American River College

2003-2004 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 13, 2003, and does not reflect changes that may have occurred since that time.
Welcome to American River College

Your education is 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
Contents

Academic Calendar ................................................................. 4

About American River College

History of the College ............................................................. 5
General Information ............................................................... 6
Student Services .................................................................... 8
Administration ...................................................................... 13
Financial Aid ........................................................................ 14
Student Activities .................................................................. 16

Enrolling, Graduation and Transfer

Getting Started ...................................................................... 17
Academic Standards .............................................................. 20
Graduation Requirements ......................................................... 24
Transfer Information ............................................................... 26
CSU Requirements .................................................................. 28
Intersegmental General Education Transfer (IGETC) ................. 29
University of California .......................................................... 30
Instructional Programs ............................................................ 31
California Articulation Number System ................................... 36
Major Programs Not listed in Main Section ............................ 37

Programs of Study and Course Descriptions

Accounting ............................................................................. 39
Anthropology .......................................................................... 42
Apprenticeship ....................................................................... 44
Art .......................................................................................... 46
Art New Media ....................................................................... 52
Astronomy .............................................................................. 57
Automotive Technology ........................................................... 58
Biology .................................................................................. 66
Business ................................................................................ 70
Business Technology ................................................................ 75
Chemistry .............................................................................. 78
Computer Information Science ................................................ 80
Design and Engineering Technology ......................................... 91
Early Childhood Education ...................................................... 95
Economics ............................................................................ 101
Electronics Technology ........................................................... 102
Engineering ........................................................................... 109
English .................................................................................. 111
English as a Second Language ................................................. 123
Family and Consumer Science ............................................... 127
Fashion ................................................................................ 129
Fire Technology ..................................................................... 132
Foreign Languages ................................................................ 135
Funeral Service Education ..................................................... 139
Geography ............................................................................ 141
Geology ................................................................................ 145
Gerontology .......................................................................... 147
Health Education .................................................................. 156
History .................................................................................. 157
Horticulture .......................................................................... 161
Hospitality Management ....................................................... 164
Human/Career Development .................................................... 168
Human Services .................................................................... 170
Humanities ............................................................................ 172
Interior Design ...................................................................... 174
Journalism ............................................................................ 177
Legal Assisting ..................................................................... 179
Library .................................................................................. 182
Management ......................................................................... 183
Marketing .............................................................................. 188
Mathematics and Statistics .................................................... 191
Music .................................................................................... 196
Natural Resources .................................................................. 205
Nursing and Allied Health ...................................................... 208
Nutrition and Foods ................................................................ 213
Paramedic ............................................................................. 216
Philosophy ............................................................................ 219
Physical Education ................................................................. 221
Physical Science and Physics ................................................. 231
Political Science .................................................................... 233
Psychology ............................................................................ 235
Public Safety ......................................................................... 238
Real Estate ............................................................................ 240
Recreation ............................................................................. 243
Respiratory Care .................................................................... 245
Sign Language Studies ............................................................ 248
Social Science ....................................................................... 253
Sociology .............................................................................. 255
Special Studies ....................................................................... 256
Speech .................................................................................. 257
Student Government .............................................................. 259
Theatre Arts ......................................................................... 260
Tutoring and Interdisciplinary .................................................. 266
Welding Technology ............................................................... 268

People

Faculty .................................................................................. 271
Advisory Committees .............................................................. 280

Other Information

Students’ Rights and Responsibilities ........................................ 288
Other Policies ....................................................................... 291
ARC Procedure for Reporting Sexual Assault .......................... 292
Crime Awareness and Campus Security Act ............................ 293
ARC Patrons Awards ............................................................. 296
Index .................................................................................... 297
Campus Map ......................................................................... 304

American River College is part of the Los Rios Community College District

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American River College 2003-2004
Summer Session 2003

Instruction Begins - 1st Session ................................................................. June 9 ................................. Monday
Instruction Begins - 6 Week/2nd Session ..................................................... June 23 ................................. Monday
End of 4 Week/1st Session ........................................................................ July 3 ................................. Thursday
Independence Day Holiday ....................................................................... July 4 ................................. Friday
Instruction Begins - 4 Week/2nd Session ..................................................... July 7 ................................. Monday
End of 6 Week/1st Session ........................................................................ July 17 ................................. Thursday
End of 8 Week Session ............................................................................. July 31 ................................. Thursday
End of 6 Week/2nd Session ........................................................................ July 31 ................................. Thursday

Fall Semester 2003

Instructional Improvement Days ................................................................. August 14, 15 ........................ Thursday, Friday
Instruction Begins .................................................................................... August 18 ........................ Monday
(Saturday and Sunday classes begin) ........................................................... August 23, 24 ........................ Saturday, Sunday
Labor Day Holiday .................................................................................... September 1 ........................ Monday
Veterans Day Holiday ............................................................................... November 10 ........................ Monday
Last Day to Drop Full Semester Classes .................................................. November 22 ........................ Saturday
Thanksgiving Recess ................................................................................. November 27-30 ........................ Thursday-Sunday
End of Semester ....................................................................................... December 19 ........................ Friday
Winter Recess ............................................................................................ December 20-31 ........................ Monday-Wednesday
Grades Due ............................................................................................... January 2 ................................. Friday
Semester Break .......................................................................................... January 2-14 ........................ Friday-Wednesday

Spring Semester 2004

Instructional Improvement Days ................................................................. January 15, 16 ........................ Thursday, Friday
King’s Birthday Holiday ............................................................................ January 19 ........................ Monday
Instruction Begins .................................................................................... January 20 ........................ Tuesday
(Saturday and Sunday classes begin) ........................................................... January 24, 25 ........................ Saturday, Sunday
Lincoln’s Birthday Holiday ......................................................................... February 13 ........................ Friday
Washington’s Birthday Holiday ............................................................... February 16 ........................ Monday
Spring Recess ............................................................................................ April 5-11 .............................. Monday-Sunday
Last Day to Drop Full Semester Classes .................................................. May 1 ................................................ Saturday
End of Semester and Commencement ...................................................... May 26 ............................................ Wednesday
Memorial Day Holiday ............................................................................. May 31 ............................................ Monday
Grades Due ............................................................................................... June 1 ............................................ Tuesday

Note: Fall and summer registration take place at the same time. A complete calendar, including important deadlines, can be found in the class schedule. Online (eServices) and Telephone Enrollment Services (TES) are available every day, including holidays, from 7:00 a.m. to 10:00 p.m. for registration and adding and dropping classes.
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 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.

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, nearly 50 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.

Off-Campus Classes

College-credit classes are taught at four off-campus locations in the northern and northeastern areas of Sacramento County. Classes at the Ethan, Natomas, and Sunrise Centers 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 at those centers.

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.

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.

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)

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 the Patrons Chair Award and $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,
Facilities Usage

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 offers instruction via the Internet in selected subject areas. 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 Officer: Al Ghoston—Associate Vice President, Student Success (484-8569)

Student Grievance Officer: Celia Esposito-Noy, Associate Vice President, Enrollment Services (484-8171)

Equity Officer: Vicky Fong—Associate Vice President, Instruction (484-8405)

Sexual Harassment Officer: Vicky Fong—Associate Vice President, Instruction (484-8405)

Title IX Coordinator: Vicky Fong—Associate Vice President, 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 or visit our website at [www.arc.losrios.edu/stusrvc/career.html].

Children’s Center

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.

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 major 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.

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 (Extended 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 Services 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 module 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.

International students (F Visa) will be required to show evidence of approved health insurance coverage throughout the duration of their studies at American River College.

The Library

Central to inquiry and learning is the library. Whether you need in-depth information from books, scholarly journals, current newspaper or magazine articles, or background information, visit the library. There are more than 100,000 items in the collection and more are easily available from the other Los Rios colleges. In the library you are welcome to study, search on a topic, use computers for research, and get help in finding information – the ARC library is a versatile learning place! Remote access to the catalog and databases is especially handy for researching from off-campus. Go to [www.arc.losrios.edu/library] to discover new avenues for finding credible information.

Within the library, start your search on the lower level in the Reference Area. There you will find more than 60 computers with Internet access, the reference books, and librarians available to assist you. Explore the catalog, research databases, and Internet links covering many academic subjects – whether the sources are books, articles, media, or web pages. ARC students can gain “information-smarts” by enrolling in library classes and/or coming to orientations and library drop-in sessions on this lower level of the library. When you come by, notice the wealth of handouts to help you use and evaluate information sources effectively.

Services on the first floor of the library include the Circulation Desk, reserve collection, computers available for email, and additional staff members to assist you. Also on the first floor is the Periodicals Room where you can browse journals, magazines, and newspapers.

The second and third floors include quiet study areas, study rooms, classrooms, and the circulating book collection.

Librarians are on duty every hour the library is open.

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, workshops, student success information, 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.losrios.edu/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 in the Career and Job Opportunity Center.

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.
Student Services

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.edu/~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.

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.

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.

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.
President ........................................................................................................................................... Dr. Marie Smith

Vice Presidents

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

Associate Vice Presidents

Enrollment Services ................................................................. Celia Esposito-Noy
Instruction .................................................................................. Dr. Vicky Fong
Instruction & Learning Resources ............................................... Dr. Lee Thiel
Student Success ........................................................................... Aldophus Ghoston
Workforce Development & Business .......................................... Dr. Kathleen Wishnick

Deans

Behavioral and Social Sciences .................................................. Whitney Yamamura
Computer Science & Information Technology .......................... Barbara Blanchard
English ....................................................................................... Dr. Robert Frew
Fine & Applied Arts ................................................................... Dr. David Newnham
Health & Education ................................................................... Sheryl Gessford
Humanities .................................................................................... Dr. Bruce Kinghorn
Mathematics .............................................................................. Rachel Rosenthal
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Physical Education & Athletics .................................................... Jean Snuggs
Planning, Research & Development .......................................... Dr. Susan Lorimer
Sacramento Regional Public Safety Training Center .................... Richard McKee
Science and Engineering ........................................................... Dr. Pamela Walker
Student Recruitment & Information ......................................... Bruce Patt
Student Services .......................................................................... Robin Patt
Technical Education ................................................................. Gabriel Meehan

Other Administrative Staff

Director, Administrative Services ........................................... Laduan Smedley
Manager, Bookstore .................................................................. Jim Cardoso
Director, Engineering Technology Center ................................. Dr. Scott Griffith
Director, 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>At Home</th>
<th>Away from Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board/Room</td>
<td>$3,258</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>910</td>
</tr>
<tr>
<td>Transportation</td>
<td>900</td>
</tr>
<tr>
<td>Personal</td>
<td>1,200</td>
</tr>
<tr>
<td>Fees</td>
<td>308</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6,576</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--successfully 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. Students who complete a degree, certificate or have accumulated 72 units will be denied financial aid.

4. Students may attempt up to 90 units in pursuit of their educational goal. Students who have attempted 90 units or more will be denied aid.

Probation: Students who have had a deficiency in only one semester may be put on probation. Students on probation are not required to appeal, but they must submit an education plan to the financial aid office.

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.
Sources of Student Financial Assistance

<table>
<thead>
<tr>
<th>Type of Assistance</th>
<th>Federal</th>
<th>State</th>
<th>Institutional</th>
</tr>
</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</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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>Federal Work Study****</td>
<td></td>
<td></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 $150 to $600 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.

****Federal 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: $7.00. Need based, FAFSA application required.

Financial Aid

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 units a student can attempt.

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.
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.

Students Wishing to Transfer to ARC

American River College welcomes transfer students from other accredited schools and colleges; however, students who have earned grades averaging less than a 2.0 GPA will be admitted on probation.

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

Admission Procedure

All First-Time Students

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

1. Complete an application for admission online [www.arc.losrios.edu].
2. 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.
3. Attend a new student orientation.
4. See a counselor for assistance in developing your educational plan.

All New Transfer Students

All new transfer students, except those transferring from Cosumnes River and Sacramento City Colleges, should 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 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. All fees are subject to change. The general enrollment fee for California residents currently is $11 per unit for all students. 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.

Refunds. The student may file for the enrollment fee refund 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) online, at the Admissions Office, or by TES within the time lines published in the class schedule. 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.

Non-Resident Tuition

Students who have not established legal residence in California will be required to pay a tuition fee in the amount of $160 per class unit (includes the Community College Enrollment Fee) at the time of registration.

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 $174 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

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. 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) 484-8865. A credit card number 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.

High School Advanced Education Classes

Courses that provide enrichment and advancement in educational experience may be offered on a limited basis to high school students who have a minimum 2.7 GPA. Advanced education students may not take remedial 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 Counseling Center. Call 484-8572 for more information.

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 are considered international students; however, there are different attendance requirements for each visa type. ARC is approved by the Immigration and Naturalization Service (INS) to issue the I-20 for the F-1 visa. Requirements for admission as an 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.

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 International Student fee per unit is $174.00. 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. For more information, contact the Associate Vice President of Enrollment Services, at 484-8171.

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, wherever 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 Sub-chapter 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 at [www.arc.losrios.edu]. Students may register online 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 also 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 and El Camino Avenues.

Residence Requirements

American River College is a public college under California law. 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.

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 and notified of their eligibility to join the college's honor society.

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 remain 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 Associate Vice President, 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 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 or fewer units, or to a course 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. To see how GPA and Progress Percentage are calculated, see "Grade and Grade Point Averages."

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 Associate Vice President, 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 student petition.

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 Associate Vice President, Enrollment Services and the Vice President, 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.

Attendence
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
Under the new system, non-transfer and transfer courses are clearly distinguished by specific number ranges (100-299 for non-transfer courses; 300-499 for transfer courses). In most departments, courses are now numbered in prerequisite order (MATH 25, 32, 100, 120, & 300, for example).

Course numbering and credit

1-99 Basic Skills and Developmental courses are numbered 1-99. They are not acceptable for associate degree or transfer credit.

100-299 College-level, non-transfer courses are numbered 100-299. They are primarily occupational or technical and meet associate degree requirements such as apprenticeships and fire technology. Some are acceptable for transfer by four-year institutions offering degrees in similar subject matter. Check with your counselor.

300-499 College-level, transfer courses are numbered 300-499. They meet requirements for associate degrees and are generally accepted for transfer to four-year institutions to meet major, general education, breadth, or elective credit requirements. Check with your counselor regarding transferability of course to the University of California, private colleges, and out-of-state universities.

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 by the deadline published in class schedule. The equivalent of an 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 progress 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).

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent, 4 grade points per unit.</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Good, 3 grade points per unit.</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory, 2 grade points per unit.</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory, 1 grade point per unit.</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failing, 0 grade points, no units earned.</td>
<td></td>
</tr>
<tr>
<td>CR</td>
<td>Credit (C or better), not computed in GPA.</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (less than C), not computed in GPA but affects progress probation and dismissal.</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete, not computed in GPA but affects progress probation and dismissal.</td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td>In progress, course transcends semester limitation.</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal, not computed in GPA, but affects progress probation and dismissal.</td>
<td></td>
</tr>
</tbody>
</table>

Grade Point Average = \[
\text{Total Grade Points Earned} / \text{Total Units Attempted with Letter Grade}
\]

Progress Percentage = \[
\frac{\text{Total Units with “W,” “I” and “NC”}}{\text{Total Units Enrolled}}
\]

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 Associate Vice President, 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.

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 may be assigned at any time during the semester and fees refunded. Contact the Associate Vice President, 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

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

Transcripts

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 (excluding 200 – 299 numbered courses taken after fall 03 and 1 – 99 numbered courses taken after spring 03) with a C (2.0) grade point average in a curriculum that the district accepts toward the degree. At least 12 of the 60 units must be earned at American River College.

2. Major (minimum 18 units). Completion of one of the following options:
   
   A. Option I—Lower division general education pattern of the California State Universities. Courses used to complete this option may also be used to complete other ARC Graduation Requirements.
   
   B. Option II—Lower division general education pattern of the Intersegmental General Education Transfer Curriculum (IGETC). Courses used to complete this option may be used to complete other ARC Graduation Requirements.
   
   C. Option III—a two-year Major Program of Study offered at American River College. See ARC Major Programs of Study in the ARC catalog.

3. Completion of ARC’s general education requirements (21 unit minimum)

   A. NATURAL SCIENCE—One course from the following (3 units minimum):
      
      ANTH 300, 301, 480; ASTR 300, 400; BIOL 100, 115, 116, 300, 303, 305, 310, 352, 370, 400, 430, 451, 482; CHEM 305, 310, 320, 400; GEOG 300, 301, 307, 308; GEOL 300, 301, 305, 310, 315, 320, 330, 342, 345; HORT 300; NATR 300, 302, 304, 320, 332; NUTR *300, *302; PHYS 305, 310, 311, 312, 350, 410; PS 200, 300, 301; PSYC 310, 311

   B. HUMANITIES—One course from the following (3 units minimum):
      

C. SOCIAL & BEHAVIORAL SCIENCES—(6 units minimum):
   
   a. AMERICAN INSTITUTIONS—One course from the following: (3 units minimum):
      
      HIST 310, 311, 318, #320, #321, #323, #325, 327, #330, 483, 484; POLS 301; SS 110, 111

   b. SOCIAL/BEHAVIORAL SCIENCES—One additional course from the following (3 units minimum):
      
      ANTH #310, 315, 320, 330, #333; BUS 110, 300, *#320, 330, 345; ECE +312, #314; ECON 302, 304, +320; FCS +314; GEOG 310, #320; GERON +320; HIST *300, *302, *305, *#307, *#308, 340, 341, 343, *364, *365, 367, 373, *480, *481, 494; HSER +330; INDEP 300; JOUR 310; MGMT 174; POLS 302, 310, 322, 330, 332; PSYC 300, 305, 320, #361, #365, *370, +372, +374, 480; SILA #330; SOC 300, 301, #320, 325, #342; SS 310, 312

D. LANGUAGE & RATIONALITY — Two courses (6 units minimum):
   
   a. One course from the following (3 units minimum): ENGW 103, 300, 480; ESLW 340; BUS 310
   
   b. One additional course from the following (3 units minimum):
      
      AT 105; BUS 105; CISA 300, 310, 320; CISC *300; CISP 317, 320, 340, 350, 360, 400, 440; ET 310, 311, 370; ENGCW 400, 430; ENGRD 310, 312; ENGW 301, 302, 330, 342, 481, 482; ESL 350; GEOG 330; JOUR 300; MGMT 360; MATH 120, 300, 310, +320, 325, 330, 340, 342, 344, 350, 370; PHIL 320, +325; PSYC 330; SPEECH 301, 331; STAT 301, 481; WELD 140

E. LIVING SKILLS — (3 units minimum):
   
   a. One Physical Education activity course with one of the following prefixes: ADAPT, DANCE, FITNS, PACT, TMACT, SPORT
   
   b. Minimum of 2 units from the following: AT 107; BUS * +320; CISC *300; CISP 330; ECE 330, +350; ECON * +320; ENGED 320, +324; ET 250; GERON +300, 330, 334; HCD 310, 318, 330, 331, 336; HEED 300; HSER +340; INDIS 300, 325; PSYC +340, 342, 352, 354, 356, *370, 380, 390, +400; SOC +335; SPEECH 321; WELD 150

F. ETHNIC/MULTICULTURAL STUDIES—(3 units minimum):
   
   ANTH #310, #333; ARTH #322; BIOL 322; BUS #330;
   
   DANCE 300; ECE 430; ENGLT #327, #333, #334, #337, #372, #374, #376; GEOG *310, #320, 322; HIST *307, *#308, #320, #321, #323, #325, #330; HUM #320, #330;
   
   HSER +330; MUFLH #315, #330; NUTRIL 30; PSYC #361, #365; SILA #330; SOC #320, #342; SPEE 325; TA #306, #318

*Courses appearing in more than one category may be used to satisfy only one category.

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

# These multicultural courses 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 in (F.)
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. (The ARC Assessment Tests that were used for course recommendations may fulfill the competency requirement in Reading.)

A. WRITTEN EXPRESSION COMPETENCY is satisfied by the following:
   a. Completion with a ‘C’ or better in one of the following courses or its equivalent at an accredited college: BUS 310; ENGWR 103, 300, 480; ESLW 340
   b. Possession of an AA/AS Degree or higher, completed at an accredited college in the United States

B. READING COMPETENCY is satisfied by one of the following:
   a. Completion with a C or better of one of the following courses: ENGRD 310, 312; ESLR 340
   b. Possession of an AA/AS Degree or higher completed at an accredited college in the United States
   c. Achieving a qualifying score on the first two attempts on the college level reading examination administered by a Los Rios Assessment Center.

C. MATHEMATICS COMPETENCY is satisfied by one of the following:
   a. Complete one of the following with a ‘C’ or better:
      MATH 100 or higher-level math course; AT 105; CISP 340; ET 310 & 311; PHIL 325; PSYC 330; STAT 301, 481; WELD 140
   b. Complete an equivalent course with a “C” or better at an accredited college.
   c. Obtain a satisfactory score on the District’s Math Competency Test.

NOTE: See District Policy and Regulations P7241/R7241.
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 it 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.

The Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus G.E. requirements.

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 [srk.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 C (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.
Transfer to Four-Year Institutions

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 (530) 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://srtk.cccco.edu/index.asp
The following American River College courses meet CSU lower division: General Education breath list (please see your counselor for AP list.)

Advanced Placement (AP) Examinations are appropriate for inclusion in the junior standing.

required for the major, or that prepare for the major, be completed prior to four year university. 

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 with junior standing.

The following American River College courses meet CSU lower division:

### C. THE ARTS, LITERATURE, PHILOSOPHY, FOREIGN LANGUAGE (9 units minimum from 3 different subjects with at least one from the Arts and one from Humanities plus 1 from either Arts or Humanities)


### D. SOCIAL, POLITICAL, ECONOMIC INSTITUTIONS (9 units minimum, 1 course from each area.)

1. **HIST** 310, 311, 318, 320, 321, 323, 325, 327, 330, 483, 484
2. **POLS** 301

### E. LIFELONG UNDERSTANDING (3 units minimum, one course from each area.)

1. **GERON** +300, +302; **HEED** 300; **HSR** +330, +340; **INDIS** 300, 325; **NUTRI** 300; **PSYC** *340, 342, 352, 354, 356, +365, *370, +374, 380, 390, 400; **SOC** +335; **SPEE** 321
2. **PHYSICAL EDUCATION** activity course with one of the following prefixes: **ADAPT**, **DANCE**, **FITNS**, **PACT**, **TMACT**, **SPORT**

* Courses appearing in more than one category may be used to satisfy only one category.
+ Courses are cross-numbered in two subject areas and may count in only one area. Courses in the major field may or 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 301 with Anthro 300; Geog 301 with Geog 300; Geol 301 with Geol 300; Astron 400 with Astron 300; Phys Sci 301 with Phys Sci 300.
**Final status of this information was unavailable at publication time. Contact the American River College Counseling Center at (916) 484-8572 for 2003-2004 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.

**NOTE:** Student must see a counselor to have this form certified before transfering.

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.**

**Language Not English**

Proficiency equivalent to two years of high school study in the same language. Or, the following courses at ARC also will fulfill this requirement:

<table>
<thead>
<tr>
<th>Area 5: Physical and Biological Sciences (7-9 units, at least one physical science and one biological science, and one must include a lab)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5A Physical—1 course from: ASTR 300, 400(L); CHEM 305(L), 320(L), 400(L), 401(L), 423(L); GEOG 303, 301(L); GEOL 300, 301(L), 305, 306(L); PHYS 310, 311, 350(L), 410(L); PS 300, 301(L)</td>
</tr>
<tr>
<td>5B Biological—1 course from: ANTH 300, 301(L), 480; BIOL 300, 305(L), 310(L), 352(L), 370(L), 400(L), 410(L), 420(L), 440(L), 442(L); PSYC 310, 311(L)</td>
</tr>
</tbody>
</table>

**NOTE:** (UC Only) BIOL 300 & 310 combined maximum credit allowed—two courses. No credit for BIO 300 or 310, if taken after BIO 400. CHEM 400, 401 & CHEM 305, 306 combined—maximum credit allowed—1 series. No credit for PHYS 350, if taken after 410. PHYS 350, 360 & 410, 412, 431 combined—maximum credit—1 series. PHYS 310 & 311 combined—maximum credit allowed—one course. No credit for PHYS 310 or 311, if taken after 410 or 350. No credit for PS 300, if taken after a college course in Astronomy, Chemistry, Geology, Meteorology or Physics.

**UC Requirement Only**

**Language Not English**

Proficiency equivalent to two years of high school study in the same language. Or, the following courses at ARC also will fulfill this requirement:

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<tr>
<th>Area 5: Physical and Biological Sciences (7-9 units, at least one physical science and one biological science, and one must include a lab)</th>
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</tr>
<tr>
<td>5B Biological—1 course from: ANTH 300, 301(L), 480; BIOL 300, 305(L), 310(L), 352(L), 370(L), 400(L), 410(L), 420(L), 440(L), 442(L); PSYC 310, 311(L)</td>
</tr>
</tbody>
</table>

**NOTE:** (UC Only) BIOL 300 & 310 combined maximum credit allowed—two courses. No credit for BIO 300 or 310, if taken after BIO 400. CHEM 400, 401 & CHEM 305, 306 combined—maximum credit allowed—1 series. No credit for PHYS 350, if taken after 410. PHYS 350, 360 & 410, 412, 431 combined—maximum credit—1 series. PHYS 310 & 311 combined—maximum credit allowed—one course. No credit for PHYS 310 or 311, if taken after 410 or 350. No credit for PS 300, if taken after a college course in Astronomy, Chemistry, Geology, Meteorology or Physics.

**CSU Graduation Requirement Only**

U.S. History, Constitution and American Ideals (6 semester units, one course from each group)

<table>
<thead>
<tr>
<th>Group 1:</th>
<th>POLS 301</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 2:</td>
<td>HIST 310, 311, 318, 320, 321, 323, 325, 327, 330, 483, 484</td>
</tr>
</tbody>
</table>

**NOTE:** If a student used these 2 courses to fulfill AREA 4, the student will need to complete two additional upper division 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 301 with Anthro 300; Geog 301 with Geog 300; Geol 301 with Geol 300; Astron 400 with Astron 300; Phys Sci 301 with Phys Sci 300.
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 complete all of the required courses for a major (from 18 to approximately 30 plus units), fulfill general education requirements and sufficient electives to meet a minimum total of 60 units. The following majors for the degree are incorporated in the following programs of study:

Accounting
Administrative Assistant
Advertising and Sales Promotion
Art
Art New Media
*Automotive Technology
*Automotive Collision Technology
Business
Chemical Dependency Studies
Commercial Music
Community Journalism
*Computer Information Science
*Design Technology
Digital Systems Technology
Early Childhood Education
*Electronic Technology
*Engineering Technology
Family & Consumer Science
Fashion
Financial Accounting
Fire Technology
*Funeral Service Education
General Education - Transfer
General Office
Geographic Information Systems
Gerontology
Hospitality Management
Human Services
Interior Design
*Landscape Industry
Legal Assisting
Liberal Arts
Liberal Studies for Elementary Education
Marketing
Mathematics
Music
*Natural Resources
*Nursery Industry
*Nursing
*Paramedic
Photography
Real Estate
Recreation Management
*Respiratory Care
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

The Career Certificate (18 units or more) and the Certificate of Completion (17.5 units or less) are offered to students completing program requirements. Certificate programs have been developed, with the assistance of business and industrial advisory committee, to provide vocational training for students who are not necessarily seeking a college degree.

Career Certificate

A Career Certificate certifies that a student has completed all required courses for a major and is prepared to enter the career designated on their certificate. Career certificates require 18 units or more with grade of "C" or better in each course leading to the certificate. A minimum of 12 units must be completed at American River College. Career Certificates may be earned in the following areas:

Accounting
Administrative Assistant
Art New Media
Automotive Technology
Automotive Collision Technology
Automotive Technology
Biotechnology
Chemical Dependency Studies
Computer Information Science
Commercial Music
Design Technology
Digital Systems Technology
Early Childhood Education
Electronic Technology
Electronic Technology: Telecommunications Management
Engineering Technology
English: Technical Communication
Fashion Design/Fashion Merchandising
Financial Accounting
Fire Technology
General Business
Geographic Information Systems
Gerontology
Hospitality Management: Culinary Arts
Human Services
International Studies
Interior Design
Landscape Industry
Management
Marketing
Natural Resources
Nursery Industry
Office Careers
Office Technology
Paramedic
Real Estate
Retail Management
Sign Language Studies
Small Business Management
Small Business Management
Total Quality Management
Welding Technology

American River College 2003-2004
Certificates of Completion

Certificates of Completion are intended to certify that students completing all required courses of a major are prepared to meet specific occupational needs, upgrade skills or for advancement in an existing career. A grade of "C" or better is required in each course leading to the Certificate of Completion issued by the department. The certificate requires completion of all courses listed in the Required Program of student. Certificates of Completion require 17.5 units or less.

Level 1: 3-6 units
Level 2: 7-11 units
Level 3: 12-17.5 units

For all Certificates in Level 1 and 2, all units must be completed at American River College. For all Certificates in Level 3, 12 units must be completed at American River College.

Certificate of Completion is issued by the Department and may be earned in the following areas:

- Auto Technology: Air Conditioning Service Level 3
- Auto Technology: Parts and Service Level 3
- Automotive Technology: Undercar Service Level 3
- Basic Electronic Assembly and Repair Level 3
- Business: Office Assistant Level 2
- Dietary Manager Level 3
- Early Childhood Education: Associate Teacher Level 3
- Early Childhood Education: Management Specialist Level 3
- Early Childhood Education: Family Child Care Level 3
- Early Childhood Education: Master Teacher Level 3
- Early Childhood Education: Family Service Level 3
- Electronic Technology: CMOS Mask Design Level 3
- Electronic Technology: Fiber Optics Level 2
- Fitness Specialist Level 3
- Gerontology: Activity Coordinator Level 2
- Gerontology: In-Home Support Service Worker Level 2
- Hospitality Management: Introductory Baking Level 3
- Modern Management Level 3
- Technical Theatre Level 3
- Theatre Arts: Film Level 3
- Theatre Arts: Costuming Level 3
- Theatre Arts: Acting Level 3
- Theatre Arts: Children's Theatre Level 3
- Theatre Arts: Musical Theatre Level 3
- Telecommunication Specialist Level 3
- Telecommunications Field Technician Level 3
- Welding: Mathematics and Blueprint Interpretation Level 2
- Welding: Gas Metal Arc Plate and Pipe Level 2
- Welding: Shielded Metal Arc Plate and Pipe Welding Level 2
- Welding: Shielded Metal Arc Plate and Pipe Welding Level 3

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. Apprenticeship programs are available in:

- Carpenter
- Drywall/Lathing
- Electrical
- Electrical Sound and Communications
- Ironworkers
- Sheet Metal

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. Nonetheless, 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.

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:

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 occupational major and/or are undecided about their occupational goals.
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. Vocational work experience is offered in the following college programs:

- Accounting
- Advertising
- Automotive Collision Technology
- Automotive Technology
- Banking and Finance
- Business-General
- Carpenters Apprenticeship
- Community Journalism
- Computer Information Science
- Drafting
- Early Childhood Education
- Electronics
- Engineering Technology
- Fashion
- Fire Technology
- Food Service Management
- Gerontology
- Horticulture
- Human Services
- Interior Design and Furnishings
- Management
- Office Administration
- Recreation and Leisure Leadership
- Retail Management
- Sign Language Studies
- Small Business Operation
- Theatre Arts
- Welding

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.

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 information about individual Honors classes, see these subject listings:

- ANTH 480 - Physical Anthropology
- ARTH 481 (one unit) - Art: Stone Age through the Middle Ages
- ARTH 482 (one unit) - Renaissance Tradition in Art
- ARTH 483 (one unit) - Art History of the Non-Western World
- ASTR 480 (one unit) - Introduction to Astronomy
- BIOL 480 (one unit) Biology/Chemistry Seminar (See CHEM 482)
- BIOL 482 - Introduction to Invertebrate Marine Biology
- CHEM 480 (one unit) - Honors General Chemistry
- CHEM 482 (one unit) Biology/Chemistry Seminar (See BIOL 480)
- ENGWR 480 - College Composition
- ENGWR 481 - College Composition and Literature
- ENGWR 482 - Advanced Composition and Critical Thinking
- HIST 480 - History of Western Civilization
- HIST 481 - History of Western Civilization
- HIST 483 - History of U.S. to 1865
- HIST 484 - History of U.S. 1865 to present
- HUM 481 (one unit) - Classical Humanities
- HUM 482 (one unit) Modern Humanities
- MATH 481 (one unit) - Application of Calculus
- MUFHL 480 - Introduction to Music
- PSYC 480 - General Principles
- STAT 481 - Honors Introduction to Probability and Statistics
- TA 480 - Beginning Acting
- TA 481 (one unit) - History of Film

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 class-
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 previous experience, 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 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.

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.

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.
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](http://www.assist.org) for specific information on course agreements. The college staff will help students interpret this information.

### California Articulation Number System

<table>
<thead>
<tr>
<th>CAN ARTICULATION #</th>
<th>ARC COURSE #</th>
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<tr>
<td>CAN ANTH 2</td>
<td>ANTH 300</td>
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<td>ANTH 310</td>
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<td>CAN ANTH 6</td>
<td>ANTH 320</td>
<td>CAN ENGL 16</td>
<td>ENGLT 321</td>
</tr>
<tr>
<td>CAN ART 2</td>
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American River College 2003-2004

California Articulation Number System

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Programs of Study Not Listed In Main Body of Catalog

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 PSYCH 335) and Sociology.

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