
MADERA COMMUNITY COLLEGE CENTER

Oakhurst Community College Center

2019 - 2020 Catalog



30277 Avenue 12 • Madera, CA 93638 • www.maderacenter.com
A public two-year college of the State Center Community College District

Catalog Statement

On May 19, 2019, the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges reviewed and accepted Madera Community College Center's Eligibility Report. Under Commission rules, acceptance of an Eligibility Report does not establish a formal relationship between the Commission and the college. Inquiries about accreditation should be made to the Commission office: ACCJC, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234.

This publication is intended to serve students and prospective students as a guide to program planning, institutional services and regulations for attendance at this institution. This catalog becomes effective with the Fall 2019 semester and ends with the Summer 2020 semester, unless otherwise amended. The college reserves the right to adjust conditions of enrollment, class offerings and services rendered as dictated by the limits of institutional resources and enrollment conditions.

Students are held individually responsible for the information contained in the catalog. Failure to read and comply with college regulations will not exempt students from whatever penalties may incur.

Reference copies of the catalog are available in the Library, Counseling Center, Admissions and Records Office, on-line, and in the offices of the Vice President of Learning and Student Success and educational advisors. Students are encouraged to purchase and use their own copy of the catalog. Personal copies are for sale in the Madera Community College Center Bookstore.

Madera Community College Center remain accredited through Reedley College until it is granted college status. In addition, some Madera CCC Programs have specialized Accreditations and/or Licensures. These programs are listed below:

PROGRAM	ACCREDITOR/LICENSURES	STATUS
Child Development Centers	National Association for the Education of Young Children https://www.naeyc.org	Current
Nursing Assistant	California Department of Public Health https://www.cdph.ca.gov	Current
Licensed Vocational Nursing (LVN)	Board of Vocational Nursing and Psychiatric Technicians http://www.bvnpt.ca.gov	Current
Licensed Vocational Nursing (LVN) to Registered Nurse (RN)	California Board of Registered Nursing http://www.rn.ca.gov	Current
Speech-Language Pathology Assistant	Department of Consumers Affairs, Speech-Language Pathology & Audiology & Hearing Aid Dispensers Board	Current

President's Message



Angel Reyna
Campus President

On behalf of the faculty, staff, and administrators, I would like to welcome you to Madera and Oakhurst Community College Centers. We are excited that you selected us to help you reach your goals. Our campuses firmly believe in our mission: "Empowering students to succeed in an ever-changing world," while providing an equitable learning environment that is welcoming and inclusive of all our students. Our highly qualified faculty members and dedicated, professional staff and administrators are just as committed to your success as you are.

Our campuses serve over 7,000 students. Whether you are attending Madera or Oakhurst Community College Centers to earn a transfer degree, associate degree, or to complete a workforce certificate and upgrade job skills, we can assist you in creating an educational plan to help you reach your goals. We offer 97 degrees and certificates in a wide range of transfer and career areas, as well as provide a wide range of student support services, opportunities to explore career options, and a variety of engaging student activities. I encourage you to use as many of these resources as possible to get the most out of your experience with us.

Madera Community College Center is part of the State Center Community College District, which includes Fresno City College, Reedley College, and Clovis Community College. We are part of one the state's largest community college districts, serving over 55,000 students. Together, we provide a range of programs for our diverse student populations and in support of workforce and economic development for the Central Valley.

We publish a schedule of classes prior to each academic session, and both the catalog and schedule are available on our website at <https://www.maderacenter.com/admissions-aid/college%20catalogs.html>. We recommend that you use the catalog as your planning resource guide to explore all the opportunities available at Madera Community College Center. If you don't find answers to your questions as you look through the course catalog or website, please call or email our knowledgeable support staff at 559-675-4800.

To the many freshmen who are joining our family at Madera and Oakhurst Community College Centers this fall and to all of our returning students, we wish you continued success in your academic journey. Thank you again for becoming part of the fiber of our legacy of excellence.

Go Mountain Lions!

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Introduction

Mission Statement

Empowering our students to succeed in an ever-changing world:

- We proudly provide quality instruction and strong community partnerships that support student's academic and workforce goals.
- We offer innovative and life-changing opportunities in a diverse, inclusive and equitable environment.
- We value our students' personal and social growth through responsive and interactive college experiences.
- We inspire hope and promote a passion for learning.
- We transform students' lives through high quality college programs and services resulting in degrees, certificates, transfer programs, and career skills.

STUDENT SUCCESS

- Connection and Collaboration
- Equity and Inclusivity
- Trust and Accountability

VISION

Madera Community College builds effective partnerships, strengthens communities, and transforms lives.

GENERAL EDUCATION LEARNING OUTCOMES

- Communication Skills
- Critical Thinking and Information Literacy
- Global and Community Literacy
- Personal Development

History of Madera Community College Center

The Madera Community College Center has been in existence for over 20 years, initially operating at Madera High School. In August 1996 a dedicated site for the Madera Community College Center situated on 114 acres was opened. The original development comprises approximately 25 of the 114 acres. The Madera campus is located on Avenue 12 just east of Highway 99 at the edge of the City of Madera. The initial campus consisted of 24 relocatable classrooms and a permanent student services building, along with a relocatable classroom to house the Child Development Learning Center and child care-related programs.

A permanent 26,000-square-foot education and administrative building and utility/maintenance facility were completed for the 2000-01 school year. Funding from the 2001-02 State Budget Act funded the Academic Village Complex completed in January 2004. The 50,000 square feet of classroom, laboratory, and office space includes academic classrooms and offices, as well as components and laboratory space for biology, physical science, chemistry, computer studies, business, art, and a Licensed Vocational Nursing Program. The project also provided funding to retrofit the educational/administrative building to house the library, student services and administrative offices.

As a result of funding from the local bond and business donations, a full-service physical education program and facilities have been completed, including a fitness center, aerobic center, and softball field complex. The Center for Advanced Manufacturing facility opened in 2009 and offers educational programs that include maintenance mechanic and welding.

The Madera Community College Center serves 2,600 students, generating a full-time equivalency of approximately 1,300 students per year. The Center offers a wide variety of academic and occupational programs and opportunities for students. Utilizing services and course catalogs from its sister institution, the Madera Community College Center offers over 360 courses each year in 38 areas of study and gives students a choice of transfer, Associate Degree, Associate Degrees for Transfer, Certificates of Achievement, and Certificates. The first cohort of the Licensed Vocational Nursing Program completed the 18-month Certificate program in May 2004. A 12 month LVN-RN program is also approved at the Madera Community College Center.

It is anticipated that the Madera area will continue to be one of the fastest growing population centers in the Central Valley and will, therefore, continue with its facilities expansion and student growth.

Madera Community College Center presidents, in order of tenure are:

- Angel Reyna (2019-present)

History of Oakhurst Community College Center

The Oakhurst Community College Center, serving 500 students and generating a full-time equivalency of approximately 250 students per year, was established as a result of Legislative Mandate (Senate Bill 1607). In Fall 1996, the campus relocated from Yosemite High School to its current location in the Central Business District of Oakhurst. In April 1999 the District acquired the 2.7 acres housing the Oakhurst Community College Center campus. The 120 academic and occupational education courses are taught annually in nine relocatable classrooms, including a science lab and a computer lab, arranged into a small campus setting. One of the classrooms is part of a collaborative project serving both Madera Community College Center classes and Madera County governmental events and was funded through a San Joaquin Valley Unified Air Pollution Control District grant to Madera County.

Included within the Center are two Distance Learning classrooms which allow connectivity to sister campuses at Clovis, Madera, Reedley, and Fresno. Students can complete their general education, Associate Degrees and transfer courses at the Oakhurst Center. Two additional classrooms were completed in 2008.

Eastern Madera County is a rapidly expanding area with a current population of approximately 30,000. It is anticipated the Center will continue to grow to meet the needs of this ever-expanding community.

The District

Madera Community College Center is one of four colleges in the State Center Community College District.

The State Center Community College District office is located at 1171 Fulton Street, Fresno, CA 93721. The district is comprised of Fresno City College, Reedley College, Clovis Community College, Career and Technology Center, Madera Community College Center, Oakhurst Community College Center, and The Training Institute. Each campus offers certain programs/courses which are unique and are not offered at the other campuses.



Student Right to Know

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the State Center Community College District and Madera Community College Center to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2014, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Madera Community College Center, nor do they account for student outcomes occurring after this three-year tracking period. Based upon the cohort defined above, 24.34% attained a certificate or degree or became "transfer prepared" during a three year period, from Fall 2014 to Spring 2017.

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

Based on the cohort defined above, 8.94% transferred to another postsecondary institution, (UC, CSU, or another California Community College) prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five semester period, from Spring 2015 to Spring 2017. The CCCCO website is <http://extranet.cccco.edu/Divisions/TechResearchInfoSys/MIS.aspx>.



Academic Calendar

Fall Semester 2019

DATE	EVENT
August 12	Instruction begins
September 2	Labor Day Holiday (Campus Closed)
October 11	Last day to withdraw from college or to be dropped from 18-week classes
November 11	Veterans Day Holiday (observed) (Campus Closed)
November 28-29	Thanksgiving Day Holidays (Campus Closed)
December 13	Last day for degree and certificate of achievement candidates to file application for December 2019 completion date
December 9-13	Final examinations
December 13	End of Fall Semester 2019
December 16-January 3	Winter recess

Spring Semester 2020

DATE	EVENT
January 13	Instruction begins
January 20	Martin Luther King, Jr. Day Holiday (Campus Closed)
February 14	Lincoln's Day Holiday (Campus Closed)
February 17	Washington's Day Holiday (Campus Closed)
March 13	Last day to withdraw from college or to be dropped from 18-week classes
March 13	Last day for degree and certificate of achievement candidates to file application for May 2020 completion date

April 6-10	Spring recess (Classes reconvene April 13)
May 18-22	Final examinations
May 22	End of Spring Semester 2020
May 22	Graduation exercises

Summer Semester 2020

Reedley College will conduct four sessions: (subject to change)

- 4-week summer session
- 6-week summer session
- 8-week summer session
- 10-week summer session

DATE	EVENT
May 26	Instruction begins for 4- and 10-week classes
May 25	Memorial Day Holiday (Campus Closed)
June 8	Instruction begins for 8-week classes
June 19	Final examinations; end of 4-week classes
June 22	Instruction begins for 6-week classes
July 3	Independence Day Holiday (observed) (Campus Closed)
July 31	Final examinations; end of 6-, 8-, and 10-week classes
July 31	Final examinations; end of 8-week classes. Last day for degree and certificate of achievement candidates to file application for August 2020 completion date

Note: Evening classes observe the same holiday and examination schedule as day classes.

Admissions and Registration

Admission of Students

Any graduate of an accredited high school may be admitted to Madera Community College Center. Also, any person having successfully completed the California High School Proficiency Exam (CHSPE) or the General Education Development test (GED) with scores of 45 overall and with no subtest lower than 35 may be admitted.

Upon completion of applicable admission requirements, registration materials are issued by the Admissions and Records Office. For dates relating to registration, check the calendars in this catalog or inquire at the college's Admissions and Records Office in the Administration Building, room AM-160.

Students should complete all plans for entrance as early as possible and be familiar with the following: (1) general requirements of the college, (2) special requirements in the major field of study, (3) the general requirements of the college or university they may wish to attend in the future, and (4) the most desirable electives.

General Admission

Admission to Madera Community College Center is open to anyone (subject to residency requirements listed on page 13) who is at least 18 years old, or has a high school diploma, or the equivalent (such as the California High School Proficiency Examination).

PROVISIONAL ADMISSION

A person who is 18 years of age or older and is not a high school graduate is considered a provisional student. A provisional student may register for 12 semester units or more for one semester, with the stipulation that in order to enroll for subsequent semesters as a full-time student, he/she must earn a 1.75 GPA in the units attempted. This regulation does not apply to part-time students.

READMISSION

Former students of Madera Community College Center returning after an absence of two or more semesters must make formal application for readmission. An official transcript of work taken at any other institution (including summer session and extension or correspondence courses) since the date of last enrollment at Madera Community College Center must be sent from the previous schools to Madera Community College Center, 30277 Avenue 12 Madera, CA 93638.

TRANSFER ADMISSION

Students who have previously attended another college and are in good scholastic standing are eligible to enroll at Madera Community College Center, subject to residence requirements. Records for transfer students are evaluated with regard to the scholastic status system in use at Madera Community College Center at the time of enrollment. It is important to note that transcripts received with "work in progress" are not considered complete.

INTERNATIONAL ADMISSION

An application, official documents and detailed transcripts of record should be submitted to the Admissions and Records Office no later than two months prior to the beginning of the semester for which the student is being considered for admission: June 1 for fall semester and November 1 for spring semester. A student from another country is not admitted until notified of admission in writing by the Admissions and Records Office. It is required that international students achieve a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) for regular standing. TOEFL scores below 500 may be approved by special action. When an international student arrives at Madera Community College Center, the student should report first to the Admissions Office.

At the time of registration, each student must have evidence of health insurance and have complied with the district policy regarding tuberculosis testing and current measles immunization. It is also mandatory that each student successfully complete an English course during each semester at Madera Community College Center until graduation requirements have been met for program completion or for transfer purposes and that the student maintain 12 units or more each semester.

Health insurance claims must be initiated at the Admissions and Records Office in the Administration Building, room AM-160.

Community College High School Enrichment Program

Current high school juniors and seniors may be admitted to the college through the High School Enrichment Program. The intent of this program is to provide college enrichment opportunities for eligible high school students in grades 11 and 12. To qualify for HSE a student must fulfill the following criteria:

- Have a cumulative high school GPA of at least a 2.5
- Obtain approval from the high school principal, a high school counselor, and a parent.

The student must have exhausted all opportunities to enroll in an equivalent course at their high school, including attempts to enroll in Advanced Placement (AP) High School courses. The student must meet all the prerequisites for any college course in which they wish to enroll. High School enrichment students are provisional students during each semester of attendance.

High school students can obtain information from their high school counselor or from the college's Counseling Center. Call (559) 675-4800 for Madera or (559) 683-3940 for Oakhurst for additional details, the application or to schedule an appointment to speak with a counselor.

Summary of Admission Requirements

Any student who intends to obtain a degree or certificate of achievement at Madera Community College Center or plans to transfer to a four-year college or university shall be required to:

1. File a completed admission application prior to the deadline as specified in the catalog.
2. Request the last high school attended to send one transcript of work completed or attempted if high school was attended in the last two years. Transcript is to be an official copy sent directly from the previous school to: Madera Community College Center Admissions and Records Office, 30277 Avenue 12, Madera CA 93638
3. Have the GED scores or a copy of the CHSPE Certificate sent to the Admissions and Records Office if the GED test or the California High School Proficiency Examination (CHSPE) was taken in the last two years.
4. Request each college of attendance to send a complete transcript of work attempted whether or not credit was earned. Transcripts are to be official copies sent directly from the previous college to Madera Community College Center.

Application for Admission

Madera Community College Center is one of multiple colleges and centers within the State Center Community College District (SCCCD). Students need only submit one application for admission to any of SCCC's colleges/centers. Apply online at www.maderacenter.com for greatest convenience.

WHO NEEDS TO APPLY?

If you have never attended (first time college or transfer student) a college or center within the State Center Community College District (SCCCD); If you previously attended (returning student) a college or center within SCCC and have been away for two or more consecutive primary semesters (fall to spring or spring to fall); if you are a high school graduate and previously attended as a high school student (enrichment or dual enrollment); you must complete the SCCC online admissions application.

HIGH SCHOOL ENRICHMENT/ DUAL ENROLLMENT ADMISSION

High school students who wish to enroll in college courses before graduating high school, must complete a SCCC online Enrichment/ Dual Enrollment admissions application as well as the required Enrichment or Dual Enrollment program packet for the campus or center the student would like to attend.

Residency

By law, every student must file a statement declaring his/her residence status. The form for such a statement is included in the application process.

A maintenance allowance is available for students attending Madera Community College Center whose permanent residence is in a California non-district territory (district without a community college) and who live more than 60 miles from the "nearest community college attendance center." (Title 5 Section 54200).

It is recommended that all students whose legal residence is outside of the State Center Community College District have a health and accident insurance policy while attending Madera Community College Center. If the student does not have health and accident insurance, he/she may sign up and pay for such a policy in the office of the Vice President of Learning and Student Success.

IN-STATE

Students who have established residency in California for at least one year and one day prior to the beginning of the term in which they enroll.

OUT-OF-STATE/INTERNATIONAL

Students who have not resided in California for at least one year and one day prior to the beginning of the term in which they enroll.

EXEMPTION FROM NONRESIDENT TUITION (AB-540)

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at all public colleges and universities in California:

- Requirements:
 - The student must have attended a high school (public or private) in California for three or more years;
 - The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam or receive a completion certificate);
 - An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.
- Students who are non-immigrants [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.
- The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
- Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
- Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be "nonresidents."
- AB540 does not provide student financial aid eligibility for undocumented alien students. These students remain ineligible for state and federal financial aid.

Matriculation

All new first-time college students may choose to matriculate. Matriculation is the process that brings Madera Community College Center and each student into an agreement for the purpose of realizing the student's education objectives.

With the State Matriculation Plan, Madera Community College Center provides:

- An admission process
- An assessment of basic educational skills and career goals
- Orientation to college programs, services and procedures
- Individual counseling to the development of a Student Educational Plan
- Continuous follow-up on student progress with referral to support services as necessary

As their part of the Matriculation Plan, students agree to:

- Declare a specific educational objective within a reasonable period of enrollment
- Complete an orientation session
- Attend counseling sessions during the first two semesters of college prior to registration to develop and refine a Student Educational Plan

EXEMPTIONS

Students may be exempt from various matriculation components. See a counselor to review exemption criteria. Any student may seek waiver from the matriculation process. Visit the Counseling Center for more information.

APPEALS PROCEDURE

Students may request, in writing, to waive orientation, counseling and testing or assessment. Students will meet with a counselor to discuss the student's request for exemption. If both the counselor and student agree that an exemption is warranted, an exemption form will be signed by both parties. If a disagreement ensues, the student will be allowed to appeal to the vice president of student services or the dean of students, and the student will discuss the student's request and resolve it during this meeting. In every case, the student has the right to be exempted from matriculation components, although the counselor and/or vice president may believe that participation is in the student's best interest and would be beneficial in helping the student to select appropriate classes.

STUDENT SUCCESS/MATRICULATION CHECKLIST

Every student should have an educational goal, a reason for going to college. Matriculation is the process that allows the college and the student to form a partnership which helps you attain your goals. We ask you to commit yourself to an educational objective and we will commit ourselves to helping you succeed. The components of matriculation are as follows:

- **APPLICATION/ADMISSIONS**
The first step is to complete an application for admission. Applications are available online at www.maderacenter.com > Apply Online. Computers with Internet access are available in the Admissions and Records Office.
- **ACTIVATE YOUR WEBADVISOR AND SCHOOL EMAIL ACCOUNTS**
Activate your WebAdvisor Student Account at www.maderacenter.com > "My Portal" or "Quick Links" > WebAdvisor. New, former, and returning students, please allow 2-3 business days after submitting your application for admission. Activate your school email account at www.maderacenter.com > Campus Life > Student Login Instructions. New, former, and returning students, please allow 2-3 business days after submitting your application for admission.
- **ORIENTATION**
Participate in a Madera Community College Center orientation. Attend the orientation online at www.maderacenter.com > Madera Community College Center Online Orientation.
- **COUNSELING and ADVISEMENT**
Meet with a college counselor. A Madera Community College Center counselor can help take the guess-work out of selecting classes and will help you plan your educational path. Make an appointment online at www.maderacenter.com/counseling-appointment.
- **FINANCIAL AID (available for eligible students)**
If you need financial assistance, Madera Community College Center is committed to helping you obtain financing for your education. For those that qualify, Financial aid includes scholarships, grants, loans, and on-campus employment. Visit the Madera Community College Center Financial Aid Office at www.maderacenter.com/financialaid. Financial Aid applications are available online at www.fafsa.ed.gov.
- **REGISTRATION**
Register for classes. Students who are first to complete steps one through five are the first to register. Students can register online at www.maderacenter.com, in person at the Admissions and Records Office or at Reg-To-Go at their high school. The fall semester begins in mid-August and ends in mid-December. The spring semester starts in early January and ends in mid-May. Summer sessions begin in June and end in late July and early August.
- **PAY FEES**
Pay your fees within 48 hours of registering for classes so you don't get dropped! If you receive financial aid, you still need to make sure that your fee balance is paid. You can pay your fees at the Business Services Office window in the Student Services building or online on WebAdvisor.
- **BUY YOUR BOOKS AND PARKING PERMIT**
Bring your schedule, and purchase your books at the Bookstore. If you plan to park on campus, parking permits are \$30 per semester, and \$20 during the summer and may be purchased in the Bookstore.
- **STUDENT EDUCATIONAL PLAN (SEP)**
Meet with a counselor to develop a semester-by-semester student educational plan (SEP) based on your educational and individual goals.
- **FOLLOW-UP APPOINTMENT**
After developing your SEP, make a follow-up appointment with a counselor to discuss certificates, degrees, majors, and to revise and complete your SEP.
- **ATTEND CLASS**
Go to class! If you miss the first day of class, your seat may be given away to another student!

MATRICULATION EXEMPTIONS

Certain students may be exempt from several components of matriculation including assessment, orientation, and counseling/advising.

The exemptions are as follows:

Assessment exemption:

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

Orientation and/or counseling/advising exemption:

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

ADVISING

A counselor or education advisor is available to assist students with their educational endeavors each semester. Students may obtain counseling assistance by contacting the Counseling Center. Online counseling is also available via the Madera Community College Center website at www.maderacenter.com.

Registration

Following the application process, a student receives approval for registration. Registration information may be found in the schedule of courses. Registration is the act of officially enrolling in one or more courses at one or more of the State Center Community College District locations.

ASSIGNMENT OF REGISTRATION DATES

Based on Education Code section 58108, students will be assigned registration priority in the order listed below:

1. Legally Mandated: Students who have completed orientation, assessment, developed student education plans, not on academic or progress probation for two consecutive terms as defined in these policies and procedures, are in good academic standing, who do not exceed 90 SCCCDC degree applicable units and are: eligible as a member of the armed forces or a veteran pursuant to

Education Code section 66025.8; a foster youth or former foster youth pursuant to Education Code section 66025.9; eligible and receiving services through California Work Opportunity and Responsibility to Kids (CalWORKs), Disabled Student Programs and Services (DSP&S) or Extended Opportunity Programs and Services (EOPS). Additionally, according to state regulation, the district shall not deny a foster youth or former foster youth priority registration for enrollment for failing to meet minimum academic standards or for exceeding 90 units.

2. Continuing students, not on academic or progress probation for two consecutive terms, that do not exceed 90 SCCCDC degree applicable units and developed a student education plan, as defined in these policies and procedures. Beginning summer/fall 2016, priority registration for continuing students will require orientation, and student education plan.
3. First time students who have completed the college orientation, and developed student education plans.

CONCURRENT COLLEGE ENROLLMENT

Students planning to attend Madera Community College Center and another college (not in the SCCCDC) at the same time are required to obtain a "Concurrent Enrollment Authorization" form from the college where the major number of units will be taken.

Forms are available at the Admissions and Records Office in the Student Services Building for students who will be taking the majority of units at Madera Community College Center.

Other colleges and sites in the SCCCDC offer courses and programs not available at Madera Community College Center. Students may attend both colleges concurrently without following the procedure described above.

Students may contact their counselors for more specific information on procedures to be followed.

INTRA-DISTRICT TRANSFER

Students who plan to transfer to other colleges and sites in the SCCCDC for the ensuing semester will receive the same registration service and priority as currently enrolled other colleges and sites in the SCCCDC students. It is advised that any transfer student see a counselor.

CLASS SCHEDULE CHANGE

Errors in registration should be rectified during the first week of each semester. Students are encouraged to discuss with their counselors program changes that affect their educational plans.

Student Fees

NOTE: Enrollment fees for California residents are subject to change without notice per California State Legislature and Governor. If enrollment fees are raised after you enroll, you will be notified of the additional amount that you need to pay.

ENROLLMENT FEES*

The state of California mandates an enrollment fee be charged to all students. Each student pays this enrollment fee based upon the number of units he/she registers for each semester. California residents are charged \$46 per unit. Fees are due on the date indicated in the Schedule and as posted on the College website. Beginning the first day of the semester, however, fees are due the same day of registration. California residents are encouraged to apply for the California College Promise Fee Waiver through the Financial Aid Office. Effective fall 2006, the Student Health Fee will no longer be covered by the California College Promise Fee Waiver. (E.C. 76300; 5 CCR 58500-58509).

* Fees are subject to change without notice.

NONRESIDENT AND INTERNATIONAL TUITION

Nonresident and international students are charged tuition fee as follows (Education Code 76140.5):

Regular and Summer Sessions

Each full unit taken:

TUITION	COST
Nonresident Student Tuition	\$311
International Student Tuition	\$311
Plus Enrollment Fee per unit	\$46

Note: Nonresident tuition is computed each year in accordance with a state-mandated formula and is therefore subject to change. Contact the Business Office for current information. Fees are subject to change without notice.

A "nonresident" student is a student who has not resided in the state for more than one year immediately preceding the first day of the regular semester/summer session (Title 5, Section 54002), and has not demonstrated evidence of intent to be a California resident. Check with the Admissions and Records Office for details regarding residency requirements.

All international students must also have proof of domestic health insurance coverage in the amount prescribed by Board policy (which includes repatriation). Contact the Admissions and Records/International Students Office for details.

Authorized apprenticeship students are exempt from nonresident tuition fees for apprenticeship courses only.

INSTRUCTIONAL MATERIALS FEE*

In accordance with Title 5, Section 59404(b) and Title IV, State Center Community College District may require students to provide certain instructional and other materials. These may include, but are not limited to, textbooks, tools, equipment, and clothing (e.g. uniforms).

Such material may be required if:

1. The materials are used in the production of a course-related project or "end project" that has a continuing value to the students outside of the classroom setting; or
2. The materials required for the class have continuing value to the students outside the classroom setting.

Students who wish to purchase instructional materials on their own must secure advance written approval of the instructor and provide such written approval to the Business Services Office for a waiver of the material fee.

HEALTH FEE*

The health fee provides students with a variety of health care services. In accordance with Board policy, students are required to pay a health fee, regardless of the units taken. For on-campus classes the health fee is \$20 for each semester (fall and spring terms) and \$17 for the summer term. For off-campus and online classes students are required to pay an \$12 health fee each term (fall, spring, and summer). For students enrolled at both on-campus and off-campus sites, the health fee is charged at the on-campus rate. On-campus sites include Fresno City College, Reedley College, Madera Community College Center, and Clovis Community College. This fee is not waived by the California College Promise Fee Waiver. The use of on-campus labs or the on-campus tutorial center will result in an on-campus health fee.

In accordance with California Educational Code Section 76355, an exemption/waiver from the health fee is available to the following students:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending a community college under an approved apprenticeship training program.

The Health Fee Waiver Form is available at the following locations and online: Madera Community College Center/Oakhurst Community College Center, Admissions and Records Offices. The form must be turned in prior to the start of each semester.

PARKING FEE*

Students who choose to use an approved on-campus parking area must purchase a district parking permit. The permit must be displayed in the vehicle and must be visible at all times. Fall and spring permits are \$30 per semester. Summer session permits are \$20. One-day permits cost \$1. Semester permits may be purchased at the Business Office and Bookstore. One-day permits are available in vending machines at parking lot entrances. Metered and handicap parking are also available. Copies of campus parking regulations are available at the campus Police Department or on their website at scccdpolice.com/parking-and-traffic-policy.

TRANSCRIPT FEE*

Requests for transcripts of courses taken within the State Center Community College District must, by provision of State and Federal law, be accompanied by the written signature of the student. Students are entitled to obtain two copies of their transcript free of charge; each additional copy is \$5. Payments are accepted online, www.maderacenter.com/transcripts. Payments must be received before the request will be processed. Should you wish to expedite the transcript processing, you may pay by money order or credit card. Cash is accepted at the Cashier's Window. Payments are accepted online at www.maderacenter.com, Admissions & Aid, Order Transcripts. Please do not mail cash with transcript request. Transcripts will not be provided if the student has a "hold" on their account.

Normally, transcripts are available within five working days except during periods which involve holidays or at the end of each semester. At those times, students should allow 10 to 20 working days for processing. When requesting transcripts by mail, address the request to the Admissions and Records Office. Transcripts from other institutions become a part of the student's permanent file and are not duplicated and forwarded with the Madera Community College Center transcript.

ASSOCIATED STUDENT GOVERNMENT FEE*

Students are encouraged to purchase an Associated Student Body (ASB) Identification Card. The card is \$10 for the school year. The ASB card entitles the student to participate in or attend all activities sponsored by the ASB. The Associated Student Body Identification Card is available at the Madera Community College Center Business Services Office.

MADERA COMMUNITY COLLEGE CENTER ASSOCIATED STUDENT GOVERNMENT REPRESENTATION FEE*

A student representative fee of \$1.00 is charged each semester, excluding summer sessions. It is collected at the time of registration and supports advocating for students at the local, state and national levels. The ASG's executives exert budgetary control and determines management policy for all operations, services, and activities sponsored by the ASG.

Right to Request a Waiver: Students have the right to request a waiver of the Student Representation Fee for religious, political, moral, or financial reasons. However, no refunds will be given once the fee is paid.

CREDIT BY EXAM FEE

Application for Credit by Examination is available in the Admissions Office located in the Student Services Building. If the application for the credit by exam is approved, the student must pay the credit by exam fees to the Business Services Office, no later than the end of the ninth week of the semester in the amount of \$10 for the first unit plus \$5 for each additional unit for each course on credit by examination (i.e. credit by exam for a 4.0 unit class would be \$25 plus the \$46 per unit enrollment fee* for a total of \$209. If California residency has not been established, non-resident tuition fees will also be added). The receipt for payment must be presented to the instructor before the exam will be administered. Financial Aid is NOT available including the California College Promise Fee Waiver.

Refund to Students***REFUND FEE PROCESSING**

It is the student's responsibility, not the instructor's responsibility, to drop a class by the refund/fee reversal deadline. A refund or reversal of enrollment, tuition and class material fees shall be made in accordance with the district refund policy. Students are required to submit a refund request form to the College Business Services Office. Requests may also be submitted online at www.maderacenter.com/business-services > Refunds/Fee Reversals. Please ensure that all class(es) are dropped before submitting your request. The refund process may take up to eight weeks to receive. If fees were paid with a credit card the refund will be applied to that credit card. If paid by check or cash, a refund check will be made payable to the student and is mailed to the student's official address on record with the college.

***REFUND OF ENROLLMENT FEES AND TUITION**

Refund or reversal of enrollment fees and tuition shall be made following cancellation or withdrawal from class(es) in accordance with the following schedule. Refunds shall be initiated upon receipt of a written request to the Business Office. Requests may also be made online.

Refund requests are subject to an audit of the student's record to verify balance. Credit balances may be carried forward to the new term in lieu of a refund. Balances greater than or equal to \$15 will remain on the books for three years and amounts less than \$15 will remain on the books for one year.

***Primary Term-Length (18-week) Classes**

- Withdrawal during the first two weeks of the semester: 100% refund
- Withdrawal after the second week of the semester: no refund

***Summer/Short-Term Classes**

State code defines the drop deadlines to qualify for fee refund/reversals for short-term classes as on or before 10 percent of the duration of the class.

- A 100% refund is given upon withdrawal by the 10 percent point.
- No refund is given after withdrawal beyond the 10 percent point.

*Number of actual class meetings:	10% Point (rounded down)	100% refund if withdrawal is on or before:
8	0.8 = 0	1st day of class
16	1.6 = 1	1st day of class
24	2.4 = 2	2nd day of class
38	3.8 = 3	3rd day of class

***REFUND OF HEALTH FEE**

Students receive a refund upon complete withdrawal from all classes in accordance with the enrollment and tuition fee refund schedule.

***REFUND OF PARKING FEE**

Full refunds for parking permits will be made during the first two weeks for the fall/spring semesters and the first week of the summer session upon proof of complete withdrawal from school. The parking permits must be attached to a Request for Refund form and returned to the Business Office in order to obtain the refund. There is no refund for limited-term parking permits.

***REFUND OF ASSOCIATED STUDENT GOVERNMENT MEMBERSHIP**

Students must request a refund from the ASG Office. A 100% refund during the first week and a 50% refund during the second week of the semester.



Academic Regulations

Units of Academic Credit

The standard quantity for measurement of college work is a unit. One unit equals one hour of classroom lecture per week plus two hours of study. Using this formula, a class that meets in lecture three times a week for one hour will be worth three units. This college operates on the semester system and all references to units of academic credit in this catalog are to semester units. Quarter units from other colleges may be converted to semester units by decreasing the number of quarter units by one-third.

Course Load

The normal semester load is 15 units. Students enrolled in 12 or more units are considered full-time students. Students with regular admission status who are not on academic probation may take as many as 18 units. Students on academic probation are normally limited to 12 units.

Permission to enroll in excess of 18 units is granted only when unusually high scholarship and/or urgent need prevail. Counselors can approve a student request to take 19 to 21 units. Students who wish to take 22 or more units may obtain a petition for this purpose in the Counseling Center. The student must receive approval from the VP of Instruction or his designee to enroll in 22 or more units.

Students are urged to keep in mind their study time, employment, and other personal responsibilities when planning their class load.

Summer Units Allowed

All students are limited to 18 units in all summer sessions, with no more than 8 units allowed in a four-week session. Disqualified students and students on probation are required to have a counselor's approval before registering for any summer session(s). Disqualified students and students on probation who have obtained a counselor's approval to register for any summer session(s) must also have a counselor's approval before adding any class(es) in any summer session(s).

Attendance

Students are expected to attend all sessions of classes in which they are enrolled. Excessive absence will jeopardize a student's satisfactory progress in a class. Students may be dropped from class if they fail to attend the first class session of the semester. There are no institutionally approved excused absences for any reason. Only the instructor may excuse an absence. Absences caused by personal engagements, transportation delays and business affairs will not be excused, nor will absences from class to complete registration or add/drop activities.

The faculty places strong emphasis on attendance in all classes. Students are expected to be in the classroom at the time the class begins. Instructors are required to take attendance at each class session. Any student who is excessively absent may be dropped from the class as specified in each class syllabus. Unless there are significant extenuating circumstances, that student will be immediately dropped from class by the instructor if the absences are occurring before 50 percent of the class is expired. Lack of regular attendance after the 50 percent drop deadline may result in an unsatisfactory grade.

Once dropped, should a student believe there is just cause for reinstatement, the student may petition through the Office of Admissions and Records. Reinstatement will be granted only if the student had been doing satisfactory work immediately prior to the excessive absence and if it is the judgment of the instructor that the student has a reasonable chance of passing the course.

It is the students' responsibility to drop any classes they no longer wish to continue. They must not merely stop attending and must not rely on being dropped by others. Students must complete the drop process for themselves.

ILLNESS

Students who have a communicable disease or any illness or injury which will cause an absence of one week or more may notify the Health Service Office. In these circumstances, the Health Service Office will transmit messages to instructors. Students may call the Health Services Office at (559) 675-4814. The Health Service Office may exclude any student from campus who is infected with any contagious or infectious disease (Title 5, California Code §48211 and 48212). The student will be permitted to return when school authorities are satisfied that any contagious disease does not exist (Education Code §49451).

MAKEUP WORK

Makeup work must be completed to the satisfaction of the instructor of the course. Being excused from class does not relieve the student from the responsibility for completing all assignments. Instructors may have their own makeup policies spelled out in their syllabi. Some instructors do not allow any makeup work.

Grading System

Grades are earned in each course and are recorded on the student's permanent record. Grades represent the evaluation of student achievement of course objectives and learning outcomes. The college uses a five-letter grading system. A, B, C, and P are passing grades, satisfactory or better. D is passing but less than satisfactory grade. F is a failing grade. NP is a less than satisfactory or failing grade; it is not a passing grade. Units of credit are earned for all passing grades (A, B, C, D, and P). Grade symbols are defined and grade points are earned for units of credit as follows:

Evaluative Symbols	Meaning	Grade points per unit
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
*D	Passing, less than satisfactory	1.0
F	Failing	0.0
P	Pass (A passing grade, satisfactory or better)	0.0
NP	No Pass (Not a passing grade, less than satisfactory or failing)	0.0
X	Completion of non-credit class	0.0

*The D grade is passing but is not considered satisfactory for meeting many of the college graduation/degree/major requirements or course prerequisite requirements. Also, the D grade may not satisfy transfer requirements to four-year institutions.

In addition to the evaluative symbols listed above, non-evaluative symbols may be assigned to students' permanent records in specified conditions. No units of credit are earned for courses to which these non-evaluative symbols are assigned. The non-evaluative symbols are defined as follows:

Non-evaluation Symbols	Meaning	Grade points per unit
I	Incomplete	0.0
W	Withdrawal	0.0
EW	Withdrawal for Extenuating Circumstances	0.0
MW	Military Withdrawal	0.0
IP	In Progress	0.0
RD	Report Delayed	0.0

I, INCOMPLETE

The I, Incomplete, symbol may be assigned in a course only by approval of the course instructor if all of the following conditions are met:

- The student has completed all but the final examination or other minimal amount of course work required for a final semester grade.
- The student has a serious and verifiable reason for not completing the required course work.
- The student has a passing grade in the course at the time the incomplete, I, grade is assigned.
- The student requires no additional class time for completion of the course.

In assigning an incomplete, I, grade, an instructor will specify, on the appropriate grade report form, a list of conditions necessary for the removal of the incomplete grade, the time period allotted to the student to satisfy these conditions, and the evaluative grade symbol to be assigned if the listed conditions are not satisfied within the allotted time period.

An incomplete, I, grade will not affect the academic status of a student, but it will affect the progress status. An incomplete, I, grade must be replaced by the appropriate evaluative grade symbol no later than one full semester after it has been assigned, though an earlier limit may be specified by the course instructor. Students may not re-enroll in a course for which they have received an incomplete, I, grade during the time that the incomplete, I, grade is in effect.

W, WITHDRAWAL

Withdrawal from a course or courses shall be authorized through the last day of the ninth week of instruction (or 50 percent of the course, whichever is less). The W will not be used in calculating a student's grade point average, but it will be used as a factor in progress probation and dismissal procedures. A student who remains in a course beyond the withdrawal deadline must be assigned an evaluative or non-evaluative symbol other than W.

EW, EXCUSED WITHDRAWALS

An EW symbol is recorded upon approval of Petition to Withdraw Under Extenuating Circumstances.

MW, MILITARY WITHDRAWAL

The military withdrawal symbol is authorized at any time a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. The MW symbol is assigned by the registrar upon verification of such orders. Military withdrawals shall not be counted in progress probation and dismissal procedures.

IP, IN PROGRESS

IP is assigned only in a course which extends beyond the normal end of an academic term. It indicates that course work is in progress and an evaluative grade symbol will be assigned when that work is completed. The IP is assigned to a student's permanent record to satisfy enrollment documentation, and the appropriate evaluative grade symbol will be assigned and appear on the student's permanent record for the term in which the course is completed.

RD, REPORT DELAYED

The RD symbol may be assigned only by the registrar and is used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. RD shall not be used in calculating grade point averages.

P/NP, PASS/NO PASS

Most college courses allow students the option of a final course grade of P, Pass, or NP, No Pass, instead of traditional letter grades (A, B, C, D, or F). Some courses are graded only on a Pass/No Pass basis. In courses graded only on the Pass/No Pass basis or when a student elects this grading option, the grade of P, Pass, will be assigned if the student has passed the course with a grade equivalent of A, B, or C, and credit will be awarded for the unit value of the course. The grade of NP, No Pass, will be assigned if the student earns the grade equivalent of D or F, and no units of credit will be awarded for the course. Neither the P, Pass, grade nor the NP, No Pass grade is included in the calculation of the grade point average.

A maximum of 15 units of credit may be earned on a Pass/No Pass grading basis in degree-applicable or transferable courses. The Pass/No Pass option is not recommended for any course in a student's major. Not all courses graded on a Pass/No Pass basis are accepted for transfer by other institutions. Students planning to transfer to another college or university should be aware of the policy of that institution regarding Pass/No Pass grades.

Students may elect the Pass/No Pass grading option in courses in which it is available by notifying the college Office of Admissions and Records, using the appropriate form, which is available at the Office of Admissions and Records, no later than the end of the fifth week of full-term course or within the first 30 percent of a shorter-term course. Students who have elected the Pass/No Pass grading option may reverse this decision only within these same deadlines.

Deadlines for selecting (or reversing) the Pass/No Pass grading option:

CLASS LENGTH	DEADLINE
For a regular 18-week class	By end of the fifth week
For a 9-week class	By end of the third week
For a 8-week class	By end of the second week
For a 6-week class	By end of the second week
For a 2-week class	By the third day
For a class less than two week	At time of class registration

Grade Point Average (GPA)

A student's grade point average (GPA) is computed by dividing the total number of grade points earned by the total number of units attempted. Units for which a grade or other symbol, of CR, NC, P, NP, W, EW, I, IP, MW, RD or X is assigned are not counted as units attempted in the calculation of a grade point average.

Student Grade Review Petition

If a student is of the opinion that a grade received for a particular course is improper, the student may take action as follows:

1. Discuss the grade received with the instructor involved, or
2. Obtain a Student Grade Review Petition from the Admissions and Records Office. Complete the form for processing no later than the last day of the semester (excluding summer sessions) following the semester for which the grade was received. The student will be issued a receipt copy of the form being submitted and will be notified of the action taken.
3. If a student wishes to appeal the decision, the student may submit a written grievance. See Grievance Policy for Students on page 48 and follow the steps listed.

Non-Credit Classes

Non-credit classes are classes in which the student receives neither units nor a grade; however, at the completion of the course the registrar will record on the transcript that such a course was completed.

Students will be governed by the same attendance policies and responsibilities as those students taking credit classes. (A student may not attend a class without enrolling.)

Note: Credit status is required for pursuit of Associate Degrees and Certificates.

Final Examinations

Class examinations on a semester's work are given at the close of each semester. Failure to attend the examination may result in a grade of "F" for the examination. Arrangements for emergencies may be made with approval of the individual instructor.

Earning Course and Unit Credit

In addition to earning credits in residence by attending classes, a student may also earn credits in the following ways:

ADVANCED PLACEMENT PROGRAM CREDIT (AP)

Courses offered through the College Entrance Examination Board are recognized and individual colleges of this district are authorized to award appropriate placement and/or credit for these courses in accordance with established college standards. Students must request AP scores to be sent to Admissions and Records from the College Board.

A residency of 12 units of satisfactory work ("C" average) must be completed at Madera Community College Center prior to allowance of credit under this program. Currently, AP credit is granted for grades "3," "4," or "5."

Madera Community College Center College shall award general education credit to any student who passes a College Board AP examination with a minimum score of three in the subjects listed on the following chart. The college will award elective credit for AP examinations in subjects that are not included in the general education patterns designated on the following chart.

The college will also award associate degree general education credit for passing grades on CLEP external exams. Students should consult with a counselor for information on CLEP general education credit if they plan to transfer to a CSU or UC.

This policy does not apply to course-to-course credit for AP/ CLEP exams. Course-to-course equivalency is determined by the faculties at Madera Community College Center. Please meet with a Madera Community College Center counselor to discuss the course-to-course equivalency process. The AP/CLEP credit will count according to how the SCCC campus you are graduating from articulates the AP/ CLEP exam.

Note: AP credit in American Government does meet the U.S. Constitution requirement for teaching credential candidates (Ed. Code Sec. 13132). However, it does NOT satisfy Madera Community College Center's GE Area B1 requirement or the CSU's state and local government requirement. It does satisfy CSU's national government requirement.

Advanced Placement Exams (AP)

AP Examination/Subject Area	Reedley College Minimum Score	Reedley College Equivalent Course	Reedley College GE Area	CSU GE Area (GE units)	IGETC Area (GE units/Total semester units)
ART: ART HISTORY	3	ART 5 or ART 6	C: Humanities (3)	C1 or C2 (3)	3A or 3B (3/5.3)
BIOLOGY	3	BIOL 10 & 10L	A: Natural Sciences (4)	B2 & B3 (4)	5B & 5C (4/5.3)
*CALCULUS AB	3	MATH 5A	Math Competency (5)	B4 (3)	2A (3/2.7)
*CALCULUS BC	3	MATH 5A, 5B	Math Competency (5, 4)	B4 (3)	2A (3/5.3) 5.3 max credit for both Math AB and Math BC exams
*CALCULUS BC/AB Subscore	3	MATH 5A	Math Competency (5)	B4 (3)	2A (3/2.7) 2.7 max credit for both Math AB and Math AB Subscore
CHEMISTRY	3	CHEM 3A	A: Natural Sciences (4)	B1 & B3 (4)	5A & 5C (4/5.3)
CHINESE LANGUAGE and CULTURE	3	N/A	C: Humanities	C2 (3)	3B & 6 (3/5.3)
COMPARATIVE GOVERNMENT and POLITICS	3	N/A	B2: Other Social/ Behavioral Sciences (3)	D (3)	4 (3/2.7)
*COMPUTER SCIENCE A	3	N/A	Elective (3)	N/A (0)	N/A (0/5.3) 1.3 max credit for exam taken prior to Fall 2018
*COMPUTER SCIENCE PRINCIPLES	3	N/A	Elective (3)	B4 (3) Only one calculus or computer science exam may be applied to the baccalaureate	N/A (0/5.3)
ECONOMICS: MACROECONOMICS	3	ECON 1A	B2: Other Social/ Behavioral Sciences (3)	D(3)	4 (3/2.7)
ECONOMICS: MICROECONOMICS	3	ECON 1B	B2: Other Social/ Behavioral Sciences (3)	D(3)	4 (3/2.7)
ENGLISH LANGUAGE/ COMPOSITION	3	ENGL 1A	D1: Language and Rationality, English Composition (4)	A2 (3)	1A (3/5.3) 5.3 unit max for both English exams
ENGLISH LITERATURE/ COMPOSITION	3	ENGL 1A or 1B	D1: Language and Rationality, English Composition or C: Humanities (3)	A2 & C2 (6)	1A or 3B (3/5.3) 5.3 unit max for both English exams
ENVIRONMENTAL SCIENCE	3	N/A	A: Natural Sciences (4)	B1 & B3 (4)	5A & 5C (3/2.7)
FRENCH LANGUAGE and CULTURE	3, 4, 5	FRENCH 2; FRENCH 3; FRENCH 3, 4	C: Humanities (4, 4, 8)	C2 (3)	3B & 6 (3/5.3)
GERMAN LANGUAGE and CULTURE	3, 4, 5	GERMAN 2; GERMAN 3; GERMAN 3, 4	C: Humanities (4, 4, 8)	C2 (3)	3B & 6 (3/5.3)
HISTORY, EUROPEAN	3	HIST 1, HIST 2	B2: Other Social/ Behavioral Sciences or C: Humanities (3,3)	C2 or D(3)	3B or 4 (3/5.3)

HISTORY, U.S.	3	HIST 11, HIST 12	B2: Other Social/ Behavioral Sciences or C: Humanities (3, 3))	C2 or D & U.S.-1 (3)	3B or 4 & US-1 (3/5.3)
HISTORY, WORLD	3	HIST 20	B2: Other Social/ Behavioral Sciences (3) or C: Humanities (3)	C2 or D (3)	3B or 4 (3/5.3)
HUMAN GEOGRAPHY	3	N/A	B2: Other Social/ Behavioral Sciences (3)	D (3)	4 (3/2.7)
ITALIAN LANGUAGE and CULTURE	3	N/A	C: Humanities (3)	C2 (3)	3B & 6 (3/5.3)
JAPANESE LANGUAGE and CULTURE	3	N/A	C: Humanities (3)	C2 (3)	3B & 6 (3/5.3)
LATIN	3	N/A	C: Humanities (3)	C2 (3)	3B & 6 (3/5.3)
MUSIC THEORY	3	MUS 1A, MUS 1B	C: Humanities (3, 3)	C1 (3/6)	N/A (0/5.3)
*PHYSICS 1	3	PHYS 2A	A: Natural Sciences (4)	B1 & B3 (4))	5A & 5C (4/5.3) Physics B replaced by Physics 1 & 2- 2015)
*PHYSICS 2	3	PHYSICS 2B (score of 4 needed)	A: Natural Sciences (4)	B1 & B3 (4)	5A & 5C (4/5.3)
*PHYSICS C MECHANICS	3	N/A	A: Natural Sciences (4)	B1 & B3 (4)	5A & 5C (3/2.7)
*PHYSICS C, ELECTRICITY/ MAGNETISM	3	N/A	A: Natural Sciences (4)	B1 & B3 (4)	5A & 5C (3/2.7)
PSYCHOLOGY	3	PSY 2	B2: Other Social/ Behavioral Sciences (3) & Physical & Mental Wellness	D (3)	4 (3/2.7)
SPANISH LANGUAGE and CULTURE	3, 4, 5	SPAN 2; SPAN 3; SPAN 3, 4	C: Humanities (4, 4, 8)	C2 (3)	3B & 6 (3/5.3)
SPANISH LITERATURE and CULTURE	3	N/A	C: Humanities (3)	C2 (3)	3B & 6 (3/5.3)
STATISTICS	3	MATH 11 or STAT 7	Math Competency (4)	B4 (3)	2A (3/2.7)
STUDIO ART – 2D DESIGN	3	N/A	Elective (3)	N/A (0)	N/A (0/5.3) 5.3 unit max for all three studio art exams
STUDIO ART – 3D DESIGN	3	N/A	Elective (3)	N/A (0)	N/A (0/5.3)
STUDIO ART – DRAWING	3	ART 7	C: Humanities (3)	N/A (0)	N/A (0/5.3)
U.S. GOVERNMENT & POLITICS	3	N/A	B2: Other Social/ Behavioral Sciences (3)	D & US-2 (3)	4 & US-2 (3/2.7)
* If a student passes more than one AP exam in Physics, only four units of credit may be applied to CSUGE Breadth certification, three units may be applied to IGETC certification, and a maximum of 5.3 of credit may be applied toward UC transfer.	* If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the CSU baccalaureate.	Satisfaction of specific major requirements is granted by the CSU and UC campus. Consult with a counselor for complete information on AP credit.			

DUAL ENROLLMENT

Madera Community College Center is working with its feeder high schools on an early college experience for high school students. The classes Madera Community College Center is developing with their partners and the faculty are called Dual Enrollment courses. Generally, selected high school students who are typically juniors and seniors are given the opportunity to earn college credit while still in high school. Under certain conditions the credits are transferable to CSU's and UC's. Students could obtain an Associate Degree in the 13th year of their education, in other words, they gain one year and they earn college credit. As the Madera Community College Center, we work with Madera Unified School District (Madera High School and Madera South High School) and Golden Valley Unified School District (Liberty High School). The Oakhurst Community College Center works with Yosemite Unified School District (Yosemite High School). We also work with Chawanakee Unified School District (Minarets High School) for Dual Enrollment but it is actually in Clovis Community College's feeder area.

COOPERATIVE WORK EXPERIENCE

Work experience and field work credit may be earned in some designated courses.

CREDIT BY EXAMINATION

To be eligible for course credit by examination, a student must be enrolled at the college and be in good standing during the semester in which he/she applies for credit by examination. Credit by examination will not be allowed if the student has previously received a grade or a W for the course, or if the student has already successfully completed, or is currently enrolled in, a course for which the course to be taken by exam is a prerequisite. Credit by examination is not allowed during the summer session. The college reserves the right to deny credit by examination to any student.

The faculty of each department determine which department courses may or may not be challenged for credit by examination. See the appropriate department chair or dean of instruction to learn which courses may be taken for credit by examination and to ascertain the proper procedure for credit by examination.

A student planning to transfer to another college or university should be aware of the policy of that institution regarding transferability of courses. Application for credit by examination approved by a full time instructor, the department chair, and the appropriate dean of instruction must be filed with the Admissions and Records Office no later than the end of the sixth week of the semester.

Units earned from credit-by-exam courses are not counted for financial aid or veterans' benefits eligibility. No financial aid of any kind is available for credit by exam.

An appropriate fee, see page 18 for fees, for the expense of this special service is charged for each course challenged and is payable by the end of the ninth week of the semester. Students must make arrangements with the instructor to take the examination prior to the fifteenth week of the semester.

The letter grade (A-F) earned on the examination will be awarded at the time grades are submitted to Admissions and Records by the instructor giving the examination and will be entered on the student's transcript in a manner which clearly indicates that the course grade and credit were earned by examination. A student who fails the examination may not attempt the course again by examination.

CREDIT FOR MILITARY SERVICE

Madera Community College Center will grant course credit to an actively enrolled veteran student who has completed at least one year of active duty and has submitted military documents DD-214 (Separation Document), transcripts and/or other official forms to the Veterans Counselor. The documentation must delineate completion of basic military training or credit earned in a military school according to the recommendations in the guide published by the American Council on Education.

Madera Community College Center will award 2 units of physical education and 3 units of Health Science 2 (First Aid and Safety) or 3 units of credit in the CSU General Education Area E (Lifelong Learning and Self-Development). Additional credit may be awarded as non-transferable elective credit after evaluation of all transcripts.

Active duty reservists who have completed basic training, but served less than one year of active duty, are allowed a total of five (5) semester units of elective credit which includes 2 semester units of physical conditioning which can be used to fulfill the Physical Education graduation requirements and 3 units for Health Science 2 (First Aid and Safety).

INDIVIDUAL STUDY

Individual Study 49 is a course that allows students to work individually with an instructor on a creative research project culminating with a topic paper, construction project, composition, etc. It allows exploration in greater depth than can be experienced in a regular course or may delve into subject matter not normally covered in a regular course.

A contract between the student and instructor must be developed, signed by the instructor, and approved by the appropriate dean of instruction and curriculum committee the semester prior to the semester that the individual study will be undertaken.

Students must register for Individual Study 49 no later than the third Thursday of the semester.

TRAVEL-STUDY CREDIT

Credit granted by accredited colleges and universities for travel-study programs sponsored by these institutions will be accepted by Madera Community College Center. For college-level travel-study programs credit up to 12 semester units (at the maximum rate of one unit per week) may be granted upon the evaluation of official transcripts sent to Madera Community College Center by the institution through which the units are earned.

Withdrawal/Dropping

DROPPING (WITHDRAWAL FROM) A CLASS

In registering for a class, a student assumes the responsibility of meeting class standards of attendance and progress. This obligation remains until such time as the course is officially dropped. Errors in registration should be rectified during the first week of instruction.

It is the student's responsibility to drop a class in which she/he no longer wishes to be enrolled. A student may drop a class by obtaining, completing and filing an add/drop card from/with the Admissions and Records Office. The student may also drop a class via the web registration per instructions outlined in the college schedule of classes or the student may request to be dropped from class(es) by mailing a signed letter of request to the college. Students are encouraged to discuss program drops with the course instructor or an academic counselor before filing the drop. A student may drop a full-length (18-week) class through the last day of the ninth week of instruction (or 50 percent of a term*, whichever is less). A grade of "W" will not be recorded on the student's transcript for drops occurring during the first three weeks of instruction (or 20 percent of a term*, whichever is less). A grade of "W" will be recorded on the student's transcript for drops occurring between the fourth and ninth week of instruction (or 50 percent of a term*, whichever is less). The "W" will not be used in calculating grade point averages, but excessive "Ws" will be used as factors in progress probation and dismissal procedures.

**See "Fees" for policy on refund.*

WITHDRAWAL FROM COLLEGE

A student may withdraw from all of his/her classes, thereby withdrawing from the college, through the last day of the ninth week of instruction (or 50 percent of a term*, whichever is less) by obtaining, completing and filing a withdrawal form from/with the Admissions and Records Office. The student may also mail a signed letter of request postmarked by the 50% point to completely withdraw from his/her classes to the Admissions and Records Office (please include student identification or social security number). Students are encouraged to discuss complete class withdrawals with an academic counselor before filing the withdrawal. Upon return of the approved withdrawal form, the

student will be withdrawn from all of his/her classes and a grade of "W" will be recorded for each class in which the student was enrolled. The "Ws" will not be used in calculating grade point averages, but excessive "Ws" will be used as factors in progress probation and dismissal procedures.

**Term in this context means the duration of a class, which may differ from the length of the normal semester.*

DROPPING/WITHDRAWAL DUE TO EXTENUATING CIRCUMSTANCES

Withdrawal from a class or classes will be authorized through the last day of the ninth week of instruction (or 50 percent of a term*, whichever is less). Exceptions to the 50 percent drop deadline may apply due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, death in the immediate family, jury duty, declaration of war, natural calamity, military conscription, family or job displacement, instructor error, or other circumstances beyond the control of the student which are justifiable in the judgment of the college president or his/her designee. (California Code of Regulations, Title 5, Section 55024).

Petitions for withdrawals due to extenuating circumstances are available from the Admissions and Records Office.

- The extenuating circumstances must be fully documented and verified when appropriate. Petitions for medical withdrawals must be processed through the Health Services Office.
- The petition for withdrawal may be submitted during the current term, but no later than the end of the semester immediately following (summer excluded).
- The student must petition to withdraw from all classes she/he is enrolled in (consult with Admissions & Records for certain exceptions that may apply).
- The student's instructor(s) will be consulted concerning the request for withdrawal.
- Approved class withdrawals due to extenuating circumstances shall be recorded as a "EW." The "EWs" will not be used in calculating grade point averages, as a factor in progress probation and dismissal procedures, or as an attempt in relation to the repeat policy.
- Once final grades have been posted, the instructor of record must be consulted for an appropriate grade review.
- Exceptions may be considered on a case-by-case basis upon appeal to the college's Academic Standards Committee.

Reports to Students

EARLY ALERT REPORT

For semester length courses an early alert report may be issued from the 1st to 18th week of the semester, but preferably during the 3rd and 4th week for students who are not making satisfactory progress (D or F grades and poor attendance). Students who are not making satisfactory progress may be notified by the counseling department for early intervention counseling and support services such as tutorial services, academic success workshops and courses, psychological services, and learning strategies. Students are encouraged to participate in these special programs designed to assist students to overcome problems that interfere with their academic success.

PROGRESS REPORT

For semester length courses a Progress Report will be issued during the 7th and 8th week for students who are not making satisfactory progress (D or F grades and poor attendance). The counseling department may notify students who are not making satisfactory progress.

FINAL GRADE REPORTS

Grades are available on WebAdvisor (www.maderacenter.com). Final grade reports are mailed only by request to the student's address. Grades of students who fail to return school equipment or who have any unpaid accounts will be withheld until the record is cleared.

CERTIFICATIONS OF ENROLLMENT

Certifications of enrollment shall be requested in writing at the Admissions and Records Office. A minimum of three working days for the preparation of certifications is required. Certifications will not be provided if the student has a "hold" on the permanent file.

The following definitions are used by Madera Community College Center when certifying the enrollment of our students to outside agencies such as the Veterans Administration, lending institutions, the Social Security Administration, insurance companies, and the California Student Aid Commission:

ENROLLMENT STATUS	UNITS
Full-time	12 units or more
Three quarter-time	9 to 11.5 units
Half-time	6 to 8.5 units
Limited	fewer than 6 units

Satisfactory Scholarship

Students must achieve at least a "C" average each semester and maintain a 2.0 cumulative grade point average. This means that a student must have at least twice as many grade points as units attempted. See Placement on Academic Probation.

Course Repetition

An open-door college should provide ample opportunity for students to succeed. Since the community college admits students with a diverse range of abilities, aspirations and interests, the college must provide sufficient flexibility in its policies to enable a student to overcome a poor academic record. While the college must have a balance between policy flexibility and the maintenance of academic regulations so as to ensure grade standards throughout the curricula, this flexibility cannot be allowed to abrogate the individual student's educational responsibility.

ALLEVIATION OF SUBSTANDARD GRADES

Substandard work, i.e., grades of D, F or NP, not reflective of a student's present level of scholastic performance, may be alleviated and disregarded in the computation of grade point averages. It is expected that students will alleviate substandard work by repeating, i.e., retaking, the course(s) in which grades of D, F or NP are earned. Course work that is still appropriate for the student's present educational objectives may be alleviated only by repetition. Course work inappropriate or unavailable for repetition may be alleviated without repetition by the student making formal application to the Academic Standards Committee through the Office of Admissions and Records. When academic work is alleviated, whether by repetition or without repetition, the permanent records shall be appropriately annotated in a manner to ensure that all entries are legible and that a true and complete record is maintained.

In this case, a student will be eligible for consideration for alleviation of substandard work without repetition when the student has met each of the following conditions:

1. A period of at least two years has elapsed since the work to be alleviated was recorded.
2. A student is pursuing an established program.
3. A student has completed twelve or more semester units with at least a 3.00 GPA or 24 or more semester units with at least a 2.50 GPA or completed a total program with at least a 2.00 GPA. In determining eligibility for this provision, the college will consider the most recently completed semester first and then look to the total GPA of previous semesters in descending chronological order.
4. The amount of work to be alleviated shall not exceed the amount of work the student has successfully completed since the substandard work was recorded.

ALLEVIATION BY REPETITION OF A COURSE FOR A BETTER GRADE

For the benefit of a better grade, students may repeat a college course in which they have received grades of D, F or NC/NP by reenrolling in the course for a second attempt. Students needing to repeat a course for a third attempt must complete a petition and meet with an academic counselor to obtain approval. Students who wish to attempt a course more than three times in order to earn a grade better than D, F, or NC/NP may do so only by petition to the college Academic Standards Committee through the Office of Admissions and Records. The grades in courses that have been repeated are then recorded within brackets on the students' permanent records so that the substandard grades remain legible on the permanent records although they are not used in the computation of the cumulative grade point average. A statement is included on the permanent records explaining that bracketed course grades and unit values are not included in the computation of the cumulative grade point average. Students should be aware that other colleges or universities may not treat repeated courses in the same manner. Actions taken by the Academic Standards Committee of this college do not supersede the repetition policies of other educational institutions.

A student who has completed a course with a substandard grade at another accredited college or university may repeat the equivalent course in the State Center Community College District. The District will honor courses repeated successfully ("C" or better) at another accredited college or university.

Repetition of courses designated as repeatable

If a student repeats a repeatable course in which a substandard grade has been recorded, the District will exclude no more than two previous substandard grades.

Petition to repeat a course for improvement of an unsatisfactory grade

A student may submit a petition to the Academic Standards Committee for an additional repetition. No state funding (FTES) may be claimed for this additional repetition. Only the first two substandard grades may be disregarded in the computation of the grade point average (i.e., the grade earned in the fourth or more attempt will be averaged with the third grade in computing the cumulative grade point average).

Repetition of courses with a Non-Evaluative Symbol

Students may repeat a course for which they have a mark of "W" recorded for a total of three attempts. A "W" mark is recorded for a withdrawal from a course after the census point or 30% of the semester (whichever is less) and before the end of the ninth week or 50% of the semester.

Exceptions:

In extenuating circumstances, a student may submit a petition to the Academic Standards Committee for an additional repetition. No state funding (FTES) may be claimed for this additional repeat.

Repetition of Courses with a Non-Substandard Grade

A course in which a grade of "C" or better (including "P" or "CR") was earned may be repeated when circumstances exist which justify such a repetition. Students must petition the Academic Standards Committee for approval. If the petition is approved and a student completes the course, the course and grade will be listed on the academic record, but will be coded with a symbol indicating the course is excluded in the computation of the grade point average. Reasons for such repetition include but are not limited to:

- significant lapse in time (as determined by the college)
- change in technology;
- re-certification / training requirements, or other justifiable reasons.

Repeatable Courses

Students may repeat only those courses identified as repeatable in the college catalog.

Legally Mandated Training

Course repetition is allowed when the repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses may be repeated for credit, and the grades and units received each time shall be included for purposes of calculating the student's grade point average. A student must present documentation that course repetition is necessary to complete legally mandated training. The District may claim apportionment each time the student repeats the course.

Special Course Repetition for Students with Disabilities

Special course repetition for students with disabilities is subject to the course repetition limitation; however, additional repetitions may be authorized under the following circumstances:

- Continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific classes,
- When additional repetitions of a specific special class are essential in completing a student's preparation for enrollment into other regular or special classes, or
- When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

Alleviation of Substandard Grades without Repetition

Substandard work, i.e., grades of D or F not reflective of the student's present scholastic level of performance, may be alleviated without repetition only if the courses in which the substandard grades were earned are no longer appropriate for the student's present educational objectives or if the courses in which the substandard grades were earned or their equivalents are no longer available for repetition. Course work inappropriate for repetition may be considered for alleviation by the student making formal application to the college Academic Standards Committee through the Admissions and Records Office. In this case, a student will be eligible for consideration for alleviation of substandard work without repetition when the student has met each of the following conditions:

1. A period of at least two years has elapsed since the work to be alleviated was recorded.
2. A student is pursuing an established program.
3. A student has completed twelve or more semester units with at least a 3.00 GPA or 24 or more semester units with at least a 2.50 GPA or completed a total program with at least a 2.00 GPA. In determining eligibility for this provision, the college will consider the most recently completed semester first and then look to the total GPA of previous semesters in descending chronological order. The amount of work to be alleviated shall not exceed the amount of work the student has successfully completed since the substandard work was recorded.

Repetition of Courses Successfully Completed

The college catalog designates certain courses as repeatable for a specific number of times; otherwise courses in which a student has received satisfactory grades, i.e., A, B, C or CR/P, may not be repeated unless the student petitions the Academic Standards Committee through the Office of Admissions and Records for permission to repeat the course. The Academic Standards Committee may grant permission for the student to repeat the course if one or more of the following conditions apply:

1. There has been a significant lapse of time since the course was last taken.
2. The previous grade was due, at least in part, to the result of extenuating circumstances beyond the student's control.
3. Course repetition is required as a special academic accommodation for a qualified Disabled Students Programs and Services student.

In the case of repetition of courses successfully completed, the grade earned when the course is repeated will not be counted in a student's units or grade point average.

Repetition of courses successfully completed is permitted without petition in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses may be repeated any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included in the calculation of the student's grade point average. Students wishing to repeat courses under this condition must present written documentation or certification to the Admissions and Records Office to verify that such course repetition is necessary to complete legally mandated training requirements.

Probation and Dismissal**PROBATION**

Both the quality of a student's academic performance, as measured by the grade point average (GPA), and the student's progress, as measured by comparing the number of units completed with the number of units attempted, are monitored to determine a student's status. A student who is below the minimum standard will be placed on probation for academic or progress performance.

A student becomes subject to probation when the student has enrolled in 12 or more semester units, even if the student later withdraws from any or all of these units. At the point the student becomes subject to the probationary rules, all previous units attempted will be considered in determining the student's status.

PLACEMENT ON PROGRESS PROBATION

A student shall be placed on progress probation when the number of units for which entries of "W", "I", and "NP" are recorded reaches or exceeds fifty percent (50%) of all units attempted.

REMOVAL FROM PROGRESS PROBATION

A student on progress probation shall be removed from probation when the percentage of units in this category drops below fifty percent (50%) of all units attempted.

PLACEMENT ON ACADEMIC PROBATION

A student shall be placed on academic probation when the cumulative (GPA) falls below 2.0 ("C") in all graded units.

REMOVAL FROM ACADEMIC PROBATION

A student shall be removed from academic probation when the student's cumulative (GPA) becomes 2.0 ("C") or better.

COUNSELING FOR PROBATIONARY STUDENTS

Each student on probation will be provided counseling and guidance service, including regulation of the student's enrollment, according to individual aptitude and achievement.

ACADEMIC/PROGRESS DISMISSAL

A student shall be dismissed for one semester, exclusive of summer session, if, during each of three consecutive semesters, the student's performance falls under one or the combination of the following two conditions:

- a. The student's cumulative (GPA) is 2.0 or less.
- b. The percentage of units in which the student has been enrolled for which entries of "W," "I" and "NP" are recorded reaches or exceeds fifty percent (50%) of all units attempted.

A dismissed student may attend summer session(s), and, by doing so, have the opportunity to improve his/her academic standing. A dismissed student who wishes to attend summer session(s) must see a counselor for appropriate summer session course planning and must have the counselor's approval of the student's course enrollment plans before the student may enroll in any summer session course(s).

APPEAL OF ACADEMIC OR PROGRESS DISMISSAL

Following successful appeal, a student dismissed after academic or progress probation due to verified extenuating circumstances may be reinstated, and the mandatory dismissal period of one semester shall be waived.

EXCEPTIONS

A student on academic probation may not be dismissed after the third consecutive semester of unsatisfactory work (cumulative GPA below 2.0) if, during that third semester and every subsequent semester, the student maintains a 2.0 GPA until the cumulative GPA is above the probationary level. A student on progress probation will not be dismissed after the third semester of unsatisfactory work if, during that third semester and every subsequent semester, the student completes more than 50% of the attempted units until the percentage of units successfully completed is above the probationary level.

READMISSION FOLLOWING ACADEMIC/PROGRESS DISMISSAL

Following a student's first dismissal, he/she will not be enrolled at a district college for the entire subsequent semester, excluding the summer sessions.

A student who has been dismissed because of the district's academic or progress dismissal policy must petition for readmission. The dismissed student must complete the readmission petition at the College or Center he/she plans to attend. Petitions are available at the College/Center Admissions and Records Office.

If a readmitted student fails to complete more than fifty percent (50%) of all units attempted and fails to maintain a semester GPA of at least 2.00 in all completed courses of the first semester of readmission following his/her initial dismissal, the student will be dismissed again. This second dismissal will be for a period of one year, excluding summer sessions. After this dismissal period of one year, a student may again petition for readmission.

A student readmitted after the second dismissal who fails to meet these same academic and progress standards during the first semester of readmission will be dismissed again. This third dismissal will be for a period of two years. After this dismissal period of two years, a dismissed student may again petition for readmission.

The dismissed student's petition for readmission requires the dismissed student to address the academic and/or progress deficiencies which led to dismissal from the college. It also includes an educational plan developed by a counselor in consultation with the dismissed student. The petitioning student must sign the readmission petition to acknowledge this educational plan he/she needs to complete to remain in college. Unit limitations and course selection for readmitted students will be determined by a counselor. Upon approval by the college counselor reviewing the petition, a dismissed student may be readmitted to the college subject to the conditions specified in this section.

A student readmitted after any period of dismissal will be readmitted on academic and/or progress probation and, unless dismissed again, will continue on academic and/or progress probation until he/she has completed more than 50% of all units attempted and his/her cumulative grade point average is 2.00 or higher.

Honors and Awards

The Honors Program is designed to challenge students with a customized curriculum and reward their efforts through priority registration, special honors classes, seminars, honors research symposiums, and field trips. Students who have demonstrated exceptional academic achievement in high school and plan to continue their pursuit in college and then at a four-year university are admitted to Madera College under the designation "Honors at Entrance," and those who successfully complete the program graduate with honors. Highly successful returning students seeking additional opportunities are also encouraged to apply. Students take a sequence of classes and activities to prepare them for transfer to the best four-year institutions. Applications are available on the website at <https://www.maderacenter.com/academics/honors-program.html>. The early admission application deadline is February 1, and late applications are considered under certain circumstances.

DEAN'S LIST

Placement on the Dean's List requires a 3.5 semester GPA in 12 or more units. Students are individually notified by the Vice President of Student Services. The Dean's List is posted in the Student Services Building and local newspapers are notified.

HONORS AT GRADUATION

Summa Cum Laude

This academic achievement is awarded to students who have earned a 4.0 cumulative grade point average.

Magna Cum Laude

This academic achievement is awarded to students who have earned a 3.50 through 3.99 cumulative grade point average.

Cum Laude

This academic achievement is awarded to students who have earned a 3.00 to 3.49 cumulative grade point average.

The designation of honors in the commencement program is based on the grades earned during all semesters preceding a student's graduation.

ALPHA GAMMA SIGMA, AN HONOR SOCIETY

Outstanding scholars are eligible for membership in the Alpha Omega Chapter of Alpha Gamma Sigma, the honor society for California Community Colleges.

Students enrolled at the Madera Community College Center and Oakhurst Community College Center have an opportunity for membership in California Community Colleges' honor society. Students meeting eligibility criteria can join the chapter of Alpha Gamma Sigma known as Sigma Gamma.

Students who earn at least a B average (3.0) for 12 units of college work (with no D or F grade) are eligible to join Alpha Gamma Sigma. Active membership in the Alpha Omega Chapter requires an application for membership, payment of dues, possession of a student body card, and earning of service points through participation in chapter activities and service to the college or community. Life members of the California Scholarship Federation may apply for associate membership during their first semester at the college.

AGS members meet to hear speakers, plan activities, make friends, raise funds for scholarships and conference attendance, take part in college activities, enjoy excursions, and serve the college. Permanent membership and recognition is granted at graduation to members active for at least two semesters who have earned a 3.25 cumulative grade point average or to members active for one semester who have earned a 3.5 or higher cumulative grade point average.



Certificate & Degree Requirements

Catalog Rights

For the purpose of this section, continuous enrollment is defined as enrollment in at least one primary semester (fall or spring). Any of the following academic records constitutes as enrollment during a semester: A, B, C, D, F, P, NP, CR, NC, Y, N, I, IP, RD, W, EW, and MW.

A student may elect to meet the requirements for an academic program from one of the following:

1. The catalog in effect at the time the student first applied or reapplied and began continuous enrollment;
2. In the event of a major/program change, the student may assume new catalog rights under the following conditions:
 - The change of major/program must be approved by counselor, and
 - The major selected must be within a catalog during the student's continuous enrollment;
3. The catalog in effect at the time of the student's program completion.

Course Classification

Pursuant to revisions to the California Administrative Code, Title 5, Section 55002 and 55062, all courses listed within the college catalog fall into one of the following classifications:

- Credit, Degree Applicable
- Credit, Nondegree Applicable
- Noncredit

Certificates

Certificates for a course or a series of courses fewer than 18 units may be offered by disciplines/departments/divisions. A certificate may be awarded with a minimum of "C" average for finishing a course or courses leading to specific competencies.

Certificate of Achievement

A certificate of achievement shall be awarded to students who successfully complete a specified curriculum with a minimum "C" grade in each required course. The specific courses required for the certificate of achievement are identified in each degree program where such certificates are awarded.

In order to receive the certificate of achievement, the student shall apply for the certificate with Admissions and Records upon completion of the requirements.

Graduation Requirements

ASSOCIATE DEGREES

The awarding of an Associate Degree represents more than an accumulation of units. It symbolizes a pattern of learning experiences designed to develop specific capabilities and insights. Among these are an understanding of the major disciplines, required proficiencies in math, reading, and English, and sufficient depth in some field of knowledge.

It is the responsibility of the student to consult a counselor regarding the proper sequence in which courses should be taken to satisfy graduation requirements.

Students earning an Associate Degree usually have one of two purposes. Either the program of study prepares the student for transfer to a four-year college or university, or the program of study is intended to prepare the student for immediate employment.

Most majors lead to an Associate in Arts degree. Minimum requirements for the Associate in Science degree are the same as for the Associate in Arts degree with the exception of the major requirements. The Associate in Science degree will be awarded for the completion of a required pattern of courses in any occupational curriculum or in the biological sciences, the physical sciences, or engineering.

The Board of Trustees of this District shall award the Associate in Arts Degree, the Associate in Science Degree, Associate in Arts or Science Degree for Transfer, and the Certificate of Achievement to applicants upon the satisfactory completion of the requirements as listed in this catalog section. It is the student's responsibility to be aware of degree and certificate requirements and of the student's standing in regard to those requirements. Students are urged to consult a counselor regarding any questions about degree or certificate requirements for the catalog year the student selects. All references to credit units which appear in this section are to semester units.

Exceptions to any of the regulations will be determined on the merit of the individual case.

The college reserves the right to determine what courses may be considered as equivalents for the stated degree, certificate, and general education requirements listed in this catalog. Please see the appropriate dean or Vice President of Instruction for pertinent information.

General Education for the AA/AS Degree

General Education course work is intended to complement a concentrated study in a single discipline or "major." It should provide a broad base of educational experience about aspects of the world which a major area of study may not include. The student who completes the general education requirements at Madera Community College Center will have made noteworthy progress towards becoming truly educated and prepared for a lifetime of learning.

Following are the major areas of General Education:

NATURAL SCIENCES

Courses in the natural sciences are those which examine the physical universe, its life forms and its natural phenomena. To satisfy the general education requirement in natural sciences, a course should help the student develop an appreciation and understanding of the scientific method through direct experience and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physics and other scientific disciplines.

SOCIAL AND BEHAVIORAL SCIENCES

Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help the student develop an awareness of the method of inquiry used by the social and behavioral sciences. It should stimulate critical thinking about the ways people act and have acted in response to their societies and how their actions in turn change their society. It should also promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in anthropology, economics, history, political science, psychology, sociology and related disciplines.

HUMANITIES

Courses in the humanities examine the philosophical, literary, aesthetic, and cultural expressions of humans. These courses develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them through artistic and cultural creation. They develop aesthetic understanding and, through study of traditional and changing cultural perspectives, foster better informed value judgments. These courses also offer students the opportunity to explore their creativity and imagination and to move consciously towards an awareness of their capability for artistic self-expression. This category will include art history,

literature and film, philosophy and morality, comparative religion, the fine and performing arts and language. When we ask who we are, and what our lives ought to mean, we are using the humanities.

LANGUAGE AND RATIONALITY

Courses in language and rationality are those which develop for the student principles and applications of language that lead to logical thought, clear and precise expression, and critical evaluation of communication in any endeavor.

1. English Composition: Courses fulfilling this requirement include both expository and argumentative writing.
2. Communication and Analytical Thinking: Courses fulfilling these requirements include oral communication, mathematics, logic, statistics, computer language and programming, and related disciplines.

MULTIPLE DEGREES

Effective with the fall 2017 semester, a student may earn more than one AA and/or AS degree from Madera Community College Center. The same AA and/or AS degree cannot be awarded from more than one college in the district. Please see a counselor for more information.

REQUIREMENTS FOR AA AND AS DEGREES

1. Sixty (60) units with at least 2.0 ("C") grade point average in all courses applicable to the associate degree.
2. Residence requirements:
 - (a) A minimum of twelve (12) degree-applicable units satisfactorily completed in residence at district colleges or centers, with attendance during the last semester prior to graduation, or
 - (b) A total of forty-five (45) degree-applicable units satisfactorily completed in residence at district colleges or centers if not in attendance during the last semester prior to graduation.
3. At least eighteen (18) units in a single discipline or related disciplines (major) or in an approved area of emphasis. Each course applied to this major requirement must be completed with a grade of "C" or better or a "P."
4. Competence in writing, demonstrated by completion of English 1A or English 1AH with a grade of 2.0, "C," or better.
5. Competence in Reading and Writing, demonstrated by completion of English 1A or 1AH with a grade "C" or better.
6. Competence in oral communication, demonstrated by the completion of Communication 1, 1H, 2, 4, 8, or 25 with a grade of 2.0, "C," or better. (The course used to fulfill this requirement may also be used to satisfy area D, Part 2, of the general education requirement in language and rationality: communication/analytical thinking.)

7. Competence in mathematics, demonstrated by completion with a grade of 2.0, "C," or better in one of the following classes: Mathematics 103 or any more advanced mathematics class, Business Administration 39, Plant Science 9, Psychology 42, or Statistics 7.
8. Familiarity with computer concepts and computer use, demonstrated by completing with a grade of "C" (2.0) or better in one of the following:
 - (a) Agriculture Business 4, Aviation Maintenance Technology 11L; Art 30A, 30B, 33, 37A, 37B, 38; Business Administration 48; Computer Science 1, 5, 26, 40; Engineering 2, 40; Information Systems 15; Library Skills 2; Natural Resources 3; Office Technology 1; or
 - (b) a college examination of computer familiarity.
9. Awareness of lifetime physical and mental wellness, demonstrated by completion of one of the following: Child Development 5, 38, 39; Counseling 53; Foods and Nutrition 35; Health 1; Psychology 2, 2H, 16, 25, 38; or Sociology 1A, 32.
10. Two physical education and/or dance classes. Exceptions will be considered for those students who are veterans with at least one year of active military service, P.O.S.T. program candidates, Basic Fire Academy graduates, or who submit a physician's statement certifying that they are not physically able to participate in physical education classes.

Physical education courses that will meet this requirement are Animal Science 24, 26; Dance 9, 10, 14, 15, 28; Natural Resources 31; Physical Education 1, 2, 4, 5, 5B, 6, 7, 8, 10, 12, 12B, 12C, 13, 14, 14B, 15, 15B, 16, 18, 19, 19B, 29, 30B, 30C, 30D, 31B, 31C, 33B, 33C, 34B, 34C, 35B, 36B, 36C, 37B, 37C, 37D, 38B, 38C, 38D, 39B, 39C, 40B, 40C, 43B, 43C, 45, 49, 49A, 71.
11. Completion of one of the following courses on the principles of national, state, and local government, including the study of American institutions and ideals: Political Science 2, 2H, or 110. (The course used to fulfill this requirement may also be used to satisfy area B, Part 1, below, of the general education requirement in social and behavioral sciences.)
12. A minimum of eighteen (18) units in general education, including at least three (3) units in each of areas (A), (B), and (C), and 4 units area (D.1) and 3 units in area (D.2).

- A. Natural Sciences
- B. Social and Behavioral Sciences
 - 1) POLSCI 2, 2H or 110 (The course used to fulfill this requirement may also be used to satisfy degree requirement 11, American institutions, above.)
 - 2) Other Social and Behavioral Sciences
- C. Humanities
- D. Language and Rationality:
 - 1) Composition (The course used to fulfill this general education area requirement may also be used to satisfy degree requirement 4, competence in writing.)
 - 2) Communication/Analytical Thinking (The course (except philosophy 6) used to fulfill this general education area requirement may also be used to satisfy degree requirement 6, competence in oral communication.)

GENERAL EDUCATION FOR THE ASSOCIATE DEGREE:

A minimum of 18 units in general education is required for graduation from Madera Community College Center.

Select at least one (1) course and not fewer than three (3) units in each of the areas (A), (B), and (C), four (4) units (D.1), and three (3) units in area (D.2).

AREA A - NATURAL SCIENCES (3 UNITS)

Animal Science 1, 5;
 Astronomy 10, 20;
 Aviation Maintenance Technology 21;
 Biology 1, 2, 5, 10, 10H, 10L, 11A, 11B, 20, 22, 31;
 Chemistry 1A, 1B, 3A, 3B, 8, 9, 10;
 Foods and Nutrition 40;
 Geography 5, 9;
 Geology 1, 2, 9, 10;
 Natural Resources 4, 7;
 Physics 2A, 2B, 4A, 4B, 4C; 27;
 Plant Science 1, 2, 4A, 5, 7, 10; 18;
 Science 1A

AREA B - SOCIAL AND BEHAVIORAL SCIENCES (6 UNITS)

(B.1 = 3 units; B.2 = 3 units)

1. Government and Constitution (3 units)
Political Science 2, 2H, 110
2. Other Social and Behavioral Sciences (3 units)
Agriculture Business 2;
Anthropology 1, 2, 3;
Business Administration 30, 33;
Child Development 38, 39;
Criminology 5;
Economics 1A, 1B;
Ethnic Studies 5, 32;
Geography 6;
History 1, 2, 5, 11, 12, 12H, 20, 22, 32;
Human Services 20;
Journalism 1;
Political Science 3, 5, 24;
Psychology 2, 2H, 5, 16, 25, 38, 45;
Sociology 1A, 1B, 2, 11, 32

AREA C - HUMANITIES (3 UNITS)

American Sign Language 1, 2, 3, 4, 5, 6
 Art 2, 3, 4, 5, 6, 6H, 7, 9, 10, 13, 17, 20, 33, 36A, 38A;
 Chinese 1, 2;
 Communication 12;
 English 1B, 1BH, 15A, 15B, 15E, 36, 41, 43A, 43B, 44A, 44B, 46A, 46B, 47, 49;
 Film 1, 2A, 2B;
 French 1, 2, 3, 4;
 German 1, 2, 3, 4;
 Linguistics 10, 11;
 Music 1A, 1B, 3, 12, 12H, 16, 26;
 Philosophy 1, 1C, 1CH, 1D;
 Photography 1;
 Spanish 1, 2, 3, 3NS, 4, 4NS, 5

AREA D - LANGUAGE AND RATIONALITY (7 UNITS)

(D.1 = 4 units; D.2 = 3 units)

1. English Composition (4 units)
English 1A, 1AH
2. Communication/Analytical Thinking (3 units)
Communication 1, 1H, 2, 4, 8, 25;
Mathematics 10A, 10B;
Philosophy 6;
Sociology 1B

Courses used to fulfill General Education requirements may also be used to fulfill specific course and unit requirements of individual majors.

APPLICATION FOR CERTIFICATE OR GRADUATION

A candidate for an associate in arts degree, associate in science degree, associate in arts or science degree for transfer, or a certificate of achievement must file a graduation application for the degree or certificate. An application for a degree or certificate of achievement will be accepted when a student is within a year of potential graduation and/or completion. A student who needs a formal evaluation prior to the year of graduation/completion may appeal this policy by providing evidence of special program requirements. Application deadlines are listed in the academic calendar of this catalog. No student is a candidate for graduation until the application is completed. Graduation ceremonies for degree candidates are held at the end of the spring semester each year. Diplomas will be dated at the end of the semester or summer session in which requirements are met. Diplomas and certificates are mailed to successful candidates approximately two months after fulfilling graduation requirements.

Transfer Information & Requirements

Preparation to Enter Baccalaureate-Level Colleges or Universities

Madera Community College Center offers many of the lower division (freshman and sophomore level) classes that are part of the requirements to earn a baccalaureate degree at a college or university. Madera Community College Center students may complete all or most of their lower division general education and major preparation before transferring.

The requirements for transfer and the requirements for a certificate and/or associate degree program can be very different. With careful planning a student may be able to earn a certificate and/or associate degree as well as meet transfer requirements. Therefore, the importance of reaching a decision regarding one's objectives at the time of enrollment cannot be overemphasized. Also, there are differences in the transfer requirements of colleges and universities. Therefore, it is advisable for entering students to plan a program which meets the requirements of the particular college or university to which they wish to transfer. Students should consult the catalog of the specific college or university which they plan to attend. Counselors will assist in interpreting catalog statements and requirements and with developing a Student Educational Plan (SEP) upon request. Catalogs of many universities and colleges are available in the Transfer Center. It is, however, wise for students to order their own personal copies directly from the college or university of their choice.

Articulation

Articulation is a process of developing formal written agreements that identify courses at one college that are accepted in lieu of specific courses at another college or that fulfill a specific statewide pattern of general education.

Madera Community College Center has developed numerous articulation agreements with California State University and University of California campuses. These agreements may be viewed on the Madera Community College Center website, in the Madera Community College Center Transfer Center, or at www.assist.org. Articulation agreements have also been developed with some California private and out-of-state colleges and universities. See a counselor for assistance.

Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST)

ASSIST is a single computerized database located at www.assist.org that provides access to articulation agreements developed between California Community Colleges, the California State Universities (CSU), and the Universities of California (UC). As articulation agreements are updated, so is the information maintained in ASSIST. See a counselor for assistance in how to use ASSIST.

- **CSU Transferable Courses**
These are courses from a community college that transfer to any CSU campus for baccalaureate/transfer credit.
- **CSU GE-Breadth Certification Courses**
These are courses from a community college that apply to the CSU GE-Breadth certification requirements.
- **CSU US History, Constitution, and American Ideals Courses**
These are courses from a community college that satisfy the CSU graduation requirement in U.S. History, Constitution, and American Ideals.
- **IGETC for UC and CSU**
These are courses from a community college that apply to the Intersegmental General Education Transfer Curriculum (IGETC) requirements.
- **UC Transferable Courses**
These are courses from a community college that transfer to any UC campus for baccalaureate/transfer credit.
- **UC Transfer Admission Eligibility Courses**
These are courses from a community college that satisfy the minimum eligibility course requirements for admission to the UC.
- **By Major**
These agreements specify courses at one college or university that fulfill lower-division major requirements/preparation at another college or university.
- **By Department**
These agreements identify courses at one college or university that are acceptable in lieu of courses at another college or university.
- **C-ID is a common numbering system**
Courses from different colleges with the same C-ID may be used in place of one another.

Transfer to California State University (CSU)

TRANSFER REQUIREMENTS OF CALIFORNIA STATE UNIVERSITY (CSU)

Students who have enrolled in college beyond the summer following their high school graduation are considered transfer students and must meet transfer admission requirements.

Students who have completed fewer than 60 CSU transferable semester college units at the time of transfer are considered lower division transfer students.

Students who have completed 60 or more CSU transferable semester college units at the time of transfer are considered upper division transfer students.

Lower Division Admission Requirements

Transfer students with fewer than 60 semester or 90 quarter units must have a grade point average of 2.0 ("C") or better in all transferable units attempted, be in good standing at the last college or university attended, and meet any one of the following eligibility standards:

Transfer Based on Current Admission Criteria: Satisfy the freshman admission requirements in effect for the term for which the application is made;

or

Transfer Based on High School Eligibility: Satisfied eligibility as a freshman at the time of high school graduation and has been in continuous attendance in an accredited college since high school graduation;

or

Transfer Based on Making up Missed Subjects: Satisfied the eligibility index at the time of high school graduation (combination of grade point average and test scores, if needed), has made up any missing college preparatory subject requirements with a grade of "C" or better, and has been in continuous attendance in an accredited college since high school graduation.

Note: Due to enrollment pressures, many CSU campuses do not admit lower division transfers. Some campuses may require lower division transfer students to complete specific college coursework as part of their admission.

Upper Division Transfer Students

Students are eligible for admission with 60 or more CSU transferable semester units (90 quarter units) if they:

- Have a grade point average of 2.0 or better (2.4) for California non-residents) in all transferable college units attempted.

- Are in good standing at the last college or university attended, i.e., eligible to re-enroll.
- Have completed or will complete prior to transfer at least 30 semester units (45 quarter units) of general education requirements with a grade of "C" or better in each course. All of the general education requirements in communication in the English language (English composition, oral communication, and critical thinking) and at least one course of at least 3 semester units (4 quarter units) required in Mathematics/Quantitative Reasoning.

Notes: Campuses and/or programs that are designated as impacted have additional admission criteria. Impacted campuses/programs result when the number of CSU eligible applicants received in the initial application filing period is greater than the number of students that can be accommodated by the campus or major.

There are limitations on the number of CSU transferable work experience credits accepted. These vary by CSU campus.

California State University Transfer Course List (CSU)

Madera Community College Center courses numbered 1 through 99 are CSU transferable.

GENERAL EDUCATION REQUIREMENTS FOR CSU CERTIFICATION

The CSU General Education-Breadth program allows California community college transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This curriculum provides an alternative to the IGETC requirements and to the campus-specific GE-Breadth requirements. It is important to note that CSU GE-Breadth certification is not a minimum admission requirement, nor does completion guarantee admission to the campus or program of choice.

Up to 39 of the 48 GE-Breadth units required can be transferred from and certified by a California community college. Students who are certified with 39 semester units of lower division GE-Breadth units cannot be held to additional lower division GE courses at the CSU campus. Upon enrollment at CSU, all transfer students will be required to complete a minimum of 9 semester units of upper division general education. Students without certification may be held to the general education pattern developed for CSU students, which may vary from the community college CSU GE-Breadth pattern.

Madera Community College Center CSU General Education—Breadth 2019-2020

AREA A: COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING

Nine semester units minimum with one course each from A1, A2, and A3 ("C" or better grade required in A1, A2, and A3).

- **Area A1: Oral Communication**
Communication 1, 1H, 2, 4, 8, 25
- **Area A2: Written Communication**
English 1A, 1AH
- **Area A3: Critical Thinking**
Communication 25
English 2, 2H, 3, 3H
Philosophy 2, 4, 6

AREA B: PHYSICAL UNIVERSE AND ITS LIFE FORMS

Nine semester units minimum with at least one course each in B1, B2, and B4 ("C" or better grade required in B4). One course in B1 or B2 must contain a lab component indicated by (L) or be accompanied by a course in B3.

- **Area B1: Physical Science**
Astronomy 10(L), 20(L)
Chemistry 1A(L), 1B(L), 3A(L), 3B(L), 8, 10(L), 28A, 28B
Geography 5, 9
Geology 1(L), 2, 9(L), 10
Physics 2A(L), 2B(L), 4A(L), 4B(L), 4C(L)
Plant Science 2
Science 1A(L)
- **Area B2: Life Science**
Animal Science 1
Biology 1(L), 2(L), 5(L), 10, 11A(L), 11B(L), 20(L), 22(L), 31(L)
Natural Resources 7
Plant Science 1
- **Area B3: Laboratory Activity**
One course from B1 or B2 marked with (L) or one of the following:
Biology 10(L)
Chemistry 9, 29A, 29B
Plant Science 1L, 2L
- **Area B4: Mathematics/Quantitative Reasoning**
Business Administration 39
Computer Science 26
Mathematics 3A, 4A, 4B, 5A, 5B, 6, 10A, 10B, 11, 11C, 17, 45
Plant Science 9
Psychology 42
Statistics 7

AREA C: ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGE

Nine semester units minimum with at least one course each from C1 and C2.

- **Area C1: Arts**
Art 2, 5, 6, 6H, 10
Communication 12
Film 1, 2A, 2B
Music 12, 12H, 16
Photography 1
- **Area C2: Humanities**
American Sign Language 1, 2, 3, 4, 5
Chinese 1, 2
English 1B, 1BH, 36, 43A, 43B, 44A, 44B, 46A, 46B, 47, 49
English as a Second Language 15
Film 2A, 2B
French 1, 2, 3, 4
German 1, 2, 3, 4
History 1, 2, 11, 12, 12H, 20, 22
Linguistics 10
Philosophy 1, 1C, 1CH, 1D, 3A
Spanish 1, 2, 3, 3NS, 4, 4NS, 5, 15, 16

AREA D: SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR, HISTORICAL BACKGROUND

Nine semester units minimum from at least two disciplines.

- **Area D0-D9: Social and Behavioral Sciences**
Agriculture Business 2
Anthropology 1, 2, 3
Child Development 30, 38, 39
Communication 10
Criminology 5, 13, 14
Economics 1A, 1B
Ethnic Studies 5, 32
Geography 6
History 1, 2, 5, 11, 12, 12H, 20, 22, 32
Human Services 20
Journalism 1
Political Science 2, 2H, 3, 5, 24
Psychology 2, 2H, 5, 16, 38, 45
Sociology 1A, 1B, 2, 11

AREA E: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

Three semester units minimum.

Child Development 38, 39
 Counseling 53
 Foods and Nutrition 35
 Health 1
 Psychology 2, 2H, 25, 38
 Sociology 1A, 32

Total Minimum Units Required for Certification...39

Notes: Courses listed in more than one area may only be used one time.

Cross-listed courses may only be used one time.

Some CSU campuses have restrictions on when courses in Areas A and B4 must be completed prior to transfer.

Additional courses may be added to the Madera Community College Center CSU GE-Breadth. An updated CSU GE-Breadth Requirement Sheet may be obtained from the Counseling Office, the Transfer Center, www.maderacenter.com, or www.assist.org.

Students majoring in Engineering may be waived/exempted from specific areas of CSU GE-Breadth for some CSU campuses.

Students majoring in Liberal Studies may be required to complete specific courses in each area of CSU GE-Breadth.

A maximum of 70 semester units earned at community college may be transferred to CSU. Course work completed above the 70 units may be used to satisfy GE and major preparation even though the units will not count toward the bachelor's degree.

U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS

To graduate from the California State University, a student must complete, with a "D" or better grade, a combination of courses which are identified as meeting the U.S. History, Constitution, and American Ideals requirements. Courses at Madera Community College Center which meet this requirement include:

One course from History 11, 12, or 12H, 22 combined with one course from Political Science 2 or 2H. These courses may also be used simultaneously to satisfy course requirements on the CSU GE-Breadth pattern.

AP United States History (score 3 or higher) will satisfy the US History portion of this requirement. AP American Government (score of 3 or higher) will satisfy the national government requirement portion but NOT the California (state and local) portion requirement of Constitution and American Ideals.

Transfer to University of California (UC) TRANSFER REQUIREMENTS OF UNIVERSITY OF CALIFORNIA (UC) FOR CALIFORNIA RESIDENTS

Students who have enrolled in college beyond the summer following their high school graduation are considered transfer students and must meet transfer admission requirements. The requirements described here represent minimum academic standards students must attain to be eligible for admission to the UC. Meeting the minimum eligibility requirements does not guarantee admission to the campus or program of choice, which often requires students meet more demanding transfer selection.

Lower Division Transfer Admission Requirements

Students are eligible for admission with fewer than 60 UC transferable units completed if they have met one of the two following options:

1. Students who were eligible for admission to the university upon graduation from high school, meaning that the Subject, Scholarship, and Examination Requirements were satisfied, or students were identified by the UC during their senior year in high school as eligible under the Eligibility in the Local Context (ELC) program and completed the Subject and Examination Requirements in the senior year, are eligible to transfer if they have a "C" (2.0) grade point average in their UC transferable college coursework.
2. Students who met the Scholarship Requirement but did not satisfy the Subject Requirement must take UC transferable college courses in the subjects they are missing, earn a grade of "C" (2.0) or better grade in each of these required courses and earn an overall "C" (2.0) average in all UC transferable college coursework to be eligible to transfer.

Upper Division Transfer Admission Requirements

Students are eligible for admission with 60 or more UC transferable semester units (90 quarter units) if they fulfill both of the following criteria:

- Complete 60 semester units of UC transferable college credit with a grade point average of at least 2.4 (no more than 14 semester/21 quarter units may be taken Pass/Not Pass), and;
- Complete the following seven course pattern, earning a grade of "C" (2.0) or better in each course:
 - two UC transferable college courses (3 semester units each) in English composition; and
 - one UC transferable college course (3 semester units) in mathematical concepts and quantitative reasoning; and
 - four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

Notes: Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC may satisfy the seven course pattern of the upper division transfer admission requirements.

A maximum of 70 UC transferable semester units earned at community colleges may be transferred to the UC. Coursework completed above the 70 units may be used to satisfy GE and major preparation even though the units will not count toward the bachelor's degree.

UC TRANSFER ADMISSION GUARANTEE

Madera Community College Center participates in guaranteed admission programs with UC Davis, UC Irvine, UC Merced, UC Riverside, UC Santa Barbara, and UC Santa Cruz. Specific requirements must be met for students to qualify for a transfer admission guarantee. See a counselor or the Transfer Center for Transfer Admission Guarantee information.

University of California Transfer Course Agreement 2019-2020

Madera Community College Center courses that are acceptable for transfer credit at the University of California:

Accounting (ACCTG) 4A, 4B
 Agriculture Business (AGBS) 1, 2, 4
 American Sign Language (ASL) 1, 2, 3, 4, 5, 6
 Animal Science (AS) 1, 2, 3, 4, 6, 21, 22, 25, 26
 Anthropology (ANTHRO) 1, 2, 3
 Art (ART) 2, 3, 4, 5, 6, 6H, 7, 9, 10, 13, 17, 19, 20, 23, 30A, 30B, 33, 36A, 37A, 37B, 38, 38A, 41, 42, 44
 Astronomy 10, 20
 Biology (BIOL) 1, 2, 5, 10, 10L, 11A, 11B, 20, 22, 31
 Business Administration (BA) 10, 18, 30, 39
 Chemistry (CHEM) 1A, 1B, 3A, 3B, 8, 9, 10, 28A, 28B, 29A, 29B
 Child Development (CHDEV) 1, 15, 30, 38, 39
 Chinese 1, 2
 Communication (COMM) 1, 1H, 2, 4, 8, 10, 25
 Computer Science (CSCI) 1, 5, 26, 40, 41, 45
 Counseling (COUN) 53
 Criminology (CRIM) 1, 5, 6, 13, 14
 Dance 9, 10, 14, 15, 28
 Economics (ECON) 1A, 1B
 Education (EDUC) 10
 Engineering (ENGR) 2, 4, 4L, 6, 8, 10, 40
 English (ENGL) 1A, 1AH, 1B, 1BH, 2, 2H, 3, 3H, 15A, 15B, 15E, 15F, 36, 41, 43A, 43B, 44A, 44B, 46A, 46B, 47, 49
 Environmental Horticulture (EH) 30
 Ethnic Studies (ETHNST) 5, 32
 Film (FILM) 1, 2A, 2B, 5
 Foods and Nutrition (FN) 35, 40
 French (FRENCH) 1, 2, 3, 4
 Geography (GEOG) 5, 6, 9, 10
 Geology (GEOL) 1, 2, 9, 10
 German (GERMAN) 1, 2, 3, 4
 Health Science (HLTH) 1, 2
 History (HIST) 1, 2, 5, 11, 12, 12H, 20, 22, 32
 Human Services (HS) 20
 Information Systems (IS) 15, 31, 33, 47, 50A, 50B
 Journalism (JOURN) 1
 Kinesiology (KINES) 20, 22
 Library Skills (LBSKL) 1
 Linguistics (LING) 10, 11
 Math (MATH) 3A, 4B, 5A, 5B, 6, 10A, 10B, 11, 11C, 17, 45
 Music (MUS) 1A, 1B, 2A, 2B, 3, 7A, 7B, 7C, 7D, 12, 16, 18, 20, 21, 22, 24, 26, 27, 28, 31, 33, 38, 40, 41, 42, 43, 45
 Natural Resources (NR) 4, 6, 7

Philosophy (PHIL) 1, 1C, 1CH, 1D, 2, 3A, 4, 6
 Photography (PHOTO) 1
 Physical Education (PE) 1, 2, 4, 5, 5B, 6, 7, 8, 10, 12, 12B,
 12C, 13, 14, 14B, 15, 15B, 16, 18, 19, 19B, 29, 30A, 30B,
 30C, 30D, 31A, 31B, 31C, 33A, 33B, 33C, 34A,
 34B, 34C, 35B, 36B, 36C, 37A, 37B, 37C, 37D, 38A,
 38B, 38C, 39A, 39B, 38D, 39C, 40A, 40B, 40C, 43B,
 43C, 45, 49, 49A, 71
 Physics (PHYS) 2A, 2B, 4A, 4B, 4C, 27
 Plant Science (PLS) 1, 1L, 2, 2L, 3, 9, 10, 14, 18
 Political Science (POLSCI) 2, 2H, 3, 5, 24
 Psychology (PSY) 2, 2H, 5, 16, 25, 38, 42, 45
 Science (SCI) 1A
 Sociology (SOC) 1A, 1B, 2, 11, 32
 Spanish (SPAN) 1, 2, 3, 3NS, 4, 4NS, 5, 15, 16
 Statistics (STAT) 7

Notes: A number of courses are cross-referenced (the same course is listed in more than one area, department, or discipline) usually with the same course number. Credit can be earned only once for cross-referenced courses. See the individual course listings in the "Course Descriptions" section of the catalog.

Course/unit limitations:

- UC grants limited credit for multiple courses taken in one discipline; credit is also limited when certain courses are taken after other courses in one discipline. See www.assist.org for additional information.
- Independent studies, special studies, and variable topics courses may be accepted for UC credit; review of the scope and content of the course usually occurs after transfer.
- Credit for PE activity courses is limited to 4 semester units; credit for PE theory courses is limited to 8 semester units.
- Honors Course Credit Limitation. Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will only be awarded the first course completed with a grade of "C" or better.

Intersegmental General Education Transfer Curriculum (IGETC) to CSU and UC

The Intersegmental General Education Transfer Curriculum is a general education program that California community college transfer students may use to fulfill lower-division general education requirements for any California State University (CSU) or University of California (UC) and many California private colleges and universities. This curriculum provides an alternative

to the CSU General Education-Breadth requirements, the UC GE/Breadth requirements, and many private colleges' general education requirements. It is important to note the IGETC is not an admission requirement, nor does completion of the IGETC guarantee admission to the campus or program of choice.

The IGETC is most helpful to students who want to keep their options open—those who know they want to transfer but have not yet decided upon a particular institution, campus, or major. Certain students, however, will not be well served by following the IGETC. Students who intend to transfer into a major that requires extensive lower division preparation, such as engineering or the physical and natural sciences, should concentrate on completing the many prerequisites for the major that the college evaluates to determine eligibility for admission. A counselor or a UC/CSU/private college admissions representative can advise which path is best. If you choose to follow IGETC, we recommend that you complete all IGETC requirements before you transfer. Otherwise, you will need to satisfy the specific freshman/sophomore level general education requirements at your transfer university. Madera Community College Center may grant partial certification of IGETC for students who are missing no more than two requirements. The student will complete the missing requirements after transferring. See a counselor for information about IGETC.

Additional courses may be added to the Madera Community College Center IGETC. An updated IGETC may be obtained from the Counseling Office, the Transfer Center, the Madera Community College Center website, or www.assist.org.

Madera Community College Center Intersegmental General Education Transfer Curricula (IGETC) 2019-2020

AREA 1: ENGLISH COMMUNICATION

CSU - three courses required, one each from 1A, 1B, and 1C (nine semester units minimum);

UC - two courses required, one each from 1A and 1B (six semester units minimum).

- **1A: English Composition**
English 1A, 1AH
- **1B: Critical Thinking-English Composition**
English 2, 3, 3H
Philosophy 2
- **1C: Oral Communication** (CSU requirement only)
Communication 1, 1H, 4, 8, 25

AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

One course required (three semester units minimum).

- **2A:**
Business Administration 39
Computer Science 26
Math 3A, 4B, 5A, 5B, 6, 11, 11C, 17
Psychology 42
Statistics 7

AREA 3: ARTS AND HUMANITIES

At least three courses with at least one from Arts and one from Humanities (nine semester units minimum).

- **3A: Arts**
Art 2, 5, 6, 6H
Film 1, 2A, 2B
Music 12, 16
- **3B: Humanities**
American Sign Language 2, 3, 4, 5
Chinese 2
English 1B, 1BH, 43A, 43B, 44A, 44B, 46A, 46B, 47, 49
Film 2A, 2B
French 2, 3, 4
German 2, 3, 4
History 1, 2, 11, 12, 12H, 20, 22
Linguistics 10
Philosophy 1, 1C, 1CH, 1D
Spanish 2, 3, 3NS, 4, 4NS, 5

AREA 4: SOCIAL AND BEHAVIORAL SCIENCES

At least three courses from at least two different disciplines (nine semester units minimum).

Anthropology 1, 2, 3
Child Development 30, 38, 39
Communication 10
Criminology 13, 14
Economics 1A, 1B
Ethnic Studies 5, 32
Geography 6
History 5, 11, 12, 12H, 22, 32
Human Services 20
Journalism 1
Political Science 2, 2H, 3, 5, 24
Psychology 2, 2H, 5, 16, 38, 45
Sociology 1A, 1B, 2, 11, 32

AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES

At least two courses, one Physical Science and one Biological Science. One course must have a lab component (indicated by L), (seven-nine semester units minimum).

- **5A: Physical Science**
Astronomy 10(L), 20(L)
Chemistry 1A(L), 1B(L), 3A(L), 3B(L), 8, 9(L), 10(L), 28A, 28B
Geography 5, 9
Geology 1(L), 2, 9(L), 10
Physics 2A(L), 2B(L), 4A(L), 4B(L), 4C(L)
Plant Science 2
Science 1A(L)
- **5B: Biological Science**
Animal Science 1
Biology 1(L), 2(L), 5(L), 10, 11A(L), 11B(L), 20(L), 22(L), 31(L)
Natural Resources 7
Plant Science 1
- **5C: Science Laboratory**
One course from 5A or 5B marked with (L) or one of the following:
Biology 10(L),
Chemistry 29A(L), 29B(L), 3B(L)
Plant Science 1L, 2L

AREA 6: UC REQUIREMENT IN LANGUAGES OTHER THAN ENGLISH

Proficiency equivalent to two years of high school study in the same language with "C" or better grades (at Madera Community College Center, one course required if not met by high school foreign language).

American Sign Language 1, 2, 3, 4
Chinese 1, 2
French 1, 2, 3, 4
German 1, 2, 3, 4
Spanish 1, 2, 3, 3NS, 4, 4NS

CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS

One course from each group (six semester units minimum). This requirement is NOT part of IGETC, but it may be completed prior to transfer.

- **Group 1:**
Political Science 2, 2H
- **Group 2:**
History 11, 12, 12H, 22

IGETC Notes

- The IGETC is a general education program that California Community College students can use to fulfill lower division general education requirements for any CSU or UC campus and many California private colleges/universities.
- The IGETC provides an alternative to the General Education-Breadth requirements for CSU, UC, and many California private colleges/universities.
- The IGETC is NOT an admission requirement for the CSU or UC nor does completion of the IGETC guarantee admission to the campus or program of choice.
- All areas of the IGETC must be completed to be fully certified by the community college and must be completed prior to transfer to a CSU or UC. In some circumstances, a student may make up two missing IGETC course requirements after transferring to a university. See a counselor for information regarding partial certification.
- All courses must be completed with a grade of "C" or better to be certified.
- A grade of "CR" (credit) or "P" (pass) may be used if the grading policy of the community college states that "CR" or "P" is equivalent to a grade of "C" or better. The UC will allow no more than 14 semester units taken CR/P toward UC eligibility or IGETC. The CSU campuses vary on the number of units they allow. Check each college's catalog or see a counselor for more information.
- Courses may be used only once to satisfy one subject area even if they are listed in more than one subject area.
- Advanced Placement (AP) tests completed with a score of 3, 4, or 5 may be applied to the IGETC as long as the community college recognizes the AP exam to be equivalent to its IGETC approved courses. One AP exam may be applied to only one course requirement. (Example: AP English Comp and Literature may be used to satisfy ENGL 1A or 1B NOT both.) Courses completed at the other California Community Colleges will be placed on IGETC according to how they were approved at the college they were completed.
- All IGETC coursework does not have to be completed at the same college. Courses taken at more than one California Community College may be used to fulfill the IGETC. Note, however, that courses applicable to IGETC may vary from college to college.
- Additional information regarding the acceptance of IGETC at specific colleges in each UC is available in the "UC Answers for Transfers" booklet in the Transfer Center or online at <http://www.universityofcalifornia.edu/admissions>.
- The IGETC is not a good option for students intending to transfer into high-unit majors, such as engineering or the sciences, which require extensive lower division preparation.
- See a counselor to make sure that the IGETC is appropriate for your use or if you have any other questions regarding the IGETC.
- Additional courses may be added to the Madera Community College Center IGETC. An updated IGETC sheet may be obtained from the Counseling Office, Transfer Center, Madera Community College Center web site, or www.assist.org.

Transfer to Private/Independent and Out-of-State Colleges and Universities

Transfer requirements of the private/independent and out-of-state colleges and universities differ from one institution to another. Students should acquaint themselves with the current catalog of the college to which they plan to transfer for admission, general education, and major preparation information. It is up to the receiving institution to determine application of credit. The Madera Community College Center Transfer Center has a library of catalogs for student use as well as computers with internet access for college websites and catalogs online. See a counselor for assistance.

Administrative Policies

Student Conduct Standards

Students are expected to conduct themselves in a responsible manner whenever they are on campus or representing the college in any activity. Specific rules and regulations have been established in Board Policy 5500. A copy of this policy is available in the college library, the Admissions Office, the Vice President of Student Services' office, the Student Activities Office, and Office of Instruction.

Conduct standards are designed to perpetuate the college's educational purposes, allowing students to enjoy the right of freedom to learn. Failure to adhere to the accepted standards will result in disciplinary action.

STATE CENTER COMMUNITY COLLEGE DISTRICT (SCCCD) POLICY STATEMENT

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

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

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

STUDENT ASSEMBLY

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

EXERCISE OF FREE EXPRESSION

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

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

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

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

STUDENT PROTESTS AND DEMONSTRATION

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

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

STUDENT PUBLICATIONS

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

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

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

Computer/Network Equipment Use Policy

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

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

- not search, view or download pornographic material through any means.

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

Each student is expected to abide by the District's Acceptable Use Policy (<http://www.scccd.edu/terms-and-privacy.html>). The District is the sole determiner of the interpretation and application of the Acceptable Use Policy. It is understood that if a student violates any of the above rules, he/she is subject to removal from the computer facility as well as discipline as a student.

Smoke Free Campus

Effective November 17, 2016, smoking and tobacco use shall not be permitted on any Madera Community College Center property. For the purposes of this policy, the following definitions shall apply: Tobacco Product means any form of tobacco, including but not limited to: cigarettes, cigars, cigarillos, pipes, water pipes (hookah), chew, inhalants, smokeless tobacco products and unregulated nicotine products (e.g., "e-cigarettes"). Smoking means any form of smoking, including but not limited to: cigarettes, cigars, cigarillos, mini-cigars, and hookah. E-Cigarette use or vaping means any form of electronic smoking or electronic nicotine delivery systems. FDA-approved nicotine patches and gum defined as cessation aids are not included in this category. Use of tobacco, smoking and/or e-cigarettes will not be permitted on any property of Madera Community College Center; this includes: campus buildings, residential facilities, outdoor structures, athletic facilities, parking structure, parking lots, surface lots, grounds areas, any areas previously identified as designated smoking areas, and in all Madera Community College Center owned, leased or rented vehicles. Exception: students, staff, faculty and visitors may smoke in their own personal vehicle with the windows rolled up on college property. The sale, advertising, promotion, or distribution of tobacco products is also prohibited on all college owned or leased property. Each member of the Madera Community College Center community, including, students, faculty, staff, and volunteers, is responsible for observing and adhering to the smoke and tobacco free environment policy. State Center Community College District will support and assist efforts to stop smoking by providing literature, referrals to community cessation programs, and by sponsoring periodic campus smoking cessation programs. Tobacco products will not be sold on campus either through vending machines or campus establishments. Every student, faculty member, staff person, and visitor on campus is authorized to implement the District's smoke free environments policy and regulation.

Drug- and Alcohol-Free Campus

Madera Community College Center is committed to maintaining a drug- and alcohol-free campus. To that end, the college prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances (as defined in Schedules I through V of the Controlled Substances Act {21U.S.C812} and as further defined by Regulations 21 CFR 1308.15 in the workplace). Behavior which violates this policy will be subject to disciplinary action in accordance with campus policies and regulations (BP 5410). Persons who seek information and/or resolution of alleged violations are directed to the Vice President of Student Services in the Student Services Building. (559) 638-0300, ext. 3217, or campus police, ext. 3330.

Academic Freedom

GENERAL PRINCIPLES

The State Center Community College District is unequivocally and unalterably committed to the principle of academic freedom in its true sense which includes freedom to study, freedom to learn and freedom to teach and provide educational professional services to students.

Academic freedom encompasses the right of an instructor to discuss pertinent subjects within his or her field of professional competency in the classroom, consistent with course objectives, and for counselors, librarians and other academic employees to provide appropriate student services within their fields of professional competency and consistent with sound educational principles.

Neither District officials nor outside individuals or groups may interfere with or censure an academic employee because of the employee's proper treatment of pertinent subjects, or provision of proper educational professional services to students is precluded by the principle of academic freedom.

Faculty must, however, accept the responsibility that accompanies academic freedom. The right to exercise any liberty implies a duty to use it responsibly. Academic freedom does not give faculty freedom to engage in indoctrination. Nor can faculty invoke the principle of academic freedom to justify non-professional conduct.

An essential point that pertains to academic freedom and that must be considered in relation to subject matter or to professional services to the student is the criterion of suitability. The subject matter, material to be studied, or educational professional services to the student must contribute to the attainment of course objectives or achievement of an educational principle.

The special interests of faculty or the opinion of a person or persons in a class should not supersede the right of other students to be protected against irrelevant or obscene materials or presentations.

TEXTBOOK SELECTION

Each campus shall develop a procedure for the selection of textbooks that recognizes the basic right and duty of the faculty to be the primary agent in the process. Since students in most instances must purchase books, the procedure should take cognizance of the financial consideration that may be imposed upon the student.

PUBLIC FORUMS

In keeping with the philosophy of intellectual freedom and the responsibility of the Community College District for services to its community, public forums presenting speakers with varying points of view may be offered to the local community as part of the educational program.

All proposals for special programs and projects, involving requests for financial assistance from outside funding sources such as governmental agencies, foundations or special organizations, shall be presented to the Board of Trustees for approval prior to the submission of a formal application to such outside groups.

Academic Dishonesty

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

CHEATING

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

PLAGIARISM

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

Authority and Disciplinary Actions

Instructors shall be in charge of their classes and students are under obligation to respect the authority of each instructor.

Madera Community College Center seeks to develop responsible, democratic citizenship among the students enrolled. Students are responsible for their conduct. Failure to adhere to the college's standards will result in disciplinary action. The college reserves the right to exclude at any time a student who violates student conduct standards and/or is not taking proper advantage of the opportunities offered. (See Student Right to Know on page 10).

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

Student Rights

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

Removal from Class by Instructor

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

Grievance Policy for Students

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

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

1. Instructor
2. Dean of Instruction
3. Vice President of Learning and Student Success
4. Petition Academic Standards Committee (obtain petition form from Admissions and Records)

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

- If it involves an administrator - immediate supervisor
- If it involves certificated/classified staff immediate supervisor
- If it involves another student - Vice President of Learning and Student Success

If the student's concern(s) remain unresolved, the student may submit the grievance in writing.

Grievances regarding non-academic matters are submitted to the Title IX Officer/Section 504/ADA Coordinator at Madera Community College Center or at the Madera Community College Center or the Oakhurst Community College Center.

At Madera Community College Center, grievance forms may be obtained at the Vice President of Learning and Student Success office in the Administration Building (559) 675-4800.

Individuals seeking information and/or resolution of alleged acts of discrimination are directed to contact the Madera Community College Center Vice President of Learning and Student Success at (559) 675-4800.

Rights and Responsibilities

OPEN ENROLLMENT

It is the policy of this district that, unless specifically exempted by statute or regulation, every 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 and who meets such prerequisites as may be established pursuant to Subchapter 1, Chapter 6, Division 6, Title 5 of the California Code of Regulations, commencing with Section 55000.

STUDENT ENROLLMENT RESPONSIBILITIES

It is the responsibility of all students to be aware of and observe all college policies regarding class enrollment and attendance, including dropping classes.

Parking Regulations

Student vehicles must display a SCCCDC parking permit to park in campus parking lots.

Students are expected to observe parking regulations with regard to red no-parking zones, private driveways, double parking, handicapped zones, restricted lots, etc., and are reminded that parking in these areas could result in a citation or the vehicle being towed away at the student's expense.

The State Center Community College District Police Department will strictly enforce these regulations. Students are advised to arrive early enough for their first class to allow time for them to obtain a parking space, which may be some distance from the classroom, and to arrive in the classroom on time.

Students may pick up a copy of the complete parking regulations at Campus Police, Monday - Friday between 7:00 a.m. and 4:00 p.m. or their website at scccddpolice.com/parking-and-traffic-policy.

Equal Employment Opportunity

BOARD POLICY #3420

The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized and to ensure that all qualified applicants for employment and all employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of a protected class.

The District strives to achieve a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds and agrees that a focus on diversity, and equity-mindedness in the academic and workplace environments fosters cultural awareness, mutual understanding and respect, free expression of ideas, suitable role models for students, and promotes social justice, civility, and non-violence.

To this end, the Board commits itself to support a continuing Equal Employment Opportunity Plan that shall be developed by the Chancellor for review and adoption by the Board.

The Equal Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that comply with federal and state laws, and with the Education Code and Title 5 requirements, as from time to time modified or clarified by judicial interpretation.

Statement of Nondiscriminatory Policy and Obligations

NON-DISCRIMINATION STATEMENT

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

Inquiries regarding the equal opportunity policies, the filing of complaints, or to request a copy of the complaint procedures covering discrimination complaints at Madera Community College Center may be directed to: Vice President of Learning and Student Success and Title IX Officer/Section 504/ADA Coordinator, in the Administration Building, (559) 675-4800.

The college recognizes its obligation to provide overall program accessibility throughout Madera Community College Center for handicapped persons. Contact the Madera Community College Center Section 504 and ADA Coordinator, at (559) 675-4800 to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

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

Inquiries regarding Federal laws and regulations about nondiscrimination in education or the District's compliance with those provisions may also be directed to the Office for Civil Rights, U.S. Department of Education, 221 Main Street, Suite 1020, San Francisco, CA 94105.

DECLARACIÓN: PÓLIZA CONTRA LA DISCRIMINACIÓN Y LAS OBLIGACIONES

El Distrito State Center Community College (Madera Community College Center) no discrimina ni acosar por razones de raza, color, nacionalidad, género, orientación sexual, inhabilidad, o edad, en ninguno de sus reglamentos, procedimientos, o acciones, de acuerdo con los siguientes códigos: el Artículo VI del Código de Derechos Civiles (Civil Rights Act) de 1964, el cual prohíbe la discriminación por razones de raza, origen, o nacionalidad y color; el Artículo IX de las Enmiendas al Código Educativo (Education Amendments) del año 1972 (género); la sección 504 del Código de Rehabilitación de 1973 (inhabilidad); y el Código Antidiscriminatorio de 1975 (edad); y tampoco tolera ninguna acción asociada con el acoso sexual (sexual harassment), cumplimiento con el Código que cubre a los Americanos Inhabilitados de 1991 (Americans with Disabilities Act of 1991). Dichos reglamentos y leyes abarcan y rigen todos los programas y actividades de Madera Community College Center, incluyendo el Programa de Educación Vocacional (Vocational Education), e incluyen el derecho de no ser discriminado en ninguno de los programas y actividades del colegio, y ser tratado en una forma igual y equitativa.

Las preguntas al respecto a la oportunidad igual, las quejas, o solicitar una copia de las reglas para hacer una queja de discriminación contra Madera Community College Center se (559) 675-4800. El vice-presidente se encuentra en la oficina de los servicios del estudiante de Madera Community College Center localizado.

El Colegio de Madera Community College Center acepta y reconoce la obligación que tiene con las personas inhabilitadas (handicapped) de proveerles y facilitarles el acceso a todos sus programas y actividades. Para mayor información al respecto, comuníquese con el Coordinador de la Sección 504 quien le informará sobre la ubicación de los diversos servicios y actividades, así como sobre los lugares accesibles y disponibles para los inhabilitados.

La falta de conocimiento del idioma inglés no es un obstáculo para ser admitido a los programas técnicos y vocacionales del Madera Community College Center.

Puede obtener más información sobre las leyes y reglamentos antidiscriminatorios, dirigiéndose a la Oficina de Derechos Civiles: (Office for Civil Rights), U.S. Department of Education, 221 Main Street, Suite 1020, San Francisco, CA 94105.

TSAB CAI TSIS PUB MUAJ KEV NTXUB-NTXAUG THIAB TEJ UAS YUAV TSUM TAU UA

Reedley College yuav tsis pub muaj kev ntub ntxaug rau tej kev sib txawv ntawm haiv neeg, ntawm nqaij-tawv, tuaj txawv tej chaws tuaj, poj-niam, txiv-neej, neeg xiam oob khab, laus-hluas, los yog qhov kev xaiv ntawm tej kev nkauj nraug li cas nyob rau hauv nws txoj cai, kev khiav dej-num, los yog kev coj, kom raws li txoj cai Title VI ntawm Civil Rights Act ntawm 1964 (uas hais txog ntawm haiv neeg, nqaij-tawv, thiab tuaj txawv teb chaws tuaj), Title IX ntawm qhov Education Amendments ntawm xyoo 1972 (hais txog poj niam-txiv neej), Section 504 ntawm Rehabilitation Act ntawm xyoo 1973 (hais txog neeg xiam oob khab), qhov Americans with Disability Act thiab qhov Age Discrimination Act ntawm xyoo 1975 (hais txog laus-hluas), thiab Xeev California Txoj Cai. Tsab cai tsis pub muaj kev ntub-ntxaug no muaj vaj-huam sib luag thiab ncaj ncees rau kev tuaj nkag kawm ntawv thiab kev ua hauj-lwm nyob hauv college tej programs thiab lwm yam rau txhua tus, nrog rau kev kawm hauj lwm nyob hauv tsev kawm ntawv. Yog xav paub txog txoj cai vaj-huam sib luag no, muaj kev tsis txaus siab los sis xav tau ib daim ntawv qhia txog txoj cai ntawm kev tawm suab txog tej kev tsis txaus siab thaum raug neeg ntub ntxaug ntawd no, mus cuag tau rau: Madera Community College Center Vice President of Learning and Student Success, at (559) 675-4800, located in the Madera Community College Center Administration Building.

Lub tsev kawm ntawv paub txog nws lub luag dej num hais tias yuav tsum tau muaj program nyob thoob plaws hauv tsev kawm ntawv rau cov neeg xiam oob khab Hurau, Madera Community College Center Vice President of Learning and Student Success, rau tej kev pab thiab tej chaw pab, uas muaj rau cov neeg xiam oob khab.

Tus ho tsis paub lus As-kiv zoo los yeej tsis muaj teeb meem li cas rau nws tuaj mus kawm ntawv thiab kawm hauj lwm nyob rau hauv tsev kawm ntawv nqib siab no li.

Yog xav paub txog Tsom Fwv tej cai tswj txog qhov tsis pub muaj kev ntub-ntxaug nyob rau hauv tej tsev kawm ntawv los yog saib lub District ntawd puas ua raws li txoj cai, mus cuag tau rau: Office for Civil Rights, U.S. Department of Education, 221 Main Street, Suite 1020, San Francisco, CA 94105.

Family Education Rights and Privacy Act (California State and Federal Legislation)

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

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

The law authorizes the release of directory information in the absence of student objection. Directory information includes: name, address, date and place of birth, major field of study, current class schedule, participation in activities, dates of attendance, degrees and awards received, and last institution attended. Objection, if any, to the release of this information may be made at the time the student applies for admission or at registration (see Application for Admission p.4, item #31).

Sexual Harassment Policy

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

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

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

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

In determining whether conduct constitutes sexual harassment, the circumstances surrounding the conduct will be considered.

Persons who seek information and/or resolution of alleged acts of sexual harassment are directed to contact the Vice President of Learning and Student Success and Madera Community College Center Title IX Officer and Section 504/ADA Coordinator at 30277 Avenue 12, Madera, CA, 93638, (559) 675-4800.

Change of Address or Telephone Number

Students who have a change of address or telephone number are required to officially notify the college by clicking "Update Address, Telephone" on WebAdvisor or by submitting an "Address Change" form at www.maderacenter.com.

Social Security

Students receiving benefits from Social Security must be enrolled as full-time students (12 units for regular semester and 4 units for summer session). Students who drop below the required number of units must notify the Social Security Office; payments will cease as of the month reported.

Other Policies

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

Student Support Services

Academic Success Centers

The Academic Success Centers (ASC) consists of three learning-focused spaces where peer-facilitated academic engagement is available for all students to study, collaborate, and learn in a social and fun environment.

Operating Hours (all locations)

Monday: 8:00 a.m. - 6:00 p.m.

Tuesday: 8:00 a.m. - 6:00 p.m.

Wednesday: 8:00 a.m. - 6:00 p.m.

Thursday: 8:00 a.m. - 6:00 p.m.

Friday: 8:00 a.m. - 1:00 p.m.

Saturday: 10:00 a.m. - 2:00 p.m. – all subject-tutoring is in the Reading and Writing Center

Coordinators:

Academic Success Centers Coordinator: Ray Sanchez

Reading & Writing Center Coordinator: Matthew Kenerly

ETC Learning Center Coordinator: Dale Mommer

ETC LEARNING CENTER

Located in room R1B

The Learning Center is the home of Madera Community College Center's Extending the Classroom (ETC) program, where Leaders are embedded in select courses across the curriculum and facilitate drop-in and dedicated sessions outside of class, bridging the classroom experience with facilitated group study. In addition to helping the instructor in the classroom, the ETC Leaders hold group-based tutorial sessions before or after the class and also hold drop-in tutorial sessions for their students throughout the week. Our Leaders also provide online tutorial sessions for our students. The Learning Center has whiteboards, textbooks, special study areas, and computers available for our students to use during a tutorial session or to study independently. A staff of qualified and trained peer tutors is ready to help students strengthen subject matter knowledge and develop skills that lead to resourceful, life-long learning. For more information, stop by or call (559) 675-4846.

STEM CENTER

Located in room R4A

The STEM Center offers specialized drop-in tutoring to Madera Community College Center students who are enrolled in courses related to science, technology, engineering or math. Students have access to whiteboards, desktops, calculators and select textbooks while using the STEM Center. We also offer free printing in STEM to our students and access to math instructors, whose offices are located in the same building. It also offers workshops on specific math topics throughout the semester to reinforce what students learn in the classroom. The STEM Center is a great place to learn, study, and get the help needed for success for math or science. For more information, stop by or call (559) 675-4846.

READING & WRITING CENTER

Located in room R1A

The Reading and Writing Center offers 50-minute one-on-one appointments to help students through every part of the writing process, welcoming students and their writing assignments from across the curriculum at Madera Community College Center. It also houses drop-in tutoring for ESL students, has laptops available for student use, offers online feedback for drafts, and hosts periodic workshops throughout the semester to help student writers. We welcome reading and writing assignments from any academic subject and look forward to helping build each MCC student's success. Students are encouraged to call ahead and schedule appointments at (559) 675-4846.

Bookstore

The Madera Community College Center Bookstore is operated for the convenience of students. The store carries student textbooks, supplies and other articles of interest to the college community. Business hours for the Madera Community College Center are Monday through Thursday, 7:45 a.m. to 6:00 p.m., Friday 7:45 a.m. to 1:00 p.m.

REFUND POLICY

Need to make a return? No worries, all the details are below. All refunds or exchanges require a valid receipt or packing slip. Shipping and handling fees are not refundable.

Textbooks/ Course Materials:

- Refunds are given for Course Materials returned before your campus-specific refund deadline.
- Course Materials purchased after the campus-specific refund deadline.

Business Services Office

The Business Services Office is responsible for collecting and disbursing money on the Madera Community College Center campus. This includes collecting fees for parking permits, registration fees, ASB card, and the disbursement of financial aid and payroll checks. The Business Services Office is located in the Administration Building. For more information, call (559) 675-4800.

Cafeteria

The campus cafeteria provides appetizing food in pleasant surroundings to staff and students. Meals and snacks are available throughout the day. During the fall and spring semesters the cafeteria is open 7 a.m. to 4 p.m. Monday through Thursday, and Fridays 7 a.m. to 1 p.m. Summer hours will vary. For further information, call (559) 675-4800.

CalWORKs

The California Work Opportunities & Responsibility to Kids (CalWORKs) Program at Madera and Oakhurst Community College Centers is designed to assist students with children who receive public assistance while they earn a certificate or associate degree and/or prepare to transfer, as they develop necessary vocational skills to become gainfully employed and financially self-sufficient. We support student succeed in achieving their educational goals by providing the following services:

- Academic & Personal Counseling & Advising
- Assistance with Registration & Financial Aid
- Assistance with Purchasing required Books & Supplies
- Funds for Childcare & Transportation Costs
- Work Study (Earn while you learn!)
- Life Skills classes (COUN 281, 282, & 283)
- Personal and Professional Development Workshops
- Priority Registration
- Referrals to on and off campus services

For more information, contact the CalWORKs Office at (559) 675-4840.

Child Development Center

MADERA COMMUNITY COLLEGE CENTER

The Child Development Center and Lab School is a teacher training and demonstration center that provides an opportunity for college Child Development students to plan, prepare, and teach in a classroom under the supervision of Early Childhood Education Specialists and Child Development instructors while providing care for preschool aged children of students, staff, faculty and the community. The Madera Community College Center Child Development Center and Lab School is a nationally accredited program (NAEYC) offering a developmentally appropriate learning environment with a small class size, ideal adult to child ratios, and reasonable tuition.

The Child Development Center Lab School offers care for children 2.5 to 5 years of age who are competent in toileting. Hours of operation are Monday through Thursday 8:00 a.m. to 4:00 p.m. and Friday 8:00 a.m. to 12:00 p.m. There are both full-day and half-day schedule options available. The Lab School follows the campus calendar and observes all campus holidays. Current students have enrollment priority, followed by staff and faculty. Enrollment is ongoing based on availability. A waitlist is established for families wishing to enroll a child when the program is at capacity. Applications for enrollment are available at the Child Development Center and online on the Madera Community College Center website. For additional information regarding enrollment, tuition, schedule options, or to submit an application you may contact the Program Coordinator at (559) 975-4845 or the Child Development Center at (559) 675-4808.

College Police

The State Center Community College District maintains a college police department for the protection and safety of all people and property of the college district. All campus officers are certified by the California Peace Officer Standards and Training Commission and have the same powers and restrictions as any other law enforcement officer.

Furthermore, the SCCC District Police Department will investigate any incidents that may hinder or obstruct the educational and administrative process of the college. To report suspicious activities or ask for police assistance, call the Campus Police at (559) 675-4800.

Counseling and Advising Department

Comprehensive career, academic, and vocational counseling and advising services are available to all Madera Community College Center students at all counseling sites; these include the Main Counseling Center and the Special Programs Counseling Center on the Madera campus and the Oakhurst Community College Center counseling office.

The college is committed to supporting and promoting a positive college experience, by providing programs and services that meet students' individual needs. The intention of the counseling department is to empower every student to explore, select, and remain on track towards meeting their educational goal. All students have access to career exploration, personal interests and abilities evaluation, individualized support for adjusting to college life and resolving personal issues that may affect their success. Counselors assist students to explore and select courses and programs of study that will lead to completion of certificate, associate degree, and university transfer and/or vocational and employment outcomes along with the development of an individualized Student Education Plan.

Counselors are available by appointment or on a walk-in basis. For additional information or to schedule an appointment, call (559) 675-4800 for Madera Community College Center (559) 683-3940 for Oakhurst Community College Center

CAREER, TRANSFER, AND EMPLOYMENT CENTER

The Career, Transfer and Employment Center assists students from Madera Community College Center to a baccalaureate (bachelor) level college or university. The center provides a variety of informational resources for students about the nine Universities of California (UC), 23 California State Universities (CSU), and provides information on private and out-of-state colleges and universities. A Transfer Counselor is also available to assist in developing a Student Educational plan (SEP) for transfer.

The Career Transfer Center (CTC) is located at the Madera Community College Center in the Administration Building (AM) room 141. For more information, call (559) 675-4882.

(The Student Success Center is located at the Oakhurst Community College Center in OC 8.)

Disabled Students Programs and Services (DSP&S)

Disabled Students Programs and Services provide specialized counseling, support services, and resources to students with temporary or permanent disabilities. Regular hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Disabled Students Programs and Services is located in the Administration Building in room AM 176. Handicapped parking is available in the parking lot in front of the Administration Building. For more information about services at Madera Community College Center or Oakhurst Community College Center, contact Disabled Students Programs and Services at (559) 675-4864.

LEARNING DISABILITY SERVICES

If you have a learning disability or suspect that you might have one, contact Disabled Students Programs and Services for more information about what services are available to help you. Contact Disabled Students Programs and Services at (559) 675-4864.

HIGH TECH CENTER

Adapted computer equipment is available in the High Tech Center which is located in the Disabled Students Programs and Services Building. Training, assistance, and resource information in the use of adaptive computer technology and assistive software programs for students with disabilities are available. For more information, contact Disabled Students Programs and Services at (559) 638-0332. The TTY phone number is (559) 638-0356.

DEVELOPMENTAL SERVICES CLASSES

Disabled Students Programs and Services (DSP&S) at Madera Community College Center offers a wide range of classes developed specifically for the student with a disability. These courses are offered for non-degree applicable credit under Developmental Services. See the Course Descriptions for a listing of courses or a DSP&S counselor for information on current offerings.

TRANSITION TO COLLEGE PROGRAM

DSP&S Transition to College Program is composed of counseling services and a unit course (DEVSER 240). DEVSER 240 is a one-unit course designed to assist students with disabilities during their initial semester in a community college and navigation of the State Center Community College District campuses, resource and accommodations available for students with disabilities.

Extended Opportunity Programs and Services (EOPS)

The Madera Community College Center EOPS program is a program administered within the Student Services division. EOPS is a state-funded "categorical" program that provides comprehensive support services to first-generation college students who come from low-income and educationally disadvantaged backgrounds. "Over and Above" services are directed at students affected by language, social, and economic inequities; and have historically been underrepresented in institutions of higher learning. The primary objective is to assist, guide, and support eligible full-time students in the pursuit of their educational goals. Specifically, to complete a certificate, associate degree program, and/or transfer to a four-year university.

NEXTUP PROGRAM

The NextUp Program is a supplemental component of the EOPS program designed to increase the enrollment, retention, and transfer of foster youth attending college. The NextUp Program assists current and former foster youth transition into a higher education setting. Madera Community College Center is committed to providing these students with comprehensive support services that will support and contribute to a positive learning experience. The goal is to provide students with a sense of community on campus, along with providing access to college programs and resources that can lead to degree attainment and transfer to four-year universities. The NextUp Program expands on the services provided by EOPS to provide foster youth with an enhanced level of academic support and financial aid.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

The CARE program is a supplemental component of EOPS and provides educational support services for students who are the single head of household and are receiving "cash aid" through the county Temporary Assistance for Needy Families (TANF) program. Students must first meet EOPS program eligibility requirements and be enrolled as a full-time student prior to participating in the CARE program. Student participants are eligible to receive EOPS support services with additional services exclusive of typical services provided. This includes intrusive counseling services and allowances for educationally related expenditures to assist them in completing their educational goals.

The Madera Community College Center EOPS/NextUp/CARE office is located in building R2A. Office hours are Monday through Friday 8:00 a.m. to 4:00 p.m. For more information, please contact (559) 675-4800.

Financial Aid

The Financial Aid Office is committed to assisting students who might otherwise be unable to continue their education because of limited financial resources. Madera Community College Center provides financial assistance through scholarships, grants, job opportunities, and loans.

FINANCIAL AID AND SCHOLARSHIPS

The following programs are available to qualified students:

- Federal Pell Grants
- Federal Work Study
- Federal Supplemental Educational Opportunity Grants
- Student Success Completion Grants
- Federal Direct Student Loans
- Federal Direct Plus Loans
- California College Promise Grants (CCPG)
- Free College Promise Grants
- Cal Grants
- Extended Opportunity Program and Services (EOPS)
- Bureau of Indian Affairs Scholarships
- Other Institutional and Noninstitutional Scholarships
- Student Support Service Grants

To apply for financial aid applicants must complete the Free Application for Federal Student Aid (FAFSA), or the California Dream Act Application (CADAA). Either of these applications can be used to determine a student's eligibility for the California College Promise Grant (CCPG) or the Free College Promise Program. To complete your FAFSA, go to www.fafsa.gov. To complete a California Dream Act application, go to <https://dream.csac.ca.gov>. The FAFSA or CADAA must be completed annually and are available October 1st for the following academic year. The priority filing deadline and Cal Grant deadline is March 2. Students who file their application by this date and submit all requested documents by June will be considered first in the award process.

RETURN OF TITLE IV FINANCIAL AID FUNDS

Students who drop/withdraw from all of their classes prior to the 60% point of the semester or receive all unsatisfactory grades ("F", "NP", "I", "EW", "W") will be reviewed by the Financial Aid Office to determine if all or a portion of their aid must be repaid for that semester.

SATISFACTORY PROGRESS FOR FINANCIAL AID

To be eligible to receive federal and state financial aid, students must be enrolled in an eligible program for the purpose of completing an AA/AS/AA-T/AS-T degree, or an approved certificate program.

Students must maintain a minimum cumulative grade point average (GPA) of 2.0 and complete at least 67 percent of their units attempted. Students may not continue to participate in financial aid programs after they have attempted 90 units (excluding up to 30 remedial units and ESL units).

Students who received less than the minimum GPA requirement or fail to complete at least 67 percent of the cumulative units attempted, will lose their financial aid eligibility until they reestablish satisfactory progress. Financial Aid Progress standards are separate and apart from the institutional academic satisfactory progress standards.

Students may submit a written appeal to the Financial Aid Office to continue their financial aid eligibility. The Financial Aid Appeals Committee reviews all appeals. Appeals requires a Student Education Plan (SEP) signed by the counselor and an explanation of why the minimum requirements were not met. You can view the SAP policy on our website <http://www.maderacenter.com/financialaid>.

SUMMER FINANCIAL AID

Summer financial aid, including Pell Grants, is available to eligible students. As the summer sessions cross over two financial aid years, all students should apply for financial aid for current 2019-20 academic year as well as the upcoming 2020-2021 academic year. The Financial Aid Office will determine from which year your aid will be processed.

ACADEMIC PROGRESS STANDARDS FOR THE CALIFORNIA COLLEGE PROMISE GRANT (CCPG) PROGRAM

Students qualifying for the California College Promise Grant (CCPG) Program must meet minimum academic and progress standards adopted by the Board of Governors.

- Loss of Fee Waiver will occur if a student has two consecutive primary terms (fall and spring) of not meeting cumulative Academic (2.0 GPA or above) or Progress standards (more than 50% Completion Rate).
- Students will be notified of loss of the Fee Waiver within 30 days of the end of the term.
- Students will have the right to appeal the loss of the Fee Waiver along with Priority Enrollment.
- Students will have their CCPG/Enrollment Priority reinstated if they:
 - Meet minimum Academic/Progress Standards
 - Successfully Appeal
 - Sit out two consecutive primary terms

AYUDA FINANCIERA

La oficina de ayuda financiera está comprometida a brindar asistencia a estudiantes que sin dicha ayuda serían incapaces de continuar su educación superior a causa de recursos económicos limitados. Madera Community College Center provee ayuda financiera al mayor número de estudiantes posible a través de becas, préstamos y oportunidades de trabajo.

AYUDA FINANCIERA Y BECAS

Los siguientes programas están disponibles a los estudiantes que califiquen:

- Beca Federal Pell
- Programa Federal de trabajo y estudio
- Beca Suplementaria Federal para la Oportunidad Educativa
- Préstamo Federal para Estudiantes
- Asistencia de Colegiatura
- Beca Cal (Cal Grant) de California o Promesa para colegios de California
- Programas y Servicios de Oportunidad Extendidos (EOPS)
- Departamento de Becas en Asuntos Indios
- Otras becas Institucionales y no- Institucionales
- Servicio Substantivo de apoyo para Estudiantes
- Beca estudiantil de finalización exitosa

Para solicitar ayuda financiera, los aplicantes deben completar la solicitud gratuita para ayuda estudiantil Federal (FAFSA), o la aplicación Dream Act de California (CADAA). Cualquiera de estas solicitudes puede ser utilizada para determinar si un estudiante es elegible para la beca de colegiatura "Promesa para los colegios de California" (CCPG) o para el programa "Promesa de Colegio Gratuito". Para completar su solicitud FAFSA, dirijase a la pagina www.FAFSA.gov. Para completar la solicitud Dream Act de California, dirijase a <https://dream.csac.ca.gov>. La solicitud FAFSA o CADAA debe ser completada anualmente y está disponible a partir del primero de octubre para el año escolar siguiente. La fecha límite para prioridad y la fecha límite para las becas cal (cal grant) es el 2 de Marzo. Los estudiantes que envíen sus solicitudes antes de esta fecha y entreguen todos los documentos que se les pidan antes de Junio serán considerados primero cuando se comiencen a premiar las becas.

REEMBOLSO DE AYUDA FINANCIERA FEDERAL A CAUSA DE DESERCIÓN TOTAL

Si un estudiante decide retirarse de todas sus clases antes de concluir al menos el 60% del semestre, el estado de su ayuda financiera será recalculado por la oficina correspondiente para determinar si la ayuda financiera recibida debe ser reembolsada al gobierno federal de manera total o parcial.

AVANCE SATISFACTORIO DE LA AYUDA FINANCIERA

Para ser elegible para recibir ayuda financiera federal y estatal, estudiantes tienen que estar matriculados en un programa elegible, un AA/AS/AA-T/AS-T certificado.

Estudiantes deben mantener un promedio acumulado mínimo (GPA) de 2.0 y completar al menos el 67 por ciento de unidades. Estudiantes no pueden continuar recibiendo en programas de ayuda financiera después de que han intentado 90 unidades (excluyendo hasta 30 unidades correctivas y E SL). Los estudiantes que recibieron menos que el requisito mínimo de GPA o fallan en completar al menos el 67 por ciento de las unidades intentadas, perderá su elegibilidad de ayuda financiera hasta restablecer el progreso satisfactorio.

Normas de progreso de ayuda financiera están separadas y aparte de las normas de progreso académico institucional debido a las regulaciones federales. Los estudiantes que están a prueba de progreso de ayuda financiera no son elegibles para solicitar un préstamo, incluso si son aún o elegibles para recibir asistencia de becas.

Si los estudiantes tuvieron una situación que les impidió cumplir el año con buen rendimiento académico los estudiantes pueden presentar una apelación por escrito a la oficina de ayuda financiera. El comité de apelación revisa todas las apelaciones. Las apelaciones requieren un Plan de Educación para el Estudiante (SEP) firmado por el consejero y una explicación de por qué no se cumplieron los requisitos mínimos. Dependiendo de la información que haya sido proveída determinará el comité determinará re-integrado para recibir ayuda financiera.

Health Services

Health Services provides care to enrolled students and is supported by the health fee. Services include treatment of illness and injury, health education and preventative services, as well as referral to a variety of local health care providers. We also provide student accident insurance for injuries occurring during school activities. Students with a chronic medical condition can make an appointment with the campus nurse to develop a Health Action Plan in case of an emergency on campus. The influenza vaccine is offered to all registered student during the flu season. TB Risk Assessments and Tuberculin skin testing is given in the health services office, and appointments are encouraged. Hearing and vision tests are available with an appointment. All services are covered by the health fee. Visit the Health Services office in room R6B. Call (559) 675-4814 or email shelley.renberg@scccd.edu for more information.

PSYCHOLOGICAL SERVICES

Free confidential counseling is offered through Psychological Services. The goal of Psychological Services is to assist students who experience interpersonal or personal difficulties during their college stay so they can remain effective in their educational pursuit. Psychological Services through SCCCD is staffed by licensed clinical psychologist with the assistance of psychological postdoctoral fellows, pre doctoral interns, and trainees. Psychological counseling is available for a variety of problems, including issues stemming from:

- Adjustment to college life
- Depression and anxiety
- Relationships and communications skills
- Stress and anger management
- Mental illness
- Substance abuse
- Eating disorders

Psychological Services also provides crisis intervention, faculty consultation, and psychological testing/assessment. Located in the (AM) Administration Building, appointments can be made by calling (559) 675-4800 ext 4854.

Library - Learning Resources Center MADERA COMMUNITY COLLEGE CENTER

The Madera Community College Center Library is located in AM-185 and offers a wide variety of resources and services to students, faculty and staff. Seventy-three computers in the library and its computer lab are available for research activity and have the full suite of Microsoft Office programs installed. Library materials are available in a variety of formats. The library houses over 12,000 print books organized according to the Library of Congress classification system. There is a DVD collection of more than 800 items containing informational, literary and dramatic films as well as an audio book collection of more than 200 fiction and nonfiction works. More than 50 research databases provide access to reference sources, articles from academic journals, magazines and newspapers, literary criticism, images, and more. The databases and E-book collection are accessible on and off campus, as is the library's online catalog which allows students and staff to locate and request print and media items from all our district libraries. Printers and a copy machine offer black and white printing at 10¢ per page, and color printing at 25¢ per page with a library copy card.

Lost and Found

A lost and found department is maintained by the Switchboard, located in the the Academic Village One building in the Academic Offices.

Other

STUDENT INSURANCE

All students are provided with an accident insurance policy that covers them while on campus. Also available to all students on a voluntary basis is an accident and sickness medical expense plan for a nominal fee. This plan provides 24-hour year-round (including summer) coverage. HEALTH INSURANCE IS MANDATORY FOR ALL INTERNATIONAL STUDENTS. Information and applications may be secured in the Health Center or Business Services Office.

Students participating in intercollegiate competition are covered by a special college-paid athletic insurance plan for athletic related injuries.

Office of Marketing and Communications

The Madera and Oakhurst Community College Center (MCCC/OCCC) Office of Marketing and Communications provides on- and off-campus public relations, marketing and promotion for the college including all advertising, media relations, and social media posts. Brochures, Board of Trustees reports, class schedules, the college catalog, press releases, videos, and the college website are all produced by the Office of Marketing and Communications. The Office also reviews all publications produced by other MCCC and OCCC campus offices prior to on- or off-campus printing.

PHOTO AND VIDEOTAPE POLICY

Madera and Oakhurst Community College Centers take photos of and videotapes students throughout the year. These images often include students in classrooms, study areas, etc. MCCC/OCCC reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at MCCC/OCCC do so with the understanding that these photographs might include them and might be used in college publications, both printed and electronic, and for publicity.

Student Employment

The Career, Transfer & Employment Center provides services to all Madera Community College Center students and alumni. Services include an online job board (<https://www.collegecentral.com/reedleycollege>), job preparation workshops, individual appointments, mock interviews, job search resources, and an annual job, internship, and Volunteer Info Fair. Posted jobs include both on-campus, student employment, and federal work study positions as well as off-campus positions that include part-time, full-time, temporary, intern, and volunteer positions. Interested employers can also contact our staff to post and promote job opportunities within the campus.

The Madera Community College Center Career, Transfer & Employment Center is located in the Administration Building (AM), room 141. For more information, call (559) 675-4882.

Veterans Services

FINANCIAL AID AND SCHOLARSHIPS

Madera Center Community College Center administers a variety of educational programs for eligible veterans through the Veterans Service staff in Admissions and Records (located in the Student Service Building) or our Veterans Center (VC). The Veteran Center is located in the Student Center in room 105 and is furnished with a study space, computers, and written materials pertinent to Veteran service. The VC serves as a place for student Veterans to meet fellow student Veterans, other Madera Community College Center student services representatives, and instructional representatives who are ready to assist them in their pursuits at our institution.

In addition, there are educational benefits for dependents (spouses and/or children) of veterans under the Survivors' and Dependents' Educational Assistance Program.

(1) Veterans who were separated from active duty with the armed forces may be eligible for educational benefits through the Veterans Administration and the following benefit programs:

- a. Post 9/11 GI Bill – 90 Days of active duty service after Sept. 10, 2001, and are still on active duty, or if you are honorably discharged Veteran or were discharged with a service-connected disability after 30 days (Chapter 33)
- b. Montgomery GI Bill - Active Duty Educational Assistance program (Chapter 30)
- c. Montgomery GI Bill - Selected Reserve Educational Assistance Program (Chapter 1606)
- d. VEAP (Chapter 32) - Contributed to VEAP or Section 903 - Military service beginning on or after January 1, 1977 and ending on or before June 30, 1985
- e. Vocational Rehabilitation (Chapter 31) - Veterans who served in the Armed Forces are eligible for vocational rehabilitation if they suffered a service-connected disability while on active service which entitles them to compensation, or would do so except for the receipt of retirement pay. The Veterans' Administration (VA) determines a veteran's need for vocational rehabilitation to overcome the handicap of his/her disabilities.

(2) Spouses and/or children of the following categories of veterans may be eligible for the Dependents' Educational Assistance Program:

- a. Veterans who died or are 100 percent permanently disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
- b. Veterans who died from any cause while such service-connected disability was in existence.
- c. Service persons missing in action or captured in the line of duty by a hostile force.
- d. Service persons forcibly detained or interned in the line of duty by a foreign government or power.

Veteran and Veteran dependent students can learn more about each Veteran Education Benefit at <https://www.va.gov/education/about-gi-bill-benefits/>

APPLICATION PROCESS

To apply for any of these benefits, students must apply with the Veterans Administration at this link <https://www.va.gov/education/how-to-apply/>. Students will also need to complete an application packet which is available through our Veterans Services staff, or at our Veterans Center. In addition, students must meet with an academic counselor and have a Veterans Student Education Plan completed for the major they are declaring.

APPROVED MAJORS

All AA, AS, AA-T, AS-T and certificate programs at Madera Community College Center are approved majors for veterans education benefits. Additionally some articulated transfer programs to the CSU and UC systems as well as private institutions have been approved. Students should inquire about their particular major at the time of application.

EVALUATION OF PREVIOUS EDUCATIONAL/ TRAINING CFR S21.4253 (D) (3)

As required by federal law Madera Community College Center will conduct an evaluation of previous education and training, grant appropriate credit, and student of transfer credit granted. Students applying for veterans benefits must submit transcripts from all prior college and universities attended as well as military training transcripts PRIOR to having their benefits processed regardless of whether or not the student, counselor or certifying official believe that any transfer credit will be granted.

STANDARDS OF PROGRESS, CFR S21.4253 (D) (1) (II)

A complete copy of the Veterans Academic Progress Policy is available in the Veterans Education Benefits Office or by written request.

VETERANS DEPENDENT FEE WAIVER

Dependents of veterans with disabilities (spouses and/or children) may be eligible to receive tuition free assistance at any California post-secondary educational institution (California Community College, California State University, and/or University of California). Additional information may be obtained from a Veteran Service Office and to look for a County Veterans Service Office in your area go to this link <https://www.calvet.ca.gov/VetServices/Pages/CVSO-Locations.aspx>

PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 (e) Madera Community College Center adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I.Bill® or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. Madera Community College Center will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE);
- Submit completed certification request packet;
- Provide additional information needed to properly certify the enrollment as determined by School Certifying Official.

Student Activities

Student Activities

The Office of Student Activities at Madera Community College Center offers students the opportunity to participate in student government, student clubs and organizations, campus activities, and social and cultural events. Participation in campus life has been shown to have a positive impact on student success and leadership development.

CLUBS AND ORGANIZATIONS

The college's many clubs and organizations provide opportunities for personal development, leadership training, and enrichment of college life. The various organizations include service organizations, religious affiliations, professional interests, athletics, and other special interest clubs. New clubs are formed to meet the needs and special interests of students.

For information on how to start a campus club and/or a current list of campus organizations, stop by the Student Activities Office or call (559) 675-4809.

ORGANIZATION OF NEW CLUBS

To be officially recognized, a club must have a minimum of six participating members, regular meetings, an approved constitution and a staff advisor. Those considering organizing a new club must consult with the Student Activities Office.

