

The Guide to **Bakersfield College**



2011 - 2012

Bakersfield College

19,673 Current Bakersfield College students

252 Current Bakersfield College faculty

153 Acres

145 Undergraduate majors

19 Varsity teams

14 Million dollars donated from one private individual

7 Allied health programs

4 National championships

1 College



Bakersfield
COLLEGE



www.bakersfieldcollege.edu



The Guide to Bakersfield College

2011-2012

The information contained within "The Guide to Bakersfield College 2011-2012" was verified during the 2011 Spring Semester and is subject to change.

"The Guide to Bakersfield College 2011-2012" is produced by the Bakersfield College Student Government Association.

This is your guide to all things students need to know at Bakersfield College, besides your classroom learning, of course! We think you'll find this little handbook worth its weight in gold for the important information it contains.

If you have any questions or suggestions for next year's "Guide to Bakersfield College," please feel free to contact the Bakersfield College Student Activities Office located in the Campus Center at 1801 Panorama Drive, Bakersfield, CA, 93305, 661.395.4355 or email us at sgasec@bakersfieldcollege.edu.

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OUR MISSION

With its heritage as a foundation and an eye toward the future, Bakersfield College provides the high quality education necessary for our socially and ethnically diverse students--whether they be vocational, transfer-oriented, developmental, or some combination of these--to thrive in a rapidly changing world.

We will accomplish our mission by:

- Establishing strong connections with our student and business communities
- Understanding the needs of our diverse student population
- Responding to student and community needs with efficiency and flexibility
- Honoring our long heritage of community involvement
- Remaining vigilant in scanning our present and future environment within which we operate
- Promoting tolerance and patience with all of our stakeholders

OUR VISION

The diverse communities we serve will trust Bakersfield College with their most precious resource, people. Our high standards of education and service will earn that trust. Our values will be evident in all that we do.

OUR VALUES

People We value our students, faculty, staff, administration and our communities. We recognize that education is a human endeavor. It is personal and hinges on the mutual respect and trust of the learners, the providers, and the communities they serve.

Integrity We hold our academic and fiduciary responsibilities to the highest professional and ethical standards. These areas are measured for accountability in order to maintain the trust of our students and community.

Education Education is the reason our institution exists, both for its own sake and for the benefit of the local, state, and national economy. People who are educated are more geographically and economically mobile and better able to contribute to society as a whole.

Courage We value the courage to learn, teach, and lead with the moral and mental strength to do what is right as students, faculty and staff in the face of personal or professional adversity.

Diversity We respect and embrace the strengthening power of diversity. We recognize and delight in the differences between people and cultures. This helps us function better in our increasingly diverse community.

Tradition Our traditions are the precious heritage that defines who we are, where we come from, and why we should be proud.

Fall Semester

2011



Important Dates:

Aug. 22 Instruction Begins

Aug. 22-26 Welcome Week

Sept. 2 Last Day for Refunds

Sept. 5 Labor Day Holiday

Sept. 12 Transfer Day/College Night

Sept. 19 Last Day to Drop Without a "W"

Oct. 31 Last Day to Withdraw and
Receive a "W"

Oct. 31 Homecoming Week

Nov. 5 Homecoming Game

Nov. 11 Veterans' Day Holiday

Nov. 24-25 Thanksgiving Holidays

Dec. 5-10 Final Exams

Spring Semester

2012



Important Dates:

Jan. 16 Instruction Begins
Jan. 18 Martin Luther King, Jr. Day Holiday
Jan. 27 Last Day for Refunds
Feb. 21 Last Day to Drop Without a "W"
Feb. 17 Lincoln Day Holiday

Feb. 20 Washington Day Holiday
Mar. 26-29 Spring Fling
Mar. 30 Last Day to Withdraw and Receive a "W"
Apr. 2-6 Spring Break
May. 7-12 Final Exams
May. 11 Commencement

LOCATIONS

Panorama Campus
1801 Panorama Drive
Bakersfield, CA 93305
661.395.4011
661.395.4334 Voice/TTY

Bakersfield College Delano Campus
1450 Timmons Ave.
Delano, CA 93215
661.720.2000

Bakersfield College Weills Institute
Downtown Bakersfield at 21st Street and Chester Avenue
661.395.4195

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

In accordance with the requirements of the Civil Rights Act, Bakersfield College provides services and benefits to students regardless of race, color, national origin, ancestry, gender, age, religion, marital status, medical condition or disability. The lack of English language skills will not be a barrier to administration and participation in vocational education programs. (Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 503 and 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act of 1990.)

All persons have the right to seek admission to and complete an educational program at Bakersfield College. Interference with students' access and successful completion of their education by any person through unlawful discriminatory conduct will not be tolerated. The college will initiate disciplinary action against persons found to have interfered with a students' education through any means of illegal or immoral intimidation.

Kern Community College District will afford reasonable accommodations for applicants and employees to enable qualified individuals to perform essential job functions. Students with disabilities will be accommodated to ensure accessibility and full participation in educational programs. To request reasonable accommodations, applicants and employees should contact the Human Resources Manager at 661.395.4660. Students should contact Disabled Student Programs and Services at 661.395.4334.

WELCOME FROM THE PRESIDENT



Want to be successful at Bakersfield College? Want to understand what is expected of you during your academic career and what you can expect of your college? It's no secret. In fact, "The Guide to Bakersfield College 2011-2012" provides all the information you need. Now that you have the key to success, I urge you to take some time to read and familiarize yourself with the information this guide contains.

This guide is your ready reference to the policies, procedures, important dates and general information of Bakersfield College. It is your responsibility to be familiar with the information in this guide and the Bakersfield College Catalog, and to follow the guidelines within.

Whether you are new to Bakersfield College or a returning student, I encourage you to reflect on the coming academic year and what you hope to accomplish. You may never again have such an opportunity to accomplish so much in a short amount of time. But being successful and achieving your goals requires that you not only challenge yourself, but dedicate yourself.

The faculty and staff of Bakersfield College wish you success through the year, and we stand ready to support and challenge you in your education. If there is ever anything that I, or my staff, can do to help you along the way; please do not hesitate to ask.

A handwritten signature in black ink that reads "Greg Chamberlain". The signature is fluid and cursive, with the first name "Greg" and last name "Chamberlain" clearly distinguishable.

Dr. Greg A. Chamberlain
President
Bakersfield College

CAMPUS CENTER

The Center was opened on June 15, 1956. The building was renamed the John Collins Campus Center on September 10, 2003 in honor of Dr. John J. Collins, former Bakersfield College President from 1972 – 1983.

ACTIVITIES & ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION 395-4355

Student Government: Your Voice

Student Government Association is your organization. The Association presents your opinions, needs and concerns to such groups as the College Council, the State Student California Community College (SSCCC) and many campus-wide and district-wide committees.

Student Government allocates your Campus Center fees to programs and services that directly benefit students in the Campus Center.

The Student Government Association is composed of nineteen senators and seven officers: president, vice president, secretary, treasurer, general counsel, activities liaison, and legislative liaison.

The Student Government Association of Bakersfield College (SGA) is the student governing organization and has the major responsibilities for campus clubs, organizations and the student activities program in general. SGA is composed of two branches: Executive Board and Student Senate. The legislative authority of SGA is contained within the Executive Board and Student Senate. Executive Board members are elected by the students each spring.

To be eligible to run for senate, you must be enrolled in and successfully complete at least six semester hours at Bakersfield College and maintain a minimum 2.0 cumulative GPA. While each Bakersfield College student cannot serve as an elected member of Student Government, many opportunities exist for participation in various task forces and committees. Stop by the Student Government Offices and volunteer. Student Government needs you!

You are urged to become familiar with the Student Government constitution and to become involved with your Student Government. Regular meetings are held on alternating Fridays and are open to the public. Meeting times are posted in the Student Government Office, Campus Center 4.

Student Activities Office - Campus Center, Room 4

The Student Activities Office coordinates the Campus Center, Student Activities, Student Clubs and Organizations, Student Leadership Development, Health and Wellness Programs and much more. Student groups who wish to plan activities and events can receive assistance here. We'll book space in the Campus Center for the E Board Room, Collins Center, and Fireside Room, and we'll help you to reserve space in other campus areas. We are also able to advise you on ideas, details, planning, and implementation of events.

The Campus Center offers a wide range of services and programs and is a place of relaxation and recreation for students. It is your "home away from home," the community center of the college. The Campus Center is located in the middle of campus, and many Campus Center programs and events are funded by campus center activity fees.

The Campus Center hours of operation are:

Summer, Fall and Spring Semesters

Monday – Thursday7:30 a.m. to 5:30 p.m.

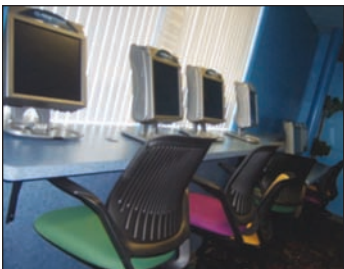
Friday8 a.m. to 12 p.m.

During breaks when campus is open and classes are NOT in session, Campus Center hours remain the same.

The Campus Info Center, CC4 is your source of information regarding student organizations and activities, other events on campus, and the College in general.

Services available in the Campus Center include student ID's from the Kern Schools add Federal Credit Union Office, special event info, general college info, off campus housing information, and friendly staff ready to answer your questions.

The Game Room/Lounge, inside of the cafeteria is the "see and be seen" gathering spot on campus. It features Wifi, free video games, chess tables, comfortable furniture, and more. Pull up to the window counter with your laptop and log on.



The Cafeteria – Houses The Sandwich Shop and The Panorama Grill. Gather around a large table for a quick bite or study group. Watch MTVu. Meet students, find friends, hang out. It is so great, we actually have to remind you to go to class!

Panorama Grill Hours

Monday – Thursday 7:00 a.m. – 7:30 p.m.

Friday 7:00 a.m. - 12:00 p.m.

The Panorama Grill serves burgers, fries, burritos, hot sandwiches, salads, fruit, snack, beverages and more.

Renegade Food Court

Monday - Thursday 10:30 am - 1:30 pm

Friday Closed

The Renegade Food Court serves sandwiches, pizza, salads, soup, fruit, beverages and more.

The Quad, outdoors off the Cafeteria. This too is a “see and be seen” outdoor gathering spot on campus. It features picnic tables, and red and black seating, WiFi, and shade umbrellas. During the year, many campus activities are held in this area during Club Week, Spring Fling, and Homecoming Week....just to name a few.



OFF-CAMPUS HOUSING | 395-4355

As a service to students seeking off-campus housing, the Student Activities Office maintains a listing of apartments and rooms for rent. Student Activities does not endorse any listings; however, both landlords and students are expected to live up to their respective obligations. These listings describe the facilities being offered and other pertinent information. Students interested in further information must visit the Student Activities Office, Campus Center 4 (CC4).

STUDENT BODY CENTER FEES

One of the most often asked questions is “What does my student body center fees go for?” Education Code Section 76375 authorizes the governing board of a community college district to establish an annual building and operating fee for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a student body center. The fee may not exceed \$1 per credit hour and may not exceed \$10 per specified student per fiscal year. Fees collected pursuant to ECS 76375 shall be placed in a fund known as the Student Body Center Fee Fund and custody of these moneys shall be the responsibility of the chief business officer of the district. The chief business officer and the student body government or its designee must approve expenditure of these moneys.

The appropriate uses of the fee income and the student body center facility shall be the responsibility of the Student Government Association for whom the fee was collected. For further information you may contact the Student Government in Campus Center 4.

Through the Student Body Center Fee, each student receives access to a student planner, programs and events sponsored by Student Activities and Student Government in the Campus Center, and use of all Campus Center facilities. Student Center fees are also used to pay Campus Center student workers.

STUDENT ID CARDS

Every Bakersfield College student needs a photo Student Identification Card. A properly validated Student ID enables you to use the Library, the computer lab, and other services. New cards can be picked up from the Kern Schools Federal Credit Union office located in Campus Center, Room 4

STUDENT GOVERNMENT DISCOUNT CARDS

Students pay \$15 for these cards. It also entitles you to free or reduced admission to student plays, dances, bookstore discounts and discount at athletic events. In the fall, you receive two season passes to all home football games. Go Gades! Students also have access to more than 50 local vendor discounts. Check the SGA website for current vendors as the list continues to grow. Many local vendors offer at least a 10% discount on most purchases. Pick-up your Discount Card in Campus Center 4.

THE RENEGADE FOOD PANTRY



The Pantry's goal is to help maintain the health and welfare of Bakersfield College students and their minor children through organized College, community sponsorships and donations of nonperishable food items.

How can I contribute to the Renegade Pantry? You can contribute by donating non-perishable food items and taking them to the Student Government Offices. The Pantry accepts monetary donations which you can take to the Business Office. You can also help by volunteering at The Pantry during distribution week - sign ups are in Student Activities office located in Campus Center 4.

How can I take advantage of this service? You can sign up for a food order the week of distributions; all sign ups must be completed before the actual day of distribution. Distributions will always be on Thursday; unless, otherwise noted because of holidays.

Sign-up at Campus Center 4 on the designated dates. Delano Campus students sign-up at A&R on the designated dates. Distribution date hours are 8:00 a.m. to 12:00 p.m. and 4:00 to 6:00 p.m. Hours vary at the Delano Campus; so, please check with A & R. Checkout the SGA website and Facebook page for additional information and sign up and distribution dates.

CLUBS AND ORGANIZATIONS

Campus organizations stimulate new interests, provide opportunities to develop necessary life skills and enhance campus and community life. The clubs and organizations of Bakersfield College provide an opportunity for students with a common interest to form a membership group and develop activities/events that form a sense of community. Clubs and organizations are active throughout the year.

Representatives from each club participate in the Inter-Club Council (ICC), a coordinating body functioning to promote the overall coordination and support of student organizations. The Inter-Club Council is the governing body for all clubs. All clubs are required to appoint a representative to the ICC. Club reps or a designee are required to attend ALL meetings. The roles of the ICC are designed to:

- To help more students participate in and have contact with the SGA and associated student activities, thereby creating stronger student organizations.

- To coordinate activities and social events with the organizations; so more students might participate. To be a place where the individual student organization can bring its problems, and receive help, information, ideas, and encouragement.
- Serve as “mutual advisory” Board - this means that individuals of clubs or organizations contemplating action which may affect another person or group consults with one another before implementing their plans. This serves to keep all concerned persons informed, promoting better programs through improved communication.

Establishing new clubs

Want to form a new club? Contact the Campus Center Student Activities Office or checkout the SGA website. SGA and Campus Center staff will assist and advise you on how to form new College organizations. Call 661.395.4355 or go to the Campus Center Rm 4 for assistance. There is an established process that must be followed before your group can be recognized.

Club listing

The following is a list of currently (as of publication date) recognized clubs and organizations. Questions concerning individual clubs may be addressed to the club advisor listed, or to the Campus Center Office staff. Club sponsors are subject to change. The Campus Center Student Activities Office maintains an up-to-date list of clubs and organizations and their advisors. Please note that this list may not be complete as clubs are continually organizing and being recognized.

Student Clubs and Organizations are waiting for your energies to get them started. If you do not see your special interest area represented in this list, and if there are other students with the same interest on campus, please see the Campus Center staff for assistance with getting a club or organization started.

Art Club

Advisor – Laura Borneman
Email – lbornema@bakersfieldcollege.edu

African American Student Union (AASU)

Advisor – Ishmael Kimbrough
Email – ikimbrou@bakersfieldcollege.edu

Agriculture Club

Advisor – Lindsay Ono
Email – lono@bakersfieldcollege.edu

Bakersfield Business

Leadership Academy (B.B.L.A)

Advisor – Murad Ziki
Email – mzikri@bakersfieldcollege.edu

BC Sports Club

Advisor – Thomas Mieh
Email – thmieh@bakersfieldcollege.edu

B.E.S.T.

Advisor – Thomas Mieh
Email – thmieh@bakersfieldcollege.edu

Delano Film Club

Advisor – Chris Doyen
Email – cdoyen@bakersfieldcollege.edu

Delano Multicultural Club

Advisor – Jaime Astacio
Email – jastacio@bakersfieldcollege.edu

Delano Tutoring Club

Advisor – Stephanie McWilliams
Email – smcwilli@bakersfieldcollege.edu

Engineers Club

Advisor – Liz Rozell
Email – mrozell@bakersfieldcollege.edu

Future Teacher Club

Advisor – Janet Tarjan

Email – jwrtarjan@bakersfieldcollege.edu

Geology Club

Advisor – Rick Brantley

Email – rbrantle@bakersfieldcollege.edu

Gay Straight Association

Advisor – Helen Acosta

Email – hacosta@bakersfieldcollege.edu

H.O.P.E.S (Hispanic Org. Promoting Engineering & Science)

Advisor – Consuelo Gonzalez

Email – cogonzal@bakersfieldcollege.edu

Intervarsity

Advisor – Andrea Garrison

Email – agarriso@bakersfieldcollege.edu

Journalist Club

Advisor – Michael Fagans

Email – mfagans@bakersfieldcollege.edu

Math Club

Advisor – Janet Tarjan

Email – jwrtarjan@bakersfieldcollege.edu

M.E.C.H.A (Movimiento Estudiantil Chicano de Aztlan)

Advisor – Rosa Garza

Email – rogarza@bakersfieldcollege.edu

Native American Club

Advisor – Matthew Garrett

Email – mgarrett@bakersfieldcollege.edu

Phi Theta Kappa, Beta Alpha Nu

Joyce Coleman, Dean of Students

Email – jcoleman@bakersfieldcollege.edu

Pre-Med Club

Advisor – Joe Saldivar

Email – jsaldiva@bakersfieldcollege.edu

Renegade Optimist Club

Advisor – T.G. Thomas

Email – tgthomas@bakersfieldcollege.edu

Republicans Club

Advisor – Dustin Dodgin

Email – ddodgin@bakersfieldcollege.edu

Ride The Beat Club

Advisor – Bryan Hirayama

Email – bryan.hirayama@bakersfieldcollege.edu

Students in Free Enterprise (SIFE)

Advisor – Gayle Richardson

Email – grichard@bakersfieldcollege.edu

Students for the Truth

Advisor – Maritza Salguero-Carlisle

Email – mcarlis@bakersfieldcollege.edu

Spanish Club

Advisor – Maritza Salguero-Carlisle

Email – mcarlis@bakersfieldcollege.edu

S.W.E (Society of Women Engineers)

Advisor – M. Elizabeth Rozell

Email – mrozell@bakersfieldcollege.edu

Theatre Club

Advisor – Kimberly Chin

Email – kchin@bakersfield.edu

Tutoring Club

Advisor – Hillary Neumeister

Email – hneumeis@bakersfieldcollege.edu

Ultimate Frisbee

Advisor – Lynn Krausse

Email – lkrausse@bakersfieldcollege.edu

Veterans Club

Advisor – John “Skip” Hill

Email – shill@bakersfieldcollege.edu

Student Newspaper

“The Renegade Rip,” Bakersfield College’s award-winning student-produced college newspaper, is published in hard copy and online at <http://www.therip.com/>. All students are encouraged to submit editorials, articles, story ideas, photos and cartoons. The Rip is located in Campus Center 2.

ALLY PROGRAM — SAFE SPACE

WHO, WHERE, WHAT, WHY, AND WHEN?



Who are we? The Bakersfield College Safe Space Program

The Bakersfield College Safe Space program was created by the SGA as a way for members of our College to create a supportive environment for the LGBTQ community. “Safe Spaces” are places on our campuses where the college representatives have decided to publicly identify themselves as making an effort to understand and support the needs of the LGBTQ community.

LGBTQ, what’s that? LGBTQ stands for Lesbian, Gay, Bisexual, Transgender or Questioning.

What if I am not LGBTQ, can I participate in this program? Absolutely, you would be called an “ally.” An ally is anybody who actively tries to create a supportive environment for members of the LGBTQ community. In some places, the term ally is actually reserved for “straight people” who support the LGBTQ community. In the same way different countries that support each other are “allies,” straight people supporting people with different sexual identities act as allies. However, at Bakersfield College, we have decided to use ally in a slightly different sense. Here, an ally is anybody (lesbian, gay, bisexual, transgender, questioning, or straight) who makes an effort to understand and support the LGBTQ community.

Does this mean that people who don’t participate in this program are “anti-LGBTQ”? Of course not! Besides those who simply don’t know about the program or have yet to complete the training process, there are several reasons for not participating in the Safe Space program. One reason is that participating in the program involves placing a Safe Space placard at the entrance of a person’s workspace, and some people simply prefer not to place labels on their door. Also, everybody who works in a shared workspace must first agree to identify their area as such before the sticker can be used. However, rather than try to list reasons for not participating, we will just say that we are a diverse campus that has diverse reasons for participating or not participating in this program. In short, you don’t have to participate in this program to be an ally.

WHERE CAN I FIND A SAFE SPACE? (check the SGA website)

WHAT DO I HAVE TO DO TO MAKE MY WORKSPACE A “SAFE SPACE”?

Participation is easy. First, have an interest in better understanding and supporting the needs of the LGBTQ community. Second, attend a training workshop where we discuss and try to understand ourselves better and some issues pertinent to the LGBTQ community. Third, check with the people in your workspace and be sure they are okay with the space being identified as a Safe Space. Fourth, place the Safe Space placard you will receive after training at the entrance of your workspace. Finally, be supportive of the needs of people looking for a Safe Space! Safe Space trainings are provided monthly during the fall and spring semesters. Check the SGA Safe Space website for training dates both in the Campus Center and coming soon to the Delano Campus.

Student Health and Wellness Center



FREE Medical Services

ALL SERVICES ARE CONFIDENTIAL

- Physical Examinations
- Minor Emergency Medical Treatment (for burns, fractures, minor lacerations, sprains, strains, etc.)
- Minor Non-Emergency Medical Treatment (fever, bronchitis, colds, flu, respiratory infections, urinary tract infections, etc.)
- Minor Surgery
- General Medical Evaluations
- Acute Medical Problem Treatment
- Sexual Responsibility Education
- General and Age-Related Screenings
 - Blood Pressure
 - Body Fat
 - Skin Cancer
 - Diabetes
 - Tuberculosis (TB Skin Test)
 - Hearing
 - Vision
 - Weight Control Counseling

FREE Mental Health Services

ALL SERVICES ARE CONFIDENTIAL

If you are experiencing any of the following, you might consider making an appointment for personal counseling.

- Depression or moodiness
- Changes in eating or sleeping patterns
- Anxiety, stress, constant worry
- Academic or employment problems
- Abuse issues (physical, emotional, sexual, domestic violence)
- Difficulties coping with change
- Fear, guilt, loneliness, jealousy
- Low self-esteem
- Feeling stuck, lost, overwhelmed, worthless, confused
- Alcohol or drug use concerns
- Grief, loss, sadness
- Anger, frustration, irritability
- Sexual Identity

The Student Health and Wellness Center also offers free over-the-counter medications and free health & wellness literature.

Call 661.395.4336 for more information or to schedule an appointment. Walk-ins are also accepted.

CENTER HOURS

Monday, Tuesday, Wednesday
7:30 a.m. - 5:30 p.m.

Thursday
9:30 a.m. - 7:30 p.m.

Friday
8 a.m. - 12 p.m.

MENTAL HEALTH HOURS

Tuesday
8 a.m. - 5 p.m.

Wednesday
1:30 p.m. - 5:30 p.m.

Thursday
3 p.m. - 7 p.m.

MEDICAL DOCTOR HOURS

Monday, Tuesday, Wednesday
8 a.m. - 5 p.m.

Thursday
10 a.m. - 7 p.m.



Bakersfield College

Delano Campus Health and Wellness



FREE Medical Services*

ALL SERVICES ARE CONFIDENTIAL

- Physical Examinations
- Minor Emergency Medical Treatment (for burns, fractures, minor lacerations, sprains, strains, etc.)
- Minor Non-Emergency Medical Treatment (fever, bronchitis, colds, flu, respiratory infections, urinary tract infections, etc.)
- Minor Surgery
- General Medical Evaluations
- Acute Medical Problem Treatment
- Access to prescriptions at low cost
- Women's Health Care
 - Annual Breast Exams
 - Mammography or Ultrasound; Student will be referred to Family PACT or cancer detection program for qualification and payment. Mammography/ultrasound is not covered under the contract.
- Sexual Responsibility Education
- General and Age-Related Screenings
 - Blood Pressure
 - Body Fat
 - Skin Cancer
 - Diabetes
 - Tuberculosis (TB Skin Test)
 - Hearing
 - Vision
 - Weight Control Counseling

When scheduling an appointment, let the staff know you are a Bakersfield College Delano Campus student. You will need your student ID #.

Delano Community Health Center
1508 Garces Hwy • Delano, CA 93215
Call 661.725.4780 for Medical Services

Center Hours
Monday thru Saturday
8:30 a.m. – 5:30pm

** For services not covered under the student health ID card, CSV offers assistance for MediCal, Family PACT, CDP, WIC, and uninsured sliding scale applications.*

FREE Mental Health Services*

ALL SERVICES ARE CONFIDENTIAL

If you are experiencing any of the following, you might consider making an appointment for personal counseling. All mental health counseling will now occur at the Delano Campus.

- Depression or moodiness
- Changes in eating or sleeping patterns
- Anxiety, stress, constant worry
- Academic or employment problems
- Abuse issues (physical, emotional, sexual, domestic violence)
- Difficulties coping with change
- Fear, guilt, loneliness, jealousy
- Low self-esteem
- Feeling stuck, lost, overwhelmed, worthless, confused
- Alcohol or drug use concerns
- Grief, loss, sadness
- Anger, frustration, irritability
- Sexual Identity

Mental Health Services are available on the Delano Campus. For more info or to schedule an appointment
CALL: 661.720.2000



Bakersfield College Discount Card



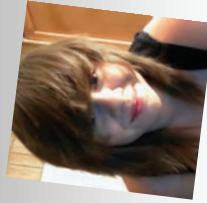
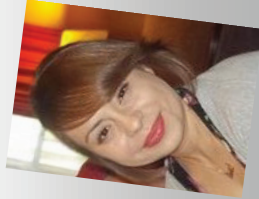
TAKE ADVANTAGE OF THIS TODAY
AND BE A PART OF THE #1
LEADING COMMUNITY COLLEGE
DISCOUNT CARD...

*For only \$15 you will receive
the following incentives...*

- ◆ Two (2) Free Season Passes to the Bakersfield College Football Games.
- ◆ 5% discount at Barnes and Nobles on selected school supplies.
- ◆ Discounts and specials from your local vendors.*
- ◆ free limited fax and copy service.
- ◆ 10 free scantrons and 2 free blue books per semester

*vendor list is available in CC-4

You have what it takes!



We are looking for **successful, outgoing students** dedicated to promoting and representing Bakersfield College as a **Student Senator or Commissioner**.

Student Senators are the voice of the students and work to meet the needs of their constituents.

Commissioners are assigned to special projects and commitments to assist on projects.

For more information, contact your Student Government Association in CC-4 or email the SGA Vice President at sgavp@bakersfieldcollege.edu

EXPANDING MINDS • CHANGING LIVES

Obey Your Yin and Yang.

If you think about it, the key to success in school and beyond is to strike a balance in your life between your Body, Mind, and Spirit. Think of these three areas of your life as a tripod: The survival of each part is reliant on the success of the other two.

Mind

- Knowledge
- Security
- Creativity

Body

- Rest
- Movement
- Nutrition

Spirit

- Purpose
- Faith
- Relationships



Think of Exercise as Medicine.

The research has been done, and the results are astounding: regular exercise not only can lengthen your life; it can make you healthier, happier, smarter, and more productive in the short term. Use your planner to keep a log of how often you exercise.

Research has shown that exercising 4-5 times per week:

- Boosts your immune system and makes you less susceptible to infectious disease.
- Enhances your mood, raises your self-esteem, and makes you less prone to depression and anxiety.
- Improves your concentration and your brain function, allowing you to retain more of the information that you learn in class.
- Lowers your risk of long-term ailments such as heart disease, diabetes, high blood pressure, colon cancer, and gallstones.
- Improves your sleep, making you feel better rested and more alert during the day.
- Keeps you trim, helping you lose fat and maintain muscle tone.



Average Calories Burned per 10 Minutes of Exercise:

Activity	125 lb person	175 lb person
Walking	29 calories	40 calories
Running (5.5 mph)	90 calories	125 calories
Running (7 mph)	118 calories	164 calories
Biking	89 calories	124 calories
Downhill Skiing	80 calories	112 calories
Cross Country Skiing	98 calories	138 calories
Swimming (crawl)	40 calories	56 calories
Tennis	56 calories	80 calories

The Facts About Drugs and Alcohol On Campus

College is a time of personal growth, independence, and experimentation. And although only about half of all college students are of legal age to purchase and consume alcohol, the reality is that alcohol and drug use is prevalent on today's college campuses, and it is important to know the risks and dangers that this trend portends. Become educated on the potentially disastrous effects of drug and alcohol abuse on your body, your life, and the lives of those around you. Be smart.

Did you know?

- **Alcohol Abuse Can Kill You.** The Core Institute, an organization that surveys college drinking practices, estimates that alcohol use will be a main cause of death for over 300,000 of today's college students.
- **Causes of death** linked to alcohol usage include drunk driving accidents, cirrhosis of the liver, various types of cancers, and heart disease. **Alcohol Abuse Can Make You Broke.** According to the Phoenix House, a non-profit organization dedicated to the prevention, treatment, and recovery of alcohol abuse, the average college student spends over \$900 on alcohol per year, but only about \$450 on books.
- **Alcohol Abuse Can Ruin Your Grades.** Just one night of heavy drinking can impair your abstract-thinking abilities for up to 30 days, making it more difficult to understand the difficult subject material you will be studying in college, and more difficult to succeed on exams.
- **Men and Women metabolize alcohol at different rates.** This is because men have a much larger quantity of the enzyme that breaks down alcohol in their bodies than women. A muscular male who weighs 185 lb. will have a higher tolerance than a slightly-built female weighing in at 105 lbs.

Studies Show that one student's alcohol abuse affects, on average, up to five other people. Here are just a few examples:

College Students Encounter Problems When Others Drink Too Much

- 60.5 % had study or sleep interrupted
- 53.6 % had to take care of a drunken student
- 29.3 % had been insulted or humiliated
- 20.1 % experienced an unwanted sexual advance (women)
- 18.6 % had a serious argument or quarrel
- 13.6 % had property damaged
- 9.5 % had been pushed, hit, or assaulted
- 1.3 % had been a victim of sexual assault or date rape (women)

Source: "College Binge Drinking in the 1990s: A Continuing Problem. Results of the Harvard School of Public Health 1999 College Alcohol Study." *Journal of American College Health*, 48 (March 2000): 208.

Some Tips For Avoiding Alcohol and Drug Abuse:

Get A Life. Make healthy choices and build your social life around activities that are relaxing and good for you. There are a wealth of social, recreational, and intellectual options of alternative activities on your college's campus. You won't even have to look hard to find them on your campus.

Be Real. When attending social gatherings where alcohol is in use, don't make the alcohol the focus of your night. If you look around you, you will see that the person at the party who is drinking excessively sticks out like a sore thumb. Trust us, you don't want to be that person.

Know Your Limits. If you feel like you have had enough, do not let anyone else pressure you into drinking more than you feel comfortable drinking. They might be trying to get you to lower your inhibitions, or to make themselves feel better about drinking another drink. Either way, they don't have your best interests in mind.

Assert Your Independence. You should never feel bad about turning down someone who offers you drugs or alcohol. If you are worried that they might think less of you, don't. The truth is that they will probably respect you more for sticking up for yourself and asserting your independence.

SERVICES FOR STUDENTS



On behalf of the Student Services staff, faculty and administrators, welcome to the 2011-2012 academic year. It is our goal in Student Services to promote and facilitate student learning by providing exemplary co-curricular services and support that will allow you to engage in the total college experience. The offices/departments of Student Services includes: Office of Student Activities, Student Health and Wellness Center, Financial Aid, Counseling and Advising, Job Placement and WorkABILITY III, DSP&S, EOP&S/CARE/

CalWorks, and Admissions and Records. Through engagement and involvement with these programs, services, and activities you will have the opportunity to develop leadership skills and personal life skills, as well as receive services that will provide learning opportunities outside the classroom that complement your experiences in the classroom.

Please avail yourself of the many programs and services throughout campus designed to assist you in achieving your educational goals. Take the time to positively engage with other members of the Bakersfield College community (students, staff, faculty, and administrators). Being a member of any community requires the participation of everyone involved. As a member of the Bakersfield College community you should strive for educational excellence and practice good citizenship. Student Success is our focus but it is your responsibility!

Be well...

"Dr. J"

Joyce C. Ester, PhD

Associate Vice President, Student Services

Bakersfield College

ASSESSMENT CENTER | 395-4479

The Bakersfield College Assessment Center offers the following tests: COMPASS, the General Education Development (GED) test, the College Level Examination Program (CLEP), and other testing programs. Students may call the Assessment Center for testing scheduling information.

A free parking area is available in the west section of the parking lot at the corner of Haley and University (southwest corner of campus). A student-parking permit is required to park in all other parking lots. Student permits are available at the dispensers located in all parking lots.

Academic skills assessment is designed to determine students' entry level skills in reading, writing and math. The writing of an English essay may be required for placement in an English composition course (ENGL B1a, ENGL B50, ENGL B60, ACDV B68 or English as a Second Language (ENSL) writing course. Academic skills assessment may be waived by providing proof of eligibility for admission to a California State University with the appropriate combination of ACT and SAT scores and high school grade point average.

ASSESSMENT POLICY FOR STUDENTS WITH DISABILITIES | 395-4334

Persons with disabilities who might require testing accommodations should contact Disabled Student Programs and Services. In compliance with federal and state laws, Bakersfield College assures each student an equal opportunity to demonstrate competency or knowledge in a subject area at each point in the educational process. Students with disabilities are expected to demonstrate the same competency or knowledge as other students.

Accommodations are made on an individual basis in the method or format of examination. Such accommodations may include, but are not limited to, an extension of time, the use of a typewriter, the use of a computer, the use of a spell checker or calculator, the use of a tape recorder and, where appropriate to the disability, an alternative mode of assessment. These tests take place in the Assessment Center.

POLICY FOR STUDENTS WHOSE NATIVE LANGUAGE IS NOT ENGLISH

Persons whose primary language is not English are encouraged to take the ESL assessment. Orientation for students whose primary language is not English is scheduled at the Panorama and Delano Campuses.

EXEMPTIONS

Only students who have completed an Associate Degree or higher may be exempted from orientation, assessment and counseling; however, an exempt student wishing to enroll in a course that has a test score prerequisite must participate in the college's assessment of English, reading, and math skills.

A student may also decline to participate in the matriculation process, but in so doing relinquishes the right to participate in early registration and may not be able to enroll in courses that have prerequisite requirements. Information is available in the

Office of Admissions and Records and the Counseling Center.

Students have the right to challenge or appeal any allegation of violation of matriculation regulations.

STUDENT EDUCATIONAL PLANS (SEP)

When students have completed 15 units of course work, they are required to complete their student educational plan (SEP) to identify their educational goals and the courses, services, and programs that will be used to achieve their educational goals. These plans may be revised at any time. Check with an advisor / counselor to develop or revise your SEP.

ATHLETICS | 395-4266

The Bakersfield College Athletics Program started in 1922 and is known for its quality, its success and the sportsmanship of its students. Over the years former Renegade student athletes, coaches and staff have returned to support the Athletic Program. Community support also plays an important role and is demonstrated by attendance at contests and by contributions from the community. This sense of Renegade pride and loyalty contribute to the strong foundation of today's Athletic Program. Today's student athletes might perform in a new sports complex for softball and baseball or in one of the premiere, community college stadiums for football and track. Both of these facilities are the result of and community and college support.

The philosophy of the Bakersfield College Athletics Program is to teach a student athlete to "act like a winner on and off the fields and courts of play." Sportsmanship is expected of all student athletes. Student athletes are encouraged to achieve their potential as athletes, but also as well-rounded students and productive members of the community.

Bakersfield College is a member of the Western State Conference and is governed by the Commission on Athletics. Student athletes are supported in the Athletics Program by a dedicated coaching staff, certified trainers, equipment personnel, and an athletic educational advisor. Every effort is made to ensure compliance with the regulations of the Western State Conference and the National College Athletics Association.

Bakersfield College has over 300 Renegade student athletes annually. There are nine women's sports which include basketball, cross country, golf, soccer, softball, swimming, tennis, track and field, and volleyball. The nine men's sports include baseball, basketball, cross country, football, golf, swimming, tennis, track and field, and wrestling.

CALIFORNIA WORK OPPORTUNITIES AND RESPONSIBILITY TO KIDS (CalWORKs) | 395-4047

The CalWORKs Program is a state funded program. CalWORKs is designed for full-time students who are recipients of CalWORKs/TANF/AFDC and are not sanctioned. The program can assist these parents with work opportunities, childcare, and other educational expenses related to attendance at Bakersfield College. CalWORKs also provides special services which include: academic, career, and personal counseling; workshops for academic success; work study; curriculum development and redesign;

holiday celebration/spring picnic(s); awards /recognition ceremonies. The Bakersfield College CalWORKs Program additionally offers confidential liaison and advocacy between students, the college, the Department of Human Services and other community agencies. For additional information on CalWORKs and eligibility to receive these services, please contact the CalWORKs Office. The CalWORKs Office is located in the Student Services Building, second floor (next to the Financial Aid Office).

CAREER CENTER | 395-4083

The Career Center is located in the Larry Robinson Counseling Center. The virtual Career Center website can be found at <http://www2.bakersfieldcollege.edu/counseling/careercenter/>. The Center provides resources for assisting students in making career choices that match their interests and natural talents. Resources include self-assessments and career information. The Center is designed to meet the needs of all students depending upon where they are in the career development process.

CHILD DEVELOPMENT CENTERS | 395-4368

Bakersfield College operates two child development center locations that are primarily funded by the California State Department of Education. The services provided through these centers include an educational component and care for infants, toddlers, and preschool age children.

The Centers are licensed through the Department of Social Services. All teachers have professional training in child development/early childhood education and are certificated through the California Commission on Teacher Credentialing. Placement in the program is determined by a scale rank assignment based on income and family size. First priority enrollment is given to income eligible families with documented need for services who are Kern Community College District students working toward a specific profession or career goal. To apply for services file an application at the Child Development Center, Room 202, Monday through Friday 8:00 a.m. - 4:30 p.m.

COMPUTERS FOR STUDENT USE | 395-4696

Use of the instructional computers by students at Bakersfield College is encouraged. Access to academic computing services is a privilege enjoyed by all students. The Computer Commons, located in the Library, is an open lab. Computers are also available in the Student Services Academic Use Area adjacent to EOPS. Student workers are available to assist students in the use of these computers.

Unauthorized access or use of academic computing facilities is in violation of Section 502.b-c of the California Penal Code. Offenders will be disciplined and/or prosecuted in accordance with existing college policy and California law.

COUNSELING DEPARTMENT | 395-4421

The Counseling Department located in the Larry Robinson Counseling Center, and on the web at <http://www2.bakersfieldcollege.edu/counseling/index.html>. The Counseling Department assists students with educational planning and strategies for navigating higher education and making career choices.

CONSULTATIONS

Counseling/advising is voluntary and students may select the counselor/advisor of their choice. Meetings with counselors or advisors are confidential; however, limited disclosure may be necessary if, in the professional judgment of the counselor/advisor, such is needed to prevent any individual from harm.

To talk with a counselor/advisor, please stop by the Counseling Center located in the Student Services Building or call 661.395.4421. Counselors and advisors are also located in various other offices and centers on campus. Please check with the Counseling Center staff for specific information. Office hours are Monday through Thursday, 7:30 a.m. to 5:30 p.m., and Friday 8 a.m. to noon.

TRANSFER SERVICES | 395-4421

Transfer Services provides support services for students interested in transferring to a four-year college or university. Advising sessions with university representatives, transfer workshops, and Transfer Admission Agreements (TAA's) are some of the services provided. Currently, Bakersfield College has transfer agreements with the University of California Santa Barbara, the University of California Davis, the University of California Riverside, the University of California Santa Cruz, the University of California Merced, California State University, Northridge, and California State Bakersfield TAG. College catalogs, brochures, and access to online resources, such as ASSIST, are also available. Transfer Services is located in the Counseling Center in the Student Services building. To view a current list of upcoming transfer activities, visit: www.bakersfieldcollege.edu/transfer.

DISABLED STUDENT PROGRAMS AND SERVICES (DSP&S)

BAKERSFIELD COLLEGE | 395-4334 DELANO CAMPUS | 720-2000

Disabled Student Programs and Services assist the college in providing equal access to educational opportunities for students with disabilities. Disabled Student Programs and Services provide reasonable accommodations to students with documented physical, communication, psychological, developmental, and learning disabilities who are enrolled in classes through Bakersfield College. The department provides accommodations and support services which may include, liaison with California State Department of Rehabilitation and other community resources, test taking assistance, special equipment, mobility assistance, note taking, assistive computer technology, special classes, sign language interpreters, written materials in alternate format, and learning disability assessment. These services are intended to prepare and support students to participate on an equal basis with their non-disabled peers. For college material in alternate format, contact Disabled Student Programs and Services.

TUTORING | 395-4570

The Tutoring Center provides FREE one-on-one peer tutoring across the curriculum to all currently enrolled Bakersfield College students. Peer tutors are students who were recommended by their professors and participate in tutor training workshops. Walk-in tutoring is available for math and English, or you can make an appointment for one 45- minute session per week per subject. Take advantage of this FREE service by completing a request form in the Tutoring Center, located on the mezzanine level of the Learning Center in the Student Services Building.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOP&S) AND COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE) | 395-4351

The EOP&S Program is a state funded program that serves students from low-income and educationally disadvantaged backgrounds. Services include academic, career and personal counseling, peer mentoring, financial aid advising, scholarship information, transfer assistance, books and other support services. The EOP&S Program's primary goal is to encourage the enrollment, retention and transfer of students with educational disadvantages to facilitate the successful completion of their goals and objectives in college. Students must complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility. The CARE component offers additional grants and/or services to full-time students who are single parents, TANF recipients, and have at least one child under the age of 14. CARE participants must qualify for financial aid. Services offered include peer mentoring, counseling, tutoring referrals, single-parent workshops, follow-up support and special events. For additional information on EOP&S/CARE and eligibility to receive these services, please contact the EOP&S/CARE Office. The EOP&S/CARE Office is located in the Student Services Building, second floor (next to the Financial Aid Office). EOP&S Service are also offered at the Delano Campus.

FINANCIAL AID | 395-4427

Students seeking financial assistance to meet the costs of education are encouraged to contact the Office of Financial Aid, located in the Student Services Building (SS 150) and at the Delano Campus, Financial Aid Services are also available by personal contact in A & R or by phone at 725-2011.

A variety of grants, scholarships, loans and part-time employment opportunities are available for students who qualify on the basis of financial need, enrollment in six or more units leading to a degree or certificate, and satisfactory academic progress.

All students are required to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov to be considered for the following programs:

BOARD OF GOVERNORS WAIVER (BOGW)

State supported program to waive the enrollment fees for eligible California residents. The BOGW is available for students that have already qualified for other types of financial aid and for students who have exceptionally low incomes including recipients of TANF, SSI or General Assistance.

CAL GRANT B

State funded grant for students from disadvantaged and low income families.

CAL GRANT C

State funded grant for students enrolled in a vocational program.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOP&S)

State funded program offering access and retention services including books for low-income, educationally disadvantaged students.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

State funded program offering supportive services and financial assistance for low-

income, single parent EOP&S students.

FEDERAL PELL GRANT

Federal grant program based upon need, cost of attendance and level of enrollment.

FEDERAL STAFFORD STUDENT LOANS

State insured loans available from certain banks and lending institutions on long-term repayment plans.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

Federal program which provides additional grant assistance for students with exceptional financial need.

FEDERAL WORK STUDY (FWS)

On-campus employment is available through Federal Work-Study, a federally funded program for students who can demonstrate financial need and enrollment in six or more units. Employment is used to fund college expenses.

PLUS LOANS

Loans for parents with good credit histories.

SCHOLARSHIPS

Cash awards provided by the Bakersfield College Foundation and local groups and organizations for students who can demonstrate academic merit and/or financial need.

SHORT-TERM LOANS

A limited number of loans are available for books and emergency needs, and must be repaid within 30 days at no interest. Applications and full information concerning the above programs can be obtained by personal contact, by phone, or at www.bakersfieldcollege.edu/finaid/.

JOB PLACEMENT SERVICES | 395-4450 **STUDENT SERVICES 178**

The Job Placement Center assists students and alumni in finding both part and full-time jobs. On-campus part-time employment is available for currently enrolled students. Job Placement also place students who have been awarded Federal Work Study (FWS) or CalWORKs with on-campus employment. Student Workers who have had encountered worksite challenges are encouraged to contact Job Placement for assistance.

The Center offers various workshops and assistance with job search strategies, resume writing, interview skills, labor market information, job coaching, and skills identification. The College Central Network (CCN) website is the central location for both on and off-campus job postings. The website also provides information about Bakersfield College Career Fairs, workshops, "Hot Job e-mails," and access to community employers. Visit the Job Placement website at www.collegecentral.com/bakersfieldcollege.

Job Placement Center services are free to students and BC Alumni. To make an appointment or for "walk-in" times, call the 661-395-4550.

MESA CENTER

(MATH, ENGINEERING & SCIENCE ACHIEVEMENT) | 395-4776

Bakersfield College's MESA Community College Program (MCCP) Center, located in Science and Engineering, Room 46, is dedicated to serving underrepresented students in the fields of Mathematics, Engineering, and the Sciences who plan to transfer to a four-year institution to complete a baccalaureate degree. MCCP requires attendance at nine MESA Orientation Workshops (MOW) for one semester. In addition, the program requires student involvement in one of the following activities per semester: Academic Excellence workshop; MOW; Professional, Career Development Seminars; or Capstone Projects. These workshops and activities provide students with critical problem solving techniques and practice in upper level coursework as well as exposure to career development in math and science based fields.

MCCP offers students book vouchers, scholarships, stipends, free tutoring, field trips to four-year colleges and industries respective to students' fields of study, industry internships, and a quiet environment for studying. Phone for information regarding MESA membership and the program: 661.395.4776. MESA Center Hours: Monday-Thursday – 7:30 a.m. - 5:30 p.m.; Friday – 8 a.m. - 12 p.m.

Website: www2.bakersfieldcollege.edu/mesa - Location: Science & Engineering, Room 46

LEARNING CENTER | 395-4433

The Jerry Ludeke Learning Center, on the second and mezzanine floors at the west end of the Student Services Building, is comprised of various learning opportunities and well-trained instructors and tutors. The Center offers tutorial services; reading and writing classes; learning and study skills courses; open-entry math classes; a basic skills computer lab; and testing, evaluation, services and courses for students with disabilities. For students who wish to improve their memory, note-taking or test-taking skills, the Learning Center has short-term classes in these and other study skills subject areas.

Individuals who want to study mathematics may enroll in a hybrid math class in the Learning Center. Classes are taught using a combination of the Internet-based program ALEKS and one-on-one help from instructors in the Math Lab in the Learning Center. Courses are available in Modern College Arithmetic/Prealgebra (MATH B50), Elementary Algebra (MATH BA), and Intermediate Algebra (MATH BD). Students work at their own pace and have the opportunity to complete more than one course in a semester. More information is available on our website, www2.bakersfieldcollege.edu/mlc or by phone at 395.4530.

REGISTERING FOR CLASSES

COURSE ADMISSION POLICY

The policy of the College is that, unless specifically exempted by statute or regulation, every course, course section, or class reported for state aid, wherever offered and maintained by the College, shall be fully open to enrollment and participation by any person who has been admitted to the college and, when applicable, a relevant program, and who meets established prerequisites.

PREREQUISITES

Many Bakersfield College courses have basic skills or course prerequisites. These prerequisites are established to assist students in selecting courses for which they have the entry level skills. Students who believe that they have the entry level skills without the appropriate assessment test score or previous course may challenge the prerequisite. Students have the right to:

1. Appeal a prerequisite course requirement because the required course is not available
2. Challenge any prerequisite believed to be discriminatory
3. Challenge any matriculation regulations/procedures that have the effect of being discriminatory based on how the services are applied to you
4. Be provided alternative services for the matriculation process if necessary for ethnic and language minority students and students with disabilities

Any challenge or appeal should be addressed to the Dean of Students.

EARLY REGISTRATION APPOINTMENTS

Continuing students who were registered on Monday of the third week of classes are assigned early registration appointments for the following semester in the following order:

- Students who belong to specific groups or special programs and who have completed matriculation.
- Students who have completed orientation, assessment, counseling and have a student educational plan on file in descending order of the number of units completed, except that students who have completed 45 to 68 units will be first.

REGISTERING BY WEB

All early and open registration takes place on Bakersfield College's web registration system. Detailed instructions for the use of this system can be found in the Registration Information Flyer, and the Bakersfield College website at www.bakersfieldcollege.edu under class schedule.

Students must be officially registered or on the official waitlist before attending classes. Registration dates are indicated in the "About the College" section of the catalog and on the website.

WAITLIST

The electronic waitlist feature replaces instructor-signed add slips and allows students from an established waitlist to be moved into a class when seats are available. It is a true first-come, first-serve system. Students trying to register for classes that are closed will be able to select waitlist. During the weeks prior to the start of classes, when vacancies occur in classes, the first student(s) on the waitlist will be moved into the class. Students who are on a waitlist should check their registration regularly on the web. They will have ten (10) days to pay for the class once they have moved into registered students. Students will not be charged the

enrollment fees for waitlist classes until they are actually enrolled in the class.

Students should use the waitlist to ensure themselves a chance of getting into the classes they want.

Students on waitlists still must attend the first meeting of the class or they may be dropped from the waitlist. The prerequisite, basic skills, time conflict and repeat checks will prevent ineligible students from moving into the classes. Students may drop themselves from a waitlist at any time. If a new section of a class is opened at the same day and time as a section with a waitlist, students on the waitlist will be automatically enrolled into the new section.

MAXIMUM STUDY LOADS

Students may enroll in a maximum of 19 units per semester and 7 units in summer. Students with strong academic records may be cleared to enroll in more units by a counselor.

MINIMUM STUDY LOADS

Students must enroll in a minimum study load in order to meet certain qualifications such as:

1. Certification as a full-time student to the Department of Health and Human Services: 12 units.
2. Approval by the Veterans Administration for training under Chapter 31, 32, 33, 34, 35 or 1606, Title 38 U.S. Code.
Semester Summer Full time 12 units 4 units
Three-fourths time 9-11 units 3 units
One-half time 6-8 units 2 units
3. 'F-1' Visa (foreign) student status: 12 units.
4. Eligibility to participate in intercollegiate athletics: 12 units (Repeated courses, previously passed with a "C" or higher cannot be counted.) Student athletes must maintain a "C" average (2.0 grade point average) or higher.
5. Eligibility to participate in student government as an office holder: 6 units.

ADMINISTRATIVE SERVICES

PUBLIC SAFETY – 395-4554

The Department of Public Safety is responsible for providing security, emergency response and parking enforcement at Bakersfield College.

Our trained security are Officers who have previous Law Enforcement experience while others have a solid background in security- related work. Public Safety Officers retain a civilian status while employed at Bakersfield College. However, all Officers have received a minimum P.C. 832 certification by the California Commission on Peace Officer Standards and Training. The Officers receive continuing professional training in first aid, CPR, emergency response, disaster preparedness, safety, and security each year. Additionally, all Officers are trained and certified under The Bureau of Security and Investigative Services. <http://www.dca.ca.gov/bsis> and meet the requirements set forth in E.C. 67381: <http://www.dca.ca.gov/bsis/licensing/syllabus.htm>.

Upon being hired, Officers undergo a comprehensive 4-week training program wherein a Field Training Officer completes daily/weekly progress reviews of the performance of the trainee officer.

AUTHORITY AND JURISDICTION

Bakersfield College Public Safety Officers have been granted administrative authority by the Kern Community College District Board of Trustees and Bakersfield College President to investigate, apprehend, and arrest anyone involved in illegal acts on campus. California Penal Code Section Officers may affect arrests by authority of Section 830.7(b) including Section 67381 of the Education Code: <http://www.leginfo.ca.gov/calaw.html>.

If a student commits a minor offense involving District/College rules and regulations, the Department of Public Safety will refer the student to the Dean of Students.

Other more serious offenses of District/College rules and regulations may also be investigated and handled by the Department of Public Safety in cooperation with the Bakersfield Police Department or related law enforcement agencies.

All criminal offenses such as murder, rape, assault, robbery and auto theft are reported to the Bakersfield Police Department and joint investigative efforts with investigators from the Department of Public Safety and the Bakersfield Police Department may be deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at the Superior Court of Kern County. All crimes which are required for Cleary Act Reporting are investigated and if necessary the appropriate referrals are made.

The Department of Public Safety's jurisdiction extends to the boundaries of college owned and operated property. Any crime that occurs outside the boundaries of the college should be reported immediately to the appropriate law enforcement authorities.

ADMINISTRATIVE OFFICE HOURS

Public Safety's Administration Office hours are from 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday during the semesters.

During the summer months the office hours are 8:00 a.m. to 5:30 p.m. Monday through Thursday.

Phone: 395-4554 or 395-4555

Location: Levinson Hall

Parking on Campus

Parking permits must be ordered online through www.thepermitstore.com. Parking Permits can only be available through ASB. Student Parking permits are required each semester if you are parked at Bakersfield College. Please be aware that you will need your Student ID (Not your Social Security Number) in order to obtain a parking permit. If you cannot remember your Student ID, please use the following steps:

1. Log in to Banweb
2. Click on "Personal Information"
3. Click on "View Your Student/Employee ID"
4. Your student ID will be listed in the following format @12345678

Student Parking: Student parking is available in three major parking areas on the main campus; Student lots on the main campus are located on the SE, SW, and NE corners. Permits are not valid unless displayed in/on lower drivers side front windshield, visible for inspection of number and date of issue, from outside the vehicle.

Free parking: The free parking area is at the corner of University and Haley St. It is directly behind the baseball field area. This area ends with a white line painted on the asphalt surface near the recycling area. Please refer to the Bakersfield College parking lot map for the location.

Permit Dispensers: Daily parking permit dispensers have been installed in every Bakersfield College campus student parking lot. The daily parking fee is \$1. Daily permits are available in all student parking lots, and may be obtained by inserting coins or dollars into parking permit dispenser. Student daily permits are valid only in the student lots and may be used in any student parking lot on date of purchase. Please refer to the Bakersfield College parking lot map for the location.

Guest/Visitor Parking: Guest, temporary or other special parking permits may be requested at the Department of Public Safety, Levinson Hall (West Wing). Guest/visitor permits shall be placed in plain view on the driver's front side of the dash, filled out according to instructions on the permit.

Staff Parking: Staff permits are required for parking in all staff parking lots. A current staff parking permit shall be displayed at all times in/on all vehicles parked in posted "Staff Parking Permits Required" parking lots on the Panorama Campus, Delano Center and Weill Institute. Please refer to the Bakersfield College parking lot map for the location

Limited time parking: Forty-five minute visitor parking is available for visitors and guests only. Therefore, Bakersfield College staff and students shall not park in the posted 45-minute visitor parking only areas. Note: There is no student parking available from the Haley Street entrance to the campus.

Handicapped Parking: Handicapped students may obtain a handicapped-parking permit which is valid only in the BC campus handicapped zones. Temporarily handicapped students may obtain a temporary permit with a written authorization from a physician from the Department of Public Safety, in Levinson Hall (West Wing).

BOOKSTORE

TEXTBOOKS

A full refund will be given in your original form of payment if textbooks are returned during the first week of classes with original receipt. With proof of a schedule change and original receipt, a full refund will be given in your original form of payment during the first 30 days of classes. No refunds on unwrapped loose-leaf books or activated eBooks. Textbooks must be in original condition. No refunds or exchanges without original receipt.

TEXTBOOK RENTALS

Textbook rental is simple! Now at your campus bookstore, you can rent the textbooks you need for the semester, then return them at the end of the term. Renting textbooks saves you more than 50% over the cost of purchasing a new, printed textbook. Most forms of payment currently accepted at the bookstore can also be used for rentals. We do require a credit card be kept on file, even if you pay with a different method. The rental period begins the day you pay for the textbook rentals and continues until the day after the last day of finals, as shown on your Order Confirmation. All rented textbooks must be returned to the bookstore, in good condition, by the Rental Return Due Date. Textbook rentals returned via mail must be postmarked by the Rental Return Due Date.

ACADEMIC INFORMATION

Semester System

Bakersfield College operates on the semester system of instruction. Two semesters are offered per year plus a summer term which is equivalent to a semester. Each semester may be subdivided into bi-semesters or tri-semesters to permit more flexibility in some programs.

Attendance

Students are expected to attend all classes and laboratories in which they have enrolled. If there is a compelling reason for absence, you should discuss it with your instructor as soon as possible. Although approval of absences is strictly up to instructors, they are fair about absences due to illness, accident or emergency. Being absent due to one of these conditions, however, does not constitute an excuse from any academic requirement. That is the decision of the instructor. You will need to consult with your instructor to make up the work missed and to receive copies of materials distributed in class.

Academic Credit

Coursework is measured in terms of semester units. A "unit" equals 18 hours of lecture or 54 hours of lab work per semester in most courses. Lecture courses require additional outside of class work to equal a minimum of 48 hours of student work.

Academic Freedom

The district, the colleges and unit members will adhere to the following in regard to academic freedom:

1. Education in a democracy depends upon earnest and unceasing pursuit of truth and upon free and unrestricted communication of truth.
2. Faculty members shall be free to exercise academic freedom, including freedom of investigation, freedom of discussion in the classroom, freedom to select texts and other instructional materials, freedom of assignment of instructional exercises, and freedom of evaluation of student efforts.
3. Faculty members acknowledge that in the exercise of academic freedom they have a responsibility to be accurate and comprehensive in making reports, to be fair-minded in making interpretations and judgements, to respect the freedoms of other persons, to exclude irrelevant matters from classroom discussions and instructional exercises, and to make appropriate distinctions between statements of fact made as faculty subject matter specialists and opinions made as private citizens.
4. The college recognizes the fundamental right of the faculty member to be free from any censorship or restraint which might interfere with the faculty member's obligation to pursue truth and maintain his/her intellectual integrity in the performance of his/her teaching functions.

Academic Honesty

The administration, faculty, and staff at Bakersfield College believe that students are entitled to the finest education that the college can make available to them. At the same time, however, a student's achievement and proficiency in subject matter must include the realization that there are standards of academic honesty which should prevail in all one's endeavors.

Accordingly, this realization further requires that each student exerts every effort to maintain these standards.

Plagiarism and Cheating

Source: Regulations at California State University, Long Beach, General Catalog, 1990-1991, p. 56.

Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledgment of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, whether in part or in whole, completed by another, failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; in written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph,

a sentence, or even part thereof; close and lengthy paraphrasing of another's writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor.

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

Definition of Cheating

Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of cheating during an examination include, but are not limited to, the following: copying, either in part or in whole, from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an examination without the permission of the instructor; using or displaying notes, cheat sheets, or other information or devices inappropriate to the prescribed test conditions, as when a test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same. Also included are plagiarism as defined and altering or interfering with the grading procedures.

It is often appropriate for students to study together or to work in teams on projects. However, such students should be careful to avoid the use of unauthorized assistance, and to avoid any implication of cheating, by such means as sitting apart from one another in examinations, presenting the work in a manner which clearly indicates the effort of each individual, or such other method as is appropriate to the particular course.

Every instructor has the responsibility and authority for dealing with such instances of cheating and plagiarism as may occur in class. An instructor who determines that a student has cheated or plagiarized has a responsibility for reporting the misconduct. The student may face a range of sanctions as stated in the college's Student Conduct Policy. Finally, it must be understood that a student who knowingly aids in another student's cheating or plagiarism e.g., permitting the other student to copy a paper or examination question, is as guilty as the other of the offense.

A student charged with cheating or plagiarism is entitled to appeal that charge by means of the college's Student Conduct Policies and Procedures.

Academic Renewal

A maximum of 20 units of substandard academic grades, ('D', 'F', 'NC,' and 'NP') taken at Bakersfield College which are not reflective of a student's present demonstrated ability may be disregarded in the computation of the grade point average if all of the following conditions exist:

1. At least five years have elapsed since the coursework to be disregarded was recorded.

2. At least 12 units of satisfactory coursework (2.0 GPA or higher) have been completed at Bakersfield College subsequent to the coursework to be alleviated.
3. The student completes an Academic Renewal request.
4. The student states in the request the specific courses to be considered under the academic renewal policy.

If approved, the substandard work will be disregarded in the computation of the grade point average and an annotation made on the permanent record. The permanent academic record shall remain a true and complete academic history and the coursework disregarded under this policy will remain on the permanent record.

Academic renewal may not be used to raise the GPA in order to qualify for graduation with honors. Academic renewal may not be applied to courses which have been used to meet graduation, certificate, and certification requirements.

Catalog Rights/Continuous Enrollment

Bakersfield College students have the right to elect to meet the graduation requirements in effect during the academic year of first enrollment or at the time of graduation. To maintain catalog rights to graduation requirements, a student must remain in continuous enrollment at Bakersfield College. This means the student must earn a grade of A, B, C, D, F, NP, P, I, IP, RD or W in at least one course each academic year. For the purposes of continuous enrollment, an academic year begins with the fall semester and includes the following spring and summer terms. Petitions for exceptions should be directed to the Executive Vice President, Academic Affairs and Student Services.

Catalog rights apply only to Bakersfield College graduation and program requirements. If other institutions change their requirements for entrance, graduation, satisfaction of general education patterns, or in other ways it may be necessary for the student to meet the new requirements upon transfer, even if continuous enrollment has been maintained.

Credits Allowed from Other Institutions

Students who wish to receive Bakersfield College credits for work completed at other colleges should have official copies of transcripts from such colleges sent to the Office of Admissions and Records. Upon student completion of a Request for Evaluation in the Office of Admissions and Records, those transcripts will be reviewed and credit given where appropriate. Bakersfield College only accepts transfer credits from schools that are accredited by regional accrediting commissions of schools and colleges. Transcripts from foreign institutions must be evaluated by an approved international academic credential evaluation service. Information is available at the Office of Admissions and Records. Evaluations made and credits allowed by Bakersfield College are subject to review and evaluation by any college or university to which a student may transfer. Granting credit toward a Bakersfield College degree or certificate does not guarantee that pass through general education will be granted. (See CSU Gen. Ed. and IGETC sections of the catalog.)

Advanced Placement Program

Advanced Placement is a program of college level courses and exams for high school students. Bakersfield College grants credit toward its associate degree for the successful completion of examinations of the Advanced Placement Program of the College Entrance Examination Board. Students who score a three, four or five may be granted up to six semester units of college credit per examination in accordance with established college standards and upon approval of the appropriate faculty chair. Additional information may be obtained from the Office of Admissions and Records.

Twelve semester units of satisfactory work must be completed at Bakersfield College prior to granting of credit under this program. A maximum of 30 units of credit by examination may be applied to the associate degree.

Credit by Examination

Subject to certain conditions a student may petition for credit by examination after the completion of 12 semester units at Bakersfield College, providing the student is currently enrolled and in good standing. Credit by examination may be allowed for the Advanced Placement Program, the College Level Examination Program, for fulfillment of specific Bakersfield College/high school competency agreements, or upon successful challenge by examination of specific Bakersfield College courses for which a fee equal to the current enrollment fee will be charged. Information on the policy and request for credit by examination forms may be obtained from the Office of Admissions and Records.

When a CLEP exam exists that has been approved by the appropriate dean for credit as a specific course or courses in the current college catalog, department administered exams will not be used to award credit in that specific course. A list of the courses for which CLEP tests are approved is available in the Office of Admissions and Records and in the Assessment Center. The College can provide no assurance that credits awarded for credit-by-examination will be treated in a similar manner by other educational institutions.

The student's permanent record will be annotated to indicate the credit was granted by examination. A maximum of 30 units of credit by examination may be applied to the associate degree.

College Level Examination Program (CLEP)

The College Level Examination Program is a means through which academic credit may be given for nontraditional forms of educational experience. Those who may have reached a college level of education through home or correspondence study, on-the-job training, television courses, military service or other means may take the CLEP examinations which are offered by the College Entrance Examination Board through the Bakersfield College Assessment Center. Credit for the subject area examinations will be awarded upon approval of the appropriate faculty chair. Subject examinations are equated with specific courses listed in the current college catalog. Further information may be obtained from the Office of Admissions and Records, Room A-7.

A residency of 12 semester units of satisfactory work must be completed with Bakersfield College prior to granting of credit under this program. A maximum of 30 units of credit by examination may be credited toward the associate degree.

International Baccalaureate Diploma Program

The International Baccalaureate Organization's Diploma Program is a comprehensive and rigorous two-year curriculum for university-bound students between the ages of 16 and 19. After completing the courses at the participating high school, students take the related IB examination, and the information is printed on their high school transcripts. Bakersfield College recognizes the high scholastic quality of the International Baccalaureate Diploma Program and awards credit or placement as approved. Students who plan to enroll at Bakersfield College should submit a copy of their official IB transcript to the Office of Admissions & Records for evaluation.

Units for which credit is given pursuant to these examinations will not be counted in determining the 12 semester units in residence required for an associate degree.

Military Credit

Bakersfield College will grant veterans from 2 to 12 elective credits for specific service experience and certain educational training while in the service. Evaluation of such experience and training will be made by the Office of Admissions and Records. Credit evaluations will conform to the regulations set forth by the State Approval Agency of the California State Department of Education and the recommendations of the American Council on Education. A maximum of 12 semester units will be allowed.

A minimum of 12 semester units of satisfactory work must be completed at Bakersfield College prior to granting of credit under this program.

Tech Prep Program (TTP)

The Tech Prep Program is an integral part of School to Career efforts in Kern, Tulare, and Inyo counties. (TTP) is a consortium of 4 community colleges, 40 comprehensive high schools, 4 regional occupation centers, 22 continuation/independent study high schools and 4 adult schools.

The Bakersfield College Tech Prep Program provides opportunities for a smooth transition from high school into an associate degree or certificate program at the community college without the need to repeat articulated courses. Upon completion of 12 units at Bakersfield College, students who have fulfilled the requirements of the articulation agreement will receive the appropriate number of Bakersfield College units of credit for each course completed.

Final Examinations

A final examination or evaluation is required in all courses. Instructors will give final examinations or evaluations at the regularly scheduled time.

Grading System

Grades are earned and awarded in each course and are recorded on the student's permanent record at the end of each academic term. Evaluation of student achievement will be made in relation to the attainment of the specific objectives of the course. At the beginning of a course, the instructor will explain these objectives

and the basis upon which grades are determined. A student's work is considered satisfactory when he/she maintains an average of "C" (grade point average 2.0) or higher.

Non-degree applicable credit course grades are not counted in calculating grade point averages.

Grade	Grade Points
A-Excellent	4 per unit
B-Good	3 per unit
C-Satisfactory	2 per unit
D-Passing, Less Than Satisfactory	1 per unit
F-Failing	0 per unit
AU-Audit	0 per unit
P-Pass	Not computed in GPA
NP-No Pass	Not computed in GPA
I-Incomplete	Not computed in GPA
W-Withdrawn	Not computed in GPA
IP-In Progress	Not computed in GPA
RD-Report Delayed	Not computed in GPA

AU-Audit

This grade is issued to students who enroll in classes in an audit status. It will not count in GPA.

Pass-No Pass

Some courses are offered on a pass-no pass basis; the credit, no credit option will no longer be available. Upon successful completion of such a course, unit credit will be awarded. However, courses taken on a pass-no pass basis are not used in the computation of a student's grade point average. Regulations for such courses are:

1. A maximum of 12 units may be taken on a pass-no pass basis and applied toward the AA and AS degrees at Bakersfield College.
2. A maximum of three units per semester may be taken on a pass-no pass basis. Exceptions to this rule may be made by the Dean of Students in cases involving Nursing, Radiologic Technology, and special remedial programs.
3. In courses in which pass-no pass is authorized, the pass grade is granted for performance which is equivalent to the letter grade of "C" or better.
4. Combination classes (pass-no pass or grades) must have an A, B, C, D, F and pass-no pass system.
5. Petitions for pass-no pass must be filed with the Admissions and Records Office no later than the last day of the fourth week of the semester or the last day of the second week of summer session.
6. When a student has established the basis for grading as pass-no pass or a letter grade, he/she may not elect to change after the established deadline.
7. Courses in which pass-no pass grading may be used must be so designated

by the department involved. A department may require majors to obtain letter grades in that department's major subjects.

Pass-no pass forms are available in the Office of Admissions and Records. The following courses are approved for pass-no pass grading:

I-Incomplete

Students may request that instructors issue "I" grades when they have an unforeseeable emergency and justifiable reasons at the end of the term. The instructor must submit a statement of the requirements for clearance of the incomplete and also indicate the grade to be assigned in lieu of the 'I' if the requirements are not completed. An 'I' must be made up no later than one year following the end of the term in which it was assigned. An 'I' may not be assigned as a withdrawal grade. If the work stipulated is not completed within the time limitation, the grade assigned in lieu of the work being completed will be entered on the permanent record.

W-Withdrawn

The student has withdrawn from a course or has been dropped from a course by the instructor between the dates indicated in these regulations.

IP - In Progress

The 'IP' indicates the course extends beyond the normal end of an academic term and work is in progress, or the course is listed as an open-entry/open-exit course, and has been approved by the instructor to register and complete course requirements in the succeeding semester in order to receive credit and a course grade. The grade and unit credit will appear on the student's permanent record for the term in which the course work is completed. The 'IP' cannot be given more than twice for any particular course. If a student enrolled in an open-entry, open-exit course is assigned an 'IP' at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the instructor shall assign a grade (A, B, C, D, F, P, or NP) to be recorded on the student's permanent record for the course.

RD-Report Delayed

The 'RD' is a symbol assigned by the Office of Admissions and Records when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student.

Grade Reports

Final grades will be made available to students on the Bakersfield College web registration system as soon as possible after the end of each academic term. There will be no additional notification of grades completed or corrected.

Grade Changes

The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final. However, a student who feels a grade is in error (such as a mistake, fraud, bad faith or incompetency) may request a review of the grade by the instructor. Students who believe that a grade has been assigned in error must contact the instructor within the first three (3) weeks of the following semester

HONORS

Dean's List

Special recognition is accorded students who maintain a 3.3 grade point average during a semester in which they accumulate at least 42 grade points earned from enrollment in Bakersfield College courses. Students whose academic achievement is at this level are placed on the Dean's List by the Office of Academic Affairs and Student Services and are given general recognition on campus and in the community.

Graduation with Honors

Students who have completed at least 60 units in degree applicable letter graded courses, have taken at least 12 of those units Bakersfield College, and who have earned a cumulative grade point average of 3.50 or higher are eligible for graduation with honors. The honors designation will appear on the diploma and transcript as follows:

Grade Point Average Honor Designation

3.50 - 3.69 Cum laude

3.70 - 3.89 Magna cum laude

3.90 - 4.00 Summa cum laude

Phi Theta Kappa

Phi Theta Kappa, the International Honor Society of the two year college, has a twofold mission: to recognize and encourage the academic achievement of two-year college students and to provide opportunities for individual growth and development through participation in programming concerned with honors, leadership, service, and fellowship.

The Beta Alpha Nu Chapter at Bakersfield College extends membership by invitation. To be considered for membership, you must (1) have accumulated 12 or more credits toward an AA, AS, AAS, or AGS degree; (2) have achieved a cumulative grade point average of 3.50; and (3) maintain a 3.25 grade point average in subsequent semesters. Incoming freshmen can be considered for provisional membership. PTK provides students an opportunity to hold office, become leaders, take part in community activities, and make a difference. Inquiries may be made to the PTK advisor in CC 4 or by calling 395.4051.

LIBRARY

The Grace Van Dyke Bird Library provides access to information in a variety of ways and formats. In addition to the over 70,000 books in the collection, the library subscribes to 250 periodicals, 5 newspapers, and 6 online full-text periodical and newspaper indexes. The library is fully automated, with access to the catalog and periodical indexes not only on campus, but off-campus as well as via the Internet. Reference librarians are available during library hours to assist library users with research needs.

Other services available to all library users include:

- Library Research workshops
- Individual carrels for quiet study
- Task rooms for group work (schedule at Circulation Desk)

- Photocopying & computer printing (fee for use)
- Internet and computer access via computers in Computer Commons (Library, First Floor)
- Telephone reference service (395.4466)

Students and staff use their current Gades Card for library circulation privileges. Community members may also have circulation privileges with payment of an annual fee. Inquire at the circulation desk for details.

Library and Computer Commons Hours:

Monday – Thursday – 8 a.m. - 7:45 p.m.

Friday – 8 a.m. - 2 p.m.

Saturday – 11 a.m. - 3 p.m.

Summer Session and holidays as posted

You made it — Graduation Ceremony

Each May, Bakersfield College produces a commencement ceremony for graduating students. To participate, you must be eligible for graduation and must complete and submit the appropriate paper work to a counselor. All appropriate documentation is to be submitted by the deadlines listed

Fall Graduation – Nov 1, 2011

Spring Graduation – April 1, 2012

Summer Graduation – June 1, 2012

For more information regarding Graduation and Commencement please refer to the Bakersfield College 2011-2012 Student Catalog and visit the counseling office.

IMPORTANT RULES AND PROCEDURES

STUDENT CODE OF CONDUCT

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Trustees of the Kern Community College District, in support of public education and the exercise of general supervision of the campuses of the district, believes that student conduct must reflect the standards of good behavior expected by society. Furthermore, since the people of the District furnish public education, it becomes a privilege for students to have this opportunity to further their education. *The District expects students to conduct themselves in a manner consistent with the educational purposes of the College. Student conduct should reflect consideration for the rights of others, and students are expected to cooperate with all members of the College community.*

Society's ability to successfully address a broad range of social problems is determined by the cumulative actions of thousands (if not millions) of individuals. Students shall respect constituted authority. This shall include conformance to California state laws, Board regulations, Bakersfield College regulations, and applicable provisions of civil and criminal law.

Students are expected to observe high personal standards of decency, morality, honesty, and social relationships. Students are members of both society and the academic community with rights and responsibilities. Students are expected to make themselves aware of and comply with the law, and with College and District campus policies and regulations.

Failure to respect the standards as set forth by Bakersfield College may be cause for disciplinary action as outlined in the Student Handbook.

Code of Conduct and related forms: <http://www.bc.cc.ca.us/about/policies/>.

STUDENT RESPONSIBILITIES

Student Conduct

Students are encouraged to access all services available for achieving their personal and professional/career goals. At the same time, students are expected to conduct themselves in a manner compatible with the College's function as an educational institution and demonstrate the following:

1. Respect among all students, faculty, classified staff and administration.
2. Responsibility for reading and following Bakersfield College rules and regulations.
3. Professional conduct in the classroom by doing the following:
 - a. Reading and following the course syllabus.
 - b. Attending all classes and arriving to class on time.
 - c. Completing assignments, projects on time.
 - d. Doing your own work and never plagiarizing the work of others.
 - e. Meeting with the instructor/professor during office hours as needed to clarify course requirements and/or resolve any issues not resolved in class.

4. Respect for all program and support services guidelines and requirements.
5. Respect for College equipment, buildings and grounds.

Principles of Discipline

As an institution of higher education, Bakersfield College is committed to providing an orderly and safe educational environment that is conducive to student learning. The College's policies and procedures are designed to preserve a healthy learning environment. Accordingly, the College will restrain student conduct and/or discipline students if their conduct interferes with a safe and healthy learning environment.

Bakersfield College students will be entitled to an impartial hearing in instances where College rules, regulations or procedures are violated. However, nothing in this section shall be construed to prohibit an immediate suspension where such a suspension is required in order to protect lives or property, or in conformance with applicable legal requirements. In instances where a student is deemed a minor, the student's parents or guardian shall have all of the rights and privileges set forth herein. Students may also be subject to civil and criminal authority.

Prohibited Conduct

By enrolling in Bakersfield College, students agree to be responsible members of the College community, obey the law, comply with the published rules and regulations of the College, respect the rights, privileges and property of the other members of the College community, and not interfere with legitimate College affairs. Students should be aware that the rules on student misconduct do not only apply when on campus or in class. Rather, students can be found to have engaged in misconduct:

- When on campus.
- When in a College-operated facility.
- When off campus, if acting as a student employee or representative of the College.
- When participating in Bakersfield College-related field trips, club activities, conferences or other College sponsored events. This includes all hours of the day or night while the student is under the supervision of the College.
- When off-campus conduct adversely affects the College and/or pursuit of its objectives.

A student may be disciplined for good cause and in accordance with the disciplinary procedures set forth in this handbook. Good cause includes, but is not limited to the offenses outlined in Board Policy 4F8. Discipline can include receiving a warning, censure, probation, restitution, temporary removal, suspension or expulsion. The following misconduct is strictly prohibited by KCCD Board Policy 4F8, Bakersfield College, and California Education Code Section 76037:

4F8D1 - Persistent or gross acts of willful disobedience and/or defiance toward College personnel.

4F8D2 - Assault, battery, or any other form of physical abuse of a student or College employee.

4F8D3 - Verbal abuse of a student or College employee. This includes, but is not limited to defamation, obscenity, or "fighting words."

4F8D4 - Any conduct that threatens the health or safety of the individual or another, including any such action that takes place at an event sponsored or supervised by the College.

4F8D5 - Theft of or damage to the property of the College, another student or staff.

4F8D6 - Interference with the normal operations of the College (e.g., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other College activities, including its public service functions).

4F8D7 - Use of personal portable sound amplification equipment and other electronic devices (radios, cell telephones, pagers, and tape players, etc.) in a manner that disturbs the privacy of other individuals and/or the instructional program of the College.

4F8D8 - Unauthorized entry into, or use of, College facilities, equipment, materials or supplies.

4F8D9 - Abuse of and/or tampering with the registration process.

4F8D10 - Forgery, falsification, alteration or misuse of College documents, records, or identification.

4F8D11 - Dishonesty such as cheating, plagiarizing, or knowingly furnishing false information to the College and its officials.

4F8D12 - Disorderly, lewd, indecent or obscene conduct.

4F8D13 - Extortion.

4F8D14 - Breach of the peace on College property or at any College-sponsored or supervised function.

4F8D15 - The use, sale, possession, or being under the influence of alcohol or any other controlled substance prohibited by law, on campus or at any function sponsored or supervised by the College.

4F8D16 - Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at College-sponsored activities.

4F8D17 - Smoking and/or the use of tobacco products inside all campus buildings and other unauthorized campus areas.

4F8D18 - Failure to comply with directions of College officials, faculty, staff, or campus public safety officers who are acting in performance of their duties.

4F8D19 - Failure to identify oneself when on College property or at a College-sponsored or supervised event upon the request of a College official acting in the performance of his/her duties.

4F8D20 - Gambling.

4F8D21 - Harassment (verbal, physical, or sexual) of any student or member

of the College community. (Harassment is defined as an activity, that causes substantial emotional distress and serves no legitimate purpose.)

4F8D22 - Abuse of computer resources.

4F8D23 - Abuse of or disruption to the student conduct and/or complaint process including but not limited to:

- a. Failure to obey the summons of a College official or appropriate committee.
- b. Falsification, distortion, or misrepresentation of information before a College official or appropriate committee.
- c. Disruption or interference with the orderly conduct of an official College proceeding.
- d. Attempting to influence the impartiality of a member of an official committee prior to and/or during the course of an official College proceeding.
- e. Harassment and/or intimidation of any person involved in the conduct and/or complaint process, prior to, during and/or after the proceeding.
- f. Failure to comply with the sanction(s) imposed under the Student Conduct Code.
- g. Influencing or attempting to influence another person to commit an abuse of the conduct or complaint process system.
- h. Repeated filing of frivolous and/or capricious complaints against College personnel.

4F8D24 - Hazing.

4F8D25 - Violation of other applicable Federal, State, and local laws (e.g., hate crimes) and College rules and regulations.

4F8D26 - Persistent, serious misconduct where other means of correction have failed to bring about proper behavior.

4F8D27 - Assisting another person or soliciting another person in the offenses listed in this policy.

4F8D28 - Other.

Sanctions

INTERIM ACTION: At any time following the submission of a referral, the Dean of Students - as designee of the College President - may suspend a student for an interim period prior to resolution of the disciplinary proceeding if the Dean believes that the information that supports the allegations of misconduct is reliable, and determines that the continued presence of the student on the College campus poses a threat to any individual, property or College function. The Dean of Students may impose other forms of interim action, such as immediate removal from the campus or exclusion from one or more classes, or other locations, or campus sponsored activities or events.

In accordance with the provisions of Education Code Sections 76031 and 76037, the Board of Trustees provides for the following sanctions for violations of the Code

of Student Conduct, and more than one (1) of the sanctions listed below may be imposed for any single violation:

- **WARNING:** Verbal notification of the student by a faculty member or administrator that continuation of the conduct may be cause for further disciplinary action;
- **CENSURE:** A written reprimand or warning to the student by a faculty member or administrator; written referral of the student to a College office or community agency for counseling or rehabilitative treatment;
- **PROBATION:** Prohibition of the student by the Administration from participating in designated privileges of College activities for a period of up to one (1) semester or other stipulated requirements to conform to specified standards or conduct;
- **RESTITUTION:** Reimbursement to the College, as directed by the Administration, for repair or replacement of District property misused, misappropriated, or damaged by the student;

TEMPORARY REMOVAL

Education Code, Section 76032, gives an instructor the right to remove a student “for good cause” from class **for the day of the removal and the next class meeting**. However, the instructor must then immediately report this removal to the Department Chair and the Dean of Students, for any further appropriate action, such as suspension or expulsion from the class.

Whenever a minor is removed from a class, the parent or guardian shall be notified in writing by the Dean of Students. If the student removed from class by a faculty member is a minor, the Dean of Student shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the faculty member or the parent or guardian so requests, a College administrator shall attend the conference.

During the period of removal, a student shall not be returned to the class from which he/she was removed without the concurrence of the faculty member of the class. (Education Code Sections 76031 and 76032)

Once the student is removed from class, any communication regarding the removal from class must be directed to the Dean of Students’ Office in CC4, 395.4614.

- **SUSPENSION:**
 - o Exclusion from any or all classes and activities of the College and from use of any District facilities. The College President or Dean of Students may suspend a student for good cause as follows:
 - From one (1) or more classes for a period of up to ten (10) days of instruction.
 - From one (1) or more classes for the remainder of the school term.
 - From all classes and activities of the College for one (1) or more terms.

- o In all cases of suspension, the student will receive official notice from the Dean of Students. No student shall be suspended unless the conduct for which he/she is to be disciplined is related to College activity or campus attendance.
- o Suspensions of any student from the College will be accompanied by a prompt hearing, unless the charges have been disposed of administratively by mutual consent, or the student sends a written notification to the Dean of Students indicating that he/she does not want to proceed with the hearing.
- o If an immediate suspension is required in order to protect lives or property and/or to ensure the maintenance of order, a reasonable opportunity shall be afforded the suspended person for a hearing within ten (10) days of the suspension. (Education Code Sections 66017 and 76030)
- o During the period of suspension, a student will not be permitted to enroll in any College in the District. (Education Code Section 76031) Violation or violations of any law, ordinance, regulation, or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for the suspension or expulsion of a student from a community College. (Education Code Section 76036)
- o The College President reports all suspensions of students to the Chancellor of the District. (Education Code Section 76031) Whenever a minor is suspended from the College, the College President and/or the Dean of Students shall notify the parent or guardian in writing. The parent or guardian of the student shall be asked to a conference regarding the removal. (Education Code Sections 76031 and 76032)
- **EXPULSION:** Termination of the student status by the Board of Trustees on the recommendation of the Chancellor.
 - o No student can be expelled, unless the conduct for which he/she is to be disciplined is related to College activity or campus attendance.
 - o Expulsion of any student from the District shall be accompanied by a prompt hearing.
 - o If an immediate expulsion is required in order to protect lives or property and/or to ensure the maintenance of order, a reasonable opportunity shall be afforded the expelled person for a hearing within ten (10) days of the expulsion. (Education Code Sections 66017 and 76030)
 - o In cases of expulsion, the Chancellor recommends action to the Board of Trustees after receiving the College President's recommendation and supporting documentation, including the hearing panel's recommendation and the hearing record.
 - o After Board action, the Chancellor or designee notifies the student by registered mail, return receipt requested. The expulsion may be for a specified or unspecified time and shall be from all Colleges, programs, and activities of the District.
 - o In expulsion for an unspecified time, the student may, after a reasonable time, request the College President to remove the expulsion. If the

College President approves the request, the President shall make that recommendation to the Chancellor or designee who may recommend to the Board that the expulsion be removed.

- o The Chancellor notifies the student of the Board's action.

The Dean of Students reports any violation of Penal Code Section 245 (assault with a deadly weapon) or Civil Code Section 52.1 and Penal Code Sections 422.6 through 422.95 (hate crime) to the appropriate law enforcement authorities. (Education Code Section 76035)

ACADEMIC INTEGRITY

Bakersfield College students are expected to behave as responsible members of the College community and to be honest and ethical in their academic work. Bakersfield College strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination, project, and/or course assignments corrupts the essential process of higher education. Students assume full responsibility for the content and integrity of the coursework they submit.

An instructor who determines that a student has cheated or plagiarized has the right to assign an "F" grade for the assignment or examination. However, each College may impose additional penalties as appropriate to their respective College discipline procedures.

Definitions: (*Quoted from the Regulation at Cal State University, Long Beach, as printed in the its General Catalog dated 1990-91, page 56.*)

Definition of Plagiarism (Board Policy 4F8D)

- Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were ones own, without giving credit to the source.
- Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.
- Acknowledgement of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary.
- Examples of plagiarism include, but are not limited to, the following:
 - o the submission of a work, whether in part or in whole, completed by another;
 - o failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another;
 - o in written work, failure to use quotations marks when quoting directly from another, whether it is a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing or programming.
- A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor.
- Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the

language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

Definition of Cheating (Board Policy 4F8D)

- Cheating is defined as the act of obtaining, or attempting to obtain, or aiding another to obtain academic credit for work by the use of any dishonest, deceptive, or fraudulent means.
- Examples of cheating during an examination include, but are not limited to, the following: copying, either in part or in whole, from another's test or examination; discussion of answers or ideas relating to the answers on a examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an examination without the permission of the instructor; using or displaying notes, "cheat sheets," or other information or devices inappropriate to the prescribed test conditions, as when a test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same.
- Also included is plagiarism as defined and altering or interfering with the grading procedures.
- It is often appropriate for students to study together or to work in teams on projects. However, such students should be careful to avoid the use of unauthorized assistance, and to avoid any implication of cheating, by such means as sitting apart from one another in examinations, presenting the work in a manner, which clearly indicates the effort of each individual, or such other method as is appropriate to the particular course.

DISCIPLINARY PROCEDURES

Procedural due process is basic to the enforcement of the College's policies and regulations. The Board of Trustees has established procedures for handling student conduct cases in accordance with basic standards of due process. Any breach of student conduct may be reported to the Dean of Students. The official policies of the Kern Community College District Board of Trustees stipulate that Bakersfield College students have certain rights and privileges, along with certain obligations.

To correct unacceptable student conduct, Bakersfield College staff believes disciplinary proceedings are secondary to counseling and admonition. In the exceptional circumstances when discipline is deemed necessary, the College will observe due process to protect the student from unfair and arbitrary imposition of serious penalties.

The College attempts to be fair in the handling of student conduct cases. The procedures outlined in this handbook represent the steps employed to reach a resolution in cases of alleged misconduct.

Questions concerning these procedures may be addressed to the Office of the Dean of Students.

Student Conduct Hearing Panel Proceedings

When a student has been suspended or recommended for expulsion, the student is entitled to a hearing within ten instructional days of the suspension or expulsion recommendation. The Dean of Students Office prepares the letter and packet to notify the student of the suspension and the date of the hearing panel.

The Dean of Students Office establishes a timeline for the hearing, challenge of panel members and notification of witnesses.

- A Hearing Panel is scheduled within ten (10) instructional days after notifying student of suspension.
- The suspended student must respond to the Dean of Students within five (5) instructional days or the student waives his/her hearing option. If the student elects to not respond, the Hearing Panel will still take place.
- A student may challenge hearing panel members not less than five (5) instructional days prior to the hearing.
- Challenges will be considered by the College President or Dean of Students. If a challenge is upheld, the President or Dean of Students will direct an alternate to be appointed.

The Dean of Students Office provides the recording device for the hearing. All proceedings, including testimony before the panel is recorded and the record shall be the property of the College and/or District. All reports, records, transcripts, recordings, etc., that are made part of the hearing are retained in the office of the appropriate Vice President and such reports, records, transcripts, recordings, etc., made part of the hearing are held confidential, except as required by law.

Right to Representation & Right to an Advisor

- The student and staff member may represent themselves or be represented by another student or staff member.
- The student has the right to be assisted by any advisor he/she chooses. The advisor shall not be allowed to address the Hearing Panel, cross-examine witnesses or make arguments on behalf of his/her advisee. The advisor can attend the hearing, but shall not be permitted to participate directly in the proceedings.

Guidelines for Hearing

The student and witnesses are to arrive 15 minutes before the hearing starts.

The Chair shall notify the student and parties who will be testifying to wait to be called. The hearings are closed and confidential.

The hearing is set for one hour. If a second meeting is required, the Chair sets a date for the next meeting.

The Chair is responsible for:

- Calling the hearing to order.
- Introducing the parties (panel members).
- Announcing the purpose of the hearing.
- Reading the alleged violation(s) aloud.

Chair notifies panel members of the following:

- The chair presides over the hearing.
- The chair makes decisions regarding procedures. All decisions are final.
- The chair has the discretion to admit (or not admit) any person to the hearing.
- The hearings shall be closed and confidential.
- Formal rules of evidence shall not apply. It is a preponderance of evidence that will determine the outcome. All relevant evidence is admissible, including, but not limited to, statements of witnesses and relevant documents. The chair shall decide on these matters. The chair will rule on the admissibility of evidence. Pertinent records, exhibits and written statements may be accepted for consideration of the Hearing Panel at the discretion of the chair.
- Both parties shall be provided the opportunity during the hearing to refute or contest any evidence presented.
- The College, the student and the Hearing Panel shall have the right of presenting witnesses, subject to the right of cross-examination.
- All witnesses shall be excluded from the hearing except when testifying.
- Witnesses shall only be identified at the hearing.
- Each party shall be afforded the opportunity to make a closing argument.
- The hearing shall take place whether the accused student attends or not so that the charges and supporting evidence shall become part of the official record.
- If a consensus cannot be achieved, the decision or recommendations shall be made by a simple majority vote.

The actual hearing process:

- The Chair asks the student and College representative to come into the room.
- The student and College each has a limit of 30 minutes to present:
 - o Opening statements,
 - o Witnesses,
 - o Cross-examinations, and
 - o Closing statements.
- Testimony can include oral testimony or written affidavits of witnesses.
- Both parties are excused and informed that they will be notified in writing of the President's decision.
- The panel deliberates in private to determine whether the accused has violated the Student Conduct Code sections as charged.

Procedures Subsequent to the Hearing

1. Within five (5) instructional days of the hearing date, a written recommendation action is made to the College President.
2. The President renders a decision within five (5) instructional days and communicates the decision in writing to all parties involved.
3. In all cases of suspension, the student receives official notice from the President or designee.

Appeal Process

Under certain circumstances, the accused has the right to appeal the College President's decision.

1. The appeal may be made on the following grounds ONLY:
 - The Student Conduct Policy and/or Procedures were violated, and the violation resulted in demonstrable unfairness to the accused; or
 - Relevant new evidence exists which was previously unavailable and which would substantially affect the findings of the Hearing Panel.
2. Appeals must specify the grounds for the appeal and must be submitted in writing using the "Appeal of the President's Decision Appeal Form" (on the website) to the College President within:
 - Five (5) instructional days of written notification of the decision when delivered in person with a signed receipt, or
 - Eight (8) instructional days of written notification of the decision when sent by registered mail and return receipt requested.
3. Following a review, the College President may:
 - Affirm the findings or sanction(s),
 - Remand for a full or partial rehearing,
 - Modify the sanction(s), or
 - Dismiss the charge(s) against the student(s).
4. Within ten (10) instructional days after receipt of the written appeal, the College President shall forward to the student(s) and to all parties involved a written notice of his/her decision regarding the appeal. The decision of the College President is final.

STUDENT COMPLAINT PROCEDURES

The Student Complaint Procedures are established so that students can resolve difficulties/problems they encounter in College-related activities. The Student Complaint policy is designed to consider an alleged wrong against a student. Efforts will be made to resolve a complaint in a timely and fair manner. Students who contend they have been treated unfairly have the right, without fear of reprisal, to use a written procedure in their attempt to right an alleged wrong.

Student complaints are taken seriously; therefore, the complaint must be of a compelling, substantive, and verifiable nature. Repeated filings of the same complaint, filings of a frivolous nature, or capricious complaints against school personnel will be considered abuse of the student conduct and/or complaint process. Such repeated filings will be referred to the College President for a decision.

Student Complaint Procedures apply to student complaints such as those listed below:

AREA OF COMPLAINT

RESPONSIBLE STAFF

Course content	Dean of Students
Access to classes	Dean of Students
Verbal or physical abuse by faculty, staff, or students	Dean of Students
Faculty member refusal to confer with student(s)	Dean of Students
Grades (mistake, fraud, bad faith, or incompetence)	Appropriate Vice President
Harassment	Human Resources Director
Unlawful Discrimination	Human Resources Director
Sexual Harassment	Human Resources Director

Assignment of Grades (Title 5, Section 55760)

- a. The instructor of each course determines the grade to be awarded each student.
- b. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence.
- c. A judgment to change or expunge a grade for reasons of fraud, bad faith, or incompetence shall be made by the appropriate Vice President after consultation with the student, the instructor, and the Division/Department Chair.
- d. All parties noted above will be notified in writing of any changes.
- e. Reasons for any grade change will be documented.

GENERAL COMPLAINT PROCEDURE

- Filing of complaints against any party is a serious undertaking.
- Prior to filing a written complaint, and within ten (10) instructional days of the incident leading to the complaint, the student(s) should contact the staff member involved in an attempt to orally resolve the issue.
- If this effort meets with no success, the student is encouraged to meet with the respondent's immediate supervisor, i.e. Department Chair, Program Director.
- If these attempts are not feasible, or do not resolve the problem, the student(s) may initiate Level I action by contacting the appropriate administrator, i.e. Dean.
- Complaints may not be filed after ninety (90) instructional days from the date of the incident leading to the complaint.
- If a complaint is filed within the last thirty (30) instructional days of the semester or the last ten (10) instructional days of summer school, the appropriate administrator may delay any further action on the complaint until the next academic term.

- At the written request of the student, action on a complaint may be delayed until the term of the class is completed. In this event, the appropriate administrator may delay any further action on the complaint until the next semester.
- In the event of a group complaint, at most two (2) students shall be chosen to carry the complaint forward.
- Notices sent to the last address in the College records and deposited in the United States mail, postage prepaid, shall be presumed to have been received and read. It is the student's responsibility to ensure that contact information is current at all times.
- All student complaint-related forms are available in the supervisor's office, Dean of Students' office (CC4) and on the Bakersfield College website.
- All formal level proceedings are recorded using audio and/or video recorders by the appropriate administrator. To protect the integrity and confidentiality of the proceedings, no other recording or transcription is allowed.
- Recordings are confidential and the exclusive property of the College/District. Recordings become a part of the complaint file and are maintained by the designated administrator.

LEVEL I COMPLAINT PROCEDURE

The student(s) should contact the office of the staff member's immediate administrator, i.e. Dean.

1. At the time of contact, the student completes and submits a Level I "Initial Student Complaint Form."
2. Within ten (10) instructional days of notice of the occurrence to the alleged incident, the student receives an appointment to meet with the appropriate administrator, i.e. Dean at this time.
3. In an effort to resolve the complaint, subsequent to the student meeting with the administrator, the administrator/designee meets and confers with the staff member(s) involved. If possible, this meeting shall be within five (5) instructional days of the student meeting with the immediate supervisor/designee.
4. The student and the administrator meet and attempt to resolve the issue in a satisfactory manner.
 - a. The conference(s) may be recorded with the concurrence of both parties.
 - b. If the complainant fails to appear for the scheduled appointment, the complaint process is terminated.
 - c. The complainant will have no further recourse.
5. After meeting with student and staff member(s), the administrator notifies the parties involved of the suggested resolution.
6. If this resolution is acceptable to the complainant, the administrator completes the Level I "Information/Disposition Form" and submits copies of

it to the complainant and the staff member. The original is maintained in a suitable file.

7. If the administrator does not resolve the complaint to the complainant's satisfaction, the complainant may, within ten (10) instructional days of the decision, file with the appropriate administrator a request to move the complaint to Level II.

LEVEL II COMPLAINT PROCEDURE

1. Under certain circumstances, and in the interest of fairness to all parties, the administrator, i.e. Dean, may refer the Level I complaint to Level II immediately.
2. The immediate administrator notifies the student, staff member(s), and appropriate administrator when the referral has been advanced to Level II.
3. If the complainant(s) choose(s) to move the complaint to Level II, the student(s) must complete and submit to the appropriate administrator a "Request to Appeal Level I Recommendation Form."
 - a. Within ten (10) instructional days of receiving the request the appropriate administrator investigates the allegations and convenes a conference of the student(s), the staff member(s), and the staff member(s)' immediate supervisor/designee.
 - b. At this meeting, an attempt is made to resolve the issue(s) and agree upon the remedy.
 - c. The student(s) bringing the complaint and the staff member(s) being complained against must be present at this conference.
 - d. Under compelling circumstances, this meeting may involve teleconferencing.
4. If the complainant fails to appear for this conference, except for demonstrated good cause, the complaint process is terminated, and the complainant has no further recourse.
5. Following the Level II conference, the appropriate administrator, within five (5) instructional days, provides a written decision and the basis for the decision. Copies of this decision are sent to the student(s), the staff member(s), the immediate supervisor/designee, and the appropriate Vice President.
6. The student(s) bringing the complaint and/or staff member(s) being complained against may challenge the Level II decision by proceeding to Level III.

LEVEL III COMPLAINT PROCEDURE

1. If the student and/or the staff member(s) challenge(s) the Level II decision, the student/staff member must file with the appropriate Vice President a written Level III Appeal using the Level III "Request to Appeal Level II Recommendation Form" - within ten (10) instructional days of notification of the Level II decision.

- a. The appropriate Vice President/designee receives copies of all written materials, recordings, and any other documents generated regarding the complaint at Levels I and II.
 - b. Within ten (10) instructional days of receiving the referral, the appropriate Vice President assembles the complainant(s), the staff member(s), the appropriate administrator from Level II, and the immediate supervisor/designee.
2. If the appropriate Vice President is able to resolve the complaint(s),
 - a. A resolution is established in written form and is validated by the signatures of all parties involved.
 - b. This agreement becomes part of the file, and copies of the agreement are made available to the complainant(s), staff member(s), appropriate administrator, and immediate supervisor/designee.
3. If the appropriate Vice President is unable to resolve the difference(s)/complaint(s),
 - a. The Vice President assembles the Hearing Panel within ten (10) instructional days of that determination.
 - b. The Vice President provides the Hearing Panel with the procedure to be used and answers any procedural questions.

Student Complaint Hearing Panel Procedures

Basis for Hearing

If a complaint cannot be resolved at Levels I, II or III, a Hearing Panel is convened to hear the student complaints that reach Level IV.

The Hearing Panel - Standing Committee

Bakersfield College appoints a Standing Committee from which a panel is chosen to hear student complaint appeals beyond Level III of the Student Complaint Procedures. The College standing committee is composed of eight (8) members. Members are appointed each August to serve through July and include:

- ✓ Two (2) faculty members appointed by the Academic Senate President
- ✓ Two (2) classified staff appointed by the CSEA or Classified Senate President
- ✓ Two (2) students appointed by the Student Government Association President
- ✓ Two (2) administrators appointed by the College President

Composition of Hearing Panel

The College President appoints the non-voting Chair of the Hearing Panel (not a Standing Committee member). The Student Complaint Hearing Panel is composed of selected members of the Standing Committee and an ad hoc member as follows:

If the complaint is against a faculty member, the Hearing Panel shall consist of:

- ✓ two (2) faculty members
- ✓ one (1) student member
- ✓ one (1) classified member

- ✓ one (1) administrator
- ✓ one (1) ad hoc voting member appointed by the Academic Senate President

If the complaint is against an administrator, the Hearing Panel consists of:

- ✓ two (2) administrators
- ✓ one (1) student member
- ✓ one (1) faculty member
- ✓ one (1) classified member
- ✓ one (1) ad hoc voting member appointed by College President

If the complaint is against a classified staff member, the Hearing Panel consists of:

- ✓ two (2) classified members
- ✓ one (1) faculty member
- ✓ one (1) administrator
- ✓ one (1) student member
- ✓ one (1) ad hoc voting member appointed by the CSEA or Classified Senate President

Student Complaint Hearing Panel Procedures

Notifications

1. When a Student Complaint Hearing Panel is convened, the appropriate administrator prepares and causes to be delivered or mailed a written notice to the parties involved, including the Hearing Panel members, not less than ten (10) instructional days prior to the hearing.
2. A signed receipt must evidence delivered notices. Notices sent to the last address available in the College's records and deposited in the United States mail, postage prepaid, return receipt requested, will be presumed to have been received and read.
3. The notice shall specify the date, time, and place of the Hearing and shall include all data pertinent to the complaint from Levels I, II and III, the Student Complaint Policies and Procedures, and the Hearing Panel Procedures.
4. The notice also includes a statement apprising each party of his/her/their right to:
 - a. self-representation or representation by a member of the College staff or student body,
 - b. present witnesses, and
 - c. cross-examine witnesses presented by the opposing party.

Hearing Preparation

1. The appropriate administrator is responsible for making the necessary arrangements for the Hearing.
2. Either the student(s) or the staff member(s) complained against may challenge any member of the Hearing Panel for cause.
3. Grounds for cause include any personal involvement in the situation-giving rise to the grievance, any statement made on the matters at issue, or any

other act or statement indicating a person could not act in an impartial manner.

4. Any challenge must be made in writing, not less than five (5) instructional days prior to the Hearing. The appropriate administrator considers challenges. If a challenge is upheld, the appropriate administrator appoints an alternate to the Hearing Panel.

Right to Representation

1. The student(s) and the staff member(s) may represent themselves, or may be represented by another student or staff member.
2. Any person not in the College community may represent neither the student(s) nor the staff member(s).
3. An attorney acting in the role of legal advocate may represent neither the student(s) nor the staff member(s).

Right to Advisor

1. The student(s) and the staff member(s) have the right to be assisted by any advisor he/she/they choose(s).
2. The advisor may be an attorney. However, the advisor, while permitted to attend the hearing, is not permitted to participate directly.
3. The advisor is not allowed to address the Hearing Panel, cross examine witnesses, or make arguments on behalf of his/her advisee.

Guidelines for Student Complaint Hearings

Hearings are conducted by the Hearing Panel using the following guidelines:

1. The Chair of the Hearing Panel presides over the Hearing and makes decisions regarding procedure.
2. The Chair's procedural decisions are final. In Hearings involving more than one (1) accused respondent, the Chair may conduct separate hearings for each respondent.
3. Hearings are closed. All witnesses are excluded from the Hearing except when testifying.
4. Admission of any person to the Hearing is at the discretion of the Chair.
5. The Chair calls the Hearing to order, introduces the parties, and announces the purpose of the Hearing, e.g., "This Hearing meets pursuant to Level III of the Student Complaint Procedures to hear a complaint brought by _____ against - _____, and make findings of fact and recommendations for action to the College President.
6. The Chair distributes copies of the written complaint to the Hearing Panel members, reads the complaint aloud, and asks the parties if they have reviewed the allegations. The Chair explains the procedures to be followed during the Hearing.
7. The Hearing Panel may consider only allegations filed by the student(s) at Levels I and II of the Student Complaint Procedures.
8. The complainant, the staff member(s) being complained against (respondent), and the Hearing Panel may present witnesses, subject to the right of cross-examination. Witnesses will only be identified at the Hearing.

- a. The Hearing Panel Chair retains the right to limit the amount of time allowed for the complainant's case, rebutting evidence, argument, examination of witnesses and the number of witnesses.
 - b. Equal time is granted to both sides to present their cases.
9. Each party is afforded the opportunity to make an opening statement.
 - a. This statement may not exceed five (5) minutes in length.
 - b. After the opening statements, each party has the opportunity to present relevant evidence and testimony.
 - c. Formal rules of evidence do not apply.
 - d. All relevant evidence is admissible, including, but not limited to, statements of witnesses and relevant documents.
10. The complainant has the burden of proving that the allegation(s) is (are) true.
 - a. The student(s) present(s) evidence in support of the allegation(s) first.
 - b. Subsequently, the staff member(s) may present evidence to refute the allegation(s).
11. Each party is afforded an opportunity to make a closing statement.
 - a. This statement may not exceed five (5) minutes in length.
 - b. The complainant closes first.
 - c. Subsequently, the Hearing Panel retires to deliberate with only the members of the Panel and the Panel Chair present.
12. The Hearing Panel make its decision and/or recommendation(s) based on the preponderance of evidence presented at the Hearing and relevant to the allegations filed at Levels I and II of the Student Complaint Procedures. In situations where a consensus cannot be reached, the decision or recommendation(s) is made by a simple majority vote.

Procedures Subsequent to the Student Complaint Hearing

Notifications

1. Within five (5) instructional days of the Hearing, the Chair delivers to the College President the written recommendation(s) arrived at by consensus or by majority vote of the Panel members. Minority opinion(s) may be attached to the majority report. The recommendations to the College President are advisory.
2. Within five (5) instructional days of receiving the Hearing Panel's recommendation(s), the College President renders a decision. This decision is communicated, in writing, to the complainant(s), the parties grieved against, appropriate supervisor(s) and administrator(s), and the Hearing Panel Chair and members.
3. The decision of the College President is final.

Confidentiality of Records

1. All reports, records, transcripts, tapes, etc., which are made a part of the hearing are retained in the office of the appropriate Vice President.
2. All such reports, records, transcripts, tapes, etc., are held confidential except as required by law.

Sexual Harassment

Kern Community College District Board Policy Manual

Section 11A2

The Board of Trustees of the Kern Community College District will not tolerate any behavior which constitutes sexual harassment of staff or students. It is the policy of the Kern Community College District that members of the college community, including visitors, guests and contractors, may not sexually harass another person.

For the purpose of this policy, sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; and/or verbal, physical conduct, or written communication of an intimidating, hostile, or offensive sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or a student's status in a course, program or activity;
- Submission to or rejection of such conduct is used as a basis for employment decisions or as a basis for academic or other decisions, affecting a student; or
- Such conduct has the purpose or effect of substantially interfering with an employee's work performance or student's educational experience, or creates an intimidating, hostile or offensive working or academic environment.

Reporting - Members (employees, students, volunteers) of the college community who believe they have been sexually harassed by another member of the college community should contact the Human Resources Office to report the incident and for direction in filing a formal complaint.

The Kern Community College District is committed to maintaining a working and educational environment free of sexual harassment. When an allegation of sexual harassment is brought to the attention of a supervisor, whether reported by the individual who is the subject of the alleged harassment, or by a witness, the supervisor shall report the allegation to the college personnel officer as described under Reporting Incidents of Sexual Harassment. The college personnel officer shall investigate the allegation according to Procedure 11D4A. An employee or student may be subject to disciplinary action for violation of this policy.

DEFINITIONS

1. **ADVISOR** - An individual who has agreed to assist the accused student during a hearing conducted by the Hearing Panel. The advisor may be a faculty member, staff member or currently enrolled Bakersfield College student. The role of the advisor is limited to advising the student. The advisor may not appear in lieu of the accused student nor speak on behalf of the student.
2. **CENSURE** - A written reprimand or warning to the student by a faculty member or administrator; written referral of the student to a College office or community agency for counseling or rehabilitative treatment.
3. **CODE OF CONDUCT** - A statement and description of required behaviors, responsibilities, and actions expected of Bakersfield College students.
4. **COLLEGE OFFICIAL** - Any administrator, instructor, staff member and other authorized individuals of the College.

5. **COLLEGE PREMISES** - Any buildings or grounds owned, leased, operated, controlled or supervised by Bakersfield College/Kern Community College District.
6. **COLLEGE-SPONSORED ACTIVITY** - Any activity on or off college premises, which is initiated, funded, aided, authorized or supervised by Bakersfield College.
7. **COMPLAINANT** - Any individual who initiates a disciplinary complaint or referral in writing.
8. **DESIGNEE** - A person assigned by the College President or another College administrator to administer the Student Code of Conduct on any Bakersfield College campus.
9. **DISCRIMINATION** - Right: No student shall be subject to unlawful discrimination on the grounds of age, ethnicity, national origin, gender, sexual orientation, or disability in any activity sponsored by the College on or off the College grounds.
10. **DISRUPTIVE AND DISORDERLY** conduct is behavior that changes the atmosphere of the classroom or campus to an uncomfortable setting for students and staff; disrupts an educational environment; or prevents learning from taking place.
11. **EXPULSION** is the permanent separation of a student from Bakersfield College/Kern Community College District. Students expelled from Bakersfield College/Kern Community College District are not permitted to register for class(es) or be on College/District premises at anytime, for any reason.
12. **FINANCIAL RESTITUTION** - Money paid to an individual or the College for indirect or direct charges associated with the damage to or loss of college property or property of others.
13. **HARASSMENT** – An activity that causes substantial emotional distress and serves no legitimate purpose.
14. **INSTRUCTIONAL DAYS** - The term “instructional days” means normal business days and will not include Saturdays, Sundays, or days on which the campus is closed.
15. **PROBATION** - Prohibition of the student by the Administration from participating in designated privileges of College activities for a designated period of time and/ or other stipulated requirements to conform to specified standards or conduct.
16. **RESPONDENT** - The person who is named in the complaint.
17. **RESTITUTION** - Reimbursement to the College, as directed by the Administration, for repair or replacement of District property misused, misappropriated, or damaged by the student.
18. **SEXUAL HARASSMENT** - Unwelcome sexual advances; requests for sexual favors; and/or verbal, physical conduct, or written communication of an intimidating, hostile, or offensive sexual nature.

19. **STUDENT** - An individual for whom the College maintains student records, and/or who is enrolled in or registered with an academic program of the College.
20. **SUSPENSION** for Code of Conduct violation(s) is an action that excludes (separates) a student from the College for a specified period. Suspended students are not permitted to register for classes or be on College premises or participate in College activities on or off campus for the period of the suspension.
21. **WARNING** - Verbal notification of the student by a faculty member or administrator that continuation of the conduct may be cause for further disciplinary action.
22. **WEAPONS** - is broadly defined to include, but not be limited to, all firearms, including BB guns and firearm replicas, dangerous knives, explosives, explosive fuels, dangerous chemicals, clubs and fireworks.

Conduct in College Buildings

Consistent with State of California statute, smoking is NOT PERMITTED in any Bakersfield College building or facility or within 20 feet of any entryway, window, and vent to any facility or building on campus.

NOTES

AUGUST 2011

JULY 2011

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SEPTEMBER 2011

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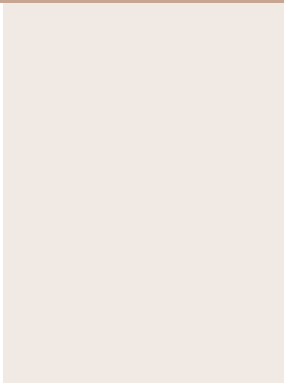


1 MONDAY

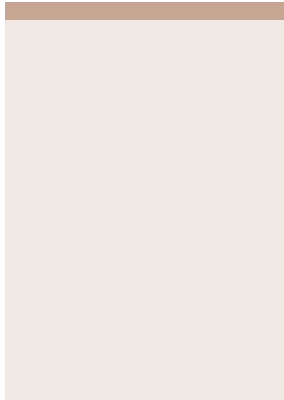
2 TUESDAY

3 WEDNESDAY

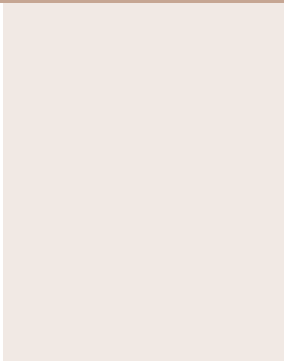
4 THURSDAY



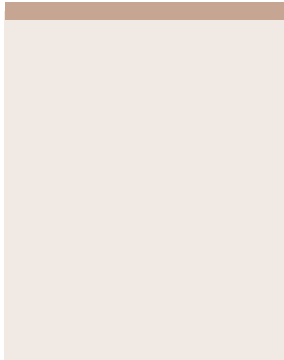
5 FRIDAY



6 SATURDAY



7 SUNDAY



AUGUST 2011

JULY 2011

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SEPTEMBER 2011

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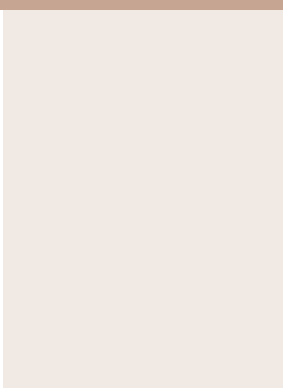


8 MONDAY

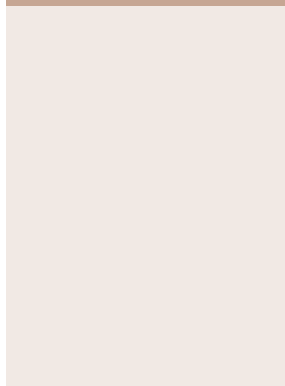
9 TUESDAY

10 WEDNESDAY

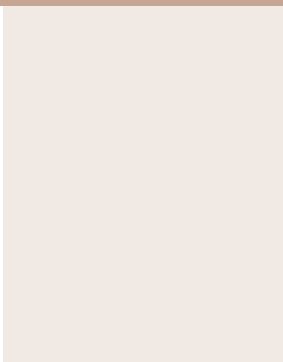
11 THURSDAY



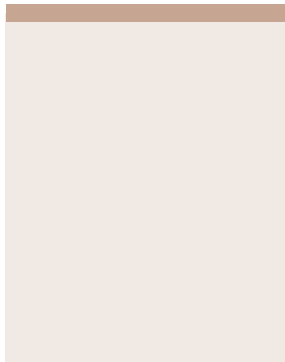
12 FRIDAY



13 SATURDAY



14 SUNDAY



AUGUST 2011

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15 MONDAY

16 TUESDAY

17 WEDNESDAY

18 THURSDAY

• Flex Days

• Flex Days

19 FRIDAY

20 SATURDAY

21 SUNDAY

AUGUST 2011

JULY 2011

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22 MONDAY

• Fall Instruction Begins

23 TUESDAY

24 WEDNESDAY

25 THURSDAY

26 FRIDAY

27 SATURDAY

28 SUNDAY

AUGUST 2011

JULY 2011

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SEPTEMBER 2011

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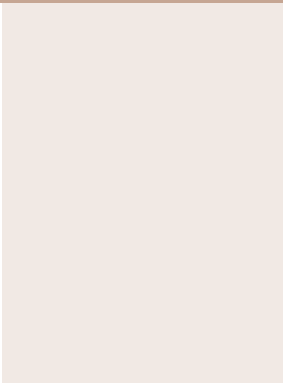


29 MONDAY

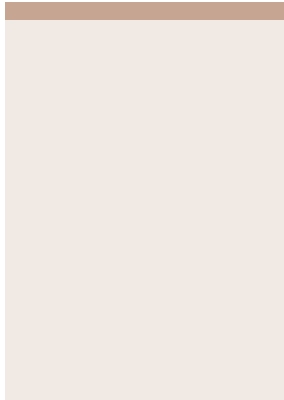
30 TUESDAY

31 WEDNESDAY

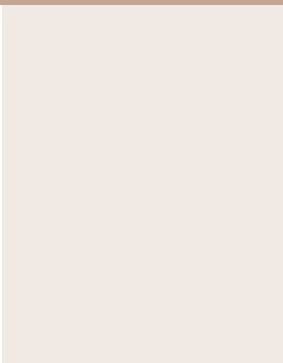
1 THURSDAY



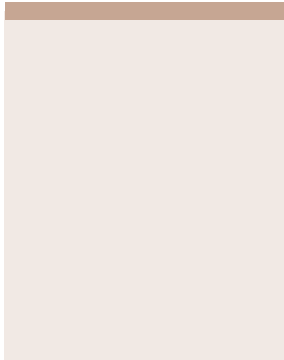
2 FRIDAY



3 SATURDAY



4 SUNDAY



SEPTEMBER 2011

AUGUST 2011

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OCTOBER 2011

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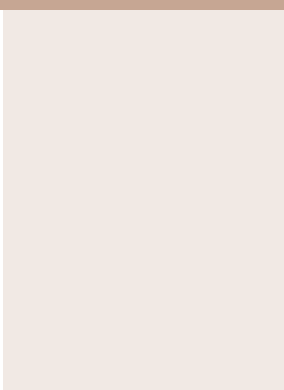
5 MONDAY

• Labor Day

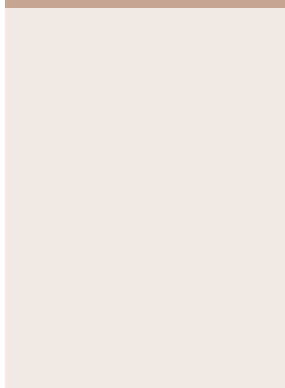
6 TUESDAY

7 WEDNESDAY

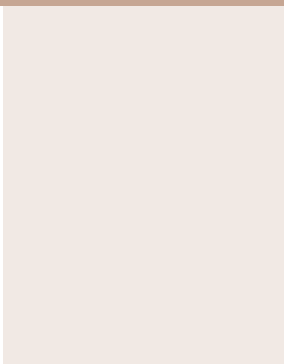
8 THURSDAY



9 FRIDAY



10 SATURDAY



• Time to Remember Lost Lives
from September 11th attack

11 SUNDAY



SEPTEMBER 2011

AUGUST 2011

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OCTOBER 2011

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12 MONDAY

• College Night

• Accreditation Questions and Answers for Students

13 TUESDAY

14 WEDNESDAY

15 THURSDAY

• Alumni BBQ

16 FRIDAY

17 SATURDAY

18 SUNDAY

SEPTEMBER 2011

AUGUST 2011

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OCTOBER 2011

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19 MONDAY

• Last Day to Drop Without Receiving "W"

20 TUESDAY

21 WEDNESDAY

22 THURSDAY

23 FRIDAY

24 SATURDAY

25 SUNDAY

SEPTEMBER 2011

AUGUST 2011

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OCTOBER 2011

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26 MONDAY

27 TUESDAY

28 WEDNESDAY

29 THURSDAY

30 FRIDAY

1 SATURDAY

2 SUNDAY

OCTOBER 2011

SEPTEMBER 2011

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NOVEMBER 2011

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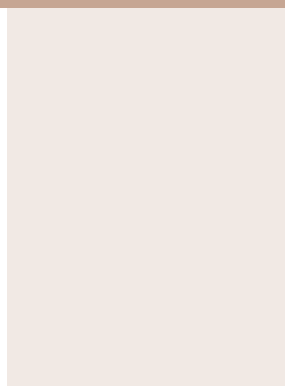


3 MONDAY

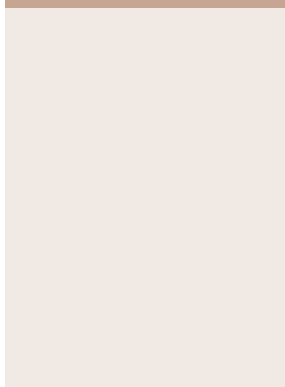
4 TUESDAY

5 WEDNESDAY

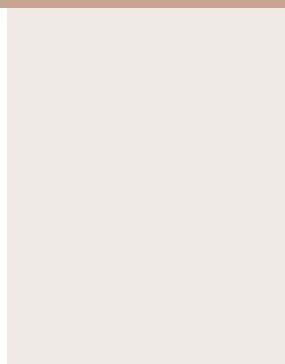
6 THURSDAY



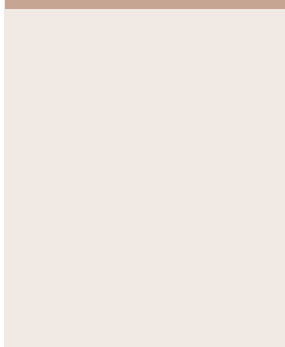
7 FRIDAY



8 SATURDAY



9 SUNDAY



OCTOBER 2011

SEPTEMBER 2011

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NOVEMBER 2011

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10 MONDAY

- Columbus Day (Observed)
- World Mental Health Day

11 TUESDAY

12 WEDNESDAY

13 THURSDAY

14 FRIDAY

15 SATURDAY

16 SUNDAY

OCTOBER 2011

SEPTEMBER 2011

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17 MONDAY

18 TUESDAY

19 WEDNESDAY

20 THURSDAY

21 FRIDAY

22 SATURDAY

23 SUNDAY

OCTOBER 2011

SEPTEMBER 2011

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24 MONDAY

25 TUESDAY

26 WEDNESDAY

27 THURSDAY

28 FRIDAY

29 SATURDAY

30 SUNDAY

OCTOBER 2011

SEPTEMBER 2011

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NOVEMBER 2011

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31 MONDAY

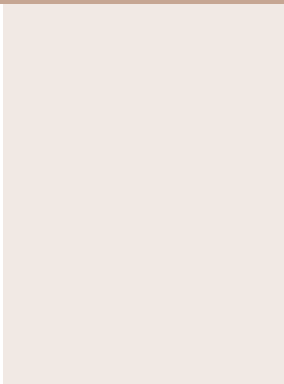
• Last Day to Withdraw and Receive "W"

• Last Day to File for Graduation

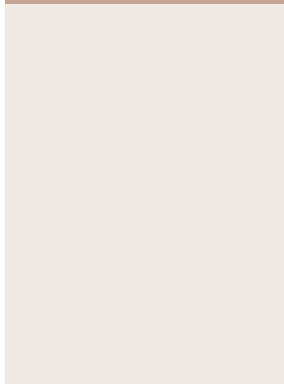
1 TUESDAY

2 WEDNESDAY

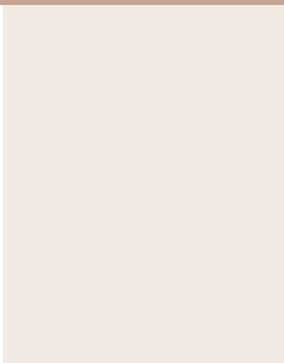
3 THURSDAY



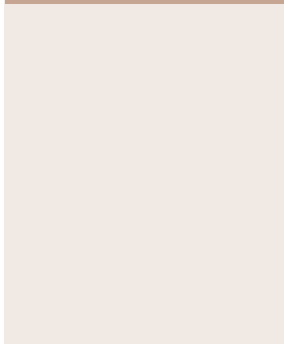
4 FRIDAY



5 SATURDAY



6 SUNDAY



NOVEMBER 2011

OCTOBER 2011

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DECEMBER 2011

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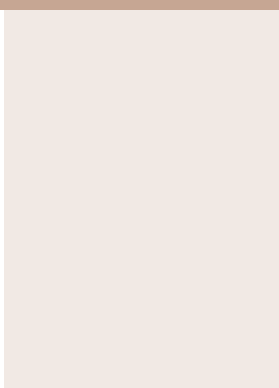


7 MONDAY

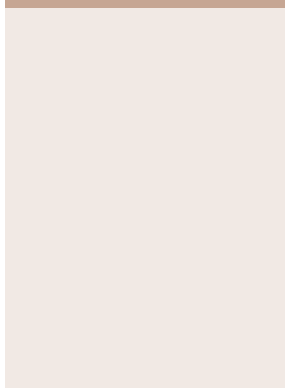
8 TUESDAY

9 WEDNESDAY

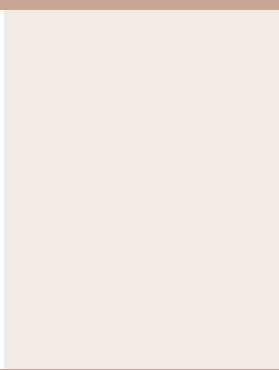
10 THURSDAY



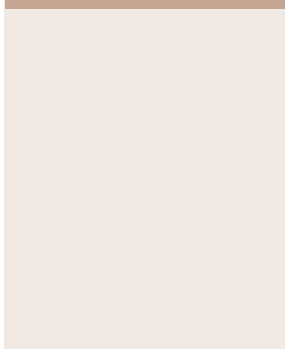
11 FRIDAY



12 SATURDAY



13 SUNDAY



NOVEMBER 2011

OCTOBER 2011

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DECEMBER 2011

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14 MONDAY

15 TUESDAY

16 WEDNESDAY

17 THURSDAY

18 FRIDAY

19 SATURDAY

20 SUNDAY

NOVEMBER 2011

OCTOBER 2011

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DECEMBER 2011

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21 MONDAY

22 TUESDAY

23 WEDNESDAY

24 THURSDAY

25 FRIDAY

26 SATURDAY

27 SUNDAY

NOVEMBER 2011

OCTOBER 2011

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DECEMBER 2011

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28 MONDAY

29 TUESDAY

30 WEDNESDAY

1 THURSDAY

• World AIDS/HIV Day

2 FRIDAY

3 SATURDAY

4 SUNDAY

DECEMBER 2011

NOVEMBER 2011

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JANUARY 2012

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5 MONDAY

• Fall Final Exams

• Fall Final Exams

6 TUESDAY

7 WEDNESDAY

• Fall Final Exams

8 THURSDAY

• Fall Final Exams

• Fall Final Exams

9 FRIDAY

10 SATURDAY

• Fall Final Exams

11 SUNDAY

DECEMBER 2011

NOVEMBER 2011

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JANUARY 2012

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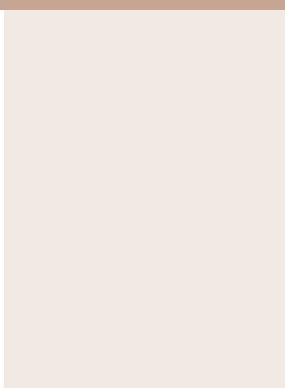


12 MONDAY

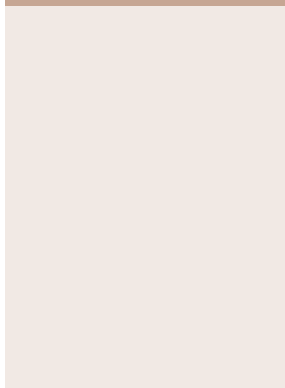
13 TUESDAY

14 WEDNESDAY

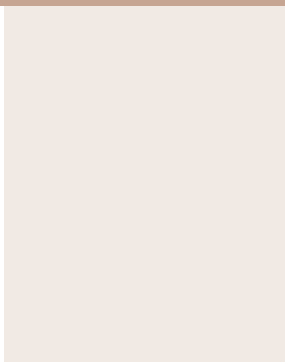
15 THURSDAY



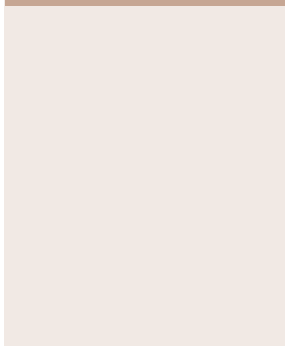
16 FRIDAY



17 SATURDAY



18 SUNDAY



DECEMBER 2011

NOVEMBER 2011

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JANUARY 2012

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19 MONDAY

20 TUESDAY

21 WEDNESDAY

22 THURSDAY

23 FRIDAY

24 SATURDAY

25 SUNDAY

DECEMBER 2011

NOVEMBER 2011

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JANUARY 2012

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26 MONDAY

• Holiday Recess

• Holiday Recess

27 TUESDAY

28 WEDNESDAY

29 THURSDAY

30 FRIDAY

31 SATURDAY

1 SUNDAY

JANUARY 2012

DECEMBER 2011

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FEBRUARY 2012

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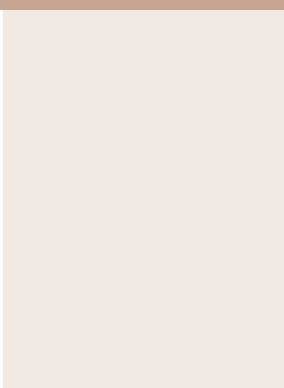
2 MONDAY

• New Year's Day Observance

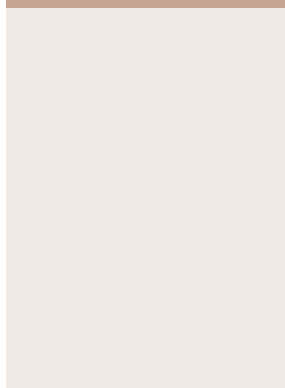
3 TUESDAY

4 WEDNESDAY

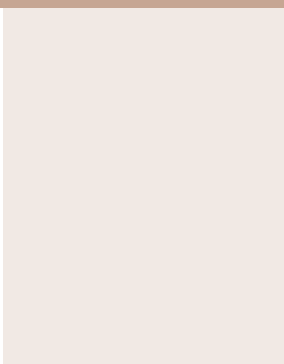
5 THURSDAY



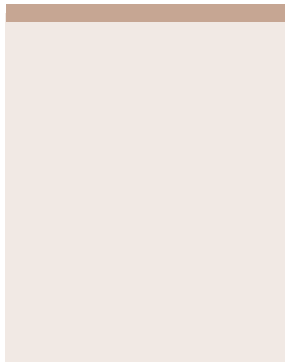
6 FRIDAY



7 SATURDAY



8 SUNDAY



JANUARY 2012

DECEMBER 2011

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FEBRUARY 2012

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9 MONDAY

10 TUESDAY

11 WEDNESDAY

12 THURSDAY

13 FRIDAY

14 SATURDAY

15 SUNDAY

JANUARY 2012

DECEMBER 2011

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FEBRUARY 2012

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16 MONDAY

• Spring Instruction Begins

17 TUESDAY

18 WEDNESDAY

19 THURSDAY

20 FRIDAY

21 SATURDAY

22 SUNDAY

JANUARY 2012

DECEMBER 2011

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FEBRUARY 2012

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23 MONDAY

24 TUESDAY

25 WEDNESDAY

26 THURSDAY

27 FRIDAY

• Last Day for Refunds for
Semester Length Classes

28 SATURDAY

29 SUNDAY

JANUARY 2012

DECEMBER 2011

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FEBRUARY 2012

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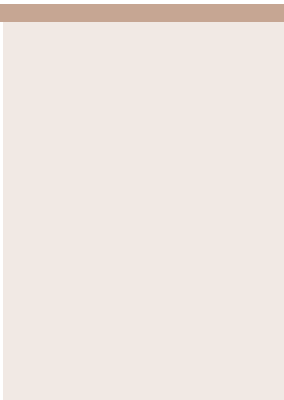
30 MONDAY

• Last Day to Add a Class

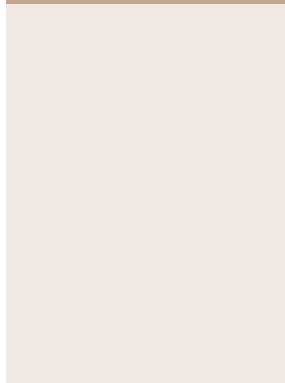
31 TUESDAY

1 WEDNESDAY

2 THURSDAY

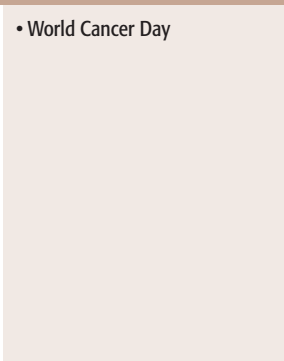


3 FRIDAY

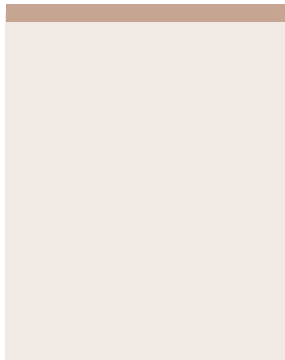


4 SATURDAY

• World Cancer Day



5 SUNDAY



FEBRUARY 2012

JANUARY 2012

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MARCH 2012

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6 MONDAY

7 TUESDAY

8 WEDNESDAY

9 THURSDAY

10 FRIDAY

11 SATURDAY

• Lincoln's Birthday

12 SUNDAY

FEBRUARY 2012

JANUARY 2012

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MARCH 2012

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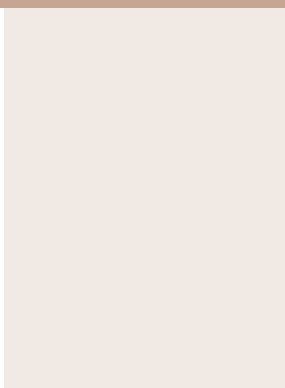


13 MONDAY

14 TUESDAY

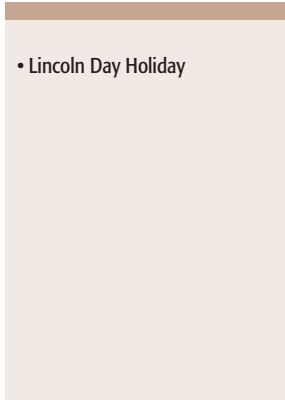
15 WEDNESDAY

16 THURSDAY

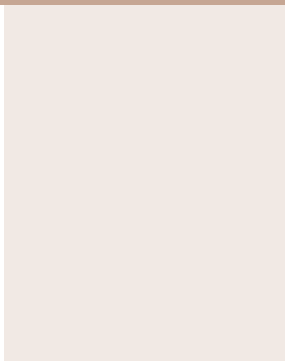


• Lincoln Day Holiday

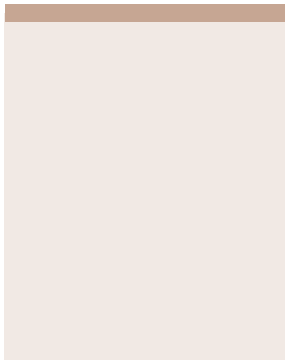
17 FRIDAY



18 SATURDAY



19 SUNDAY



FEBRUARY 2012

JANUARY 2012

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MARCH 2012

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20 MONDAY

• President's Day

• Last Day to Drop Without Receiving "W"

21 TUESDAY

22 WEDNESDAY

• Washington's Birthday

23 THURSDAY

24 FRIDAY

25 SATURDAY

26 SUNDAY

FEBRUARY 2012

JANUARY 2012

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MARCH 2012

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27 MONDAY

28 TUESDAY

29 WEDNESDAY

1 THURSDAY

2 FRIDAY

3 SATURDAY

4 SUNDAY

MARCH 2012

FEBRUARY 2012

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APRIL 2012

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5 MONDAY

6 TUESDAY

7 WEDNESDAY

• Blood Drive

8 THURSDAY

• Blood Drive

9 FRIDAY

10 SATURDAY

11 SUNDAY

MARCH 2012

FEBRUARY 2012

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APRIL 2012

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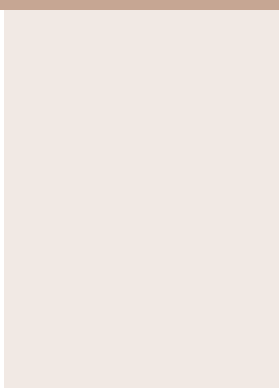


12 MONDAY

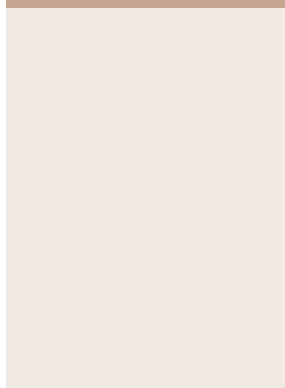
13 TUESDAY

14 WEDNESDAY

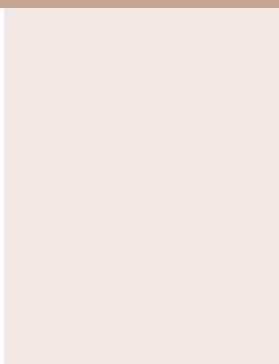
15 THURSDAY



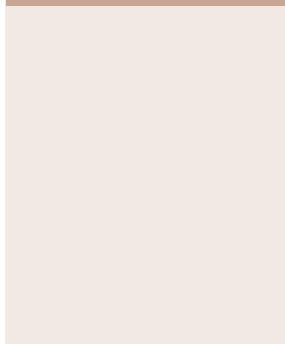
16 FRIDAY



17 SATURDAY



18 SUNDAY



MARCH 2012

FEBRUARY 2012

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APRIL 2012

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19 MONDAY

• SGA Elections

20 TUESDAY

21 WEDNESDAY

• SGA Elections

22 THURSDAY

23 FRIDAY

24 SATURDAY

25 SUNDAY

MARCH 2012

FEBRUARY 2012

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APRIL 2012

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26 MONDAY

27 TUESDAY

28 WEDNESDAY

29 THURSDAY

• Last Day to Withdraw and
Receive "W"

30 FRIDAY

31 SATURDAY

1 SUNDAY

APRIL 2012

MARCH 2012

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MAY 2012

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2 MONDAY

• Spring Recess

• Spring Recess

3 TUESDAY

4 WEDNESDAY

• Spring Recess

5 THURSDAY

• Spring Recess

• Spring Recess
• Good Friday

6 FRIDAY

7 SATURDAY

8 SUNDAY

• Easter

APRIL 2012

MARCH 2012

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MAY 2012

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9 MONDAY

10 TUESDAY

11 WEDNESDAY

12 THURSDAY

• Red & White Wine & Food Festival

13 FRIDAY

14 SATURDAY

15 SUNDAY

APRIL 2012

MARCH 2012

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MAY 2012

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16 MONDAY

• Tax Day

17 TUESDAY

18 WEDNESDAY

19 THURSDAY

20 FRIDAY

21 SATURDAY

22 SUNDAY

APRIL 2012

MARCH 2012

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MAY 2012

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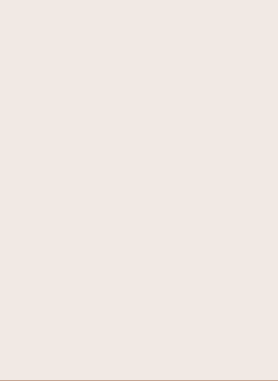


23 MONDAY

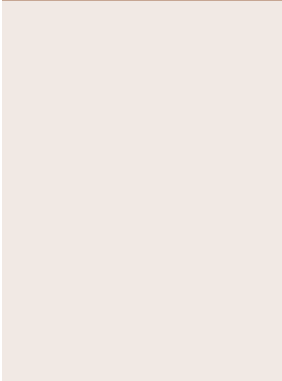
24 TUESDAY

25 WEDNESDAY

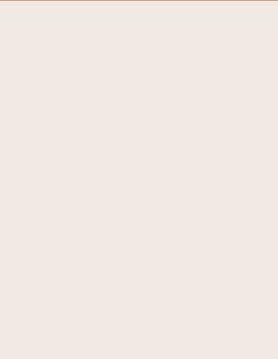
26 THURSDAY



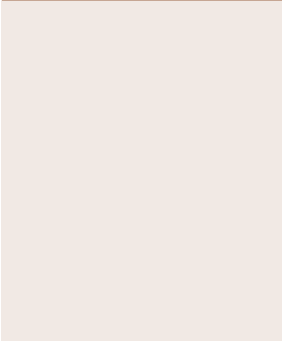
27 FRIDAY



28 SATURDAY



29 SUNDAY



APRIL 2012

MARCH 2012

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30 MONDAY

1 TUESDAY

2 WEDNESDAY

3 THURSDAY

• Honor Reception

4 FRIDAY

5 SATURDAY

6 SUNDAY

MAY 2012

APRIL 2012

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JUNE 2012

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7 MONDAY

• Spring Final Exams

• Spring Final Exams

8 TUESDAY

9 WEDNESDAY

• Spring Final Exams

10 THURSDAY

• Spring Final Exams

• Spring Final Exams
• Commencement

11 FRIDAY

12 SATURDAY

• End of Spring Semester

13 SUNDAY

MAY 2012

APRIL 2012

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JUNE 2012

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14 MONDAY

15 TUESDAY

16 WEDNESDAY

17 THURSDAY

18 FRIDAY

19 SATURDAY

20 SUNDAY

MAY 2012

APRIL 2012

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JUNE 2012

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21 MONDAY

• Instruction Begins, Summer

22 TUESDAY

23 WEDNESDAY

24 THURSDAY

25 FRIDAY

26 SATURDAY

27 SUNDAY

MAY 2012

APRIL 2012

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JUNE 2012

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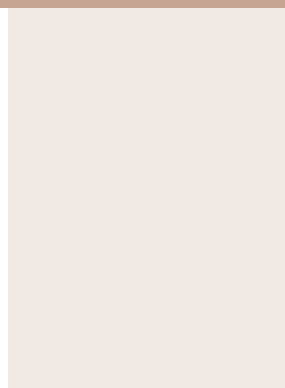
28 MONDAY

• Memorial Day

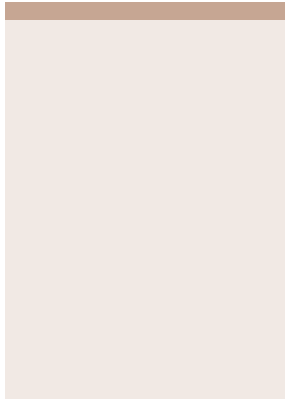
29 TUESDAY

30 WEDNESDAY

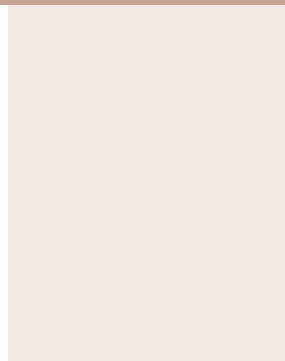
31 THURSDAY



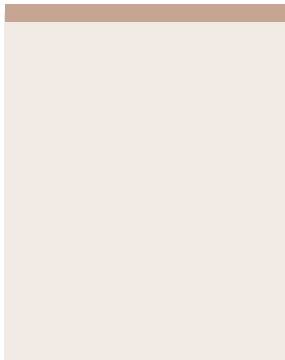
1 FRIDAY



2 SATURDAY



3 SUNDAY



JUNE 2012

MAY 2012

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JULY 2012

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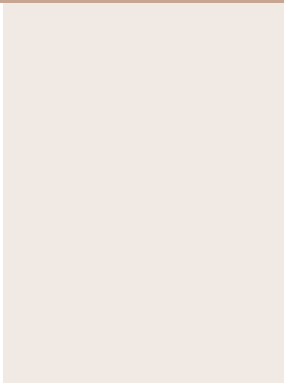


4 MONDAY

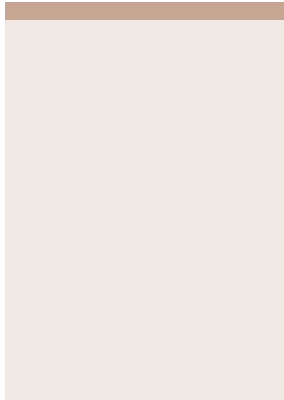
5 TUESDAY

6 WEDNESDAY

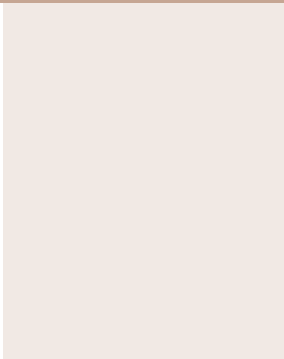
7 THURSDAY



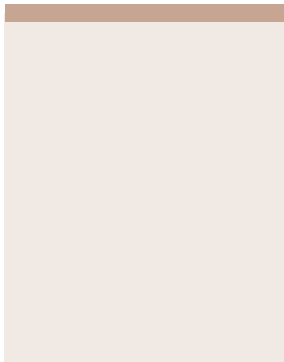
8 FRIDAY



9 SATURDAY



10 SUNDAY



JUNE 2012

MAY 2012

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JULY 2012

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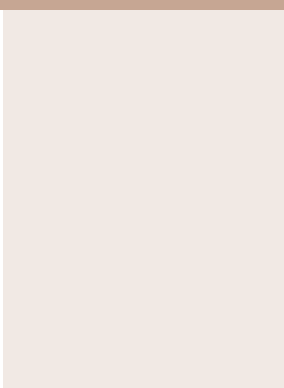


11 MONDAY

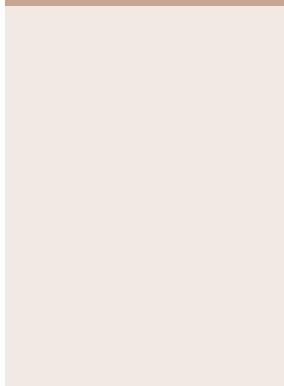
12 TUESDAY

13 WEDNESDAY

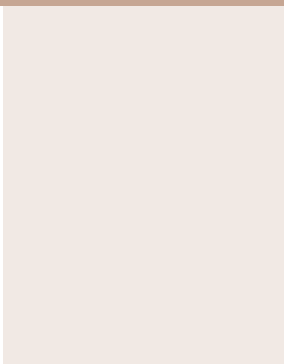
14 THURSDAY



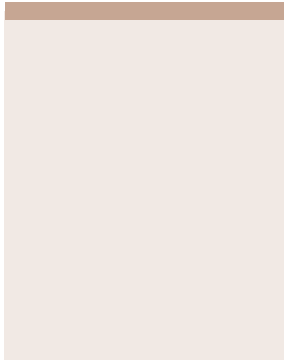
15 FRIDAY



16 SATURDAY



17 SUNDAY



JUNE 2012

MAY 2012

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JULY 2012

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18 MONDAY

19 TUESDAY

20 WEDNESDAY

21 THURSDAY

22 FRIDAY

23 SATURDAY

24 SUNDAY

JUNE 2012

MAY 2012

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JULY 2012

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25 MONDAY

26 TUESDAY

27 WEDNESDAY

28 THURSDAY

29 FRIDAY

30 SATURDAY

1 SUNDAY

JULY 2012

JUNE 2012

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AUGUST 2012

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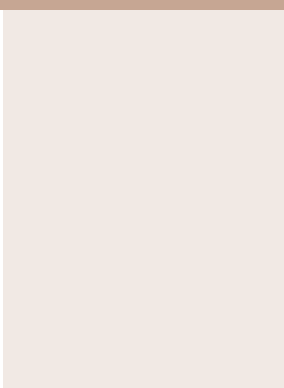
2 MONDAY

3 TUESDAY

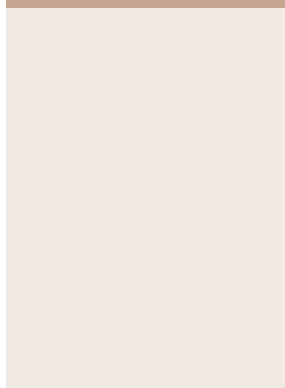
4 WEDNESDAY

• US Independence Day

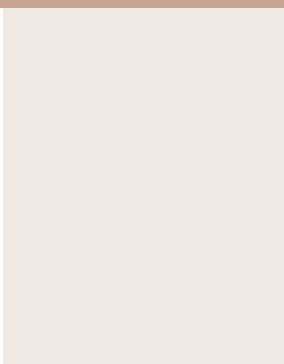
5 THURSDAY



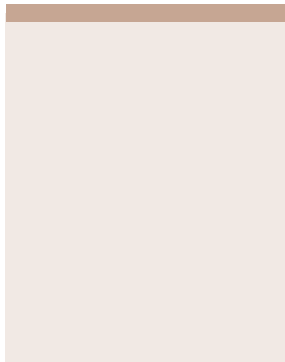
6 FRIDAY



7 SATURDAY



8 SUNDAY



JULY 2012

JUNE 2012

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AUGUST 2012

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9 MONDAY

10 TUESDAY

11 WEDNESDAY

12 THURSDAY

13 FRIDAY

14 SATURDAY

15 SUNDAY

JULY 2012

JUNE 2012

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AUGUST 2012

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16 MONDAY

17 TUESDAY

18 WEDNESDAY

19 THURSDAY

20 FRIDAY

21 SATURDAY

22 SUNDAY

JULY 2012

JUNE 2012

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AUGUST 2012

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23 MONDAY

24 TUESDAY

25 WEDNESDAY

26 THURSDAY

27 FRIDAY

28 SATURDAY

29 SUNDAY

August 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT / SUN
<ul style="list-style-type: none"> Ramadan (Begins) 	1	2	3	4	5
					6
					7
8	9	10	11	12	13
					14
15	16	17	18	19	20
			<ul style="list-style-type: none"> Flex Days 	<ul style="list-style-type: none"> Flex Days National Aviation Day World Humanitarian Day 	21
22	23	24	25	26	27
<ul style="list-style-type: none"> Fall Instruction Begins 	<ul style="list-style-type: none"> World Day for Slave Trade Abolition 			<ul style="list-style-type: none"> Women's Equality Day 	28
29	30	31			
<ul style="list-style-type: none"> International Day against Nuclear Tests 					

September 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT / SUN
			1	2 • Last Day for Refunds for Semester Length Classes	3
					4
5 • Labor Day	6	7	8 • International Literacy Day	9	10 • World Suicide Prevention Day
12 • Transfer Day (9-1 p.m. Campus Center) • College Night	13 • Accreditation Questions and Answers for Students	14	15 • Alumni BBQ • International Day of Democracy	16 • Constitution and Citizenship Day	17 11 • Time to Remember Lost Lives from September 11th attack • Patriot Day
					18
19 • Last Day to Drop Without Receiving "W"	20	21 • International Day of Peace	22	23	24
					25 • World Heart Day
26	27	28 • Rosh Hashanah (Begins at sundown)	29	30 • Deadline to Submit a Transfer Admission Guarantee (TAG) Application for the Participating UC Campuses	

October 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT / SUN
					1
					2 • International Day of Non-Violence
3 • World Habitat Day	4 • Child Health Day	5 • World Teachers' Day	6	7 • Yom Kippur (Begins at sundown)	8
					9
10 • Columbus Day (Observed) • Indigenous People's Day • World Mental Health Day	11 • Cerro Author Visit: Mark Salzman (Fireside Room 10 a.m., 2p.m., and 6:30p.m.)	12 • World Day for Natural Disasters Reduction	13	14	15 • International Day of Rural Women
					16
17 • World Day for Poverty Eradication	18	19	20	21	22
					23
24	25	26	27	28	29
31 • Halloween • Last Day to Withdraw and Receive "W" • Homecoming Week					30

November 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT / SUN
	1 • Last Day to File for Graduation • Homecoming Week	2 • Homecoming Week	3 • Homecoming Week	4 • Homecoming Week	5 • Homecoming Game
7	8 • World Equality Day	9	10 • World Science Day	11 • Veterans Day	12 • World Day to Protect the Environment in War • Daylight Saving Time Ends
14 • World Diabetes Day	15	16 • International Day for Tolerance	17	18	19
21	22	23 • Classes Starting at 5:30 p.m. and After will not be Held	24 • Thanksgiving Holiday (US)	25 • Thanksgiving Holiday (US) • International Day on Violence Against Women	26 • World Day for Road Traffic Victims
28	29	30 • Deadline to Submit UC and CSU Applications for Fall 2012 Admittance			27

December 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT / SUN
			1 • World AIDS/HIV Day	2 • World Pollution Prevention Day	3
					4
5 • Fall Final Exams	6 • Fall Final Exams	7 • Fall Final Exams	8 • Fall Final Exams	9 • Fall Final Exams	10 • End of Fall Semester
					11
12	13	14	15	16	17
					18
19 • Chanukah (Begins at sundown)	20	21	22	23	24
					25 • Christmas Day
26 • Kwanzaa (Begins) • Holiday Recess	27 • Holiday Recess	28	29	30	31

January 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT / SUN
					<ul style="list-style-type: none"> New Year's Day Observance 1
2	3	4	5	6	7
					8
9	10	11	12	13	14
					<ul style="list-style-type: none"> Army Day 15
<ul style="list-style-type: none"> Martin Luther King, Jr. Day Spring Instruction Begins 16	17	18	19	20	21
					22
<ul style="list-style-type: none"> Chinese New Year 23	24	25	26	<ul style="list-style-type: none"> Last Day for Refunds for Semester Length Classes World Holocaust Victims Remembrance Day 27	<ul style="list-style-type: none"> Sterling Silver Dinner 28
<ul style="list-style-type: none"> Last Day to Add a Class 30	31				29

February 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT / SUN
		1 • National Freedom Day	2 • Cancer Survivors day • Groundhog Day	3	4 • World Cancer Day
					5
6	7	8	9	10	11 • World Day of the Sick
					12 • Lincoln's Birthday
13	14 • Valentine's Day	15	16 • Lincoln Day Holiday	17	18
					19
20 • World Day of Social Justice • President's Day	21 • Last Day to Drop Without Receiving "W"	22 • Washington's Birthday • Ash Wednesday	23	24	25
					26
27	28	29			

March 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT / SUN
			1	2	3
					4
5	6	7 • Purim (Begins at sundown) • Blood Drive	8 • Blood Drive • International Women's Day	9	10
					11 • Daylight Saving Time Starts
12	13	14	15 • World Disabled Day	16	17 • St. Patrick's Day
					18
19	20 • SGA Elections	21 • SGA Elections • World Day to Eliminate Racial Discrimination	22	23	24
					25 • Day to Remember Slavery Victims and Transatlantic Slave Trade
26 • Spring Fling Week	27 • Spring Fling Week	28 • Spring Fling Week	29 • Spring Fling Week	30 • Last Day to Withdraw and Receive "W" • Cesar Chavez Day	31

April 2012

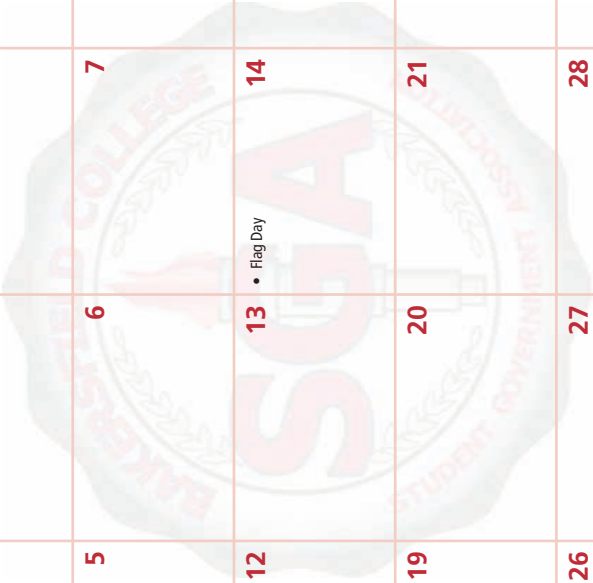
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT / SUN
					1 • Palm Sunday • April Fool's Day
2 • Spring Recess • World Autism Day	3 • Spring Recess	4 • Spring Recess	5 • Spring Recess	6 • Spring Recess • Passover (Begins at sundown) • Good Friday	7 • United Nations' World Health Day
					8 • Easter
9	10	11	12	13 • Red & White Wine & Food Festival	14
					15
16	17 • Tax Day	18	19	20	21
					22 • Earth Day
23	24	25	26	27	28
30 • Anti-Child Labor Day					29

May 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT / SUN
	1	2	3	4 • Honor Reception	5 • Cinco de Mayo
7 • Spring Final Exams	8 • Spring Final Exams • World Red Cross Day	9 • Spring Final Exams	10 • Spring Final Exams	11 • Spring Final Exams • Commencement	12 • End of Spring Semester
14	15	16	17	18 • Armed Forces Day	19 • Mother's Day
21 • Instruction Begins, Summer • World Day for Cultural Diversity	22	23	24	25	26
28 • Memorial Day	29	30 • World No Tobacco Day	31	27	

June 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT / SUN
				1	2
					3
4	• World Environment Day	5	6	7	8
					10
11		12	13	14	15
			• Flag Day		16
					• Father's Day
18		19	20	21	22
					23
					24
25		26	27	28	29
					30

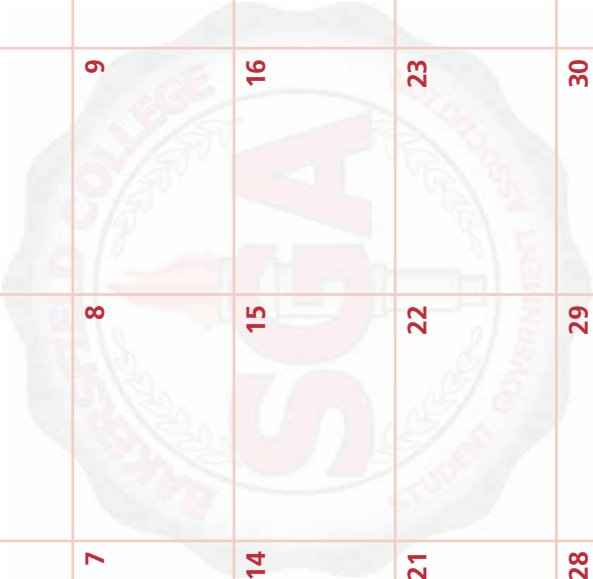


July 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT / SUN
					1
2		3 • US Independence Day	4	5	6
					7
					8
9		10	11	12	13
					14
					15
16		17	18	19	20
					21
					22
23		24	25	26 • Summer Session Ends	27
30		31			28
					29

August 2012

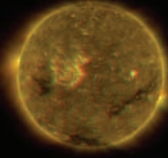
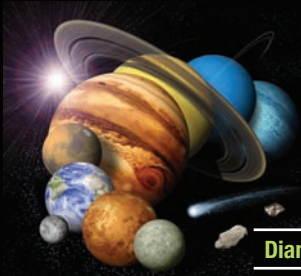
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT / SUN
		1	2	3	4
					5
6	7	8	9	10	11
					12
13	14	15	16	17	18
					19
20	21	22	23	24	25
					26
27	28	29	30	31	



September 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT / SUN
					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

The Solar System



Sun



Earth's Moon

Diameter

86864,400 miles

2,159 miles

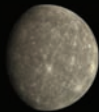
Distance to Earth

92,955,820 miles

238,855 miles

1

The numbers indicate order from the sun.



1 Mercury



2 Venus



3 Earth

Diameter

3,032 miles

7,521 miles

7,926 miles

Distance to Sun

35,983,095 miles

67,237,910 miles

92,955,820 miles

Length of Year

87.97 days

224.7 days

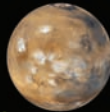
365.24 days

Length of Day

1,407.5 hours

-5,832 hours retrograde

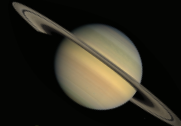
23.934 hours



4 Mars



5 Jupiter



6 Saturn

Diameter

4,213 miles

88,732 miles

74,975 miles

Distance to Sun

141,633,260 miles

483,682,810 miles

885,904,700 miles

Length of Year

686.93 days

4,330.6 days

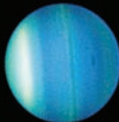
10,755.7 days

Length of Day

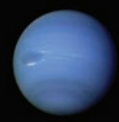
24.62 hours

9.925 hours

10.656 hours



7 Uranus



8 Neptune

Diameter

31,763 miles

30,603 miles

Distance to Sun

1,783,939,400 miles

2,795,084,800 miles

Length of Year

30,687.2 days

60,190 days

Length of Day

17.24 hours

16.11 hours

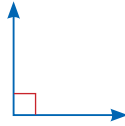
Photos: NASA

Planets are not shown in scale.

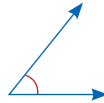
Angles



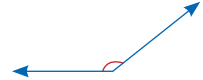
straight angle
equals 180°



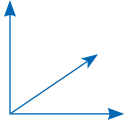
right angle
equals 90°



acute angle
less than 90° but
more than 0°



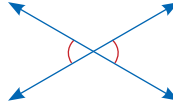
obtuse angle
greater than 90° but
less than 180°



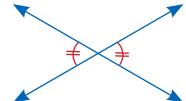
complimentary angles
two angles add up to 90°



supplementary angles
two angles add up to 180°

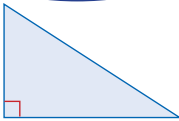


vertical angles
the angles opposite each
other

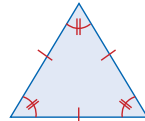


congruent angles
two angles have the same
measure
 \cong means
"is congruent to"

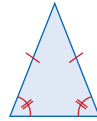
Polygons



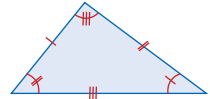
right triangle



equilateral triangle



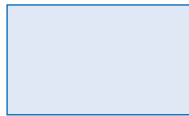
isosceles triangle



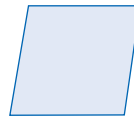
scalene triangle



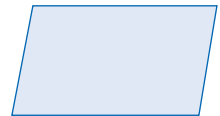
square



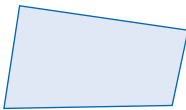
rectangle



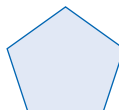
rhombus



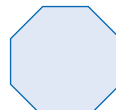
parallelogram



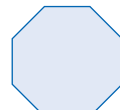
quadrilateral



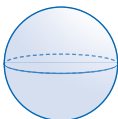
pentagon



hexagon



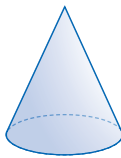
octagon



sphere

$$\text{Volume} = \frac{4}{3} \pi r^3$$

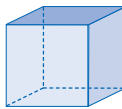
$$\text{Surface} = 4\pi r^2$$



cone

$$\text{Volume} = \frac{1}{3} \pi r^2 h$$

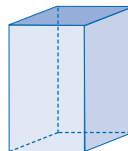
$$\text{Surface} = \pi r^2 + \pi r l$$



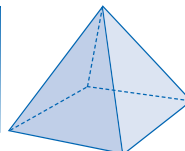
cube

$$\text{Volume} = s^3$$

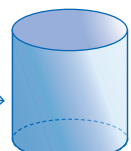
$$\text{Surface} = 6s^2$$



rectangular prism *



pyramid *



cylinder *

* Volume formulas are in table on page 40

COLLEGE SUCCESS TIPS

Polynomials

$a(b + c)$	$=$	$ab + ac$
$(a + b)^2$	$=$	$a^2 + 2ab + b^2$
$(a - b)^2$	$=$	$a^2 - 2ab + b^2$
$(a + b)(c + d)$	$=$	$ac + ad + bc + bd$
$(a + b)^3$	$=$	$a^3 + 3a^2b + 3ab^2 + b^3$
$(a - b)^3$	$=$	$a^3 - 3a^2b + 3ab^2 - b^3$
$(a + b)(a - b)$	$=$	$a^2 - b^2$
$(a + b)(a^2 - ab + b^2)$	$=$	$a^3 + b^3$
$(a - b)(a^2 + ab + b^2)$	$=$	$a^3 - b^3$
$(a + b + c)^2$	$=$	$a^2 + b^2 + c^2 + 2ab + 2ac + 2bc$

Tables of Formulas

Geometric Formulas

Area of a square	$A = s^2$ where s = side length
Area of a rectangle	$A = lw$ where l = length and w = width
Area of a triangle	$A = \frac{1}{2}bh$ where b = base and h = height
Area of a parallelogram	$A = bh$ where b = base and h = height
Area of a circle	$A = \pi r^2$ where $\pi = 3.14$ and r = radius
Circumference of a circle	$C = \pi d$ where $\pi = 3.14$ and d = diameter
Perimeter of a polygon	P = Sum of the length of the sides
Perimeter of a rectangle	$P = 2l + 2w$ where l = length and w = width
Perimeter of a square	$P = 4s$ where s = side length
Volume of a triangular prism	$V = Bh$ where B = area of base and h = height
Volume of a rectangular prism	$V = lwh$ where l = length, w = width, and h = height
Volume of a cylinder	$V = \pi r^2 h$ where $\pi = 3.14$, r = radius, and h = height
Surface area of a polyhedron	S = Sum of the area of the faces
Surface area of a cylinder	S = Sum of the lateral surface area and the area of the two bases Lateral surface area = $2\pi rh$ Area of two bases = $2\pi r^2$

Other Formulas

Distance traveled	$d = rt$ where r = rate, d = distance, and t = time
Simple interest	$I = Prt$ where I = interest, P = principal, r = rate, and t = time

Periodic Table

Atomic Properties of the Elements

Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18						
Period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18						
1	H Hydrogen 1.00794																	He Helium 4.002602						
2	Li Lithium 6.941	Be Beryllium 9.012182																Ne Neon 20.1797						
3	Na Sodium 22.989769	Mg Magnesium 24.30409	B Boron 10.811	C Carbon 12.0107	N Nitrogen 14.00644	O Oxygen 15.9994	F Fluorine 18.9984032	Ne Neon 20.1797										Ar Argon 39.948						
4	K Potassium 39.0983	Ca Calcium 40.078	Sc Scandium 44.955912	Ti Titanium 47.88	V Vanadium 50.9415	Cr Chromium 51.9961	Mn Manganese 54.938045	Fe Iron 55.845	Co Cobalt 58.933195	Ni Nickel 58.6934	Cu Copper 63.546	Zn Zinc 65.38	Ga Gallium 69.723	Ge Germanium 72.64	As Arsenic 74.9216	Se Selenium 78.96	Br Bromine 79.904	Kr Krypton 83.798						
5	Rb Rubidium 85.4678	Sr Strontium 87.62	Y Yttrium 88.90584	Zr Zirconium 91.224	Nb Niobium 92.90638	Mo Molybdenum 95.94	Tc Technetium [98]	Ru Ruthenium 101.07	Rh Rhodium 102.90550	Pd Palladium 106.42	Ag Silver 107.8682	Cd Cadmium 112.411	In Indium 114.818	Sn Tin 118.710	Sb Antimony 121.760	Te Tellurium 127.60	I Iodine 126.90447	Xe Xenon 131.29						
6	Cs Cesium 132.90545	Ba Barium 137.327		Hf Hafnium 178.49	Ta Tantalum 180.94788	W Tungsten 183.84	Re Rhenium 186.207	Os Osmium 190.23	Ir Iridium 192.222	Pt Platinum 195.08583	Au Gold 196.96657	Hg Mercury 200.59	Tl <th>Thallium 204.3833</th>	Thallium 204.3833	Pb <th>Lead 207.2</th>	Lead 207.2	Bi <th>Bismuth 208.98038</th>	Bismuth 208.98038	Po <th>Polonium [209]</th>	Polonium [209]	At <th>Astatine [210]</th>	Astatine [210]	Rn <th>Radon [222]</th>	Radon [222]
7	Fr Francium [223]	Ra Radium [226]		Rf Rutherfordium [261]	Db Dubnium [262]	Sg Seaborgium [266]	Bh Bohrium [264]	Hs Hassium [277]	Mt Meitnerium [268]	Un Ununium [271]	Uu Ununium [272]	Uub Unubium [285]												

18	VIIIA	2	He Helium 4.002602
17	VIIA	9	F Fluorine 18.9984032
16	VIA	8	O Oxygen 15.9994
15	VA	7	N Nitrogen 14.00644
14	IVA	6	C Carbon 12.0107
13	IIIA	5	B Boron 10.811
12	IIIB	4	Be Beryllium 9.012182
11	IIB	3	Li Lithium 6.941
10		2	He Helium 4.002602
9		1	H Hydrogen 1.00794

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16	VIA	8	O Oxygen 15.9994
15	VA	7	N Nitrogen 14.00644
14	IVA	6	C Carbon 12.0107
13	IIIA	5	B Boron 10.811
12	IIIB	4	Be Beryllium 9.012182
11	IIB	3	Li Lithium 6.941
10		2	He Helium 4.002602
9		1	H Hydrogen 1.00794

18	VIIIA	2	He Helium 4.002602
17	VIIA	9	F Fluorine 18.9984032
16	VIA	8	O Oxygen 15.9994
15	VA	7	N Nitrogen 14.00644
14	IVA	6	C Carbon 12.0107
13	IIIA	5	B Boron 10.811
12	IIIB	4	Be Beryllium 9.012182
11	IIB	3	Li Lithium 6.941
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18	VIIIA	2	He Helium 4.002602
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16	VIA	8	O Oxygen 15.9994
15	VA	7	N Nitrogen 14.00644
14	IVA	6	C Carbon 12.0107
13	IIIA	5	B Boron 10.811
12	IIIB		

Tables of Customary Measurement

U.S. Customary System	
Length	1 foot(ft) = 12 inches (in)
	1 yard (yd) = 3 feet = 36 inches (in)
	1 chain = 22 yards (yd)
	1 furlong = 10 chains
	1 mile (mi) = 8 furlongs = 5280 feet
	1 mile = 1760 yards
Weight	1 pound (lb) = 16 ounces (oz)
	1 ton = 2000 pounds (lb)
Capacity	1 cup = 8 fluid ounces (fl oz)
	1 pint (pt) = 2 cups (c)
	1 pint (pt) = 16 ounces (oz)
	1 quart (qt) = 2 pints (pt)
	1 quart (qt) = 4 cups (c)
	1 gallon (gal) = 4 quarts (qt)
Volume	1 cubic foot = 1728 cubic inches
	1 cubic yard = 27 cubic feet
Area	1 square foot = 144 square inches
	1 square yard = 9 square feet
	1 acre (A)= 43,560 square feet
	1 square mile = 640 acres
Temperature	Degree Fahrenheit (F)

Length Conversion Factors		
From:	To:	Multiply by:
Mile (mi.)	Kilometer (km)	1.609347
Inch (in)	Centimeter (cm)	2.54
Foot (ft)	Meter (m)	0.3048
Foot (ft)	Inch (in)	12
Yard (yd)	Foot (ft)	3
Mile (mi.)	Yard (yd)	1760
Yard (yd)	Meter (m)	0.9144

Metric System	
Length	10 millimeters (mm) = 1 centimeter (cm)
	10 centimeter (cm) = 1 decimeter (dm) = 100 millimeters (mm)
	10 decimeter (dm) = 1 meter (m) = 1000 millimeters
	10 meter (m) = 1 decameter (dam)
	10 decameter (dam) = 1 hectometer (hm) = 100 meters (m)
	10 hectometers (hm) = 1 kilometer (km) = 1000 meters (m)
Weight	10 milligram (mg) = 1 centigram (cg)
	10 centigrams (cg) = 1 decigram (dg) = 100 milligram (mg)
	10 decigram (dg) = 1 gram (g) = 1000 milligram (mg)
	10 gram (g) = 1 decagram (dag)
	10 decagrams (deg) = 1 hectogram (hg) = 100 grams (g)
	10 hectograms (hg) = 1 kilogram (kg) = 1000 grams (g)
	1000 kilograms (kg) = 1 mega gram (Mg) or metric ton (t)
Capacity	10 millimeter (mL) = 1 centiliter (cL)
	10 centiliters = 1 deciliter = 100 milliliter
	10 deciliters = 1 liter = 1000 milliliters
	10 liters = 1 dekaliters (daL)
	10 dekaliters (daL) = 1 hectoliter (hL) = 100 liters
	10 hectoliter (hL) = 1 kiloliters (kL) = 1000 liters
Volume	1 cubic meter = 1000 cubic decimeters
	1 cubic decimeter = 1000 cubic centimeters
Area	1 square meter = 100 square decimeters
	1 square decimeter = 100 square centimeters
	1 are (a) = 100 square meters
	1 hectare (ha) = 100 ares (a)
	1 square kilometer = 100 hectares
Temperature	Degree Celsius (C)

Weight Conversion Table

1 milligram (mg)	=	0.001 grams (g)
1 gram (g)	=	0.001 kilograms (kg)
1 gram (g)	=	0.035273962 ounces
1 ounce	=	28.34952312 grams (g)
1 ounce	=	0.0625 pounds
1 pound (lb)	=	16 ounces
1 pound (lb)	=	0.45359237 kilograms (kg)
1 kilogram (kg)	=	1000 grams
1 kilogram (kg)	=	35.273962 ounces
1 kilogram (kg)	=	2.20462262 pounds (lb)
1 stone	=	14 pounds
1 short ton	=	2000 pounds
1 metric ton	=	1000 kilograms (kg)

Volume Conversion Table

1 cubic centimeter	=	1000 cubic millimeter
1 cubic decimeter	=	1000 cubic centimeter
1 cubic meter	=	1000 cubic decimeter
1 liter / litre	=	.001 cubic meter
1 liter / litre	=	10 deciliter
1 deciliter	=	10 centiliter
1 centiliter	=	10 milliliter
1 cubic foot	=	1728 cubic inches
1 cubic yard	=	27 cubic feet

Area Conversion Table

1 square inch	=	645.16 square millimeter
1 square feet	=	144 square inches
1 square yard	=	9 square feet
1 ACRE	=	43560 square feet
1 square mile	=	640 acres
1 Section	=	1 Square Mile
1 Township	=	36 Sections
1 Square	=	100 square foot

Length Conversion Table

12 inches	=	1 foot
3 feet	=	1 yard
1 centimeter	=	0.3937 inches
5280 feet	=	1 mile
1760 yards	=	1 mile
1 foot	=	0.3048 meters
1 mile	=	1.6093 kilometers
1 inch	=	2.54 centimeters
1 foot	=	0.3048 meters
1 yard	=	0.9144 meters
1 meter	=	3.28083 feet
1 kilometer	=	3281 feet
1 kilometer	=	0.6214 miles
3 miles	=	1 league

Mass Conversion Factors

From:	To:	Multiply by:
Pound (lb)	Kilogram (kg)	0.4536
Ounces (oz)	Gram (g)	28.3495
Ounces (oz)	Pound (lb)	0.0625

Length Conversion Factors

From:	To:	Multiply by:
Mile (mi.)	Kilometer (km)	1.609347
Inch (in)	Centimeter (cm)	2.54
Foot (ft)	Meter (m)	0.3048
Foot (ft)	Inch (in)	12
Yard (yd)	Foot (ft)	3
Mile (mi.)	Yard (yd)	1760
Yard (yd)	Meter (m)	0.9144

Study Skills

Start off the school year with a study routine that you can use throughout the year.

EXAMPLES:

- Choose a study place with minimal distractions for uninterrupted study time. Hang a **DO NOT DISTURB** sign if needed. A quiet, well-lit environment is best.
- Be sure to have all the materials needed in your study place before you get started. Have a supply of pens, pencils, erasers, calculators, paper, etc. available.
- Ask questions. If you do not understand an assignment, be sure to know who you can go to for questions. Some teachers are available via email or phone.
- Use note cards and note-taking techniques to organize ideas into an outline.
- Learn and apply test-taking techniques to organize ideas in an outline.
- Apply new study strategies, including the use of note cards, flash cards, color-coding and study guides.
- Use an encyclopedia and the Internet for research and to create a bibliography.
- Utilize all parts of a textbook to complete homework assignments.
- Use a study guide if given to you by your teacher.
- Don't wait until the last minute!
- Review what you have done in class each day.

So you've made the right choices so far and attended all of your classes. For each class, you have a shiny new notebook and a color-coordinated folder that has your syllabus and all of the important documents that you were given on the first day of class.

Now, you want to know how to get a good grade in your class. The answer, quite simply, is to mindfully and diligently take notes by hand. Forget your laptop, especially if you are in a large lecture hall. It will only serve as a distraction as you maneuver it around your lap in your tiny fold-up chair, only to force you to search for a place to power it up when the battery gets low. And if your school's lecture halls have wi-fi, avoid using your laptop in class like the plague. It will only tempt you to plug in and tune out.

Good Note-Taking Habits Include:

- Actively listening to your teacher's lecture and jotting down the main ideas in an orderly, easy-to-read outline.
- Writing down in the margins of your notebook any subject-relevant questions, areas of confusion, or interesting connections that pop into your head.

APA Guidelines Cheat Sheet

Why Use APA Guidelines?

- **APA (American Psychological Association)** formatting is the best option for writing papers in the Social Sciences, such as Psychology, Sociology, and Anthropology.
- Parenthetical citation format and References pages allow the reader to quickly and clearly access the sources you have used. *APA does not recommend the use of footnotes or endnotes.
- By citing all sources you have used in a standard and clear format, you protect your work from accusations of plagiarism.
- Using APA formatting gives your paper instant credibility in the academic world.

Types of APA Papers

• Literature Reviews

- In a Literature Review, you are taking vast quantities of information presented by experts in the form of scientific literature, and summarizing your findings in a unified, concise package.
- Usually, you will be assigned a topic or question to research, and you will be turned loose to locate peer-reviewed articles in databases and other print and web publications

• Experimental Reports

- In an experimental report, you will be asked to design and conduct original experimental research and record your findings in minute detail and logic. APA formatting is used in this type of paper.
- Your experimental report should be broken down into the following sections that answer specific questions:
 - **Title Page**
 - **Abstract**
 - **Introduction Section:**
 - Why is the topic important?
 - What is the problem your experiment is addressing?
 - **Methods Section:**
 - How did you try to solve this problem?
 - **Results Section:**
 - What did you find while conducting your research?

APA Guidelines Cheat Sheet, Cont'd

- **Discussion Section:**
 - What do you think your findings mean?
- **References**
- **Appendixes (optional)**
- **Tables and Figures (optional)**

The Four Major Sections of an APA Paper

• **Section #1: Title Page**

- The title page should contain the title of your paper, the author's name, and the institution with which the author of the paper is affiliated.
- All of this information should be centered and placed in the top third of the title page.
- At the top of your title page (and all other pages in your APA paper), there should appear a page header (See "Page Header" section below).

• **Section #2: Abstract**

- The Abstract is a brief, one-paragraph concise description of the key parts of your paper. It should contain information about your research topic and any other relevant information about how you obtained data to support your research.
- Your abstract should be double-spaced and should contain between 150-250 words.
- Optional: At the bottom of your Abstract, make a brief list of keywords that will help other people locate your paper in databases.

• **Section #3: Main Body**

- The Main Body is the meat of your paper. This is where you will present your findings, argue your point of view, describe the logic behind your findings, present supporting information, and enlist the reader to join you in discovering new ideas and connections.

- As such, make sure that you are presenting each new piece of information with the proper supporting details. In order to prove your point, you will need to borrow information from outside sources. APA formatting prescribes a rigid and detailed set of guidelines regarding the citation of your sources (outlined below).

• **Main Body Stylistic Guidelines:**

- **Paper Size:** Print all of your APA essays on standard, 8.5" x 11" letter-sized paper.
- **Font and Size:** Type all APA essays and reports using 10-12 point, Times New Roman font, or a font that is similar to Times New Roman.
- **Margins and Spacing:** All lines of text throughout the essay should be double-spaced. Margins on all sides should be set to 1"
 - The default setting for Microsoft Word is 1.25", so this needs to be adjusted in File > Page Setup > Margins

• Page Header:

- A page header should appear on every page.
- In the upper left hand corner of each page your paper title should appear inside quotation marks.
- Page numbers should appear in the upper right hand corner of each page.
- *In Microsoft Word, you can edit your page header through View > Header and Footer*

• Correct use of formatting and punctuation:

• Paragraph Indentation:

- Indent the first line of each new paragraph 0.5" from the left-hand margin. To achieve this, use the Tab key rather than pressing the space bar numerous times. All **titles of longer works** must be underlined or *italicized*- either one of these formatting choices is acceptable for titles.
- Only use **quotation marks** when citing directly from another source. Do not use them when displaying titles of other written works or to indicate emphasis.
- Proofread thoroughly to ensure proper punctuation, capitalization, and spelling throughout your paper.

• Style and Voice:

- Use only **third person pronouns** (it, he, she, etc.) in your writing. Avoid use of personal pronouns (I, me, my, you, your, etc.).
- Avoid **colloquialisms and clichés**; write in an elevated, clear and concise manner.
- Write out all **numbers** below 100 in word form. (For example, "five" instead of "5")



APA Guidelines Cheat Sheet, Cont'd

• Quotations and Citations:

• Short quotations (taking up four lines or less)

1. Introduce your quotation followed by a **comma**.
2. Enclose the quotation with **quotation marks** and insert into your paper. Eliminate the punctuation mark at the end.
3. Place the **parenthetical reference** after the quotation with a period following the closing parenthesis. Each in-text citation should contain the author's last name, the year of publication, and the page number on which you found the quotation.

EXAMPLE:

Charlie Nussbaum stated, "aliens will one day rule our planet," and he pointed up to the heavens as he said this (Rickels, 1999, p. 234).

• Long quotations: (longer than 40 words)

* Place long quotations inside a free-standing block of text and omit quotation marks

1. Follow the introduction of your quotation with a **colon**.
2. Start quotation on a new line and indent five spaces from the left margin.
3. **Double-space** the quotation.
4. **Indent** the first line of each new paragraph inside the quotation five additional spaces.
5. Place a **period** at the end of the quotation.
6. The **parenthetical reference** is placed after the period.

EXAMPLE:

Edward Markinston (1976) discovered the following:

I was wandering through the woods one rainy night in May a few years ago and I saw something that made me question my previous findings. The tree branches shivered when the wind blew.

I believe that this is not the result of the air currents moving the branches; rather, I believe that trees react to changes in temperature in the same way that humans react to changes in temperature. (p. 56)

• Section #4: References

- APA states that you list authors' last names, followed by their initials.
- Publication year is placed in parentheses, followed by a period.

APA Reference List EXAMPLES:

Type of Source	Format	Example
1. Article in Journal with Multiple Articles:	<i>Last name, Initials (year). Title of Article. Title of Journal, volume number, page numbers in journal.</i>	Sampson, R. (1988). My Life: A Slam Dunk. <i>Journal of Basketball Wisdom</i> , 22, 786-798.
2. Article in a Magazine:	<i>Last name, Initials (year, date of issue). Title of Article. Title of Magazine, volume number, page numbers in magazine.</i>	Alderman, E. and Kennedy, C. (1979, April 22). The Right to Privacy. <i>Life</i> , 34, 87-92.
3. Article in a Newspaper:	<i>Last name, Initials, (year, date of issue). Title of article. Title of Newspaper, pp. page numbers and section.</i>	Fielding, W. (1945, December 2). Real Estate Hard Knocks: Avoid the Money Pit. <i>The New York Times</i> , pp. 3D-5D.
4. Book Review	<i>Last name, Initials (year). Title of Article. [brief description of the topic of the article]. Title of Journal, volume number, page numbers in journal.</i>	Smith, W. (1969). Breaking down a stereotype [Review of the book <i>Street Hockey: The Game of Life</i>]. <i>Sportswriting Today</i> , 334, 24-28.
5. Books: Basic Format	<i>Author, Initials. (Year of Publication). Title of Work: Subtitle of work. Location: Publisher.</i>	Boyardee, C. (2004). <u>Eating Your Way to the Outside: An Encyclopedia of Food</u> . Boston: Hardcore.
6. Book with an Editor but no Author	<i>Editor Last name, Editor Initials. (Ed.). (Year). Title of Work. City: Publisher.</i>	Cheung, D. (Ed.). (2003). <i>A Survey of World Civilizations Today</i> . Shanghai: Jiangsu Press.
7. A Book with an Editor and an Author	<i>Author Last name, Author Initials. (Year). Title of Work. Name of Editor, (Ed.). City: Publisher.</i>	Poe, E.A. (1867). <i>Scary Stories and Terrible Tales</i> . J.B. Davis, (Ed.). Boston: Harbor Press.
8. Entry in an Encyclopedia	<i>Last Name, Initials. (Year). Article title. In Encyclopedia Title (Vol., Pages). City: Publisher.</i>	Cohen, H. (1952). Great Teachers of History. <i>Encyclopedia of History</i> (Vol. 24, pp. 545). Los Angeles: World Book Encyclopedia.
9. Article in Online Periodical	<i>Author, Initials. (Date of Publication). Title of Article. Title of Online Periodical, volume number. Retrieved from URL.</i>	Taft, W. H. (2008). The Progressive Era. <i>Encyclopedia Britannica Online</i> , Vol. 93. Retrieved from http://www.britannica.org:143/prog/art.htm
10. Government Document	<i>Name of Government Organization. (Year). Name of Article (Publication Information about Article). City: Publisher.</i>	National Board of Geriatric Safety. (1998). <i>Telling Grandma When To Throw Away The Meat in her Fridge</i> (NBGS Publication No. SPC 87-1345). Washington, DC: United States Congressional Press.

MLA Guidelines Cheat Sheet

Why Use MLA Guidelines?

- **MLA (Modern Language Association)** formatting is the gold standard for writing papers in liberal arts and the humanities.
- Parenthetical citation format and Works Cited pages allow the reader to quickly and clearly access the sources you have used.
- By citing all sources you have used in a standard and clear format, you protect your work from accusations of plagiarism.
- Using MLA formatting gives your paper instant credibility in the academic world.

MLA Guidelines

- **Paper Size:** Print all of your MLA essays on standard, 8.5" x 11" letter-sized paper.
- **Font and Size:** Type all MLA essays and reports using 12 point, Times New Roman font only.
- **Margins and Spacing:** All lines of text throughout the essay should be double-spaced. Margins on all sides should be set to 1"
The default setting for Microsoft Word is 1.25", so this needs to be adjusted in File > Page Setup > Margins
- **Header, Heading and Essay Title:** A **Header** containing the page number and the student's last name should appear in the upper-right hand corner of each page.
 - In Microsoft Word, this can be accomplished through
View > Header and Footer

A **Heading** appears slightly below the Header but in the opposite (left-hand) corner. The Heading should be double-spaced. Use the following format for the Heading:

- Student's Name
- Professor's Name
- Course Name or Number
- Date*

*Use the international date format in MLA essays (day month year with no punctuation).

EXAMPLE: 5 May 2010)

The **Essay Title** should be centered in the line directly below the Heading.

- Do not use any extra spaces between the Heading and the Essay Title.
- Essay Title should be written in the same font size and formatting as the body of the essay (no use of **bold**, *italics*, or underline)

MLA Guidelines Cheat Sheet, Cont'd.

• Correct use of formatting and punctuation:

Paragraph Indentation:

- Indent the first line of each new paragraph 0.5" from the left-hand margin. To achieve this, use the Tab key rather than pressing the space bar numerous times. All **titles of longer works** must be underlined or *italicized*—either one of these formatting choices is acceptable for titles.

Only use **quotation marks** when citing directly from another source.

Do not use them when displaying titles of other written works or to indicate emphasis.

Proofread thoroughly to ensure proper punctuation, capitalization, and spelling throughout your paper.

• Style and Voice:

Use only **third person pronouns** (it, he, she, etc.) in your writing.

Avoid use of personal pronouns (I, me, my, you, your, etc.).

Avoid **colloquialisms and clichés**; write in an elevated, clear and concise manner.

Write out all **numbers** below 100 in word form. (For example, “five” instead of “5”)

• Quotations and Citations:

Short quotations (taking up four lines or less)

1. Introduce your quotation followed by a **comma**.
2. Enclose the quotation with **quotation marks** and insert into your paper. Eliminate the punctuation mark at the end.
3. Place the **parenthetical reference** after the quotation with a period following the closing parenthesis.
 - a. **EXAMPLE:** Edward Johnson states, “San Diego is my favorite city” (Lipson 2).

Long quotations (taking up four lines or more)

* Do not use quotation marks for long quotations.

1. Follow the introduction of your quotation with a **colon**.
2. **Double-space** the quotation.
3. **Indent** each line of the quotation one inch.
4. Place a **period** at the end of the quotation.
5. The **parenthetical reference** is placed after the period.

a. **EXAMPLE:**

Joe Starks makes an impression on Janie from the moment he greets her; he is a “citified, stylish dressed man” the likes of which she has never before laid eyes on (Hurstun 27). Janie is captivated by this man who looks like he belongs to a different class of people:

His coat was over his arm, but he didn't need it to represent his clothes. The shirt with the silk sleeveholders was dazzling enough for the world. He whistled, mopped his face and walked like he knew where he was going. He was a seal-brown color but he acted like Mr. Washburn or somebody like that to Janie. Where would such a man be coming from and where was he going? (27)

Citing Sources:

Type of Source	Format	Example
1. Book with one author	<i>Last name, first name. <u>Title: Subtitle</u>. City of publication: Publishing Company, year of publication</i>	Sampson, Ralph. <u>My Life: A Slam Dunk</u> . Houston: Rocket Publishing, 1988.
2. Book with two or three authors	<i>Last name, first name and First name Last name. <u>Title: Subtitle</u>. City of publication: Publishing Company, year of publication</i>	Alderman, Ellen and Caroline Kennedy. <u>The Right to Privacy</u> . New York: Knopf, 1995.
3. Book with editor but no author	<i>Last name, first name, ed. <u>Title: Subtitle</u>. City of publication: Publisher, year of publication.</i>	Fielding, Walter, ed. <u>Real Estate Hard Knocks: Avoid the Money Pit</u> . New York: Lawyers Press, 1986.
4. Book with two or three editors	<i>Last name, first name, and first name Last name, eds. <u>Title: Subtitle</u>. City of publication: Publisher, year of publication.</i>	Smith, Wayne, and Garth Snow, eds. <u>Street Hockey: The Game of Life</u> . Chicago: Blackhawk Publishing House, 1993.
5. Article in general encyclopedia (with author)	<i>Last name, First Name. "Title of article." <u>Title of Reference Book</u>. Volume number. Year of publication.</i>	Boyardee, Charles. "Cooking Pasta Right." <u>An Encyclopedia of Food</u> . Volume 4. 2004.
6. Article in encyclopedia or reference book (no author)	<i>"Title of article." <u>Title of Reference Book</u>. Volume. City: Publisher, Year of publication.</i>	"Modern China." <u>A Survey of World Civilizations Today</u> . Volume 8. Shanghai: Jiangsu Press, 2009.
7. Novel or play in an anthology	<i>Last Name, First Name. <u>Title of Novel or Play</u>. <u>Title of Anthology</u>. Ed. Editor's Name. City: Publisher, year.</i>	Poe, Edgar Alan. <u>The Telltale Heart</u> . <u>Scary Stories and Terrible Tales</u> . Ed. John Davis. Boston: Harbor Press, 1996.
8. Website	<i>Last Name, First Name. "Title of Webpage." <u>Title of Website</u>. Date published. Publishing organization. Date accessed. <URL>.</i>	Cohen, Howard. "Great Teachers of History." <u>TeacherWeb 3.0</u> . 3 December 1998. Nipmuc University. 13 May 2010. <www.nipmuc.edu/teacherweb/3>.
9. Article in Online Encyclopedia	<i>"Title of Article." <u>Title of Online Encyclopedia</u>. Volume. Publishing organization. Date Accessed. <URL>.</i>	"Progressive Era." <u>Encyclopedia Britannica Online</u> . Vers. 93.1. Encyclopedia Britannica. 4 August 2003. <www.britannica.org:143/prog/art.htm>.
10. Database	<i>Author. "Title of document." <u>Title of original source</u>. Publication information of original source. <u>Name of database</u>. Publisher of database. <URL>.</i>	Thornton, Thomas. "In The Heart of the Woods." <u>The Boston Globe</u> . 3 April 1990. pp. C15-C17. <u>Contemporary Literary Criticism</u> . Gale Group, 2002. <http://galenet.galegroup.com/servlet/TT>.

For more information on MLA Guidelines visit <http://www.mla.org/>

Tips For Spelling

Below are a few examples of rules that can be used to help decode the spelling of an unfamiliar word.

- I before E, except after C, unless it says A as in neighbor and weigh. Not in perceive, receipt, ceiling.
- The letter Q is always followed by U. In this case, the U is not considered to be a vowel.
- The letter S never follows X.
- The letter Y, not I, is used at the end of English words. Examples include; my, shy, by, why.
- To spell a short vowel sound, only one letter is needed. Examples include; at, red, it, hot, up.
- Drop the E. When a word ends with a silent final E, it should be written without the E when adding an ending that begins with a vowel. In this way, come becomes coming and hope becomes hoping.
- When adding an ending to a word that ends with Y, change the Y to I if it is preceded by a consonant. In this way, supply becomes supplies and worry becomes worried.
- All, written alone, has two L's. When used as a prefix, however, only one L is written. Examples of this include also and almost.
- Generally, adding a prefix to a word does not change the correct spelling.
- Words ending in a vowel and Y can add the suffix -ed or -ing without making any other change.

Commonly Misspelled Words

AFFECT-v. to influence

ex: Do not let the pressure affect your judgment.

EFFECT-n. an outcome, as in cause and effect, v., to bring about

ex: The film had many special effects that were the result of powerful computer-generated images.

ex: The only way to effect true change is to enlist the help of many like-minded people.

ACCEPT - v. to take or receive.

ex: Never accept packages in the mail from unknown sources.

EXCEPT - prep. With the exclusion of.

ex: You may take anything you would like except my red striped teddy bear.

ALLUSION- n. In literature, a direct reference to another work of literature or art.

ex: The teacher made an allusion to Homer's The Odyssey in his lecture.

ILLUSION- n. a false representation of something real

ex: When the clouds cleared away, the sun's rays created the illusion of many colors in the sky, known as a rainbow.

A LOT (two words)- n. numerous in quantity.

ex. I have a lot of nice books to read at home.

ALOT (one word)- Incorrect spelling; must contain two words.

CITE- v. to quote directly from a source

ex: My research paper cited over ten sources of information.

SIGHT-n. of or pertaining to vision.

ex: The man's sight had failed many years ago, and he was now completely blind.

SITE- n. the position or location

ex: The new building was erected on the site of the old city hall.

COMPLEMENT-n. something that completes; v. to complete

ex: The shirt and tie were a nice complement to the business casual look he was going for.

COMPLIMENT-n, praise; v, to praise

ex: Amanda's friends complimented her on her willingness to be flexible.

ITS- poss. Pronoun- of or belonging to it.

ex: The house was badly damaged in the blizzard when its roof caved in under the heavy snow.

IT'S-contraction- for it is

ex: It's hard to tell you how I feel without hurting you.

LOSE--v, To misplace; also, to be defeated.

ex: We were all hoping that the Eagles would lose their grip on first place.

LOOSE—adj., not tight; also, free from imprisonment.

ex: The child's tooth was loose enough that we were able to wiggle it out easily.

ex: The man accused of murder was set loose from jail after he agreed to testify against another criminal.

PRINCIPAL-adj, of great importance; n, an authority figure, such as the leader of a school

ex: The principal idea of the first amendment is that all people are able to speak freely.

ex: The school's principal addresses the student body each morning over the intercom.

PRINCIPLE- n. a fundamental idea or fact.

ex: She refused to listen to his proposal on principle; it was against her moral constitution to accept bribes.

THAN-conjunction, used when comparing two or more things.

ex: Mary has a great deal more money than Emily, but she spends it much more wisely.

THEN- adv. at that time

ex: I worked hard into the night and I then went right to sleep.

THEIR- Possessive Pronoun- possessive form of they

ex: Their parents had a great deal of talking to do.

THERE- adv. In or at that place

ex: I was there when the man fell into the pit of fire.

THEY'RE-contraction, shortened form of "they are"

ex: I think they're really on to something great!

Ten Tips for Writing an Excellent Essay

1. Answer all parts of the question.

- Leaving out key components of your writing topic will definitely hurt your grade!

2. Be comfortable with the topic.

- If writing about a book, pick one that you have read in school, are comfortable with, and that is relevant to the assignment.
- Make sure to mention the TAG (title, author and genre) in the introductory paragraph.

3. Remember: Neatness counts!

- Be neat! If you must handwrite your essay, write slowly. Use a pencil/eraser; we all make mistakes! Make sure the message is legible and clear!

4. Use the appropriate length.

- Most fully developed essays are at least five paragraphs in length, with 4-5 sentences in each paragraph.

5. Make sure your thesis statement is clear and appears in the right places!

- Your thesis should appear at the end of your intro paragraph and should be restated at the beginning of your conclusion paragraph.
- A good thesis statement often rephrases the writing prompt you have been assigned.

6. Each paragraph is anchored with a clear topic sentence.

- The first sentence of each paragraph should constitute a clear topic sentence that supports your thesis and tells the reader what the paragraph will be about.

7. Only select examples that are relevant to the thesis statement and interesting!

- When choosing examples to write about, make sure you are only using ones that support your thesis statement! Also, be as specific as possible.

8. Make sure you include proper analysis for each example you use.

- Proper analysis will tell the reader how and why this example proves your thesis.
- When writing about a book, assume the reader already knows the plot. Only use plot summary to explain how your example supports your thesis statement.

9. Write in a formal, elevated manner. You are not texting your best friend!

- Avoid contractions wherever possible. For example, write “she will” instead of “she’ll.”
- Write out numbers under 100 in word form (“five” instead of “5”), but write dates in numeral form (June 5, 2011).
- Avoid text-speak words such as “ok,” “u,” or “idk.”
- Always write in present tense when writing about literature; write in past tense when writing about true events.

10. Keep in mind the key points of formal language and vocabulary.

- Avoid 1st and 2nd person (I, my, me, us, we or you, your). Instead use 3rd person (he, she, they, them, him, her, or one).
- Exception: sometimes an essay prompt will ask for your opinion, such as: “What do YOU think about...?” You may use 1st person for those types of questions only. Otherwise, stick to the third unless the question is asked in that way.
- Use transition words (such as however, furthermore, finally, and therefore) to improve the flow of your writing.
- Avoid overuse of “To Be” verbs such as is and are. Sometimes you can’t avoid them, but using stronger verbs will make your writing much more compelling.
- The following words are usually unnecessary in strong writing: *many, very, good, bad, really, pretty, things, and stuff*.
- Remember, organization, form, and clarity are much more important than flowery wording and colorful descriptions. Logic trumps style when writing essays.

Check Us Out on the Web!

www.bakersfieldcollege.edu

Looking for information? Checkout the BC website!

- Classes
- Books
- Campus Events
- Payments on your account
- Your class schedule:
 - Add, drop, or waitlist classes
 - Mailing address • phone
 - Email address and personal identification
 - Number (PIN)
- Course availability
- Your grades
- Your email
- Your class schedule
- An unofficial transcript
- Order an official transcript
- Department home pages
- The **Bakersfield College** Library for print and online resources
- Lab hours
- Faculty and staff phone numbers
- BC Twitter info
- BC Facebook info



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Quick Reference Guide

Subject

Office to Contact

Academic advising/information for continuing students	Counseling Center
Activities information	Admissions and Records
Application for scholarships, financial aid	Financial Aid Office in SS building
Book and Supplies	Bookstore all Campuses
Assessment/Placement Testing	Assessment Center
Career Assessment	Counseling Center
Career Planning	Counseling Center
Change lost in vending machines	Food Services
Change of address or name	Admission and Records
Change your Major	Counseling Center
Child care	Child Development Center
Club and organizations information	Campus Center
Copy Center/Printing	Graphic Center
Copy machines	Graphics Center/Library
Crisis Counseling	Student Health and Wellness Center
Disabilities, Students with	DSPS -Counseling Center
Disciplinary procedures	Dean of Students
Discrimination	Human Resource Services
Drop/adds, processing	Online
Employment Services	Career Planning/Advising
Grades, questions concerning	Admission and Records/See your instructor
Grade reports	Admission and Records
Grades, S/U Options	Admission and Records
Graduation, application	Admission and Records
Graduation, ceremony participation	Admissions and Records
Job Placement	Financial Aid
Lost and Found	Campus Center/Public Safety
Missed a class	See your instructor
Parking and traffic	Public Safety
Placement/GED testing	Assessment Center
Payment of tuition and fees	Business Services
Pick up degrees and certificates	Admissions and Records
Posting notices on bulletin boards	Campus Center
Registration information	Counseling Center
Sexual Harassment	Human Resources
Reserve Rooms for club meetings	Campus Center
Reserve room for Campus Event	Campus Center
Student Grievances	Dean of Students
Student I.D. cards	Campus Center (Kern Schools)
Student records	Admissions and Records
Transcripts	Admissions and Records
Transfer	Counseling Center
Tuition Payments	Business Center
Tutoring	Tutoring Center
Vehicle Parking Permit	Online
Veteran's benefits advising	Counseling Center
Withdraws	Counseling Center

Alphabet Soup (Common Acronyms)

60+60- Agreement permitting a Bakersfield College student to transfer as a junior

AA- Associate of Arts Degree

ADA- Americans with Disability Act

AGS- Associate of General Studies Degree

A&R- Admissions and Records

AS- Associate of Science Degree

CC- Campus Center

CDC- Child Development Center

CLEP- College Level Education Program

ESL- English as a Second Language

FA- Financial Aid

FAFSA- Free Application for Federal Student Aid

FAQ- Frequently Asked Questions

FERPA- Family Educational Rights to Privacy Act

FTE- Full Time Equivalency

GED- General Equivalency Diploma

GPA- Grade Point Average

HIPPA- Health Insurance Portability & Accountability Act of 1996

HR- Human Resource

SGA- Student Government Association

SID- Student ID Number

TBA- To Be Announced

TDD-V/TTY- Teletype Phones

VA- Veteran Affairs

QUICK GUIDE TO BAKERSFIELD COLLEGE

PHONE NUMBERS

Panorama Campus Information Office
(661) 395 4011

STUDENT SERVICES

Admissions and Records (661) 395 4301
Assessment Center (661) 395 4479
CalWORKs (661) 395 4047
Campus Police (661) 395 4555
Career Center (661) 395 4421
Counseling/ Advising (661) 395 4421
Computer for Student Use (661) 395 4696
Disabled Student Program and services (DSP&S)
(661) 395 4334
EOPS (661) 395 4351
Financial Aid (661) 395 4427
Food Service (661) 395 4345
Graphics Center (661) 395 4504
Health and Wellness Services (661) 395 4336
International Student Services (661) 395 4412
Job Placement/ Work Experience (661) 395 4550
Learning Center (661) 395 4433
Library (Reference Desk) (661) 395 4461
Off- Campus Housing (661) 395 4355
Mail Room (661) 395 4411
MESA Center (661) 395 4776
Student Activities (661) 395 4355
Transfer Center (661) 395 4421
Bookstore (Panorama Campus) (661) 395 4506
Workability III (661) 395 4070
Veterans Services (661) 395 4414

DEPARTMENT OFFICES

Agriculture (661) 395 4527
Allied Health (661) 395 4281
Apprenticeship (661) 395 4408
Art (661) 395 4404
Astronomy (661) 395 4526
Athletics (661) 395 4266
Behavioral Science (661) 395 4511
Biological Sciences (661) 395 4401
Business Management and Information Tech.
(661) 395 4272

Business Services (661) 395 4488
Career Development & Workforce Preparation
(661) 395 4089
Child Development Center (CDC) (661) 395
4369
Communication (661) 395 4606
Criminal Justice (661) 395 4511
Education (FACE) (661) 395 4272
Electronic Maintenance (661) 395 4519
Engineering and Industrial Technology (661) 395
4571
English (661) 395 4252
English as a Second Language (ESL) (661) 395
4252
Fire Technology Program (661) 395 4113
Foreign Language (661) 395 4252
Health & Physical Education (661) 395 4267
Human Resources (661) 395 4675
Human Services (661) 395 4656
Industrial Technology (661) 395 4571
Liberal Arts (661) 395 4511
Marketing and Public Relations (661) 395 4256
Mathematics (661) 395-4231
Multimedia Services (661) 395-4516
Music (661) 395 4406
Nursing (661) 395 4281
Physical Science (661) 395-4401
Public Safety Education & Training Center (661)
395-4554
Radiologic Technology (661) 395 4284
Social and Behavioral Science (661) 395-4584

DELANO CENTER

Delano Center (661) 720-2000
Director (661) 720-2002
Site Office Coordinator (661) 720-2003
Admissions and Records (661) 720-2000

Bakersfield College



BUILDING INDEX	
A	ADMINISTRATION
AC	AQUATIC CENTER
AG	AGRICULTURE
AGFL	AG FARM LAB
AH	ALLIED HEALTH
B	BUSINESS EDUCATION
BS	BUSINESS SERVICES (Talent Office, Business Office, Bookstore)
C	COMPUTER CENTER
CC	CHILD DEVELOPMENT CENTER
CDC	BC FOUNDATION
F	FINE ARTS
FA	FINLUNDSON CONFERENCE CENTER
FCC	FACE & AESTHETICS
FACE	FACE & AESTHETICS
FC	FIELD HOUSE
FOR	FORUMS
FOR	GYMNASIUM
H	HUMANITIES
HL	HORTICULTURE LAB
HL	LEVINSON HALL
LEV	LEVINSON HALL
L	LIBRARY
LA	LANGUAGE ARTS
MS	MATH SCIENCE
NLC	NORMAN LEVIN CENTER
NS	NORMAN LEVIN CENTER
SAM	SPEECH ARTS & MUSIC
SE	SCIENCE/ENGINEERING
SR	SHIPPING & RECEIVING
SS	STUDENT SERVICES
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