Welcome to
American River College

Over the years American River College has developed a statewide and national reputation for excellence, innovation, and a strong commitment to our students.

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

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

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

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

David Viar
President
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American River College is part of
the Los Rios Community College District

LRCCD Board of Trustees

Kay Albioni  Timothy Loree
Terry Cochran  Bruce Pomer
Ann Blackwood  Ruth Scribner
Pamela Haynes  Claire Scott, Student Member
SUMMER SESSION 2006

Instruction begins—1st session ......................................................... June 12 ................................................................. Monday
Instruction begins—6-week/2nd session ........................................... June 26 ................................................................. Monday
Instruction begins—8-week/2nd session ........................................... June 19 ................................................................. Monday
End of 4-week/1st session ................................................................. July 6 ................................................................. Thursday
Independence Day Holiday (College closed) ...................................... July 4 ................................................................. Tuesday
Instruction begins—4-week/2nd session ........................................... July 10 ................................................................. Monday
End of 6-week/1st session ................................................................. July 20 ................................................................. Thursday
End of 8-week /1st session ................................................................. August 3 ................................................................. Thursday
End of 6-week/2nd session ................................................................. August 3 ................................................................. Thursday
Grades due (Faculty) ................................................................. August 11 ................................................................. Friday

FALL SEMESTER 2006*

Instructional Improvement days (Faculty) ........................................... August 17 & 18 ........................................................ Thursday, Friday
Instruction begins ................................................................. August 21 ................................................................. Monday
Saturday and Sunday classes begin ........................................... August 26, 27 ........................................................ Saturday, Sunday
Labor Day Holiday (College closed) ........................................... September 4 ........................................................ Monday
Veterans Day Holiday (College closed) ........................................... November 10 ........................................................ Friday
Last day to drop full semester classes ........................................ November 21 ........................................................ Tuesday
Thanksgiving recess (College closed) ............................................. November 23-26 ........................................................ Thursday-Sunday
End of semester ................................................................. December 22 ........................................................ Friday
Winter Recess (Limited office hours) ........................................... December 23- January 2 ........................................................ Saturday-Tuesday
Grades due (Faculty) ................................................................. January 3 ................................................................. Wednesday
Semester break ................................................................. January 2-10 ........................................................ Tuesday-Wednesday

SPRING SEMESTER 2007*

Instructional improvement days (Faculty) ........................................... January 11, 12 ........................................................ Thursday, Friday
King's Birthday Holiday (College closed) ................................................ January 15 ........................................................ Monday
Instruction begins ................................................................. January 16 ........................................................ Tuesday
Saturday and Sunday classes begin ........................................... January 20, 21 ........................................................ Saturday, Sunday
Lincoln's Birthday Holiday (College closed) ........................................... February 16 ........................................................ Friday
Washington's Birthday Holiday (College closed) ........................................... February 19 ........................................................ Monday
Spring Recess (Limited office hours) ........................................... April 2-8 ........................................................ Monday-Sunday
Last day to drop full semester classes ........................................ April 21 ........................................................ Saturday
End of semester (Graduation) ........................................................ May 23 ........................................................ Wednesday
Memorial Day Holiday (College closed) ........................................... May 28 ........................................................ Monday
Grades due (Faculty) ................................................................. May 29 ........................................................ Tuesday

*During Fall and Spring semester, classes are offered in additional formats to enhance student opportunity including but not limited to: 1st and 2nd nine week sessions; 1st, 2nd and 3rd six week sessions; 1st and 2nd 8-week sessions, a 16-week session, as well as weekend only classes. See class schedule for start and end dates.

Note: Fall and summer registration take place at the same time. A complete calendar, including important deadlines, can be found in the class schedule. Application for enrollment can be completed online. Online (eServices) enrollment and Telephone Enrollment Services (TES) are available every day, including holidays, from 7:00 a.m. to 10:00 p.m. for registration and adding and dropping classes, except when down due to maintenance.
Be part of a 50-year tradition of excellence in education

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

In June 1954, voters agreed to the establishment of a new junior college district, followed by the approval of a $3 million bond issue in November of that year. Grant Technical College ceased operation after 13 years and American River Junior College was born in the fall of 1955. For the first three years, classes were offered at the former Grant Technical College campus. However, soon after its first semester of classes had begun, the college purchased a 153-acre site known as the Cameron Ranch on which to construct a permanent campus. By October of 1958, when official dedication ceremonies were held, eight new building complexes had been erected among the magnificent oaks native to the area. Since that dedication the stately oak has been adopted as the official college symbol (including the campus seal).

In 1965 the college became a part of the Los Rios Community College District and became American River College. Today, along with Sacramento City College, Cosumnes River College, and Folsom Lake College, ARC is directed by a board of trustees elected by voters residing in the district.

Campus facilities development in the 1960s included Davies Hall, a three-story classroom and faculty office building, and facilities for chemistry, physics, engineering, women’s physical education, and technical education studies. The campus grew rapidly in the 1970s, including a three-story library, a horticulture complex, a child care center and counseling center.

The 1980s saw the completion of the Rose Marks open-air pavilion and a new bookstore (remodeled in the 1990s). Improvements since then include major remodeling of laboratories, a second child care center, and new facilities for Disabled Student Programs & Services, and instructional technology. In 2002, voters approved a multimillion bond measure that is funding construction and renovation of classrooms and laboratories, including a new Learning Resource Center, new or renovated facilities for Allied Health, Physical Education, and Performing Arts, and a new Natomas Educational Center.

ARC is among the largest community colleges in the state and is looked upon as a leader in innovative programs and services. It transfers more students to UC Davis and CSU Sacramento than any other community college. Today, 50 years after its founding, American River College continues its leadership role among Sacramento area institutions of higher education.

We recognize the right of every individual to express any idea, and to counter another’s point of view. And, while we promote open expression of our individuality and our diversity, we do so within the bounds of courtesy, sensitivity and respect. We reject all manifestations of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs. We recognize and support the richness contributed by each individual. We take pride in our various achievements and we celebrate our differences.

Statement of Community

American River College is a diverse academic community composed of individuals having many perspectives, abilities, faiths, cultures, ethnicities, races and orientations. We come from a multitude of backgrounds, and with distinct needs and goals. We recognize that to create an inclusive and intellectually vibrant community, we must understand and value our individual differences and affirm the inherent dignity in all of us.

Vision, philosophy and mission

Our vision

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

Our philosophy

We believe that:

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

Our mission

American River College will:

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

American River College Catalog 2006-2007
American River College is a public community college, offering instructional and support services and special programs during the day, evening and weekends on campus and at a growing number of locations in the community. The college awards Associate in Arts or Science degrees, occupational certificates, and transfer credit to students who wish to continue their education at a four-year college or university.

**Accreditation**

American River College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (3402 Mendocino Ave., Santa Rosa, CA 95403 (707) 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. The college’s A.S. Nursing Program is accredited by the California State Board of Registered Nursing. The Respiratory Care Program is accredited by the Council on Accreditation of Allied Health Education Program (CAAHEP). The Dietary Manager (Dietary Service Supervision) option is accredited by the Dietary Managers Association and the California State Department of Health Services. The Human Services option, Chemical Dependency Studies, is accredited by the California Alcoholism and Drug Counselors Education Program, and the California Association for Alcohol and Drug Educators. The Automotive Technology Program is accredited by the National Automotive Technical Education Foundation (NATEF) and the welding lab is recognized as an accredited test facility by the American Welding Society (AWS). American River College is an official NARTE (National Association of Radio and Television Engineers) Federal Communication Commission (FCC) test site and offers an FCC license preparation course.

**Community Involvement**

**ARC Foundation**

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

**ARC Patrons**

Organized in 1959, the American River College Patrons Club is a group that serve a liaison role between the college and the community. The Patrons Club sponsors an award to an outstanding managerial and classified staff person, as well as the Patrons Chair Award to an outstanding faculty member. Patrons also sponsor numerous campus projects, and have contributed to many campus improvements, including the college health center, theatre, music department, student services, and child care center.

**Contract education/Contract training**

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

**Courses by television**

Based on a series of programs aired over broadcast and cable television, telecourses are designed to provide high-quality course work to students who are unable to attend on-campus classes on a regular basis. Students may be required to attend campus meetings along with viewing the broadcasted TV sessions. Additional work in telecourses includes readings, written assignments, and testing. Course details, specific dates, and locations can be located in the class schedule.

**Online instruction**

To broaden and improve student access to education, American River College offers online courses. Online instruction allows students to gain transferable college credit by taking courses via the internet and computer. This delivery method allows students more flexibility in scheduling classes but maintains the same academic quality of a traditional course.

These courses contain the same curriculum components as a traditional class, with content presented through Web pages and class discussion occurring through e-mail, bulletin board, and/or chat rooms. Course details, specific dates, and locations can be located in the class schedule.
**Summer session**

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

**Non-discrimination policy**

**Política contra la discriminación**

American River College, as part of the Los Ríos Community College District, supports established policies to support learning and work environments that are free from discrimination, based upon sex, sexual orientation, age, race, color, religion, creed, national origin, ethnic group, marital or parental status, physical or mental disability, or any other unlawful consideration; sexual harassment; as well as providing for college premises that are drug and alcohol free. Our policies are rooted in established state and federal laws, and support a psychologically safe working environment for students, staff, and the community. Further information may found on the Los Ríos website [www.losrios.edu/legal/GCpolreg].

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

Disciplinary Officer: Bruce Patt  
Dean, Student Services ................................................. 484-8923

Student Grievance Officer: Robin Neal  
Dean, Enrollment Services ............................................. 484-8171

Equity Officer: Dr. Pam Walker  
Associate Vice President, Instruction .............................. 484-8405

Sexual Harassment Officer: Dr. Pam Walker  
Associate Vice President, Instruction .............................. 484-8405

Title IX Coordinator: Dr. Pam Walker  
Associate Vice President, Instruction .............................. 484-8405

504 Coordinator: Robin Neal  
Dean, Enrollment Services ............................................. 484-8172

Americans with Disabilities Act (ADA) Coordinator: Robin Neal  
Dean, Enrollment Service ............................................... 484-8172
Class Locations
In addition to the college’s main campus, college-credit classes are taught at four off-campus locations in the northern and northeastern areas of Sacramento County. Classes at the Ethan, McClellan, Natomas, and Sunrise Centers offer the same credit as those taught on the main campus, and students can complete most degree requirements at the centers. Counseling, assessment, and other services are also available at those centers.

In fall 2005, the Natomas Educational Center will open in its new location, just south of Inderkum High School. This is the first of a three-phase building project that will eventually serve 5000 students in the growing Natomas area. Classes will be held both day and evening, including a full complement of General Education (university transfer) courses. See maps showing the American River College service area and how to get to the off-campus centers.

ARC main campus
4700 College Oak Dr.
Sacramento, CA 95841
Telephone: (916) 484-8011

Ethan Way Center
1400 Ethan Way
Sacramento, CA 95825
Telephone: (916) 563-3276
Hours: Mon. to Fri. 8:00 a.m. to 8:00 p.m.

McClellan Center
See Sacramento Regional Public Safety Training Center

Natomas Center
2421 Del Paso Rd.
Sacramento, CA 95835
(916) 922-5646
Office hours: Mon-Thurs 5:00-8:30 p.m.

Also in adjacent Inderkum High School
2500 New Market Dr. Sacramento, CA 95835

Sunrise Center
Bella Vista High School, Admin. Bldg.
8301 Madison Ave.
Fair Oaks, CA 95628
Telephone: (916) 961-7606
Hours: Mon. to Thurs., 5:00 p.m. to 9:00 p.m.

Sacramento Regional Public Safety Training Center / McClellan Center
5146 Arnold Avenue, Room 110A
McClellan, CA 95652
Telephone: (916) 570-5000
Hours: Mon. to Sat., 8:00 a.m. to 4:30 p.m.
Main Campus
4700 College Oak Dr.
Sacramento, CA 95841
(916) 484-8011

Ethan Way Center
1410 Ethan Way
Sacramento, CA 95825
Office Hours:
Mon.-Fri., 8:00 a.m.-8:30 p.m.
(916) 563-3276

Natomas Center
2421 Del Paso Rd.
Sacramento, CA 95835

Sunrise Center
Bella Vista High School
8301 Madison Avenue
Fair Oaks, CA 95628
Office hours:
Mon.-Thurs.
4:30-9:00 p.m.
(916) 961-7606

Mission Oaks Center
4701 Gibbons Dr.
Carmichael, CA 95608
(916) 972-0336

Sacramento Regional Public Safety Training Center
and McClellan Center
5146 Arnold Avenue, Building 8, Room 110A
McClellan, CA 95652
(916) 570-5000

Natomas Center
Office hours:
Mon.-Thurs.
7:30-8:00 p.m.
Fri. 8:00-5:30 p.m.
(916) 485-6000
**Academic Support Services**

**Athletes-Study Center**  
**Learning Resources Center**

Students must be in an athletic program on campus. Peer tutoring assists—individually and in small groups—in courses the tutors have successfully completed. This service is free. Open fall and spring.

**Beacon Program**  
**Learning Resource Center**

Beacon tutoring sessions focus on working together with other students in a collaborative learning environment. The results show that students who work collaboratively learn faster and more efficiently, have greater retention, and feel more positive about the learning experience.

The Beacon group learning experience has a long history at ARC, and many students have benefited by getting better grades, better understanding the course content, acquiring improved study skills, and by making new friends. The Beacon tutor is a student who took the same class with the same instructor, and who have gone through a tutor training course that helps them better manage the group learning environment. Beacon is not drop-in tutoring; students are expected to attend regularly throughout the semester. Beacon study group meet throughout the campus. Available fall and spring.

**ESL Center**  
**Learning Resource Center**

ESL (English as a Second Language) students who would like to improve their reading, writing, speaking and listening skills are encouraged to enroll in the ESL Center. Located in the Learning Resource Center, the ESL Center is open Monday through Friday. Courses offered through the center include ESL 97 and 181. Students may work in traditional workbooks, use specialized computer software, or participate in oral skills sessions to develop and reinforce their English language skills at beginning, intermediate and advanced levels.

The center is staffed with an instructor, instructional assistants, and tutors available to answer questions and review student work. Students should be enrolled in ESL 30 (or higher) to qualify for ESL 97; however, concurrent enrollment in the ESL program is not required.

**Learning Resource Center**

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

The tutoring program is a specialized service of the LRC. The program provides individualized tutoring in most subjects for students who need academic assistance outside the classroom. In addition to individualized tutoring, the Beacon program offers group tutoring with an emphasis on collaborative learning. The small groups are led by trained tutors who have successfully completed the course for which they will be tutoring.

The Reading, Writing and English as a Second Language Centers are located in the LRC, as well, and provide an opportunity for students to enroll in individualized self-paced modules at a variety of skill levels. Additional programs housed in the LRC include Writing Across the Curriculum (WAC), Reading Across the Disciplines (RAD) and Foreign Language.

The ARC Learning Resource Center is unique because of the wide range of academic services available to students along with the latest in technology equipment.

**Math Oak Tree Center**  
**Room 132**

Drop-in individual tutoring assistance is available fall and spring for students needing help for math classes in which they are enrolled.

**Reading Across the Disciplines (RAD) Center**  
**Learning Resource Center**

The RAD program helps students meet their academic goals by improving their reading and comprehension in their college-level courses. RAD students receive help in: annotating textbooks and research materials, paraphrasing techniques, developing outlines and maps, reading and understanding graphics, understanding jargon, and preparing for tests and analyzing test items. The goal is accomplished by holding individual sessions, workshops, and facilitated group meetings for students across campus. RAD works with all academic. Students need to be enrolled in college-level courses. Available all terms.

**Science Skill Center**  
**Room 413A in the Science Building**

Students involved in the sciences can acquire or improve their skills in note-taking, paraphrasing, graphics reading, concept mapping, test preparation, and test taking. Peer tutoring assists students in individualized instructional modules. These vary, depending on student need and skill level. Students enroll in BIOL 490: Science Skills and Applications. Available spring and fall.
Tutoring Center
Learning Resources Center

Available to any student enrolled in an ARC class. Peer tutoring assists students—individually and in small groups—in courses the tutors have successfully completed. This service is free. Students must submit an application with the signature of the instructor who is teaching the course in which tutoring assistance is requested. Available all terms.

Writing Across the Curriculum (WAC) Center
Learning Resources Center

Serves students who need assistance with writing assignments for all classes across campus, and with personal statements for scholarships and college transfer. Instructors and instructor assistants work with students on an individual-appointment basis, and in group workshops. Available all terms.

Writing Center/Reading Center
Learning Resource Center

These services help students improve reading and writing skills. Students may enroll in individualized, self-paced reading and writing modules at a variety of skill levels ranging from basic skills development to the post-professional. Both centers are staffed by instructors and tutors and offer open enrollment until the 12th week of classes (English 53 and 104, and English 12 and 117). Open Monday through Friday, the centers are designed to appeal to a variety of learning styles for students who can work independently. Summer programs are also available. Available all terms.
Mathematics, Engineering, and Science Achievement Program (MESA)

Are you studying for a career in science? Want to be a mathematician or computer scientist? Plan on being an engineer? MESA can help. Students who have on-campus friends with similar interests and career goals, and who support and motivate each other toward learning, are more likely to succeed in college. The MESA program can connect you with just such a group of friends. In addition, tutoring, study groups, and academic advising available to program participants provide the needed academic support to ensure success.

MESA is a statewide program that offers assistance to students preparing to transfer to a four-year institution to earn a degree in fields related to mathematics, science, or engineering. Participants must be eligible for financial aid or a fee waiver, and must be in the first generation of their family to earn a four-year college degree. For more information, go to [www.arc.losrios.edu/~mesa].

Accelerated College Education (ACE)

ACE is an accelerated educational format for working adults to complete their education while meeting the demands of their busy lives. Most classes meet one evening per week and on Saturdays. While the traditional semester lasts for 18 weeks, most ACE classes run 8-week sessions. If you take two classes at a time, you are able to complete 12 units per semester. In only five semesters, taking two courses each session, you can fulfill most requirements for your associate degree and prepare to transfer to a university.

Features of the ACE program include:
- College courses for busy adults
- Most classes meet one per week and selected Saturdays
- Classes start every eight weeks at Ethan Way Center
- Completion of an associate degree or preparation to transfer in only five semesters.
- Earn an AA degree in Liberal Arts with the option of a business emphasis.

For more information, contact the ACE office at 484-8923 or [info@arc.losrios.edu].

Honors Program

The American River College Honors Program is designed to promote intellectual development and academic achievement at an advanced level. Honor courses are special, intensive courses, in which students confront and attempt to resolve difficult questions that arise in a study of the issues found in the discipline(s). Course objectives are met through any combination of a more thorough examination of specific topics of inquiry, a more detailed and sophisticated reading list; and/or a wider variety of assignments requiring greater student input and initiative.

Specific course requirements may include any combination of additional reading assignments, written or oral presentations, weekly discussion sections for enrichment of lecture topics, and independent study projects. Students should possess the ability to think and work independently, write clearly and purposefully, and cooperate in the spirit of discovery and understanding with the learning outcome of higher levels of comprehension and mastery of subject material.

These one-to-three-unit courses are intended to augment and enhance a student’s knowledge and educational experience. Some of these courses are linked to another course, and are intended to provide in-depth, rigorous treatment of certain related topics. Some courses may require concurrent or previous enrollment in another, specified course.

Students interested in further information should contact the Associate Vice President, Instruction/Learning Resources/Library at (916) 484-8408.

Learning Communities

A Learning Community means simply that you take two classes that are linked to each other, so you learn more, and in greater depth. These classes can increase your GPA and success at ARC, and when you transfer, help your interact more with other students and faculty, and give you the opportunity for a deeper understanding of your area of interest and how it connects to other areas.

Learning Communities involve a common group of students enrolled in a linked group of courses designed to share a common theme. Together, students have the opportunity for deeper understanding and integration of the material they are learning, as well as more opportunities for interactions with one another and their teachers.

When you register for a Learning Community, you are getting more out of your college experience, for these communities engage your interest and invite exploration, motivate the search for answers and stimulate your curiosity, intellectually challenge you to think, build a sense of community and contribute to making friends. As a result, you are more likely to successfully complete these courses.

Key characteristics of Learning Communities are:
- Students generally enroll in classes together, they travel as a group to each class
- Learning Community programs typically focus on a central theme or question, such as “Women’s Experiences,” “Rocks and Rivers,” or “Book Worming”
- Students learn how to build explicit connections between ideas and disciplines
- Course may focus on fundamental skills, transfer level GE requirements, or a vocational emphasis

For more information contact the Learning Community Coordinator, Patrice Gibson, at 484-8266 or [GibsonP@arc.losrios.edu].
Four Directions College Success Program

The Four Directions College Success Program (FDCSP) is an academic support program based on Native American principles of balance. The program’s goal is to address the challenges inherent in “walking” in both the traditional tribal and western academic worlds. It is open to all students.

Four points of emphasis:
1. College success skills training (HCD 111 in fall, HCD 111 in spring) taught in a “talking circle” style.
2. Classroom presence of elders. Integration of elders and leaders directly into the curriculum. Social activities with groups of elders/tribal leaders.
3. Integration of “personal community study” into the curriculum. Students are required to understand their community’s unique challenges, historical and present. They are asked to visualize themselves as future leaders and to hypothesize solutions to these problems.
4. A calendar of fun (and funded) social activities.

Puente Program

The mission of the Puente Community College Program is to increase the number of educationally under-represented students who transfer to four-year colleges and universities, earn degrees, and return to the community as leaders and mentors. Classroom instruction includes a pre-transfer level composition course and a transfer-level English class. Each English class is linked with a Human Career Development class. The composition courses feature Mexican American/Latino literature.

Puente students meet regularly with a Puente counselor and are matched with a professionally and academically successful mentor from the community. Students also attend field trips to college campuses. All students are welcome to apply. Pick up Student Information Forms from the English Department office, 3rd floor, Davies Hall, or from the Counseling Center. Students are admitted on an ongoing basis.
Assessment Center

Assessment tests provide one of the ways of determining your readiness to enter a particular course. ARC’s Assessment Center, located in the Student Services Building, provides a variety of testing services to assist students with course placement in English, English as a second language, and mathematics. Testing service is available free at the Assessment Center to any prospective student who has completed ARC’s application for admission.

The Assessment Center also provides testing for reading and mathematics competency, a requirement for graduating with an Associate degree, and to establish ability to benefit for students who do not have a high school diploma, or GED, and who are applying for financial aid. Current office hours and the testing schedule are available on the college website [www.arc.losrios.edu] and at all student services offices. In addition, the Math Self-Assessment Test is available anytime online through the college website.

Bookstore

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

Cafeteria

The college-operated cafeteria provides food service Monday through Friday, during most of the times that classes are in session. The cafeteria operates a limited service during summer. During summer, the cafeteria and kiosk are open Monday through Thursday.

CalWORKs

American River College assists students who are currently receiving TANF (formerly AFDC) funds in making the transition from public assistance to achieving strategically planned career goals. College staff work cooperatively with the Department of Human Assistance in Sacramento and surrounding counties to assist students in becoming more competitive job applicants. CalWORKs stands for California Work Opportunity and Responsibility to Kids. The center is located in the Student Services Building.

Career and Job Opportunity Center

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

Employment information is available to currently enrolled students who are looking for part-time, full-time and/or summer jobs. Students are encouraged to apply for jobs related to their majors in order to obtain relevant work experience. Current job listings are posted through the online Los Rios Job Connection website at www.losrios.edu. Students are advised to check frequently as new notices are received daily. Additional services include current labor market information and on-campus recruitment by employers. Job-seeking skills workshops covering job search, resume writing and interview techniques are coordinated by the Career and Job Opportunity Center, located in the student services building. All these services are provided at no charge to ARC students and alumni. Call 484-8492 for additional information or visit the website [www.arc.losrios.edu/career].

Children’s Center

American River College operates childcare programs for parents who are continuing their education at ARC. The center serves infant/toddlers starting at the age of one and preschool children through the age of five. School-age childcare is only available during the summer session. Program options include part-time, full-time, mornings/afternoons. Fees for the program are based on a sliding scale set by the Department of Education, Child Development Division.

In the summer, care may be provided Monday through Thursday. Contact the center during the spring semester regarding the summer program.

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

Applications are available each semester when the class schedules are published and must be picked up in person at the center. The center office is located in the Child Development Center [CDC 300] on the east side of campus, behind the cafeteria. For further information regarding the priority list, eligibility, fees and program hours, please call (916) 484-8651, or stop by the center.

Counseling Center

The primary goal of the Counseling Center is to provide learning opportunities for students to clarify their values and goals, to make decisions, and to develop self-esteem, self-confidence, and self-direction as related to educational objectives. Toward this goal, a staff of competent, highly-trained, and diversely experienced counselors are available to assist students in identifying
their needs, assessing strengths, and overcoming barriers. Counselors may also assist students in the selection of appropriate programs of study relative to their chosen objectives. Educational objectives may include completion of a vocational program, transfer major to four-year colleges and universities, enhancement of employment skills, or improvement of basic skills.

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

Counseling services are offered to day and evening students. Appointments may be made by telephone or in person. Counselors are also available on a drop-in basis in the Counseling Center, located in the east wing of the Administration Building. Call 484-8572 or visit [www.arc.losrios.edu/counsel].

For students attending classes at off-campus outreach centers, counseling appointments are also available at those locations. For Natomas Center, call (916) 419-3055; for Sunrise Center, call (916) 961-7606; for Ethan Way Center, call (916) 563-3276; and for McClellan Center, call (916) 570-5000.

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

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

Contact DSP&S for an appointment. Registration assistance is provided to students with verified disabilities. A comprehensive resource guide, listing all specialized services and equipment for students with disabilities, may be obtained at Records and Admissions, Counseling, Health Center, Learning Disabilities, and DSP&S.

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

A variety of academic accommodations and support services are available for students with learning disabilities. To contact Learning Disabilities, please call (916) 484-8487.

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

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

Health Center
The Health Center is located in the administration building and is staffed by public health nurses and a medical assistant. Services include health assessment and counseling with appropriate referral to community resources; vision, hearing, and blood pressure screening; tuberculosis skin testing; Hepatitis B, tetanus and measles/mumps/rubella immunizations; pregnancy tests; limited laboratory services; health education, including classroom and campus wide presentations; first aid and emergency care. All consultations are confidential. No appointment is necessary.

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

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

Insurance

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

Students needing information on Student Health Insurance plans are invited to visit the Health Center located in the Administration Building or call (916) 484-8383; or online at www.arc.losrios.edu/health

The Library

Whether you need in-depth information from books, scholarly journals, current newspaper, magazine articles, or the Internet, or just background information, the library is the place to begin. There are more than 100,000 items in the collection and more are easily available from the other Los Rios colleges. In the library students are welcome to study, search on a topic, use computers for research, and get help in finding information. Internet access to the catalog and databases is especially handy for researching from off campus [www.arc.losrios.edu/library].

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

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

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

Librarians are on duty every hour the library is open. Call (916) 484-8455.

Maintenance allowance

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

Matriculation

Matriculation is a set of services that brings the college and the student together in a partnership agreement designed to help student’s develop and achieve their educational goals. Students are more likely to succeed in college when they have an accurate assessment of their skills, clear educational goals and an understanding of the course selection and enrollment processes. Therefore, for the college, the agreement includes providing the following services:

1. An admission process
2. Orientation to college
3. Student Services
4. A curriculum or program of courses
5. Pre-enrollment basic skills assessment
6. Counseling and advisement on course selection
7. Opportunity to develop an educational plan
8. Continued monitoring of academic success with referral to support services when needed
9. Program of institutional research and evaluation

The student agrees to:
1. Identify an educational goal within a reasonable period of enrollment
2. Attend classes regularly and complete assigned coursework
3. Maintain progress toward an identified educational goal according to standards established by the college and the State of California
4. Use support services as needed
5. Consult with counselors and advisors when appropriate

How does the Matriculation process work?

All new students and students who are attending American River College for the first-time must complete the following matriculation components:

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

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

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

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

Follow-up

Students who seek a new educational goal or experience academic difficulty are referred to counseling and the appropriate academic and student support services for assistance. Students may be instructed to attend a group meeting and/or meet with a counselor for guidance and assistance.

Exemption criteria

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

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

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

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

On-Campus employment

Part-time jobs on campus are listed online through the Los Rios Job Connection website at www.losrios.edu.

Parking

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

- Automobiles - $30 per semester; $15 per summer session
- Motorcycles - $15 per semester; $8 per summer session

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

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

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

Re-entry Center

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

Scholarships

ARC Foundation scholarships are provided by the college, alumni, and private donors, and are awarded on the basis of academic excellence and promise of future achievement.

Financial need is a factor for some awards, but not all. In order to apply, students must have completed at least six units at ARC and at the time of application, be enrolled in six units. In 2005 over 200 scholarships totaling more than $120,000 will be awarded. The scholarship program runs from January through March each year. Students are notified in April, and recognized at the annual awards ceremony and reception in May. Scholarship monies are disbursed beginning the first day of classes of the fall semester (mid-August). The application is completed online [www.arc.losrios.edu/funds].

In addition to the ARC Foundation scholarships, many other scholarships are available from Sacramento-area, state, and national sources. To find out about these options, contact the ARC Career & Job Opportunity Center, located in the student services building. Stop by the center, or phone (916) 484-8492 for more information.

Transfer Center

The Transfer Center provides to students and all staff the most current information to ensure a smooth transition to four-year colleges and universities. Applications, catalogs, and other resource materials, including Internet access, are available to students who are committed to transfer as well as to those exploring the possibility of transfer. Students may talk to community college counselors and meet with admissions advisors from several colleges and universities including, but not limited to, California State University, Sacramento; University of California, Davis; and University of the Pacific. Each of the four-year representatives can assist with other campuses within their system.

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

The mission of the Transfer Center is to help students learn of the many options available to them to continue their studies at four-year colleges and universities. ARC is committed to helping students become better informed so that they may plan for their future with as much knowledge and support as possible. The center is located in the Counseling Center, and also maintains a website [www.arc.losrios.edu/transfer]. Phone (916) 484-8685.

**Tutoring**

The Tutoring Center provides individualized tutoring in most subjects for ARC students who need academic assistance outside the classroom. Tutoring is conducted by instructor-approved student tutors, who meet singly or in small groups with the students to be tutored. Tutoring at the center may be a part-time job for the ARC student who has shown proficiency in a subject. Further information is available from the Tutoring Center, located in the Learning Resource Center. Phone (916) 484-8695.

**Veterans Affairs**

The ARC Veterans Affairs Office, located in the Records & Admissions Office in the Administration Building, expedites the processing of V.A. Educational Benefit paperwork and coordinates with other campus services. New students who are veterans should contact the office at least two months prior to the term they plan to attend. Continuing students also should check in at least two months prior to the next term of attendance to complete any paperwork that may be required for continuous V.A. payment. In addition, all recipients must confirm their classes with the Veterans Affairs Office after completion of registration and once again the week before final exams begin. All material submitted to the Veterans Administration takes approximately two months for processing through the regional processing center. Phone (916) 484-8135.

After enrolling at ARC, a veteran may apply for evaluation of military service experience for college credit. A copy of the veterans DD214 separation paper must be submitted at the Veterans Affairs Office and a petition completed during the first semester of attendance. Credit granted for military service is based on *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education.
President ................................................................................................................................. Dr. David Viar

### Vice Presidents

<table>
<thead>
<tr>
<th>Division</th>
<th>Name</th>
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<tbody>
<tr>
<td>Administrative Services</td>
<td>Robert Allegre</td>
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<tr>
<td>Instruction</td>
<td>Colleen Owings</td>
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<tr>
<td>Student Services</td>
<td>Gordon Poon</td>
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### Associate Vice Presidents

<table>
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<tr>
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<tr>
<td>Instruction</td>
<td>Dr. Pam Walker</td>
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<tr>
<td>Instruction &amp; Learning Resources</td>
<td>Dr. Lee Thiel</td>
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<tr>
<td>Student Success</td>
<td>Trudy Walton</td>
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<tr>
<td>Workforce Development &amp; Business</td>
<td>Dr. Kathleen Wishnick</td>
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### Deans

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<tr>
<td>Behavioral and Social Sciences</td>
<td>Carol Potterff (Interim)</td>
</tr>
<tr>
<td>Computer Science &amp; Information Technology</td>
<td>Barbara Blanchard</td>
</tr>
<tr>
<td>English</td>
<td>Rod Siegfried</td>
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<tr>
<td>Enrollment Services</td>
<td>Robin Neal</td>
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<td>Fine &amp; Applied Arts</td>
<td>Dr. David Newnham</td>
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<td>Health &amp; Education</td>
<td>Sheryl Gessford</td>
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<td>Humanities</td>
<td>TBA</td>
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<td>Mathematics</td>
<td>Mary Jones</td>
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<td>Off-Campus Centers &amp; Extension Services</td>
<td>J.V. Thompson</td>
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<tr>
<td>Physical Education &amp; Athletics</td>
<td>Jean Snuggs</td>
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<tr>
<td>Planning, Research &amp; Development</td>
<td>Rachel Rosenthal</td>
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<tr>
<td>Sacramento Regional Public Safety Training Center</td>
<td>Richard McKee</td>
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<td>Science and Engineering</td>
<td>Michael Kane</td>
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<td>Student Recruitment &amp; Information</td>
<td>Bruce Patt</td>
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<tr>
<td>Student Services</td>
<td>Keltie Jones</td>
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<tr>
<td>Technical Education</td>
<td>Gabriel Meehan</td>
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### Other Administrative Staff

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<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Director, Administrative Services</td>
<td>Laduan Smedley</td>
</tr>
<tr>
<td>Manager, Bookstore</td>
<td>Carol Boyd</td>
</tr>
<tr>
<td>Director, College Advancement</td>
<td>Kirsten DuBray</td>
</tr>
<tr>
<td>Director, Engineering Technology Center</td>
<td>Dr. Scott Griffith</td>
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<tr>
<td>Director, North Valley &amp; Mountain Biotechnology Center</td>
<td>Jeffery O’Neal</td>
</tr>
<tr>
<td>Public Information Officer</td>
<td>Dr. Stephen Peithman</td>
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</tbody>
</table>
Making it possible to make ends meet

The Financial Aid Office is located in the Student Services Building, and administers financial aid in accordance with federal and state regulations and national policy. Funds are distributed to students who have documented financial need determined by the total resources available to them. Phone: (916) 484-8437.

Parents are considered to have the primary responsibility for assisting the dependent student in meeting the cost of education. Financial aid is available to help meet the student's academic expenses. Aid to independent students is available based on student contribution and the student's academic expenses.

The free application for federal student aid (FAFSA) is used to apply for campus-based aid and the Pell Grant/Student Loans. The application allows the government to calculate the expected family contribution. The student completes the FAFSA application listing American River College as the college of choice. Completing the FAFSA online allows for quicker processing. The FAFSA may also be mailed.

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

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

<table>
<thead>
<tr>
<th>At Home</th>
<th>Away from Home</th>
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</thead>
<tbody>
<tr>
<td>Board/Room</td>
<td>$3,229</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>1,320</td>
</tr>
<tr>
<td>Transportation</td>
<td>828</td>
</tr>
<tr>
<td>Personal</td>
<td>1,401</td>
</tr>
<tr>
<td>Fees</td>
<td>728</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$7,506</strong></td>
</tr>
</tbody>
</table>

This is an estimate and subject to change. Check the ARC financial aid web page for the most current cost of attendance.

Student eligibility requirements for financial aid

There are a number of requirements that must be met before a student is considered eligible for financial aid. Students must: 1) demonstrate financial need; 2) be a U.S. citizen or eligible non-citizen; 3) not be in default on a Perkins Loan, National Direct Student Loan, Stafford Loan, Guaranteed Student Loan, PLUS Loan, or Supplemental Loan for Students (SLS); 4) not owe a refund on a Pell Grant or Supplemental Educational Opportunity Grant; 5) be making satisfactory progress (financial aid and academic); 6) agree to use any federal student aid received solely for educational purposes; 7) have earned a high school diploma or GED/proficiency certificate, or have passed the ability-to-benefit test; 8) submit all requested documentations to the financial aid office. Reminder: Men are required to register with the Selective Service System upon reaching 18 years of age in order to be eligible for federal financial aid.

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

Satisfactory progress policy

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

American River College students are evaluated at least once per Academic year.

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

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

Other conditions include:
Students who complete a degree, certificate or have earned 72 units will be denied financial aid.
Students may attempt up to 90 units in pursuit of their educational goal. Students who have attempted 90 units or more will be denied aid.

Probation: Students who have had an academic deficiency (progress or grade point average) in one semester may be put on probation. Students on probation must submit an education plan to the financial aid office.

Appeal: All students who are denied aid for lack of satisfactory progress may appeal the denial. Appeals are submitted in writing to the Financial Aid Office and evaluated by an appeals committee. If an appeal has been denied by the committee, the student may submit a new appeal when the deficiency has been resolved.
If you receive federal financial assistance and withdraw from all your classes, you may be required to repay all or part of the financial assistance you received. Failure to repay this debt may result in your loss of future federal financial assistance, your academic transcript put on hold, and collection cost assessed by the Department of Education.

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

**Some conditions apply to certain classes**

Students are eligible for aid when enrolled in those courses required for an eligible degree or certificate.

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**Reinstatement**

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

**Student loans**

Loan checks are mailed to students in multiple disbursements. Before each disbursement, satisfactory academic progress will be verified. Students must be in good standing and be enrolled in a minimum of 6.0 units. Failure to maintain satisfactory academic progress and successful completion of 6.0 units in the fall semester will result in subsequent disbursements for the spring semester being denied. Note that first-time borrowers are subject to a 30-day disbursement hold on all federal loan checks.

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### Sources of student financial assistance

<table>
<thead>
<tr>
<th>Type of assistance</th>
<th>Federal</th>
<th>State</th>
</tr>
</thead>
</table>
| Grant              | Pell Grant*  
Scholarships  
Supplemental Educational Opportunity Grant** | Cal Grants A, B & C* |
| Loan               | Stafford*** |       |
| Employment         | Federal Work Study**** |       |

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

* Cal Grants  
Not all Cal Grants are available to community college students.

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

** Supplemental Educational Opportunity Grant  
A federal grant-in-aid which does not have to be repaid. Grants may range from $150 to $600 depending on need and availability of funds. FAFSA application required.

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

**** Federal Work Study  
A federal program which allows a student to earn part of their financial aid through a part-time job on campus. Need based, FAFSA application required.
Getting involved with campus life outside the classroom

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

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

Over 80 chartered clubs on campus are organized around various special interests and promote participation in a variety of cultural and social activities. Membership is open to all interested students.

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

Student Access Card
The Student Access Card serves as the ARC student all-in-one card.

1. **College Student Photo ID card**—for all campus services and activities.

2. **Regional Transit card**—for all transit / transportation services provided in accordance with the Los Rios Community College District partnership agreement supporting student rider patronage privileges August 1 through May 31 (Fall and Spring terms only) of each academic year. There are no summer RT transit pass privileges.

3. **College Library Card**—accessing all Los Rios Colleges’ library and other instructional and support services offices that are opened during Fall, Spring, and Summer terms.

4. **Go-Print Copy Card**—pay-for-print copier systems on campus

5. **Student Discount Card**—at participating stores and merchants

Students can get the validation stickers for their Student Access card beginning August 1 for the Fall 2006 semester and January 3 for the Spring 2007 semester. To obtain the card, students need to bring a photo ID and proof of payment for the semester (this can be printed from eServices) or a copy of their Board of Governors (BOG) fee waiver and proof of enrollment to any one of the campus ID card stations. For your card to be valid, it must have the current semester sticker attached.

Intercollegiate athletics
As part of our physical education program, ARC athletics hosts 19 intercollegiate athletic teams. They include the following:

- **fall semester** - cross country (m&w), football (m), golf (w), soccer (m&w), volleyball (w), water polo (w); **fall/spring semester** - basketball (m&w); and **spring semester** - baseball (m), golf (m), softball (w), swimming and diving (m&w), tennis (m&w), track and field (m&w).

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

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

Student Publications
The Current, the college newspaper, is published weekly by a student staff under the journalism department, and the American River Literary Review is published each spring by students in English and art new media.

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

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

Students wishing to transfer to ARC

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

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

Admission procedure

All first-time students

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

1. Complete an application for admission online [www.arc.losrios.edu].
2. Take the appropriate assessment test. The ARC assessment test schedule is available at the Assessment Center (916-484-8423) and Counseling Center. NOTE: Assessment for recommended class placement is based on more than test scores alone.
3. Complete the new student orientation, in person or online.
4. See a counselor for assistance in developing your educational plan.

All new transfer students

All new transfer students, except those transferring from Cosumnes River, Folsom Lake, and Sacramento City colleges, should complete the steps listed for first-time college students. Instead of a high school transcript, transfer students are required to mail official transcripts of all other previous college work to the Records & Admissions Office.

All returning students

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

Exemptions

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

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

Challenges

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

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

Students wishing to challenge specific components will be informed of their rights to participate in all other nondisputed components. Students will be asked to sign a document acknowledging receipt of the above information.

Fees

Community College Enrollment fees are set by the California State Legislature. All fees are subject to change. The general enrollment fee for California residents was $26 per unit for all students as this catalog went to press. Should the California State Legislature increase enrollment fees, students who have registered for classes prior to any increase may be billed for the additional amount.

Refunds

The student may file for the enrollment fee refund up to the last college day of instruction in any semester or summer session, provided the student has withdrawn from full-semsster class(es) on or before the tenth college day of instruction, and from less-than-full-semester and summer session classes by the fifth day of the session. For specific dates and deadlines refer to the class schedule or website.

To qualify for a refund, the student must officially drop the class(es) online, at eServices, the Admissions Office, or by TES within the time lines published in the class schedule. The student must also file a refund application with the college business office by the last day of instruction in the semester or summer session in which class(es) were dropped.

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

Non-resident tuition

Students who have not established legal residence in California will be required to pay a tuition fee in the amount of $175 per class unit (includes the Community College Enrollment Fee) at the time of registration.

International student application fee

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

International student tuition

International students who are admitted with a foreign student visa will be required to pay a tuition fee in the amount of $186 per class unit (includes the Community College Enrollment Fee). International students must enroll in a minimum of 12 units (full-time) and maintain good academic standing.
Getting Started

Fee refunds
Fees are refundable only if a student withdraws during the first 10 days of the semester for full-semester classes, and by the fifth day of the session for less than full-semester classes. There is no refund after the first 10 days of class.

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

Parking fee
See Student Services section on parking information.

Transcripts
Two transcripts are furnished free, and others may be ordered for $2 each, payable in advance. The student must initiate a written request to the Records & Admissions Office or by submitting their request on line through the college website. A service charge of $10 is assessed for any transcript requested to be processed within 24 hours. Students may also request transcripts by faxing (916) 484-8865. A credit card number is required for transcripts that are ordered through fax, and a $10 charge per transcript is imposed.

Military personnel and dependents
Military personnel who are stationed on active duty in California and their eligible dependents are granted resident classification. This resident classification will continue for the duration of the student's continuous enrollment.

High school advanced education classes
Courses that provide enrichment and advancement in educational experience may be offered on a limited basis to high school students who have a minimum 2.7 cumulative GPA. In addition, the student needs to be 16 years of age or have completed the sophomore year of high school prior to enrollment. Advanced education students may not take remedial classes, classes which need to be repeated because of low grades, and classes offered in the student’s own school.

High school students should request information from their high school counselor regarding eligibility and an Advanced Education application. Prospective advanced education students should bring to the ARC Counseling Center an advanced education application form which has been signed by a parent and by a high school counselor or principal, an official transcript plus work in progress, a written statement describing how criteria are met and why they wish to take classes, and ARC assessment exam results if appropriate. This should be done as early as possible in the semester, prior to admission. After the advanced education application has been approved by the ARC counselor, the student may register for classes. Students must attend the first class session of the course. Late adds are usually not permitted. An advanced education student is not considered a continuing student when registering for classes for any subsequent semesters. Additional information can be obtained from the ARC Counseling Center. Call (916) 484-8572 for more information.

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

International students
American River College welcomes international students from all over the world. Students who enter the U.S. on a non-immigrant visa are considered international students; however, there are different attendance requirements for each visa type. ARC is approved by the Bureau of Citizenship and Immigration Services (formerly, INS) to issue the I-20 for the F-1 Visa. Requirements for admission as an F-1 student include proof of proficiency in the English language, evidence of high school graduation, certification of financial ability, health examination to include evidence of freedom from tuberculosis, and medical insurance to cover emergencies while in the U.S.

An international student must be enrolled in at least 12 units each semester and must maintain a C (2.0) grade point average at all times, in order to be in compliance with F-1 visa requirements. For more information, contact Enrollment Services, at (916) 484-8774.

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

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

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

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

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

Prerequisite verification

Students enrolled in courses that have a prerequisite will be asked to provide verification to the instructor that they have met the prerequisite. Verification can consist of a counselor verification form or student copy of a grade report (unofficial transcript.) Corequisite verification requires a student registration printout. Students should bring verification with them to the first class meeting. Students trying to add a class that is full need to provide verification before the instructor will issue a permission number for enrollment. It is the student’s responsibility to verify that he or she has completed the prerequisite or has the required skills.

Prerequisite challenge procedure

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

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

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

Registration

Registration dates are listed in the calendar at the front of the class schedule and online [www.arc.lorios.edu]. Students may register online during their designated registration appointment or during open enrollment using a Web browser, by telephone, or in person at the college's eServices Center. Be sure to check the college website or printed class schedule for instructions. The class schedule may be purchased at the college bookstore, business services office, or admissions office. The schedule is also available online, free of charge.

Residence requirements

American River College is a public college under California law. The application for admission includes a statement of residence from which residency is determined. The law provides that a person can have only one residence. If you have resided in another state just prior to the residence determination date (the first day of the semester)–even if you had been a California resident previously–you may be considered a nonresident for purposes of enrollment fees. Residency is determined at the point of admission once a completed application is submitted to the admissions office.

Out-of-state students may be admitted to American River College, provided their application is approved. Out-of-state students are classified as nonresidents, unless eligible for an out-of-state fee exemption. If a student is erroneously determined to be a nonresident, and pays a tuition fee, the fee is refundable, provided acceptable proof of state residence is presented within the period for which the fee was paid. Refund requests will be processed only if accompanied by the receipt issued at the time of payment.

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

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

Academic honors
The distinction of Honors and High Honors is noted on a student’s transcript for each semester in which a student has enrolled in 12 units or more, and has earned a grade point average (GPA) of at least 3.0 (Honors) or 3.5 or higher (High Honors). Students earning High Honors will be notified by mail of their eligibility to join the college honor society.

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

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

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

Academic renewal petitions are available in the Counseling Center.

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

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

Unit limitation
A student on either academic or progress probation may be limited to 12 or fewer units, or to a course load recommended by the student’s counselor.

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

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

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

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

Appeal Option: A dismissed student may appeal to the Associate Vice President, Student Success, for permission to enroll without loss of semester, if the student feels that the cause for dismissal reflects extenuating circumstances. The burden of written documentation in support
of these circumstances remains with the student. A dismissed student must see a counselor to initiate a student petition.

**Access to student records**

The Los Rios Board of Trustees, in order to meet the provisions of the Family Rights and Privacy Act of 1974 and the Education Code, has established policies giving students access to certain designated records. A summary of the rights and procedures for access are contained in the Students Rights and Responsibilities section of the Los Rios Community College District Policy manual. Complete copies of the Act, Education Code, and Board policies are available in the offices of the Dean of Enrollment Services, and the Vice President, Student Services.

District Regulation 2265 provides for the release, without student consent, of specific student directory information (student name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended). In addition, federal law provides that representatives of the U.S. Department of Defense shall be provided a student's name, address and telephone number for recruitment purposes. Students have the right to refuse the release of directory information by submitting a written request to the Records & Admissions Office.

**Attendance**

College students are expected to attend all sessions of their courses. Excessive absence may result in the student being dropped from class by the instructor. A student may be dropped from any class when that student's absences exceed six percent (6%) of the total hours of class time. (LRCCD R-2222)

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

**Auditing**

American River College does not permit auditing. (Auditing is defined as attending a course without having enrolled, and without responsibility for completing assignments and without receiving a grade or credit.)

**Catalog rights and election of regulations determining graduation requirements**

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

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

Please note:

* A college may authorize or request substitution for discontinued courses.
* Students changing their major field of study may be required to complete those requirements for the major in effect at the point of change.

• For purposes of this section, “attendance” means taking classes in at least one semester, quarter, or summer session in each calendar year. Absence for attendance at another accredited institution shall not be considered an interruption in attendance.

**Change of address or name**

Students must report a change of address immediately to the admissions office. Students will be held responsible for all misdirected mail if the address change was not provided. Change of name, social security number, and other information that would affect your student record must be reported in writing to the same office with the proper documents to substantiate the change.

**Concurrent enrollment**

Students enrolled at American River College may concurrently enroll for college credit at another institution. Students requesting to have completed units considered towards a degree or certificate at American River College must submit an official transcript to the Records & Admissions Office. Concurrent enrollment at another accredited college may impact a student's eligibility for financial aid at American River College.

**Credit/No credit grading**

A student may elect that one course per semester be graded on a credit or no credit basis. A petition to take a class credit/no credit must be filed with the admissions office by the deadline published in class schedule. The equivalent of an A, B, or C received for the course will be recorded as CR, with units earned. The equivalent of a D or F will be recorded as NC, with no units earned. Units attempted for credit-no credit grades are not computed in the grade point average, but are used for determining progress probation and progress dismissal.

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

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

**Grades and grade point averages**

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

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

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

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

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

Graduation
American River College has one graduation ceremony each year, at the end of spring semester in May. August and December graduates, and May candidates, may participate in this commencement exercise. All students who are eligible for the Associate in Arts or Science degree must petition by the deadline dates noted in the calendar in the class schedule. Notification of eligibility to participate in the graduation ceremony is done by mail through the Dean of Enrollment Services office no later than May 1.

Remedial unit limitation
The California Community Colleges Board of Governors has adopted regulations limiting the number of remedial course units a student may take to 30. These courses are usually numbered 1-99. Students may petition for a waiver to the thirty-unit limitation through a counselor. However, federal financial aid does not allow a student to receive aid for more than 30 remedial units.

Repetition of courses
A student may repeat, only once, a course taken in an accredited college for which substandard grades were received. For purposes of course repetition, substandard work is defined as a D, F, or NC grade.

The grade a student earns in the second or last enrollment is used exclusively in determining grade points earned for that particular course. All work will remain on the permanent record, insuring a true and complete academic history. Students may not repeat a course in which they earned an incomplete. Students repeating courses without authorization will be prevented from enrolling or administratively disenrolled from the course and must submit a student petition to request an unauthorized repeat. This includes courses for which a student earned a passing grade with the exception of those courses where repeatability is allowed.

Students may request through the student petition process to repeat courses needed to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Questions concerning this policy should be directed to the Dean of Enrollment Services.

Course numbering and credit
Numbering/Designation
Under the numbering system which went into effect in 2003, non-transfer and transfer courses are clearly distinguished by specific number ranges (100-299 for non-transfer courses; 300-499 for transfer courses). In most departments, courses are now numbered in prerequisite order (MATH 25, 32, 100, 120, & 300, for example).

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

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

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

1000-1999 Courses at the 1000 level are typically continuing education courses for working professionals who need to update their skills for employment or licensure. The number range 1000-1999 also includes contract education courses offered by the Sacramento Regional Public Safety Training Center and other college units. The 1000 number may also be used for tutoring and other attendance-only courses such as Supervised Tutoring (e.g., HSER 1000 or HCD 1000), and for block scheduling purposes (e.g., Learning Community courses).

Course numbering comparison chart

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Previous System</th>
<th>New System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic skill &amp; developmental courses</td>
<td>200-299</td>
<td>1-99</td>
</tr>
<tr>
<td>A.A./A.S. Degree-applicable,</td>
<td>50-99</td>
<td>100-299</td>
</tr>
<tr>
<td>&amp; non-transfer-level courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer-level courses</td>
<td>1-49</td>
<td>300-499</td>
</tr>
</tbody>
</table>
Unit of credit

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

Student classification

Part-time: A student taking fewer than 12 units.
Full-time: A student taking 12 or more units.
Freshman/First year standing: A student who has completed fewer than 30 units.
Sophomore/Second year standing: A student who has completed 30 or more units.
Graduate: A student who has been awarded the Associate in Arts or Science degree, or a higher degree by an accredited college.

Transfer students coming to ARC

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

Withdrawal from class or college

A student may withdraw from courses without a “W” notation being placed on the permanent academic record, if the withdrawal is completed prior to the published deadline. Courses dropped after the deadline will have the withdrawal noted on the permanent academic record as “W”.

A “W” is used for determining progress probation and progress dismissal. No withdrawals are permitted during the last 25 percent of a course, except due to extenuating circumstances (verified cases of accident, illness or other circumstances beyond the control of the student), for which a student may request withdrawal through the student petition process. After consultation with the instructor and with administrative approval, the withdrawal may be recorded as a “W”.

Drops and withdrawals must be completed by published deadline dates listed in the class schedule. Students may drop classes online, by Telephone Enrollment Services (TES), or in person at eServices or the admissions office.

Military withdrawal

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

Leave of absence

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

Withholding student records

The college reserves the right to withhold student transcripts and records and to deny future enrollment for any outstanding student obligation.
American River College grants the degree of Associate in Arts or Associate in Science. Requirements for the degree conform to the laws and regulations of the California Community Colleges Board of Governors and the Los Rios Community College District Board of Trustees.

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

1. Satisfactory completion of 60 units of collegiate work (excluding 200 – 299 numbered courses taken fall 02 – spring 03 and 1 - 99 numbered courses taken after spring 03) with a C (2.0) grade point average in a curriculum that the district accepts toward the degree. At least 12 of the 60 units must be earned at American River College.

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

3. Completion of ARC’s general education requirements (21 unit minimum) or possession of a Baccalaurate Degree or higher from a regionally accredited college or university in the U.S.

   A. NATURAL SCIENCE—One course from the following (3 units minimum):

   ANTH 300, 301, 480; ASTR 300, 400; BIOL 102, 115, 116, 300, 303, 305, 310, 350, 352, 370, 400, 430, 431, 482; CHEM 305, 309, 310, 320, 325, 334, 340; GEOG 300, 301, 306, 307, 308; GEOL 300, 301, 305, 310, 325, 330, 342, 345; HORT 300; NATR 300, 302, 304, 320, 332; NUTR *300, *302; PHYS 310, 311, 312, 350, 410; PS 300, 301; PSYC 310, 311

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


   C. SOCIAL & BEHAVIORAL SCIENCES—(6 units minimum):

   a. AMERICAN INSTITUTIONS—One course from the following (3 units minimum):

   HIST 310, 311, 318, #320, #321, #323, #325, 327, #330, 483, 484; POLS 301

   b. SOCIAL/BEHAVIORAL SCIENCES—One additional course from the following (3 units minimum):

   ANTH #310, 315, 320, 330, #333; BUS 110, 300, +320, #330, 345; ECE #312, +314, #430; ECON 302, 304, +320; GEOG #310, #320, #322; GERON +302; HIST *300, *302, *305, #307, #308, 340, 341, 343, *364, *365, 367, 373, #480, #481, 494; HSER +#330; INDEP 300; JOUR 310; MGMT 174; POLS 302, 310, 322, 330, 332; PSYC 300, 305, 302, #361, +#365, *370, +372, +374, 383, 480; SILA #330; SOCSC 300, 301, #320, 325, #342; SS 301, 312

   D. LANGUAGE & RATIONALITY —Two courses (6 units minimum):

   a. One course from the following (3 units minimum):

   ENGRW 103, 300, 480; ESLW 340; BUS 310

   b. One additional course from the following (3 units minimum):

   AT 105; BUS 105; CISA 305, 315, 320; CISP 315, 317, 320, 340, 350, 360, 400, 440; ET 310, 311, 370; ENGCW 400, 430; ENGRD 310, 312; ENGRW 301, 302, 330, 342, 481, 482; ESL 350; GEOG 330, 370; JOUR 300; MGMT 360; MATH 120, 300, 310, +320, 325, 330, 340, 342, 344, 350, 370, 400; PHIL 320, +325; PSYC 330; SPEECH 301, 331, 361; STAT 301, 481; WELD 140

   E. LIVING SKILLS —(3 units minimum):

   a. One Physical Education activity course with one of the following prefixes: ADAPT, DANCE, FITNS, PACT, TMACT, SPORT

   b. Minimum of 2 units from the following: AT 107; BUS ** 320; CISP *300; ECE 330, +350; ECON ** 320; ENGED 320, +324; ET 250; GERON +300, +330, 334; HCD 310, 318, 330, 331, 336; HEED 300, 352; HSER +340; INDIS 325; LIB 318, 325; MATH 315; NUTR I #300, *302, 305; PSYC 340, 342, 354, 356, 358, 359, #370, +378, +379, 390, +400, 481; SOC +355; SPEECH 321; WELD 150

   F. ETHNIC/MULTICULTURAL STUDIES—(3 units minimum):

   ANTH #310, #333, ARTH #322; BIOL 322; BUS #330; DANCE #300; ECE #430; ENGLT 327, #333, #334, #337, #338, #372, #374, #376; GEOG 310, #320; HIST *307, #308, #320, #321, #323, #325, #330; HUM #320, #330; HSER +#330; MUFHL 315, #330; NUTR 310; PSYC #361, #365; SILA #330; SOC #320, #342; SPEECH 325; TA #306, #318
Courses appearing in more than one category may be used to satisfy only one category.
+ Courses are cross numbered in two subject areas and may count in only one area.
# These multicultural courses can also satisfy general education category requirements.
Required major courses taken in excess of 18 units may be used to satisfy both major and general education requirements, provided they are among the general education courses listed in (3.)

4. Completion of minimum competency requirements in mathematics, reading and writing. All students who wish to receive an A.A. or A.S. degree from American River College must demonstrate competency in writing, reading and mathematics as listed below. (The ARC Assessment Tests that were used for course recommendations may fulfill the competency requirement in Reading)

A. WRITTEN EXPRESSION COMPETENCY is satisfied by the following:

a. Completion with a ‘C’ or better in one of the following courses or its equivalent at a *regionally accredited college in the U.S.: BUS 310; ENGW 103, 300, 480; ESLW 340
b. Possession of an AA/AS Degree or higher completed at a *regionally accredited college in the United States

B. READING COMPETENCY is satisfied by one of the following:

a. Completion with a C or better of one of the following courses: ENGRD 310, 312; ESLR 340
b. Completion with a C or better of an equivalent college level reading course at a *regionally accredited college in the U.S.
c. Possession of an AA/AS Degree or higher completed at a *regionally accredited college in the U.S.
d. Achieving a qualifying score on a college level reading examination administered by a Los Rios Assessment Center.

C. MATHEMATICS COMPETENCY is satisfied by one of the following:

a. Complete one of the following with a ‘C’ or better: MATH 100 or higher-level math course; AT 105; CISP 340; ET 310 & 311; PHIL 325; PSYC 330; STAT 301, 481; WELD 140
b. Complete an equivalent course with a “C” or better at a *regionally accredited college in the U.S.
c. Obtain a satisfactory score on the Los Rios Math Competency Test.
d. Or possession of a Baccalaureate Degree or higher from a *regionally accredited college or university in the U.S.

NOTE: See District Policy and Regulations P7241/R7241.
A. Natural Science
At the completion of the Natural Science general education requirement, the student will be able to:

- Evaluate new and accepted ideas about the natural universe using testable methodology.
- Articulate orally and/or in writing the importance of continuous examination and modification of accepted ideas as a fundamental element in the progress of science.
- Sort, arrange, and quantify objects using the international system of measurement (metric) as the standard.
- Recall basic definitions and fundamental theories of an introductory natural science.
- Analyze a wide variety of natural phenomena using basic definitions and fundamental theories of an introductory natural science.
- Apply appropriate quantitative and qualitative methods to interpret and analyze pertinent data.
- Recognize ethical components of scientific decision making and apply personal and social values within the process of decision making in scientific endeavors.

B. Humanities
At the completion of the Humanities general education requirement, the student will be able to:

- Identify values of a culture as expressed through its art or language; or
- Employ concepts or theories of a subfield of the humanities to analyze and evaluate works produced within that subfield; or
- Analyze and interpret events or artistic/linguistic works in light of historical forces/patterns; or
- Assess works produced within a subfield of the humanities as critical commentaries of culture.

C. Social and Behavioral Sciences
a. American Institutions:
At the completion of the American Institutions portion of the Social and Behavioral Science general education requirement, the student will be able to:

- Critique the constitutions of the United States and California, and other founding documents.
- Analyze the relationships of individuals, groups, and societies at the federal, state and local levels, including conflict resolution and the establishment of governing processes.
- Evaluate significant events in the entire area now included in the United States of America, including historical and ongoing influences of social, cultural, and economic groups, and regions they inhabit.
- Assess the influence of the aforementioned groups on domestic and foreign affairs within a framework of politics, economics, social movements, and geography.

b. Social/Behavioral Sciences:
At the completion of the Introductory Methods portion of the Social and Behavioral Science general education requirement, the student will be able to:

- Differentiate and evaluate the methods of inquiry and evidence used in the behavioral and social sciences.
- Critically assess the dynamic interaction between individuals and societies, and compare the functioning of subgroups within and between different societies.

D. Language and Rationality
At the completion of the English Composition portion of the Language and Rationality general education requirement, the student will be able to:

- Demonstrate effective expository and persuasive writing skills using the rules of standard written English in a written assignment of at least 1,000 words.
- Employ an academically recognized format (e.g., Modern Language Association, American Psychological Association, etc.) in a research paper.
- Revise, proofread and edit written work.

At the completion of the Communication and Analytical Thinking portion of the Language and Rationality general education requirement, the student will be able to:

- Organize and analyze information relevant to a problem or issue.
- Develop and interpret a conceptual, visual, oral or physical representation of a problem or issue.
- Develop a reasoned solution to a problem.
- Defend a position or explain a solution, using appropriate language and/or notation.
- Evaluate arguments, algorithms and/or solutions.
- Apply learned problem-solving skills to new situations.
- Distinguish the form of an argument from its content.

E. Living Skills
At the completion of the Living Skills general education requirement, the student will be able to:

- Identify and apply skills and knowledge necessary to function capably as an individual within society to achieve academic, career, and/or personal success as a lifelong learner.
- Formulate and monitor progress toward achieving well-defined goals that lead to one’s personal, social, physical, and emotional well-being through the process of on-going self-evaluation, personal awareness and self-motivation.
- Demonstrate personal management skills such as planning, time management, coping with anxiety, and the ability to work cooperatively with others.
- Recognize and explain the relationships between the social and physical environment with regards to human behavior, relationships, sexuality, nutrition, physical fitness, health, and stress management.
- Apply successful techniques for exploring and/or resolving conflicts and dealing with differences in a variety of settings.
F. Ethnic/Multicultural Studies
At the completion of the Ethnic/Multicultural Studies general education requirement, the student will be able to:

- Examine one’s own culture from a removed perspective.
- Examine various cultures/ethnicities through the authentic voices/perspectives of those same cultures.
- Investigate how several cultural/ethnic groups have interacted through time.
- Analyze how the concepts of ethnicity, ethnocentrism, and racism shape and explain ethnic experience.
- Synthesize 1 & 2 into an appraisal of one’s own identity within local cultural contexts.
Articulation

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

Transfer program

Courses numbered 300 to 499 are accepted by the California State Universities (CSU). Transferrable courses can satisfy lower division major preparation, general education, and/or elective requirements. Students should meet with their ARC counselor regarding the transferability of courses to the University of California (UC) and independent colleges and universities for specific transfer course evaluation.

Transfer information has been compiled to assist American River College students who intend to transfer to another college or university. Students may earn their Associate in Arts degree as transfer students by completing the CSU General Education pattern or Intersegmental General Education Transfer Curriculum (IGETC) plus American River College graduation requirements. CSU and UC campuses will accept a maximum of 70 semester units from community colleges.

There are many independent colleges and universities to which ARC students transfer. Each institution of higher learning has its own requirements for admission and for junior standing. Several of these schools accept the CSU General Education pattern or IGETC in lieu of their own general education requirements.

Students must decide which college they will attend and learn the requirements of that institution in order to transfer to a CSU, UC, or independent university. It is highly recommended that students avail themselves to the services offered by the Transfer Center and meet with their ARC counselor regularly to ensure they are taking the appropriate coursework for transfer.

Transfer General Education Requirements

All students wishing to transfer to a CSU campus have the option of using the California State University General Education pattern, the Intersegmental General Education Transfer Curriculum (IGETC), or CSU campus specific requirements to meet CSU general education requirements. Completion of the CSU General Education Pattern or IGETC will allow the student to transfer to a CSU campus without the need, after transfer, to take additional lower division, general education courses. Students can also complete lower division major requirements for CSU campuses while attending ARC. These requirements can be found at www.assist.org.

Those students wishing to transfer to a University of California campuses have the option of using the IGETC or UC campus breadth requirements to meet lower division breadth requirements. However, not all majors at UC campuses accept the IGETC. Students should check with their ARC counselor in order to choose the correct option. Transfer students are encouraged to complete lower division major requirements. UC campuses often select students based on their major preparation. It is advised that students meet with their ARC counselor regularly to make sure they are meeting UC entrance requirements. Students can also find lower division major requirements for UC campuses at www.assist.org.

CAN/LDTP

The California Articulation Number (CAN) identifies some of the transferrable, lower division, introductory, commonly taught within each academic discipline on college campuses. The CAN course numbering system assures students that CAN courses on one participating campus will be accepted “in lieu” of the comparable CAN course on another participating campus. CAN numbers are listed parenthetically after each CAN approved course in this catalog.

The California Articulation Number system is in the process of being replaced by the Lower Division Transfer Pattern (LDTP). LDTP is a program sponsored by the California State University (CSU) and supported by the California Community Colleges that presents potential transfer students with the most direct path to a bachelor's degree in the CSU system. The ultimate goal of the LDTP is to identify a set of “road maps” for students to follow that will increase their academic preparation and decrease their time to graduate once they enter the CSU. Student who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus.

Highest priority for admission is defined as a written guarantee that is granted at the time the student accepts the offer of the LDTP agreement from a specific CSU campus subject to satisfactory completion of the requirements of the agreement between the student and the CSU. Students will be asked to complete a distinct set of general education and major courses which are common to all CSU campuses and identify a major program with a CSU campus once they have completed 45 transferrable units.

In addition, student will complete a set of major courses specific to the campus they select to meet the required 60 units needed to transfer to CSU as an upper division transfer student. Through CSU Mentor, http://www.csumentor.edu, counselors and student will be able to obtain more information regarding the process of entering into an LDTP for a specific campus and major, “road maps” detailing coursework by campus and major, and a transfer planner for students to track their progress through the LDTP program.

High school subject requirements

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

Students intending to transfer to a state university should plan a program to meet the graduation requirements of the specific institution which they plan to attend. Transfer admission eligibility is based on transferable college units and/or high school record and test scores. Consult the catalog issued by the individual campus for a complete description of the curricula and regulations. Files of such catalogs are available in the Counseling Center and Transfer Center. Applicants who are California residents and who have completed 60 transferable college units are eligible for admission if they have achieved a grade point average of 2.0 or better on all transferable work, are in good standing at ARC, and have satisfied CSU admission requirements.

Foreign visa students should consult with the international student counselor of the specific CSU campus.

If the student was eligible for admission to a California State University upon graduation from high school, but has attended American River College, the student may transfer with less than 60 transferable units, but must have earned a grade point average of C (2.0) or better in the total program attempted and be in good standing at American River College in order to be accepted for transfer. Consult with a counselor regarding high school graduation eligibility.

If the student was ineligible for admission to a California State University on the basis of high school grade point average, test scores, or subject requirements, the student will be eligible only if presenting a minimum of 60 transferable units with at least a 2.0 grade point average and meeting the additional CSU admission requirements:

Additional CSU requirements

1. High School graduate prior to 1987.
   a. Area A 1, 2, 3 (With grade of C or better).
   b. Area B 3 (With grade of C or better).
2. High School graduate 1988 and later.
   a. Area A 1, 2, 3 (With grade of C or better).
   b. Area B 3 (With grade of C or better).
   c. Thirty (30) semester units of General Education with C or better. This includes A and B.

See the CSU General Education Requirements page in this catalog.

CSU General Education Requirements and Certification

Students transferring to a CSU campus find it to their advantage to complete the required General Education requirements prior to transfer. A candidate for a Bachelor’s Degree from the California State University system shall complete a minimum of 48 semester units in general education courses. ARC students can be certified for 39 of the 48 required units. They will be required to complete the additional 9 units of upper division work at a CSU campus once they transfer. Students must make an appointment with their ARC counselor to have their CSU General Education certified.

INTERSEMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) REQUIREMENTS AND CERTIFICATION

Students transferring to a CSU or UC campus may find it to their advantage to complete the IGETC. This pattern completes the lower division general education/breadth requirements for CSU/UC campuses. Students should speak with their counselor to ensure that the IGETC is appropriate for their chosen campus and major.

The IGETC is a 39 unit pattern. This pattern must be complete in its entirety and certified prior to transferring to a CSU or UC campus. Students wishing to certify completion of the IGETC will need to make an appointment to meet with their ARC counselor.

Aerospace studies (Air Force ROTC)

Air Force Reserve Officer Training Corps (AFROTC) is available to American River College students through a program offered at California State University, Sacramento (CSUS). The CSUS Department of Aerospace Studies offers two-, three-, or four-year programs, leading to a commission in the United States Air Force. All course work (12- or 16-semester units) is completed on the CSUS campus.

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

Army ROTC

Army ROTC is available to American River College students through a cross-enrollment agreement with California State University, Sacramento. The Military Science Department offers hands-on training in management and leadership. There is no obligation to join the military by taking the course. The program stresses the following leadership dimensions: oral and written communications, oral presentations (formal briefings), initiative, sensitivity, influence, planning and organizing, delegation, administrative control, problem analysis, judgment, decisiveness, physical stamina and mission accomplishment. Also stressed are current events, national and international politics, military affairs, ethics training, and human relations with emphasis on eliminating racial and gender discrimination. Management and leadership are taught using the U.S. Army as a model. For more information contact the CSUS Military Science Department at (530) 752-7682.

Graduation and transfer rate information

In compliance with the Student Right to Know and Campus Security Act of 1990, completion and transfer rates for students attending American River College can be found online at www.cpec.ca.gov/ and http://sr tk.cccco.edu/index.asp.
2005-2006 CSU Requirements

Final status of this information was unavailable at publication time. Contact the American River College Counseling Center at (916) 484-8572 for 2005-2006 requirements.

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

Requirements for the Bachelor’s Degree

The degree requirements at a California State University (CSU) consist, in general, of: (1) the general education requirements which are required of all degree candidates; (2) the major department requirements which are a part of the student’s field of specialization; (3) individual campus graduation requirements, and (4) state law requirements. These requirements are classified in two levels: lower division and upper division. Students may transfer a maximum of 70 lower division units which may involve preparation for the major and all of the lower division in the general education pattern while attending American River College.

General education requirements 2003-2004

To be eligible for graduation with a Bachelor’s Degree from a California State University, students must complete a minimum of 48 semester units of general education. American River College will certify completion of 39 lower division general education units for students if they follow the pattern outlined below. At least 9 units must be upper division courses completed at the four year university.

It is important that students complete the required courses for their major, or courses that prepare them for their major, prior to transfer; 60 transferable units are needed for a student to transfer with junior standing.

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

Note: Students must meet with a counselor in order to have their CSU General Education certified prior to transfer.

The following American River College courses meet CSU lower division:

A. COMMUNICATION—ORAL, WRITTEN, CRITICAL THINKING (9 units total, 1 course from each area.)

1. SPEECH 301, 331
2. ENGWR 300, 480; ESLW 340
3. ENGWR 301, 302, 481, 482; ESL 350, PHIL 320; SPEECH 302, 311

B. SCIENCE AND MATH (9 units minimum, 1 course from each area). One course from section 1 or 2 must include a 4 or 5 unit course with a lab.

1. ASTR 300, 400(L); CHEM 305(L), 320(L), 400(L), 401(L), 423(L); GEOG 300, 301(L), 306, +307, +308, +309(L); GEOL 300, 301(L), 305, 306(L), 310, 311(L), +325, +330, +331(L), 342, 345; PHYS 305, 310, 311, 312(L), 350(L), 410(L); PS 300, 301(L)

2. ANTH 300, 301(L), 480; BIOL 300, 303(L), 305(L), 310(L), 350, 352, 370(L), 400(L), 410(L), 420(L), 440(L), 442(L), 482(L); PSYC 310, 311(L)
3. CISP 440; MATH 300, 310, +320, 325, 330, 340, 342, 344, 350, 351, 370, 400, 401, 402, 410, 420; PHIL +325; PSYC 330; STAT 301, 481

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


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

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

Note: American Institutions requirement met by completing one course from D1 and 1 course from D2.

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

1. GERON +300, +302; HEED 300; ECE +312, +352; HSER +330, +340; INDIS 325; NUTRI 300; PSYC +340, 342, 354, 356, 358, +359, +365, +370, +372, +374, 380, 390, 400, +481; SOC +333; SPEECH 321
2. PHYSICAL EDUCATION activity course with one of the following prefixes: ADAPT, DANCE, FITNS, PACT, TMACT, SPORT, except FITNS535

* Courses appearing in more than one category may be used to satisfy only one category.
+ Courses are cross-numbered in two subject areas and may count in only one area. Courses in the major field may or may not be counted for General Education. (For exceptions, see your counselor.)

Any laboratory course used to satisfy the laboratory requirement can only be used when the corresponding lecture course is taken, i.e., Anthro 301 with Anthro 300; Geog 301 with Geog 300; Geol 301 with Geol 300; Astron 400 with Astron 300; Phys Sci 301 with Phys Sci 300.
2005-06 Intersegmental General Education Transfer Curriculum (IGETC) for transfer to the University of California and California State University.

Final status of this information was unavailable at publication time. Contact the American River College Counseling Center at (916) 484-8572 for 2005-2006 requirements.

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer to take additional lower-division general education courses. The course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with grades of “C” or better. **NOTE:** Student must see a counselor to have this form certified before transferring.

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

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

**AREA 1: ENGLISH COMPOSITION (6-9 UNITS)**

1 Course Group A: ENWR 300, 480
1 Course Group B: ENWR 301, 302, 481, 482
1 Course Group C: SPEECH 301, 331 (CSU requirement only)

**NOTE:** (UC Only) ENWR 300 & 480 combined; maximum credit allowed - one course. ENWR 301 & 481 combined; maximum credit - one course.

**AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (3 UNITS)**

1 course from: MATH 340, 344, 350, 351, 370, 400, 401, 402, 410, 420; PSYC 330; STAT 301, 481 combined: maximum credit, one course.

**NOTE:** (UC Only) Math 400, 350 & 340 combined: Math 401 & 351 combined – maximum credit one course for each set. Maximum of 4 units allowed for Math 370 when transferring to a UC. PSYC 330, STAT 301 & 481 combined - maximum credit, one course.

**AREA 3: ARTS AND HUMANITIES (9 units, at least 1 course from Arts and 1 course from Humanities)**

**ARTS**—1-2 courses from: ARTH 300, 302, 308, 310, 322, 334; MUFHIL 300, 310, 311, 315, 321, 330, 400, 401, 410, 411, 480; TA 300, 302, 303, 306, 310, 312, 314, 315, 318, 350, 480

**NOTE:** (UC only) No credit for MUFHIL 321 if taken after 400. MUFHIL 300 & 480 combined - maximum credit, one course. TA 350 & 480 combined - maximum credit, one course. TA 312, 481, 314 & 315 combined - maximum credit, 6 units.

**HUMANITIES**—1-2 courses from: ENGLT 300, 302, 303, 304, 310, 311, 320, 321, 333, 334, 337, 338, 340, 341, 345, 360, 378, 380, 382, 390; FREN 411, 412; GERMM 411, 412; HIST 300, 302, 305, 340, 341, 364, 365, 367, 373, 480, 481; HUM 300, 310, 320, 322, 326, 330, 360, 365; ITAL 411; PHIL 300, 310, 330, 331, 350, 353, 354; RUSS 411, 412; SPAN 411, 412

**NOTE:** (UC only) HIST 300 & 480 combined - maximum credit, one course. HIST 302 & 481 combined - maximum credit, one course.

**AREA 4: SOCIAL & BEHAVIORAL SCIENCES (9 units, at least 3 courses from at least 2 areas)**

ANTH 310, 315, 320, 333; BUS 345; ECE 312; ECON 302, 304; GEOG 310, 320, 322; HIST 307, 308, 310, 311, 318, 320, 321, 323, 325, 327, 330, 483, 484; PHIL 360; POLS 301, 302, 310, 322, 332; PSYC 300, 305, 320, 340, 372, 480; 481; SOC 300, 301, 320, 325, 342; SOCSCE 310, 312

**NOTE:** (UC Only) PSYC 300, 305, & 480 combined; maximum credit allowed - one course. PSYCH 340 & 481 combined - maximum credit, one course. HIST 300, 320, & 483 combined - maximum credit, one course.

**AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES (7-9 units, at least one physical science and one biological science, and one must include a lab)**

**5A PHYSICAL**—1 course from: ASTR 300, 400(L); CHEM 305(L), 320(L), 400(L), 401(L), 423(L); GEOG 300, 301(L), 306, 308, 309(L); GEOLE 300, 301(L), 305, 306(L), 310, 311(L), 330, 331(L); PHYS 310, 311, 312(L), 350(L), 410(L); PS 300, 301(L)

**5B BIOLOGICAL**—1 course from: ANTH 300, 301(L), 480; BIOL 300, 305(L), 310(L), 350, 352(L), 370(L), 400(L), 410(L), 440(L), 442(L), 482(L); PSYC 310, 311(L)

**NOTE:** (UC Only) ANTH 300 & 480 combined - maximum credit, one course. BIOL 370 & 482 combined - maximum credit, one course. BIOL 300 & 310 & 310 combined maximum credit allowed – two courses. No credit for BIOL 300 or 310, if taken after BIOL 400. CHEM 400, 401 & CHEM 305, 306 combined – maximum credit allowed – 1 series. No credit for PHYS 350, if taken after 410. PHYS 350, 360 & 410, 412, 431 combined – maximum credit – 1 series. PHYS 310 & 311 combined – maximum credit allowed – one course. No credit for PHYS 310 or 311, if taken after 410 or 350. No credit for PS 300, if taken after a college course in Astronomy, Chemistry, Geology, Meteorology or Physics. No credit for GEO 305 if taken after a college course in Astronomy, Geology, Meteorology or Oceanography. No credit for GEO 306 if taken after GEO 300 or 301.

**UC REQUIREMENT ONLY**—LANGUAGE NOT ENGLISH

Proficiency equivalent to two years of high school study in the same language. Or, the following courses at ARC also will fulfill this requirement: FREN 401, GERM 401, ITAL 401, JAPAN 401, MAND 401, RUSS 401, SLA 305, SPAN 401

**NOTE:** Please see a counselor for options for fulfilling this requirement.

**CSU Graduation Requirement Only**—U.S. History, Constitution and American Ideals (6 semester units, one course from each group)

**Group 1:** POLS 301

**Group 2:** HIST 310, 311, 318, 320, 321, 323, 325, 327, 330, 383, 483, 484

**NOTE:** If a student used these 2 courses to fulfill AREA 4, the student will need to complete two additional upper division courses in AREA 4 after transferring.

Any laboratory course used to satisfy the laboratory requirement can only be used when the corresponding lecture course is taken, i.e., Anthro 301 with Anthro 300; Geog 301 with Geog 300; Geol 301 with Geol 300; Astron 400 with Astron 300; Phys Sci 301 with Phys Sci 300.
University of California

The University of California has 10 campuses throughout the state. This catalog gives general information concerning requirements for transfer into the University of California campuses. Specific information regarding preparation for major and/or breadth requirements to the individual campuses is available in the ARC Counseling Center. There is an Intersegmental General Education Transfer Curriculum (IGETC) at American River College that meets the General Education/Breadth Requirements at any UC and CSU campus. Students may come to the Counseling Center for a copy of the IGETC pattern. Consult with an ARC Counselor to receive assistance with your General Education and major requirements.

UC Minimum Admission/Eligibility Requirements

There are three ways to meet the University’s minimum admission requirements for transfer students. The path you use depends on the degree to which you satisfied UC’s minimum eligibility requirements for freshmen when you graduated from high school.

At high school graduation, if you:
1. Met the Subject, Scholarship and Examination Requirements then to be eligible to transfer to UC you must:
   • Maintain a C average (2.00 GPA) in your transferable coursework.
2. Met the Scholarship Requirement, but did not satisfy the Subject Requirement then to be eligible to transfer to UC you must:
   • Take transferable college courses in the missing subjects, earning a C or better in each course, and
   • Maintain a C average (2.00 GPA) in your transferable coursework.
3. Were not eligible for admission to UC because you did not meet the Scholarship Requirement then to be eligible to transfer to UC you must:
   a. Complete 60 semester (90 quarter units) of transferable credit with a 2.40 GPA, taking no more than 14 semester (21 quarter units Pass/No Pass).
   b. Complete the following course pattern, earning a grade of C or better in each course:
      • Two transferable courses (3 semester or 4-5 quarter units each) in English composition
      • One transferable course (3 semester or 4-5 quarter units) in mathematical concepts or quantitative reasoning
      • Four transferable courses (3 semester or 4-5 quarter units each) from at least two of the following subject areas: arts and humanities, social and behavioral sciences, physical and biological sciences.

Advanced Standing (Transfer) Selection Guidelines

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

To be eligible for admission, applicants must meet the University’s undergraduate admission requirements. The following guidelines provide the framework within which the campuses establish procedures for selecting applicants when the number of eligible applicants exceeds the places available.

Each campus develops enrollment targets that specify the number of new freshman and advanced standing students expected to enroll. Campuses that receive more applications than the number required to meet their enrollment target admit students using the criteria described below.

Primary emphasis in the selection will be given to the criteria related to academic performance (first four bulleted items). Consideration will also be given to other criteria to assess applicants’ overall promise of success and to achieve strength and diversity in campuses’ advanced standing student body (last four bullets).

Priority consideration for admission will be given to students eligible for transfer as juniors. Consideration may include the following:

- Completion of a specified pattern or number of courses that provide continuity with upper division courses in the major.
- Grade point average in all transferable courses.
- Participation in academically selective honors courses and/or programs.
- Special talents, achievements and awards in a particular field, such as in the visual and performing arts or in athletic endeavors; special skills, such as demonstrated written and oral proficiency in other languages; special interests, such as intensive study and exploration of other cultures; experiences that demonstrate unusual promise for leadership, such as significant community service or significant participation in student government; or other significant experiences or achievements that demonstrate the applicant’s promise for contributing to the intellectual vitality of a campus.
- Completion of special projects undertaken either in the context of the college/university curriculum or in conjunction with special school events, projects or programs cosponsored by the college/university, community organizations, post-secondary educational institutions, post-secondary educational institutions, other agencies or private firms, that offer significant evidence of an applicant’s special effort and determination or that may indicate special suitability to an academic program on a specific campus.
- Academic accomplishments in light of the applicant’s life experiences and special circumstances. These experiences and circumstances may include, but are not limited to, disabilities, low family income, first generation to attend college, need to work, disadvantaged social or educational environment, difficult personal and family situations or circumstances, refugee status or veteran status.
- Location of the applicant’s college and residence. These factors shall be considered to provide for geographic diversity in the student population and also to account for the wide variety of education environments existing in California.

General requirements

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

High school proficiency examination

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

Transfer Opportunity Program (TOP)

The Transfer Opportunity Program (TOP) exists at American River College to assist ARC transfer students in the transition to the University of California at Davis. Once a week a transfer advisor from UC Davis is available in the counseling office at ARC to assist students in fulfilling admission requirements, lower division major requirements, breadth requirements and screening requirements in selective majors.

If you are interested in meeting with the UC Davis transfer advisor, make an appointment in the Transfer Center. Ask for a TOP brochure in the counseling office or Transfer Center.
Associate Degree

American River College offers both Associate in Arts and Associate in Science degrees. Students majoring in one of the two-year curricula and planning to graduate with the Associate degree must complete all of the required courses for a major (from 18 to approximately 30 plus units), fulfill general education requirements and sufficient electives to meet a minimum total of 60 units. The following majors for the degree are incorporated in the following programs of study:

Accounting
Administrative Assistant (Business Technology)
Advertising & Sales Promotion (Marketing)
Anthropology
Art
Art New Media
*Automotive Analysis
*Automotive Collision Technology
*Automotive Component Service Technician
*Automotive Technology
*Biology
Biotechnology
Business, General
Business Transfer
Chemical Dependency (Human Services)
Commercial Music
*Computer Programming
*Computer Science
*Computer Networking Management
Culinary Arts/Restaurant Management (Hospitality Management)
*Database Management (Computer Information Science)
*Design Technology
Diesel Mechanics
Early Childhood Education
*Electronic Systems Technology (Electronics Technology)
*Engineering Technology (Design & Engineering)
*Engineering Technology (Design & Engineering)
*Industrial Technology
Family & Consumer Science
Fashion Design
Fashion Merchandising
Fire Technology
*Funeral Service Education
General Education - Transfer
*Geographic Information Systems (Geography)
Gerontology
Human Services
*Information Systems Security (Computer Information Science)

Interior Design
Interpreter Training (Sign Language Studies)
Jazz Studies (Music)
Journalism
*Landscape Industry (Horticulture)
Legal Assisting
Liberal Arts
Liberal Studies
*L.V.N to RN Career Mobility (Nursing)
Management
Marketing
*Mathematics
*Mathematics/Physical Science
*Mechtronics (Electronics Technology)
Microcomputer Applications (Computer Information Science)
Modern Management
Music
*Natural Resources
*Nursing, Registered
*Nursery Industry
Office Administration (Business Technology)
*Paramedic
*PC Support Management (Computer Information Science)
Psychology
Real Estate
Recreation Management
*Respiratory Care
Retail Management (Marketing)
*Science, General
Sign Language Studies
Small Business Management (Business)
Social Science
Technical Communication (Art New Media, CIS, English)
Theatre Arts
*Welding Technology

Certificate Programs

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

Career Certificate

A Career Certificate certifies that a student has completed all required courses for a major and is prepared to enter the career designated on their certificate. Career certificates require 18 units or more with a 2.0 grade point average in the courses leading to the certificate. A minimum of 12 units must be completed at American River College. Career Certificates may be earned in the following areas:

Accounting
Administrative Assistant (Business Technology)
Automotive Technology (multiple certificates)
Biotechnology
Business, General
Chemical Dependency Studies (Human Services)
Commercial Music: Audio Production
Commercial Music: Business
Computer Networking Management
Culinary Arts/Restaurant Management
Hospitality Management
Database Management
Design Technology
Early Childhood Education (multiple certificates)
Electronics Systems Technology
Engineering Technology (Design and Engineering)
Fashion Design
Fashion Merchandising
Fire Technology
Geographic Information Systems
Gerontology (multiple certificates)
Graphic Design (Art New Media)
Human Services Illustration (Art New Media)
Information Systems Security (Art New Media)
International Studies (Political Science, Social Science)
Interpreter Training (Sign Language Studies)
Kitchen and Bath Design (Interior Design)
Landscape Industry (Horticulture)
Legal Assisting
Management
Mechtronics (Electronics Technology)
Microcomputer Applications
Modern Management
Natural Resources
Nursery Industry (Horticulture)
Office Administration (Business Technology)
Office Careers - Fast Track (Business Technology)
Office Technology (Business Technology)
Paraprofessional Interior Design Assistant
Paramedic
PC Support (Computer Information Science)
Programming (Computer Information Science)
Real Estate
Restaurant Management (Hospitality Management)
Retail Management (WAFC) (Marketing)
Sign Language Studies (multiple certificates)
Small Business Management (Business)
Technical Communication (Art New Media, CIS, English)
3D Animation (Art New Media)
Web Design (Art New Media)
Web Development (Computer Information Science)
Web Publishing (Computer Information Science)
Certificates of Completion

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

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

For certificates in Level 1 and 2, all units must be completed at American River College. For all certificates in Level 3, 12 units must be completed at American River College. Certificates of Completion are issued by the department listed in parentheses below:

- Acting (Theatre Arts) Level 3
- Activity Coordinator (Gerontology) Level 2
- Acute Care Certified Nurse Assistant (Nursing) Level 2
- Advanced Electronic Assembly & Repair (Electronics Tech) Level 3
- Air Conditioning Service (Automotive Technology) Level 3
- Appreciation of Systems/Systems Thinking (Management) Level 2
- Assistant Teacher (Early Childhood Education) Level 1
- Associate Teacher (Early Childhood Education) Level 3
- Basic Electronic Assembly and Repair (Electronics Tech) Level 2
- Certified Nurse Assistant (Nursing) Level 1
- Children's Theatre (Theatre Arts) Level 3
- CMOS Mask Design (Electronics Technology) Level 3
- Computer Information Security Essentials Level 3
- Costuming (Theatre Arts) Level 3
- Digital Repair and Upgrade Technician Level 3
- Dietary Manager/Dietary Supervisor (Nutrition & Foods) Level 3
- Family Child Care (Early Childhood Education) Level 3
- Family Service (Early Childhood Education) Level 3
- Fiber Optics (Electronics Technology) Level 3
- Film (Theatre Arts) Level 3
- Fitness Specialist (Physical Education) Level 3
- Gas Metal Arc Plate and Pipe (Welding) Level 2
- Gas Tungsten Arc Plate and Pipe (Welding) Level 2
- Home Health Aide (Nursing) Level 2
- Introduction to Modern Management (Management) Level 3
- Introductory Baking (Hospitality Management) Level 3
- Jazz Studies (Music) Level 3
- Leadership Development (Student Government) Level 3
- Mathematics and Blueprint Interpretation (Welding) Level 2
- Modern Management (Management) Level 3
- Musical Theatre (Theatre Arts) Level 3
- Network Information Security Essentials - Window Level 3
- Office Assistant (Business Technology) Level 2
- Parts and Service (Automotive Technology) Level 3
- Program Assistant (Gerontology) Level 1
- Psychology and Team Facilitation (Management) Level 2
- Robotics (Electronics Technology) Level 3
- Shielded Metal Arc Plate and Pipe (Welding) Level 3
- Social Service Designee (Gerontology) Level 1
- Taxation (Accounting) Level 1
- Technical Theatre (Theatre Arts) Level 3
- Telecommunications Field Technician (Electronics Tech) Level 2
- Telecommunication Specialist (Electronics Technology) Level 3
- Theory of Knowledge/Prediction (Management) Level 2
- Undercar Service (Automotive Technology) Level 3
- Variation and Statistics (Management) Level 2
- Welding Metallurgy and Inspection (Welding) Level 3

Apprenticeship

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

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

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

Career and technical education

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

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

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

Vocational Work Experience (VWE) is provided for students who are employed in positions which either develop or add to marketable skills related to the student's vocational study program. Vocational work experience is offered in the following college programs:

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

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

Qualifications

1. Vocational work experience: The student must be working in a job related to the student's major.
2. General work experience: The student is employed but has not declared a major or the job is unrelated to the major.
3. The student must be enrolled in a minimum of seven units, including work experience. Example: Three units of work experience, plus four units of other classes, total seven units.
4. Employment situation must meet work experience criteria.
5. Volunteer job placement not guaranteed but assistance is provided by Work Experience coordinator.
6. Employment: It is the student's responsibility to be employed upon entry into the program. However, in some instances the work experience coordinator can assist in locating employment.

Credit

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

Class attendance

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

Involvement of the employer

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

Summer session

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

Alternate semester work experience

This plan is for students who attend school full-time one semester and work full-time the next semester. Students must complete 7 units before they may be enrolled and may earn up to eight units of work experience each semester of work. Students cannot be enrolled in more than one other course while enrolled in the alternate semester plan. Students must complete additional units before being enrolled again in work experience.
Instructional Programs

Schedule and credit

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

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

Independent and special study

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

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

Independent study: An opportunity for the student to extend classroom experience in a specific subject, while working independently of a formal classroom situation. Independent study is an extension of work offered in a specific class in the college catalog; it carries the same credit and hour value as the class being extended. To be eligible for independent study, students must have completed the basic regular catalog course at American River College. They must also discuss the study with an instructor in the subject and secure approval. Only one independent study for each catalog course will be allowed.

Special study: An opportunity to pursue a study of special interest which is not specifically covered in established catalog courses. Such study is confined to the scope of college lower division, and community college programs. While enrollment in Special Study may be on an individual basis, from time to time a special study may be established to satisfy the needs of a particular group, offered on a scheduled basis for enrollment through the regular registration process. To qualify for Special Study, the student should have completed college courses basic to the study, or have had actual field experience or special training in the field of study. Credit to a four-unit maximum is given on the basis of one unit for each 18 hours of lecture or equivalent. Note that four-year colleges and universities may not accept more than one special study in a subject and may limit the total number of special study units accepted. No more than 12 special study units may be used to fulfill graduation requirements at American River College.

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

Petition for Independent or Special Study must be filed before the end of the sixth week of the semester in which the study is to be completed.

Credit by examination

Under special circumstances, a student who has successfully completed 12 units at American River College, who is currently enrolled and in good standing, and who is qualified by experience or previous training, may be allowed to take a special examination to establish credit in a course in which he/she is not formally registered, or has not received previous credit.

Note: Credit by examination is not applicable to all courses, and in some instances the process may require measures of evaluation. A student seeking credit by examination should consult the dean of the appropriate area to determine if credit by examination is allowed for a particular course.

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

College Level Examination Program (CLEP)

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

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

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score</th>
<th>ARC Course Equivalents</th>
<th>Credit Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Lang &amp; Comp</td>
<td>3, 4, 5</td>
<td>ENGWR 300</td>
<td>3 units</td>
</tr>
<tr>
<td>Literature &amp; Composition</td>
<td>3, 4, 5</td>
<td>ENGWR 300 &amp; 301</td>
<td>6 units</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>French</td>
<td>3, 4, 5</td>
<td>FREN 401</td>
<td>4 units</td>
</tr>
<tr>
<td>German</td>
<td>3, 4, 5</td>
<td>GERM 401</td>
<td>4 units</td>
</tr>
<tr>
<td>Spanish</td>
<td>3, 4, 5</td>
<td>SPAN 401</td>
<td>4 units</td>
</tr>
<tr>
<td>American History</td>
<td>3, 4, 5</td>
<td>HIST 310 &amp; 311</td>
<td>6 units</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>BIOL 300</td>
<td>3 units</td>
</tr>
<tr>
<td>Biology</td>
<td>4, 5</td>
<td>BIOL 310</td>
<td>4 units</td>
</tr>
<tr>
<td>Biology</td>
<td>5</td>
<td>BIOL 400</td>
<td>5 units</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4, 5</td>
<td>CHEM 305 or 400</td>
<td>5 units</td>
</tr>
<tr>
<td>Physics B</td>
<td>3, 4</td>
<td>PHYS 310 and 312</td>
<td>4 units</td>
</tr>
<tr>
<td>Physics B</td>
<td>5</td>
<td>PHYS 350 or 410</td>
<td></td>
</tr>
<tr>
<td>Math A/B</td>
<td>3, 4, 5</td>
<td>Math 400</td>
<td>5 units</td>
</tr>
<tr>
<td>Math B/C</td>
<td>3, 4, 5</td>
<td>Math 400/401</td>
<td>10 units</td>
</tr>
<tr>
<td>Statistics</td>
<td>3, 4, 5</td>
<td>STAT 301</td>
<td>3 units</td>
</tr>
</tbody>
</table>

All other tests must be submitted to area dean by petition for consideration of credit to be allowed. Students should see their counselor to initiate the petition.
The California Articulation Number (CAN) System

The California Articulation Number (CAN) System is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number signals that participating CSU and Community Colleges have determined that courses offered by other colleges are equivalent in content and scope to courses offered at their own college, regardless of their unique titles or local identifying numbers. Thus, if a schedule of classes or catalog lists a course bearing a CAN number, students at one college can be assured that it will be accepted in lieu of the comparable CAN course noted in the catalog or schedule of classes of another college. For example, CAN ECON 2 at one college will be accepted as meeting the requirement of the designated CAN ECON 2 course at another participating college.

A listing of American River College qualified CAN courses is printed below. American River College also lists a course’s CAN designation in the course descriptions in both the catalog and class schedule. Students should also consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on course articulation agreements. Counselors are available at the Counseling Center for assistance.

CAN is in the process of being phased out and replaced by the Lower Division Transfer Pattern.

### CALIFORNIA ARTICULATION #  ARC COURSE #

<p>| CAN ANTH 1  | ANTH 300 |
| CAN ANTH 4  | ANTH 310 |
| CAN ANTH 6  | ANTH 320 |
| CAN ART 2   | ARTH 302 |
| CAN ART 6   | ART 390  |
| CAN ART 8   | ART 300  |
| CAN ART 10  | ART 327  |
| CAN ART 12  | ART 372  |
| CAN ART 14  | ART 320  |
| CAN ART 16  | ART 370  |
| CAN ART 18  | ART 411  |
| CAN ART SEQ A | ARTH 302, ARTH 308, AND ARTH 310 |
| CAN BIOL 2  | BIOL 400 |
| CAN BIOL 4  | BIOL 420 |
| CAN BIOL 6  | BIOL 410 |
| CAN BIOL 14 | BIOL 440 |
| CAN BIOL SEQ A | BIOL 400+420+410 |
| CAN BIOL SEQ B | BIOL 430+451 |
| CAN BUS 2   | ACCT 301 |
| CAN BUS 4   | ACCT 311 |
| CAN BUS 8   | BUS 340 |
| CAN BUS 12  | BUS 340 |
| CAN BUS SEQ A | ACCT 301+311 |
| CAN CHEM 2  | CHEM 400 |
| CAN CHEM 4  | CHEM 401 |
| CAN CHEM 6  | CHEM 405 |
| CAN CHEM 8  | CHEM 305 |
| CAN CHEM 12 | CHEM 430 |
| CAN CHEM SEQ A | CHEM 400+401 |
| CAN CHEM SEQ B | CHEM 305+306 |
| CAN CHIN 2  | MAND 401 |
| CAN CHIN 4  | MAND 402 |
| CAN CSCI 4  | CISP 340 |
| CAN CSCI 12 | CISP 365 |
| CAN CSCI 18 | CISP 400 |
| CAN CSCI 24 | CISP 430 |
| CAN DRAM 6  | SPEECH 371 |
| CAN DRAM 8  | TA 350 or TA 480 |
| CAN DRAM 10 | TA 422  |
| CAN DRAM 12 | TA 429  |
| CAN DRAM 14 | TA 437  |
| CAN DRAM 18 | TA 300  |
| CAN DRAM 22 | TA 351  |
| CAN ECON 2  | ECON 302 |
| CAN ECON 4  | ECON 304 |
| CAN ENGR 2  | ENGR 312 |
| CAN ENGR 4  | ENGR 413 |
| CAN ENGR 6  | ENGR 401 |
| CAN ENGR 8  | ENGR 420 |
| CAN ENGR 10 | ENGR 410 |
| CAN ENGR 12 | PSYC 354 |
| CAN ENGR 14 | ECE 312 OR PSYC 352 |
| CAN FREN 2  | FREN 401 |
| CAN FREN 4  | FREN 402 |
| CAN FREN 6  | FREN 411 |
| CAN FREN 8  | FREN 412 |
| CAN FREN SEQ A | FREN 401+402 |
| CAN FREN SEQ B | FREN 411+412 |
| CAN GEOG 2  | GEOG 300 |
| CAN GEOG 4  | GEOG 310 |
| CAN GEOL 2  | GEOL 300+301 |
| CAN GEOL 6  | GEOL 300 |
| CAN GEOL 8  | GEOL 310 |
| CAN GERM 2  | GERM 401 |
| CAN GERM 4  | GERM 402 |
| CAN GERM 6  | GERM 411 |
| CAN GERM 8  | GERM 412 |
| CAN GERM SEQ A | GERM 401+402 |
| CAN GERM SEQ B | GERM 411+412 |
| CAN GOVT 2  | POLS 301 |
| CAN HIST 2  | HIST 300 |
| CAN HIST 4  | HIST 302 |
| CAN HIST 8  | HIST 310 |
| CAN HIST 10 | HIST 311 |
| CAN HIST 14 | HIST 307 |
| CAN HIST 16 | HIST 308 |
| CAN HIST SEQ A | HIST 300+302 |
| CAN HIST SEQ B | HIST 310+311 |</p>
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