition fees, veterans' benefits, and academic standards apply also to summer session. The library, cafeteria, bookstore, admissions office, job placement, financial aid office, career information, counseling center, and the child care center are open for the convenience of summer session students.
Helping you get there

Assessment Center
To assist the student in selecting courses and programs, the Assessment Center provides a variety of testing services. Academic tests are scheduled regularly for no fee. They include English, reading, mathematics, English as a Second Language and Chemistry 1A. (See Admission Procedures for testing required prior to registration).

Examinations to meet reading and math competencies are administered by the Assessment Center. (See competency section under the ARC Graduation Requirements.)

Career guidance, aptitude and self-exploration assessment are available for students enrolling in Counseling and Guidance 10.

The Assessment Center is located in the student services building. Office hours are Tuesday, Wednesday, 8:00 a.m.-8:00 p.m., Monday, Thursday, 8:00 a.m.-5:00 p.m., and Friday 8:00 a.m.-4:30 p.m. whenever classes are in session. For additional information call 484-8423.

Bookstore
The college-operated bookstore is open from 7:45 a.m. to 8:00 p.m. Monday through Thursday, and from 7:45 a.m. to 3:45 p.m. on Friday to serve students and staff members.

The bookstore is conveniently located adjacent to the college cafeteria. The bookstore carries all required textbooks, supplemental textbooks, and a wide variety of supplies and other items. In order to better serve students, the bookstore purchases used textbooks on a year-round basis. The bookstore is totally responsible for all of its operating costs, and any remaining profit is used to support instructional related programs and projects on campus.

Cafeteria
The college-operated cafeteria provides food service from 7:00 a.m. to 7:30 p.m. Monday through Thursday, and from 7:00 a.m. to 2:00 p.m. on Friday, whenever classes are in session. The cafeteria operates a limited service during summer. During summer, the snack bar, kiosk and food cart are open from 7:00 a.m. to 2:00 p.m. Monday through Thursday.

Career and Job Opportunity Center
The Career and Job Opportunity Center offers resources to help students in making career decisions, planning for college, and searching for scholarships and job openings. Computerized career guidance programs aid in researching occupations, finding which colleges offer a specific major, investigating financial aid and more. Other computer programs offer personality analysis as related to careers, college search and entrance requirements, and resume formats.

Employment information is available to currently enrolled students who are looking for part-time, full-time and/or summer jobs. Students are encouraged to apply for jobs related to their majors in order to obtain relevant work experience. Current job listings are posted on bulletin boards and in industry-specific binders. Students are advised to check these sources frequently as new notices are received daily.

Additional services include current labor market information and on-campus recruitment by employers. Job-seeking skills workshops covering job search, resume writing and interview techniques are coordinated by the Career and Job Opportunity Center, located in the student services building. All these services are provided at no charge to ARC students and alumni. Call 484-8492 for additional information.

American River College operates child care programs for parents who are continuing their education at ARC. Several centers serve infant/toddlers, preschool children, and school-age children. Student-parents must meet eligibility requirements regarding income and need as established by the State Department of Education/Office of Child Development. Fees for the program are based on a sliding scale set by the Department of Education. Applications are available each semester when the class schedules are published.

Hours of operation are 7:45 a.m. to 10:00 p.m., Monday through Thursday and 7:45 a.m. to 4:00 p.m. on Friday for three to five year olds and school-age children, six to 12 years old. The infant/toddler program hours of operation are 7:30 a.m. to 4:00 p.m. Monday through Friday. Program options include part-time, full-time, morning, afternoon, or evening care. In the summer, care may be provided Monday through Thursday. Contact the center during the spring semester regarding the summer program.

The centers are licensed by the Department of Social Services. Also, the centers serve as a teaching laboratory for students in early childhood, child development, child psychology and nursing programs. The center is staffed by Child Development Permit teachers who plan and implement developmentally appropriate curriculums.

For further information regarding the priority list, eligibility and fees, please call 484-8651 or stop by the center.
Counseling

The primary goal of the Counseling Center is to provide opportunities for students to clarify their values and goals, to make decisions, and to develop self-esteem, self-confidence, and self-direction.

Toward this goal, a staff of competent, highly-trained, and diversely experienced counselors are available to assist students in identifying needs, assessing strengths, and overcoming barriers. Counselors may also assist students in the selection of appropriate programs of study relative to their chosen objectives. Educational objectives may include completion of a vocational program, transfer to four-year colleges and universities, enhancement of employment skills, or improvement of basic skills.

American River College's counseling services include academic counseling, educational counseling, career counseling, personal counseling. Academic counseling includes program planning, determination of transfer requirements, course information for a degree and/or certificate. Educational counseling includes selection of a major, time management, study skills, and course selection. Career counseling includes assessment of skills, interests, values, and personality styles, test referral and interpretation, exploration of career goals based on personal assessment, development and implementation of career plan. Personal counseling as related to success in college, includes self-awareness, interpersonal communication, stress management, relationship counseling, clarification and resolution of problem areas, referral to on-campus and off-campus resources.

Counseling services are offered to day and evening students. Appointments may be made by telephone or in person. Counselors are also available on a drop-in basis in the Counseling Center, located in the East Wing of the Administration Building and is open from 7:30 a.m. until 8:00 p.m., Monday through Thursday and until 5:00 p.m., on Friday. Call 484-8572 for counseling services.

For students attending classes at off-campus outreach centers, counseling appointments are also available at those locations. For Natomas Center, call 922-5646; for Sunrise Center, call 961-7606; for Ethan Way Center call 563-3276.

Disabled Students Programs And Services

The goal of Disabled Students Programs and Services is to promote equal access to programs and facilities at American River College, thereby insuring that students with disabilities have the opportunity to participate fully in campus activities. The philosophy of DSP&S is to encourage maximum independence and personal empowerment.

A variety of supportive services are available at no additional cost to the student with a disability. Specialized counseling services, interpreters for the deaf, tutors, notetakers, readers, test facilitators, and mobility aids are provided upon request. An array of specialized equipment, including adapted computer hardware and software, are offered in an effort to accommodate most educational limitations.

Contact DSP&S for an appointment. Registration assistance is provided to students with verified disabilities to facilitate enrollment in classes. A comprehensive resource guide listing all specialized services and equipment for students with disabilities may be obtained at the following locations: admissions, counseling, health center, learning disabilities, and DSP&S.

For additional information, please contact DSP&S at (916) 484-8382; or 484-8365 (TDD). Materials in braille, large print, or audio tape format are available upon request. To contact Learning Disabilities, please call: 916-484-8487.

EOP&S/College Awareness/CARE Program

EOP&S (Educational Opportunity Programs and Services) is designed and funded by the State of California and the district to recruit and assist college students who show academic and financial need. EOP&S promotes student success with enrollment assistance, educational planning, tutoring and limited financial assistance. Participation is limited to California residents who are eligible to receive the Board of Governors Grant and have an academic need. The EOP&S office is located in the Student Service building.

EOP&S eligible students who are single head of household TANF/AFDC recipients may also be eligible to participate in the CARE (Cooperative Agencies Resources in Education) program.

ESL Center

ESL (English as a Second Language) students who would like to improve their English reading, writing, speaking and listening skills are encouraged to enroll in the ESL Center. Located in the Learning Resource Center, the ESL Center is open Monday through Thursday and two evenings per week. Courses offered through the center include ESL 265 and 65. Individual skills modules permit students to develop and reinforce English language skills at beginning, intermediate and advanced levels. Modes of instruction include written computer and video taped lessons. The center is staffed by an instructor, instructional aid and tutors available to answer questions and review student work. No prerequisites are required for course work, nor is concurrent enrollment in the ESL Program. However, students must know enough English to work independently on assignments with limited assistance.

Health Center

The goal of the Health Center is to assist the campus community in the maintenance of optimal health. Services include health assessment and counseling with appropriate referral to community resources; vision, hearing, and blood pressure screening; tuberculosis skin testing; hepatitis B, tetanus and measles/mumps/rubella immunizations; health education, including classroom and campus wide presentations; first aid and emergency care. A temporary rest area is available. All consultations are confidential.

Students with health problems or physical disabilities necessitating modification to the college educational or physical environment are urged to consult the Health Center and Disabled Students Programs & Services. Campus disabled parking permits are available in the Health Center.

The Health Center is staffed by public health nurses and a medical assistant. It is located in the administration building. No appointment is necessary.

Housing Information

American River College does not provide residence housing. However, the Activities Office does have information available on roommates, shared housing, and available rentals. The college does not screen or approve student housing.

Insurance

Students are not covered by the district or college for medical insurance. Students should arrange for some type of medical insurance if they are not covered by parents or individual insurance policies.
Beginning spring semester 2001, international students (F, J and M Visa) will be required to show evidence of approved health insurance coverage throughout the duration of their studies at American River College.

Library

The college library is designed to meet all academic needs, such as finding facts for a class assignment, researching a topic for an in-depth paper, or just plain studying.

Approximately 80,000 books await you on second and third floors. Quiet areas, group conference rooms, large tables, and individual desks are all part of the facilities provided for you.

The periodicals area contains current and back issues in paper and micro form formats, and has both print and CD-ROM indexes to help you locate articles in our magazines, journals and newspapers. Staff can help you to use these resources to the fullest.

The reference area holds about 6000 fact and statistics books, dictionaries, encyclopedias, atlases, pamphlets, and the electronic Newsbank. Librarians are available to help you use the library more efficiently, to give talks to visiting classes, and to teach a self-paced, workbook class in how to use the library.

Access to the book collection is through our online catalog we call LOIS. There are currently eight work stations. Staff will assist you in learning to use these catalogs.

Library hours are as follow:
Monday through Thursday: 7:30 a.m. to 10:00 p.m.
Friday: 7:30 a.m. to 5:00 p.m.
Saturday: 9:00 a.m. to 3:00 p.m.
Holidays & breaks as posted

There are many handouts explaining different parts of the library, and there is a self-guided tour and maps which will make it easier for you to find your way around.

Learning Resource Center

The Learning Resource Center is a well-equipped, professionally-staffed facility which offers students a personal approach to academic success through small classes, independent study, individualized tutoring and alternative modes of learning.

The Reading, Writing and English As A Second Language Centers are located here as well, and provide an opportunity for students to enroll in individualized, self-paced modules at a variety of skill levels. Staffed by instructors and tutors, these programs are open enrollment until the twelfth week of instruction. Summer programs are also available. Students may enroll under English 54, 254, 68, 268, and ESL 65, 265.

The tutoring program is a specialized service of the Learning Resource Center. The program provides individualized tutoring in most subjects for students who need academic assistance outside the classroom. Tutoring is conducted by instructor-approved student tutors, and is free to any ARC student. Students who demonstrate proficiency in a specific subject are encouraged to apply to become a tutor at the center. Tutors are salaried and must complete a tutor training seminar to comply with the state guidelines for tutoring in the community college.

ARC instructors teaching a variety of courses, from music to auto mechanics, are currently using technology to enhance their course offerings.

The ARC Learning Resource Center is unique because of the wide range of academic services available to students along with the latest in high technology equipment which includes over 100 microcomputers, video monitors, CD-ROM laser disk players, and listening/language stations all geared toward convenient and efficient forms of alternative learning styles. The center is located at the southeast corner of the campus near Davies Hall, and is open Monday through Saturday.

Maintenance Allowance

A California resident who resides more than sixty (60) miles from the nearest public community college campus may file an application for maintenance allowance in the college office of admissions and records. The rate of payment is determined by the State Chancellor’s Office and is issued to the parent or guardian of minor non-district students, and directly to adult non-district students and married minors. Payment is based on each day of full-time scheduled attendance.

Additional information is available in the office of Admissions and Records.

Matriculation

Students who enroll in credit courses are entitled to services designed to help them succeed. “Matriculation” is the official name of the process that brings the college and the student into an agreement for the purpose of realizing the student’s educational objectives.

For the college, the agreement includes providing an admission process; orientation to college, student services, pre-enrollment assessment, counseling, and advisement for course selection; a curriculum or program of courses; follow-up on student progress with referral to support services when needed; and a program of institutional research and evaluation.

For the student, the agreement includes identification of an educational intent and willingness to declare a specific educational objective within a reasonable period of enrollment. In addition, students will exercise diligence in class attendance and completion of assigned course work, completion of course work and maintain progress toward an education goal according to standards established by the college and the State of California. Students are encouraged to participate in all aspects of the matriculation process although they may be exempt or challenge part or all of the process with cause.
**How does the Matriculation process work?**

The matriculation process includes the following procedures designed to assist students in achieving their educational objectives.

1. **Admissions**
   - Admissions materials are available and must be completed by all students for enrollment into the college. All new and first-time students are directed by the counseling office to matriculation services as needed. New first time non-exempt students who complete the matriculation process are given priority registration which allows them to register with continuing students.

2. **Assessment**
   - All new (to college and/or to ARC) and non-exempt students are required to complete the basic skills assessment test in English or ESL, reading and mathematics. These tests will assist the counselor and the student to determine the appropriate skill level of the student when developing an educational plan. Test dates and times are available in the Assessment Center in the Student Services Center or in the Counseling Center.

3. **Orientation**
   - Orientation services are available to all students and required of all new and first time to American River College students who are non-exempt. Full orientation sessions are provided throughout the fall and spring semesters prior to the beginning of registration. After registration begins an abbreviated orientation is provided to all late registering students who require the service. (See Admissions Procedure under “Getting Started.”)

4. **Counseling Services**
   - All matriculation students must meet with a counselor prior to the beginning of classes for the purpose of developing a student education plan. Recent high school students are also encouraged to bring a copy of their high school transcripts with them to the counseling session. Most new students will see a counselor on the same day they receive orientation referred to above.

5. **Follow-up**
   - Students who experience academic difficulty will be referred to and contacted by the college Early Alert Counselor. Students will be instructed to attend a group meeting and then meet with a counselor to determine what intervention methods can be employed to assist them in meeting their education goals.

**Exemption Criteria**

Students can elect to not participate or be exempt from most or parts of the matriculation requirements based on the following criteria:

- Student has completed an associate degree or higher.
- Student satisfies at least two of the following:
  - identified a goal of upgrading job skills
  - enrolled for fewer than 12 units
  - concurrently enrolled in another postsecondary institution
  - declared no degree or occupational objective

Students who wish to challenge any part or all of the matriculation process (orientation, assessment, or counseling) must meet with the matriculation coordinator or designated representative to discuss the reason and rational for the challenge, or provide information to the matriculation coordinator supporting the challenge.

In addition, students wishing to challenge specific matriculation services will be informed of their rights to participate in all other non-disputed components, and will be asked to sign a statement waiving their right to the matriculation services, thus providing acknowledgment to the college of receipt of the information above.

**On-Campus Employment**

Part-time jobs on campus are available through the Career & Job Opportunity Center.

**Parking Information**

All students wishing to park a motorized vehicle in designated student parking are subject to a parking fee. Designated student parking areas are located in all parking lots on campus, except in parking lot “E” and the parking area in front of the Administration Building. A parking permit (decal) may be purchased:

- Automobiles - $30.00 per semester; $15.00 per summer session
- Motorcycles - $15.00 per semester; $8.00 per summer session

In place of the semester permit, students wishing to park automobiles on campus may purchase a daily parking ticket for $1 from machines located in various parking lots. Students driving motorcycles are encouraged to use semester or summer parking permits (decals) rather than daily parking tickets.

Parking by semester decal or daily parking ticket is enforced from 7:00 a.m. to 11:00 p.m., Monday through Thursday, and from 7:00 a.m. to 5:00 p.m. on Fridays whenever classes are in session. Vehicles not having a valid parking decal or daily parking ticket properly displayed will be given a parking citation.

Citations will also be issued for violations of campus parking and traffic regulations. A copy of campus parking/traffic regulations may be obtained from the Campus Police Office.

**Re-entry Center**

The Re-entry Center serves men and women who, after a period of absence, have decided to return to school. The program offers weekly support groups, campus and community referrals, career counseling, educational counseling, monthly workshops, speaker programs, and opportunities to network with other returning students. The center is located in the student services building. Call 484-8391 or stop by; appointments are not necessary. For valuable information for all re-entry students, visit the website [www.arc.lorrios.cc.ca.us/~reentry].

**ARC Scholarship Offerings**

ARC scholarships are generally awarded to students only after they have completed at least one semester at the college. Scholarships from many donors are available for the student who plans to transfer to a four-year institution, as well as for the student returning to ARC for a second year. Most scholarships are announced in early spring; however, others may be announced periodically throughout the year. Watch for special bulletins.

**Scholarships at Four-Year Institutions**

Students are urged to contact the school of their choice for full details on scholarship programs. Many four-year institutions have early spring deadlines for applications; contact schools in January for details.

The State of California offers a number of Cal Grant A, B & C scholarships ranging from $300 to $2,000 for tuition and fees on a statewide competitive basis for California residents. Application is included in the financial aid application. Deadline: March 2.
Transfer Center

The Transfer Center provides faculty, counselors and students the most current information to ensure a smooth transition to four-year universities and colleges. Applications, catalogs, and other resource materials, including Internet access, are available to students who are committed to transfer as well as to those exploring the possibility of transfer. Students may talk to community college counselors and meet with admissions advisors from several colleges and universities including California State University, Sacramento, University of California, Davis, and University of the Pacific. Each of the four-year representatives can assist with other campuses within their system.

Working through ARC counselors, students who meet certain criteria may enter into a Transfer Admissions Agreement (TAA) with California State University, Sacramento; San Francisco State University; University of California, Davis; University of California, Santa Cruz; University of California, Riverside; and University of the Pacific. TAAs guarantee eligible students admission as juniors to the above campuses. Unique programs offered by the Transfer Center are Spring in Davis and Crossover Enrollment. These programs offer students the opportunity to attend classes at UC Davis and CSU Sacramento, with fees waived while attending American River College.

The mission of the Transfer Center is to help students become aware of the many options available to them. ARC is committed to helping students become better informed so that they may plan for their future with as much knowledge and support as possible. The center is located in the Counseling Center (484-8685), and also maintains a website [www.arc.losrios.cc.ca.us/transfer].

Tutoring

The Tutoring Center provides individualized tutoring in most subjects for ARC students who need academic assistance outside the classroom. Tutoring is conducted by instructor-approved student tutors, who meet singly or in small groups with the students to be tutored. Tutoring at the center may be a part-time job for the ARC student who has shown proficiency in a subject. Further information is available from the tutorial center, located in the Learning Resource Center.

Veterans Affairs

The ARC Veterans Affairs Office, located in the administration building, expedites the processing of VA. Educational Benefit paperwork and coordinates with other campus services. New students who are veterans should contact the office at least two months prior to the term they plan to attend. Continuing students also should check in at least two months prior to the next term of attendance to complete any paperwork that may be required for continuous VA payment. In addition, all recipients must confirm their classes with the Veterans Affairs Office after completion of registration and once again the week before final exams begin. All material submitted to the Veterans Administration takes approximately two months for processing through the regional processing center at Muskogee, OK.

After enrolling at ARC, a veteran may apply for evaluation of military service experience for college credit. A copy of the veterans DD214 separation paper must be submitted at the Veterans Affairs Office and a petition completed during the first semester of attendance. Credit granted for military service is based on A Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education, Section E, Living Skills, of the ARC Graduation Requirements, will be considered fulfilled for veterans who receive credit for military service.

Writing Center/Reading Center

Students may enroll in individualized, self-paced reading and writing modules at a variety of skill levels ranging from basic skills development to the post-professional. Both centers, located in the Learning Resource Center, are staffed by instructors and tutors and offer open enrollment until the twelfth week of classes (English 254, 54 and English 268, 68). Open daily Monday through Saturday and evenings. Monday through Thursday, the centers are designed to appeal to a variety of learning styles for students who can work independently. Summer programs are also available.

Davies Hall Learning Community Center

This facility is located in conference rooms C, D, E, and F on the second floor of Davies Hall. It extends the services of the Reading Center and Writing Center to students needing assistance with reading and writing assignments in academic classes across the curriculum. Services include individual tutoring, workshops, facilitated study groups, and adjunct courses associated with specific instructors’ courses. For more information, visit the center or inquire at the Reading Center, Writing Center, or the English Area office.
President .................................................................................................................................. Dr. Marie Smith

Vice Presidents

Administrative Services ........................................................................................................ Robert Allegre
Instruction ............................................................................................................................ Colleen Owings
Student Services ................................................................................................................ Gordon Poon

Deans

Enrollment Services ............................................................................................................ Celia Esposito-Noy
Instruction .......................................................................................................................... Dr. Vicky J. Fong
Instruction ............................................................................................................................ Dr. Lee Thiel
Planning, Research & Development ................................................................................ Susan Lorimer
Student Success ................................................................................................................ Adolphus Ghoston

Behavioral and Social Sciences ......................................................................................... Whitney Yamamura
Business ............................................................................................................................ Barbara Blanchard
English .................................................................................................................................. Dr. Robert Frew
Fine and Applied Arts ...................................................................................................... Sheryl Gessford
Humanities .......................................................................................................................... Dr. Bruce Kinghorn
Learning Resources .......................................................................................................... Dr. Lee Thiel
Mathematics/Engineering/Design Technology ................................................................. Rachel Rosenthal
Physical Education ............................................................................................................. Jean Snuggs (Interim)
Recruitment and Information Services .............................................................................. Bruce Patt
Sacramento Regional Criminal Justice Training Center .................................................... Richard McKee
Science/Allied Health ........................................................................................................ Dr. Pamela Walker
Student Services ................................................................................................................ Robin Neal
Technical Education ........................................................................................................... Gabriel Meehan

Engineering Technology Center ....................................................................................... Dr. Scott Griffith
North Valley & Mountain Biotechnology Center ............................................................ Jeffery O’Neal
Making it possible to make ends meet

The Financial Aid Office is located in the student services building and administers financial aid in accordance with federal and state regulations and national policy. Funds are distributed to students who have documented financial need determined by the total resources available to them.

Parents are considered to have the primary responsibility for assisting the dependent student in meeting the cost of education. Financial aid is available along with parental contributions to meet the student’s academic expenses.

Aid to independent students is available based on student contribution and the student’s academic expenses.

The free application for federal student aid (FAFSA) is used to apply for campus-based aid and the Pell Grant/Student Loans. The application allows the government to calculate an impartial analysis to determine the expected family contribution.

The student completes the FAFSA application listing American River College as the college of choice and mails it in the envelope provided.

In approximately four weeks the Federal Student Aid Program will mail the student a Student Aid Report (SAR). The student will be notified by mail of the required documentation needed to complete their file. Documentation requested is confidential and must be furnished if the student is to receive aid.

Students awarded financial aid are notified by letter. The student has ten days to accept the award before it is canceled and reallocated.

A student or parent may not foresee accurately the expenses involved in attending college, and may find themselves in financial difficulty. While students must determine their own budget, in keeping with needs and resources, the following is the average annual cost of education for financial aid students attending American River College:

<table>
<thead>
<tr>
<th></th>
<th>At Home</th>
<th>Away From Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board/Room</td>
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<td>$6100</td>
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<td>Books/Supplies</td>
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<tr>
<td>Transportation</td>
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<tr>
<td>Personal</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$5244</strong></td>
<td><strong>$8860</strong></td>
</tr>
</tbody>
</table>

**Student Eligibility Requirements**

For Financial Aid

There are a number of requirements that must be met before a student is considered eligible for financial aid. Students must: 1) demonstrate financial need; 2) be a U.S. citizen or eligible non-citizen; 3) not be in default on a Perkins Loan, National Direct Student Loan, Stafford Loan, Guaranteed Student Loan, PLUS Loan, or Supplemental Loan for Students (SLS); 4) not owe a refund on a Pell Grant or Supplemental Educational Opportunity Grant; 5) be making satisfactory progress (financial aid and academic); 6) agree to use any federal student aid received solely for educational purposes; 7) have earned a high school diploma or GED/proficiency certificate, or have passed the ability-to-benefit test; 8) submit all requested documentations to the financial aid office.

Many of these items are collected at the time students apply for financial aid. Before financial aid is awarded the Financial Aid Office will verify that a student is enrolled in an eligible program and that he or she is making satisfactory progress.

**Reminder:** Men are required to register with the Selective Service System upon reaching 18 years of age in order to be eligible for financial aid.

**Satisfactory Progress Policy**

In accordance with federal regulations, all students on financial aid are required to meet established standards of satisfactory academic progress, whether or not the student is a prior recipient of financial aid. Failure to meet federal standards will result in the denial of aid.

American River College students are evaluated each semester against the following standards:

1. Maintain progress—complete at least 75% of units enrolled:
   Progress percentage = Total units with a grade of “F”, “W”, “I”, and “NC” divided by the total units attempted. Must be 25% or less.

2. Maintain a minimum of a 2.0 cumulative grade point average (GPA).

3. Total units—Students may earn up to 72 units at American River College toward the completion of degree or certificate program. Students who complete a degree, certificate or have accumulated 72 units will be denied financial aid.

**Appeal:** All students who are denied aid for lack of satisfactory progress may appeal the denial. Appeals are submitted in writing to be evaluated by a standing appeal committee.

If an appeal has been denied by the committee, the student may submit a new appeal when the deficiency has been resolved.

If you receive federal financial assistance and withdraw from all your classes, you may be required to repay all or part of the financial assistance you received. Failure to repay this debt may result in your loss of future federal financial assistance, your academic transcript put on hold, and collection cost assessed by the Department of Education.

If you must withdraw from school, you must follow the appropriate withdrawal procedures explained elsewhere in this catalog.

**Physical Education/TV/Variable Unit Classes**

A full-time student may count up to two units of physical education activity courses in his/her unit load; half or three quarter time students may count one unit of physical education activity courses.

Students may count one TV course in determining enrollment status.
Reinstatement

A student who is disqualified may have his/her eligibility reinstated by making up the unit shortage or raising the grade point average during a semester without financial aid. The units and semesters completed without aid count toward the maximum number of years and/or the 72-unit total eligibility.

Loan Checks - Loan checks are delivered to students in multiple disbursements. Before each disbursement, satisfactory academic progress will be verified. Student must maintain a 2.0 cumulative GPA, be enrolled in a minimum of 6.0 units and be in good standing. Failure to maintain satisfactory academic progress and successfully completion of 6.0 units in the fall semester will result in subsequent disbursements for the spring semester being denied to the student.

<table>
<thead>
<tr>
<th>Type of Assistance</th>
<th>Federal</th>
<th>State</th>
<th>Institutional</th>
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</thead>
<tbody>
<tr>
<td>Grant</td>
<td>Pell Grant*</td>
<td>Cal Grants A, B &amp; C</td>
<td>Scholarships</td>
</tr>
<tr>
<td></td>
<td>Supplemental Educational Opportunity Grant**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loan</td>
<td>Stafford***</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment</td>
<td>College Work Study****</td>
<td></td>
<td>Full or Part-time Employment</td>
</tr>
</tbody>
</table>

Note: General financial aid programs are need-based and eligibility is determined by application.

*Pell Grant
A federal entitlement grant program. Grant is determined by need, units and status.

**Supplemental Educational Opportunity Grant
A federal grant-in-aid which does not have to be repaid. Grants may range from $200 to $500 depending on need and availability of funds. FAFSA application required.

***Stafford Loan Program
Low-interest, long-term loan arranged through a participant commercial lending agency. May be half-time student. Repayment is deferred as long as the student is enrolled at least half time. Need based, must be awarded aid before applying for loan. Eligibility interview required.

****College Work Study
A federal program which allows a student to earn a part of their financial aid through a part-time job on campus. Hourly rate: $5.00. Need based, FAFSA application required.
Getting involved with campus life

Activities Office

The campus program of student activities is coordinated through the student activities office, located in the student services building. The office serves as a focal point for students and student groups, provides support services for campus clubs and organizations, and provides information about a variety of student projects, student leadership, activities and services.

The activities office provides photo identification cards, club information, student involvement opportunities, lost and found, distribution of material, publicity poster approval, general information, housing, This Week At ARC (weekly newsletter), a campus program of entertainment (special events, concerts, speakers, etc.), student grievance information and bike locker rental. A major responsibility of the staff of the activities office is to provide guidance and support services to the Student Association officers and representatives in their endeavors to meet the needs of all students. Also, the staff assists students interested in other clubs, organizations and activities.

Over 40 chartered clubs on campus are organized around various special interests and promote participation in a variety of cultural and social activities. Membership is open to all interested students.

Student Government

The Student Association, through the approved charter, is the recognized student government body that represents students in all phases of college life. Student government maintains the link between the students and the administration, faculty, classified support staff, and the district's board of trustees. Participation in student government is a valuable educational experience available to students.

Through the sale of Student Association cards, a comprehensive program of speakers, concerts, cultural events, entertainment and services are provided. All students can support the Student Association by purchasing a photo identification card, available throughout the year from the business services office. With the Student Association card you will receive many benefits: free admission to most athletic events, drama, musical productions and special college programs; free or reduced admission to all Student Association events; reduced bike locker fee; eligibility for Student Association scholarships; picture identification card; campus check-cashing privileges; and discounts at local businesses.

Intercollegiate Athletics

As part of our physical education program, ARC athletics hosts 19 intercollegiate athletic teams. They include the following: fall semester - cross country (m&w), football (m), golf (w), soccer (m&w), volleyball (w), water polo (w); fall/spring semester - basketball (m&w); and spring semester - baseball (m), golf (m), softball (w), swimming and diving (m&w), tennis (m&w), track and field (m&w).

Full-time students (12 or more units) who fulfill the requirements of both the Commission on Athletics and ARC are eligible to compete in freshman and sophomore years of intercollegiate athletic eligibility. With the aim of promoting both the athletic and academic success of our student-athletes, we have a full support service for athletic training/sports medicine needs and for academic advising and support.

ARC athletic teams are well respected among both the California community colleges and the four-year college and university systems. Our teams are always competitive, regularly qualifying for post-conference play. At ARC, the student athlete is always first—preparing and competing with integrity and good sportsmanship.

Publications

The Current, the college newspaper, is published weekly by a student staff under the journalism department, and the American River Literary Review is published each spring by the English Area.

During course planning, each new student receives a copy of the Student Guide.

A weekly information sheet, This Week, is available every Monday. Important campus announcements are made through this publication which is distributed in bulletin boxes on campus and in the activities office.
Admissions Eligibility

Any person who has earned a high school diploma or the equivalent, such as a certificate of proficiency issued by the State Board of Education, is eligible for admission to American River College. Non-high school graduates over 18 years of age, who demonstrate to the satisfaction of college authorities that they are able to profit by the instruction, may also be admitted.

Admission With Advanced Standing

American River College welcomes transfer students from other accredited schools and colleges; however, students who have earned grades averaging less than C will be admitted on probation.

Students who have been dismissed or disqualified from another accredited collegiate institution may be denied admission for one semester if applying for admission to ARC immediately after dismissal or disqualification. See Academic Dismissal.

Admission Procedure (Matriculation)

To be successfully admitted to the college, students must follow the procedures appropriate to their enrollment status:

All students new to American River College are required to participate in matriculation. Matriculation is a special program mandated by the state which is designed to improve student success in college. Matriculation brings the college and student together in a mutual agreement aimed at achieving the student’s educational goals through the college’s established programs, policies and requirements.

All First-Time Students

All first time college students need to complete the following steps before you may register:

1. Complete an application for admission online (www.arc.losrios.cc.ca.us) or at the college’s eServices Center.

2. Attend a new student orientation.

3. Take the appropriate assessment test. The ARC assessment test schedule is available at the Assessment Center (484-8423) and Counseling Center. NOTE: Assessment for recommended class placement is based on more than test scores alone.

4. See a counselor for assistance in developing your educational plan.

Now you're ready to register for classes at ARC.

All New Transfer Students

All new transfer students, except those transferring from Cosumnes River and Sacramento City Colleges, must complete the steps listed for first-time college students. Instead of a high school transcript, transfer students are required to mail official transcripts of all other previous college work to the ARC admissions office.

All Returning Students

All returning students must complete an application for admission, a Student Supplemental Data Form and must mail official transcripts of all other college work to the admissions office. Students should consult with an ARC counselor before registering for classes; call the Counseling Center (484-8572) for an appointment.

Exemptions

New students can elect to be exempted from matriculation requirements (orientation, assessment and/or counseling) if they meet one of the following two criteria:

1. Student has completed an associate degree or higher.

2. Student satisfies at least two of the following:
   a. Identified a goal of upgrading job skills.
   b. Enrolled in fewer than 6 units.
   c. Concurrently enrolled in another post-secondary institution.
   d. Declared no degree or occupational objective.

Challenges

All new American River College students are required to participate in the matriculation process with the exception of those who meet the above exemption criteria.

Students who wish to challenge the matriculation process should meet with the matriculation coordinator or designated representative to discuss the challenge. The college shall provide students with written and verbal information about the purpose of matriculation and the benefits of participation in each component.

Students wishing to challenge specific components will be informed of their rights to participate in all other nondisputed components.

Students will be asked to sign a document acknowledging receipt of the above information.

Fees

Community College Enrollment fees are set by the California State Legislature. Should the California State Legislature increase enrollment fees for the ensuing year, students who have registered for classes prior to any increase may be billed for the additional amount.

The general enrollment fee for California residents currently is $11 per unit for all students.

Refunds. The enrollment fee is refundable up to the last college day of instruction in any semester or summer session, provided the student has withdrawn from full-semester class(es) on or before the tenth college day of instruction, and from less-than-full-semester and summer session classes by the fifth day of the session.

To qualify for a refund, the student must officially drop the class(es) at the Admissions Office or by telephone within the time lines prescribed in the paragraph above; i.e., full semester classes--drop by the tenth day of instruction; less-than-full-semester and summer session classes--drop by the fifth day of the session. The student must also file a refund application with the college business office by the last day of instruction in the semester or summer session in which class(es) were dropped.

Refund eligibility will be determined by the date the class(es) were dropped and the date the refund application is filed with the college business office.
American River College 2002-2003

Non-Resident Tuition
Students who have not established legal residence in California will be required to pay a tuition fee in the amount of $154 per class unit (includes the Community College Enrollment Fee).

International Student Application Fee
Non-resident applicants who are both citizens and residents of a foreign country shall be assessed a non-refundable application process fee of $50. The application fee is due and payable with submission of the application for admission or readmission. International student applications will not be processed without payment of the fee.

International Student Tuition
International students who are admitted with a foreign student visa will be required to pay a tuition fee in the amount of $171 per class unit (includes the Community College Enrollment Fee). International students must enroll in a minimum of 12 units (full-time) and maintain good academic standing.

Tuition Refunds
Non-resident tuition fees must be paid in full at the time of registration. These fees are refundable only if a student withdraws during the first 10 days of the semester for full-semester classes and by the fifth day of the session for less than-full-semester classes. The tuition is 100 percent refunded if a student officially withdraws the first 10 days of instruction. There is no refund after the first 10 days.

Instructional Materials Fee
Students may be required to provide instructional and other materials required for a credit or non-credit course. Instructional materials may be charged in certain courses.

Parking Fee
See Student Services section on parking information.

Transcripts
Two transcripts are furnished free, and others may be ordered for $2 each, payable in advance. The student must initiate a written request at the Admissions Office. Transcripts requested by the last day of the semester will be mailed within 20 working days. A service charge of $10 is assessed for any transcript that is requested to be processed within 24 hours. Students may also request transcripts by faxing (916) 484-8864. A credit card is required for transcripts that are ordered through fax and a $10 charge per transcript is imposed.

Military Personnel and Dependents
Military personnel who are stationed on active duty in California and their eligible dependents are granted resident classification. This resident classification will continue for the duration of the student's enrollment (effective January 1, 2001).

High School Advanced Education Classes
Courses that provide enrichment and advancement in educational experience may be offered on a limited basis to advanced and exceptional high school students who have a minimum 2.7 GPA. Advanced education students may not take remedial classes (e.g. 200-level classes), classes which need to be repeated because of low grades, and classes offered in the student's own school.

High school students should request information from their high school counselor regarding eligibility. Prospective advanced education students should bring to the ARC Counseling Center a complete ARC application, an advanced education application form which has been signed by a parent and by a high school counselor or principal, an official transcript plus work in progress, and ARC assessment exam results. This should be done as early as possible in the semester prior to admission. After the advanced education application has been approved by the ARC counselor, the student may register for classes. Students must attend the first class session of the course. Late adds are discouraged. An advanced education student is not considered a continuing student when registering for classes for any subsequent semesters. Additional information can be obtained from the ARC counselor assigned to the student’s high school. Call 484-8572 for more information.

Enrollment fees will be waived for eligible high school students.

High School International Baccalaureate Program
American River College may award college credit for international baccalaureate (IB) higher level course completion with scores of 5, 6, or 7 given the course work is compatible with ARC's curriculum. Credit may only be granted upon evaluation and approval by individual academic departments in which the course exists. No credit will be granted for subsidiary level course work completed in the IB program. Students must have successfully completed 12 units at ARC and be in good standing before requesting college credit for IB higher level course completion. A maximum of 15 units may be awarded for credit toward an A.A. or A.S. degree. Credit may not be earned for courses which duplicate credit already allowed for advanced placement exams. No grades are given and the course credit does not enter into computation of the GPA for transfer or graduation from ARC. Students requesting consideration for college credit are to have the IB North America Office forward an official report of their scores to the office of admissions and records, American River College.

International Students
American River College welcomes international students from all over the world. Students who enter the U.S. on a non-immigrant visa (F, J, B or M) are considered as international students; however, there are different attendance requirements for each of these. ARC is approved by the Immigration and Naturalization Service (INS) to issue the I-20 Certificate of Eligibility for the F-1 visa. Requirements for admission as a non-immigrant F-1 student include: proof of proficiency in the English language, evidence of high school graduation, certification of financial ability, health examination to include evidence of freedom from tuberculosis, and medical insurance to cover emergencies while in the U.S. After admissability is determined, the International Student fee per unit is $171.00. International students are required to take a minimum of 12 units per semester. Additional expenses include Health Insurance coverage which is mandatory for all international students.

An international student must be enrolled in at least 12 units and must maintain a C (2.0) grade point average at all times, in order to be certified as a full-time student with the United States Bureau of Naturalization and Immigration Services (INS).

The application procedure for international students is lengthy. Application for admission as a foreign student should be initiated at least three months before the beginning of the proposed semester of entry.
Semester Deadlines

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>May 1</td>
</tr>
<tr>
<td>Fall</td>
<td>July 1</td>
</tr>
<tr>
<td>Spring</td>
<td>November 1</td>
</tr>
</tbody>
</table>

The International Student Office provides a variety of admission services to those applicants who are citizens and residents of other countries.

Open Courses

The policy of this district is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, whichever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1, of Chapter 6 of Division, 6 of Title 5 of the California Code of Regulations.

Prerequisites, Corequisites and Advisories

It is the intent of American River College to guide students into courses in which they will have the greatest chance for academic success. Therefore, you will find courses that have prerequisites, corequisites or advisories in their description. The definitions for prerequisites, corequisites and advisories are:

a) "Prerequisite" means a course that a student is required to take and pass in order to demonstrate current readiness for enrollment in another course or an educational program.

b) "Corequisite" means a course that a student is required to take in the same session as another course.

c) "Advisory on recommended preparation" means that a student is advised, but not required, to take a specific course before or in conjunction with enrollment in another course or educational program.

Prerequisite Verification

Students enrolled in courses that have a prerequisite will be asked to provide verification to the instructor that they have met the prerequisite. Verification can consist of a counselor verification form or student copy of a grade report. Corequisite verification requires a student registration printout. Students should bring verification with them to the first class meeting. Students trying to add a full class need to provide verification before the instructor will sign the add card. It is your responsibility to verify that you have taken the prerequisite or have the required skills.

Prerequisite Challenge Procedure

American River College strongly advises that students who do not meet a prerequisite should seek counseling advice for appropriate course selection prior to enrolling in Associate Degree credit courses. If you feel that you can meet the requirements, or one of the conditions below exists, then you can challenge a prerequisite. A Prerequisite Challenge Form can be obtained from the appropriate division or counseling. The form will explain what you must do. Criteria for challenging a course are:

1) You have knowledge or ability to succeed in the course without the prerequisite.
2) The course which provides the prerequisite is not readily available.
3) You believe that the prerequisite is discriminatory or being applied in that manner.
4) You believe that the prerequisite was established in violation of regulations and/or the established district-approved policy and procedures.

Once you have completed the challenge procedure, your challenge will be reviewed by a Department Prerequisite Challenge Committee. You will be informed in writing of the committee's determination within five working days of the review. If you register for a class and do not meet the prerequisite, the instructor has the right to drop you from the class.

Registration

Registration dates are listed in the calendar at the front of the schedule of classes and online (www.arc.losrios.cc.ca.us). Students may register online from home or work using a Web browser, by telephone, or in person at the college's eServices Center. Be sure to check the college website or printed class schedule for instructions. The schedule is available online, or may be purchased at the college bookstore, business services office, or admissions office. Copies also are available at Tower Books on Watt & El Camino Avenues.

Residence Requirements

American River College is a public college under California law. At public community colleges there are certain legal requirements pertaining to residence which must be honored. The application for admission includes a statement of residence. The law provides that a person can have only one residence. If you have resided in another state just prior to the residence determination date (the first day of the semester) even if you had been a California resident previously, you may be considered a non-resident for purposes of enrollment fees. Residency is determined at the point of admission once a completed application is submitted to the Admissions Office. Contact the Admissions Office for residency requirements.
Out-of-state students may be admitted to American River College provided their applications are approved. Out-of-state students are classified as non-residents.

Please see "Fees" for details on non-resident tuition. If a student is erroneously determined to be a non-resident and a tuition fee is paid, the fee is refundable provided acceptable proof of state residence is presented within the period for which the fee was paid. Refund requests will be processed only if accompanied by the receipt issued at the time of payment.

Fees are subject to change without notice upon approval by the trustees of the Los Rios Community College District and pending approval by the state legislature and governor.

A non-resident student who has falsified residency information shall be excluded from classes upon notification, pending payment of the nonresident fee. Written notification may be given at any time. Students excluded because of falsification shall not be readmitted during the semester or summer session from which they were excluded, nor shall they be admitted to any following semester or summer session until all previously incurred nonresident tuition is paid.
Keeping track of your progress

**Academic Honors**
Each semester a student enrolled in 12 units or more who earns a grade point average of at least 3.0 will be placed on the Honors list. Students earning a grade point average of 3.5 or higher will be placed on the High Honors list.

**Good Standing**
In determining a student's eligibility to acquire or remain in good standing and attendance at American River College, both quality of performance and progress toward completion of objectives are considered. A student who completes 12 or more semester units and earns a 2.0 GPA on a 4.0 grading scale and who completes 50 percent or more of all enrolled units merits a good standing relationship with the college. Students in good standing are limited to 18 units per semester. In exceptional cases a student may initiate a petition with a counselor to exceed the 18-unit limit.

**Academic Renewal Without Course Repetition**
A student may have previous substandard work, (D's or F's), earned at American River College alleviated. Courses and grades which no longer reflect a student's current educational objective and current level of academic success may upon petition be discounted in the computation of the grade point average. The following conditions must apply:

1. No more than 30 units of substandard grades may be discounted.
2. A minimum of three semesters must have elapsed and a minimum of 12 units with C grades or better must have been completed by the student after the most recent work to be alleviated was recorded.
3. Current educational objectives must be discussed with a counselor and the counselor's recommendation must be included on the petition.
4. Under no circumstances may course work be discounted if it was used to fulfill requirements for a degree or certificate that has been granted.
5. All grades will be shown on the permanent record and transcript of grades. However, a proper notation on the transcript will indicate the specific grades that were discounted from the grade point average.
6. Questions regarding this policy should be directed to the dean of enrollment services.

**Academic Probation**
A student is placed on academic probation if the student has attempted at least 12 units and earned a grade point average below 2.0 in all units that were graded. A student on academic probation may be subject to counselor intervention after the first semester of probation.

**Progress Probation**
A student who has enrolled in a total of at least 12 semester units is placed on progress probation when the percentage of all units in which a student has enrolled, and for which entries of “W”, “I” and “NC” are recorded, reaches or exceeds 50 percent of all units attempted. A student on progress probation may be subject to counselor intervention after first semester of probation.

**Unit Limitation**
A student on either academic or progress probation may be limited to 12 units, plus a physical education activity course, or to a maximum load recommended by the student's counselor.

**Removal from Probation**
A student on academic probation is removed from probation and acquires good standing when the student's cumulative grade point average (GPA) is 2.0 or higher. A student on progress probation is removed from probation and placed in good standing status when the percentage of units with entries of “W”, “I” and “NC” drops below fifty (50) percent of all units attempted.

**Academic Dismissal**
A student on academic probation is subject to dismissal when the student earns a cumulative grade point average of less than 2.0 in all graded units in at least three successive semesters.

**Progress Dismissal**
A student on progress probation is subject to dismissal if the percentage of units in which the student has been enrolled for which entries “W,” “I” and “NC” are recorded reaches or exceeds 50 percent in at least three semesters.

**Dismissal Period:** A student is required to remain out of college one semester, but may return on probationary status after that one-semester absence. Dismissed students are required to see a counselor before registering for classes.

**Appeal Option:** A dismissed student may appeal to the dean of enrollment services for permission to enroll without loss of semester, if the student feels that the cause for dismissal reflects extenuating circumstances. The burden of written documentation in support of these circumstances remains with the student. A dismissed student must see a counselor to initiate an appeal.

**Access to Student Records**
The Los Rios Board of Trustees, in order to meet the provisions of the Family Rights and Privacy Act of 1974 and the Education Code, has established policies giving students access to certain designated records. A summary of the rights and procedures for access are contained in the Students Rights and Responsibilities section of the Los Rios Community College District Policy manual. Complete copies of the Act, Education Code, and Board policies are available in the offices of the dean of enrollment services and the vice president of student services.
District Regulation 2265 provides for the release, without student consent, of specific student directory information (student name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended). In addition, federal law provides that representatives of the U.S. Department of Defense shall be provided a student’s name, address and telephone number for recruitment purposes. Students have the right to refuse the release of directory information by submitting a written statement to the Admissions and Records Office.

**Attendance**

College students are expected to attend all sessions of their courses. Excessive absence may result in the student being dropped from class by the instructor. Excessive absence is defined as the number of unexcused absences equal to the number of meetings of a class per week plus one.

If a student is absent because of illness verified by the Health Center or personal physician, the absence must be excused and the student allowed to make up work missed.

**Auditing**

American River College does not permit auditing. Audition is defined as attending a course without responsibility for completing assignments and without receiving a grade or credit.

**Catalog Rights and Election of Regulations**

**Determining Graduation Requirements**

For purposes of graduation from any of the colleges of the Los Rios District, students who remain in attendance in one regular session (quarter, semester, or summer session) at any California community college, or any combination of California community colleges, campuses of the California State University, the University of California, or any accredited institution of higher education, may elect to meet the requirements in effect at the Los Rios college from which the student intends to graduate, in one of three ways:

1. requirements in effect at the time of admission to a Los Rios college, or
2. requirements in effect at the time the student originally enrolled in an accredited college or university, or
3. requirements in effect at the intended date of graduation from a Los Rios college.

Please note:

- A college may authorize or request substitution for discontinued courses.
- Students changing their major field of study may be required to complete those requirements for the major in effect at the point of change.
- For purposes of this section, “attendance” means taking classes in at least one session (i.e. quarter semester or summer session) in each calendar year. Absence for attendance at another accredited institution shall not be considered an interruption in attendance.

**Change of Address or Name**

Students must report a change of address immediately to the admissions office. Students will be held responsible for all misdirected mail if the address change was not provided. Change of name as a result of marriage or court action should be reported to the same office with the proper documents to substantiate the change.

**Concurrent Enrollment**

Students enrolled at American River College may concurrently enroll for college credit at another institution. It is the responsibility of the student to request transfer of any credit earned in a concurrent enrollment program to the admissions office at American River College.

**Course Numbering and Credit**

**Numbering/Designation**

1-49 Courses numbered 1 through 49 are offered at the baccalaureate level. They meet requirements for Associate Degrees and are generally articulated for transfer with four-year institutions to meet major, general education, breadth or elective credit requirements. Students should check with their counselors regarding transferability of courses to University of California, private colleges and out-of-state universities.
Academic Standards

50-99  Courses numbered 50 through 99 are primarily occupational/technical and meet Associate Degree requirements. Some are acceptable for transfer by four-year institutions offering similar subject matter baccalaureate degrees. Check with your counselor.

100-199  Courses numbered 100 through 199 are credit courses and meet the associate degree major requirements. They are generally part of specialized programs, such as apprenticeship or fire technology postservice training.

200-299  Courses numbered 200 through 299 are credit courses that are considered developmental or remedial and are not acceptable for associate degree or transfer credit.

300-399  Courses numbered in the 300s are noncredit courses and are not acceptable for associate degree or transfer credit. (Example: Human Services 300, Supervised Tutoring).

Number & Letter: Courses with both a number and letter are usually intended as sequential offerings. (Example: Physics 4A, 4B, 4C).

All courses in the ARC catalog numbered 1-199 are acceptable toward meeting the 60 unit requirement for an Associate in Arts or Science degree at ARC. The California Articulation Number (CAN) identifies some of the transferable, lower division, introductory, preparatory courses commonly taught within each academic discipline on college campuses.

Lists of courses from campuses participating in the CAN system are accessible in counseling offices. The system assures students that CAN courses on one participating campus will be accepted “in lieu of” the comparable CAN course on another participating campus. Example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on another participating campus. The campus also retains its own numbering system.

Participating campuses are listed in the class schedule. California Articulation Numbers are listed parenthetically by each course description.

Credit/No Credit Grading

A student may elect one course per semester from courses for which optional grading is permitted to be graded on a credit or no-credit basis. A petition must be filed with the admissions office for this option prior to the deadline published in class schedules. Deadlines for filing the request for courses of less than semester length (6 week, 8 week, etc.) are published in class schedules. The equivalent of A, B, or C received for the course will be recorded as CR, with units earned. The equivalent of a D or F will be recorded as NC with no units earned. Units attempted for credit-no credit grades are not computed in the grade point average, but are used for determining progress probation and dismissal.

A student who has elected to be graded on a credit-no credit basis may not have the CR or NC changed to the letter grade (A, B, C, D, F) assigned by the instructor.

A maximum of 20 credit units may be applied toward the Associate in Arts or Science degree.

Grades and Grade Point Averages

At the end of each semester, the college reports students’ grades for every course undertaken. The grading standards, with their grade point equivalents, are as follows:

A  Excellent, 4 grade points per unit.
B  Good, 3 grade points per unit.
C  Satisfactory, 2 grade points per unit.
D  Passing, less than satisfactory, 1 grade point per unit.
F  Failing, 0 grade points, no units earned.
CR  Credit (C or better), not computed in GPA.
NC  No Credit (less than C), not computed in GPA but affects progress probation and dismissal.
I  Incomplete, not computed in GPA but affects progress probation and dismissal.
IP  In progress, course transcends semester limitation.
RD  Report Delayed.
W  Withdrawal, not computed in GPA, but affects progress probation and dismissal.

Grade Point Average = Total Grade Points Earned
                     Total Units Attempted with Letter Grade

Progress Percentage = Total Units
                     W” “I” and “NC”
                     Total Units Enrolled

Grades of Incomplete

An incomplete grade, “I,” may be assigned by the instructor when, in the judgment of the instructor, the student is unable to complete the requirements of a course before the end of the semester because of unforeseeable emergency or other justifiable reasons. To receive credit for the course, the incomplete work must be finished no later than one year from the end of the semester in which the incomplete was assigned. A final grade will be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has elapsed. A student receiving an incomplete may not re-enroll in the course. A student may petition for a time extension due to unusual circumstances.

Grades of In Progress

A student receiving an in-progress grade must re-enroll in the course in the subsequent semester. Failure to re-enroll will result in an evaluative grade being assigned in lieu of the in-progress.

Graduation

American River College has one graduation ceremony each year at the end of spring semester in May. August, December and May graduates may participate in this commencement exercise. All students who are eligible for the Associate in Arts or Science degree must petition by the deadline dates noted in the calendar.
Incoming Transfer

The academic record of a transfer student will be evaluated according to ARC scholarship standards. Students with a cumulative grade point average below 2.0 will be placed on probation. Those who were disqualified from the college previously attended may not be eligible to attend American River College for one semester. If the student's cumulative grade point average is 2.0 or higher and in good academic standing, he or she will enter in good standing.

Remedial Unit Limitation

The California Community Colleges Board of Governors has adopted regulations limiting the number of remedial course units a student may take to 30. These courses are usually numbered in the 200 series. Students may petition for a waiver to the thirty-unit limitation through a counselor.

Repetition of Courses

A student may repeat, only once, a course taken in an accredited college for which substandard grades were received. For purposes of course repetition, substandard work is defined as a D, F, or NC grade. The grade a student earns in the second or last enrollment is used exclusively in determining grade points earned for that particular course. All work will remain on the permanent record, insuring a true and complete academic history. Students may not repeat a course in which they earned an incomplete. Students repeating courses without authorization will be prevented from enrolling or administratively disenrolled from the course. Students may request to repeat courses needed to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Questions concerning this policy should be directed to the dean of enrollment services.

Unit of Credit

College credit is measured in terms of the “unit.” One unit is earned by performing three hours of work per week for one semester. Three hours may be spent entirely in the classroom, or partially in the classroom and the remainder in outside study. In recitation-lecture courses, one hour in the classroom and two hours of study preparation per week constitutes one unit. In the laboratory, three hours per week with no outside study constitutes one unit.

Withdrawal from Class or College

A student may withdraw from full-semester courses of instruction without notation being placed on the permanent academic record if the withdrawal is submitted to the Admissions Office prior to the end of the fourth week of classes. Withdrawals, between the beginning of the fifth week and the last 25 percent of semester courses, will be noted on the permanent academic record as “W,” providing that the withdrawal is submitted to the Admissions Office and the instructor is notified.

A “W” is used for determining progress probation and progress dismissal. No withdrawals are permitted during the last 25 percent of a course. Under extenuating circumstances (verified cases of accident, illness or other circumstances beyond the control of the student), a student may petition for withdrawal during the last 25 percent of a semester course. After consultation with the instructor and with administrative approval, such withdrawal may be recorded as a “W.” Withdrawal deadlines for courses of less than a semester in length (6-week, 9-week, etc.) are shown in the class schedule.

A drop card must be completed by published deadline dates to withdraw from a class. Students may also drop classes by TES (Telephone Enrollment Services) or online.

Military Withdrawal

Military withdrawal occurs when a student who is a member of an active or reserve U.S. military service receives orders compelling withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time during the semester. Contact the Dean of Enrollment Services for more information.

Leave of Absence

Students may petition for a leave of absence from the college in order to maintain catalog rights to a specified degree requirement option. A leave of absence may be granted for verified medical or military situations that prevent the student from attending classes in any college session in a calendar year. A leave of absence shall be limited to two successive calendar years.

Withholding Student Records

The college reserves the right to withhold student transcripts and records and to deny future enrollment for any outstanding student obligation.

Student Classification

<table>
<thead>
<tr>
<th>Part-time:</th>
<th>A student taking fewer than 12 units.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time:</td>
<td>A student taking 12 or more units.</td>
</tr>
<tr>
<td>Freshman:</td>
<td>A student who has completed fewer than 30 units.</td>
</tr>
<tr>
<td>Sophomore:</td>
<td>A student who has completed 30 or more units.</td>
</tr>
<tr>
<td>Graduate:</td>
<td>A student who has been awarded the Associate in Arts or Science degree, or a higher degree by a recognized collegiate institution.</td>
</tr>
</tbody>
</table>

Transcripts to Other Colleges

Upon written request, an official transcript of the American River College permanent record will be mailed to any institution or person designated by the student. Two transcripts are issued free of charge. A fee of $2.00 is charged for each additional transcript. There is a $10.00 fee for 24-hour transcript service. Questions regarding the transferability of credit earned at ARC to another college should be directed to a counselor.
American River College grants the degree of Associate in Arts or Associate in Science. Requirements for the degree conform to the laws and regulations of the California Community Colleges Board of Governors and the Los Rios Community College District Board of Trustees.

Students may graduate from American River College with the Associate in Arts or the Associate in Science degree by fulfilling the following four (4) requirements:

1. Satisfactory completion of 60 units of collegiate work with a C (2.0) grade point average in a curriculum which the district accepts toward the degree. At least 12 of the 60 required units must be earned at American River College.

2. Major (18 units minimum). Completion of one of the following options:
   A. Option I-Lower division general education pattern of the California State Universities.
   B. Option II-Lower division general education pattern of Intersegmental General Education Transfer Curriculum (IGETC). Note: One course from American Institutions has to be completed in Area 4, IGETC pattern.
   C. Option III-A two year Major Program of Study offered at American River College. See ARC Major Programs of Study. See a counselor for assistance.

3. General Education Units (21 units minimum):
   A. NATURAL SCIENCE-One course from the following (3 units minimum):
      Anthropology 1, 1H, 11; Astronomy 1, 2; Biology 1A, 5, 10, 12, 15, 16, 18, 25, 26, 50, 51, 60; Chemistry 1A, 2A, 3, 7; Geography 1, 11, 13; Geology 1, 2, 8, 12, 13, 18; Horticulture 1; Interdepartmental Studies 28; Natural Resources 1, 2, 3, 5, 8; Nutrition and Foods *10, *11; Physical Science 1, 2, 53; Physics 4A, 5A, 7, 10, 10L, 11; Psychology 2, 8.
   B. HUMANITIES-One course from the following (3 units minimum):
      Art 3, #3A, 4, 5, 5A, 10, 10H, 11A, 14, 15A, 26A; Art New Media 3; Chinese 11A, 11B; English #20, 21, 25, 26, 27, 28, 30, 31, 33, 34, 35, 36, #37A, #37B, #37C, 38, 39, #39B, #39C, #39D, 41, 42, 43, 44, 45, 47; Fashion 30; French 1A, 1B, 2A, 2B; German 1A, 1B, 2A, 2B; History *4, +14H, *5, +5H, *6, +11, +12, *19, *20; Humanities 1, 2, *3, 8, *9, 10, 11; Interior Design 30, 31; Italian 1A, 1B; Japanese 1A, 1B; Music: MUFHL 2, 3A, 6, *9, 10, 11, #12, 57, MUSM 9; Philosophy 5, 6, 7, 10, 13, 14, 20, 21; Russian 1A, 1B, 2A, 2B; Sign Language Studies 1, 2, 3, 4; Spanish 1A, 1B, 2A, 2B; Speech 5; Theatre Arts 1, 2A, 2B, #4, 6, 7, 7A, 7B, #8, 9, 15A, 15A(H), 25, 35.
   C. SOCIAL AND BEHAVIORAL SCIENCES (6 units minimum)
      (1) American Institutions: One course from the following (3 units minimum):
         History #14, #15, #16A, 16I, 16M, #16P, #16W, 17, 17H, 18, 18H; Political Science 1; Social Science 51, 52.
      (2) Social/Behavioral Sciences: One additional course from the following (3 units minimum):
         Anthropology 2, 3, 12, 13, #14; Business *14, #15, 16, 20, 59; Early Childhood Education +34; +35; Economics 1A, 1B, +14; Family and Consumer Science +35; Geography #2, #10; Gerontology +26; History *4, +14H, *5, +5H, *6, 10, +11, +12, *19, *20, 29, 30, 31, 33, 40; Human Services #19; Interdepartmental Studies 15; Journalism 10; Management 87; Political Science 2, 5, 10, 15, 16; Psychology 1, 1H, 3, #16, *18, +19, 20, +26, +34; Sign Language #5; Sociology 1A, 1B, 2A, 2B, 5, 6, #20; Social Science 1, 2.
   D. LANGUAGE AND RATIONALITY - Two courses (6 units minimum):
      (1) One course from the following (3 units minimum):
         English 1A, English 1A Honors, 60; English As a Second Language 5W, 63W; Business 8.
      (2) One additional course from the following (3 units minimum):
         Auto Technology 75; Business 60; Computer Information Science *1, 11A, 12A, 13A, 32A, 32B, 33, 34, 36A, 37, 44; Electronics 51A, 51B, 77; English 1B, 1BH, 1C, 1CH, 4, 5, 13A, 14A, 15, 15C; English As a Second Language 6; Journalism 20A; Management 21; Mathematics 1, 2, 3, 9A, +12, 15, 16A, 29, 42, 43, 44, 53, 61; Philosophy 4, +12; Psychology 5; Speech 1, 1H, 15; Statistics 1, 1H; Welding 66A.
   E. LIVING SKILLS (3 units minimum):
      (1) One physical education activity course with a PER designation.
      (2) Minimum 2 units from the following:
         Business *14; Computer Information Science *1; Early Childhood Education 7A, +10A; Economics *14; English 10; +10A; Gerontology +22; Health Education 1; Human Career Development 12, 13; Human Services +35; Interdisciplinary Studies 1, 10;
Nutrition and Foods 1, *10, *11; Psychology 9, 12, 15, *18, 21, 24, 25, 32, +35; Sociology +22; Speech 10.

E. ETHNIC/MULTICULTURAL STUDIES
(3 units minimum from the following—all courses designated may be used to satisfy requirements in two categories)
Anthropology #2, #14; Art #3A; Biology 23; Business #15; Early Childhood Education 36; English #20, #37A, #37B, #37C, #39B, #39C, #39D; Geography #2, #10, 21; History +#11, +#12, #14, #15, #16A, #16P, #16W; Humanities #3, #9; Human Services +#19; Music: MUFHL #9, #12; Nutrition and Foods 12; PER #1 (Diverse Cultures and Dance); Psychology #16; +#19; Sign Language #5; Sociology #5, #20; Speech 14; Theatre Arts #4, #8.

4. Completion of minimum competency requirements in mathematics, reading and writing.

All students who wish to receive an A.A. or A.S. degree from American River College must demonstrate competency in writing, reading and mathematics as listed below: (ARC assessment tests that were used for course recommendations may fulfill competency requirement in reading.)

A. WRITTEN EXPRESSION COMPETENCY is satisfied by the following:
1. Completion with a “C” or better in one of the following courses or its equivalent at an (=) accredited college: English 1A or English 1A Honors, English 60, Business 8, ESL 5W, 63W.

B. READING COMPETENCY is satisfied by one of the following:
1. Completion with a “C” or better in one of the following courses: English 4, 5, ESL 5R.
2. Possession of an AA/AS degree or higher at an (=) accredited college in the United States.
3. Achieving a qualifying score on either of the first two attempts on the college level reading examination administered by a Los Rios Community College Assessment Center.

C. MATHEMATICS COMPETENCY is satisfied by one of the following:
1. Completion of one of the following courses with a “C” or better:
   Math 51 or higher level math course; A.T. 75; CIS 33; Electronics Tech 51A & 51B; Psychology 5; Statistics 1, 1H; Welding 66A.
2. Complete an equivalent course with a “C” or better at an (=) accredited college.
3. Achieving a passing score on the Mathematics Competency Examination. The mathematics examination is administered by the Assessment Center.

NOTES:
* Courses designated (appearing in more than one category) may be used to satisfy a requirement in only one category.
* Courses designated are cross numbered in two subject areas and may count in only one area.
* Multicultural courses designated can also satisfy general education category requirements.

Required major courses taken in excess of 18 units may be used to satisfy both major and general education requirements, provided they are among the general education courses listed above.

(=): See District Policy and Regulations; P7241/R7241
Transfer to Four-Year Institutions

Articulation

American River College has a cooperative articulation program with most of the California State University and University of California campuses. In addition, the college, through the efforts of its counseling staff and articulation officer, maintains excellent relations with UC and CSU campuses statewide, as well as private universities in and outside of California. The articulation officer of the college, in conjunction with the articulation staff of the universities, has developed written agreements in many areas of the curriculum. These agreements assure ARC students accurate preparation for another university or college. Articulation agreements can be viewed at www.ASSIST.ORG. See a counselor for assistance.

Transfer Program

Transfer information has been compiled to assist American River College students who intend to transfer to another college or university. Students may earn their Associate in Arts or Associate in Science degrees as a transfer student by completing the General Education courses as prescribed by the state of California and a college major. Each of the public four-year colleges and universities in California will accept the maximum of 70 semester units of credit in transferable courses completed in the community colleges. There are many independent colleges and universities as well to which ARC students transfer. Each institution of higher learning has its own requirements for admission and for junior standing. To prepare for continued education, students must decide which college they will attend and learn the requirements of that particular college. In no way does this part of the ARC catalog release the student from the need of studying the current catalog of the college or university to which transfer is planned. The material in this catalog is compiled too soon to be able to reflect changes in other college catalogs published at the same time.

A university may be made up of a number of colleges. The college in which one will do work depends upon the field or area of major. This means that in any institution of higher learning they will be necessary for a student to fulfill three types of requirements: first, the general university requirements for graduation; second, those set up by the college under which the major department is classified; and third, those set up by the department in which the student majors.

While attending American River College, students who plan to transfer to another university should take the courses required by the institution they are preparing to attend. A list of American River College courses which have been certified for baccalaureate credit may be obtained from an ARC counselor. Many colleges accept other courses as well, so it is advisable to check with the ARC counselors or with the institution involved when uncertain of credit evaluation.

Courses numbered 1 through 49 are accepted by the California State Universities. In addition, a few courses numbered over 50 also are offered at the transferable level. Students should check with their counselors regarding the transferability of courses to the University of California, private colleges, and out-of-state universities.

Transfer Students

Effective Fall 1991, the Intersegmental General Education Transfer Curriculum (IGETC) may be used. IGETC will also provide an option to the California State University General Education Requirements (See Intersegmental General Education, page 32). All students have the option to use the California State University pattern, IGETC, or campus specific requirements for CSU and UC.

 Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU’s general education requirements or those of a particular UC campus.

In compliance with the Student Right to Know and Campus Security Act of 1990, completion and transfer rates for students attending American River College can be found online [srkt.cccco.edu/].

California Articulation Number (CAN) System

The California Articulation Number (CAN) identifies some of the transferable, lower division, introductory, preparatory courses commonly taught within each academic discipline on college campuses.

Lists of courses from campuses participating in the CAN system are available in counseling offices. The system assures students that CAN courses on one participating campus will be accepted “in lieu of” the comparable CAN course on another participating campus. Example: CAN ECON 2 on one campus will be acceptable for CAN ECON 2 on another participating campus. Each campus also retains its own numbering system.

Participating campuses are listed in the class schedule. California Articulation Numbers are listed parenthetically after each course description in this catalog (See the CAN page). See a counselor for assistance.

High School Subject Requirements

Specific high school courses and grade requirements, as well as placement examinations, vary among four-year colleges and universities. American River College offers courses and programs which enable the high school graduate or non-graduate to make up course and grade deficiencies and qualify for a particular college or university.

California State University Undergraduate Transfer Admission

Students intending to transfer to a state university should plan a program to meet the graduation requirements of the specific institution which they plan to attend. Transfer admission eligibility is based on transferable college units and/or high school record and test scores. Consult the catalog issued by the individual campus for a complete description of the curricula and regulations. Files of such catalogs are available in the Counseling Center and Transfer Center. Applicants who are California residents and who have completed 56 to 70 transferable college units are eligible for admission if they have achieved a grade point average of 2.0 or better on all transferable work, are in good standing at ARC, and have satisfied CSU admission requirements. Applicants who are non-residents and who have completed 56 or more transferable units are eligible for admission if they have achieved a grade point average of 2.4 on all transferable college work, are in good standing, and have satisfied CSU admission requirements. Foreign visa students should consult with the International Student Counselor.
If the student was eligible for admission to a California State University upon graduation from a high school but has attended American River College, the student may transfer with less than 56 transferable units, but must have earned a grade point average of C (2.0) or better in the total program attempted and be in good standing at American River College in order to be accepted for transfer. Consult with a counselor regarding high school graduation eligibility.

If the student was ineligible for admission to a California State University on the basis of high school grade point average, test scores, or subject requirements, the student will be eligible only if presenting a minimum of 56 transferable units with at least a 2.0 grade point average and meeting the additional CSU admission requirements:

Additional CSU Requirements

1. High School graduate prior to 1987.
   a. Area A 1, 2, 3 (With grade of C or better).
   b. Area B 3 (With grade of C or better).

2. High School graduate 1988 and later.
   a. Area A 1, 2, 3 (With grade of C or better).
   b. Area B 3 (With grade of C or better).
   c. Thirty (30) semester units of General Education with C or better. This includes A and B.

See the CSU General Education Requirements page in this catalog.

General Education Requirement and Certification

Students transferring to one of the campuses of the California State University system find it to their advantage to complete the required General Education Breadth Requirements before transfer. A candidate for a Bachelor's Degree from the California State University system shall complete a minimum of 48 semester units in general education courses. Some California state universities have additional General Education units requirements. An American River College student may complete a maximum 39 of the 48 required units. In addition to these 39 units of lower division general education courses, students must complete nine units of upper division course work at a California State University campus. ARC will certify that a student has completed the 39 unit pattern if the following conditions have been met:

1. Students must make an appointment with their ARC counselor to have their CSU General Education certified.

2. The student must complete all of the requirements listed in each area as stipulated: A, B, C, D, E. One or more areas may be certified individually for subject area certification. Students will need to meet with their ARC counselor to certify completion of lower division CSU General Education requirements.

Students who were not eligible to enter a California State University directly from high school are required to present a minimum of 56 transferable units for admission. Students will be required to complete their English Competency, Critical Thinking, Speech, and Math requirements plus 30 units of general education to transfer. Students are urged to complete lower division core courses for their major as required by the California State University of their choice, in addition to the 39 unit pattern of general education. See a counselor for assistance in choosing appropriate courses.

Aerospace Studies (Air Force ROTC)

Air Force Reserve Officer Training Corps (AFROTC) is available to American River College students through a program offered at California State University, Sacramento (CSUS). The CSUS Department of Aerospace Studies offers a two-, three-, or four-year programs leading to a commission in the United States Air Force. All course work (12 or 16 semester units) is completed on the CSUS campus. Drills and courses are normally offered on Tuesdays, Wednesdays and Thursdays. Field Training is conducted during part of the summer at an active Air Force base, normally between the student's sophomore and junior years.

Upon completion of the program all requirements for a Bachelor's degree, cadets are commissioned second lieutenants in the Air Force and serve a minimum of four years on active duty. Graduates who are qualified and are selected may enter pilot or navigator training after graduation, or serve in a specialty consistent with their academic major, individual goals, and existing Air Force needs. Graduates may request a delay of entry on active duty to continue their education or may apply for Air Force sponsored graduate study to begin immediately upon entry on active duty. Due to firm scheduling requirements for the AFROTC program, students are encouraged to work closely with their academic advisors in planning this academic program.

AFROTC offers three-year and two-year scholarships to qualified students. Applications are accepted in any academic discipline; however, particular emphasis is usually given to applicants in the fields of engineering, computer science, mathematics, and physics.

Application to the AFROTC program should normally be no later than during the first semester of a student's sophomore year. Juniors, seniors and graduate students may also apply under certain conditions. Contact the Unit Admissions Officer in the Aerospace Studies Department at CSUS, telephone (916) 278-7315, for information on the program or the entry process.

Army ROTC

Army ROTC is available to American River College students through a cross-enrollment agreement with California State University, Sacramento (330) 752-7682. The Military Science Department offers hands-on training in management and leadership. There is no obligation to join the military by taking the course. The program stresses the following leadership dimensions: oral and written communications, oral presentations (formal briefings), initiative, sensitivity, influence, planning and organizing, delegation, administrative control, problem analysis, judgment, decisiveness, physical stamina and mission accomplishment. Also stressed are current events, national and international politics, military affairs, ethics training, and human relations with emphasis on eliminating racial and gender discrimination. Management and leadership are taught using the U.S. Army as a model. Two and three year scholarships are available for the major of your choice, covering up to $9,000 per year for tuition, $225 per semester for books and supplies and $150 a month tax free stipend during the academic year.

Graduation & Transfer Rate Information

For student outcome information from American River College (as required by the Student Right to Know Act), visit the Student Right to Know website: http://srtr.cccco.edu/index.asp
Final status of this information was unavailable at publication time.

Contact the American River College Counseling Center at (916) 484-8572 for 2002-2003 requirements.

The 22 campuses of this group form a system called California State University System, entirely separate from the campuses of the University of California. For UC and CSU requirements, see a counselor.

Requirements for the Bachelor's Degree

The degree requirements at a California State University (CSU) consist, in general, of: (1) the General Education Requirements which are required of all degree candidates; (2) the Major Department Requirements which are a part of the student’s field of specialization; (3) individual campus graduation requirements, and (4) state law requirements. These requirements are classified as: (1) the General Education Requirements which are required of all degree candidates; (2) the Major Department Requirements which are a part of the student’s field of specialization; (3) individual campus graduation requirements; (4) state law requirements. These requirements are classified as:

General Education Requirements 2001-2002

To be eligible for graduation with a Bachelor's Degree from a California State University, students must complete a minimum of 48 semester units of general education. American River College will certify completion of 39 lower division general education units when the corresponding lecture course is taken, i.e., Anthropology 11 with Anthropology 1; Geog 11 with Geog 1; Geol 2 with Geol 1; Astron 2 with Astron 1; Sociology 1 with Sociology 1; Sociology 2 with Sociology 2; Speech 1 with Speech 1. If students have a major, it is important that lower division courses that are required for the major, or that prepare for the major, be completed prior to transfer. 56 or more transferable units are needed for a student to transfer. 56 or more transferable units are needed for a student to transfer.

If students have a major, it is important that lower division courses that are required for the major, or that prepare for the major, be completed prior to transfer. 56 or more transferable units are needed for a student to transfer. If students have a major, it is important that lower division courses that are required for the major, or that prepare for the major, be completed prior to transfer. 56 or more transferable units are needed for a student to transfer.

Advanced Placement (AP) Examinations are appropriate for inclusion in the General Education breath list (please see your counselor for the AP list).

The following American River College courses meet CSU lower division.

A. COMMUNICATION-ORAL, WRITTEN, CRITICAL THINKING

9 units total, one course from each numbered section:
1. One course: Speech 1, 1H, 15
2. One course: English 1A, 1A(H); ESL 5W
3. One course: English 1B, 1B(H), 1C, 1CH, ESL 6; Philosophy 4; Speech 2, 3

B. SCIENCE AND MATHEMATICS

9 units minimum, one course from each numbered section. One of the Science courses from Sections 1 or 2 must include a 4 or 5 unit course with laboratory experience.
1. One course: Astronomy 1, 2 (lab); Chemistry 1A, 1B, 2A, 7, 8; Geography 1, 11 (lab), +13; Geology 1, 2, 3, 8, 8L12, +13, 18; Physical Science 1, 2 (lab); Physics 4A, 5A, 7, 10, 10L, 11
2. One course: Anthropology 1, 1H, 11 (lab); Biology 1A, 2, 3, 4, 5, 6, 10, 12, 15, 16, 18; Psychology 2, 8 (lab)
3. One course: CIS 44; Mathematics 1, 2, 9A, 9B, 9C, 9D, +12, 15, 16A, 16B, 29, 35, 42, 43, 44; Philosophy +12; Psychology 5; Statistics 1, 1H

C. THE ARTS, LITERATURE, PHILOSOPHY, FOREIGN LANGUAGE

9 units minimum—must include courses from 3 different subject areas, with at least one from the Arts and one from the Humanities. Plus one from either Arts or Humanities.

D. SOCIAL, POLITICAL, ECONOMIC INSTITUTIONS

9 units minimum, one course from each numbered section:
NOTE: American Institutions can be met by completing one course from area D-1 and by completing the course from area D-2.
1. One course: History 14, 15, 16A, 16I, 16M, 16P, 16W, 17, 17H, 18, 18H.
2. One course: Political Science 1
3. One course: Anthropology 2, 3, 12, 13, 14; Business +14, 15, +16; Early Childhood Education +34, +35; Economics 1A, 1B, +14; Family and Consumer Science +35; Geography 2, 10, 21; History *4, *4H, *5, *5H, *6, *10, *11, *12, *19, *20; 29, 30, 31, 33; Journalism 10; Political Science 2, 5, 10, 15, +16; Psychology 1, 1H, 3, 16, *18, 20, +34; Social Science 1, 2; Sociology 1A, 1B, 5, 6, 20
NOTE: Students who have successfully completed a course in government at an out of state institution may satisfy the California state and local requirements by passing an examination. See a counselor for assistance.

E. LIFELONG UNDERSTANDING

9 units minimum, one course from each numbered section:
1. One course: Gerontology +22, +26; Health Education 1; Human Services +19, +35; Interdisciplinary Studies 1, 10; Nutrition and Foods 10; Psychology 9, 12, 15, *18, +19, 21, 24, 25, +26, 32, +35; Sociology +22; Speech 10
2. One course: Physical Education Activity Courses with PER prefix

* Courses designated *(appearing in more than one category) may be used to satisfy a requirement in only one category.

* Courses designated + are cross numbered in two subject areas and may only count in one area.

Courses in the major field may not be counted for General Education. (For exceptions, see your counselor.)

Any laboratory course used to satisfy the laboratory requirement can only be used when the corresponding lecture course is taken, i.e., Anthro 11 with Anthro 1; Geog 11 with Geog 1; Geol 2 with Geol 1; Astron 2 with Astron 1; Phys Sci 2 with Phys Sci 1.
Final status of this information was unavailable at publication time.
Contact the American River College Counseling Center at (916) 484-8572 for 2002-2003 requirements.

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division general education courses.

The course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with grades of "C" or better.

NOTES: Student must see a counselor to have this form certified before transferring.

Students who have selected a specific campus for transfer should consult with an ARC counselor before using this form.

CSU/UC will always accept completion of general education coursework at certifying institutions provided the course was on an approved IGETC requirement list.

The course requirements for transfer to the University of California and California State University

AREA 3 ARTS AND HUMANITIES (At least 3 courses with at least one from the Arts and one from the Humanities. 9 semester units)

Arts: Art 3, 3A, 4, 5, 5A, 10; Music 2, 3A, 3B, 4A, 4B, 6, 6H, 9, 10, 11, 12; Theatre Arts 1, 2A, 2B, 4, 6, 7, 7A, 7B, 15A, 15A(H)

Humanities: English 21, 25, 26, 27, 28, 30, 31, 33, 34, 35, 36, 37A, 37B, 37C, 41, 42, 43, 44, 45, 47; French 2A, 2B; German 2A, 2B; History 4, 4H, 5, 5H, 6, 10, 19, 20, 29, 30, 33; Humanities 1, 2, 3, 8, 9, 10, 11; Philosophy 5, 6, 10, 13, 14, 20, 21; Russian 2A, 2B; Spanish 2A, 2B

No credit for Music 2 if taken after 3A

AREA 4 SOCIAL AND BEHAVIORAL SCIENCES (At least three courses from at least two disciplines. 9 semester units)

Anthropology 2, 3, 13, 14; Business 16; Early Childhood Education 34; Economics 1A, 1B; Geography 2, 10, 21; History 11, 12, 14, 15, 16A, 16I, 16M, 16W, 17, 17H, 18, 18H; Philosophy 7; Political Science 1, 2, 10, 15, 16; Psychology **1, 1H, 3, 15, **20, 34; Social Science 1, 2; Sociology 1A; 1B, 5, 6, 20 **(UC Only)

Psych. 1 and 20 combined: maximum credit allowed, one course.

AREA 5 PHYSICAL AND BIOLOGICAL SCIENCES (Two Courses Required, One Physical Science Course and one Biological Science Course, at least one must include a laboratory. 7-9 Semester Units)

5A: Physical: Astomony 1, 2(L); Chemistry 1A(L), 1B(L), 2A(L), 7(L), 8(L); Geography 1, 11(L); Geology 1, 2(L), 8, 8(L); Physical Science 1, 2(L); Physics 4A(L), 5A(L), 10, 11.

5B: Biological: Anthropology 1, 1H, 11(L); Biology 1A(L), 2(L), 3(L), 4(L), 6(L), 10(L), 12, 15(L), 16(L), 18: Psychology 2, 8(L)

NOTES: (UC Only) Bio. 12, 16 & 17 combined: maximum credit allowed, two courses. No credit for Bio. 12 or 16 if taken after Bio 1A. Chem 1A, 1B and 2A, 2B combined: maximum credit allowed, one series. No credit for Physical Science 1 if taken after college course in Astronomy, Chemistry, Geology, Meteorology, or Physics. No credit for Physics 5A if taken after 4A. Physics 5A, 5B & 4A, 4B, 4C combined-maximum-credit-I series. Physics 10 and 11 combined-maximum-credit allowed-one course. No credit for Physics 10 or 11 if taken after 4A or 5A.

LANGUAGE OTHER THAN ENGLISH (UC Requirements Only)

Proficiency equivalent to two years of high school study in the same language. The following course(s) at this institution fulfill the requirement. Chinese 11A, French 1A; German 1A; Italian 1A; Japanese 1A; Russian 1A; Sign Language Studies 1; Spanish 1A

Note: Please see a counselor for options for fulfilling this requirement.

NOT REQUIRED FOR IGETC:

U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS (CSU Requirements Only)

Graduation Requirement for CSU - 6 units, one course from group 1 and one course from group 2.

Group 1 - Political Science 1

Group 2 - History 14, 15, 16B, 16I, 16M, 16W, 17, 17H, 18, 18H

Note: If a student uses these two (2) courses to fulfill area 4, the student will need to complete two (2) additional courses in Area 4 after transferring.

Any laboratory course used to satisfy the laboratory requirement can only be used when the corresponding lecture course is taken, i.e., Anthro 11 with Anthro 1; Geog 11 with Geog 1; Geol 2 with Geol 1; Astron 2 with Astron 1; Phys Sci 2 with Phys Sci 1.
The University of California has nine campuses throughout the state. This catalog gives general information concerning requirements for transfer into the University of California campuses. Specific information regarding preparation for major and/or breadth requirements to the individual campuses is available in the ARC Counseling Center. There is an Intersegmental General Education Transfer Curriculum at American River College which meets the general education/breadth requirements at any UC and CSU campus. Students may come to the Counseling Center for a copy of the IGETC pattern. Consult with an ARC Counselor to receive assistance with your General Education and major requirements.

Transfer Requirements (Advanced Standing Admission)

Students planning to transfer to the UC system should discuss their transfer plans with a counselor, semester by semester, inasmuch as major changes frequently occur in requirements subsequent to the printing of this catalog.

An advanced standing student is one who has been a registered student in another college or university or in college-level extension classes other than a summer session immediately following high school graduation. Advanced standing applicants may not disregard their college records and apply for admission as a freshman.

Advanced Standing Admission Requirements

Requirements for admission in advanced standing vary according to your high school record. It is necessary for a student planning to transfer to UC Davis, UC Berkeley or any other UC campus to have a copy of the high school transcript sent to the ARC Admissions Office. UC requires an exact pattern of high school subjects. If deficiencies in either subjects or grades exist, they can be made up with courses taken at ARC. A student who has not graduated from high school or who has not graduated but has passed the State Proficiency Exam or has a GED (General Education Diploma) may also make up subject and grade deficiencies at ARC. In many cases, these courses also will help satisfy the college breadth requirements. Students are expected to complete:

1. General university requirements.
2. The particular college or school requirements.
3. Major subject requirements.

Students planning to transfer to the University are required to complete a minimum of 60 semester units of transferable work with a 2.4 GPA if the student were ineligible due to grades from high school.

An applicant who did not achieve the required score on the Eligibility Index, or did not achieve the required score and lacked required a-f subjects, may be admitted to the University after he or she has:

1. Established a college grade point average of 2.4 or better; and
2. Completed 90 quarter or 60 semester units of transferable college credits; and
3. Completed the following course pattern, earning a grade of “C” or better in each course:
   - Two transferable courses in English
   - One transferable course in Mathematics
   - Four transferable courses chosen from at least two of the following subject areas:
     - Arts and Humanities; Social and Behavioral Sciences;
     - Physical and Biological Sciences.

The course in mathematics must have Algebra II (Intermediate Algebra) as a prerequisite. The University accepts, at full unit value, approved transfer courses completed with satisfactory grades at American River College. After a student has earned 70 units acceptable toward a degree, no further unit credit will be awarded toward a degree although subject credit may still be earned. Up to two units of high school work in the a-f subjects may be waived. A unit is equivalent to a one-year high school course.

General Requirements

Students should consult counselors and college catalogs for ARC courses which have been approved to meet the College of Letters and Science breadth requirements at the University of California.

High School Proficiency Examination

Transfer applicants who have passed a high school proficiency examination must also meet regular University entrance requirements.

Transfer Opportunity Program (TOP)

The Transfer Opportunity Program (TOP) exists at American River College to assist ARC transfer students in the transition to the University of California at Davis.

Once a week a transfer advisor from UC Davis is available in the counseling office at ARC to assist students in fulfilling admission requirements, lower division major requirements, breadth requirements and screening requirements in impacted majors.

If you are interested in meeting with the UC Davis transfer advisor, make an appointment in the ARC Transfer Center. Ask for a TOP brochure in the counseling office or Transfer Center.
American River College offers both Associate in Arts and Associate in Science degrees. Students majoring in one of the two-year curricula and planning to graduate with the Associate degree must comply with the graduation requirements stated on page 24 and are incorporated in the following programs of study:

- Accounting Paraprofessional
- Administrative Assistant
- Advertising and Sales Promotion
- Art
- Art New Media
- Automotive Technology
- Automotive Collision Technology
- *Biotechnology
- Business General
- Business Transfer
- Chemical Dependency Studies
- Commercial Music
- Community Journalism
- Computer Information Science
- Design Technology
- Early Childhood Education
- Electronic Technology
- *Engineering Technology
- Family & Consumer Science
- Fashion
- Financial Accounting
- Fire Technology
- *Funeral Service Education
- General Education - Transfer (see page 40)
- General Office
- *General Science (see page 40)
- Geographic Information Systems
- Gerontology
- *Horticulture
- Hospitality Management
- Human Services
- Interior Design
- Language and Literature
- Legal Assisting
- Liberal Arts (see page 40)
- Management
- Marketing
- *Mathematics
- *Mathematics-Physical Science (see page 40)
- Music
- *Natural Resources
- *Nursing
- *Paramedic
- Real Estate
- Recreation Management
- *Respiratory Care
- Sheet Metal
- Sheet Metal Service Technician
- Sign Language Studies
- Small Business Management
- Technical Communication
- Theatre Arts
- Welding Technology

* These majors are Associate in Science degree programs. All others are Associate in Arts programs.

Certificate programs have been developed, with the assistance of business and industrial advisory committees, to provide vocational training for students who are not seeking a college degree. The student is awarded a Certificate of Achievement upon completion of the required courses. It generally takes from two to four semesters of study to complete a Certificate of Achievement. To qualify for a certificate, a student must complete all courses required in the particular program with at least a 2.0 grade point average. Parallel courses completed at other accredited institutions and verified by this college may be applied towards the certificate. At least twelve units must be completed at American River College.

Certificates of Achievement are offered in the following areas:

- Accounting Paraprofessional
- Administrative Assistant
- Advertising and Sales Promotion
- Art New Media–Graphic Design
- Art New Media–Illustration
- Art New Media–Web Graphics
- Art New Media–Multimedia
- Automotive Technology
- Automotive Collision Technology
- Basic Call Center
- Computer Information Science
- Dietary Manager/Dietary Service Supervisor
- Design Technology
- Digital Systems Technology
- Early Childhood Education
- Electronic Technology
- Electronics -Telecommunications Management
- Fashion
- Financial Accounting
- Fire Technology
- General Business
- Geographic Information Systems
- Gerontology
- Hospitality Management
- Horticulture
- Human Services
- Human Services - Chemical Dependency Studies
- Interior Design
- Legal Assisting
- Management
- Marketing
- Natural Resources
- Office Careers
- Office Administration/Technology
- Paramedics
- Real Estate
- Retail and Wholesale Operations Management
- Retailing
- Secretarial
- School Food Service Supervisor
- Sheet Metal
- Sheet Metal Service Technician
- Sign Language Studies-Interpreting
- Small Business Management
- Technical Communication
- Welding Technology

**Apprenticeships**

- Carpenter
- Electrical
- Drywall and Insulation
- Ironworkers
- Sheet Metal
- Welding
Occupational/Vocational Education

The pattern of occupational/vocational course offerings at American River College is designed to be as flexible as possible in meeting student needs. The college encourages occupational/vocational students to plan, with counselor assistance, a course of studies which will prepare the student for a career. Educational programs in this area offer a planned curriculum which can lead to either a certificate, an Associate degree, or transfer to a four-year college. Although many four-year colleges give full or partial credit for some specialized occupational/vocational courses, these programs are not primarily designed to satisfy transfer requirements. The student planning an occupational/vocational major and wishing to transfer to a four-year college should plan a transfer program with the assistance of a college counselor.

Apprenticeship

American River College conducts, in cooperation with industry, a number of apprenticeship programs. An apprenticeship program is a formal system of occupational training from one to five years, that combines paid employment, on-the-job training and job-related college instruction in order to develop skilled workers. Apprenticeship programs are a cooperative effort between the Joint Apprenticeship Training Committee (JATC) and the college. JATC is composed of representatives from both labor and management. All apprenticeship programs are approved by the Division of Apprenticeship Standards of the California Department of Industrial Relations.

Enrollment in an apprenticeship course is limited to registered apprentices. Information on admission to apprenticeship status can be obtained from the local JATC having jurisdiction over the trade in which you are interested, or from the office of the dean, technical/vocational education.

Work Experience - Education Programs

Cooperative work experience education is a program for students to earn college credit by combining volunteer or paid work experience and classroom training. Using their jobs as learning situations, the students join with their employers and the college in establishing learning objectives to be accomplished during the semester.

Credit is available under two separate programs:

Vocational Work Experience (VWE) is provided for students who are employed in positions which either develop or add to marketable skills related to the student’s vocational study program.

General Work Experience (GWE) students may earn credit when they are employed in positions which assist them in learning about the world of work, but who are not working in a job related to their vocational major and/or are undecided about their occupational goals.

Enrollment in a work experience class is done through the normal registration process. All sections are listed in the schedule of classes under work experience. More information may be obtained from the work experience coordinator whose office is located in the student services building.

Qualifications

1. Vocational work experience: The student must be working in a job related to the student’s major.

2. General work experience: The student is employed but has not declared a major or the job is unrelated to the major.

3. The student must be enrolled in a minimum of seven units, including work experience. Example: Three units of work experience plus four units of other classes total seven units.

4. Employment situation must meet work experience criteria.

5. Volunteer job placement not guaranteed but assistance is provided by Work Experience coordinator.

6. Employment: It is the student’s responsibility to be employed upon entry into the program. However, in some instances the work experience coordinator can assist in locating employment.

Credit

Work experience classes meet for one (1) hour weekly in addition to the actual work experience. One unit of credit is granted for each 75 hours of paid work. Students working in volunteer jobs must work 60 hours for one unit of credit. General work experience students can only earn up to three units each semester and no more than six units total. Vocational work experience students can earn up to four units each semester. General and vocational work credits can be combined, but no student can earn more than 16 total units. Students will be issued monthly time sheets on which to record their work hours. Self-employed students are eligible to participate in the work experience program.

Class Attendance

Credit can be earned only through enrollment in a work experience class. Attendance is required as in all other courses. The course material will include an introduction to the work experience program, development of work related learning objectives, and subjects related to work in general and specific occupational fields. Work experience students will attend a weekly class session. A student may be enrolled in only one work experience class at a time.

Involvement of the Employer

The employer will be asked to cooperate with the student/employee and the instructor to develop meaningful objectives. The employer and the coordinator will also evaluate the student’s progress both in writing and in a personal conference during each semester.

Summer Session

Students must be enrolled in one other course to be qualified for work experience. Working students who are unable to take summer classes, may enroll in the alternate semester work experience plan (see below).

Alternate Semester Work Experience

This plan is for students who attend school full-time one semester and work full-time the next semester. Students must complete 7 units before they may be enrolled and may earn up to eight units of work experience each semester of work. Students cannot be enrolled in more than one other course while enrolled in the alternate semester plan. Students must complete additional units before being enrolled again in work experience.
Two types of work experience courses are offered: general (Work Experience 97) and vocational. Vocation work experience is offered in the following college programs:

- Accounting (Accounting 98)
- Advertising (Business 98)
- Automotive Collision Technology (Work Experience 98)
- Automotive Technology (Work Experience 98)
- Banking and Finance (Business 98)
- Business-General (Business 48 and 98)
- Carpenters Apprenticeship (Work Experience 98)
- Community Journalism (Journalism 98)
- Computer Information Science (Business 98)
- Diesel Mechanics (Work Experience 98)
- Drafting (Work Experience 98)
- Early Childhood Education (Early Childhood Ed. 48)
- Electronics (Work Experience 98)
- Engineering Technology (Engineering 98)
- Fashion (Home Economics 98)
- Fire Technology (Work Experience 98)
- Food Service Management (Food Service Management 98)
- Gerontology (Work Experience 48)
- Horticulture (Horticulture 98)
- Human Services (Human Services 48)
- Interior Design and Furnishings (Interior Design 48)
- Management (Business 98)
- Office Administration (Business 98)
- Recreation and Leisure Leadership (Recreation 48)
- Retail Management (Business 98)
- Sheet Metal Apprenticeship (Work Experience 98)
- Sign Language Studies (Work Experience 98)
- Small Business Operation (Business 98)
- Theatre Arts (Work Experience 48)
- Welding (Work Experience 98)

**Schedule and Credit**

*Credit:* The credit value of each course is indicated for each semester by a number in parentheses following the title. For example, a (3) indicates a one-semester course carrying three units of credit. Variable units are indicated as (1-4).

*Limited Scheduling:* It is not desirable or possible for the college to offer each course of instruction every semester. The student should check the schedule of classes to determine if a class is to be offered in a given semester. When a course is known to be offered only in a given semester, the catalog course description includes the information.

**Honors Program**

Operating within our regular academic structure, the honors program provides traditional academic classes as well as options in arts and vocational specialties. In this growing program open to change and experiment, honors teachers, counselors, and staff employ their particular talents to provide flexible, stimulating options to able students.

Formats may include (1) Honors classes in multi-section courses and (2) new and/or interdisciplinary studies.

Students with a GPA of 3.0 and a grade of B or better in English 1A are encouraged to participate. High school graduates with high ACT, SAT, or ARC placement scores are also encouraged to register for honors classes.

Students may take individual honors classes or become a member of the honors program. Note: a student may take honors classes without being in the honors program. Although no formal admittance is required to join the honors program, students who wish to graduate from the honors program will need to complete a minimum of 15 units of honors course work. After successful completion of 15 units of honors course work with an overall 3.25 GPA or better, students will be designated “Honors Program Graduate” on their transcripts and degrees.

The mission of ARC’s honors program is (1) to cultivate excellence in education through the creation and enhancement of opportunities (academic, cultural, and social) for exceptionally able, highly motivated undergraduate students and (2) to honor teaching and learning that contribute significantly to the development of the unique capabilities of each student and educator who participates in the honors program.

The goals of ARC’s Honors Committee, which oversees the Honors Program, are:

- to create a comprehensive honors program that builds an honors community at ARC
- to provide guidelines and expertise for establishing new honors courses and for strengthening existing honors courses
- to encourage the development of new honors courses
- to create and support opportunities that enrich the experience of honors students and educators

All three-unit classes fulfill transfer and graduation requirements. The “Honors” designation appears on the transcript.

New students who have high SAT, ACT, or ARC Placement Test scores or continuing students who have a cumulative GPA of 3.0 or above and a grade of “C” or better in English 1A are encouraged to enroll in honors courses. See your counselor.
Honors classes

- allow for depth and breadth
- encourage exchange of ideas among excellent students
- demand quality writing
- may include more extensive reading
- have limited enrollments (20 maximum)
- are conducted in seminar environment

For individual course information about Honors classes, see these subject listings:

- Anthropology 1H - Physical Anthropology
- Art 3BH (one unit) - Art History of the Non-Western World
- Art 3H (one unit) - Art: Stone Age through the Middle Ages
- Art 4H (one unit) - Renaissance Tradition in Art
- Astronomy 1H (one unit) - Introduction to Astronomy
- Biology 9H (one unit) Biology/Chemistry Seminar (See Chem 9H)
- Biology 15H - Introduction to Invertebrate Marine Biology
- Chemistry 1H (one unit) - Honors General Chemistry
- Chemistry 9H (one unit) Biology/Chemistry Seminar (See Biol 9H)
- English 1AH - College Composition
- English 1BH - College Composition and Literature
- English 1CH Advanced Composition and Critical Thinking
- English 30H - American Literature to 1877
- English 31H - American Literature 1877 to present
- History 4H - History of Western Civilization
- History 5H - History of Western Civilization
- History 17H - History of U.S. to 1865
- History 18H - History of U.S. 1865 to present
- Humanities 1H (one unit) - Classical Humanities
- Humanities 2H (one unit) Modern Humanities
- Math 8H (one unit) - Application of Calculus
- Music 6H - Introduction to Music
- Psychology 1H - General Principles
- Statistics 1H - Honors Introduction to Probability and Statistics
- Theater Arts 7H (one unit) - History of Film
- Theatre Arts 15AH - Beginning Acting

Independent and Special Study

Students who are enrolled in regular catalog courses at American River College and are in good standing may pursue their studies and research beyond courses listed in the college catalog by two procedures, independent study and special study. Units taken in either independent or special study may not be transferable; the student should consult a counselor regarding a specific college or university's acceptance of these units. No more than one study may be undertaken during a semester, except regularly scheduled special study classes.

Regular meetings between student and instructor will be held; examinations or other measures of evaluation, field trips, term papers, and other assignments may be required by the instructor.

Independent Study: An opportunity for the student to extend classroom experience in a specific subject while working independently of a formal classroom situation. Independent study is an extension of work offered in a specific class in the college catalog; it carries the same credit and hour value as the class being extended.

To be eligible for independent study, students must have completed the basic regular catalog course at American River College. They must also discuss the study with an instructor in the subject and secure approval. Only one independent study for each catalog course will be allowed.

Special Study: An opportunity to pursue a study of special interest which is not specifically covered in established catalog courses. Such study is confined to the scope of collegiate lower division and community college programs. While enrollment in special study may be on an individual basis, from time to time a special study may be established to satisfy the needs of a particular group, offered on a scheduled basis for enrollment through the regular registration process. To qualify for special study, the student should have completed college courses basic to the study, or have had actual field experience or special training in the field of study.

Credit to a four-unit maximum is given on the basis of one unit for each 18 hours of lecture or equivalent. Four-year colleges and universities may not accept more than one special study in a subject and may limit the total number of special study units accepted. No more than 12 special study units may be used to fulfill graduation requirements at American River College.

Application: To apply for independent or special study a student must first discuss the study with the instructor who will supervise the study and with the area dean. The student then completes the petition and course description forms with the assistance of the supervising instructor, who will process the petition. If it receives final approval, the student is registered in the course and receives a grade as in any regularly scheduled course.

Petition for independent or special study must be filed before the deadline, published in the catalog calendar, of the semester in which the study is to be completed. If the study is not completed by the end of the semester, a new petition must be approved in a subsequent semester if units are to be granted.

Credit by Examination:

Under special circumstances, a student who has successfully completed 12 units at American River College, is currently enrolled and in good standing, and is qualified by experience or previous training, may take a special examination to establish credit in a course in which he/she is not formally registered or has not received previous credit. Each instructional area of the college is responsible for the eligibility requirements and the nature of an examination in its subjects. A "Credit" grade will be given, not a letter grade.

The units granted by examination are not assigned a letter grade and may not be used to satisfy the 12-unit residence requirement for graduation. A maximum of 15 units may be allowed by examination.

A student seeking credit by examination should consult the dean of the appropriate area. Credit by examination is not applicable to all courses and in some instances the process may require measures of evaluation.
College Level Examination Program (CLEP)

After completing 12 units at American River College, a student in good standing may submit qualifying scores on College Level Examination Program (CLEP) General Examinations, except for English scores, to the Records Office to determine eligibility for college credit. No more than 30 units may be granted toward the completion of the college’s general education requirements (not inclusive of the English requirement). Credit is not granted for CLEP Subject Examinations. Students should be aware that some two-year and four-year colleges have the right to accept, reject, or modify the CLEP units accepted by American River College.

College Entrance Examination Board (CEEB) Advanced Placement Examination Credit

A maximum of 15 units may be earned by examination. Advanced Placement Examination credit is included. Students who earn acceptable scores will be awarded credit toward an A.A. or A.S. degree but grades are not awarded. Such course credit does not enter into computation of the GPA for transfer or graduation from ARC. Credit may not be earned for courses which duplicate credit already allowed for Advanced Placement Examinations.

The following chart shows credit given and ARC course equivalencies.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score</th>
<th>ARC Course Equivalents</th>
<th>Credit Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language &amp; Composition</td>
<td>3, 4, 5</td>
<td>English 1A</td>
<td>3 units</td>
</tr>
<tr>
<td>Literature &amp; Composition</td>
<td>3, 4, 5</td>
<td>English 1A &amp; 1B</td>
<td>6 units</td>
</tr>
<tr>
<td>French Languages</td>
<td>3, 4, 5</td>
<td>French 1A</td>
<td>4 units</td>
</tr>
<tr>
<td>German</td>
<td>3, 4, 5</td>
<td>German 1A</td>
<td>4 units</td>
</tr>
<tr>
<td>Spanish</td>
<td>3, 4, 5</td>
<td>Spanish 1A</td>
<td>4 units</td>
</tr>
<tr>
<td>American History</td>
<td>3, 4, 5</td>
<td>History 17, 18</td>
<td>6 units</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>Biology 12</td>
<td>3 units</td>
</tr>
<tr>
<td>Biology</td>
<td>4, 5</td>
<td>Biology 16 or 17</td>
<td>4 units</td>
</tr>
<tr>
<td>Biology</td>
<td>5</td>
<td>Biology 1A</td>
<td>5 units</td>
</tr>
<tr>
<td>(w/department consent upon review of lab work reports)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>4, 5</td>
<td>Chemistry 1A or 2A</td>
<td>5 units</td>
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<tr>
<td>Physics B</td>
<td>3, 4</td>
<td>Physics 10 and 10L</td>
<td>4 units</td>
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<tr>
<td>Physics B</td>
<td>5</td>
<td>Physics 4A or 5A</td>
<td>4 units</td>
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<td>(w/department consent upon review of lab work reports)</td>
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<td></td>
<td></td>
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<tr>
<td>Math A/B</td>
<td>3, 4, 5</td>
<td>Math 9A</td>
<td>4 units</td>
</tr>
<tr>
<td>Math B/C</td>
<td>3, 4, 5</td>
<td>Math 9A/9B</td>
<td>8 units</td>
</tr>
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</table>

All other tests must be submitted to area dean by petition for consideration of credit to be allowed. Students should see their counselor to initiate the petition.
The California Articulation Number (CAN) System is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number signals that participating California colleges and universities have determined that courses offered by other campuses are equivalent in content and scope to courses offered on their own campuses, regardless of their unique titles or local identifying numbers. Thus, if a schedule of classes or catalog lists a course bearing a CAN number, students on one campus can be assured that it will be accepted in lieu of the comparable CAN course noted in the catalog or schedule of classes of another campus. For example, CAN ECON 2 on one campus will be accepted as meeting the requirement of the designated CAN ECON 2 course on other participating community college or university campuses.

The CAN numbering system is obviously useful for students attending more than one community college and is applied to many of the transferable, lower division courses students need as preparation for their intended major. Because these course requirements may change, however, and because courses are continually being redefined, qualified for or deleted from the CAN database, students should always check with their campus’ counselors, articulation officer, or the transfer center director to determine how CAN-designated courses fit into their educational plans for transfer.

Students should consult the ASSIST database at www.assist.org for specific information on course agreements. The college staff will help students interpret this information.

<table>
<thead>
<tr>
<th>CAN ARTICULATION NUMBER</th>
<th>ARC Course Number</th>
<th>CAN ARTICULATION NUMBER</th>
<th>ARC Course Number</th>
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</tr>
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<td>ART 40A</td>
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</tr>
<tr>
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<td>ART 25</td>
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</tr>
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<td>ART 3+4+5</td>
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<td>MATH 9C</td>
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<tr>
<td>CAN ENGL SEQ C ..........</td>
<td>ENGL 30+31</td>
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</table>
The courses required in a program must all be completed to earn the degree or certificate, regardless of the order in which they are completed. Since departure from the suggested sequence may extend the time necessary for completion, student and counselor should plan the two-year program.

General Education-Transfer

A student fulfilling the requirements for an Associate of Arts degree in General Education Transfer must complete the California State University General Education lower division requirements* or the Intersegmental General Education Curriculum lower division requirements. The student must fulfill all other American River College graduation requirements. (Courses used to complete these options may also be used to complete other American River College graduation requirements.)

*One science for the CSU System must have a 4 or 5 unit laboratory and be on approved list.

General Science

Broad study in the fields of biological and physical sciences.

Requirements for Degree Major: 18 units of transfer level course work in science in addition to other graduation requirements.

Two laboratory courses must be included, one in a physical science and one in a biological. Courses may be selected from anatomy, astronomy, bacteriology, biology, botany, chemistry, geology, physical anthropology, physical geography, physical science, physiology, physics and zoology. See ARC graduation requirements.

Liberal Arts

A major for effective living, emphasizing experience in the fields of natural science, social studies, humanities and learning skills.

Requirements for Degree Major: 24 units of transfer level course work. One course from natural science, one from humanities, two from social science, one from Language and Rationality, and three additional courses from one or more of these areas. See Graduation requirements.

Mathematics-Physical Science

Broad study in the field of mathematics and physical sciences.

Requirements for Degree Major: 18 units of transfer level course work in addition to other graduation requirements. Courses may be selected from astronomy, chemistry, engineering, geology, mathematics, physical geography, physical science, physics and statistics. See Graduation requirements.

Social Science

Requirements for Degree Major: 18 units of transfer-level work in addition to other graduation requirements.

Courses taken must be in at least four of the following areas: Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology (except Psychology 4) and Sociology.

General Education Graduation Requirement: Students must also complete the general education graduation requirements for an A.A. degree. See general education requirements.