

recorded “W” notations or have exceeded the maximum enrollment limit (see Course Enrollment, Repetition and Withdrawal Limits). Students may petition Admissions & Records for exceptions (www.sbccc.edu/forms).

6. If a student officially withdraws prior to the course census date, no notation will be recorded on the transcript.
7. A student activated for military service may receive a military withdrawal (MW) at any time during the semester. Contact Admissions & Records. Military withdrawals will not factor into progress probation, dismissal and shall not be counted for the permitted number of withdrawals.

Special Instructional Programs

Professional Development Center

The Professional Development Center (PDC) provides coordination and administration for credit-based, short-term workplace training and contract education. Most courses are housed in the Professional Development Studies and Computer Applications and Office Management departments, and are delivered in half-day and one-day training formats. See Professional Development Studies and Computer Applications courses in this *Catalog*. Workshops focus on such topics as Customer Service, Handling Difficult Situations, Leadership, Teamwork and Microsoft Computer Applications. The PDC also coordinates ESL and Workplace Spanish with local employers. For more information about the center, contact Dr. Melissa V. Moreno, Dean of Educational Programs, at (805) 683-8284 or melissa.moreno@sbccc.edu.

Honors Program

SBCC has established an Honors Program emphasizing a rigorous and interdisciplinary approach to general education. The courses developed meet the needs of students whose academic goals and interests are not satisfied by regular courses. Students who enroll in the Honors curriculum will gain the opportunity to become independent learners, participate actively in the shaping of their education, and exercise their talents at the highest level of excellence of which they are capable. For further information, see the Honors section of this *Catalog*.

Study Abroad Program

Santa Barbara City College is committed to promoting international understanding and global responsibility. Part of that commitment is reflected through offering opportunities to study in foreign countries.

SBCC offers full semester-length programs in a number of countries. In the past, SBCC semester program participants have studied in France, Italy, England, Spain, Turkey, Greece, Costa Rica, China, Vietnam, Chile, Argentina and New Zealand. Courses typically include a broad range of disciplines, such as art, literature, political science, marketing, communication, language other courses appropriate to the country.

Summer Programs

Language programs may be available during the summer for four weeks of intensive study in Costa Rica, Spain, France, Italy, Cuba or other non-English speaking destinations. Non-language summer programs have included film studies and production in Italy, Thailand, Germany and Australia, photography in Cuba, France and England, communication in Australia, Germany, India and Rwanda, art history in France, marketing in England, France and Austria, as well as other disciplines and destinations. New programs are continuously being developed.

Students normally study at private facilities in the host country and live with local families or in student apartments. Field trips and excursions to nearby points of interest are included in all Study Abroad programs.

The cost ranges between \$9,000 and \$12,000 for semester programs and is considerably less for the summer programs. Excursions, lodging and meals (for some programs) are included in the program cost. Limited scholarships, grants, loans and other financial aid are available for those students who qualify.

Additional information about these programs is available from the Study Abroad Office, located in the International Education Center, Room 1, (805) 965-0581, ext. 2494, or www.sbccc.edu/studyabroad.

Classes on High School Campuses

Some courses are currently offered on local high school campuses. Contact counselors at individual high school sites for courses available, or contact the SBCC Dual Enrollment Director at (805) 898-8174.

Distance Education

Online courses provide excellent opportunities for students to pursue their educational goals with time

and place flexibility. These courses are offered over the Internet and should not require on-campus attendance. Online courses comprise equivalent content and satisfy the same academic requirements as their on-campus counterparts.

Online Student Success

Online courses are rigorous and require a clear commitment. You will need to be motivated, well-organized, and on-task to succeed in this mode of learning. Check the online course descriptions at www.sbccc.edu/distanceeducation/onlinecourses.php for information about making initial contact with the instructor. We strongly encourage you to take the Distance Education Online Orientation to determine whether you are ready to take an online course and to help you prepare for distance learning. You can find this at www.sbccc.edu/distanceeducation/orientation_distance_ed.php.

On-Campus Attendance

Although fully online courses do not require specific time-and-place commitments, some partially-online (hybrid) courses require varying levels of on-campus attendance, as determined by the instructor:

- Fully online courses require no on-campus meetings or exams but may require students to take proctored exams. These can be accomplished via virtual proctoring.
- Partially online courses may require attendance at on-campus orientations and exams, or have regular meeting times.

Check the online course descriptions at www.sbccc.edu/distanceeducation/onlinecourses.php for information on each section's attendance requirements.

Fully Online Programs

The following online degrees and certificates are offered completely online:

- Access SQL Professional (SCA)
- Business Communications (COMP) (SCA)
- Cancer Information Management (AS, C)
- Computer Proficiency Online (COMP) (SCA)
- Computer Information Systems (AS)
- Computer Information Systems:
 - Emphasis in System Administration (AS)
- Health Information Technology (AS)
- Help Desk and Desktop Support Level 1 (SCA)
- Information Technology Management (SCA)
- International Business (AA, C)
- International Marketing Communication (SCA)

- Liberal Arts & Sciences: Arts and Humanities Emphasis (AA)
- Liberal Arts & Sciences: Science and Mathematics Emphasis (AA)
- Liberal Arts & Sciences: Social and Behavioral Sciences Emphasis (AA)
- Marketing (AA, C)
- Microsoft Office Development (SCA)
- Natural History (AA, D)
- Photo Design (SCA)
- Technical Writing (SCA)
- Web Marketing and Media Design (SCA)

Technical Requirements

In order to log on to course websites, all students taking online courses must have access to a computer/mobile device with an Internet connection and a recommended Web browser. Information on specific requirements is located at www.sbccc.edu/distanceeducation/index.php. Note that Modern Languages courses may require that a student use a computer/mobile device with sound capabilities. We strongly encourage you to take the assessment to determine whether you are ready to take an online course. You can find this at www.sbccc.edu/distanceeducation/orientation_distance_ed.php.

Support for Classes

While taking online classes, students will be able to seek support from several sources. Technical assistance is available through Student Technical Support at (805) 965-0581 ext. 2949 or online@sbccc.edu and at www.sbccc.edu/support/contact/. Accessibility assistance for disabled students is available through Disabled Student Programs/Services (DSPS) at www.sbccc.edu/dsps. Find additional student services embedded in Moodle, the college's authorized learning management system.

Additional Information

A wealth of information about Distance Education can be found on the college's Distance Education website at www.sbccc.edu/distanceeducation. This site includes information on the advantages of distance learning, links to the locations of each semester's online courses, lists the fully online programs and degrees, links directly to student technical support, provides frequently asked questions (FAQ), links directly to the campus portal, details steps to enrollment, includes comprehensive information on preparation for Distance Education, details technical requirements, provides information on

how to start a course, lists important dates, includes information on library services for Distance Education students, details policies and procedures, provides up-to-date information on state authorization of Distance Education and more. Course schedules, technical requirements and registration information can be found at www.sbcc.edu/distanceducation/index.php. For support: (805) 965-0581, ext. 2949 or online@sbcc.edu.

State Authorization of Distance Education Outside of California

If you are a Santa Barbara City College student (or prospective student) who will not reside in California while enrolled in Distance Education courses at Santa Barbara City College, be aware of the following information:

Santa Barbara City College delivers online education programs and courses throughout the United States and internationally, and its online offerings continue to expand. All programs have been approved by the California Community Colleges Chancellor's Office.

Many states have prescribed an "authorization" process for out-of-state institutions delivering online programs to its state residents. States are attempting through these processes to ensure quality postsecondary education, to preserve the integrity of an academic degree and to instill greater consumer protection for their student citizens.

Authorization (sometimes referred to as "registration," "licensure," "approval," etc.) indicates that certain minimum standards have been met by the institution under the laws and regulations of that state. Authorization does not constitute an endorsement of any institution, course or degree program. Credits earned at an institution do not necessarily transfer to all other institutions.

Santa Barbara City College has taken steps to protect its students and operations nationwide. The institution has been granted authorizations, exemptions and waivers from many states. In other states, Santa Barbara City College can operate without such authorization because the state's laws do not pertain to a public institution, to an accredited institution or to the college's activities in that state. We advise students residing in states in which Santa Barbara City College is not approved to offer distance education not to enroll in Distance Education classes at Santa Barbara City College. See www.sbcc.edu/distanceducation/stateauthorization.php for a complete list of states in which Santa Barbara City College is approved to offer Distance Education.

Questions about Santa Barbara City College's Authorization Status?

If you are or will be enrolled in a program delivered completely online, please contact the program's academic adviser.

Complaints about a Santa Barbara City College Online Course?

If you are a student who wishes to complain about a Santa Barbara City College course delivered via Distance Education, consider contacting your instructor. If you are unable to resolve your complaint through the instructor, contact the department chair. If you are unable to resolve your complaint through the department chair, contact the Dean for Distance Education at neufeld@sbcc.edu. If you are unable to resolve your complaint through the dean, contact the Executive Vice President of Educational Programs.

If you are unable to resolve your complaint at any of these levels, consider contacting the Accrediting Commission for Community and Junior Colleges/ Western Association of Schools and Colleges at 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, accjc@accjc.org.

2015-2016 SBCC Programs of Study

(In Alphabetical Order)

Programs of study in which an Associate in Arts (AA) Degree, Associate in Arts for Transfer (AA-T) Degree, Associate in Science (AS) Degree, Associate in Science for Transfer (AS-T), a Certificate of Achievement (C), Skills Competency Award (SCA), or a Departmental Award (D) are offered:

Access SQL Professional (SCA)
Accounting (AS)
Accounting Assistant/Bookkeeper, Level I (D)
Accounting Assistant/Bookkeeper, Level II (D)
Accounting Assistant/Bookkeeper, Level III (D)
Accounting Assistant/Bookkeeper, Level IV (C)
Acting Level I (SCA)
Acting Level II (SCA)
Acute Care CNA (SCA)
Administration of Justice: Criminology Emphasis (AS/C)
Administration of Justice:
Law Enforcement Emphasis (AA/AS/C)