The information in this catalog was accurate as of March 14, 2007, and does not reflect changes that may have occurred since that time.
# table of contents

## introduction
- President's welcome ................................................................. 4
- 2007-2008 academic calendar .................................................. 5
- About the college ........................................................................ 6
- Class locations ........................................................................... 8

## getting started
- Your first four steps ................................................................... 10
- Enrolling in classes ..................................................................... 14
- Special programs ......................................................................... 15
- Other helpful information .......................................................... 15
- Financial aid ................................................................................ 16
- AP (Advanced Placement) test scores ....................................... 18

## while you are here
- Educational progress .................................................................. 20
- Fees ............................................................................................ 23
- Academic resources ...................................................................... 24
- Other services ............................................................................... 26
- Campus life ................................................................................... 27
- Transportation ........................................................................... 28
- Campus security ........................................................................... 28
- Non-discrimination policy .......................................................... 30
- Access to student records ............................................................ 31
- Student rights & responsibilities .................................................. 31
- Reporting sexual assault .............................................................. 34
- ARC is a drug-free campus .......................................................... 35

## programs of study
- Degrees and certificates ............................................................ 38
- Graduation ................................................................................... 43
- ARC graduation requirements 2007-2008 ................................. 44
- ARC general education requirements 2007-2008 ....................... 45
- Student learning outcomes .......................................................... 46
- Prerequisites, corequisites and advisories .................................. 47
- Accounting ................................................................................. 48
- Anthropology .............................................................................. 51
- Apprenticeship ........................................................................... 53
- Art ............................................................................................... 56
- Art New Media ............................................................................ 63
- Astronomy ................................................................................... 68
- Automotive Technology ............................................................... 69
- Biology & Biotechnology .............................................................. 76
- Business ...................................................................................... 81
- Business Technology ................................................................. 85
- Chemistry ................................................................................... 89
- Computer Information Science .................................................. 91
- Design & Engineering Technology ............................................. 107
- Early Childhood Education ......................................................... 110
- Economics .................................................................................. 118
- Electronics Technology ............................................................... 119
- Engineering ................................................................................ 125
- English ....................................................................................... 127
- English as a Second Language ................................................... 139
- Fashion ....................................................................................... 143
- Fire Technology .......................................................................... 146
- Foreign Languages ...................................................................... 148
- Funeral Service Education .......................................................... 153
- General Education - Transfer ..................................................... 156
- Geography .................................................................................. 157
- Geology ....................................................................................... 162
- Gerontology ................................................................................ 164
- Health Education ........................................................................ 175
- History ......................................................................................... 176
- Horticulture ............................................................................... 180
- Hospitality Management ............................................................. 183
- Human Career Development ...................................................... 187
- Human Services ......................................................................... 189
- Humanities ................................................................................ 191
- Interior Design ........................................................................... 193
- Journalism ................................................................................... 197
- Legal Assisting .......................................................................... 199
- Liberal Arts ............................................................................... 202
- Liberal Studies .......................................................................... 203
- Library ......................................................................................... 204
- Management .............................................................................. 205
- Marketing .................................................................................... 210
- Mathematics & Statistics ........................................................... 212
- Music .......................................................................................... 217
- Natural Resources ...................................................................... 226
- Nursing & Allied Health .............................................................. 229
- Nutrition & Foods ...................................................................... 235
- Paramedic .................................................................................... 237
- Philosophy .................................................................................. 240
- Physical Education ...................................................................... 242
- Physical Science & Physics .......................................................... 253
- Political Science ......................................................................... 255
- Psychology .................................................................................. 257
- Public Safety ............................................................................... 261
- Real Estate .................................................................................. 263
- Recreation ................................................................................... 265
- Respiratory Care ........................................................................ 266
- Science - General ...................................................................... 269
- Sign Language Studies ................................................................. 270
- Social Science ............................................................................ 275
- Sociology ..................................................................................... 276
- Special Studies ........................................................................... 277
- Speech ........................................................................................ 278
- Student Government ................................................................. 280
- Theatre Arts ................................................................................ 281
- Tutoring & Interdisciplinary ......................................................... 289
- Welding Technology ................................................................... 290

## transfer
- Transfer to four-year institutions ............................................... 296
- Transfer services and resources .................................................. 306

## other important information
- ARC administration ..................................................................... 308
- Faculty and administrators ......................................................... 309
- Faculty statement of professional ethics ..................................... 319
- Campus map ............................................................................... 320
- Index .......................................................................................... 321
In this section you will find:

- A welcome from the college president
- The 2007-08 academic calendar
- General information about the college
- Locations and maps
president’s welcome

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
## Summer Session 2007

<table>
<thead>
<tr>
<th>Event</th>
<th>Start Date</th>
<th>Day</th>
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</thead>
<tbody>
<tr>
<td>Instruction begins—1st session</td>
<td>June 11</td>
<td>Monday</td>
</tr>
<tr>
<td>Instruction begins—6-week/2nd session</td>
<td>June 25</td>
<td>Monday</td>
</tr>
<tr>
<td>Instruction begins—8-week/2nd session</td>
<td>June 18</td>
<td>Monday</td>
</tr>
<tr>
<td>End of 4-week/1st session</td>
<td>July 5</td>
<td>Thursday</td>
</tr>
<tr>
<td>Independence Day Holiday (College closed)</td>
<td>July 4</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Instruction begins—4-week/2nd session</td>
<td>July 9</td>
<td>Monday</td>
</tr>
<tr>
<td>End of 6-week/1st session</td>
<td>July 19</td>
<td>Thursday</td>
</tr>
<tr>
<td>End of 8-week/1st session</td>
<td>August 2</td>
<td>Thursday</td>
</tr>
<tr>
<td>End of 4-week/2nd session</td>
<td>August 2</td>
<td>Thursday</td>
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<tr>
<td>End of 6-week/2nd session</td>
<td>August 2</td>
<td>Thursday</td>
</tr>
<tr>
<td>End of 8-week/2nd session</td>
<td>August 9</td>
<td>Thursday</td>
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</tbody>
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## Fall Semester 2007*

<table>
<thead>
<tr>
<th>Event</th>
<th>Start Date</th>
<th>Day</th>
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</thead>
<tbody>
<tr>
<td>Instruction begins</td>
<td>August 25</td>
<td>Saturday</td>
</tr>
<tr>
<td>Saturday and Sunday classes begin</td>
<td>August 25, 26</td>
<td>Saturday, Sunday</td>
</tr>
<tr>
<td>Labor Day Holiday (College closed)</td>
<td>September 3</td>
<td>Monday</td>
</tr>
<tr>
<td>Veterans Day Holiday (College closed)</td>
<td>November 12</td>
<td>Monday</td>
</tr>
<tr>
<td>Last day to drop full semester classes</td>
<td>November 20</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Thanksgiving recess (College closed)</td>
<td>November 22-25</td>
<td>Thursday-Sunday</td>
</tr>
<tr>
<td>End of semester</td>
<td>December 20</td>
<td>Thursday</td>
</tr>
<tr>
<td>Winter Recess</td>
<td>December 21- January 1</td>
<td>Friday-Tuesday</td>
</tr>
<tr>
<td>Semester break</td>
<td>January 2-16</td>
<td>Wednesday-Wednesday</td>
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## Spring Semester 2008*

<table>
<thead>
<tr>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Instruction begins</td>
<td>January 19</td>
<td>Saturday</td>
</tr>
<tr>
<td>Saturday and Sunday classes begin</td>
<td>January 19, 20</td>
<td>Saturday, Sunday</td>
</tr>
<tr>
<td>King’s Birthday Holiday (College closed)</td>
<td>January 21</td>
<td>Monday</td>
</tr>
<tr>
<td>Lincoln’s Birthday Holiday (College closed)</td>
<td>February 15</td>
<td>Friday</td>
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<tr>
<td>Washington’s Birthday Holiday (College closed)</td>
<td>February 18</td>
<td>Monday</td>
</tr>
<tr>
<td>Spring Recess (Limited office hours)</td>
<td>March 17-23</td>
<td>Monday-Sunday</td>
</tr>
<tr>
<td>Last day to drop full semester classes</td>
<td>April 20</td>
<td>Sunday</td>
</tr>
<tr>
<td>End of semester (Graduation)</td>
<td>May 21</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Memorial Day Holiday (College closed)</td>
<td>May 26</td>
<td>Monday</td>
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</tbody>
</table>

*During Fall and Spring semester, classes are offered in additional formats to enhance student opportunity including but not limited to: 1st and 2nd eight week sessions; 1st, 2nd and 3rd five 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 11:30 p.m. for registration and adding and dropping classes, except when down due to maintenance.
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.

History

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.

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.

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.

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.
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
2421 Del Paso Rd.
Sacramento, CA 95835
(916) 485-6000
Office hours: Mon-Thurs 5:00-8:30 p.m.

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

Natomas Center
2421 Del Paso Rd.
Sacramento, CA 95835
(916) 485-6000
Office hours: Mon-Thurs 5:00-8:30 p.m.

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.
In this section you will find:

- Application
- Assessment
- Orientation
- Counseling
- Registration
- Financial aid
getting started

your first four steps

You probably have many questions about becoming a student at American River College. You will find answers to these questions throughout this catalog, or through your discussion with your counselor, but as an incoming student, you need to be familiar with the four steps you will need to complete before enrolling in classes:

- Step 1. Application
- Step 2. Assessment
- Step 3. Orientation
- Step 4. Counseling

step 1. application

You may apply to ARC and enroll for classes here or at any of the other colleges in our district (including Cosumnes River College, Folsom Lake College, Sacramento City College) by going online to eServices through the ARC web site [www.arc.losrios.edu].

Personal assistance is available at the ARC eServices Center, located on the north side of the cafeteria. Enrollment options are explained below.

Your online application will be processed quickly and you will soon receive information on how to proceed toward enrolling in classes.

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.

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.

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 Enrollment Services 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.

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 Enrollment Services Office.

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 Enrollment Services Office at American River College.

Returning students

All students returning after an absence 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.

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.

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. Fees are also assessed based on the number of units (credit hours) in which the student has enrolled. See the “Fees” section of this catalog for more information.

Advanced education for high school students

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 the eligibility 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 the first day of the class the student wishes to take.

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.

Special resources for incoming students

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.

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 insuring that students with disabilities have the opportunity to participate fully in campus activities. The philosophy of DSP&S is to encourage maximum independence and personal empowerment.

A variety of 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

American River College Catalog 2007-2008
be obtained at Enrollment Services, Counseling, the 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 disabilities. See the While You Are Here section of this catalog for more information.

**EOP&S/College Awareness/CARE Program**
Extended Opportunity Programs and Services (EOP&S) 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.

**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].

**Veterans**
The ARC Veterans Affairs Office, located in the Enrollment Services 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.

**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.

**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 by the identified deadline 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 help the students, with assistance from a counselor, determine the appropriate course placement 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 the 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
Student academic progress is monitored and when students seek a new educational goal or experience academic difficulty, a referral is made to see a counselor and/or the appropriate academic and student support service 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 post-secondary institution
   - declared no degree or occupational objective

Challenges to matriculation process
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.

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. All new American River College students are required to participate in the matriculation process (Assessment, Orientation and Counseling) with the exception of those who meet 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 non-disputed components. Students will be asked to sign a document acknowledging receipt of the above information.
getting started

step 2. assessment

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 (reading and writing), English as a second language, and mathematics. Testing services are available free of charge 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.

step 3. orientation

Orientation provides new students with important information about college programs and services, including explanations of key concepts that will help a student do better in their first months at ARC, and thus get off to a good start toward completing their educational goals. Orientation can be done in person or online, and information on these options is sent to students after they have applied.

step 4. counseling

All entering students are asked to meet with a counselor, in order to establish an educational plan that suits the student’s needs and goals. 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 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, and 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.

enrolling in classes

Once you have applied for admission, you may enroll in classes—also called registering or registration. Registration dates are listed in the calendar at the front of the class schedule and online [www.arc.losrios.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.

It is not desirable or possible for the college to offer each course of instruction every semester, and therefore many of the classes listed in this catalog are not offered each term. The student should check the schedule of classes to determine if a class is to be offered in a given term. When a course is known to be offered only in a given term, the catalog course description includes the information.
special programs

The following programs offer alternative methods for working toward your educational goal, and offer help to students in both enrolling and registering for classes.

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 evening 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 563-3281 or [ACE@arc.losrios.edu].

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.

Evening and Weekend Transfer Academy
The evening and weekend Transfer Academy is designed for working students who wish to pursue a general education transfer degree or who wish to transfer to a four-year college or university.

The courses offered in the academy consist only of those courses that have been accepted in the Intersegmental General Education Transfer Curriculum. For more information refer to the college catalog.

Students should also plan on meeting with a counselor to investigate the Evening and Weekend Transfer Academy, to be assessed, and to learn more about the Associate of Arts degree in General Education Transfer.

The academy offers courses in six-week blocks year-around so that a student may complete all IGETC (transfer) requirements in the academy. With such an opportunity, a student may finish the entire IGETC in the evening and weekend academy in about a year. A student may take up to two courses per six-week session.

other helpful information

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.)

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 Enrollment Services. Concurrent enrollment at another accredited college may impact a student’s eligibility for financial aid at American River College.

Childcare
Childcare is available to eligible students. See Other Services in While You are Here section.

Housing
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 [www.arc.losrios.edu/health].
Scholarships

ARC Foundation scholarships are provided to currently enrolled students 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 2006 over 200 scholarships totaling more than $120,000 were 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.

Student classification

Part-time: Student taking fewer than 12 units.

Full-time: Student taking 12 or more units.

Freshman/First year standing:
Student who has completed fewer than 30 units.

Sophomore/Second year standing:
Student who has completed 30 or more units.

Graduate:
Student who has been awarded the Associate in Arts or Science degree, or a higher degree by an accredited college.

financial aid

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.

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></th>
<th>At Home</th>
<th>Away from Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board/Room</td>
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<tr>
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<td>Transportation</td>
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<td>Personal</td>
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<tr>
<td>Fees</td>
<td>728</td>
<td>728</td>
</tr>
<tr>
<td>Totals</td>
<td>$7,506</td>
<td>$12,842</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

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.
Sources of student financial assistance

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

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

* A federal entitlement grant program. Grant is determined by need, units and status.
** 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.
*** Low-interest, long-term loan arranged through a participant commercial lending agency. May be halftime 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.
**** 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.
# Not all Cal Grants are available to community college students.

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.

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 loan payments

Loan checks are mailed to students in multiple disbursements. Students must be in good standing and be enrolled in a minimum of 6.0 units. Failure to successfully complete 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.

Other conditions include:
- Students who complete a degree or certificate 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.

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. Students must:

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).
**AP (Advanced Placement) test scores**

- Use of AP Test Scores for ARC Credit and GE determined by ARC policy. Use of AP Test Scores for IGETC determined by ARC and IGETC Policy.
- Use of AP test Scores for CSU GE Certification determined by CSU Policy (Lightly Shaded Area)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Scores</th>
<th>ARC Course</th>
<th>Credits</th>
<th>ARC GE Area</th>
<th>IGETC Area</th>
<th>Scores</th>
<th>CSU GE Area</th>
<th>Credits</th>
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<td>3,4,5</td>
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<td>A</td>
<td>5B</td>
<td>3,4,5</td>
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<td>4</td>
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<td>5</td>
<td>A</td>
<td>5B</td>
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<td>A</td>
<td>5B</td>
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<td>**</td>
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* with department approval upon review of lab reports
** must petition ARC department for credit; see a counselor for more information
11/8/2006
In this section you will find:

- Academic progress
- Fees
- Academic resources
- Student learning outcomes
- Campus life
- Campus security
- Student rights and responsibilities
educational progress

American River College’s academic standards and resources are intended to support a successful learning experience for all students.

We offer many services to help students achieve their educational goals. Students enrolled in degree or certificate programs are expected to demonstrate satisfactory academic progress as defined by the following three general policy requirements:

- Minimum Grade Point Average: Students must achieve and maintain the required grade point average.
- Credits Earned/Credits Attempted: Students must complete a minimum percentage of attempted credits per quarter.
- Degree/Certificate Completion: Students must complete the degree or certificate within the maximum credit limit.

The college recognizes the unique and diverse backgrounds and needs of its students, and while all students are held to the same level of academic excellence, students with special circumstances may petition for special consideration. Students enrolled in special programs are also required to follow the requirements specified by their funding agency. In addition, students receiving federal and/or state financial aid must follow the Financial Aid Satisfactory Progress Policies.

academic standards

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.

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.

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.

Change of address or name

Students must report a change of address immediately to Enrollment Services. 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.

grades and credit

Credit/Unit

The course grants units of credit based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. The course requires a minimum of three hours of student work per week, per unit, including class time and/or demonstrated competency, for each unit of credit, prorated for short-term, laboratory, and activity courses.

Grades and grade point average (GPA)

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:

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

<table>
<thead>
<tr>
<th>Grade Point Average (GPA)</th>
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<th>Total grade points earned</th>
<th>Total units attempted with a letter grade</th>
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<tbody>
<tr>
<td>Progress Percentage</td>
<td>=</td>
<td>Total units with a W, I, and NC</td>
<td>Total units enrolled</td>
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</table>

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 Enrollment Services 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 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 justifyable 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 grade of “in-progress” indicates that a course is still in progress and a final grade has yet to be assigned. 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 (letter) grade being assigned in lieu of the in-progress.

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 Enrollment Services to determine eligibility for college credit. No more than 30 units may be granted toward the completion of the college’s general education requirements (not inclusive of the English requirement). Credit is not granted for CLEP Subject Examinations. Students should be aware that some two-year and four-year colleges have the right to accept, reject, or modify the CLEP units accepted by American River College.

College Entrance Examination Board (CEEB)
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. See AP (Advanced Placement) Test Scores chart at end of Getting Started section for credit given and ARC course equivalencies.

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.

Academic renewal without course repetition
A student may petition to 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. A minimum of 12 consecutive months shall have elapsed since the end of the semester or summer session in which the work to be alleviated was recorded; and a minimum of twelve (12) semester units (or its equivalent) with a grade of C or Credit or better shall have been attained. The coursework must have been completed at a regionally accredited college.
2. Current educational objectives must be discussed with a counselor and the counselor’s recommendation must be included on the petition.

3. No more than 30 units of substandard grades may be discounted.

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 Dean of Enrollment Services.

7. Once elected, the academic renewal cannot be reversed.

8. Academic Renewal is not intended for courses that are required and/or will be repeated.

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.

Remedial unit limitation

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.

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.

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 Grades and grade point average (GPA) in While You are Here section.

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 successive semesters.

Readmission following dismissal
A dismissed student may petition to the Dean of Student Services for permission to enroll 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.

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 Enrollment Services.

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 (see Catalog Rights in Programs of Study section) 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.

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.

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 $20 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. See the current class schedule for a full schedule of fees, or visit our website [www.arc.losrios.edu].

Non-resident tuition

Students who have not established legal residence in California will be required to pay a tuition fee in the amount of $193 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 $211 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.

Student Access Card/Universal Transit Pass (UTP) Fee

All students must pay this fee including those receiving BOG Fee Waivers. Students taking less than six units pay $5, students taking six to 11.9 units pay $10. Students taking 12 or more units pay $15. BOG students will be charged half this amount.

Exempted from this fee are students at the Public Safety Training Center, those who are part of the apprenticeship program, and UCD students taking classes at the Sacramento City College Davis Center.

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 Transportation in While You are Here section.

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.

The student may file for the enrollment fee refund up to the last college day of instruction in any semester or summer session, provided the student has withdrawn from full-semester class(es) on or before the tenth college day of instruction, and from less-than-full-semester and summer session classes by the fifth day of the session. 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, Enrollment Services, 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.
**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 Enrollment Services. 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.

**academic resources**

**Athletic/Academic Support Services**

Athletic/academic support service links student-athletes to academic support programs on the ARC campus. The academic support team will also provide follow-up on individual academic progress throughout the semester. This service is free to all student-athletes.

**Beacon Program**

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.

**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].

**ESL 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 though 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), Foreign Language and Athlete Academic Assistance.

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

The ARC Library offers students a place for both research and study. With a quality book collection, scholarly journals, current newspapers, magazine articles, and online databases, the library is a great place to start any research project. Additionally, the library offers a learning environment by providing both individual study carrels and group study rooms. More than 100,000 items are available in the collection and additional materials are easily obtained from the other Los Rios colleges.

Students are welcome to study, search on a topic, use computers for research, and get help in finding information. Online access to the library’s catalog, e-books, and databases is helpful for researching from off campus [www.arc.losrios.edu/library].

The Reference Area, located on the lower level of the library, has 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. Further, ARC students can gain information literacy skills by enrolling in library classes and/or coming to orientation sessions on this lower level of the library. Thirty-minute research appointments are also available allowing students to meet one-on-one with a librarian.

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 individual study carrels, group study rooms, classrooms, and the circulating book collection.

Librarians are on duty every hour the library is open. Call the Reference Desk: (916) 484-8458 or the Circulation Desk: (916) 484-8455.

MESA (Mathematics, Engineering, and Science Achievement) Program

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].

Reading Across the Disciplines (RAD) 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.

Reading Center

The Reading Center offers individualized, self-paced reading modules at a variety of skill levels, ranging from basic skills to college level. Instructors, instructional assistants and tutors work with students on a one-to-one basis to improve their skills in reading comprehension, vocabulary, critical analysis, textbook reading, test-taking techniques and study skills. The Center is designed to appeal to a variety of learning styles for students who can work independently. The Center is open all terms with flexible enrollment deadlines.

Science Study Skills Center

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

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

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

The Writing Center offers individualized, self-paced materials for students who can work independently and who wish to be more successful with their classroom writing assignments. The curriculum is wide ranging from basic skills to transfer level. The center is staffed by instructors, instructional assistants, and tutors, all of whom provide one-on-one help. Students may enroll through the twelfth week of the semester for .5-2 units per semester. The center is opened Monday through Saturday throughout the academic year; it is also open during the summer.

other services

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. Visit the bookstore's website at book.arc.losrios.edu. 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.

Child Development Center

American River College operates childcare programs for parents who are continuing their education at ARC. The center serves toddlers starting at the age of 18 months and preschool children through the age of five. School-age child-care 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.

Health Center

The Health Center is located in the administration building and is staffed by registered 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.

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. See Section 4 of this catalog for more on transfer options and about the Center's services.
campus life

Activities Office

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

The activities office provides information about club activities, student involvement opportunities, distribution of material, publicity poster approval, general information, off-campus 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.

The Arts

The Fine and Applied Arts (FAA) programs at ARC are highly regarded and nationally recognized in Art, Art New media, Fashion, Culinary Arts, Interior Design, Music, Commercial Music, Theatre and Film. With over 100 events each year, faculty and staff are committed to providing students and the community with quality academic programs that are designed to facilitate the degree seeking/transfer student, vocational student, return-to-learn student, or students who seek a creative activity to enhance their college schedule. Many students and faculty have achieved not only national recognition but international notice of creative and technical skills.

The new state-of-the art theatre, classrooms, practice rooms, and professional-level recording studio is home to the Music and Theatre Departments. Performance opportunities include: plays and musicals, student directed one-acts, Music Circus internships, Fair Oaks Summer Theatre program, the ARC orchestra and chamber ensemble, as well chamber singers, concert choir and many traditional and jazz vocal and instrumental ensembles. The James Kaneko gallery provides an on-going schedule of shows and exhibits, including works by students, faculty and highly regarded local artists.

Clubs and organizations

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. More information is available from the Student Activities Office.

College Hour

Each Thursday noon, the college schedules fewer classes in order to leave open time for special events, speakers, workshops, concerts and other activities.

Intercollegiate athletics

As part of our physical education program, ARC athletics hosts 20 intercollegiate athletic teams. Fall semester sports include cross country (men/women), football (men), golf (women), soccer (men/women), volleyball (women), water polo (men/women). Fall/spring sports include basketball (men/women). Spring semester sports include baseball (men), golf (men), softball (women), swimming and diving (men/women), tennis (men/women), and track and field (men/women).

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 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 publications

The Current, the college newspaper, is published by student staff, 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.
transportation

Parking

Designated student parking areas are located in all parking lots on campus, except in parking lot E and the parking area in front of the Administration Building. (See campus map at the back of this catalog.)

All students wishing to park a motorized vehicle in designated student parking are subject to a parking fee. A parking permit (decal) may be purchased.

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

Instead of a semester permit, students may purchase a daily parking ticket for $1 from machines located in various parking lots, as indicated on the campus map. Students driving motorcycles are encouraged to use 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 Friday, 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, or viewed on the ARC website [www.arc.losrios.edu/police].

Regional Transit

Sacramento Regional Transit currently serves American River College via four bus routes. Information is available online: on the ARC home page [www.arc.losrios.edu] use the “Quick Links” menu and click on “Bus Routes.” ARC students receive a substantial discount on fares for any bus or light rail service provided by Sacramento Regional Transit (not just for commuting to school), provided via the Universal Transit Pass fee that is assessed as part of the class enrollment process.

campus security

Safety at American River College is everybody’s business. Students, staff and faculty are partners with the college in creating an atmosphere that is safe and encourages learning. American River College is a diverse community within a community. During the school year, we have over 30,000 students, 350 full-time faculty, over 365 part-time faculty and a support staff of 223 working together. At the same time, the college is very much a part of the greater Sacramento metropolitan area.

The college, in accordance with its mission statement, is a community center for lifelong learning through education, cultural, and recreational programs. Many community members visit and use the services the college offers seven days a week. The college strives to be accessible to the community and welcomes the use of its facilities.

No community, of course, can be totally risk-free in today’s society. American River College strongly believes it has a major role in providing a safe learning environment, but, also, is realistic enough to recognize that students, staff and faculty must come together in a strong partnership and use common sense precautions to reduce the opportunity for criminal/anti-social activities. Crime happens in our society. We have no magical formula to stop it at our campus. Thefts, assaults and other crimes happen at American River just as at any other college campus.

To reduce the possibility that any student may be exposed to potential hazards, American River College has taken many steps, described herein, to reduce whatever risks there may be. All of us can further reduce risks by thinking about personal safety and taking common sense precautions.

Safety programs at American River College are under the direction of the Director of Administrative Services. We have a proactive approach to campus safety that is best viewed as education, prevention and our ability to respond to questionable events.

Education

The key to crime prevention is an awareness gained through education. At American River College, the College Police department, staff, faculty and students work together and take responsibility for their own safety and are ready to help others in time of need. This is a very potent force.

The vast majority of incidents on college campuses can be avoided if the college population recognizes they are potential victims and take basic precautions, such as using the “buddy system” when walking at night, locking car doors and not leaving valuables unattended. The College Police department is available to meet with groups or individuals and discuss anti-crime tactics or any anti-social activities.
American River encourages reporting of all crimes, even minor crimes, and any suspicious activity. The College Police department would rather have a hundred unfounded calls of suspicious activities than miss one call when a crime is occurring. We need to know about crimes that occur. If we are not informed of a crime, we cannot advise and help students and staff. Crimes occurring on campus should be reported immediately to a College Police Officer.

When appropriate, the College Police will contact the Sacramento Sheriff’s department for assistance and/or to conduct an investigation. A College Police report will be made; a copy of the report will be made available to the reporting individual provided he/she is the victim of the crime. Officers may be contacted by telephone or by coming to the College Police office located on the west side of the Gym parking lot.

College police officers are available to address classes about prevention of crime. Additionally, the Student Association has hosted forums on crime prevention at which outside experts as well as college police officers have offered commonsense approaches to avoid becoming a victim of a crime.

American River College offers a major in Chemical Dependency Studies which is accredited by the California Alcoholism and Drug Counselors Educational Program. American River College is committed to a drug-free campus. Violators will be subject to disciplinary procedures.

Forums are held throughout the year by the campus Health Center and Student Association on issues of substance abuse. A special program, the Beaver Athletic Assistance Program, has been developed to offer support and advise to student athletes on drug and alcohol abuse. The college offers its facilities for weekly meetings of Alcoholics Anonymous and Narcotics Anonymous. These meetings are offered at times convenient for students and advertised widely to students.

This information is updated annually and is available to all students, employees and applicants. Additional information is available from College Police personnel. Any serious crime involving potential bodily harm will be reported promptly to staff and students.

Prevention

The college actively supports crime prevention through a number of programs. These include:

- **Emergency automotive assistance.** While not mechanics, campus police officers are equipped and trained to start cars with dead batteries or unlock non-electric car doors when keys have been left inside the automobile. Proper identification is required for the performance of these services.
- **Lighting.** A major effort has been made to upgrade the lighting in the interior of the campus to reduce areas of darkness. Continuing progress is being made on upgrading the lighting in campus parking lots.
- **Firearms.** Firearms are not permitted on campus except for professional law enforcement officers. Persons with firearms on campus will be subject to disciplinary action. (LRCCD Regulation 2441)
- **Alcohol.** Consumption of or being under the influence of alcohol while on campus is strictly prohibited. Violators are subject to suspension, expulsion and/or criminal prosecution. (LRCCD Policy 2443)
- **Emergency telephones.** Outdoor emergency telephones are strategically located throughout the campus. These phones are marked and easily identified by a blue light. When accessed, these emergency telephones will automatically connect the caller to the College Police department.
- **Illegal drugs.** The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance is strictly prohibited. Violators are subject to suspension, expulsion and/or criminal prosecution. (LRCCD Policy 2441 and 2443)
- **Sexual harassment.** Sexual harassment in any situation is unacceptable and is in violation of state and federal laws and regulations. Corrective action will be taken where evidence of sexual harassment is found. (LRCCD Policy 2423)
- **Hate violence.** Any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or groups of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political or religious beliefs of that person or group will not be tolerated. Appropriate action will be taken where evidence of hate violence is found.
- **Sexual assault.** In accord with California Education Code section 67385, students, faculty and staff who are victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the college shall receive information and referral to treatment. The campus procedure relative to incidents of sexual assault is contained in student/staff handbooks, class schedules and in the counseling and campus health centers.
- **Computer Related Crimes.** Tampering, interference, damage and unauthorized access to lawfully-created computer data and computer systems is a violation of Penal Code 502 (LRCCD Policy 2441.)

Response

American River College employs P.O.S.T. certified police officers and community service officers who have public safety experience and are sworn peace officers under California Education Code 72330. While on campus, they are empowered to conduct investigations and make arrests for violations and infractions they observe. They are responsible to assist in providing a safe campus environment, detecting and reporting safety/fire hazards, enforcing traffic and parking regulations, and promoting crime prevention. All campus police officers have current certification in CPR and first aid.
The officers patrol in fully equipped vehicles and are dispatched through a central communication center. At those times when there is no dispatcher (after 10 p.m. and on weekends), the officers are available by cellular telephone at 764-7860.

The College Police department coordinates its activities with the Sacramento Sheriffs department. All officers are in radio communication with the Sheriffs department while on duty.

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**non-discrimination policy**

American River College, as part of the Los Rios Community College District, supports established polices 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 Rios website [www.losrios.edu/legal/GCpolreg].

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**ARC crime statistics 2003-2005**

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*The Los Rios Community College District’s Annual Security Report for American River College includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned by American River College; and on public property within, or immediately adjacent to and accessible from, the campus. The full report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. This report is distributed/posted by October 1 each year. You can obtain a copy of this report by contacting the Los Rios Police Department at (916) 558-2365, or by accessing the following website: www.arc.losrios.edu/clery.*
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 Enrollment Services.

student rights & responsibilities

I. Preamble

(Approved by the Los Rios Community College Board of Trustees, June 3, 1970, revised March 6, 1996).

The policy statement below, relating to students' rights and responsibilities is based upon three fundamental concepts:

A. College students, citizens of the United States and foreign guests are members of the academic community. They have the same rights and freedoms that all citizens have as students, and must comply with federal and state laws and statutes. In addition, students must also comply with Los Rios Board policies and individual college rules and regulations.

B. The president of a college in the district serves as the chief administrator of the college and is responsible for the overall supervision of the operation of the college in conformity with the directives and duties as defined by the district chancellor and consistent with the policies of the Board of Trustees.

C. In any conflict relating to student discipline, students shall be informed in writing of charges to be brought against them and be given an opportunity to defend these charges.

II. Student rights

In the context of these concepts, students' rights consist of the following:

A. In preparing student publications, the editorial staff and faculty advisors shall be free from censorship and advance copy approval except as provided by published district policy, statutes, or campus regulation. These publications shall do the following:

1. Adhere to canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

2. State on the editorial page that the opinions expressed are not necessarily those of the college or the student body.

B. Students shall have the right to take stands on issues, the right to examine and discuss questions of interest to them, and the right to support causes by orderly means which are in harmony with the regular functioning of the institution.

C. Students shall have the right to hear speakers on any subject and on-campus recognized student organizations shall have the right to present speakers on any subject. In addition, students shall have the right of free assembly on each campus subject to regulations that assure the regular functioning of the institution. The policies and regulations shall include reasonable provisions for the time, place and manner of conducting these activities, but shall not prohibit the right of students to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges and other insignia. Expression which is obscene, libelous or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful district or college regulations, or the substantial disruption of the orderly operation of the college, shall be prohibited.

D. Students shall have the right to form an organization around any particular interest; this right will include the freedom to organize and to join student organizations subject to published campus and district regulations.

E. Students shall have the right to be informed on all campus matters that can be shown to be directly relevant to them by having a voice in decision making that affects their academic future with the exception of staff appointment, termination and tenure. In case of conflict in determining what campus matters are relevant to students, the determination will be made by a campus-designated student, faculty, administrative committee. In addition, student representatives shall be members of all faculty and administrative committees related to students' concerns; such student representatives shall have a vote as committee members.
F. Students shall have the right to have their academic records treated in a confidential and responsible manner with due regard to the personal nature of the information these records contain. Students’ records will be released only on the written consent of the students or as provided by law.

G. Students shall have the right of protection against prejudiced or capricious academic evaluation. At the same time, however, students are responsible for maintaining standards of academic performance established in advance for each course in which they are enrolled.

H. Students shall have the right to file a grievance as outlined in the procedures of the District Student Grievance Policy, in the event of an alleged breach of their rights. (See Policy# P2412, R2412)

III. Student responsibilities
Admission to college assumes the expectation that the student will be a responsible member of the college community; will obey the law; comply with the published rules and regulations of the college; respect the rights, privileges and property of the other members of the college community; and not interfere with legitimate college affairs. Students will assume the responsibility for their conduct. In the case of student conduct which involves an alleged or proven violation of criminal law, the disciplinary authority of the college will not be used to duplicate the function of criminal authority. Disciplinary action may be taken if the conduct also involves a violation of district or campus policy.

IV. Student conduct code
The California Education Code requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules and regulations. (Section 66300, Chapter 5 Rules of Student Conduct; E.C. 76030 Authority to suspend or expel.)

All students enrolling at American River College assume an obligation to abide by all College rules and regulations. These regulations are described in the Los Rios Community College District Board of Trustee Policies, Section 2400 Student Rights and Responsibilities/ 2440 Standards of Conduct and Due Process. Students who choose not to abide by these standards will be subject to college sanctions and disciplinary measures.

The president of the college may authorize the suspension of a student for good cause (E.C. 76033) which is defined for numerous offenses which includes:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

2. Assault, battery, or any threat of force or violence upon a student or college personnel.

3. Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district.

4. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code.

5. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.

6. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

7. Good cause is further defined, but is not limited to the following:

   a. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression and distribution of materials.

   b. Obstruction or disruption of teaching, research, administrative disciplinary procedures or other college activities, including its community service activity, or of other authorized activities on college-controlled premises.

   c. Theft of or non-accidental damage to property of the college or a member of the college community or campus visitor while on campus or at college-sponsored events.

   d. Unauthorized entry to or use of college facilities.

   e. Dishonesty, such as cheating, plagiarism or furnishing false information to the college, forgery, alteration or misuse of college documents, records or identifications.

   f. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on college property or at a college function without prior authorization of the College President or designated representative.

   g. Use, possession, distribution or being under the influence of alcoholic beverages, narcotics or dangerous drugs on college property or at college-sponsored events.

   h. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.

   i. Violation of any order of a College President, notice of which has been given prior to such violation, and when order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the college newspaper, by posting on an official bulletin board designated for this purpose or by any other means reasonably calculated to inform students of its provisions.

   j. Attempting to do any of the causes for disciplinary action identified above.
8. **Computer-Related Crimes:** A student may be subject to disciplinary sanctions up to and including dismissal for commission of any computer-related crimes as specified in Section 502 of the Penal Code. Such crimes include, but are not limited to, the following:

   a. Knowingly access and without permission alter, damage, delete, destroy or otherwise use any data, computer system or computer network in order to either (a) devise or execute any scheme or artifice to defraud, deceive or extort, or (b) wrongfully control or obtain money, property or data.
   
   b. Knowingly access and without permission take, copy or make use of any data from a computer, computer system or computer network, or take or copy any supporting documentation, whether existing or residing internal or external to a computer, computer system or computer network.
   
   c. Knowingly and without permission use or cause to be used computer services.
   
   d. Knowingly access and without permission add, alter, damage, delete or destroy any data, computer software or computer programs which reside or exist internal or external to a computer, computer system or computer network.
   
   e. Knowingly and without permission disrupt or cause the disruption of computer services or deny or cause the denial of computer services to an authorized user of a computer, computer system or computer network.
   
   f. Knowingly and without permission provide or assist in providing a means of accessing a computer, computer system or computer network in violation of this section.
   
   g. Knowingly and without permission access or cause to be accessed any computer, computer system or computer network.
   
   h. Knowingly introduce any computer contaminant into any computer, computer system or computer network.

No student shall be removed, suspended or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance, or pursuant to Penal Code Section 502 or other laws specifically authorizing such.

V. **Student Grievance Policy**

The Student Grievance procedure shall be available to any student who believes an action or decision of the district or college staff has adversely affected his/her status, and/or rights as outlined under II. STUDENTS’ RIGHTS. Grievances relating to grades are subject to Education Code 76224 (a) which reads:

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

The complete text of the district’s policy, regulation, and timeline on Student Grievance is available in the office of the Dean of Enrollment Services. Students who wish to exercise a grievance can receive policy and procedural steps from the Dean of Enrollment Services.

The College Student Grievance Officer may assist the student in the procedural steps of a student grievance. The name and location of the College Student Grievance Officer can be obtained from the office of the Vice President, Student Services.

(Revised by Los Rios CCD Board of Trustees, July 8, 1992)

VI. **Sexual harassment**

**Sexual harassment policy**

It is the desire of the Los Rios Community College District Board of Trustees to provide for all students and employees an educational environment and work place free from sexual harassment. Sexual harassment in any situation is unacceptable, and is in violation of state and federal laws and regulations. Where evidence of harassment is found, appropriate corrective action shall be taken.

**Definition of sexual harassment**

A. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

B. For the purpose of further clarification, sexual harassment includes, but is not limited to:

1. Making unsolicited written, verbal, visual, or physical contact with sexual overtones. Some examples are: epithets, derogatory comments or slurs of a sexual nature; impeding or blocking movements or any physical interference with normal work; derogatory posters or cartoons.
2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
3. Within the work environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the career, salary and/or work environment or any other term or condition of employment; within the educational environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades and/or learning environment of the student.

4. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment, either suggesting or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared, or suggesting probation will be failed. Within the educational environment, either suggesting or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.

5. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.

Complaint procedure and impact

Any individual who believes that he or she has been sexually harassed is encouraged to follow the complaint procedures as set forth in the District’s Affirmative Action Regulation R-2423. Throughout the procedures, the College President and the College/District Affirmative Action Officers will insure that confidentially will be maintained and that due process will be followed with respect to both parties.

In the case of a student, it shall not affect grades, class selection, or other matters pertaining to his or her status as a student. In a situation where evidence is found that an allegation of sexual harassment is brought solely for the purpose of vexation, the appropriate disciplinary action will be taken. Sexual harassment policy, procedural steps and forms are available from the campus Equity Officer, Associate Vice President, Instruction at 484-8405.

VII. Student and family access to 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 and parents of dependent 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 office of the Dean of Enrollment Services.

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

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reporting sexual assault

1.0 Procedure

1.1 It is the objective of the College, in accord with EC67385, that students, faculty and staff who are victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the College shall receive information and referral to treatment. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.

2.0 Notification

2.1 Any student, faculty or staff member who is a victim of sexual assault at a College facility as defined above should notify the Campus Police Department. With the consent of the victim, the Campus Police Department will notify the Associate Vice President, Instruction and Campus Health Center.

3.0 Legal reporting

3.1 Pursuant to legal requirements the Campus Police Department will notify the appropriate local law enforcement agency of the reported sexual assault.

3.2 In accord with the Campus Crime Awareness and Security Act of 1990, the College, on an annual basis, shall notify students and employees of statistics concerning specific types of crime, including sexual assault. This notice shall be made through appropriate publications/mailings.

3.3 In case of violent crimes considered to be a threat to other students and employees, the College shall make timely reports, respecting the confidentiality of the victim, to the College community in a manner that will aid in the prevention of similar occurrences.

4.0 Campus services and resources

4.1 Upon notification of a sexual assault, the Campus Police Department will make available to the victim a description of campus resources and services available to the victim as well as appropriate off-campus services. This listing of resources and services shall be updated each September 1 or more frequently as required.
4.2 The listing of resources and services shall be available through the Campus Police Department, the Counseling Center and the Health Center.

4.3 A victim of sexual assault shall be provided with information about the existence of at least the following options: criminal prosecutions, civil prosecutions, the disciplinary process through the college, the availability of mediation, academic assistance alternatives, and mental health counseling.

5.0 Case management

5.1 A victim of sexual assault shall be kept informed by the College President/designee of the status of and disposition of any District/College disciplinary proceedings in connection with the sexual assault.

5.2 The Counseling Center and Health Center shall assist, upon request, the victim of sexual assault in dealing with academic difficulties that may arise because of the victimization and its impact.

6.0 Confidentiality and requests for information

6.1 The identity of a victim of sexual assault shall remain confidential unless otherwise prescribed by law. Requests for information regarding the sexual assault from the press, concerned students and parents will be handled by the College Public Information Office in accord with these regulations, the Family Educational Rights and Privacy Act applicable California Education and Administrative Code sections, and Los Rios Community College District Policy.

7.0 Dissemination of Procedure

7.1 These procedures shall be published in all student, faculty and staff handbooks and shall be given to any student or employee who is the victim of sexual assault.

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ARC is a drug-free campus

The abuse of illicit drugs and alcohol disrupts classes, compromises our physical and mental health, subjects us to criminal penalties, and impairs our ability to benefit from the learning experience. We therefore ask you to actively support the creation of a drug and alcohol free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse. If you or someone you know is having problems with alcohol or drugs, contact one of the agencies listed on this page.

District policy

Los Rios Community College District policy 2443 states that the District “…is committed to maintaining a drug and alcohol free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, and a drug and alcohol free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989.”

Legal sanctions

The LRCCD Standards of Student Conduct prohibit the use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance. Controlled substances include; cocaine, marijuana, LSD, heroin, methadone, mescaline, peyote, and methaqualone, among others.

If you abuse drugs of alcohol on campus, or appear on campus or at a college-sponsored function under the influence of drugs or alcohol, you can be suspended, expelled, and/or criminally prosecuted. The penalties for the more common offenses are:

- Possession or use of alcohol: year in jail and/or fine
- Possession of marijuana (oz): criminal citation and fine
- Possession of cocaine: imprisonment in a state prison
- Sales of any illegal drug; imprisonment in a state prison
- Possession or use of alcohol by a minor; one year in jail and/or fine
- You are required to report any convictions within five days of the occurrence
- You will be ineligible for financial aid

Health consequences

Occasional misuse may cause:

- Impaired learning due to drowsiness, memory loss and indifference to academic achievement.
- Impaired judgment leading to accidents, unwanted pregnancy, sexually transmitted diseases, violent behavior, and financial problems
- Any drug used intravenously can spread AIDS or hepatitis.
Use or misuse of controlled substances can lead to overdose, sudden death, liver disease, psychological disorders, brain damage; long-term alcohol abuse can cause ulcers, gastritis, pancreatitis, liver disease, cancer, loss of coordination, heart disease, stroke, emotional distress, sexual dysfunction, and other health problems.

**Smoking policy**

It is the American River College policy that no smoking be permitted inside buildings, or outside within 30 feet of building entrances. This policy is to be enforced through common courtesy.