



CONTRA COSTA COLLEGE

a premier community college right in your backyard

STUDENT HANDBOOK 2009-2010

PREPARE FOR YOUR FUTURE TODAY . . .



2600 MISSION BELL DRIVE • SAN PABLO, CA 94806

510.235.7800 • WWW.CONTRACOSTA.EDU

Welcome...

You are starting on an exciting adventure, a journey into learning that will enrich your life. We appreciate that you have chosen Contra Costa College, and hope to provide you with excellent teaching in the classroom and excellent service in our offices.

We are a diverse community here at CCC. You will meet students, faculty and staff from a wide variety of backgrounds and experiences. As you experience cultures, ideas and ways of life that may be different from your own, we hope you will learn to appreciate the richness this diversity brings to life.

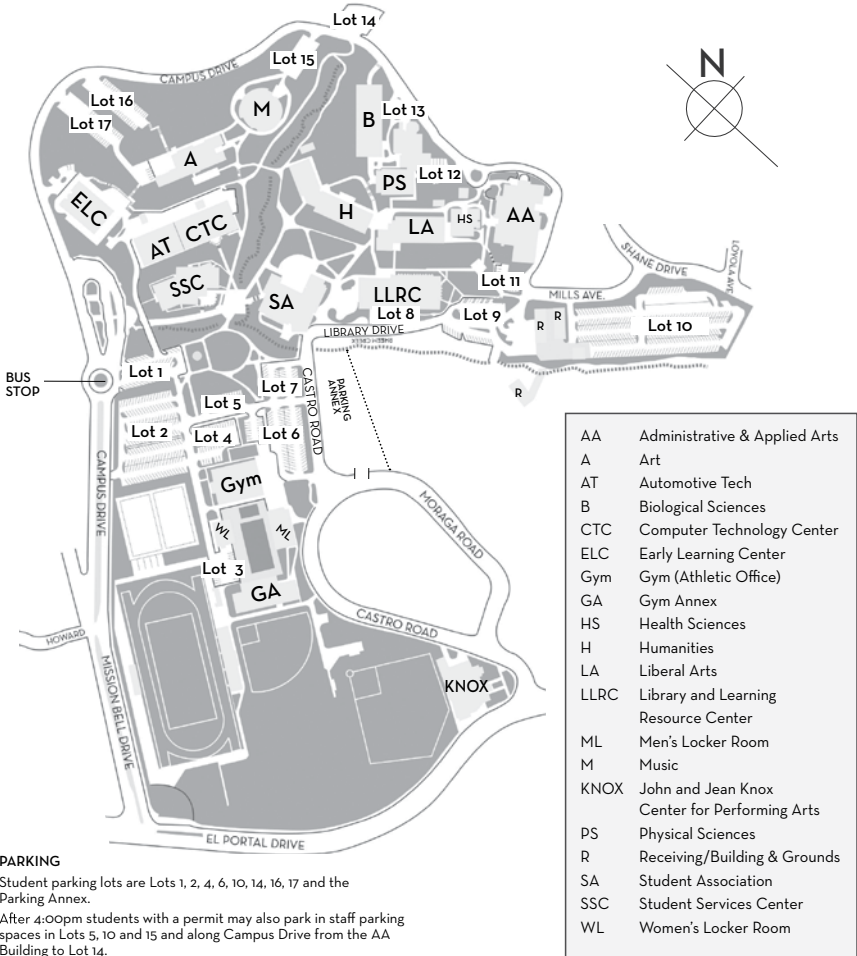
As with all new things, there are procedures and rules to follow, opportunities to take, and victories to be won. For some of you, enrolling in college represents a leap into the unknown that may be frightening and, at times, frustrating. We hope your experience will also be ultimately rewarding as you get closer to achieving your educational goals.

This student handbook provides information about procedures, policies, expectations, and the many supportive services and resources available to you on campus. We encourage you to make use of these services. We have included a calendar to remind you of important dates as well as to make notes for yourself. We want you to be organized, aware and ultimately successful for having attended Contra Costa College.

Our doors are open, please come in. We are here to help you, if only you will ask.

... We're Here to Help!

Get to know this map and the building abbreviations!



PARKING

Student parking lots are Lots 1, 2, 4, 6, 10, 14, 16, 17 and the Parking Annex.

After 4:00pm students with a permit may also park in staff parking spaces in Lots 5, 10 and 15 and along Campus Drive from the AA Building to Lot 14.

Bike racks located near Men's Locker Room (ML), behind Humanities (H), between Biology (B) & Physical Science (PS) Buildings.

Students may not park at any time in Lots 3, 8, 9, 11, 12 and 13.

Parking is regulated from 7:00 am - 10:00 pm Monday through Thursday, 7:00 am - 5:30 pm on Friday.

CONTRA COSTA COLLEGE • 2600 MISSION BELL DRIVE, SAN PABLO, CA 94806 • (510) 235-7800

The College, the District...

Contra Costa College is part of the California Community College System, which includes 110 community colleges throughout the state. They are organized under the California Education Code and are subject to decisions of the state legislature, as well as the California Community Colleges Board of Governors.

Like all community colleges, Contra Costa College is governed by a local board of trustees, who are elected from the area served by the college district—in this case, Contra Costa County. CCC is one of the three colleges in the Contra Costa Community College District. The others are Diablo Valley College in Pleasant Hill and Los Medanos College in Pittsburg. All three colleges operate under the same guidelines for hiring faculty and staff, expenditure of the budget, and district requirements for graduation.

The President of each college is responsible for his or her respective campus; the President in turn reports to the District Chancellor, who is located at the District Office in Martinez. The district staff report to the Chancellor, and he or she in turn reports to the Board of Governors.

District Board of Governors

JoAnn Cookman
Sheila A. Grilli
Tony Gordon
John T. Nejedly
Tomi Van de Brooke
Christina Cannon, Student Trustee, LMC

District Chancellor

Dr. Helen Benjamin

District website:

www.4cd.net

Phone: 925-229-1000

College website:

www.contracosta.edu

Phone: 510-235-7800



CONTENTS

<i>becoming a Student</i>	5
The Basic Steps	5
Admissions & Records	11
Financial Aid	15
Extended Opportunity Programs & Services (EOPS).....	20
CalWORKs.....	21
Matriculation (Assessment/Advising/Counseling)	21
<i>Being a Student</i>	30
Academic Support Services	30
College Survival Tips	33
Helpful Information.....	35
Community Resources	40
<i>Student Rights & Responsibilities & Campus Policies</i> ..	41
<i>Student Programs & Services</i>	55
<i>Student Activities</i>	64
<i>Study Tips</i>	69
<i>Calendar</i>	72
<i>Appendices</i>	116
Other Campus Programs, Services & Offices	116
Index	126

MISSION STATEMENT

As a public community college that serves an urban community rich in diversity, the mission of CCC is to offer instruction within a comprehensive curriculum and to provide student services to ensure opportunities for

1. effective student learning that leads to successful achievement of educational goals through completion of developmental, certificate, degree or transfer programs;
2. acquisition of knowledge, skills and abilities pertinent to lifelong learning and gainful employment in the global community;
3. student success verified by a process of assessment and improvement.

BECOMING A STUDENT...

Follow the Basic Steps

So you want to be a college student . . . where do you start?

1. Submit an application for admission.

Go to the Admissions & Records Office, Student Services Center, SSC-115. There is no application fee. If you want to have an application mailed to you, call (510) 235-7800, x7500. You may also apply online. Go to www.contracosta.edu and click on Online Admissions.

• *What do I need to bring?*

— If you have lived in California for two years, and you are a U.S. citizen, you are a resident, and you don't need to bring anything.

— If you have lived in California for two years, but you are NOT a U.S. citizen, and you want to enroll as a resident, you will need to bring documentation from the Immigration and Naturalization Service.

— If you've lived in California for only one year, you will need to bring proof of this: a driver's license, a bank statement showing that you've had an open account for a year, utility bills dating back a year, a voter's registration card.

— If you have questions while filling out the application, stop by or call the Admissions & Records Office.

• *How will I know if I'm accepted?*

— There is no formal acceptance process. Contra Costa College has an open door policy; if you meet the age criteria and you can benefit from instruction, you are accepted. You will be notified only if there is a problem and you **are not** accepted.

2. Review the course schedule.

Course schedules are available at the Campus Bookstore (in the ASU Building), in the Admissions & Records Office, and online at www.contracosta.edu.

3. Apply for financial assistance.

If you need financial assistance to attend college, you will want to complete the necessary applications by March 2nd proceeding the current award year. You can still apply after this date, however some grants may not be available. Please inquire with the Office of Financial Assistance for more information at the Student Services Center.

For state and federal assistance, please complete the following online applications:

- Free Application for Federal Student Aid (FAFSA) on the web at <http://www.fafsa.ed.gov>
- California's Board of Governor's Fee Waiver application accessed via our college's website at www.contracosta.edu
- California Chafee Grant for Foster Youth application available at <https://www.chafee.csac.ca.gov>

What do I need to bring?

In order to complete these applications thoroughly and accurately, please access the following information for yourself and parents, if you are providing parent information:

- Your social security number and your parents' social security numbers
- Your driver's license number if you have one
- Your alien registration number if you are not a U.S. citizen
- Previous year's income taxes, TANF/CalWORKs, Supplemental Security Income/State Supplemental program benefits, General Assistance, Veteran's benefits
- Information on savings, investments, and business and farm assets

How will I know if I'm approved?

- Once you have submitted your FAFSA you will be notified by the Department of Education via email that your application has been processed and sent to Contra Costa College. The Office of Financial Aid will contact you with more information once the application is received.
- Your Board of Governor's Fee Waiver application will be processed within 24 hours of submission. Please check WebAdvisor for approval.

4. Complete the New Student Orientation (Online or In-person)

Orientation is designed to provide you with an information about Contra Costa College policies, procedures, programs, and the support services that will assist you in setting up a path to success. The orientation takes approximately one hour. To complete the online orientation go to www.contracosta.edu and click on **ONLINE SERVICES** and then click on the link for **ONLINE ORIENTATION**. You can complete the online orientation at home or in the Assessment Center-if space permits-prior to or immediately following your assessment. You are required

to answer a few questions, print and sign the certificate of completion to verify your successful completion of the on-line orientation. This verification **must** be delivered to Counseling in the Student Service Center (510) 235-5819 or mailed to 2600 Mission Bell Drive, SSC-108 San Pablo, CA 94806.

In person orientation will be offered on a limited basis. Spanish in-person orientations are also offered. Please contact the Counseling Office ext. 7255 or Assessment Center ext. 4301 for the specific dates, times and locations.

5. Take the assessment test in SSC-104

- *Why should I take the assessment test?*

— The assessment test measures the skills you already have in reading and writing English, and in math. Looked at in conjunction with other factors (such as high school grades, work experience, your educational goals), the results can help you and your counselor select the courses in which you will be the most successful.

- *What if English is not my native language?*

— An ESL Placement Test is available for students of whom English is not their native language. Such students should go to the Assessment Center and request the ESL assessment. The ESL assessment test is evaluated to estimate your placement in one of the six different levels of the ESL Program. The assessment and the other parts of the process do not affect your acceptance into the college in any way.

Go to the English as a Second Language Office in AA-109 or call x4416 for information about the ESL Program. You can also visit the ESL website at www.contracosta.edu/esl/esl.htm.

6. Make an appointment to see a counselor.

The Counseling Center is in the SSC-108. Call (510) 235-7800, extension 7255 to make an appointment with a counselor or check with the Counseling Center for hours when you may see a counselor on a drop-in basis.

7. Meet with a counselor to develop an educational plan.

An educational plan is a semester-by-semester list of the courses you will need to take to achieve your educational goal.

An educational *goal* is what you hope to achieve by attending Contra Costa College. For example: your goal may be to study Spanish, to earn an associate degree in culinary arts, or to take all the courses necessary to transfer to a four-year institution.

• *How do I know what courses are needed for an associate degree or transfer?*

— Read the appropriate chapters in the Contra Costa College catalog. The requirements for an associate degree or certificate offered at CCC will be listed, as well as the general education requirements for transfer majors. You will be given a catalog during orientation. Keep this catalog; it will be good for the entire time you spend at CCC. If you lose it, you will need to buy a replacement from the Bookstore (or use the reserve copy in the Library), or use the catalog posted on the college web site. For information regarding transfer requirements, visit www.assist.org and make sure to meet with a counselor.

8. Complete your registration.

— Once you have an application on file, have completed orientation and assessment, and met with a counselor to discuss your first semester Student Education Plan, you are ready to enroll in classes. At Contra Costa College, you may enroll by telephone or online.

— Students whose checks have been returned for nonpayment will be dropped from classes by the Cashier's Office upon receipt of the Non-Sufficient Funds notice from the bank.

— It is the responsibility of the student to drop from classes within the refund period to avoid fees. Fees owed to Contra Costa College for administrative drops after the refund period will be the responsibility of the student.

— Registration by telephone or online is available to new students who have an application on file and have completed the rest of the matriculation (orientation, assessment, counseling) process. Update your contact and emergency information using WebAdvisor. If you have provided an e-mail address, you will receive e-mail newsletters and announcements for upcoming student events, important dates and information.

Please see your class schedule for telephone and online enrollment information, a worksheet and the current phone number.

• **Parking permit:** If you want a semester-long parking permit, you may purchase it when you pay your fees. The cost is \$35 for a car for spring or fall semester, \$20 for a car for the summer intersession, \$20 for a motorcycle, or \$2.00 for a daily parking permit.

9. Obtain a student ID card.

All students are required to obtain a Student ID card from the Student Life Center in the ASU Building. This will allow you access to the Library, computer labs, and other services on campus. The first card is

free to all students and will be updated each semester. If you choose to pay the ASU activity fee, you also will have access to on- and off-campus discounts and free admission to special ASU events.

10. Get information about student insurance.

The CCCC District has made arrangements to offer sickness and accident insurance to students at special rates. Information is available in the Student Life Center.

11. Buy your books.

The Bookstore is in the Student Association Building.

- *What if I'm eligible for a book grant but don't have it yet?*

If you cannot purchase your books right away, check to see if the Library has copies of your textbooks on **Reserve**. You may photocopy or use reserve materials in the Library for a few hours at a time. This can help ensure that you don't fall behind on your reading assignments. Please remember that the Bookstore does not accept personal checks!

12. Acquaint yourself with the campus.

Take the time to look around, find the buildings and rooms where your classes will be held. Take note of the parking lots, or locate the campus bus stop. If you have access to the Internet, check out our website for a virtual tour: www.contracosta.edu

13. Read this handbook, particularly the College Survival Tips and Study Tips sections.

These sections contain good information — take advantage of them!

The School Year: August 2009 – May 2010

August 09

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 10

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 09

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

February 10

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

October 09

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March 10

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 09

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April 10

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 09

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May 10

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Admissions & Records

SSC-115; extension 7500

The Admissions & Records Office will become familiar territory. Here is where you apply for admission to the college, register for your classes, drop or change class sections, submit transcripts from other colleges for evaluation, request transcripts to be sent to other colleges or transfer institutions, and apply for graduation.

For more detailed information on requirements, fees, and enrollment procedures, please see the “Admission” section in the college catalog or course schedule.

Admissions & Records registration hours are as follows:

Regular hours:

Monday–Thursday: 8:00 A.M. to 7:30 P.M.

Friday: 8:00 A.M. to 3:00 P.M.

Summer hours:

Monday–Thursday: 8:00 A.M. to 4:30 P.M.

Friday: closed

Open the **first one or two Saturdays** of the Fall and Spring term:
9:00 A.M. to 1:00 P.M.

Admission to the College:

Follow the **Basic Steps** (p. 5) listed in this handbook.

If you have questions while filling out your application, stop by or call the Admissions & Records Office.

Course Hours & Attendance Requirements

Courses start at ten minutes after the hour or half-hour, to allow time for passing between classes. All courses end at the time specified.

You are expected to be in class on time and to remain for the entire class period. Classes are not automatically dismissed in the absence of the instructor. Classes are cancelled only by a representative of the administration. If your class is cancelled, a cancellation notice will be posted at the room where the class meets.

If a cancellation notice for that meeting has not been posted and the instructor or a college representative has not arrived, students are automatically dismissed without penalty 15 minutes after the scheduled course starting time.

You are expected to attend all meetings of your courses. When you are forced to be absent, the reason for the absence should be reported to your instructor(s) as soon as possible.

For day instructors: call the instructor or division offices.

For evening, off-campus, and Saturday courses: call the instruction office before 5 P.M. weekdays x4597, and the evening/Saturday supervisor's office x4230 after 5 P.M. and on Saturdays.

No reason for absence will excuse you from performing required course work. You will be expected to make up any course work you missed.

Online Registration Grades and WebAdvisor

There are a few convenient ways to obtain your grades at the end of each term by using the phone or our website.

By phone: you may listen to your grades on the telephone registration system by calling (866) 455-TREG(8734)

On the Internet: you may view your grades on our college website.

- 1) Go to website: www.contracosta.edu
- 2) Click on the WebAdvisor icon. This option allows you to print a copy for your records.
- 3) Check out WebAdvisor for additional student information.

In order to view your grades online you must memorize your assigned student identification number. Your seven-digit number is printed on your transcript, your registration billing statement, and most information received from the Admissions & Records Office.

Online Access to Other Records

Just as you would go to the WebAdvisor in the process described above (Grades), you can use your seven digit identification number to access various other records.

- 1) Go to website: www.contracosta.edu
- 2) Click on the WebAdvisor icon.
- 3) Follow instructions and enter your seven-digit ID number.

Refunds

You must have dropped a course within the first two weeks of the class in order to be eligible for a refund of your enrollment fees.

Resident and non-resident students: Refund checks will be mailed the first week of each month.

Transcripts

• Evaluation of transcripts from other accredited colleges and universities

Courses that have been completed for credit at other colleges and universities cannot be repeated for credit at Contra Costa College, except in accordance with the grade remediation policy. If you wish to claim transfer credit, you should submit your transcripts in plenty of time to have them evaluated *before* the term for which you wish to enroll.

• Requests for Contra Costa College transcripts (effective 5/27/03)

Your written authorization is required to release your transcript. The first two copies of your transcript are free; all copies thereafter cost \$5.00 per copy. Cost is \$10 each for a 24-hour rush copy.

• Verification of Enrollment

Students can obtain free verification of enrollment through WebAdvisor (available 24 hours a day/7 days per week). Verifications requested through the Admissions & Records Office will cost \$2.00 for each request, or \$5 per request for 24-hour rush verification.

Veterans Services

If you are a veteran who may be eligible for educational benefits while attending Contra Costa College, the Admissions & Records Office can provide you with information on veterans' educational benefits, assist you with inquiries to the Veterans Administration regarding your status, help you resolve benefit payment difficulties and certification for educational benefits.

Withdrawing from Courses

If you do not wish to attend a course in which you have enrolled, or if unforeseen circumstances prevent you from continuing a course, you must drop the course.

You must report all withdrawals to the Admissions & Records Office. If you enroll in a course, even if you do not ever attend a class meeting, you are still considered to be enrolled until you officially drop the course. Your instructor may choose to drop you from the course for non-attendance. However, it is not the instructor's responsibility

to drop you from a course if you do not attend. If you do not drop the course and do not attend, you will most likely receive an 'F' in the course.

To drop a course in which you are officially enrolled, you must:

1. Drop the course (please see the course schedule for instructions), Through WebAdvisor or by telephone. Grades for courses from which you withdraw will be recorded according to the college grading policy.
2. Fill out an official withdrawal form and submit it to the Admissions & Records Office.

Drop from courses by instructors for non-attendance

It is your responsibility as a student to officially withdraw from courses by the deadline date if you do not plan to attend class, however, the instructor has the right to drop you from a course in the following circumstances:

1. Absence from the first meeting of the class.
2. Absence from six hours of class.

If you are dropped from a course for non-attendance, you will receive a grade in accordance with the college grading policy. If the instructor does not choose to drop you from a course, even though you are not attending class, you will most likely receive a failing grade in the course.

If it is not possible for you to drop a course on line, by telephone, or in person, you may drop a course by sending a letter to the Admissions & Records Office. Be sure to include the title, number and section of the course you wish to drop, your name, the semester, and your student identification number, and your signature.

Withdrawal from College

If you have an emergency and find that you must leave school altogether, you should contact the College Vice-President's Office (AA-203, extension 4340), and all your instructors, if possible. They will assist you in dropping classes if it is not possible for you to do so yourself. If you leave school and do not officially drop your classes, you most likely will fail the courses.

Financial Assistance

SSC-102; extension 4508, 4509

Student financial assistance includes grants, loans and Federal College Work/Study grants. The federal and state governments provide financial assistance. Qualified students may use financial assistance to pay for educational expenses associated with attending Contra Costa College. Students are encouraged to examine the two bulletin boards maintained by the Job Placement Office located in the SSC. The boards list college work study positions as well as on- and off-campus jobs.

The Financial Assistance Office can provide you with a free workbook to help you understand financial assistance and the application process. The workbook, published by the U.S. Department of Education and the California Student Aid Commission/EDFUND, identifies who qualifies for financial assistance, the various types of assistance, how to apply, and a calendar of application deadlines.

To apply for financial assistance, you must follow certain steps to make sure that your application is considered for all types of assistance. First, register for a PIN at www.pin.ed.gov, to be able to sign your application online.

Then, complete the Free Application for Federal Student Aid (FAFSA) online (see page 6). There is no fee to apply for federal need-based aid using the FAFSA.

The Office of Financial Assistance will conduct information sessions on campus throughout the semester. Please check with the Office of Financial Assistance for session information.

Ability to Benefit

Contra Costa College accepts for admission, as regular students, persons who do and do not have a high school diploma or the recognized equivalent, and who are beyond the age of compulsory school attendance in California. If these students apply for financial assistance, the college is required by Public Law 102-26 to determine whether they have the *ability to benefit* from the education and training it offers. If the college provides financial assistance to students who do not have a high school diploma or equivalent and the students have not demonstrated the ability to benefit from the college's programs, the college's federal funds will be jeopardized.

Students may meet this requirement by achieving a satisfactory score on the ability to benefit test. For more information about this test, contact the Assessment Center, SSC-104, x4301.

Board of Governor's Fee Waivers

If you meet certain financial assistance criteria, you may be eligible for a fee waiver. If you are in any of the following categories, check your eligibility with the Office of Financial Assistance. The fee waiver must be approved *before you enroll*.

- **Public assistance**

If you receive General Assistance, CalWORKs or Temporary Assistance to Needy Families (TANF), or Supplemental Security Income (SSI)/State Supplemental Programs (SSP), you may be eligible.

- **Income level**

If your household income is no more than the state's guidelines, you may be eligible. Please contact the Office of Financial Assistance for current income guidelines.

- **Financial Assistance**

If you have completed a Financial Aid Application with the U.S. Department of Education and are eligible, you are automatically eligible for a fee waiver.

What Type of Financial assistance Is Available?

Grants are a form of financial assistance given to qualified students to help pay for their education. No repayment of a grant is required if academic obligations are met.

Federal Pell Grants:

- Maximum/Minimum Amount: To be determined
- Available to undergraduate students
- The lower the Expected Family Contribution (EFC), the greater the potential Pell amount

To receive a Pell grant, you must first complete the **Free Application for Federal Student Aid (FAFSA)**, which can be submitted online at www.fafsa.ed.gov

- Maximum/Minimum Amount: Determined by school
- Available to undergraduate students - Must have financial need
- Priority given to Pell-eligible students - Limited availability

Cal Grant

Cal Grant - This grant provides a living allowance of \$1551 and tuition and fees assistance to low-income students. To be eligible a student must submit a FAFSA and GPA Verification form to the California Student Aid Commission by the March 2nd filing deadline, More information is available at www.csac.ca.gov.

Academic Competitiveness Grant (ACG)

Academic Competitiveness Grant (ACG) awards provide monies for the first and second year of undergraduate study to half-time students who are U.S. citizens, or eligible non-citizens, eligible for a Federal Pell Grant, and who have successfully completed a rigorous high school program. To apply for the ACG award you must complete the Free Application for Federal Student Aid (FAFSA).

Chafee Grant for Foster Youth

The California Chafee Grant Program provides up to \$5,000 annually to foster youth and former foster youth to use for college expenses. To qualify, a student must have been in foster care on their 16th birthday and not have reached their 22nd birthday (students could have been foster youth in another state who now live in California). This is a need-based grant awarded to students taking at least 6 units. Applications are available online at www.chafee.csac.ca.gov or call (888) 224-7268, option #3.

Tribal Higher Education Grants

Students who are members or close descendants of a federally recognized American Indian tribe or nation may be eligible for Tribal Higher Education Grants. The Higher Education Grant Program is not an entitlement program and students do not automatically receive funding because they are American Indian/Alaska Native. Students must meet certain criteria in order to apply for a Tribal Higher ED Grant. The grant application is available from the education office of the Tribe in which you are affiliated or possess membership. For additional information, call your state's Bureau of Indian Affairs, visit www.oiep.bia.edu or contact the Office of Financial Assistance.

Federal Stafford Loans

Once you have explored the free funding available to you in the form of scholarships and grants and you find that you still need money for college, you should consider a federal student loan.

Federal loans are the largest source of financial assistance for students attending college. They have attractive terms when compared to other types of loans, with low interest rates that are standard for all borrowers. Federal loans also provide students with federally subsidized interest on some loans while students are still in school, long-term repayment plans, easy credit requirements, and options for deferment or forbearance.

Loans made under the Federal Family Education Loan Program (FFELP) include:

- Subsidized federal Stafford loans
- Unsubsidized federal Stafford loans

Students seeking federal Stafford loans must first complete the **Free Application for Federal Student Aid (FAFSA)** which can be submitted online at *www.fafsa.ed.gov*. Students applying for a loan are expected to maintain satisfactory and measurable academic progress each semester.

Scholarships

Many scholarships are available to students entering, continuing at, or transferring from Contra Costa College. Scholarships are awarded based on varied criteria including grade point average, field of study, community involvement, and teacher recommendation. The availability of scholarships from community and national organizations is generally announced in early fall semester. Applications for scholarships awarded through the CCC Foundation are available in early spring semester. Applications are available from the Scholarship Center in the SSC. For scholarship information call extension 4594. Notification of the availability of applications is also posted on the CCC website.

Student Financial Assistance Satisfactory Progress Policy

Students receiving financial assistance within the Contra Costa Community College District (CCCCD) are expected to maintain satisfactory and measurable academic progress each semester. Satisfactory and measurable academic progress is defined within the District as successfully maintaining a semester and a cumulative grade point average of 2.0 (C or greater) and completing 67% or more units attempted each and every semester.

Example:

- Students enrolled in 12.0 units must complete 67% or at least 8.04 units that semester.
- Students enrolled in 9.0 units must complete 67% or at least 6.3 units that semester.
- Students enrolled in 6.0 units must complete 67% or at least 4.3 units that semester.
- Students enrolled in 4.0 units must complete 67% or at least 2.68 units that semester.

Maximum time frame (maximum units allowed for federal funding)

Federal regulations allow students to receive financial assistance for a limited number of units. Students are required to complete their educational goal (degree, certificate, or transfer) within 150% of the published requirements. This unit total includes all previous course-work attempted, even if financial assistance was not received.

Probation

The Office of Financial Assistance will review academic progress at the end of each semester. Students who do not meet the minimum unit requirements and/or grade point average will be placed on financial assistance probation for one semester and notified in writing. Financial assistance will be continued during the probationary semester.

Suspension

Students who fail to meet the satisfactory academic progress standards by the end of the probationary semester will be placed on financial assistance suspension the following semester.

Reinstatement

Students who have been suspended from financial assistance have the right to appeal for reinstatement. Students on probation or suspension who maintain satisfactory and measurable academic progress will automatically be reinstated to full financial assistance the following semester.

Exception

Eligibility for the Board of Governor's Fee Waiver program is not subject to satisfactory academic standards.

Job Placement/Student Employment Office

The Job Placement Office, located in the Career/Transfer Center in SSC-106, assists students and graduates with finding part or full-time employment off-campus. Students and Alumni can register to access these opportunities online by visiting www.collegecentral.com/contracosta. Use your 7 digit student ID# as your access code when registering. A limited number of part-time on-campus jobs are also available to students who qualify for Federal College Work Study (Financial Aid.) Other services include professional resume/cover letter preparation, interview coaching and internship referral. For more information, go to SSC-106B or call extension 4344

Extended Opportunity Programs and Services (EOPS)

SSC-102; extension 4356

The EOPS program provides support services aimed at helping economically and educationally-disadvantaged students attend college and achieve their goals. Eligibility is based on income level, educational background, and unit load.

Services include:

- Academic, career, and personal counseling
- Assistance with purchasing books (depending on yearly by budget)
- EOPS scholarships
- Priority registration
- Intake/orientation sessions
- Visits to four-year colleges and universities for transfer students
- Academic Progress Report (Early Alert)

Standards for Academic Progress

If you receive EOPS assistance, you are expected to maintain satisfactory academic progress by completing 12 units with a “C” average or better. In the event that your grade falls below a “C” or if you complete fewer than 12 units, the college has services available to assist you in being successful with your academic studies. While still remaining eligible for EOPS services, students with unsatisfactory progress are allowed to work cooperatively with EOPS counselors on a case-by-case basis to resolve academic problems. Our goal is to help students succeed and reach their goals.

CARE (Cooperative Agencies Resources for Education)

This is a supplemental program of EOPS which targets the population served by CalWORKs/TANF/AFDC single heads of household who are at least 18 years old and has a child(s) age of 13 or younger. In addition, CARE participants must be EOPS-eligible as specified under the provisions of the California Code of Regulations (Title V) governing the administration of EOPS.

Counseling

An EOPS counselor provides personal, academic and career counseling to assist eligible EOPS students with social adjustments at CCC,

in selecting appropriate programs, and in identifying the resources available to help students meet their personal needs. Intensive follow-up services are also utilized, for academic intervention purpose. Go to SSC-102 for more information.

CalWORKs

SSC-106C; extension 4367

The California Work Opportunity and Responsibility to Kids (CalWORKs) Program at Contra Costa College provides services to low-income people who have children 17 and under and who are receiving cash aid from the county. Participants have been approved by the county to attend school. CCC offers many vocational and educational programs to assist students to obtain a certificate, degree or to transfer to a four-year institution. CalWORKs pays for all ancillary expenses while a participant is enrolled, including books, supplies, transportation, and child care. Services provided on campus include case management, counseling, employment assistance, work-study, tutoring, ESL assistance, and child care. County liaisons hold “office hours” on campus each week to meet with CalWORKs students. The CalWORKs Office is located in SSC-106C.

Matriculation

Orientation and Assessment

Matriculation: The definition

1) The dictionary definition of matriculation is: to enroll as a candidate for a degree in a college or university.

2) In California’s community colleges, matriculation means *the process of helping a student identify and plan the achievement of his/her educational goals.*

The idea behind matriculation is to plan for academic success, and then achieve it. Before taking a major journey, it is considered wise to first decide where you are going, how you are going to get there, and then follow the map you have laid out. It should be the same with your education. Set a goal, decide how to achieve it, and then do it. This is the matriculation process.

All first-time students at Contra Costa College are required to participate in matriculation unless exempted. By starting out with an educational plan, you can save time, energy, and frustration.

As a student, you have certain rights in working toward your goal. Along with those rights come responsibilities. The descriptions given

below of the various components of matriculation include information about your rights and responsibilities as a student, as guaranteed under the State of California Title V Matriculation Regulations. The section numbers listed after certain statements refer to this state document.

If you fail to fulfill your responsibilities as a student, the college has the right to suspend or terminate your rights to its services, except for those services required under any other provision of the law.

As part of the effort to ensure your success, CCC has an “**Early Alert System**” in place, which allows early intervention if an instructor thinks a student’s success in a course is in jeopardy. If one of your instructors has this concern, you may receive a letter requesting that you make an appointment to see that instructor, or a counselor in the Counseling Center, with regard to your classroom performance and attendance. The reason for this is not to alarm you, but to provide you with access to help while there is still time for you to successfully complete the course in question.

If you wish to request a waiver of any of the matriculation requirements, appeal a decision on a request, or lodge a complaint based on your right to an educational plan, please follow the steps listed in the section on “Waivers, Appeals and Complaints.”

Exempted Students Matriculation Exemptions

All new students working toward a degree, certificate or transfer, or who are undecided about their career goals, are expected to participate in the matriculation (orientation, assessment, and program planning) process unless exempt.

Reasons to be exempt include:

- You have attended another college and have completed English and math courses (must show a transcript)
- You already hold an Associate Degree or higher
- You are taking 6 or fewer units of coursework with no prerequisites, and for personal enrichment only
- You have completed the matriculation process at another college and you wish to waive your right to participate

Waiver forms are available through the Admissions & Records Office and the Counseling Center and must be signed by appropriate college personnel.

Steps Toward Matriculation: Your Rights and Responsibilities

1. *Setting an Educational Goal*

An educational goal is what you hope to achieve by attending Contra Costa College. For example, your goal may be to study Spanish, to earn an Associate Degree in Culinary Arts, or to take all the courses necessary to transfer to UC Berkeley as a Junior majoring in engineering.

Student Responsibility

If you participate in the matriculation process, you must state a broad educational goal upon admission to the college, or by the time you have completed 15 units of course work.

If you do not have a career goal in mind, you may want to take advantage of these college services provided to help in that decision:

- **Transfer/Career Center**

This center is staffed by counselors who will assist you in career and transfer preparation to the college or university of your choice. It also has up-to-date information on careers and educational preparation. You may drop-in or call for an appointment. The center is located in SSC-106, at extension 4241.

- **Career Testing**

If you do not know what your interests or abilities are, you might be interested in career-related and personal interest testing. The results should provide you with some insight as to your abilities and aptitudes, and in what careers you might use these talents. Tests are available at the Transfer/Career Center. You may make an appointment with a counselor to receive further information by calling the Counseling Center in SSC-108 at extension 7255.

- **Counseling**

Counselors are available to help you decide on an educational goal and to prepare an educational plan to accomplish that goal.

- **Career Information Courses**

If you still can't decide, you may want to enroll in some general education courses and consider taking one of the Counseling department's courses in career information. (See list in the college catalog and/or schedule).

2. Orientation

Think of orientation as a crash course in finding your way around the education system. The purpose of orientation is to provide you with information on where to find things, how to start various processes, and tell you about the programs and services available at the college to help you get the most out of your educational experience. You are not obligated to use any of the services—but it is always nice to know what is available.

All first-time students are required to attend a one-hour orientation session.

Special orientations are scheduled for non-native speakers of English prior to the English as a Second Language (ESL) assessment test.

The dates and times for orientation sessions are available in the Counseling Center and are posted in various places on campus.

3. Assessment Testing

All new students are required to complete the English and math assessment prior to enrolling in courses unless exempted. Non-native speakers of English take the English as a Second Language (ESL) test. Please see information given above for exemptions.

- *Why should I take the assessment tests?*

The assessment tests measure the skills you already have in reading and writing English, and in math. Looked at in conjunction with other factors (such as high school grades, work experience, your educational goals), the results can help you and your counselor select the courses in which you will be the most successful.

- *What if I tested at another college?*

If you have recently taken a state-approved assessment test at another college, and if correlation with the test given at CCC can be established, you shall be allowed to submit those test scores in lieu of taking the CCC test. [Title V, Section 55530 (d)]

- *How long does the test take?*

COMPASS is a computerized assessment for placement into English, reading and math courses, and is untimed. On average, students take one to two hours to complete it. The ESL test, for non-native English speakers, takes one to two hours.

- *When is the test given?*

The dates and times for assessment are available in the Counseling Center or online at www.contracosta.edu. COMPASS is available to take in the college Assessment Center in SSC-104; call the Counseling Center at extension 7255.

Information for the ESL test may be obtained by calling extension 4416.

- *What do the scores mean?*

The scores are translated into recommended placement levels for reading, writing and math.

- *What should I study to prepare for the assessment tests?*

You do not have to prepare for the tests. They are an assessment of your accumulated knowledge to help place you in appropriate courses at CCC, and do not affect your acceptance into the college in any way. It is only one measure you should use to determine your placement in English and math courses. Other measures might be the length of time since your last English or math course, the number of hours you work, and whether you have decided on a major or career goal.

Challenging Prerequisites/Co-requisites

Student Right:

Prerequisites are skills you must have or courses you must successfully complete in order to be allowed to enroll in the course which lists the prerequisite. A *Co-requisite* is a course that must be taken at the same time as another course. An *Advisory* recommends that a student should have prior preparation for a course.

The presence of a pre- or co-requisite alerts students that specific skills and/or knowledge are needed at entry into a course and/or concurrently with the course. The criterion that is used in determining the need for pre/co-requisites is whether a student who lacks the required skills, concepts, and/or information would be highly unlikely to receive a satisfactory grade of “C” or better in the course.

Pre/co-requisites are enforced via the registration process; students who do not meet all the conditions of a prerequisite or co-requisite will be blocked from enrolling in the course. Courses with advisories on recommended preparation are not blocked.

You may challenge a required course prerequisite/co-requisite on the following grounds:

- a) The prerequisite/co-requisite course is not available. [Title V, Section 55534 (a)].
- b) The prerequisite/co-requisite course is discriminatory or is being applied in a discriminatory manner. [Title V, Section 55534 (b), Section 58106 (d)].
- c) The prerequisite/co-requisite is not valid because it is not necessary to success in the course for which it is required [Title V, Section 58106 (d)].
- d) The student has the knowledge or ability to succeed in the

course without taking the prerequisite/co-requisite course [Title V, Section 58106 (d)].

Student Responsibility:

The student has the obligation to provide satisfactory evidence in support of his/her challenge. A list of what will be considered acceptable proof that a student possesses the requisite skills and/or knowledge will be kept on file in the Admissions & Records Office.

4. Counseling

Student Right:

All students have the right to be advised by a counselor. This includes all non-native speakers of English who are enrolled in ESL courses.

Counselors are specialists trained to assist you in the ongoing process of self-evaluation regarding your vocational and academic goals.

The college strongly suggests that each student, new or continuing, consult with a counselor regarding course selections.

Student Responsibility:

You are expected to schedule your own appointment with a counselor, preferably at least once a semester. The purpose of this is to review and update your educational plan to ensure that you are taking the appropriate courses to meet your educational goal.

Note: *If you are on academic or progress probation, or have not declared an educational goal after 15 units of coursework you are strongly encouraged to participate in counseling.*

Completing the Educational Plan

• *What is an Educational Plan?*

The Educational Plan is a contract between you and the college, containing a term-by-term outline of the required and elective (optional) courses you need in order to satisfy your stated educational goal. An example would be all of the courses necessary for completion of an A.A. Degree in History, or all of the courses necessary for transfer to the University of California, Berkeley.

If you plan to transfer to a four-year college or university, you should also check with that school to ensure that your educational plan is consistent with current transfer requirements.

Whether you are decided or undecided about your major, you should make an appointment with a counselor to discuss your educational goals. If you are undecided about your major, your counselor will work with you in developing a partial Student Educational Plan (SEP)

while you are still exploring career options.

If you have decided your career or educational goal, a counselor can assist you in developing a semester-by-semester educational plan of all the coursework required to reach your goal.

- *Do I have to follow the advice of my counselor?*

No. All matriculation services are advisory. The information is given to help you understand your own educational progress and to provide access to the college's programs and services.

Student Right:

If you have completed the requirements and met with a counselor, and your counselor has failed to make a good-faith effort to develop an educational plan with you based on your stated educational goal, you may file a complaint.

You may also file a complaint if the college fails to provide services specified in the educational plan [Title V, Section 55525 (d)]. See the section on "Waivers, Appeals and Complaints."

5. Waivers, Appeals and Complaints

To file a request for exemption from matriculation services:

If you seek an exemption from matriculation services, you must complete the "Exemption From Matriculation Components" form, which may be obtained from the Admissions & Records Office (SSC-115) or the Counseling Center. You may request exemption from orientation, assessment, or advising, or all three, if you meet the criteria.

To file a request for waiver of placement level prerequisites:

If you wish to enroll in a course for which you do not meet the placement level, you may choose to waive your placement levels. This means that your test scores indicate that you do not have the proficiency in English or math skills to succeed in the course in which you wish to enroll. By filing the request, you are establishing that you wish to enroll, believe you can do the course work and are willing to make up the necessary skills while working to successfully complete the course. *You understand that you may fail the course.*

Obtain a "Request for Waiver" form from the Counseling Center (SSC-108) or the Admissions & Records Office (SSC-115). Complete the form and submit it to the Admissions & Records Office.

To challenge a required course prerequisite/co-requisite:

Pick up a “Prerequisite Challenge Form” from the Counseling Center or the Admissions & Records Office. Complete the appropriate area of the form, have it signed by your counselor and return it to the Admissions & Records Office.

To lodge a complaint:

If you wish to make a complaint based on the college’s failure to make a good-faith effort to develop an educational plan, submit a completed “Matriculation Complaint” form to the Counseling Center.

To file an appeal:

You may appeal a decision on a request for exemption from matriculation services, a request for waiver of matriculation services, a request for waiver of placement level prerequisite/co-requisite, or a challenge of a required course prerequisite/co-requisite.

The Appeal Process

1. Initial Appeal

- a) To appeal, contact the Admissions & Records Office (SSC-115).
- b) Turn in the completed form to the Admissions & Records office.
- c) You will be contacted within two days to schedule a meeting to resolve the problem or inform you of the decision.
- d) In the event that the appeal or request for waiver is denied, you will be advised of your rights to further appeal and the correct procedures to follow.

2. Appeal to the Senior Dean of Instruction

- a) If the initial appeal or request for waiver is not granted and you wish to pursue it further, you may submit the initial form to the senior dean of instruction (SDI) for further review.
- b) The SDI will review the appeal and will meet with you if requested or if deemed necessary.
- c) The SDI will inform you of the decision concerning the appeal or request for waiver within two working days of receiving the form.
- d) In the event the appeal or request for waiver is not granted by the SDI, you will be advised of your further right to appeal, and the correct procedures to follow.

3. Appeal to the College President

Follow the same steps as the appeal to the SDI, but submit the waiver/appeal request to the president.

4. Appeal to the District Chancellor

If the appeal or request for waiver cannot be satisfied on campus by following the steps outlined above, you may appeal to the chancellor.

6. *First Year Experience Program*

FYE is designed to help new and re-entry students in their first year at CCC through individual counseling, workshops, personal assistance and special incentives. Participants have access to a dedicated counselor, specialized workshops and the CCC Passport program which enables to students to earn special incentives, win prizes and access special events. Please visit the FYE office for more information.

Location: Student Life Center, extension 4237.

BEING A STUDENT...

Academic Support Services/Learning Resources and Support Services

College Skills Center

LLRC 121; extension 4227

The College Skills Center (CSC) offers a supportive studying and tutoring environment with a general study area, a tutoring area, a conference room and a quiet room for students. Computers are available for tutorials, word processing and Internet use. Students not enrolled in the appropriate lab classes need to enroll in ACSKL 875N or ESL 875N to use CSC facilities. ACSKL 875N is free and can be added in the CSC.

Reading and writing instructors are available to help students, as are peer tutors. Please see “Tutoring” (p. 32) for more information.

The CSC also offers individualized instruction in reading and writing, including assistance with course writing assignments. If you would like help with your reading or writing in any course, you may enroll in English 102, Writing Skills Laboratory, or English 103, Reading Skills Laboratory (see the class schedule or the Academic Skills Program section of the catalog for more information).

Hours: Lab hours vary each semester depending on available funding; check in the lab for current hours.

Computer Labs

The computer labs (computers and printers) are open for general student use, but users must be enrolled in the appropriate (i.e. “95” computer laboratory course, “875N” course, or other qualifying course) to use the lab. Many labs have a pay-for-print system requiring the purchase of a vend card for printing.

The laboratories are located as follows:

- Academic Skills: LLRC-121
- Art/Music: A-1A
- Business: LA-203
- Business Office Technology: LA-203 and LA-207
- Chemistry: PS-101 and 102
- Computer Information Systems: AA-137A, 137B, 131, 133
- Computer Science: PS-107
- DSPS High Tech Center: CTC-109
- English: LLRC-121
- ESL: LLRC-121

Hours: Lab hours may change each semester depending on available funding; check in the specific lab for current hours, or at <http://www.contracosta.edu/library/guides/labs.htm>

Library

Library & Learning Resource Center; extension 4318 (Circulation); extension 4450 (Reference)

Become acquainted with the library and its services; it is an essential part of your educational experience at Contra Cost College. It is a source of many of the materials you will need to complete your assignments, and offers reference assistance and a place to study.

The library has more than 40,000 books on a wide variety of subjects, concentrating on those materials required by the college's curriculum. It subscribes to a selection of magazines, journals and newspapers as well as many online databases that provide full-text for thousands of periodical articles (also available through the Library's website). The Media Lab houses the library's collection of more than 1,200 videotapes, DVDs, slides, CDs and audiotapes.

Library Orientations

Students may receive instruction on using the library and its resources via orientation sessions scheduled by instructors for their particular courses, by enrolling in a Library Studies course (see the current course schedule), signing up for one of the free workshops, consulting the library's website, and/or through the one-on-one assistance available at the Information Desk.

Fines

Fines are charged for overdue and lost library materials. In accordance with Governing Board Policy 8741, grades, transcripts, and registration privileges shall be withheld until all library materials are returned or paid for.

Fall and Spring Hours:

Library:

For the library's open hours please call 510-235-7800 extension 4450; check the signs posted at the Library Building entrances; or look on the library website at <http://www.contracosta.edu/library/librerv/hours.htm>

Media Lab:

Media collection materials can be obtained at the Circulation Desk for use in the adjacent Media Lab.

Computer Lab:

The Library's computer lab is usually open 12-15 hours per week. Check the hours posted in the library or at <http://www.contracosta.edu/library/guides/labs.htm>.

Tutoring

Library & Learning Resource Center, Room 121; extension 4245

A number of tutoring services are offered at Contra Costa College.

The Campus-Wide Tutoring Program, housed in the College Skills Center (LLRC-121), offers free peer tutoring to all Contra Costa College students. Peer tutors in English (reading and writing), math, and other courses are available throughout the day, during regular CSC hours (generally from 9 A.M. – 7 P.M. Monday through Thursday, 9 A.M. – 3 P.M. on Fridays, and 9 A.M. – 1 P.M. on Saturdays). Consult the Campus-Wide Tutoring Program for schedule information.

Tutors are available on a walk-in (first come, first served) basis. You may also contact tutors via e-mail at tutoring@contracosta.edu. For more information on Campus-Wide Tutoring, please call extension 4245.

Students enrolled in ESL classes can enroll in ESL-107, Drop-in Tutoring. For more information about ESL tutoring, please call extension 4416.

To use tutoring services, or any of the other CSC services or facilities, students must be enrolled in at least one designated English, ESL, or Math class with an “hours by arrangement” requirement, or they must enroll in one of the following free, non-credit courses: ACSKL 875N, ESL 875N, or MATH 875N. (see “College Skills Center,” p.30 for information on registering for these courses.)

In addition to the CSC, free tutoring services are available in the following areas on campus:

Math Tutoring:.....	extension 4280
Science Tutoring:..... PS-109	extension 4466
Business Tutoring:..... LA-26	extension 4322
Early Childhood Ed..... By arrangement	extension 4536

Please consult these individual tutoring centers for schedule information.

COLLEGE SURVIVAL TIPS

• *Get to know the campus* •

Study the campus map to familiarize yourself with the names and locations of the various buildings. Learn the abbreviations commonly used for each building, so that when you sign up for a class in the “A Building,” you will know to go to the *Art Building*, not the Applied Arts (AA) Building at the other end of campus.

Knowing the campus layout will also help you locate better places to park. (If you always park in Lot 9 because that is where you enter the campus, but most of your classes are up the hill in the Art and Music Buildings, you might be pleased to discover that there is a parking lot behind the Art Building!)

• *Know the parking regulations* •

All vehicles parked on the campus, or on Mission Bell Drive, must have a valid CCC parking permit. Be aware that there are specified student parking areas and faculty/staff parking areas. These are indicated on the campus map you receive when you buy a parking permit as well as on posted signs in the lots. (If you do not get a map, ask for one, or pick one up at the switchboard in the AA building.)

For additional parking information, see p. 2.

• *Read the college catalog* •

The catalog is your official contract with the college; it lists the general school requirements for graduation and the required courses for earning associate degrees or certificates of completion in the selected major or vocational field. It also contains the academic calendar (days to come to class, official holidays, enrollment and drop dates and other academic deadlines), explanations of campus policies and procedures, a list of campus offices and available student services, a faculty and staff directory, transfer information, and course descriptions.

• *Enroll before classes begin* •

This is particularly important if you are interested in a course that may not have a large interest group. CCC offers late enrollment, but if it looks as if a class will not have a large enough enrollment, it may be cancelled before the first day.

• ***Be in class on the first day*** •

Even if you have enrolled in a class and paid your fees, you must be present on the first day of class. If you aren't there (and haven't notified the instructor that you want to stay in the class), the instructor may drop you from the class in order to make room for another student who is there.

• ***Meet with a counselor at least once a year*** •

In stating your educational goals and developing an educational plan, you will be headed in the right direction, and be better able to avoid taking unneeded courses. It's a good idea to review this plan periodically to make sure you're still on track.

• ***Take advantage of support services*** •

Student support services — financial aid, the child care lab school, counseling, the library and media services, — are here to help you succeed in college. However, they will be helpful only if you use them. There is no extra charge to you for any of these services.

• ***Give your family a copy of your schedule each term*** •

As part of the student's right to privacy, no faculty member, staff member, or administrator is allowed to tell anyone if you are enrolled in the college, are on campus, where you might be on campus, or even take a message for you. In an **emergency** only, the campus police may be contacted and asked to get a message to you. If you want your family and friends to know where you are when you are on campus, you must tell them. Provide them with a list of your classes, and the times, days, and rooms where they meet.

• ***Take advantage of this educational opportunity*** •

California community colleges are about the best educational value you will find anywhere. Given the state of the economy, this relatively low-cost education may not be available forever. Take advantage of it *now*, while you have the chance. And remember: the more effort you put into your studies, the more you will get out of it.

• ***Ask questions!*** •

Don't be hesitant to ask questions. If the first answer you get doesn't provide the information you want, ask again in another way. And listen to questions that other people ask; you may learn something before you know you need to know it.

HELPFUL INFORMATION

ATM Machine

Students needing cash can use their ATM cards at a machine located in the SSC lobby. The Bookstore also accepts ATM for purchases and cash back, when available.

College Services by Telephone

Contra Costa College offers telephone service for enrollment, which makes it possible for you to call the college computer in Martinez to add courses (enroll), drop a course, review your schedule, or find out if you owe money to the college. Please call 1-866-455-TREG (8734) for additional assistance.

Computer Assisted Instruction Laboratories

See page 30, 120 Computer Labs.

Evening Escort Service

The college's student police aides are available to provide escort assistance during the evening hours, Monday through Thursday. If you would like this assistance, please contact a uniformed police officer, or call the Police Services Office (extension 4207 or 4431). **Note: A red emergency phone is located on every floor of each building on campus. There are also blue emergency phones outdoors at various locations on campus.**

Fee-Based Classes

Contra Costa College offers fee-based classes to meet the educational needs of members of the community. These classes traditionally are short term, meet in the evening or on weekends, and offer no college credit. The classes offered for each semester generally are listed in the back of the course schedule. If there is a class you would like to see offered, contact the Community Education Office extension 4597.

Food Service

Express Cafe: Located in the Three Seasons Cafe (AA-239), the Express Cafe offers coffee, specialty coffee drinks, soft drinks, Danishes and other baked items and hot chocolate.

Hours: Announced each semester.

Three Seasons Cafe: (AA-239; extension 4422) The Culinary Arts Department serves excellent gourmet lunches for students, staff and the public in a fine dining room setting. Some menu items start at \$2.00; hot entrees range from \$5.95 to \$7.95. Reservations are not required, but may be recommended, particularly for groups.

Hours: Announced each semester.

ASU store: Located in the Recreation Room, the ASU Snack Bar offers a variety of inexpensive food options. Hours vary.

Vending machines: Traditional vending machines with soft drinks, snacks and candy are located in the Student Association, Art, Applied Arts, Humanities (1st floor) and in the Gym area buildings.

Health Care

Health care is not available on campus. Students are encouraged to purchase health care insurance. For information, contact the Student Life Center, extension 4237.

Housing Information

CCC does not have dormitories or any other form of student housing. If you are looking for a place to live while attending CCC, check with the Housing Board in the Student Life Center for a listing of available living situations, including houses, furnished and unfurnished apartments, rooms for rent (some with kitchen privileges), rooms in exchange for work, and condominiums.

Insurance

The Contra Costa Community College District offers a student low-cost health and accident insurance plan through a private insurance company, with supplemental major medical coverage available. A brochure detailing the coverage of this policy and the insurance premiums is available from the Student Life Center. You are strongly advised to consider this insurance. Insurance Plans for International Students are also available.

John and Jean Knox Center for the Performing Arts (Knox Center)

Contra Costa College students in the performing arts present their productions at the John and Jean Knox Center for the Performing Arts on campus. The Knox Center is available for rental on a limited basis by public organizations for fund-raisers, concerts, seminars, conferences and other such events. The theatre seats 328 and is completely equipped for technical needs.

The Green Room provides an ideal setting for receptions and small group meetings. For further information on community service use of the Knox Center, contact the Business Services Office, Applied Arts Building, Room 201, extension 4228 or 4486 or the Knox Center production office at extension 4375.

Lost and Found

The Lost and Found Office on campus is the Campus Police Department, located in the R Building, 235-7800, extension 4207 or 4431. If you find lost items, please take them to that office.

Middle College High School

Middle College High School (MCHS) is a collaborative effort between the West Contra Costa Unified School District and Contra Costa College. Its purpose is to provide services to students who are not realizing their full potential by placing them in a unique, personalized educational program. Enrollment is voluntary on the part of students, who are interviewed along with their parents, and who must have a recommendation from a counselor, principal or review board.

All classes are held at Contra Costa College, which also offers students opportunities to participate in activities beyond the Middle College High School curriculum. Students may take select college-level courses along with MCHS core subjects, and have access to laboratories, gymnasium, the library, and all other college facilities. The MCHS offices are located in the Applied Arts building, Room 103B.

Noncredit Program

CCC offers noncredit classes to meet the special needs and capabilities of those students who do not desire or need to obtain credit. These classes generally are of most interest to the older adult population, but may be taken by anyone. No exams are required, no grades are given, and the classes may be repeated. There are no tuition costs,

but fees for supplies may be charged in some classes. Topic areas include Physical Conditioning, Painting, Drawing, ESL, and Journal Writing, among others. Most of these classes are held in senior centers throughout West Contra Costa County for greater convenience and access. Classes are listed in the regular schedule of courses, at the end of each program's regular credit offerings. For more information, call the Noncredit Office at extension 4292.

Parking

Regulations: All vehicles parked on the campus, whether in a parking lot or on Campus Drive or Mission Bell Drive, must have a valid CCC parking permit. Be aware that there are specified student parking areas and faculty/staff parking areas. Students who park in faculty/staff spots will be ticketed.

These defined areas are indicated on the campus map you receive when you buy a parking permit. (If you do not get a map, ask for one, or pick one up at the switchboard in the AA building.)

Evening parking: *Some* of the faculty/staff parking lots are open to students after 4:00 P.M. These lots are indicated in the course schedule, on the campus map, and by the signage. Pay attention to the signs! If you park in the wrong lot, day or evening, you could receive a parking ticket.

Handicap parking: Special parking spaces are designated for disabled persons who have DMV permits. Disabled persons with permits may park in any legal parking space on campus. It is a parking violation to park in a handicap-designated space without a permit.

Fees: Students may purchase a term-length parking permit. The cost is \$35 for automobiles for spring term and fall term, \$20 for summer session, and \$20 for motorcycles or mopeds (plus \$1 for a permit holder, if desired). These permits may be purchased from the Admissions & Records Office (SSC-115) or the Bookstore,

Daily parking permits may be purchased from the yellow ticket vending machines for \$2. These machines are located in Lots 1, 2, 6, 10, 14.

Enforcement: Parking regulations are enforced from 7:00 A.M. Monday through 10:00 P.M. on Friday. They are not enforced on weekends or legal holidays.

Payment of fines: Citations for parking violations are issued by the campus police. Payment of fines must be made to:

Office of Revenue Collection – Parking Division

2530 Arnold Dr. #350

Martinez, CA 94553

For questions, call the Martinez office at 925-335-8558.

Police Services

Contra Costa College has a uniformed police force on duty 24 hours a day to serve students and the public. Uniformed, yellow-jacketed student police aides also are available to provide escort assistance during evening hours, Monday through Thursday. If you need assistance, contact the campus police in the R Building, a uniformed police officer, or call extension 4207 or 4431.

Public (Pay) Phones

Pay phones are located in or near the following buildings: Library, SA (Bookstore), Biology, Humanities, Art, Gym (Pool) and Applied Arts buildings.

Public Transportation

Contra Costa College is served by AC Transit, which has a timed transfer center on the campus not far from the SA and SSC buildings. This is to provide transfers within a short period of time to other bus lines. The college is served by AC Transit bus lines 69, 71, 72, 74, 76 and 78.

For students who travel on BART, buses to the college leave from both the El Cerrito del Norte and Richmond BART stations.

- From the El Cerrito del Norte BART station, take bus #72; buses leave at 15-20 minute intervals.
- From the Richmond BART station, take bus #71 or 74; buses leave at 30-minute intervals.
- BART Express lines 30Z, J & Q, and Vallejo Transit, stop at Hilltop Mall. From there you can transfer to AC Transit #69, 72 or 74.
- The Rapid Bus stops at El Cerrito del Norte BART station, but not at El Cerrito Plaza station. There is no published schedule. The bus runs about every 12 minutes, and stops at the CCC campus.

COMMUNITY RESOURCES

Although Contra Costa College offers a variety of academic and personal support services for its students, the college is not able to meet all the needs of its students.

A Guide to Community Resources is available online at <http://www.211database.org> This guide lists community agencies that are able to provide students with such aid as:

- 24-hour hotlines
- AIDS information and referral
- Alcohol and drug abuse programs
- Churches, libraries, clubs & organizations & recreation opportunities
- Contra Costa Legal Services Foundation
- Emergency food and shelter, rent/mortgage payments
- Employment programs for special population groups
- Family planning
- Financial help for medical care & urgent care medical facilities
- Legal services for special population groups & Small Claims Court
- Mental health facilities & support groups
- Spouse and child abuse services
- Subsidized child care, housing
- Unemployment support services

Students are encouraged to refer to this guide for suggestions on where to get help with special problems.

Additional off-campus sources

Battered Women's Alternatives	510-236-7625
Battered Women's Alternatives–Men's Hotline...	510-676-2968
Bay Area Women Against Rape (Oakland)	510-465-3890
Bay Area Women's Health Center (Berkeley).....	510-843-6194
Catholic Counseling	510-232-1377
Child Protective Services.....	510-374-3324
Crisis & Suicide West County Hotline.....	510-620-0174
24-Hour Crisis Line	510-845-7273
Discovery Drug Program (2523 El Portal Drive, San Pablo).....	510-374-3332
Elder Abuse/Disabled Abuse	510-313-1780
Familias Unidas Counseling Center.....	510-412-5930
JFK Counseling Center (Pleasant Hill).....	510-798-9240
Lao Family Community Development.....	510-215-1220
Rape Crisis Hotline	510-236-7273

STUDENT RIGHTS & CAMPUS POLICIES

Your Rights as a Student at Contra Costa College

As a student at Contra Costa College you have certain rights. Knowing about these rights can help you make important educational decisions, become more involved in your education, and help you resolve any conflicts that may arise.

You have the right to:

- Receive a quality education, within reason. CCC will provide educational opportunities for you in a high quality, effective and compassionate manner. If we are not able to give you this education, we will inform you of your choices and help you find assistance if possible.
- Take an active role in all parts of your education. To provide the best education, we need you to be part of a team effort. The best teams are built on respect, participation and communication.
- Participate in the shared governance of the college. AB 1725 allows students to form a student government and participate on campus committees that make decisions for the college. Please contact the Office of Student Life for more information.
- Be treated with respect. All of your experiences on campus should be provided in a way that maintains your dignity.
- Express your religious, cultural, political and personal beliefs through participation or formation of campus clubs or discussion groups.
- You have the right to talk to a counselor or mentor to help with difficult educational issues that you might have.

Some examples of issues that you may need assistance with are:

Admission, graduation, transfer or dismissal
Quality of educational experiences
Educational Plans
Financial assistance

Learning or physical disability services
Tutoring services
Assessment placements

- Get complete information from faculty or staff about your student status, eligibility for services, graduation requirements and/or transfer requirements
- Have all of the information you need to take part in and make decisions about your education. Before you enroll in college, your counselor will tell you about your options. They will also tell you how the course will fit into your educational plan and consequences for failing the course.
- Know the people who are employed at Contra Costa College and are helping you with your education.
- Know the counselor, by name, you have chosen to guide your Educational Plan. It is also your right to know about student services and programs that are offered to students on campus.
- Talk to someone if you have a complaint about anything that occurred during a course or while obtaining a service on campus.
- Have your complaint reviewed and if possible resolved.
- Make advance educational plans. These documents can help you plan out the course you need in order to reach your educational goal while at CCC. We will honor your plan according to our mission, values, college policy and the law.
- Have information about you kept private. Anyone not directly involved in your education, including family members, must have your permission to get information such as grades, units attempted and completed, status and other personal information.
- Take part in college completion planning. A completion plan helps plan for your transition out of CCC. This may include events such as transfer, graduation or leaves of absence.
- Teaching that helps you learn about your educational needs and ways to promote retention.

- Receive a copy and a full explanation of your bill or financial aid status.
- Considerate and respectful ceremony at graduation or transfer.
- Be an active alumni. If you want more information about this option, please inform the Student Life Center or the Foundation Office.
- Know what college policies apply to your conduct as a student including the Student Right to Know, Student Code of Conduct, Drug Free Campus Policy and other college policies and procedures.

Your Responsibilities as a Student at Contra Costa College

Students also have responsibilities while here at CCC

It is your responsibility to:

- Treat others with respect. You deserve respect. Staff, other students, and faculty also deserve respect. This includes following the rules about smoking, noise, conduct, and respect of property by not yelling at, threatening, or hurting any other student, staff or faculty member, even if you do not agree with what they are saying or doing.
- Carry yourself with dignity by not coming to campus intoxicated, drinking or using drugs on campus or distributing or promoting the use of alcohol or drugs while on campus.
- Refrain from cursing or using vulgar language anywhere on campus.
- Perform with honesty by not plagiarizing, cheating or lying on tests or other assignments.
- Treat the campus with dignity and respect by picking up after yourself and adhering to the posted rules and regulations of the

campus.

- Give full information. You may need to answer a lot of questions about your education, goals, future plans, services received, etc. It is important to give complete answers so that we may serve you better.
- Keep appointments, arrive on time to class and stay for the duration of the class time.
- Follow the instructions given to you by your instructor or other members of the college staff including class requirements, deadline dates, and expected behavior. If you do not follow these directions, you are responsible for the results.
- Respect instruction time by tuning off and not answering your cell phone or text messenger while in class.
- Ask questions when you do not understand something about your educational experience.

Academic Honesty Policy

Students are expected to perform honestly and ethically in completing homework and class assignments. Students who are dishonest in the performance of classwork will be subject to disciplinary action. Students accused of being dishonest have the right to request a hearing by contacting the President's Office.

Examples of dishonest behavior include: (see glossary for definitions)

- plagiarism
- cheating
- fabrication aiding and abetting another's dishonesty
- forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false or incomplete information

Disciplinary Actions

Disciplinary action may be mild or severe, ranging from a verbal or written reprimand to probation, suspension, expulsion or dismissal from a course or from the college.

Hearing Procedures (Due Process)

A student who is disciplined because of dishonest behavior may request a hearing with the college president and/or designees for a review of the facts of the matter and to present his/her perspective. The student must call or write to the college president requesting a hearing within 10 days of notification of the disciplinary action.

Disciplinary Action for Willful Disruption of Orderly Campus Operation

Students may be suspended or expelled from class or the college for "good cause," as described in section 76033 of the Education Code:

As used in this article, "good cause" includes, but is not limited to, the following offenses.

- continued willful disobedience, habitual profanity or vulgarity;
- open and persistent defiance of the authority of, or persistent abuse of, college personnel;
- assault, battery or any threat of force or violence upon a student or college personnel;
- willful misconduct which results in injury or death to a college student or college personnel, or which results in cutting, defacing or other injury to any real or personal property owned by the district;

- use, sale or possession on campus of, or being on campus while under the influence of, narcotics, hallucinogenic drugs or other substance or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code;
- willful or persistent smoking in any area where smoking has been prohibited by the law or by regulation of the Governing Board;
- persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

The suspension or expulsion of any student for “good cause” shall be accompanied by a hearing conducted pursuant to the requirements of Section 66017 of the Education Code. Such hearings will be with the college vice president within the time required (10 days).

Suspension or lesser sanction of a student for up to five days may be authorized by the college president or designee for good cause as defined in Education Code Section 76033, or when the continuing presence of a student causes a continuing danger to the physical safety of the student or others. The president must receive in writing a copy of the complaint prior to any suspension. If the student is a minor, the parents or guardian shall be notified and invited to confer with a college official.

Pursuant to Education Code Section 76030, only the Governing Board of the district is authorized to expel a student. The Board is authorized to expel a student for good cause when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. The college president will make the recommendation for expulsion to the Governing Board. No student shall be suspended or expelled unless conduct for which the student is disciplined is related to college activity or college attendance (Section 76034 of Education Code).

Any student who, after a hearing, has been suspended or dismissed from the college for disrupting the orderly operation of the campus or facility of the campus, and as a condition of suspension or dismissal has been denied access to the campus, cannot willfully and knowingly enter the campus without the express written permission of the college president. If done so under these circumstances, the student will be guilty of a misdemeanor, and shall be punished as noted in the law (See Penal Code Section 626.2).

Grounds for disciplinary action shall be anything identified in the State of California Education Code, Title V, Penal Code or any other applicable legislation.

Dress Code

Students are expected to dress appropriately everywhere on campus. You should be aware that faculty members have the right to establish standards of dress in their classes. In some classes—such as physical education, science labs, culinary arts, dental assisting, nursing or welding—students may be required to wear particular clothing for suitability and/or safety.

At Contra Costa College activities, the decision of the Director of Student Life regarding acceptability of dress will be final.

Drug-Free Campus Policy

Contra Costa College is a drug-free campus. Its policy is to uphold federal law by maintaining a campus where students, faculty, staff, and administration are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of controlled substances as listed in Schedules I through IV of Section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and from abuse of alcohol.

For the purposes of this policy, “campus” shall mean those places where a student is engaged in an authorized college activity. The campus includes property owned or leased by the district; property used by the district for student participation in field trips, field study, athletic competition or study travel programs; district or private vehicles while on campus or while being used for official college or district business.

All students are required to comply with this policy to remain in good standing and as a condition of continued attendance in any of the district’s colleges. Any violation of this policy will be cause for disciplinary action against the student, up to and including expulsion. Student discipline shall be accomplished in accordance with the provisions of Article 3 of Title 3, Division 7, Part 47, of the California Education Code.

Any student needing information about substance abuse treatment may consult a campus counselor, who can provide the student with information about available treatment resources. The district does not provide substance abuse treatment.

Emergency Medical Assistance

The college does not provide medicines or medical treatment, nor does the college assume liability for medical bills from accidents or injuries suffered in facilities maintained or used by the college.

Financial Obligations of Students

In accordance with Contra Costa Community College District Governing Board Policy 5018, and California Code of Regs 59410, Contra Costa College shall withhold transcripts, diplomas, and registration privileges from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to the district or a college. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.

Gender Equity Policy

Students at Contra Costa College are encouraged to choose career goals based on interest and abilities, not on sex stereotypes. Special support services are provided for the academically and financially disadvantaged; those with limited English skills; and those who are entering nontraditional occupations; adults who need training or retraining, and individuals who are single parents or homemakers. These services are provided under Federal Law, Title IX of the Education Amendments of 1972. For more information, contact the director of Business Services in AA-201, extension 4209.

Grade Change Process

If you feel that an instructor has made a mistake in your grade, or if you have good reason to believe that you should have received a different grade, you should begin by discussing it with the instructor who assigned the grade.

1. All college personnel will direct the student who has a question or complaint about a grade to the instructor.
2. If a grade was given in error, or the instructor, after discussing the issue with the student, agrees to a grade change, then the instructor will submit documentation regarding the reasons for the grade change to the president's designee, the dean of enrollment services. The dean will validate that there is sufficient documentation for a grade change, and will implement the change.

3. If the instructor is no longer at the college, or is unavailable, then the division dean will discuss the issue with the student, review the available documentation, and submit a request for grade change to the Admissions & Records Office. If the division dean determines that the student's grade should not be changed, the student may request a Student Grievance Hearing (Stage II of the Grievance Process).

4. The director of Admissions & Records will keep all documentation related to the changing of a grade.

5. There is a one-year time limit for changing of grades. A student who fails to file a complaint in a timely manner shall be barred from seeking correction or removal of the contested grade.

Grievance Process

Contra Costa College's student grievance procedure is based on resolving an issue at the most appropriate level in an efficient, impartial and fair manner. You should first attempt to resolve the issue with the parties involved. This may include instructors, college staff, or managers at the division or dean level.

If you have a *question or complaint about a grade*, you should begin by discussing it with the instructor who assigned the grade. See section on "Grade Change Process."

Stage I

1. If a complaint is not resolved between the instructor and the student, the student should be referred to the department chairperson (if this is not the same person as the instructor). The division dean may call the instructor and student for an informal conference to attempt to resolve the problem.

2. If the complaint is not resolved at the department chairperson level, the division dean will ask the student to put into writing the issues involved using the Student Grievance Form. This form is available in each division office.

3. Within five (5) working days of the receipt of the Student Grievance Form, the division dean will call the instructor and the student together to discuss and attempt to resolve the problem. If the instructor is retired or no longer at the college, then the department chairperson will be involved in this conference.

Stage II

1. If the complaint is not resolved at the division dean level, the division dean will assist the student in making an appointment with the senior dean of students. The senior dean will attempt to resolve the issue by meeting with the student and the instructor.
2. If a complaint involves the issue of discrimination or harassment, the senior dean will direct the student to pursue Board Policy 2002 (Governing Board Policy for the Investigation and Resolution of Complaints of Unlawful Discrimination).
3. If the complaint involves other issues, the senior dean will direct the student to the appropriate manager or to the Grievance Committee.
4. The Grievance Committee meets when necessary to hear complaints involving disputed grades, contents of records, or other unresolved issues. The committee hears the complaint, deliberates, and makes a recommendation to the president.

A. Membership of the Grade Grievance Committee is as follows:

Standing Committee:

- three members of the Academic Senate Appeals Committee, one of whom will serve as chairperson.
- senior dean of students (resource person).
- classified staff representative
- student representative

Other Committee Members:

- division dean (not the involved division)

B. The Grievance Committee will be convened within thirty (30) days of receipt of the Student Grievance Form. Prior to the meeting of the Grievance Committee, the chairperson will collect documentation from the student grieving as well as from the instructor. This documentation will be distributed to all committee members no later than three (3) working days prior to the meeting. If the documentation is not available, then the Grievance Committee meeting will be delayed until the information is available.

C. While no attorneys are to be present at the Grievance Committee, both student and instructor may bring one representative to the Grievance Committee meeting.

D. Grievance Committee meetings will be taped.

E. Both student and instructor will be present during the Grievance Committee meeting.

F. The format of the Grievance Committee meeting is as follows:

(1) The intent of the meeting is to clarify the issues and facts of the situation. It is not meant to be adversarial in nature.

(2) Student grades given by an instructor are final “in the absence of mistake, fraud, bad faith, or incompetency” [Education Code, Section 76224 (a)].

(3) The meeting will begin with the student’s presentation of the issue. The committee will ask the student questions to clarify the issues.

(4) Next, the instructor will present. The committee will ask the instructor questions to clarify the issues.

(5) When all presentations and questions have been completed, the student and the instructor will be invited to leave. The grievance committee will deliberate and decide upon a recommendation regarding the issue.

G. The chairperson and the grievance committee will forward the recommendation of the committee to the college president within ten (10) working days.

5. The college president notifies the student and the instructor of the final decision within five (5) working days of receiving the recommendation of the grievance committee.

6. If the college president sustains the student’s complaint and determines that a change of grade is warranted, the instructor may appeal the decision in writing to the Governing Board of the Contra Costa Community College District within ten (10) working days of receipt of the final decision.

7. Within thirty thirty (30) days of receipt of the final decision of the college president, the student may appeal the decision in writing to the Governing Board of the Contra Costa Community College District.

8. Within thirty (30) days of receipt of such an appeal, the governing board shall conduct a closed session with the student and the instructor who recorded the grade, to determine whether to sustain or deny the allegations. The decision of the governing board is final [Education Code, Section 76232].

9. If the decision of the governing board is unfavorable to the student, the student has the right to submit written objections to the given grade which the District must maintain as part of the student’s academic records [Education Code, Section 76232 (d)].

Nondiscrimination Policy & Filing of Complaints

Contra Costa Community College District is committed to equal opportunity in educational programs, employment, and campus life. The District does not discriminate on the basis of age, ancestry, color, disability, gender, marital status, national origin, parental status, race, religion, sexual orientation, or veteran status in any access to and treatment in college programs, activities, and application for employment.

The lack of English language skills is not a barrier to admission to and participation in vocational education programs and services.

Equal educational opportunity includes, but is not limited to: admission, recruitment, extracurricular programs and activities, facilities, access to course offerings, counseling and testing, financial assistance, employment, physical education, and athletics. Equal employment opportunity includes but is not limited to providing and safeguarding the opportunity for all persons to seek, obtain, and hold employment and qualify for advancement in the District without discrimination.

Contra Costa Community College District is committed to non-discrimination in compliance with the Civil Rights Act; Title IX of the Education amendments of 1972; the Rehabilitation Act of 1973 (Section 503 and 504); the Americans with Disabilities Act of 1990; Executive Orders 11246 and 11375; the Vietnam Era Veterans Readjustment Act of 1967; the Age Discrimination in Employment Act of 1967; and nondiscrimination laws of the State of California.

• *Procedure – Discrimination Complaint*

The Board of Governors of the California Community Colleges has adopted specific rules and regulations regarding unlawful discrimination. The officers responsible for ensuring district compliance with these regulations are:

District Office:

Gene Huff, Associate Vice Chancellor of Human Resources
Contra Costa Community College District
500 Court Street
Martinez, CA 94553
(925) 229-1000 extension 1297

CCC campus:

Mariles Magalong, Director of Business Services, Title IX Coordinator,
and Section 504/ADA Coordinator
Contra Costa College - AA-201
2600 Mission Bell Drive
San Pablo, CA 94806
(510) 235-7800, extension 4209

• **Sexual Harassment**

Sexual harassment is a form of sex discrimination. It is a violation of the Federal Civil Rights Statutes of 1964; Title VII of the Equal Employment Opportunity Act of 1972, as amended; Government Code Sections 12940 (i) and (j) of the California Fair Employment and Housing Act; and Government Code Section 19702 of the State Civil Service Act.

It is the policy of the District to provide an educational environment free from any form of sexual harassment directed at any employee, student, or other person while engaged in business activities for or with the District.

• **Definition**

Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature which occurs under any one of three circumstances:

- Submission is made—either explicitly or implicitly—as a term or condition of employment or successful completion of a course.
- Submission or rejection by any employee/student is used as a basis for decisions affecting the employee or student.
- Such conduct has the potential to affect an employee/student's work performance negatively and/or create an intimidating, hostile, or otherwise offensive working environment.

Sexual harassment includes, but is not limited to:

- Making unsolicited written, verbal, physical, and/or visual contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, or invitations. Verbal examples: derogatory comments, slurs, jokes, or epithets. Physical examples: assault, touching, impeding or blocking movement. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.)
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
- Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. For example, either implying 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.
- Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, educational progress and/or work environment of another employee.

- Offering favors or employment benefits, such as promotions, favorable performance evaluation, favorable assigned duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

- ***Procedure—Sexual Harassment Complaint***

The district has a responsibility to fully investigate and resolve complaints of sexual harassment. Any person who feels he/she has been sexually harassed may file a discrimination complaint with the director of business services, following the procedures outlined in the preceding section.

Campus Smoking Policy

Contra Costa College is a non-smoking campus. Smoking is not allowed in any building on campus at any time. Smoking is only allowed in Contra Costa College's parking areas that are located at least 25 feet from building entrances. Smoking is not allowed in the Early Learning Center parking lot or in parking Lot 7, which is between the track and the pool.

Open Course Policy

Every course offered by the college, unless otherwise stated in the Contra Costa College catalog or schedule of courses, unless specifically exempted by statute or regulation, is open to enrollment and participation by persons who meet the prerequisites of the course and who are otherwise eligible for admission and enrollment in the college.

Privacy Rights

The California Education Code, Section 76200 et seq.; Title V, California Code of Regulations, Section 54600 et seq., Family Educational Rights and Privacy Act (Section 438, Public Law 93-380) and CCCCD Board Policy 3013 require that educational institutions provide you access to official education records directly related to you; and to provide you an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate.

In addition, the college must obtain your written consent before releasing personally-identifiable information about you from records to other than a specified list of persons and agencies. These rights extend to present and former students.

1. Education records generally include documents and information related to admissions, enrollment in courses, grades and related academic information.

2. The director of Admissions & Records (SSC-115) has been designated records officer, as required by the act.

3. Education records will be made available during working hours for inspection and review to presently- and formerly-enrolled students within 15 days following completion and filing of a request form with the records officer.

4. Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

5. No District representative shall release the contents of a student's record to any member of the public without the prior written consent of the student, other than directory information as defined below, and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Directory information shall include:

- Student participation in recognized activities and sports including weight, height, and high school graduation of athletic team members.

- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

6. Copies of the law and college policy relevant to it are available for review and inspection in the Admissions & Records Office (SSC-115)

Student Complaints About Instructors

If you have a complaint about an instructor (*not about grades*), the first step is to try to resolve the problem with the instructor. If the complaint is not resolved, you may go to the department chair, then the division dean, and finally, to the senior dean of instruction.

Student Conduct

The college is guided in matters of student conduct by the California Education Code, which states that:

1. disorderly, unethical, vicious, or immoral conduct and/or
2. misuse, abuse, theft, or destruction of state property are grounds for a student to be placed on probation, suspended, or expelled from the college.

During any activity sanctioned by the college, behavior by its students that might tend to discredit the college or the student body may be grounds for disciplinary action.

Contra Costa College rules and regulations govern the following:

- **Drinking/Drugs:** Use or possession of alcoholic beverages or controlled substances in any form is prohibited on campus, and at school functions on or off campus.
- **Food in the classroom:** Food and beverages may not be taken into the classroom.
- **Gambling:** Games of chance are not permitted on any part of this campus at any time.
- **Games:** Games such as cards, checkers, chess, etc. are permitted only in the recreation room of the student union.
- **Smoking: Smoking is not permitted on campus** at any time. See also the information provided on “Academic Honesty.” Students should review the “Student Code of Conduct” of the 2009-2010 College Catalog.

Student Participation in Shared Governance

Interested CCC students are invited to participate as student representatives to several college committees through coordination with the Associated Students Board. These include, but are not limited to, the committees for Safety and Security, Operations Council, Student Services Committee, and the Middle College High School Advisory Board. If you would like more information about the focus of these committees, when they meet, and the responsibilities they entail, please contact the President’s Office or the Student Life Center, extension 4407.

Student Right-to-Know Policy

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Contra Costa Community College District and CCC to make the following information available:

- The completion or graduation rates of certificate or degree-seeking, full-time students entering the college.

This information was made available beginning July 1, 1993 and annually thereafter, to current students, and on request to prospective students before they enroll or enter into any financial obligation with the college. This information is available from the offices of Admissions & Records, Counseling, Vice President, EOPS and Financial Aid.

Campus Security Act

- Annual reports of criminal activity on campus, and the procedures in place for prevention of campus crime, are published and available from the Campus Police Office in the R building as well as various other offices on campus.

STUDENT PROGRAMS & SERVICES

The telephone number at CCC is 510-235-7800; extensions are noted below.

Academic Support for Student Athletes

Contra Costa College offers support services for student athletes to help them achieve their academic objectives. These services include academic and athletic orientation, counseling and advising, tutorial services, athletic study hall, and progress reports for follow-up counseling. Students interested in these services may contact the athletics office at extension 4257.

Center for Science Excellence

PS-109; extension 4466

Contra Costa College was awarded grants to establish the Center for Science Excellence (CSE). Its purpose is three fold: to provide a solid foundation in science, math, and engineering; to prepare students for transfer to four year universities, and to increase the number of underrepresented minority students in the science, math and engineering fields.

CSE students receive guidance from learning mentors, academic assistance through workshops, opportunities to work or gain a practical experience in cooperative learning sites, opportunities to visit national laboratories, etc. CSE students spend a minimum of nine hours per week on campus in a combination of studying, participating in activities and tutoring.

For more information, contact Dean Terrence Elliot at extension 4364.

Concurrent Enrollment

Contra Costa College offers you the opportunity to enroll concurrently at the University of California at Berkeley, Mills College in Oakland, Cal State Hayward-Contra Costa Campus, or John F. Kennedy University, while taking classes at CCC and without paying additional tuition. In order to qualify, you must have completed 20 transferable college units, must have a GPA of at least 2.4, must take at least nine units at CCC, and must be classified as a full-time student between the two schools. If you are interested, please contact the Counseling Center, SSC-108, extension 7255.

Confidential Student Assistance Program

This Student Assistance Program provides confidential counseling and referral services for the resolution of personal problems in person or over the phone. Pick up an informational brochure in the Counseling Office, or the Student Life Center. You must be registered in at least six (6) units to be eligible for these benefits.

Contra Costa College Foundation (CCCF)

AA-203; extension 4566

The Contra Costa College Foundation (CCCF) is a state chartered, 501(c)3 non-profit corporation whose purpose is to provide support to the College. It is governed by a board of directors which includes community leaders and CCC staff members.

The Foundation raises money for student scholarships and college improvement projects; helps students find and apply for scholarships; works to involve businesses, alumni and friends in college activities; and provides financial services for a variety of college organizations and programs. The Walk of Fame outside the library, the Swinging for Scholarships golf tournament, the CCC Hall of Fame, and the annual scholarship awards ceremony are a few of the many projects sponsored by the Foundation.

For further information, write to the Contra Costa College Foundation, P.O. Box 1216, Richmond, CA 94802, or call the college development director, Linda Cherry, (510) 235-7800 extension 4566.

Cooperative Education (Work Experience)

LA-18; extension 4536

You may receive college credit for paid or volunteer work you do that relates to your occupational goals, or provides other employment training, through the Cooperative Education Program. To be eligible to enroll in co-op education, you must be enrolled in at least seven units, including your co-op ed course. After enrolling in co-operative education, you must attend one orientation session.

For information about this program, and for approval to enroll in co-op ed, contact the Cooperative Education Office.

Disabled Students Programs and Services (DSPS)

SSC-109; extension 7220 Office Hours: M-Th 8:00-4:30 P.M.; F 8:00-3:00 P.M.

The primary mission of the Disabled Students Programs and Services Office is to promote a fully integrated college experience for students with disabilities by ensuring that students have equal access

to all areas of college life.

Services include:

- Online Registration
- Testing for learning disabilities
- Specialized instruction for students with learning disabilities
- Academic advising
- On-campus transportation
- Mobility assistance
- Adaptive equipment (including adaptive computer technology)
- Coordination of notetakers, readers and sign language/interpreters
- Referral/connection to community resources

For more information, contact the DSPS Office at the following numbers:

email: dspsoffice@contracosta.edu

(510) 235-7800 extension 7220

FAX: 510-234-1544

Voice: California Relay 711

Early Alert System

In an effort to ensure your success, the college has an “Early Alert System,” by which your instructor may intervene if he or she thinks your success in a course is in jeopardy. Your instructor may send you a letter requesting that you make an appointment to see him or her, or a counselor, regarding your classroom performance and attendance. The reason for this is to provide you with help while there is still time for you to successfully complete the course.

Early Learning Center

New Building on Campus Drive up the hill from the Bus Transfer Center; extension 4370

The Early Learning Center is a child lab school which provides an enriched supportive learning environment for the children, parents and CCC students. The new center is located on Campus Drive just up the hill from the AC Bus Transfer Center.

The center offers CCC students opportunities to observe children as well as to acquire teaching and parenting skills. Sequential learning activities are provided to promote optimal physical, social, emotional, and cognitive growth for each child at his or her individual developmental level. Children are encouraged to freely choose friends, activities and materials to allow for the development of responsibility, decision-making skills, and high self-esteem. Programs for children are offered in both traditional early childhood education and the Montessori Method.

Note: Programs, hours and fees are subject to change.

Age requirements (all children must be toilet trained)

Day program, traditional or Montessori:

Children ages 2.9 to 5 years (and fully potty trained)

Evening program: Children ages 3 to 10 years

Enrollment times:

Traditional or Montessori:

Part Day: M-F 7:50 A.M.- 12:30 P.M.

Full Day: M-F 7:50 A.M - 5:00 P.M.

Evening program: M-Th 5:00 P.M.-10:00 P.M.

Fees:

Contact The Early Learning Center for current fees.

Please note: Students who are taking 9 or more units and have a Board of Governors Fee Waiver qualify for a **reduced fee**.

Enrollment Priority:

Enrollment is on a semester-by-semester basis. Returning parents in good standing with a major in Early Childhood Education have first priority for enrolling their children at the start of a new semester. Next priority goes to students in the CARE and CalWORKs Programs, then to other students enrolled at CCC, then to employees of CCC, and if space is still available, to families living in the community.

Parent Participation Requirement: (Day Program Only)

1. New and returning parents must enroll in ECHD 140. Class sessions are held on Fridays, 11:10 A.M.–12:00 noon.
2. New and returning parents must perform lab hours each week as part of the ECHD 140 parenting class:
 - 3 lab hours per week for students taking 3 units.
 - 2 lab hours per week for students taking 2 units.
 - 1 lab hour per week for students taking 1 unit.

Note: Proof of a negative TB test is required prior to beginning lab hours.

Enrollment Requirements:

1. Parents must complete all enrollment and immunization forms before entry. A completed physician's report must be on file within 30 days of enrollment. No child will be admitted without verification of up-to-date immunizations.

2. **Parent Orientation Meeting:**

New parents or guardians must attend the New Parent Orientation Meeting.

Enrollment information:

To register your child stop by or call the Early Learning Center Office at (510) 235-7800 extension 4370 between 8:00 A.M. and 5:00 P.M. Bring your class schedule print out and your child's immunization record with you to register your child at The Early Learning Center.

Job Development/Job Placement

SSC-106B; extension 4344

Hours: 8:00 A.M. to 5:00 P.M., Monday-Friday

The Job Development Office assists graduates and other students to obtain employment, and assists with résumés and preparing for job interviews.

Certain departments also provide vocational counseling: Early Childhood Education, Nursing, Automotive Technology and others.

Contact the individual department chairpersons for more information.

Students seeking part-time or full-time off-campus employment while enrolled at CCC should check with the Job Placement Office. A limited number of on-campus part-time positions are also available. The majority of these positions require students to be receiving Financial Aid and to be eligible to receive Federal College Work Study.

Office Hours: Monday–Friday 8:00 A.M.–5:00 P.M.

Referral Hours: 9:00 A.M.–12:00 P.M., 1:30 P.M.–4:00 P.M.

Note: Drop-ins are welcome, but appointments are highly recommended.

CCETV and Telecourses

AA-117; extension 4440

Contra Costa College has its own television station, CCETV, which it uses to broadcast telecourses and other educational programming. A telecourse is like any other college course in that there are reading and writing assignments, tests, and unit credit that can be transferred to a four-year institution. The main difference is that the material that would traditionally be presented through lectures is, instead, presented through a series of video programs.

Students do meet with their instructor, once or twice a month. Class meetings are used more for organization, review, questions and

testing, than for lecturing. It is a wonderful opportunity for people who have a difficult time getting to a college campus.

Students can view the telecourses on CCETV throughout Contra Costa County. Students can also view tapes in the Media Lab, check tapes out of the college library, or rent them from a distributor. Some programs can also be viewed on the Internet with a high-speed connection.

For more information about the CCETV broadcast schedule and/or distance learning at CCC, see the following websites: www.contracosta.edu/KCCC or www.contracosta.edu/DistEd/dlmain.htm.

METAS Program

SSC-111; extension 4608

METAS is a special program at Contra Costa College which focuses primarily on helping junior high and high school Latino/a students to achieve their educational, career and personal goals. METAS builds a network of support for students through a unique instructional and tutoring program, as well as parent involvement. Services are provided bilingually. A special concurrent enrollment program allows students under 18 years of age to attend the METAS courses and other courses on campus.

PACE (Program for Adult College Education)

LA-20; extension 4323

The Program for Adult College Education (PACE) is a transferable liberal studies package leading to an Associate degree and transfer to a four-year college or university. PACE is a pre-planned program of study. Courses are semester length and are offered at times convenient for working adults. Various modes of delivery include television courses, seminars, and Saturday classes. New students are required to attend one orientation session before enrolling. For more information, contact the program coordinator, Lee Brelie, at extension 4332, or by e-mail to pace@contracosta.edu.

Puente Project

extension 4249

The mission of the Puente Project is a transfer preparation program to increase the number of educationally underserved students who:

- transfer to four-year colleges and universities
- earn their degrees
- return to their community as leaders and mentors.

The Puente Project is a program which focuses on three areas: writing, counseling, and mentoring. Students participate in field trips to four-year colleges and universities and gain support in navigating the transfer process. For more information contact Norma Valdez Jimenez at extension 4249 or by email at nvaldez-jimenez@contracosta.edu, Elvia Ornelas Garcia at extension 4600 or by email at eornelas-garcia@contracosta.edu; or Maritza Vande Voode at extension 4242 or by email at mvandevoorde@contracosta.edu.

Supported Education Services

Location: Student Life Center

Extension 4617

Hours: Monday – Thursday 9 A.M. – 5 P.M.

Supported Education Services provide students with the opportunity to experience a safe beginning or re-entry to college. Weekly drop-in support sessions focus on mastering the college environment and liaison with community agencies.

Supported Education Services will assist students that have personal challenges, with registration, classes, and book grants. The SES program provides information, referrals, support, and advocacy for all students.

Testing (Career/Personal)

SSC-108; extension 4255

The Counseling Center provides career-related and personal interest testing to help you answer questions regarding your own educational and career interests and abilities and to assist you in planning for the future. The Center also makes available information and applications for many state and national testing programs, including the SAT and ACT, TOEFL, and CBEST for prospective teachers.

Transfer/Career Center

SSC-106; extension 4241

The Transfer/Career Center has up-to-date career information including a computerized database of career and occupational programs. Counselors are available to help you make choices about majors, careers and job opportunities through individual counseling and interest assessments.

The Transfer/Career Center provides a variety of services to help students learn about the many transfer programs and colleges available to them. The center maintains a reference collection of college catalogs from both public and private schools, including information regarding the financial aid packages and major/career programs they offer.

Representatives from most of the major four-year institutions in the Bay Area schedule routine visits to the center, as well as occasional field trips to their particular campuses.

Weekend College

LA-20; x4323

Weekend College is a short-term, intensive pre-planned program of study leading to an Associate degree or transfer to a four-year college or university. Two eight-week sessions are offered each semester. Students enroll in just two courses per session, and attend classes on Friday nights and Saturdays only. A new student orientation is required. For more information, contact the program coordinator, Lee Brellie, at extension 4323, or by e-mail at lbrellie@contracosta.edu or Walter Masuda, extension 4545.

STUDENT ACTIVITIES...

Athletics

Intercollegiate Athletics

Participation: Contra Costa College participates in intercollegiate athletics in the following sports:

- baseball
- men's and women's basketball
- football
- women's softball
- men's and women's soccer
- women's volleyball



Nickname: The Comets.

Conference: CCC is a member of the Bay Valley Conference and the Northern California Football Conferences.

The Bay Valley Conference and the Northern California Football Conference compete under the governance of the Community College League of California Commission on Athletics. The Commission provides regional and state playoffs in recognized sports.

Eligibility: Eligibility for participation in intercollegiate sports is regulated by the provisions of the California State Athletic Code. The code requires that a student must be enrolled in at least 12 units during the term of participation.

Credit: Academic credit is given for intercollegiate participation. If you are interested in intercollegiate participation, contact the college's athletic director, John Wade GA-90, extension 4310, or the Athletic Department Office, GA-90, extension 4257.

Academic Support for Student Athletes

See page 56, 118

Swimming Pool

CCC's Olympic-size neated swimming pool is open to any student registered in a physical education swim class. Proper swimming attire is required (no cutoffs, shorts, shirts, etc.)

Lockers are provided; bring your own towel and lock.

Student Life

SA Building (entrance is off amphitheater/patio); extension 4237 or 4407

The Student Life Center, in the Student Activities Building, is the heartbeat of campus life at Contra Costa College. Student Life offers a variety of services including posting approval for flyers, the housing board, health insurance information, public transportation information, student safety on campus, voter registration cards and campus activity information. In addition to these services, Student Life houses the Associated Students Union, Inter Club Council, Student Ambassadors, Outreach & Scholarships, Supported Education Services, and various campus clubs. All students are encouraged to stop by, hang out, and see what is going on around campus! The Student Life Center is located in the SA building (entrance off the amphitheater/patio extension 4237 or 4407).

Associated Students Union

All enrolled students at Contra Costa College are considered to be members of the Associated Students Union. You are encouraged to become active in the student association, not only to benefit yourself, but also to have a voice in the college's shared governance, which benefits all students. There are various levels of participation, some of which are listed below. Please inquire about all positions in the Student Life Center.

ASU Senators

The Associated Students Union is the official student governance body at Contra Costa College. To participate in student governance on the ASU Board you must meet the following requirements:

- Enrolled in at least 5 units
- Maintain a cumulative GPA of 2.0 or better
- Complete application process

The shared governance process on campus includes students on campus wide committees along with faculty, administration, and classified staff. Students are not required to be official members of the student government in order to participate on college committees, but students who serve on such committees must receive input from and report back to an assigned senator as well as their constituents.

ASU Activity Coordinators

Activity coordinators are responsible for proposing, planning, and implementing campus-wide activities. The activities sponsored by the

ASU vary by semester but some of the most common activities are: hosting Brown Bags, Teach-Ins and guest speakers, organizing student events on campus, participating in student advocacy efforts, participating in leadership training, and attending student leadership conferences. Please come to the Student Life Center for more information.

Student Ambassadors

The Student Ambassador program was established to create a network of student representatives from various campus departments. Each department is encouraged to have at least one Student Ambassador who will speak on behalf of the program and bring ASU and Student Life information and concerns to their constituency. You are encouraged to become a Student Ambassador in order to learn leadership skills, participate in shared governance, advocate for student rights, and develop skills needed to become an ASU Senator. Please see the Student Life Center for details.

Additional Services:

Student Photo ID card

All students are required to obtain a student ID card from the Student Life Center. These free cards will permit access to the library, computer labs, skills center, printing, Rec Room, and other campus services. If you choose to pay the ASU Activity Fee, your card will also get you various on and off campus discounts.

ASU store: Located in the Recreation Room, the ASU Snack Bar offers a variety of inexpensive food options for breakfast and dinner. Hours vary.

Vending machines: Traditional vending machines with soft drinks, snacks and candy are located in the Student Association, Art, Applied Arts, Humanities (1st floor) and in the Gym area buildings.

Student Clubs

How to Form a Club:

If you are one of a group of students with similar interests and you would like to form an official campus club, please stop by the Student Life Center and pick up a New Club Application.

When the necessary forms have been completed, please submit them to the Student Life supervisor. An official club handbook is distributed to each authorized club. All clubs must meet certain requirements to be recognized as official campus clubs.

Recently Active Clubs:

AGAPE

Alpha Gamma Sigma

Animé-Manga Club

Arts and Literature Club

Asian Pacific Student Union

Black Student Union

Business Club

DSPS Club

EOPS Club

HHS Club

International Student Club

Latino Student Union

Muslim Student Association

Emerging Leaders

The Emerging Leaders Program is a leadership development program open to all CCC students who want to develop their leadership skills. Workshops are offered throughout the semester. Please pick up a schedule at the Student Life Center or call extension 4237.

First Year Experience

The First Year Experience Program is designed especially with the first year student in mind. Whether you are coming straight from high school, have decided to change your career, or are returning to college after an absence, we want you to make it through successfully! Students who participate in the First Year Experience programs and seminars are more likely to make it through their first semester, get better grades and have a higher GPA. To find out more about this program. Please inquire at the Student Life Center or call extension 4237.

STUDY TIPS

- ***Give full attention to your studies*** •

Use class time profitably. Learn to listen carefully—a lot of information is given orally in class. Pick up on the structure of the lecture or discussion. Be ready to respond. Know and understand the assignments.

- ***Ask questions*** •

The only “dumb” question is the one you don’t ask. Don’t be afraid to ask questions in class. There are undoubtedly others in the class who have a similar question. If you misunderstand a main concept, you may find yourself stumbling over the same problem throughout the course.

- ***Organize a study group...***

of several people in your class. Meet regularly to discuss class material, work on assignments, or help each other.

- ***Set a regular time to work*** •

Don’t put it off. Make up a schedule for your week. Plan your study time and stick to that plan. Keep up with assignments, day by day, or at least within the same week. This helps you avoid having to “cram” at the last minute.

- ***Have a quiet place to study regularly...***

with no distractions (or as few as possible). Have a dictionary and all other materials that you will need handy (paper, pencils, etc.). If you study at home, explain what you have to do for each course to your family (or roommates), and ***ask for their cooperation*** in giving you some uninterrupted time to do it.

- ***Allow enough time for each assignment*** •

Start with the toughest or least favorite task. Take a short break now and then.

- ***Break down major projects into smaller tasks*** •

That way you won’t feel overwhelmed by the project, and you’ll feel a sense of accomplishment as you finish each part.

• ***Keep a “things to do” list*** •

Keep it accurate. List the due dates of assignments. Don't wait until the last minute to start on them.

• ***Read to understand*** •

Use a dictionary. Know what each word means so that you understand the significance of each sentence and paragraph. Good vocabulary and reading skills are essential to success in college and the workplace, and in becoming an informed citizen.

• ***Follow a study plan*** •

- (a) Survey the material before reading it.
- (b) Ask yourself questions about the material.
- (c) Read the material, looking for answers to your questions.
- (d) Reinforce key concepts, definitions and other information by underlining, outlining and/or writing a summary of your readings.
- (e) Review the material by reciting—out loud, if possible—from your summary, outline, or underlined material.

• ***Make it neat, complete, and on time!*** •

Is it written clearly, in ink or typewritten, on clean paper, without grammatical or spelling errors? Check your assignment carefully before you hand it in. If it doesn't measure up, do it again, correctly!

• ***Be strict with yourself*** •

Success is earned through effort and work. Force yourself to learn the habits that will help you achieve your goals.

• ***If you are having problems with a course or assignment...*** •

See your instructor as soon as possible.

For more help in developing good study habits, contact the Counseling Center.

Your Class Schedule - Fall Semester

	<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>	<i>S</i>
<i>6:10</i>						
<i>7:10</i>						
<i>8:10</i>						
<i>9:10</i>						
<i>10:10</i>						
<i>11:10</i>						
<i>12:10</i>						
<i>1:10</i>						
<i>2:10</i>						
<i>3:10</i>						
<i>4:10</i>						
<i>5:10</i>						
<i>6:10</i>						
<i>7:10</i>						

Course	Instructor	Office #	Tel. #

August 3 - 09, 2009

Kick Off Month

M	3
T	4
W	5
Th	6
F	7
S/S	8/9

August 10 - 16, 2009
Kick Off Month

10

M

11

T

12

W

13

Th

Last day to submit Fall application before the term starts

14

F

15/16

S/S

Last day to register online or by phone prior to first day of instruction for courses that meet on Monday

August 17 - 23, 2009
Kick Off Month

17

M

Last day to register online or by phone prior to the first day of instruction for courses that meet on Tuesday
First day of instruction for MWF courses

18

T

First day of instruction for TTH courses

19

W

20

Th

21

F

22/23

S/S

First day of instruction for Sat/Sun courses

August 24 - 30, 2009
Kick Off Month

M	24
T	25
W	26
Th	27
F	28 <i>First year experience mini conference</i> <i>Last day to add a course with a late add code. Add codes are subjected to expire and students are not allowed to register after this date without the approval of the Senior Dean of Student Services (SSC-111).</i>
S/S	29/30 <i>No Sat/Sun classes</i>

August 31 - September 6, 2009

World Peace/Hispanic Heritage Month

31

M

1

T

2

W

3

Th

Vendor Fair, Quad, 9am

4

F

5/6

S/S

No Sat/Sun classes

September 7 - 13, 2009
World Peace/Hispanic Heritage Month

7

M

Holiday – Labor Day

8

T

Club Rush, Quad, 12pm

9

W

Club Rush, Quad, 12pm

10

Th

FYE Workshop, MathEdge: Tools for success in math, Fireside

11

F

*Last day to Withdraw from a full-term course without a "W"
Note: Must be done online or by phone
Last day to choose Pass / No Pass grading option*

12/13

S/S

*CCC Chess Club tournament,
Fireside, 9am*

September 14 - 20, 2009
World Peace/Hispanic Heritage Month

14

M

15

T

16

W

17

Th

*Fireside Chat:
Town Hall Meeting: Stop The Violence (Constitution Day),
Fireside Rm, 1:30pm*

18

F

19/20

S/S

ASU Elections (Online) 19th-24th

September 21 - 27, 2009

World Peace/Hispanic Heritage Month / Health and Safety Month

21

M

*ASU Elections (Online) 19th-24th
International Day of Peace Display, Rec. Room (All Day)*

22

T

FyE Mixer, Rec. Room, 2:00pm

23

W

24

Th

25

F

Holiday – Native American Day

26/27

S/S

September 28 - October 4, 2009

Health and Safety Month

M	28
T	29
W	30
Th	1
F	2
S/S	3/4

October 5 - 11, 2009
Health and Safety Month

M	5
T	6 <i>Student Living Well: Weed, Alcohol, Pills, Internet, Caffeine, Sex: When does USE become ABUSE? 1:00pm</i>
W	7
	8
Th	9
F	10/11 <i>Contra Costa College's 60th Anniversary Celebration Home Football Game, Tailgate Party and Car Show</i>

October 12 - 18, 2009
Health and Safety Month

12

M

13

T

14

*Blood Drive, Rec Room, 9:00am
and Wellness Fair, Quad, 10:00am*

W

15

Th

16

F

17/18

S/S

October 19 - 25, 2009
Health and Safety Month

19

M

20

T

21

W

First Year Student Workshop, Selecting Major, Fireside Rm., 2:00pm

22

Th

23

F

24/25

S/S

October 26 - November 1, 2009

Health and Safety Month / Community Involvement & Volunteering Month

M	26
T	27
W	28
Th	29
F	30 <i>Fall Festival, Amphitheater, 12:00pm</i>
S/S	31/1

November 2 - 8, 2009
Community Involvement & Volunteering Month

M	2
T	3
W	4
Th	5 <i>FYE Workshop: MathEdge: Tools for success in Math, Fireside Rm.</i>
F	6
S/S	7/8

November 9 - 15, 2009

Community Involvement & Volunteering Month

M	<i>Veterans' Day Holiday- No Classes</i> <i>International Education Week</i>	9
T		10
W		11
Th	<i>Fireside Chat, Topic TBD, 2:00pm</i>	12
F		13
S/S		14/15

November 16 - 22, 2009
Community Involvement & Volunteering Month

16

M

17

T

18

W

*Students living well / FYE:
Test Anxiety and Hypnosis with Rich Ames, 1:00pm*

19

Th

20

F

*Last day to Withdraw from a full-term course with a "W"
Note: Must be done online or by phone*

21/22

S/S

District Student Leadership Retreat, 9:00am, Location TBA

November 23 - 29, 2009

Community Involvement & Volunteering Month

23

M

23/24

*EOPS/DSPS/CalWORKS/Veterans
Priority registration by appointment*

24

T

25

W

26

Th

Holiday – Thanksgiving

27

F

Holiday – Thanksgiving

28/29

S/S

No Sat/Sun classes

November 30 - December 6, 2009

Joy & Celebration Month

30

M

*Open enrollment for continuing students by appointment
Nov 30 - Dec 11*

1

T

2

W

3

Th

4

F

5/6

S/S

December 7 - 13, 2009

Joy & Celebration Month

M	7
T	8
W	9
Th	10
F	11
S/S	12/13

*Chrismahanakwanzaka:
Celebrate the diversity of Faith and Culture, time TBA*

December 14 – 20, 2009
Joy & Celebration Month

14

M

*Open enrollment for non-continuing students
new and K-12 students (concurrent enrollment)
Final Examination week: December 14-20*

15

T

16

W

17

Th

18

F

Last day of instruction for fall weekday classes

19/20

S/S

Last day of instruction for Sat/Sun classes

December 21 - 27, 2009
Joy & Celebration Month

M	21
T	22
W	23 <i>Winter Recess</i>
Th	24
F	25
S/S	26/27

Your Class Schedule - Spring Semester

	<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>	<i>S</i>
<i>6:10</i>						
<i>7:10</i>						
<i>8:10</i>						
<i>9:10</i>						
<i>10:10</i>						
<i>11:10</i>						
<i>12:10</i>						
<i>1:10</i>						
<i>2:10</i>						
<i>3:10</i>						
<i>4:10</i>						
<i>5:10</i>						
<i>6:10</i>						
<i>7:10</i>						

Course	Instructor	Office #	Tel. #

December 28, 2009 - January 3, 2010
Kick Off Month

28

M

29

T

30

W

31

Th

1

F

2/3

S/S

January 4 - 10, 2010

Kick Off Month

M	4
T	5
W	6
Th	7
F	8
S/S	9/10

January 11 – 17, 2010

Kick Off Month

11

M

*Last day of telephone and online enrollment
for Spring Term before classes begin
Welcome Week
Instruction begins*

12

T

13

W

14

Th

15

F

16/17

S/S

Saturday/Sunday courses begin

January 18 - 24, 2010
Kick Off Month

18

M

Martin Luther King Holiday - No classes

19

T

20

W

Last day to submit spring application before the term starts

21

Th

22

F

First day of instruction
Jan 22 - Feb 4 Late registration (obtain a late codes from the instruction)

23/24

S/S

First day of insturcion for Sat / Sun courses
*** Last day to register online or by phone*
prior to first day of instruction for courses that meet on Tuesday

January 25 - 31, 2010
Kick Off Month / Black History Month/Lunar New Year

25

M

*** Last day to register online or by phone
prior to first day of instruction for courses that meet on Tuesday*

26

T

27

W

28

Th

29

F

30/31

S/S

February 1 - 7, 2010
Black History Month/Lunar New Year

M	1
T	2
W	3
Th	4 <i>Last day to drop full-term class with eligibility for fee refund</i>
F	5 <i>Lincoln's Birthday Holiday - No classes</i>
S/S	6/7

February 8 - 14, 2010
Black History Month/Lunar New Year

M	8 <i>Census Date</i>
T	9
W	10
Th	11
F	12 <i>Holiday - Lincoln's Birthday</i>
S/S	13/14 <i>No Saturday / Sunday classes</i>

February 15- 21, 2010
Black History Month/Lunar New Year

15

M

Washington's Birthday Holiday - No classes

16

T

17

W

18

Th

19

F

*Last day to choose Pass / No Pass grading option.
Last day to Withdraw from a full-term course without a "W"
Note: Must be done online or by phone*

20/21

S/S

February 22 - 28, 2010

Black History Month/Lunar New Year / Women's History Month

22

M

23

T

24

W

25

Th

26

F

Last day to petition to participate in May 28 graduation commencement

27/28

S/S

March 1 - 7, 2010
Women's History Month

M	1
T	2
W	3
Th	4
F	5
S/S	6/7

March 8 - 14, 2010
Women's History Month

M	8
T	9
W	10
Th	11
F	12
S/S	13/14

March 15 - 21, 2010
Women's History Month

15

M

16

T

17

W

18

Th

19

F

20/21

S/S

March 22 - March 28 2010
Women's History Month

22

M

23

T

24

W

25

Th

26

F

27/28

S/S

March 29 - April 4, 2010
Celebrating the Diversity of CA Community Colleges

M	29
T	30
W	31
Th	1
F	2
S/S	3/4

No Saturday / Sunday classes

April 5 - 11, 2010
Celebrating the Diversity of CA Community Colleges

5

M

April 5-9 Spring recess

6

T

7

W

8

Th

9

F

10/11

S/S

Saturday / Sunday classes resume

April 12 - 18, 2010
Celebrating the Diversity of CA Community Colleges

12

M

Weekday classes resumes

13

T

14

W

15

Th

16

F

17/18

S/S

April 19 - 25, 2010
Celebrating the Diversity of CA Community Colleges

19

M

20

T

21

W

22

Th

23

F

24/25

S/S

April 26 – May 2, 2010
Celebrating the Diversity of CA Community Colleges

M	26
T	27
W	28
Th	29
F	30
S/S	1/2

Last day to withdraw from a full-term course with a "W"
Note: Must be done online or by phone

May 3 - 9, 2010
Asian Pacific Islander Awareness Month

M	3
T	4
W	5
Th	6
F	7
S/S	8/9

May 10 - 16, 2010
Asian Pacific Islander Awareness Month

M	10
T	11
W	12
Th	13
F	14
S/S	15/16

May 17 - 23, 2010
Asian Pacific Islander Awareness Month

17

M

18

T

19

W

20

Th

21

F

Spring Classes End

22/23

S/S

Final examination week May 22-28
Last day of instruction for Sat / Sun classes

May 24 – 30, 2010
Asian Pacific Islander Awareness Month

24

M

Memorial Day - Holiday

25

T

26

W

27

Th

28

F

Last day of instruction for weekly classes
*** Commencement**

29/30

S/S

APPENDICES...

OTHER CAMPUS PROGRAMS, SERVICES AND OFFICES *Hours, Locations and Functions*

ABOUT OUR PHONES:

CCC has an automatic telephone answering system. If you call from a Touchtone phone, and know the extension of the person you wish to reach, you can reach that extension at any time.

If you call from a rotary (dial) phone, you will not be able to directly connect to a telephone extension after 4:30 P.M. or on weekends. Your call will be routed to the Evening/Saturday supervisor.

***SUMMER HOURS** may be different from those listed below.*

CAMPUS PHONE NUMBER: 510-235-7800

Admissions & Records

Where: SSC-115; extension 7500

Regular hours:

Monday–Thursday: 8:00 A.M. to 7:30 P.M.

Friday: 8:00 A.M. to 3:00 P.M.

Summer hours:

Monday–Thursday: 8:00 A.M. to 4:30 P.M.

Friday: closed

Open the first one or two Saturdays of the Fall and Spring term:

9:00 A.M. to 1:00 P.M.

What:

Address change—report
Application for admission
Application for graduation
Grade remediation petition
Matriculation waivers
Pay enrollment fees
Course conflict card
Credit/No Credit cards (Pass / No Pass cards)
Parking permits
Refund request forms
Non-resident admission
Drop courses
Transfer credit evaluation
Transcripts
Veterans services

Academic Support for Student Athletes

Where: GA-60, extension 4233

The Advocate (student newspaper)

Where: AA-215; extension 4315

What: Students, faculty and staff are encouraged to submit news items and letters to the editor.

Bookstore

Where: SA Building; extension 4523

Hours: Mon. & Tues. 8:00 A.M.–7:15 P.M.
 Weds., Thurs., Fri. 8:00 A.M.–4:15 P.M.

What: Buy textbooks (new and used)
Buy supplies & snacks
Book buy-back (finals week & first 2 days of each semester)
The Bookstore also sells parking permits.

Website: contracostabooks.com

CalWORKs Office

SSC-106C extension 4367

Hours: Monday-Friday: 8:00 A.M. to 4:00 P.M.

What: Case management, counseling, county liaison and other services for students who are participants in the program (formerly AFDC).

CARE (Cooperative Agencies Resources for Education)

Where: SSC-106 extension 4246

Hours: Monday-Thursday: 8:00 A.M. to 4:30 P.M.

Friday: 8:00 A.M. to 3:00 P.M.

See Page 20.

Cashier's Office

Where: SSC Lobby extension 4294

Hours: Monday-Thursday 9:00 A.M.-12:30 P.M. and

2:00 P.M.-3:30 P.M.

Friday 9:00 A.M.-11:00 P.M. and

12:30 PM-3:00 P.M.

What: Pay outstanding debts

Pick up scholarship, grant & loan checks

Purchase parking permit

Request refunds/pick up refund checks

CCETV-Contra Costa Educational Television

Where: AA-117-L

Hours: Monday-Friday 8:30 A.M.-5:00 P.M.

What: Coordinating the scheduling of video programs with
teletext instructors

Playing programs on the college television station

Recording video teleconferencing important college events

College Vice President's Office

Where: AA-203; extension 4216

Hours: Monday-Friday 8:00 A.M.-5:00 P.M.

What: Appointment with VP

Pick up independent study contract

Problem with instructor (not resolved at division level)

College Skills Center

Where: LLRC-121; extension 4227

Spring and Fall Semester Hours:

Monday-Thursday	8:30 A.M.–6:45 P.M.
Friday	9:00 A.M.–1:45 P.M.
Saturday	10:00 A.M.–1:45 P.M.

Summer Session Hours:

Monday–Thursday 9:00 a.m.–5:45 p.m.

(Hours are subject to change. Please consult the Skills Center for current schedule.)

What: Assistance with reading/writing in any academic discipline
 Computers for writing and printing papers, using the Internet, etc.
 Assistance in developing study skills, language arts skills, test-taking, math, and/or basic skills
 Tutoring for most CCC courses.

Counseling Center

Where: SSC-108; extension 4255 or 7255

Hours:

Monday–Thursday: 8:00 A.M.–8:00 P.M.

Friday: 8:00 A.M.–3:00 P.M.

Please note that hours are subject to National, State and District Holiday closures, most of which are listed in the calendar pages of this handbook.

What: Educational plans
 Career testing
 Matriculation waivers
 Concurrent enrollment
 Counseling
 Transfer information

Computer Labs

Where: Academic Skills: LLRC

Art/Music: A-1A

Business: LA-203

Business Office Technology: LA-203 and LA-207

Chemistry: PS-101 and 102

Computer Information Systems: AA-137A, 137B, 131, 133

Computer Science: PS-107
DSPS High Tech Center: CTC-109
English: LLRC-121
ESL: LLRC-121

Hours: Lab hours may change each semester, depending on available funding. For current hours check in the labs, or on the website at:

www.contracosta.edu/library/librserv/comp-labs.htm.

What: Most of the computer labs are open for general student use, but you must be enrolled in the appropriate “95” lab course (except for English).

Personnel: The labs are usually staffed with student employees.

Division Offices

Hours: Check with each division

What: Calling in sick for classes

Making appointments with division dean/department chairs

Making appointments with instructors

Reporting problems with instructors

LAVA (Library, Allied Health, Vocational Training & Athletics)

Office: Library Mezzanine, LLRC

Dean: Susan Lee, extension 4621

Administrative Assistant: Rose Orpilla, extension 4554

Department/Program:

Administration of Justice

Athletics

(Athletic Director: John Wade, GA-90, extension 4310)

Automotive Services

Cosmetology

Cooperative Education

Culinary Arts & Three Seasons Restaurant

Dental Assisting

Early Childhood Education/Teacher Path

Early Learning Center

Health and Human Services

(Includes Emergency Medical Sciences, Health & Human Services, and Medical Assisting & Office Technician)

Library & Media Services

Nursing

Physical and Health Education

NSAS (Natural, Social and Applied Sciences)

Office: PS-115 & 116

Dean: Terence Elliott, extension 4364, 4224

Administrative Assistant: Kerry Farber, PS-114, extension 4224

Department/Program:

- African American Studies
- Biology
- Business Office Technology
- Business/Real Estate
- Chemistry
- Computer & Communications Technology
- Computer Information Systems
- Computer Science
- Earth Sciences
- Engineering
- La Raza Studies
- Math
- Physics
- Social Sciences

CLASS (Communication, Liberal Arts, Skills and Services)

Office: LA-6

Dean: Helen Kalkstein, extension 4254

Administrative Assistant: Zolayma Martin, extension 4363

Department/Program:

- Academic Skills
- Art
- Counseling
- Disabled Students Programs & Services (DSPS)
- Drama
- English
- English as a Second Language
- Foreign Languages
- Journalism
- Music
- Philosophy & Humanities
- Speech

DSPS (Disabled Students programs & Services)

Where: SSC-109 Office Hours: Monday –Thursday: 8:00 A.M. to 4:30 P.M.
Friday: 8:00 A.M. to 3:00 P.M.

Emergency Assistance (on-campus illness or injury)

On-campus/day:

Campus Police

Student Activities Building extension 4333

Evening and Saturday:

Campus Police

Student Activities Building extension 4207 or 4333

or Evening/Saturday supervisor SSC-111, extension 4230

English as a Second Language (ESL)

Where: AA-109; extension 4416

Hours: As posted on door

What: Assessment Information

Program information

Tutoring

EOPS (Extended Opportunity Programs and Services)

Where: SSC-102 extension 4426, 4596, 4455, 4368, 4356

Hours: Monday–Thursday: 8:00 A.M. to 4:30 P.M.

Wednesday: 5:00 P.M. to 7:00 P.M.

Friday: 8:00 A.M. to 3:00 P.M.

What: EOPS Program provides services for eligible students who are handicapped by language, social, and economic disadvantages. See Page 20 for more details.

Evening and Saturday Program Monitor

Where: SSC-106; extension 4230

Hours: Monday–Thursday: 6:00 P.M.–10:00 P.M.

Friday: 5:30 P.M.–9:30 P.M.

Saturday: 8:00 A.M.–12:00 P.M.

What: Call in to report absence from class

Assist students to locate instructors, location of class or college offices

Forms pick-up:

Add cards

Drop cards

Report problems (lights out, unsafe conditions, etc.)

Vending machine refunds

(There is also an assistant on duty Monday–Thursday, from 5:00 P.M.– 8:30 P.M. to answer the telephone and take messages.)

Financial Aid

Where: SSC-102; extension 4508, 4509

Regular Hours:

Monday–Thursday: 8:00 A.M.–4:30 P.M.

Friday: 8:00 P.M.–3:00 P.M.

Between May 30 and July 28:

Monday–Thursday: 8:00 A.M.–4:30 P.M.

Friday: closed

Peak registration: (two weeks before the term begins and the final two weeks of late registration)

Monday–Thursday: 8:00 A.M.–7:00 P.M.

Friday: 8:00 A.M.–4:00 P.M.

International Students & Study Abroad Office

Where: SSC-113; extension 4469

Study Abroad extension 4454

Hours: Monday-Friday 8:00 A.M.-12:30 P.M.

1:00 P.M.-4:30 P.M.

What: Accept international student applications for admissions

Process I-20s

Provide advising for F-1 students enrolling in ESL course

Co-sponsor the International Students Club

Assist students in applying for work permits

Provide students with immigration advice

Assist students in applying for change of status

Interpret immigration law for students

Provide orientation for new F-1 students

Study Abroad program administration

Job Placement

Where: SSC-106B; extension 4344

Library

Where: Library & Learning Resources Center;

extension 4318 (Circulation Desk)

extension 4450 (Reference Desk)

Hours: For the library's open hours please call 510-235-7800

extension 4450; or check the signs posted at the Library

entrances; or look on the library website at

<http://www.contracosta.edu/library/librserv/hours.htm>

What: Copy machines

Sign up for display cases

Donations

Group study rooms

Studying

Library services

Typewriters (coin-op)

Media services (audio & video tapes, TV course tapes)

Library Computer Lab

Police Services

Where: R Building; extension 4207, 4431

What: Evening escort service

Lost and found

Report campus crimes

Safety concerns

Emergency number: 9-911 from campus phones

911 from pay phones

“Silent Witness Tipping”: (925) 685-1230 extension 1999

President's Office

Where: AA-203; extension 4205/4206

Hours: Monday–Friday 8:00 A.M.–5:00 P.M.

What: Appointment with college president

Grievances, appeals, etc. (if unresolved at division and/or dean level)

Public Information Office

Where: AA-219, extension 4698

What: Submit information for campus staff newsletter
Submit any flyers or other information re: campus or student club activities to be sent to outside news organizations

Student Life Center

Where: SA Building; extension 4237, 4407

Hours: Monday–Friday 8:00 A.M.–5:00 P.M.

What: Permission to post flyers on campus
Permission to sell items on campus
Scholarships
Outreach
Student clubs
Student government
Student ID cards
Student insurance
Supported Education Services

Transfer/Career Center

Where: SSC-106; extension 4241

Hours: Monday–Thursday 8:00 A.M.–4:30 P.M.

Friday 8:00 A.M.–3:00 P.M.

What: Transfer information, programs, trips
College catalogs
Representatives from four-year schools
Career information

Index

A

Ability to Benefit 15
Academic Honesty Policy 45
Academic Progress, EOPS 20
Academic Support, athletes 57, 118
Academic Support Services 30
Admissions & Records 11, 117
Advocate, The 118
Alpha Gamma Sigma,
Honor Society 69
Appeals 22, 27
Assessment test 24
Associated Student Union 67
Athletics 66
ATM Machine 35
Attendance Requirements 11

B

Becoming a Student 5
Board of Governors, Martinez 3
Bookstore 9, 118

C

Calendar 10, 72-116
CalWORKs 21, 118
Campus Policies, Student
Rights & 41
Campus Security Act 53
CARE 20, 116
Career Center 23, 126
Cashier's Office 119
CCETV and Telecourses 61, 119
Center for Science Excellence 57
Challenging Prerequisites/
Co-requisites 25
Child Care Lab (See Early Learning Center)
59
College Services by Telephone 35
College Skills Center 30, 119
Community Resources 40
Computer Labs 30, 32, 120-121
Concurrent Enrollment 57
Conduct 55
Confidential Student Assistance Program 58
Contra Costa College Foundation (CCCF) 58
Cooperative Education (Work Experience)
58
Counseling Center 120
Counseling/Advising 20, 26

D

Disabled Students Programs and Services
(DSPS) 58
Disciplinary Action for Willful Disruption of
Orderly Campus Operation 45
Division Offices 121
Dress Code 47
Drug-Free Campus Policy 47

E

Early Alert System 22, 59
Early Learning Center 59
Educational Goal 23
Educational Plan 7, 26
Emergency Assistance 123
Emergency Medical Assistance 48
Emerging Leaders 69
English as a Second Language (ESL) 7, 24,
32, 123
EOPS (Extended Opportunity
Programs and Services) 20, 123
Evening Escort Service 35
Evening & Saturday Program Monitor 123

F

Board of Governor's Fee Waivers 16
Fee-Based Classes 35
Financial Assistance 5, 15, 19, 124
Financial Obligations 48
First Year Experience 69
Food Service 35

G

Gender Equity Policy 48
Grade Change Process 48
Grade Grievance Committee 50
Grants and Loans 18
Grievance Process 49

H

Health Care 36
Housing Information 36

I

Insurance 36
International Students & Study Abroad 124

J

Job Placement /Student Employment Office
99

K

Knox Center 37

L

Library 31, 125
Lost and Found 37

M

Map 2
Matriculation 21
Matriculation Exemptions 22
METAS Program 62
Middle College High School 37

N

New Student Convocation 27
Non-Smoking Campus Policy 54
Noncredit Program 37
Nondiscrimination & Filing of Complaints
Policy 52

O

Online Access to Records 12
Online Registration 12
Open Course Policy 54
Orientation 6, 24

P

PACE (Program for Adult College Education)
62
Parking 2, 38
Pell Grant 16
Performing Arts Center (See Knox Center
37)
Police Services 39, 125
Policies, Campus, Student
Rights & 41-43
Photo ID 68
Prerequisites 25
President's Office 125
Privacy Rights 54
Public Information Office 126
Public Transportation 39
Public Phones 39
Puente Project 63

R

Refunds 13
Rights, Student, Campus Policies 41-43

S

Scholarships 18
School Year Calendar 10, 72-116
Sexual Harassment 53
Student Ambassadors 68

Student Clubs 69
Student Financial Assistance Satisfactory
Progress 18
Student Complaints about
Instructors 55
Student Conduct 55
Student Life Center 126
Student Right-to-Know Policy 56
Student Rights & Campus
Policies 41-43
Study Tips 70-71
Survival Tips, College 33-34
Swimming Pool 66

T

Telecourses, CCETV 61, 119
Testing (Career, Personal) 24, 64
Transcripts 13
Transfer/Career Center 23, 64, 126
Tutoring 32

V

Verification of Enrollment 13
Veterans Services 13
Vice President's Office 119

W

Waivers, Appeals and Complaints 27
Weekend College 65
Withdrawal from College 14
Withdrawing From Courses 13

The **2009-2010 Contra Costa
College Student Handbook**

was produced by
the CCC Media Design
Department under the
direction of
Jennifer Ounjian-Auque,
Student Life Director.

Copy/proofing:

Jennifer Ounjian-Auque

Design:

Tim Gleason

Production:

Denise Chan

Printing/Binding:

Folgers Graphics

GO BEYOND YOUR LIMITS . . . **KNOWLEDGE IS POWER**



CONTRA COSTA COLLEGE

a premier community college right in your backyard

2600 MISSION BELL DRIVE • SAN PABLO, CA 94806
510.235.7800 • WWW.CONTRACOSTA.EDU