

# Merced College Catalog

## 2006-2007



The online catalog is divided into three parts, each as a separate PDF. This is Part #1, General Information, which includes:

- Calendar
- Board of Trustees and Administration
- Faculty
- General District Information
- College Policies, Regulations, and Procedures
- Admissions & Registration
- Matriculation Services
- Student and College Services
- Preparing for Graduation
- Competency Requirements
- Associate Degree Breadth Requirements
- Transfer Requirements

This web version of the 2006-2007 Merced College Catalog is an adaptation of the official printed publication, and is published for informational purposes. Some content and references have been altered to facilitate posting to the web. Students are advised to consult the current Schedule of Classes and college counselors for supplementary information.

**Accredited by the Western Association of Schools and Colleges**

Merced College, 3600 M Street, Merced, CA 95348-2898

(209) 384-6000 [www.mccd.edu](http://www.mccd.edu)

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**Majors, Certificates, Transfer, and Graduation Requirements**

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**Course Descriptions**

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**Calendar**

**Summer 2006**

April 15 . . . . . Registration for Continuing Matriculated Students Begins  
May 22 . . . . . Registration for New and Former Matriculated Students Begins  
May 30-June 16 . . . . . Summer Intersession  
June 19 . . . . . Summer Session Begins  
June 19-23 . . . . . Late Registration for Summer  
July 4 . . . . . Independence Day Holiday  
July 28 . . . . . Regular Summer Session Ends

**Fall 2006**

April 15 . . . . . Registration for Continuing Matriculated Students Begins  
May 22 . . . . . Registration for New and Former Matriculated Students Begins  
August 11 . . . . . Fall Flex Day (Some College Services Unavailable)  
August 14 . . . . . Fall Semester Instruction Begins  
August 14-18 . . . . . Late Registration and Program Changes  
September 4 . . . . . Labor Day Holiday  
September 5-October 27 . . . . . A.A./A.S. and Certificate Applications Accepted  
October 16 . . . . . Fall Mid-session Begins  
October 13 . . . . . Fall Flex Day (Some College Services Unavailable)  
November 10 . . . . . Veterans Day Holiday  
November 23-24 . . . . . Thanksgiving Holiday  
December 11-15 . . . . . Final Exams  
December 15 . . . . . Fall Semester Ends

**Spring 2007**

January 11-12 . . . . . Spring Flex Days (Some College Services Unavailable)  
January 15 . . . . . Martin Luther King's Day Holiday  
January 16 . . . . . Spring Semester Instruction Begins  
January 16-19 . . . . . Late Registration  
January 29-March 23 . . . . . A.A./A.S. and Certificate Applications Accepted  
February 9 . . . . . Lincoln's Day Holiday  
February 19 . . . . . Washington's Day Holiday  
March 19 . . . . . Spring Mid-session Begins  
April 6-13 . . . . . Spring Vacation  
May 21-25 . . . . . Final Exams  
May 25 . . . . . End of Spring Semester/Graduation

*Calendar dates are subject to revision.  
Consult the current Schedule of Classes for updated information.*

## Board of Trustees

**EUGENE J. VIERRA**  
*President*

**LEWIS S. BRAXTON**  
*Member*

**JIM GLIDDEN**  
*Member*

**ROBERT HADEN**  
*Vice President*

**EVA DE LONG**  
*Member*

**LES MCCABE**  
*Member*

**JINET TROOST**  
*Clerk*

## Administration

### **BENJAMIN T. DURAN**

*Superintendent/President*

A.A., Merced College; B.A., California State University, Stanislaus; M.A., Chapman College; Ed.D., University of Southern California

### **LARRY M. JOHNSON**

*Vice President of District Administrative Services*

B.S., Eastern Michigan University; M.S., Ph.D., University of Michigan

### **ANNE D. NEWINS**

*Vice President, Student Personnel*

B.A., Midwestern State University, Texas; M.Ed., North Carolina State University; Ed.D., University of La Verne

### **JOHN A. SPEVAK**

*Vice President of Instruction*

B.A., St. Procopius College, Lisle, IL; M.A., Ph.D., University of Chicago

### **MIKE CUCHNA**

*Associate Vice President of Technology and Institutional Research*

A.A., Diablo Valley; B.A., M.A., California State University, Chico; M.A., Chapman College

### **SARAH GREENE**

*Dean of Instruction*

A.A., Modesto Jr. College; B.A., Women's College of Georgia; M.A., Chapman College

### **HARRY GOSSETT**

*Dean of Instruction*

B.A., California State University, Sacramento; M.B.A., Golden Gate University

### **ROBERT B. LENZ**

*Dean of Student Services*

A.A., Merced College; B.A., University of California, Irvine; M.A., San Francisco State University

### **WIENS, KARYN**

*Dean of Los Baños Campus*

A.A., Merced College; B.A., Chapman University; M.S., Walden University

### **BONSTEIN, JAMES**

*Dean Intern, Instruction*

A.A., Long Beach City College; B.A., M.A., California State University, Long Beach

**Faculty****ADAMS, DOUG**

*Computer Science, Mathematics*  
B.A., California State University, Stanislaus;  
M.A., California State University, Fresno

**ALBANO, JOHN**

*Music History, Jazz Ensemble, Instrumental Music*  
B.A., Sonoma State University, M.M., University of  
Southern California

**ANDERSEN II, JAMES B.**

*Mechanized Agriculture*  
B.S., California Polytechnic State University, San Luis  
Obispo

**ARGUELLES, MARCUS**

*Anthropology, Archaeology*  
A.A., Merced College; B.A., San Jose State University;  
M.A., American University of Beirut

**ASTACIO, JAIME**

*Mathematics, Developmental Math*  
B.S. University of Puerto Rico  
M.S., University of Iowa

**BARBA, MICHAEL**

*English*  
A.A., Modesto Junior College;  
B.A. Humboldt State University;  
M.Ed., University of Massachusetts

**BARNETT, CHERYL**

*Art*  
B.A., University of California, Santa Cruz;  
M.A., California State University, Fresno

**BARRY, JEAN**

*Counseling*  
B.P.A., M.A., University of San Francisco  
Ed.D., Argosy University

**BELL, STEPHEN**

*Plant Science, Soil Science*  
A.A., Merced College;  
B.S., California Polytechnic State University, San Luis  
Obispo

**BENNETT, CHARLIE**

*Counseling*  
A.A., Merced College; B.A., M.S., University of  
Colorado

**BEYMER, ALAN**

*Photography*  
B.A., California State University, Fresno

**BILTOFT, JESSICA**

*Head Coach, Women's Volleyball*  
A.A., Otero Junior College; B.S. Huron University

**BOYLE, STEVEN**

*Metal Fabrication*  
A.A., Merced College;  
B.A., California State University, Fresno

**BRULEY, MARIE**

*Mathematics, Developmental Mathematics*  
B.S. California State University, Stanislaus; M.A.  
California State University, Sacramento

**BRUSH, EDWIN**

*Associate Librarian*  
A.A., Modesto Junior College; B.A., California State  
University, Stanislaus; M.L.S., San Jose State  
University

**BRZEZINSKI, JAMES**

*Arts Division Chairperson; Art*  
A.A., College of the Redwoods; B.A., Humboldt State  
University; M.F.A., California College of Arts and Crafts

**BUSHNELL, DOROTHY**

*Counseling, English*  
B.A., Immaculate Heart College; M.A., California State  
University, Fresno; M.A., California State University,  
San Francisco; Ed.D., University of San Francisco

**CABEZUT-ORTIZ, DELORES**

*Communication Skills Center Coordinator; English,  
Liberal Studies*  
A.A., Merced College; B.A., M.A., California State  
University, Stanislaus

**CAINE, ERIC**

*English, Developmental English*  
B.A., University of California, Berkeley;  
M.A., California State University, Stanislaus

**CALITRI, ROBIN**

*English*  
B.A., California State University, Stanislaus;  
M.A., California State University, Fresno

**CAMBRIDGE, ISABEL**

*Counseling*  
B.A., University of California, Los Angeles; M.S., San  
Diego State University

**CARDOZA, ARTHUR J.**

*Counseling, History*  
B.A., M.A., California State University, Sacramento

**CASSADY, STEPHEN E.**

*Athletic Director; Head Softball Coach; English*  
A.A., Hartnell College; B.A., University of California, Los Angeles; M.A., San Francisco State University

**CAZARES, KITTY**

*Nursing*  
A.A., A.S., Merced College;  
B.S., California State University, Stanislaus  
M.S., University of Phoenix

**CHAPPELL, SUSAN**

*Business Division Chairperson; Child Development*  
A.A., Modesto Junior College; B.A., California State University, Stanislaus; M.A., Pacific Oaks College, Pasadena

**CHESLEY, RONALD**

*Counseling*  
A.A., Cabrillo College;  
B.A., M.A., University of Northern Colorado

**CLARK, STEVE**

*Counseling; ASMC Advisor*  
A.S., Santa Rosa Junior College  
B.S., The Evergreen State College  
M.S., California State University, Stanislaus

**CLIFFORD, JEANIE**

*Psychology*  
B.A., M.A., San Diego State University; Ph.D., University of California, San Diego

**COL-HAMM, CAREN**

*Allied Health Division Chairperson; Director of Vocational Nursing Program; Nursing*  
B.S.N., Alfred University; M.S.N., Hunter College

**COLOMER-FLORES, MARA**

*Spanish*  
B.A., M.A., California State University, Fresno

**CONSTANTINESCU, EUGEN**

*Industrial Technology, Electronics, Drafting*  
B.S., M.A., Polytechnic Institute of Bucharest, Romania

**COX, DEBORAH**

*Counselor*  
A.A., Merced College; B.S., M.S., University of San Francisco  
M.A., St. Mary's College

**CROMBIE, KAREN**

*Biological Sciences*  
B.A., M.A., California State University, Fresno

**DAUGHDRILL, JOSH**

*English, Developmental English*  
B.A., Humboldt State University;  
M.A., California State University, Stanislaus

**DAVIES, ROBERT**

*Physical Sciences*  
B.S., Sonoma State University  
M.S., San Francisco State University

**DAVIS, G. LYLE**

*Counseling, Cooperative Education*  
A.A., Merced College; B.S., M.S., California State University, Fresno; M.A., University of San Francisco

**DAWSON, CAROLINE**

*Mathematics, Developmental Math*  
B.S., M.B.A., California State University, Stanislaus;  
M.A., Fresno Pacific University

**deAYORA, MICHAEL**

*Business, Cooperative Education*  
B.S., California State University, Northridge;  
M.S., Miami University of Ohio; Ed.D., Utah State University

**DeWULF, VALERIE**

*Biology*  
B.S., University of Washington; Ph.D., University of Southern California

**DILLON, DALLAS E.**

*English*  
B.A., Baker University; M.A., St. John's University;  
Ph.D., Indiana University of Pennsylvania

**DiSALVO, BEVERLY J.**

*English as a Second Language*  
B.A., University of the Pacific;  
M.A., University of California, Davis

**DOIEL, MARK**

*Music History and Theory, Piano*  
A.A., College of the Canyons  
B.F.A., M.F.A., California Institute of the Arts

**DONAHER, KIMBERLY**

*Agriculture Business*  
A.S., Modesto Junior College;  
B.S., M.S., California Polytechnic State University, San Luis Obispo

**DONOGHUE, CARMEL**

*Nursing*  
A.A., Sacramento City College; B.S.N., California State University, Chico; M.S., Texas Woman's University

**DONOVAN, ELIZABETH**

*Counseling*  
B.S., Colorado State University; M.A., Chapman College

**DUNN, PAUL**

*Diesel Mechanics*  
A.A., Merced College; Diesel Equipment Mechanics Experience

**ENRIQUEZ, MICHAEL**

*Radiologic Technology*  
A.A., El Camino College; B.S., Loma Linda University; M.P.A., Golden Gate University

**ESTRELLA, CARL**

*Biology*  
A.A., Long Beach City College;  
B.S., M.A., California State University, Long Beach

**EVANS, ROBERT**

*History*  
A.A., San Jose City College; B.A., San Jose State College; M.A.T., Chapman College

**EYRICH, TERRY L.**

*Science, Math, and Engineering Division Chairperson; Chemistry*  
B.A., California State University, Chico;  
Ph.D., University of California, Davis

**FALAH, AMIR**

*Counseling*  
A.A., Merced College; B.A., California State University, Stanislaus; M.A., University of San Francisco

**FALKOWSKI, DAVID**

*Corrections, Criminal Justice*  
A.A., Alpena Community College  
B.S., Eastern Michigan University

**FARAO, JAIME**

*Agriculture, Animal Science*  
B.S., California Polytechnic State University, San Luis Obispo  
M.A., California Polytechnic State University, San Luis Obispo

**FERGUSON, LOU**

*Counseling*  
A.A., Chabot College;  
B.A., M.S., California State University, Hayward

**FISHMAN, DAROL**

*Agriculture Division Chairperson; Mechanized Agriculture*  
B.S., California State University, Fresno

**FLATT, SUSAN**

*English, Developmental English*  
B.A., Fresno Pacific College;  
M.A., California Polytechnic State University, San Luis Obispo

**FRESTON, PAULA**

*Business, Paralegal Studies*  
B.A., Chapman College;  
M.B.A., Western New Mexico University

**FRIEDLAND, FREDERIC**

*Theater Arts*  
A.A., Palomar College;  
B.A., M.A., M.F.A., Humboldt State University

**FRITZEMEIER, MARIAN**

*Child Development*  
A.A., Sacramento City College;  
B.A., M.S., California State University, Fresno

**GARGANO, GARY**

*Psychology*  
A.A., Cuesta College; B.A., M.A., California State University, Fresno; Ph.D., Washington State University

**GLAZIER, MARGARET**

*Developmental and Educational Studies Coordinator*  
B.A., California State University, Sacramento; M.A., Brigham Young University

**GREGORY, AARON**

*Automotive Technology*  
Automotive Technology Experience

**GREGORY, BOBBY**

*Criminology; Reserve Officer Training and In-Service Training Coordinator*  
A.A., Merced College  
B.A., M.A., California State University, Stanislaus

**GRISE, ROCHELLE**

*Nursing*  
A.S., Merced College;  
B.S.N., California State University, Fresno  
M.S., California College for Health Sciences

**HALLMAN, MAX**

*Humanities Division Chairperson; Honors Program Coordinator; Humanities, Philosophy*  
B.A., M.A., University of South Carolina;  
Ph.D., Tulane University

**HALPIN, WILLIAM**

*Head Coach, Women's Water Polo and Swimming*  
A.A., Merced College; B.S., Fresno College;  
M.A., Chapman University

**HAMBY, HARRY**

*Drafting, Industrial Technology*  
A.A., Merced College; B.S., Texas A & M University;  
M.A.M., Embry-Riddle Aeronautics University

**HOBBS, LEE ANNE**

*Communication Studies*  
B.A., University of California, Davis;  
M.A., California State University, Fresno

**HOORNAERT, DONALD J.**

*Automotive Technology*  
A.A., Diablo Valley Junior College;  
B.A., M.A., California State University, Fresno

**HUDDLESTON, ALLEN**

*Head Coach, Women's Basketball; Physical Education*  
A.A., Merced College  
B.A., California State University

**HUNDLEY, AMY**

*English, Developmental English*  
B.A., M.A., University of California, Irvine

**IMBROGNO, ROGER**

*Health, Physical Education*  
A.A., Merced College; B.A., M.A., Chapman College;  
Ed.D., University of San Francisco

**JENSEN, TRACEY**

*Nursing*  
A.A. Indiana University; B.S., St. Francis University;  
M.B.A., Indiana Wesleyan University; M.A., M.S.N.,  
Georgia College and State University

**JOHL, AMERJIT**

*History*  
B.A., California State University, Chico;  
M.A., C. Phil, University of California, Los Angeles

**JOHNSON, MICHAEL**

*Economics*  
B.S., M.B.A., Idaho State University

**JORDAN, LANA**

*Mathematics, Physics*  
B.A., University of the Pacific;  
M.A., California State University, Stanislaus

**KAHLERT, SHIRLEY**

*English, Developmental English*  
B.A., California State University, Hayward;  
M.A., San Francisco State University;  
Ph.D., University of California, Los Angeles

**KAIN, DOUGLAS**

*Biotechnology; Environmental Technologies*  
B.A., Ph.D., University of California, Berkeley  
M.A., Humboldt State University

**KELLER, SUSAN**

*Anatomy, Physiology*  
B.S., University of California, Riverside;  
M.A., California State University, Fresno

**KIMOTO, SUSAN**

*English, Developmental English*  
B.A., University of California, Santa Cruz;  
M.A., San Francisco State University

**KLINE, SUSAN**

*Office Technologies, Computer Applications, Business*  
A.A., A.S., Mt. San Jacinto College;  
B.S., Azusa Pacific University

**KREIDE, CAROLINE**

*German, Spanish*  
B.A., State University of New York; M.A., Pennsylvania  
State University; Ph.D., University of California,  
Berkeley

**LACEY, VALARIE**

*Counseling*  
B.S., Morris College; M.A., Ball State University

**LATHAM, BRENDA**

*Life Science*  
A.A., DeAnza College; B.S., California State University,  
Chico;  
Ph.D., Syracuse University

**LAW, KEITH**

*Humanities, Philosophy*  
B.A., California State University, Hayward;  
M.A., San Francisco State University

**LEWIS, ANTHONY**

*Head Football Coach; Physical Education*  
A.A., Merced College; B.S., California State University,  
Hayward; M.A., University of San Francisco

**LOAIZA, NELSON H.**

*Developmental Education Specialist, English*  
B.A., University of Concepcion/University of Chile;  
M.A., California State University, Chico

**LONG, JOHN**

*English, Developmental English*  
B.A., M.A., California State University, East Bay

**LOR, SUTARA**

*Counseling*  
B.S., DeVry Institute of Technology;  
M.A., Concordia University; M.S., National University

**LORENZ, MICHAEL**

*History*  
B.A., Pacific Union College; M.A., California State  
University, Stanislaus

**MACIAS, MIREYA**

*Biology*  
A.S., Merced College; B.S., University of California,  
Davis; M.S., California State University, Fresno



**MATHEWS, PATRICIA**

*Counseling*  
B.G.S., Louisiana State University, Shreveport;  
M.A.E., Northern Michigan University

**MATTOON, STAN**

*Developmental Math, Counseling*  
B.S., California Polytechnic State University, San Luis  
Obispo; M.B.A., M.A., California State University,  
Fresno

**MAYER, JILL**

*Corrections, Criminal Justice, Fire Technology*  
A.A., Merced College; B.A., St. Martin's College;  
M.S.W., California State University, Fresno

**MAYHUE, JONAS**

*Industrial Technology Division Chairperson; Drafting,  
Counseling*  
A.A., Merced College;  
B.A., California State University, Fresno

**McBRIDE, JENNIFER**

*Developmental English, English*  
A.A., Merced College;  
B.A., M.A., California State University, Sacramento

**McCALL, SCOTT**

*Head Coach, Men's Water Polo and Swimming*  
A.S. Merced College; B.S. University of Massachusetts,  
Amherst; M.S. California State University, Long Beach

**McCALL, THOMAS**

*Life, Fitness, and Health Division Chairperson; Health,  
Physical Education*  
A.A., Merced College;  
B.A., M.A., California State University, Fresno

**McCANDLESS, MICHAEL**

*English, Developmental English*  
B.A., University of California, Santa Barbara; M.A.,  
California State University, Stanislaus

**McCLENAHAN, PAUL C.**

*Cooperative Education*  
A.A., Merced College;  
B.A., California State University, Fresno

**McMILLAN, WENDY**

*Guidance Division Chairperson; Counseling*  
A.A., Palomar College; B.A., California State University,  
San Diego; M.S., National University

**MEIDINGER, MAI**

*Mathematics, Developmental Math*  
B.A., California State University, Fullerton;  
M.S., University of Arizona

**MEIDINGER, STEPHAN**

*Mathematics, Developmental Math*  
A.A., Rancho Santiago College;  
B.A., M.A., California State University, Fullerton

**MONTOYA, JOHN**

*Mathematics, Developmental Math*  
B.S., California State University, Stanislaus; M.A.,  
Fresno Pacific University

**MORIMOTO, DEBRA**

*Geography*  
A.A., Cypress Community College; B.A., California  
State University, San Bernardino; M.S., Brigham Young  
University

**MORRIS, RALPH**

*Political Science, History*  
A.A., Merced College; B.A., University of California,  
Berkeley; M.P.A., California State University, Hayward;  
M.A., San Francisco State University

**MUMFORD, JEREMY**

*English, Developmental English*  
B.A., M.A., M.F.A., California State University, Fresno

**NAGANO, JEFFREY**

*HVAC, Industrial Maintenance*  
Industrial Technology Experience

**NAVARES, DESMOND**

*Mathematics*  
B.A., California State University, Sacramento;  
M.S., California State University, Hayward

**NEAR, DELIA**

*Reference Librarian*  
B.A., University of California, Riverside;  
M.L.S., University of California, Berkeley

**NELSON, CURTIS**

*Music, Chorus*  
B.M., University of Saskatchewan, Canada;  
M.C.M., Western Conservative Baptist Seminary

**NICOLL-JOHNSON, MARK**

*English, Developmental English*  
A.B, Occidental College; M.A., University of Oregon

**ORTIZ, MYSHEL**

*English, Developmental English*  
A.S., Merced College, B.S., M.A., California State  
University, Fresno

**PECCHENINO, MICHELLE**

*Nutrition*  
A.A., Merced College  
B.S., California Polytechnic State University, San Luis  
Obispo; M.A., Chapman University

**PEDRETTI, CHRISTOPHER**

*Head Baseball Coach; Physical Education*  
A.A., Merced College; B.S., San Jose State University;  
M.A., University of San Francisco

**PENNEY, BARBARA**

*Child Development*  
B.A., University of California, Santa Barbara;  
M.A., California State University, Los Angeles

**PIRO, VINCENT**

*English*  
B.A., M.A., San Jose State University

**PISTORESI, JONAE**

*Business, Management*  
B.S.C., University of Santa Clara;  
M.B.A., Golden Gate University

**PLECNIK, CHRISTINE**

*Chemistry*  
B.S., University of California, Irvine;  
Ph.D., Ohio State University

**POINTS, ROBERT C.**

*Business, Social Science*  
A.B, M.A., Eastern State University, Richmond;  
Ed.D./Ph.D., University of California, Berkeley

**POWER, DONALD**

*Mathematics, Developmental Mathematics*  
B.A., Whittier College; M.A., Harvard University;  
M.S., California State University, Fresno

**PROVENCIO, GLORIA**

*Nursing*  
A.A., Merced College  
B.S., California State University, Stanislaus  
M.S.N., California State University, Fresno

**RANDALL, RICHARD**

*Social Science Division Chairperson; Political Science*  
A.A., Modesto Junior College; B.A., California State  
University, Stanislaus; M.A., University of California,  
Davis

**RASMUSSEN, JACQUELIN**

*Office Technologies*  
Office Technology and Vocational Education  
Experience

**REINTKE, TONI**

*Computer Applications, Office Technologies*  
Bachelor's equivalent, Bournemouth University,  
England; M.S., Eastern Illinois University

**RENTERIA, ENRIQUE**

*Counseling*  
A.A., Merced College; B.A., M.A., California State  
University, Fresno

**RETEMEYER, JIM**

*Mathematics/Developmental Math*  
A.A., Merced College; A.S., Community College of the  
Air Force; B.A., California State University, Stanislaus;  
M.A., Fresno Pacific University

**RODUNER, STACEY**

*Child Development*  
B.A., San Francisco State University;  
M.A., Mills College

**ROSE, K. JUDY**

*Director of Radiologic Technology*  
A.S., Merced College; B.S., Consortium of the  
California State University, Long Beach; M.A., John F.  
Kennedy University

**RUSSELL, WILLIAM**

*Head Men's Basketball Coach; Health, Physical  
Education*  
A.A., Merced College; B.S., University of the Pacific;  
M.A., University of San Francisco

**SAAD, HANI**

*Engineering, Mathematics*  
B.S., M.S., Marquette University; Ph.D. Washington  
State University

**SAICH, BRENT**

*Sociology, Human Services*  
B.A., California State University, Stanislaus  
M.S.W., California State University, Fresno  
Psy D., Southern California University for Professional  
Studies

**SAWYER, PENELOPE**

*Director of Registered Nursing Program*  
R.N., O'Connor Hospital School of Nursing; B.S.,  
University of the State of New York; M.S., California  
State University, Fresno

**SCHADE, PATRICIA**

*English, Developmental English*  
B.A., University of New Hampshire;  
M.A., Boston College

**SCHLINGER, CHARLES**

*Mathematics*  
A.A., Ventura College; B.S., Humboldt State University;  
M.S., University of Nevada, Reno

**SCOTT, JOHN W.**

*Computer Studies*  
B.A., California State University, Hayward;  
M.B.A., Pepperdine University

**SEVERO, SALVADOR**

*Health, Physical Education; Assistant Football Coach*  
B.S., Humboldt State University  
M.A., Adams State College

**SMITH, DANIEL**

*Nursing*

A.S., Merced College; B.S., California Polytechnic State University, San Luis Obispo;  
M.S., California State University, Fresno

**SOBALVARRO-BUTLER, NATALIE**

*Spanish*

B.A., California State University, Chico;  
M.A., University of California, Irvine

**SOTO, GREGORY**

*Counseling, Transfer Center Counselor*

A.A., Merced College; B.A., Sonoma State University;  
M.A., St. Mary's College of California

**SPARKS, ROX ANN**

*Nursing*

A.A., University of New York, Regents;  
B.S., Excelsior College

**SPURGEON, MARIANNE**

*RN Student Success Grant Program Coordinator*

B.S., Slippery Rock University

**STANFORD, MICHELLE**

*Counseling*

B.A., M.A., San Jose State University

**STEARNS, JANICE**

*Nursing*

B.S.N., Loma Linda University; M.S.N., California State University, Dominguez Hills

**STEELEY, JODETTE**

*History*

A.A., Modesto Junior College;  
B.A. California State University, Stanislaus;  
M.A., California State University, Sacramento

**SWARTS, DEBORAH**

*Counseling, Disabled Student Services*

B.A., Chapman University;  
M.S.W., California State University, Fresno

**TABER, JORY**

*English/Developmental English*

B.A., M.A., Humboldt State University

**TAMBERI, JANIS**

*Counseling, Disabled Student Services*

B.A., M.A., California State University, Fresno

**TANIGUCHI, ROBERT**

*Mathematics*

B.S., University of Utah; M.Ed., Utah State University

**TANIOKA, EILEEN**

*Learning Disabilities Specialist*

B.A., San Francisco State University;  
M.A., Fresno Pacific College; M.A., Fresno Pacific University

**TASSEY, JEFF**

*Counseling, Agriculture*

A.A., Merced College; B.S., Fresno State;  
M.A., San Jose State University

**VANGAY, JONAS**

*Counseling, International Students, Hmong*

A.S., University of Lyon; B.A., Ecole Speciale des Travaux Publiques du Batiment et de l'Industrie, Paris;  
M.S., Academy of Versailles; B.S., M.S., California State University, Stanislaus; Ed.D., California State University, Fresno/University of California, Davis

**VILHAUER, CRAIG**

*Accounting*

B.S., California Polytechnic State University, San Luis Obispo; M.B.A., California State University, Stanislaus

**VIORREL, GEORGE**

*English, Developmental English*

A.A., American River College;  
B.A., M.A., California State University, Sacramento;  
B.A., M.A., California State University, Stanislaus

**WALLS, WILLIAM**

*Drafting, Electronics, Industrial Technology*

A.A., A.S., Merced College;  
B.S., California State University, Fresno

**WEST, JEFFREY**

*Digital Arts, Art History*

A.A., DeAnza College  
B.A., M.A., San Jose State University

**WHITE, ANTHONY**

*English, Developmental English*

B.A., M.A., California State University, Sacramento;  
M.A., Portland State University

**WIEBE, STEVEN**

*English*

B.A., M.A., California State University, Fresno

**WILSON, DEE**

*Chemistry*

B.S., Eastern Washington University; Ph.D., University of Nevada, Reno

**WILSON, KRISTA**

*Chemistry*

A.S., Merced College; B.S., California State University, Stanislaus; Ph.D., University of California, Davis

**WILSON, LENICE**

*Reading, Developmental Reading*  
B.A., University of Wisconsin, Madison;  
M.A., California State University, Stanislaus

**YANAGI, CARY**

*Computer Studies*  
B.A., Southern Methodist University; M.A., Pepperdine University; M.S., Golden Gate University

**YOUNG, JANE**

*Communication Studies*  
B.A., M.A., California State University, Fresno

**DIRECTORS**

**Educational Directors**

**MARASHLIAN, RICHARD**

*Director, Disabled Student Services/Student Health Services*

A.A., Kings River Community College;  
B.A., M.A., California State University, Fresno

**WALLACE, RICHARD**

*Director, EOPS*  
B.A., San Jose State University;  
M.S., California State University, Hayward

**WALSH, SUSAN**

*Director, Learning Resources Center*  
A.A., Merced College; B.A., University of California, Davis; M.L.S., San Jose State University; Ed.D., California State University, Fresno/University of California, Davis

**Instructional Directors**

**AMAVIZCA, OMAR**

*Learning Resources Center Technical Manager*  
A.A., Fresno City College; B.S., California State University, Stanislaus

**BENSON, JEANETTE**

*Director, MC Center of International Trade Development*  
A.A., Merced College; B.S., California State University, Stanislaus

**CHUA, MARNEE**

*Director, Community Services*  
B.S., University of Oregon

**CULVER, NATALIE**

*Interim Director, Employer-focused Training Center*  
A.A., Hartnell College;  
B.S., California State University, Stanislaus;  
M.A., San Jose State University

**CURTAZ, DONALD**

*Director, Institutional Research and Development*  
A.A., San Francisco City College;  
B.A., M.A., San Francisco State University

**LYLE, JANET**

*Director, Continuing Education Program*  
B.A., Excelsior College

**OFORLEA, VERONICA**

*Director, Foster and Kinship Care Education Program*  
B.A., California State University, San Bernardino  
M.S., Western University of Health Sciences

**RENDON, LUIS**

*Acting Director, Independent Living Program*  
B.A., University of California, Santa Barbara;  
J.D., New College of California, School of Law

**SCORBY, MARILYN**

*Director, Child Care Center*  
A.A., Merced College;  
B.A., Pacific Oaks College

**VINCELETTE, ROBERT**

*Director, Workplace Learning Resource Center*  
B.S., California Polytechnic State University, San Luis Obispo; M.S., Chapman College

**Student Services Directors**

**ANDERSEN, ANN**

*Director, Office of Relations with Schools*  
B.A., University of California, Santa Barbara

**COLETTA, REGINA**

*Director, Cal-SOAP*  
B.A., California State University, Chico;  
M.A., California State University, Stanislaus

**REINHARDT, SHARON**

*Director of Financial Aid, Registrar*  
B.S., University of West Florida

# General District Information

## The History of Merced County

Prior to the finding of gold in California, the central San Joaquin was a pristine place. The wild clover grew taller than a horse's head; the streams teemed with salmon, bass, and trout; and grizzly bears and antelope roamed far and wide. The early inhabitants of the valley were the Northern Valley Yokuts, who roved the entire floor of the San Joaquin Valley and were estimated to number around 30,000. In an 1806 expedition, Ensign Gabriel wrote of finding a welcomed river to quench the expedition's thirst. He named it El Río de la Nuestra Señora de la Merced, the river of mercy. When the gold seekers overran the area on the way to the gold field, times changed.

Finally, when California became a state in 1850, Mariposa County covered much of the Central Valley, extending to a mutual boundary with San Diego and Los Angeles counties. In 1855, farmers of the lowlands decided they did not have much in common with the miners of the foothills and mountains and petitioned to have a section split off to form a new county. When the petition was granted, Merced County was formed by Governor John Bigelow on April 19, 1855. On 1857 tax assessment rolls, the new county boasted of a population of 277. The first county seat was in Snelling. Once the railroad came through the county, much of the business and the county seat moved to the new town of Merced, which incorporated in 1889.

For Merced County the growth, and the change coming with it, has continued.

## District and Organization

The Merced Community College District is composed of most of Merced County, the area of the Chowchilla Union High School District in Madera County, and the Dos Palos Joint Elementary School District. The Governing Board is made up of seven elected members.

## The Beginnings of the College District

Merced College is a California Public Community College operated by the Merced Community College District, which was formed by a vote of the people of the Le Grand and Merced Union High School Districts on February 27, 1962. The District, which comprised the eastern half of Merced County, consisted of the areas served by these two high school districts. The Governing Board consisted of five members elected at large in the District. The first members of the Board, elected in May of 1962, were as follows: Buddy T. Iwata, Chairman; George W. Clark, Vice Chairman; Byron Cunningham, John R. Hann, and Donald Robinson. The Merced Community College District became effective for all purposes July 1, 1963.

## Philosophy

A democratic society functions best when its members are educated and active participants. To encourage this participation, Merced College provides educational opportunity for all who qualify and can benefit. This education involves having a respect for, and awareness of, all cultures, as well as the dignity and worth of all individuals.

Merced College is dedicated to the pursuit of excellence. The leadership and educational services provided by the College reflect and enhance the cultural, economic, and social life of the community and respond to its changing needs and interests. Recognizing that learning is a life-long process, the College provides preparation for a complex and changing society while maintaining high academic standards. The College also fosters individual learning and critical thinking to enhance awareness of the inter-relationship and inter-dependence of all persons.

## Mission

Students are our focus and we are known by their success.

## Vision Statement

Students are our focus at Merced College. We set high standards to encourage students to reach their highest potential in a supportive environment. Diversity is a strength of our institution. Merced College is a leader in instruction and cultural activities. We value and respect all members of our community. We are known by the success of our students.

## Core Values and Beliefs

1. Students –past, present, and future– are the focus of Merced College.
2. Fostering diversity is a strength of the institution.
3. Merced College establishes high standards and provides a challenging education to encourage students to reach their highest potential.
4. Merced College respects and values all members of its community.
5. Merced College serves the community by responding to cultural, educational, economic development, and technological needs.
6. Merced College provides a supportive and fulfilling environment.

### Matriculation

Educational success is the College's commitment to each student. Merced College strives to make students aware of our varied educational programs. The College provides many services to ensure success.

All students who enroll in credit courses "matriculate." Matriculation is a process that brings Merced College and each student into an agreement for the purpose of realizing the student's educational objectives.

Within the State Matriculation Plan, Merced College provides:

- An admissions process;
- An assessment of basic educational skills and career goals;
- Pre-enrollment counseling/advising and course selection;
- An orientation to college programs, services, and procedures;
- A suitable curriculum or program of courses;
- Quality instruction;
- Continuous follow-up on student progress with referral to support services when needed.

As part of the Matriculation Plan, students agree to:

- Express a broad educational intent at the time of admission;
- Declare a specific educational objective within a reasonable period of enrollment;
- Complete the assessment process;
- Confer with counselors for registration approval and discussion of educational and vocational choices;
- Meet with a counselor to develop an educational plan once 15 units of course work have been completed;
- Attend classes and complete assigned course work;
- Seek out support services as needed;
- Complete courses and maintain progress toward an educational goal.

### Accreditation

Merced College is fully accredited by the Western Association of Schools and Colleges, and is approved by the State Department of Education to train veterans under provisions of the G.I. Bill of Rights, and by the United States Immigration Service. The College offers a lower division program consisting of courses paralleling those of four-year colleges and universities, the credits for which are transferable to all other accredited colleges and universities.

### Merced College Foundation

The Merced College Foundation is a non-profit organization which was formed in November 1973. The mission of the Foundation is to provide support to Merced College by administering and awarding scholarships and loans to students; accepting and

acquiring gifts, bequests, endowments, and real and personal property as sources of income for the Foundation; and serving as the organization through which special projects desired by the College can be developed and administered. Call for more information at 381-6470.

### The Merced Campus

The Merced Campus is located one mile north of Olive Avenue in Merced, on the east side of M Street. It originally consisted of 110 acres presented as a gift to the College by the C-H-M and the Yosemite Land & Cattle Companies through the efforts of Merced City officials. Additional purchases of adjacent land increased the size of the present campus to 269 acres.

Classes began for students September 10, 1963, at a temporary campus at the Merced County Fairgrounds. The College began classes at the permanent campus in the summer of 1966 and moved completely to the new campus in spring of 1967. Dedication ceremonies for the new campus were held on April 23, 1967.

The Administration Building, the Science Building, and a temporary library facility were the first main buildings built. The Student Union was completed in November 1967, and since that time, facilities added include a gymnasium, an automotive shop, agriculture facilities, and technical labs for drafting, engineering, and vocational nursing. The Leshner Library and the Merced College Theater were completed for use in the Fall of 1972.

Over the next 30 years, many facilities were completed or modified to meet current needs. The Merced College Child Development Center was completed in Spring of 2002, expanding the outer perimeter of the College's educational facilities northward; eastward expansion is also expected within the next few years.

Also in 2002, voters passed a bond measure for the Merced Campus (Measure H) of 53.5 million dollars. Since the first sale of bonds, the following projects have been completed: temporary science laboratories, the north loop road of Community College Drive, and a campus-wide energy retrofit. The new Learning Resources Center is currently under construction and will be open by mid-2007. The remodeling of the Science Building will begin this year. Future projects include the Business Resource Center (which will be located in downtown Merced), a remodeling of the former Leshner Library to centralize Student Services, a new Allied Health Center, an Agriculture and Industrial Technology Complex, a remodeling of the Vocational Building, plus other campus remodeling projects.

## The Los Baños Campus of Merced College

The Los Baños Campus, an educational center forty miles from the Merced Campus, serves the people of Los Baños, Dos Palos, and the surrounding areas. It provides educational opportunities to many people for whom commuting to Merced is a physical or economic hardship, and it serves as a cultural and intellectual center for the west side of Merced County.

In November of 2002, voters passed a bond measure for the Los Baños Campus (Measure J) for nearly 12 million dollars. The bond dollars are being used for the construction of the new campus in Los Baños. The campus will be housed on 120 acres that was donated by Larry W. and Georgeann M. Anderson and will be located on Highway 152, on the western boundary of Los Baños.

Construction has begun on the new campus and will be completed in spring of 2007. The campus will continue to offer a variety of programs for day and evening students and will provide a wide range of academic and vocational classes, enabling a student to stay in Los Baños and take all the courses necessary for an associate degree, and fulfill all breadth requirements of four-year state colleges. Students may also complete several certificate programs.

Admission and registration procedures are similar to those for the Merced Campus. For further information, contact the Los Baños Campus at 16570 S. Mercey Springs Road, Los Baños, 93635; (209) 826-3495.

## Off-Campus Programs

In addition to extensive day and evening programs at the Merced and Los Baños Campuses, Merced College schedules classes at other community sites in the district. A new center opened in Delhi in 2004, allowing for the expansion of classes in the north side of Merced County. Consult the current Schedule of Classes for class offerings and locations.

## HECCC

The Higher Education Consortium of Central California (HECCC), established in 1981, is a partnership of two universities and four community colleges committed to the advancement of academic excellence in a distinctively diverse region. Through dynamic and evolving collaborations member institutions combine resources, share intellectual capital, facilitate innovative projects, promote professional development, and increase equitable access to higher education. The HECCC members are: California State University, Stanislaus; Merced College; San Joaquin Delta College; University of California, Merced; and the Yosemite Community College District, which includes Columbia College and Modesto Junior College.

### Reciprocity:

General Education (GE) Breadth courses that have been used to satisfy a GE area at another HECCC institution for an associate degree will be accepted in lieu of, and satisfy, the specific area requirement at Merced College. This is known as the HECCC Reciprocity Agreement. Consult a counselor for more information.

In pursuit of the mission the consortium addresses the following goals and conditions:

- Flexibility To Meet the Changing Needs of Diverse Learners
- Information Access and Program Effectiveness
- Seamless Curriculum and Articulation
- Fiscal Efficiency of Programs
- Professional Growth
- Student Success

For more information see <http://heccc.deltacollege.org>.

## Course Equivalency

Course equivalencies are maintained by HECCC member institutions. Consult a counselor for more information or contact the Transfer Center.

## CVHEC

Merced College is one of the member institutions of the Central Valley Higher Education Consortium (CVHEC). Members represent accredited, non-profit and private colleges and universities in the Central Valley from Bakersfield to Stockton. The goal of the consortium is to increase the number of students prepared for, enrolling in, and graduating from college.

CVHEC coordinated the establishment of the Central Valley Guaranteed Transfer Program. Refer to the associate degree in Transfer Studies and consult a counselor for more information. An Interest Form is available at [www.collegenext.org](http://www.collegenext.org).

## Honors

### Honors Program

The Merced College Honors Program is designed to meet the needs of the exceptional student by providing an enriched educational environment. Students will be challenged to reach their full intellectual potential, and to better prepare themselves for the academic demands of a four-year college or university.

*Enrollment:* Any new student with a 3.5 cumulative grade point average, or any continuing student with a 3.25 cumulative grade point average, may enroll in honors classes. Students who do not meet one of these enrollment requirements may also enroll in individual honors classes by successfully completing the challenge process. Inquiries regarding the Honors Program should be directed to Dr. Max Hallman,

Honors Program Coordinator, at 384-6327 or at [hallman.m@mccd.edu](mailto:hallman.m@mccd.edu).

*Curriculum:* The core curriculum of the Honors Program will consist of several honors-designated courses that fulfill CSU and IGETC transfer requirements. At least two of these courses will be offered each semester. In some cases, the courses offered will be taught in back-to-back time slots, and the instructors will coordinate their lectures.

In addition to the core curriculum, a two-unit honors seminar will be offered each semester, and one-unit seminars in various disciplines will be offered periodically. These seminars are intended to give the student an opportunity to do advanced reading and research under the close supervision of a Merced College faculty member or members.

*Honors Scholarships:* If funds are available, McConnell Honors Scholarships will be offered to a number of students enrolled in honors classes. These scholarships carry a \$1000 stipend and they may be awarded for a maximum of two years. For more information on honors scholarships, contact Dr. Max Hallman at 384-6327 or the Financial Aid Office at 384-6031.

### Alpha Gamma Sigma

*Initial Membership:* You can attain initial membership if you have completed at least 12 semester units of college work in a maximum of two semesters at any recognized institution of higher education with a minimum cumulative grade point average of 3.0. (No units acquired more than two years prior to application for initial membership will be used prohibitively.)

*Temporary Membership:* If you are a life member of the California Scholarship Federation who graduated with a minimum GPA of 3.5 at the high school level, you are invited to become a temporary member during your first semester at a community college. Upon the payment of fees, as a temporary member you will have all the privileges of membership except that of holding office.

*Continuing Membership:* An initial or temporary member can attain continuing membership status by achieving for the previous semester not less than a 3.0 GPA in courses recognized in college standing, or maintaining a cumulative GPA of 3.0 or better in courses of recognized college standing. (Continuing members will receive a one-semester grace period to recuperate a drop below 3.0 of GPA. There will not be two consecutive grace periods.)

*Permanent Membership:*

A member can apply for permanent membership by maintaining a cumulative GPA of 3.5 or higher and by being a member of AGS for at least one term. A continuing member who has maintained a cumulative GPA of 3.25 or higher and has been a member of AGS for at least two terms may also apply. All applicants must have completed a minimum of 60 semester units

of recognized college courses, with a minimum of 30 units completed at a community college.

*Retro-active membership* is also an option. Ask an advisor for details.

For additional information, please visit the following website:

<http://www.mccd.edu/faculty/mcbridej/alphagammasigma.htm>.

### Phi Theta Kappa

Phi Theta Kappa is the largest international honor society serving colleges offering associate degree programs. Founded in 1918, it currently has more than 1200 chapters in the United States and abroad. Its main purpose is to recognize and encourage academic excellence among associate degree students, but the four hallmarks to which Phi Theta Kappa is dedicated are scholarship, leadership, service, and fellowship.

*Membership:* To be accepted into Phi Theta Kappa, a student must:

- (1) have completed at least 12 units of course work at Merced College;
- (2) have a cumulative grade point average of 3.45 or higher;
- (3) complete and submit a membership profile form;
- (4) pay a one-time membership fee at the time of application.

*Privileges:* Members of Phi Theta Kappa are entitled to:

- (1) wear the Phi Theta Kappa stole at graduation;
- (2) have the Phi Theta Kappa seal affixed to their diploma;
- (3) have their transcripts stamped with the Phi Theta Kappa insignia;
- (4) attend regional and national conventions;
- (5) participate in the Summer Honors Institute;
- (6) apply for assorted Phi Theta Kappa scholarships (there are 39 million dollars in transfer scholarships available);
- (7) participate in projects of the local chapter.

The principal induction is held during the spring semester, but memberships will be accepted throughout the academic year; however, graduating students must apply at least 45 days prior to graduation.



# College Policies, Regulations and Procedures

## General Information

### Educational Opportunities

Merced College was founded in 1962 and offers students the opportunity to obtain an associate degree, or to transfer academic credits to California State universities or the University of California. The College offers vocational certificates in various programs. Merced College serves all students who live in the college district.

### Admission to Merced College

Each candidate should have a high school diploma or equivalent, or should be a minimum of 18 years old, and should be able to take advantage of the instruction offered.

### Registration at Merced College

The Office of Admissions and Records has the responsibility to admit and register all eligible students. You may obtain an application, complete it, and return it to any of our centers. Make an appointment to attend one of the orientations with our staff. Call one of the following numbers:

Merced ..... 384-6000  
Los Baños ..... 826-3495

### Student Services

We have counseling services available to assist students in the selection of appropriate courses and provide other course-related assistance and referral. There is financial aid available for all eligible students. There are many grants/scholarship programs to help pay for your educational expenses. For more information, call the Financial Aid Office in Merced at 384-6031.

### Información en español

#### Oportunidades Educativas

Merced College fue fundado en 1962 y ofrece a los estudiantes la oportunidad de obtener el título de Asociado en Artes (AA), de transferir créditos académicos a las Universidades de California (UC) o a las Universidades Estatales de California (CSU), y también a cualquier otra universidad. El "college" ofrece certificados vocacionales en varios programas. Merced College está dispuesto a servir a todos los habitantes que viven en el distrito del "college."

#### Admisión a Merced College

Cada candidato debe tener un diploma de la escuela secundaria o el equivalente, o debe tener al menos 18 años de edad y ser capaz de sacar provecho de la instrucción que se le ofrezca.

#### Inscripción a Merced College

La oficina de admisión (Admissions and Records) tiene la responsabilidad de admitir e inscribir a todos los estudiantes elegibles. Obtenga una solicitud, llénela, y devuélvala en cualquiera de nuestros centros. Haga

una cita para asistir a una de nuestras orientaciones con nuestro personal. Llame a cualesquiera de los siguientes números:

Merced ..... 384-6000  
Los Baños ..... 826-3495

### Servicios Estudiantiles

Tenemos servicios de consejeros disponibles para dar consejos y ayuda tocante a las clases necesarias para todo tipo de estudio. Hay ayuda financiera disponible para todos los estudiantes elegibles. Hay muchos programas y becas para pagar sus gastos educativos. Para más información, comuníquese con la oficina de ayuda financiera en Merced College y llame al 384-6031.

### Information in Hmong

#### Kab Ke Ntawm Txoj Kev Kawm

Merced College tau pib xeeb txawm rau xyoo 1962 thiab muaj txoj kev kawm rau cov tub ntxhais kawm ntawv kom kawm tau ib daim Associate in Arts (AA) los yog Associate in Science (AS) degree, uas muaj peevxwm tshais mus kawm tau rau University of California (UC), California State University (CSU), thiab ntau lub tsev kawm ntawv qeb siab. Merced College muaj kawm kom tau daim certificates rau ntau yam txuj ci npaj mus ua hauj lwm, thiab npaj mus siv rau cov pejxeem nyob hauv cheeb tsam nroog ntawm lub tsev kawm ntawv.

#### Kev Nkag Mus rau Merced College

Cov yuav nkag mus kawm yuav tsum muaj ib daim high school diploma los yog daim piv txwv, los yog yuav tsum muaj hnub nyoo 18 xyoo rov saud thiab yuav tsum muaj peevxwm to taub txog txoj kev cob qhia.

#### Sau Npe Kawm Ntawv nyob Merced College

Qhov chaw ua hauj lwm Office of Admissions and Records (A&R) muaj txoj hauj lwm los txais nkag thiab sau npe kawm ntawv pub rau cov tub ntxhais kawm ntawv uas npaj tau txhij tuaj lawd. Teem caij tuaj koom lub rooj qhia txog lub tsev kawm ntawv (orientation) nrog cov neeg khiav dejnum raws li cov xov tooj ram no:

Merced ..... 384-6000  
Los Baños ..... 826-3495

#### Kev Pab Tub Ntxhais Kawm Ntawv

Peb muaj kev tuav xam pab cov tub ntxhais kawm ntawv los xaiv txhua yam lawv xav kawm nrog kev txhawb nqa thiab xa mus rau lwm qhov chaw pab. Muaj kev pab nyiaj ua nqi kawm ntawv rau cov tub ntxhais kawm ntawv kws tim tsum txog thiab muaj ntau hom nyiaj paj tshab hauv ntau lub luag txhawb nqa. Yog xav tau xov ntxiv, nej hu tuaj rau lub lookam pab nyiaj hauv Merced tau ntawm 384-6031.

**Academic Honesty**

Academic dishonesty is a violation of the Standards of Student Conduct. The College has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student and acts of academic dishonesty make it impossible to fulfill this responsibility.

Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, and misuse of College computers and software. Disciplinary actions may include an oral reprimand; a failing grade on all or part of a particular paper, project, or examination; or the assignment of an "F" grade in cases where the dishonesty is more serious, premeditated, or a repeat offense. Serious or repeated offenses may also result in suspension from the College.

The Academic Honesty procedure was developed by the Merced College Faculty Senate and is administered by the Office of the Vice President of Student Personnel. Copies are available from the Office of Student Personnel.

**Conduct**

The Merced College Standards of Student Conduct, as approved by the Board of Trustees, is available in the Student Activities Office, and is published in the current Merced College Student Handbook. Merced College students are expected to conduct themselves in an exemplary manner. Students are prohibited from using or possessing drugs or alcoholic beverages on the campus or at any school function held on or off campus.

**Crime Awareness and Campus Security**

In compliance with the Federal Campus Security Act, Merced College makes an annual and three-year security report available upon request. This report contains procedures for students and others to report criminal actions or other emergencies occurring on campus; the institution's policy in responding to such reports; a statement of policy on security and access to campus facilities; and the enforcement authority of security personnel. The security report also contains policies which encourage accurate and prompt reporting of all crimes to campus security and appropriate police agencies; information on programs which inform students and employees about security procedures and practices and which encourage them to be responsible for their own security and that of others; a description of programs to inform students and employees about crime prevention; and statistics on the on-campus occurrence of reported criminal offenses. Also included in the report are policy statements on the possession, use, and sale of alcohol and of illegal drugs; information on enforcement of state underage drinking laws and federal and state drug laws; and descriptions of available drug or alcohol abuse programs. Copies of pertinent data, program

information, and procedures are available from the Campus Security Office.

**Dress**

There is no dress code at Merced College, but it is expected that a student's dress will follow community standards.

**Non-discrimination**

It is the policy of the Merced Community College District to provide equal employment opportunity, equal educational opportunity, and equal employment opportunity in the provision of educational and other services to the public, including bidding and awarding contracts for construction, goods, and services. The District operates in compliance with the Civil Rights Act and its amendments, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act, the California Fair Employment and Housing Act, and all other applicable laws, regulations, and requirements related to the receipt of Federal and/or State funds. In so doing, the District does not discriminate, and prohibits harassment on the basis of race, color, religion, ancestry, national origin, sex, age, mental disability, physical disability, medical condition (cancer), marital status, or sexual orientation.

Persons who seek information and/or resolution of alleged acts of discrimination or harassment are directed to contact: the Equal Employment Opportunity Officer Larry Johnson, 384-6108.

**Open Enrollment Policy**

It is District policy that, unless specifically exempted by statute, every course, course section, or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Chapter II, Title 5 of the California Code of Regulations.

**Privacy of Records**

All student records of Merced College are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. Students may request access to academic records which personally identify the student; the student may challenge the accuracy of the record or the appropriateness of its retention. Student consent is needed for the release of records covered by the Act to outside parties (i.e., other schools, prospective employers) except for those agencies entitled to access under the provisions of the Act (i.e., campus officials, federal educational and auditing officers). These provisions apply to records received and used after November 19, 1974.

Copies of the full text of the Family Educational Rights and Privacy Act of 1974 are available in the Office of

Admissions and Records. Particular questions with respect to a student's prerogative under the Family Educational Rights and Privacy Act should be directed to the Registrar.

## Sexual Harassment

### Introduction

Education Code 212.6(b) requires the adoption of a policy statement setting forth the District's commitment to provide an educational and work environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

### Purpose

It is the intent of the governing Board to deem as unacceptable any form of sexual harassment. Such conduct undermines the integrity of the classroom and/or the employment relationship or work/academic environment. Conduct constituting sexual harassment will not be tolerated in the District. It is understood that this Policy is not intended to infringe upon Academic Freedom except to the extent provided by law.

### Description

The Policy applies to all aspects of employment and the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity.

All District employees who violate this policy may be subject to disciplinary action up to and including termination in accordance with applicable College Procedures, Education Code sections, and/or collective bargaining agreements. Students who violate this Policy may be subject to disciplinary measures up to and including expulsion in accordance with Board Policies and College Procedures. Non-employees, such as sales representatives or service vendors are also covered by this Policy and may be subject to corrective measures.

The District is concerned about the rights of the accused as well as the accuser and shall afford due process rights accordingly.

### Definition

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

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress;
2. Submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
3. The conduct has the purpose or effect of having a negative impact on the individual's work or

academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; or

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

This definition encompasses two kinds of sexual harassment:

1. "Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.
2. "Hostile environment" sexual harassment occurs when unwelcome conduct based on sex is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interferes with an individual's academic work performance, or creates an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile.

Sexual harassment can consist of virtually any form or combination of verbal, physical, visual or environmental conduct. It need not be explicit, nor even specifically directed at the victim. Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

### Environmental

Environmental sexual harassment is an academic or work environment that is permeated with sexually-oriented talk, innuendo, insults, or abuse not relevant to the subject matter of the class. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom. An environment may be hostile if unwelcome sexual behavior is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his or her immediate surroundings.

### Implementation

This policy assigns ultimate responsibility for implementing the sexual harassment policy to the District Equal Employment Opportunity Officer. He/she shall also be responsible for insuring that other policies and procedures developed related to sexual

harassment support this policy.

### Retaliation

It is unlawful to retaliate against an employee or student who makes a complaint of sexual harassment, who communicates with or contacts District Compliance Officer(s) or regulatory agencies, or who is a potential witness or participates in any manner in a sexual harassment investigation, hearing, or proceeding.

### Smoking

Smoking is not allowed at Merced College within 20 feet of covered corridors, doors, elevators, stairways, stairwells, or open windows. Smoking is also not allowed in College-owned vehicles. Except as noted above, smoking is permitted in outdoor areas under the following conditions:

1. All smoking materials are deposited into a receptacle designed for the disposal of smoking materials.
2. A "No Smoking" sign is not posted in the area.
3. A safety and/or fire threat is not created by smoking.
4. Smoke will not enter any District or District rented or leased building.

### Student Equity

Merced College complies with California Community College Board of Governors' regulations related to equity and historically under-represented groups of students. Student equity activities include research and evaluation of programs for under-represented students; establishing goals and schedules for implementing these programs; and identifying funding sources for these services. Copies of pertinent reports are available upon request from the Vice President, Student Personnel.

### Student Right-To-Know Disclosure

Student Right-to-Know Rates for fall 2002 cohort  
 Completion Rate: 31.1 %  
 Transfer Rate: 22 %

In compliance with the Student-Right-to-Know and Campus Security Act of 1990(Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2002, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a completer is a student who attained a certificate or degree or became "transfer prepared" during a three year period, from Fall 2002 to Spring 2005. Students who have completed 56 transferable units with a GPA of 2.0 or better are

considered "transfer-prepared." Students who transferred to another post-secondary institution prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five semester period, from Spring 2003 to Spring 2005, are transfer students.

More information about Student Right-To-Know Rates and how they should be interpreted can be found at the California Community Colleges "Student Right-To-Know Information Clearinghouse Website" located at <http://srtk.cccco.edu/index.asp>.

### Title IX, 504 and the Americans with Disabilities Act

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act, and the Age Discrimination Act of 1975, Merced College does not discriminate on the basis of race, color, national origin, sex, handicap, or age with respect to admission, participation, or employment in any of its educational programs and activities or in the provision of benefits and services to its students.

The College's Title IX Coordinator is Janet Fujimoto, (209) 384-6102. Inquiries concerning the application of Title IX, which prohibits sex discrimination, may be referred to the Title IX Coordinator, or to the Office for Civil Rights, U.S. Department of Education, 221 Main Street, San Francisco, CA 95105, (800) 872-5327 (voice) or (415) 437-7786 (TDD).

The College's Section 504 and ADA Coordinator is Robert Lenz, (209) 384-6192. For information concerning Section 504, which prohibits discrimination on the basis of handicap, you may contact the 504 Coordinator for the Office for Civil Rights at the above address.

The procedures for filing a complaint may be obtained from persons listed above.

### Informacion Sobre Derechos Civiles 504 y el Título IX

En acuerdo con el Título VI del Acto de Derechos Civiles de 1964, el Título IX de las Reformas Educativas de 1972, la Sección 504 del Acto de Rehabilitación de 1973, el Acto de Americanos Incapacitados, y el Acto de Discriminación por Edad de 1975, Merced College no discrimina en base a raza, color, origen nacional, sexo, edad o incapacidad, para otorgar admisión, participación o empleo a cualquiera de sus programas o actividades educacionales o en la provisión de beneficios y servicios a sus estudiantes.

La coordinadora del Título IX del colegio es la Sra. Janet Fujimoto, teléfono (209) 384-6102. Preguntas tocante a la aplicación Título IX, que prohíbe la discriminación en base al sexo, pueden ser referidas a la coordinadora del Título IX o a la Oficina de Derechos Civiles, Departamento de Educación de los

EE. UU., 221 Main Street, San Francisco, CA 94105, teléfonos (415) 556-4275 (voz) ó (415) 437-7786 (TDD).

El coordinador de la Sección 504 del ADA del colegio es el Sr. Robert Lenz, teléfonos (209) 384-6191. Para información referente a la seccion 504, la cual prohíbe la discriminación basada en la incapacidad física, puede ponerse en contacto con el coordinador de la Sección 504 o con la Oficina de Derechos Civiles en San Francisco.

### Lub Luag Title IX, 504 Thiab Cov Neeg Amelikas Nrog Cov Cai Hais Txog Kev Puas Cev

Raws li lub luag Title VI ntawm Pejxeem Txoj cai thaum xyoo 1964 (the Civil Right Act of 1964), lub luag Title IX hais txog cov Cai Ntawm Txoj Kev Kawm Ntaub Ntawv thaum xyoo 1972 (the Education Amendments of 1972), Tshooj 504 ntawm Txoj Cai Txog Kev Txhim Kho thaum xyoo 1973 (the Rehabilitation Act of 1973), cov neeg Amelikas nrog cov Cai Hais Txog kev Puas Cev (the American with Disabilities Act), thiab Txoj Cai Hais Txog kev Cais Tib Neeg Los Ntawm Lub Hnub Nyoog thaum xyoo 1975 (the Age Discrimination Act of 1975), Merced College yuav tsis cais leej twg los ntawm cev nqaj daim tawv, pab pawg neeg, pojniam thiab txiv neej, kev puas cev los yog lub hnub nyoog rau txoj kev ua haujlwm kev kawm ntawv txhua phab los yog xoj kev pub thiab kev pab rau nws cov tub ntxhais kawm ntawv.

Lub Tsev Kawm Ntawv Tus Ceev lub luag Title IX yog Janet Fujimoto, (209) 384-6102. Kev xav paub txog lub luag Title IX, uas ceev tsis pub cais poj niam los yog txiv neej, yuav raug xa mus rau Tus Ceev lub luag Title IX, los yog xa mus rau lub Hoobkas ntawm Pejxeem Cov Cai, U.S. Department of Education, 221 Main Street, San Francisco, CA 95105, (415) 556-4275 (ua suab) los yog (415) 437-7786 (TDD).

Tshooj 504 ntawm Lub Tsev Kawm Ntawv thiab tus ADA Coordinator yog Robert Lenz, (209) 384-6191. Yog xav paub txog cov ntaub ntawv ntawm Tshooj 504, uas txwv tsis pub cais cov neeg muaj kev puas cev, nej qhia rau tus Ceev Tshooj 504 nyob hauv lub Hoobkas ntawm Pejxeem Cov Cai nyob rau qhov chaw saum toj no.

## Admission & Registration

### Who Can Be Admitted

If you possess a high school diploma or its equivalent, you are eligible for admission. If you are enrolled in kindergarten through grade 12 you may also be admitted as a special part- or full-time student with the written recommendation of the principal of the school you attend, with parental consent, and with the approval of a college administrator. (See Board Policy #2480.)

### Semester System and Units

Merced College classes follow the semester system, and the majority of classes cover a period of 18 weeks. As a student, you will earn the number of units specified in the catalog when you have successfully completed the course.

At Merced College, as in universities, a “unit” represents one hour per week for one semester of the student’s time in a lecture class, or three hours in laboratory or other exercise not requiring homework for preparation. A normal schedule of 15 college units presupposes that the average student will devote approximately 45 hours per week to college classes and to preparation.

Varsity sports, since they require no academic homework assignments, require 10 hours per week of activity for two units of credit. There are also certain courses that are regulated by outside agencies (primarily for skill certification in vocational areas) in which additional mandated hours are required but for which additional student units are not rewarded.

### Application

If you are a new or former student at Merced College, you must complete an application in order to enroll in classes. When applying for admission, it is important that you bring your Social Security card with you. If you are a new student, you should bring a copy of your prior transcripts, whether from high school or from another college you attended.

### Matriculation Services

State of California-mandated matriculation services include an orientation, assessment, admission, counseling and advisement, and follow-up and referral. Since the intent of the services is to increase your opportunity for success in your academic pursuits, you are expected to become a matriculated student unless you are exempted.

### Matriculated Student Defined

You are a matriculated student if you have fewer than 15 units at Merced, have completed the matriculation orientation, assessment process, and have met with a counselor; or you have completed an Educational/Study Plan.

## How to Become a Matriculated Student

To become a matriculated student, you must complete the following three matriculation services. To begin this process, call 384-6000 (Los Baños students, call 826-3495) or schedule an appointment at the college switchboard in the Administration Building lobby for

- ◆ A matriculation orientation
- ◆ Assessment; and
- ◆ Counseling.

(Please note any special needs/accommodations required when you schedule these services. It may take more than one week to provide the accommodation required.)

Following the matriculation orientation, you must:

- ◆ Submit the admissions application (which you will complete at the matriculation orientation) to the Admissions Office in the Administration Building, obtain registration materials, and receive your student ID card.
- ◆ Attend your assessment appointment (your student ID card is required). At the end of the assessment appointment you will receive a copy of the current Schedule of Classes.
- ◆ Bring your assessment information and high school and/or other college transcripts to your counseling appointment.
- ◆ Register for classes according to the appropriate group registration code at the registration counter in the Administration Building.
- ◆ Pay fees, according to the fee payment schedule in place at the time you register, at the Student Fees Office in the Student Union Building.

## Exemptions

You are an exempted student if you have an AA/AS or higher degree or have completed CSU transfer-level English and math courses. You must provide documentation.

As an exempted student, you are not required to participate in any matriculation services. However, you may participate in any or all of these services if you choose to do so.

You have a right to refuse matriculation services. If you choose to do so, you must complete and sign a Matriculation Refusal Form available at the Information Counter and the Admissions Counter. If you refuse the matriculation process, you will not be able to register for classes until the last group registration period.

## The Assessment Process

If you are a new student at Merced College, or a student who has not completed CSU transfer-level English and math courses, you should participate in the assessment process. Assessment instruments are used as an advisory tool to assist you in identifying skill levels in English and math, and also to assist you in the selection of an educational program. Scores are advisory only. Counselors will discuss the scores and other relevant personal and educational information to help you determine course selection. Course placement will be based on the placement range and

other multiple measures, such as recent academic history.

If you are pursuing an associate degree, you will have English and math requirements, and you should begin to fulfill these requirements as early in your college career as possible.

Goals of the assessment process are:

- ◆ to assist in determining which student and instructional services you may need to support your admission and ongoing enrollment in the College;
- ◆ to assist in determining your level of proficiency in the areas of reading, writing, and mathematics so that you can be placed into course work that is appropriate to your goals;
- ◆ and to assist in determining your career goals so that you will be provided realistic and purposeful educational planning, and, if you are undecided, the opportunity to participate in course work whose focus is career decision-making.

Except in rare circumstances when approved by a counselor, you are not allowed to retake assessment tests until your subsequent semester of enrollment. Once you have begun a math or English course, you may not retake the assessment tests.

Alternate assessment processes are provided to students with limited English proficiency or disabling conditions which may require accommodation. Contact the Matriculation Coordinator at 381-6553 for information.

## Transfer Students

If you are transferring from another college, you must submit a transcript for evaluation. Transcripts submitted to Merced College become the property of Merced College and cannot be returned to you or be forwarded to another institution.

## Counseling & Course Advisement

If you want to register in college course work with a prerequisite you have not completed at this college, you must meet with a Merced College counselor or advisor for approval. The counselor can help you determine your preparedness for courses you wish to enter, determine whether you have met prerequisites, and, when appropriate, assist you with the preparation of a "prerequisite challenge" (see below).

These sessions can also provide you with information regarding College resources and support services helpful to you and allow counselors to make recommendations regarding the number of units you should consider taking, given your other work/life obligations. Counselors can also advise you on other personal, social, educational, and career-related issues which may interfere with your course of study.

## Are You Eligible for a Course? (Prerequisites and Corequisites)

In both the College Catalog and the Schedule of Classes, skills are listed in the form of prerequisites, two types of corequisites, limitations on enrollment, and advisories. These skills are normally given in the form of a course, the successful completion of which will provide you with the necessary skill(s). A definition of each of these terms is listed below:

**Prerequisite:** This represents a set of skills or a body of knowledge that you must possess prior to enrolling in a course. Without these skills you will be unlikely to receive a satisfactory grade in the course or succeed in the program. You will not be permitted to enroll in these courses and programs without the prerequisite.

**One-way Corequisite:** This represents a course whose content is dependent on a main course, but the contents of the main course can stand alone. These courses do not necessarily need to be taken during the same semester.

(For example, ENGL-01A Composition and Reading I has a one-way corequisite of ENGL-41 College-Level Reading. ENGL-41 may be taken prior to or during the same semester as ENGL-01A.)

**Two-way Corequisite:** These are paired courses that are part of the same sequence. These courses must be taken during the same semester.

(For example, ENGL-81 Basic Reading Tactics II has a two-way corequisite of ENGL-81L Reading Tactics Laboratory. The material in each of these courses is dependent on the material in the other. These courses must be taken during the same semester.)

**Limitation on Enrollment:** This is an audition or try-out requirement associated with public performance or intercollegiate competition, honors courses, or blocks of courses intended for a cohort or group of students (such as a nursing program).

**Advisory:** This is a course, skill, or status which is strongly recommended but not required. If you have the advised skill, you will probably have a better understanding of the course material.

The most common way of satisfying a required or advised skill is by completing the prerequisite course with a grade of "C" or better. If you wish to enroll in a course with a prerequisite, and you have not completed the prerequisite course with a grade of "C" or better, refer to the challenge process below.

## Challenging a Prerequisite

If you feel that you can meet the requirements, or if one of the conditions below exists, then you can challenge a prerequisite. A challenge petition can be obtained from the Counseling Office. The form will explain what you must do. Criteria for challenging a course are:

1. You believe you have the knowledge or ability to succeed in the course but have not completed the pre- or co-requisite.
2. You believe that, although you haven't met the health or safety pre- or co-requisite, you feel you don't pose a threat to yourself or others.
3. You believe you will be subject to undue delay in reaching the goal of your educational plan because the pre- or co-requisite course has not been made reasonably available, or the course has been limited to a special group of students and there are no other courses which would fulfill the requirement. You must attach a copy of your "Student Educational Plan" to be eligible to file a challenge based on this condition.
4. You believe that the pre- or co-requisite was established in violation of Title 5 regulations or in violation of district-approved policies.
5. You believe it is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

Supporting documentation **MUST** be attached to all challenges submitted. Challenges may be filed at anytime during the registration period. Once you have completed the challenge procedure, your challenge will be reviewed and you will be advised of the determination within five working days. For more detailed information on the challenge process, call the Matriculation Coordinator at 381-6553.

## Registering for Courses

You may register for classes in person at either the Merced Campus or Los Baños Campus and receive immediate confirmation of your classes.

Priority in registration is given to continuing matriculated students. Registration for new and former students usually begins in May for the fall semester and in October for the spring semester. New and former students must complete an admissions application and have an identification card prepared before processing their registration forms, and prior to attending the assessment appointment.

The current Schedule of Classes provides information on dates and times for registration, counseling, and other services.

## Registering Late

During the late registration period, the first week of the semester or summer session, you may register in any unrestricted class which still has openings. You must obtain the signature of the instructor for any class which is closed.

## English and Math Requirements

If you are pursuing an associate degree, you will have English and math requirements. You should begin to fulfill these requirements as early in your college career as possible. (See also Computer and Information Literacy under Competency Requirements.)

### Some Courses Have Laboratory Requirements

Some courses, such as anatomy, biology, chemistry, and child development, require lab sections in addition to lecture sessions. You must register in both the lecture and the lab section for these courses at the time of registration.

### Some Programs Are Restricted (Limitations on Enrollment)

There are some programs for which additional criteria for enrollment are required: Certified Nursing Assistant, Home Health Care Aide, Licensed Vocational Nursing, Radiologic Technology, and Registered Nursing.

You are encouraged to speak with an Allied Health counselor in the Guidance Center (384-6478) or contact the Allied Health Division Office (384-6371) for details.

### Safety in Allied Health Programs

Programs offered by the Allied Health Division which result in certification or licensure in health occupations include required courses of clinical training conducted at clinics, hospitals, and other patient care treatment centers. Students enrolled in clinical training settings are expected to maintain standards of practice that ensure the safety of clients and personnel in the clinical agencies. Safety is defined as meeting the objectives of a course by the times designated for each objective and to the degree of mastery designated.

A student will be dismissed from clinical training courses for unsafe behavior related to the objectives for the course in which currently enrolled, or to the objectives of previously completed clinical laboratory courses.

### Requirements for Athletics Courses

Merced College is a member of a conference as authorized by the Commission on Athletics (COA) of the Central Valley Conference (CVC). Other Conference schools are: College of the Sequoias, Columbia College, Fresno City College, Reedley College, Modesto Junior College, Porterville College, Taft College, and West Hills College. The COA also establishes rules of student eligibility and assigns "host" conferences when necessary. Eligibility to compete must be confirmed prior to participation by a student athlete.

Merced College offers competition in the following sports: men's football, basketball, baseball, water polo, swimming, and track; and women's basketball, volleyball, softball, tennis, swimming, track, and water polo.

If you are participating in varsity competition you must follow the Conference rules for athletic eligibility. These eligibility rules require that you:

1. have begun regular attendance no later than one month after the beginning of the semester.
2. be enrolled and attending at least 12 units of work.
3. After the first semester of participation, have passed at least 24 units with a minimum 2.0 average before competing again.

Regulations are subject to change by Conference officials and by the California Association of Community Colleges.

### Minimum and Maximum Unit Load

You should plan to enroll in 15 units of course work each semester to earn your degree or certificate in a timely manner.

If you wish to enroll for more than 24 units in a semester, or 8 units in a summer session, you must have completed a college term of at least 15 units with a minimum grade point average (GPA) of 3.5. Your request for excess units must be approved by the Dean of Student Services.

To qualify for one of the categories listed below, you must carry a minimum course load in a fall or spring semester as follows:

1. Full-time Student: 12 units per semester.
2. International Student: 12 units per semester.
3. Work-Study Student: 12 units per semester.
4. Social Security, California State Disability, and P.L. 674 Students: 12 units per semester.
5. Military Benefits: Full-time - 12 units per semester; 3/4 time - nine units; 1/2 time - six units.
6. Student Body Officer: 12 units per semester.
7. Varsity Athlete: 12 units, and P.E. if required.
8. Cooperative Education: Total of seven units per semester.

### There Is a Limit on Developmental Courses

You are limited to a total of 30 units in developmental courses (i.e., courses that are not college-level). If you have completed a total of 26 units of developmental course work, excluding ESL courses, you must apply for a waiver of the 30-unit limitation to continue in remedial course work. Petitions and procedures are available at the Office of Admissions and Records.

### Student Progress Monitoring

Merced College monitors the academic progress of its students and communicates this information to enrolled students. Additionally, each term students failing to make satisfactory progress (2.0 GPA) are placed on probation, as are students who have withdrawn from more than 50% of the courses in which they have enrolled. Students on probation have additional restrictions placed on them.



### Auditing a Course

You can audit a course only if there is space available in the class and you receive the instructor's permission. You also must meet any prerequisites established for the course.

You can register to audit a fall or spring full-term course after the first week of instruction, or for a short-term or summer session course after the second class meeting. The per-unit fee for auditing is charged unless you are enrolled in at least ten units at the time you apply to audit a class. If you are already enrolled in at least ten units, you may audit up to three units free of charge. The audit fee is non-refundable.

Once you have enrolled as an auditor of a course, you may not enroll in that course for credit during the same semester, and you may audit a course only once. An audited course will not be posted on your permanent academic record; however, as an auditor, you will be expected to attend regularly and you may participate in class activities, take examinations, and write papers with the instructor's consent.

If you are enrolled only as an audit student, you will have restricted use of some College facilities and services. Although you can use the library, you may not check out library materials, have access to the library's periodicals or any instructor materials placed on reserve. You will have only restricted use of Student Health Services and will not have access to the College's Employment Referral Service.

## Changing Your Schedule

### Adding a Fall or Spring Class

To add a class, obtain a Schedule Request form in the Office of Admissions and Records. Fill in the Course Registration/Adds section. A counselor's signature will only be required if you are on probation or you are trying to register in a course which has a prerequisite and you either are not currently enrolled in the prerequisite or you have not successfully completed the prerequisite at Merced College.

You can add a class through the first week of the semester without instructor approval provided the class has not closed. After the first week, you must obtain the instructor's signature on the add form. Since the College can lose the funding for your education when you register late, beginning with the fourth week of instruction, you must also obtain the approval of a Dean of Instruction.

### Dropping a Fall or Spring Class

It is your responsibility to drop any class that you do not intend to complete. Classes may be dropped at any time you are eligible for registering.

If you drop a class within the first three weeks of an 18-week course, it will not appear on your permanent record. You will receive a grade of "W" on your

permanent record for classes you drop after the third week and before the end of the fourteenth week of a regular semester. (See "withdrawal" in the section on grading.) If you drop a class after the fourteenth week, you will receive a letter grade of "FW."

Instructors may initiate class drops for you if you have not attended class or if your attendance has dropped below standard (see Attendance Policy). If you are dropped by the instructor, you will receive a permanent record entry based on the above time periods.

### Adding and Dropping Summer Classes

*Adding a Class:* You can add a class during the first week without instructor approval provided the class has not closed. From the beginning of the second until the end of the third week, you can add a class with the approval of the instructor and the Dean of Instructional Services. No class adds are allowed after the third week.

*Dropping a Class:* You may drop a class during the first week of classes and it will not be shown on your permanent record. For the second through the fifth week, a "W" - withdrawal -will be recorded on your permanent record. After the fifth week, you will receive a grade of "FW."

### If You Withdraw from the College

Total withdrawal from the College is your responsibility and can be accomplished by completing the Course Drops section of the Schedule Request form in the Office of Admissions and Records for all of your classes. You must pay all outstanding debts owed to the College and must return all books or other materials on loan from the College.

## Tuition, Fees, and Refunds

A California State enrollment fee is charged per unit for all students. This enrollment fee is subject to change by the State Legislature. Enrollment fees are due at the time of registration.

If you are classified as a non-resident student, you must pay this enrollment fee in addition to the non-resident tuition fee. (See Residency and Tuition below.)

The cost of textbooks and supplies needed for courses is dependent upon the courses you select, and may vary widely. Textbook lists and estimated prices are posted at the Bookstore prior to any registration period.

IT IS YOUR RESPONSIBILITY TO REQUEST A REFUND. A REFUND APPLICATION MUST BE PRESENTED BY THE DEADLINE STATED IN ORDER TO QUALIFY FOR A REFUND.

Listed below are the various student fees, charges, and the refund policy for each. Fees may be charged or changed without notice.

1. **California State Enrollment Fee:**  
\$26.00 per unit
2. **Non-resident Tuition:**  
\$160.00 per unit, plus enrollment fee. Tuition charges are subject to change beginning with the summer session each year.
3. **Health Fee:**  
\$14.00 per semester to cover accident and injury insurance and referral and health counseling services.
4. **Student Body Fee:**  
\$7.00 per semester.
5. **International Student Insurance:**  
Approximately \$600.00 per year is required; other insurance plans may be acceptable.  
Refund Policy: Refunds are in accordance with the insurance company's policies.
6. **Transcript Fee:**  
The first two transcripts are free; additional copies are \$5.00 each. Please allow 10 working days from the receipt of your request. Next business day service may be available for pick-up or mailing for an additional charge of \$10.00 per copy, but certain restrictions apply. Call 384-6193 for more information.  
Refund Policy: No refund available.
7. **Parking Fee:**  
\$20.00 per auto or \$1.00 per day; \$10.00 for motorcycles that must be parked in designated areas.
8. **Child Care:** As arranged per child by semester contract.  
Refund Policy: If services are cancelled with a two-week notice, a refund may be obtained for the remainder of the contract.
9. **Auditing Fee:** \$15.00 per unit, except that a student enrolled for credit in ten or more units will not be charged a fee to audit three or fewer units per semester.  
Refund Policy: No refund available.
10. **Return Check/Stop Payment Fee:**  
\$30.00 per returned item.  
Refund Policy: No refund available.
11. **Subpoena Fee:**  
\$15.00 per request.  
Refund Policy: No refund available.
12. **Duplicate Diploma Fee:**  
\$10.00 per request.  
Refund Policy: No refund available.

### Refund Policy

The general refund policy covers the following fees: enrollment fees, State health fees, parking fees, student body fees, student representation fees, and non-resident tuition.

You may apply for a refund if you withdraw from courses within the first two weeks of a full semester (18-week) course or, in the case of non 18-week courses, before 10% of the class meetings have passed.

After the second week of a full-semester course, or after 10% of the class meetings have passed on a non 18-week course, no refunds are available. Any additional classes added after the first two weeks will incur a financial responsibility.

### Outstanding Debts Owed to the College

Beginning with the Fall 2006 semester, if you owe an outstanding debt to the College, a hold will be placed on your academic records at the Office of Admissions and Records. Services that the College normally provides you such as your ability to register, order transcripts, or the issuance of your diploma (and possibly other services) will not be available except in certain circumstances.

Ordering transcripts and the issuance of your diploma will be withheld until you clear the hold by paying in full. Your ability to register will be reinstated after you have paid in full or set up a payment plan with the College. To pay in full or arrange a payment plan, contact the Student Fees Office at 384-6219 (Merced) or 826-3431 (Los Baños).

## Residency & Tuition

### Establishing California Residency

To avoid paying non-resident tuition, you must have resided in California for at least one year and one day prior to the opening date of the semester or summer session in which you are enrolling. You must also have satisfied at least two acts of intent prior to the one year and one day waiting period. These acts may include, but are not limited to, obtaining a California driver's license, registering a motor vehicle in California, registering to vote in California, owning California property, or having one's belongings in California. You must also show evidence that California income taxes have been or are being paid (unless you are on public support). Information regarding California residency may be obtained in the Office of Admissions and Records.

If you do not qualify for California residency, you must pay non-resident tuition.

### To Be Reclassified as a Resident

If you have completed the one year and one day requirement, and were previously classified as a non-resident, you may obtain the forms from the Office of Admissions and Records for reclassification as a California resident. Reclassification has the additional requirement of financial independence from your parents if they are non-California residents.

### Military Waiver of Non-resident Tuition

If you are a member of the U.S. armed forces on active duty in the State of California (and have not been assigned to California for educational purposes), you are exempt from non-resident tuition. There is no requirement for you to establish California residency; however, you must be on active duty at the time that you are admitted to the College to qualify for this waiver. If you become separated from the military, you will be required to provide evidence of your intent to establish residency in California at least one year prior to the date you are admitted.

If you are a non-resident military member, your dependents are entitled to an exemption from non-resident tuition until they have established residency as stated in "Establishing California Residency" above.

### Residency Status for Refugees and Undocumented Aliens

New arrivals from countries approved for refugee status must reside in California one year and must hold an I-181 or an "Alien Registration Card" (green card) before applying for residency status.

If you are a refugee, but do not meet the above requirements, you will be considered a nonresident and must pay nonresident tuition. Eligible California high school graduates may qualify to pay resident tuition under the California Nonresident Tuition Exemption law (AB 540).

The California Community College Chancellor's Office has ruled that undocumented aliens are to be classified as non-residents.

### International Students

It is the philosophy of Merced College to encourage the attendance of international students to enrich and broaden the educational experiences of all students. With this philosophy as a basis, the Merced College International Student Policies encompass the following guidelines:

1. A maximum number of international students equal to 5% of the previous year's full-time equivalent enrollment may be admitted to Merced College.
2. Discretion is used in selecting applicants to ensure that there is a balance of international students from various countries of the world.
3. International student eligibility is based on meeting the application requirements and English

language proficiency (TOEFL 450) by the semester deadline.

4. Upon acceptance to the International Student Program, a student is issued an I-20 immigration form that enables the student to apply for his/her student visa.

To apply for admission under the International Student Program, you should address a letter to the Program Assistant requesting an application (there is an application fee). If you are admitted to Merced College as an international student, you must pay non-resident tuition plus state enrollment fees. Financial aid is NOT available to international students. All fees and tuition are due and payable in U.S. currency.

## Attendance & Grading

### Attendance Policy

Regular attendance and consistent study are the two factors which contribute most to success in college work. As a college student you are expected to attend all sessions of the classes in which you enroll. Failure to attend class can result in a lower grade or in your being dismissed from a class.

Your priority in a class is established at the time you register for the class. If you register for a class and fail to attend the first class meeting, you will forfeit any priority in that class and may be dropped from the roll in order to accommodate another student wishing to register in the class.

If, in the opinion of the instructor, your absences in a specific class would prevent the successful completion of the course requirements, you may be dropped from the class. In the event of extenuating circumstances such as a verified illness, accident or conditions beyond your control, the instructor may allow you to continue under special arrangement.

**Grade Scale**

If you are enrolled in a course of instruction for which grades are awarded, the instructor of the course will determine the grade assigned using the following grade scale:

Symbol	Definition	Grade Points
A	Excellent . . . . .	4
B	Good . . . . .	3
C	Satisfactory . . . . .	2
D	Passing, less than satisfactory . . . . .	1
F	Failing . . . . .	0
FW	Failing, stopped attending . . . . .	0
CR	Credit Received - performance equivalent to a grade of "C" or better . . . . .	N/A
NC	No Credit Received - performance equivalent to a grade of "D" or "F" . . . . .	N/A
I	Incomplete academic work for justifiable reasons at the end of a term . . . . .	N/A
W	Withdrawal from the class and/or College . . . . .	N/A
IP	In Progress - a class was extended beyond the normal end of the academic term and assignment of a substantive grade must await completion of the class . . . . .	N/A
RD	Report Delayed - a temporary notation recorded when there is a delay in reporting a grade . . . . .	N/A

The non-evaluative grading symbols above (marked as "N/A" - not applicable) are not used in the calculation of GPA (grade point average).

**Assigning and Removing a Grade of Incomplete**

A written record containing the conditions for removal of the "I" is to be completed by the instructor at the time that grades are submitted to the Office of Admissions and Records. The grade to be assigned if the conditions for removal are not completed after one semester must be part of this record. A copy of the written record will be given to you, and one will be filed at Office of Admissions and Records.

If you meet the conditions within the one semester allowed, the required work will be evaluated and a final grade will be assigned. You may petition for a time extension due to unusual circumstances.

**Taking Courses on a Credit/No-Credit Basis**

You are allowed to earn a maximum of 12 units attempted on a credit/no-credit basis. There are certain courses in which all students are evaluated on a credit/no-credit basis only. These courses are specified in the course description in this catalog. All courses other than those included in the category above are available for the credit/no-credit option; however, courses specifically required for your degree or certificate should not be taken with this option.

Units you earn on a "CR/NC" basis are not used in the calculation of your GPA; however, if you receive an "NC," the units for that course will be counted as units

attempted and considered in probation and dismissal procedures. You may repeat a course in which you received "NC." (The repeated course will not be counted as units attempted.)

If you select the credit/no credit option and later wish to receive the letter grade which was filed with the Registrar, you must submit the grade request form no later than one regular semester following the semester you received the "CR." Course units converted from credit/no-credit to a letter grade will not be counted in your 12 allowable credit/no-credit units, but will be used in the calculation of your GPA

**Grade Changes**

The determination of your grade by the instructor will be final in the absence of mistake, fraud, bad faith, or incompetency. You must request a grade change no later than one year from the end of the college term in which you earned the questioned grade. If you are given a grade in error, correction of the grading error will include deleting the incorrect grade from the permanent files to ensure a true and complete academic record.

**Repeating a Course**

You may take a course once and then repeat it as many times as is stated in the course description in the catalog. This repetition may take place during one or more terms.

Other courses are not repeatable except under the following circumstances:

1. You received a sub-standard grade ("D," "F," "NC") for that course. (See also Academic Renewal below.)
2. The Academic Exceptions Committee approves a petition to repeat which indicates a significant length of time has elapsed since you took the course (five or more years), or for other substantial reasons.

After you have repeated a course the following changes will appear:

If the grade received in the original course was a "D" or an "F," an "R" will appear in the Notes column to the right of the original course. That grade will not be used in computing your GPA. The grade received in the approved repeated course will be used for GPA purposes.

Otherwise, the course and grade received in the repeated course will be posted to the transcript but will not be used to calculate GPA. The original course will continue to be used for purposes of GPA calculation. (State regulations do not allow "W" grades to be removed or lined-out.)

Repeated courses will not be counted as units attempted.

### Academic Renewal

If you receive a sub-standard grade ("D" or "F") for a course which would not be beneficial for you to repeat, you can petition to disregard this course for purposes of calculating GPA (that is, the course will be "lined out" on your permanent record.)

To be eligible for academic renewal, you must have completed 12 semester units from an accredited institution with a minimum GPA of 2.0 in each and every course. These 12 units must have been taken after the college term in which you received the sub-standard grade, and at least one semester must have elapsed since the grade was recorded.

You must have your Academic Renewal Petition approved by the Registrar. A maximum of 12 units can be "lined out."

Courses required in your major are not eligible for academic renewal and must be repeated to improve your grade.

## Other Means of Obtaining College Credit

### Advanced Placement (General Examination)

Merced College participates in the Advanced Placement Program offered by the College Entrance Examination Board. You will be granted three or six units of credit if you complete the Advanced Placement Examination with a score of 3, 4, or 5, depending upon the specific exam. You will not receive a letter grade.

You cannot count Advanced Placement credits toward the degree major, but they can be counted toward other associate degree and A.A. and/or California State University general education requirements.

### C.L.E.P.

Merced College may award credit under the College Level Examination Program (C.L.E.P.). Credit for Subject Matter exams is based on the scores recommended by the American Council on Education (ACE). The number of units of credit granted varies. See your counselor for additional information.

### Credit by Examination

If you are a student in good standing and have completed a minimum of 12 resident units, you are eligible to apply for credit by examination. This is often referred to as "challenging" a course. Most courses in the Merced College catalog may be taken by examination, but are not allowed for a course you have previously taken in an educational institution or for a remedial course. A non-refundable fee of \$50.00 is assessed for credit by examination. You may obtain the necessary petition at the Office of Admissions and Records.

### Credit for Military Experience

After earning 12 units of credit in residence at Merced College, military veterans will be awarded up to 12 units of credit for military training and experience. These units will be recorded on the student's Merced College transcript. This award will be based upon the American Council of Education's (ACE) recommendations found on the individual's ACE Registry Transcript. The bases for awarding credit for military training and/or experience are as follows:

**BASIC TRAINING:** The student will receive two units of credit in Physical Education.

**OTHER MILITARY TRAINING/EXPERIENCE:** Merced College will grant a maximum of 10 units of general elective credit.

Transcripts from other accredited institutions of higher education will be evaluated and credit will be granted according to standard college procedures. (NOTE: Community College of the Air Force [CCAF] transcripts of Air Force veterans will be evaluated in this manner and will not be subject to the above unit limitations and residency requirements.)

Students seeking credit for specific Merced College courses based upon military training and/or experience must apply for credit by examination. See Credit by Examination for additional information.

Students seeking to use military training and/or experience in lieu of stated prerequisites must challenge the prerequisite using the standard college process. See Challenging a Prerequisite for additional information.

## Probation & Dismissal

### Academic Probation

If you have attempted at least 12 units, and earned a grade point average (GPA) below 2.0 based on all units recorded on your permanent record, you will be notified that you have been placed on academic probation. Your probation status is not affected by a break in attendance.

You will be removed from academic probation when your cumulative GPA is 2.0 or higher.

If you are on academic probation you will be subject to dismissal from the College if you earn a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

Although units accumulated during a summer session are used in the calculation of your GPA, your probation status changes only at the end of a regular semester when grades are recorded.

For specific information regarding the impact of academic probation see Administrative Procedures AP4250 and AP4255.

**Progress Probation**

If you have enrolled in at least 12 units, and the entries on your permanent record of "W," "I," and/or "NC" reach 50% of your cumulative units or more, you will be placed on progress probation. Your probation status is not affected by a break in attendance.

You will be removed from progress probation when the percentage of your units graded as "W," "I," and "NC" drops below 50% in this category.

If you have been placed on progress probation, you will be subject to dismissal from the College if the entries on your permanent record of "W," "I," and/or "NC" reach 50% of your cumulative units or more for three consecutive semesters. Although units accumulated during a summer session are used in the calculation of your GPA, your probation status changes only at the end of a regular semester when grades are recorded.

For specific information regarding the impact of progress probation see Administrative Procedures AP4250 and AP4255.

**Dismissal Notification**

Students who have been dismissed from the college will be notified in writing.

**Probation and Dismissal Appeal**

You may appeal probation or dismissal provided that unusual and verifiable circumstances occurred that were strongly instrumental in leading to your probationary or dismissal status. Reasons for appeal might include: (a) your health; (b) an emergency in your family; or (c) an extreme change in financial situation which did not allow you to continue your education. Other reasons not listed above may also be considered.

**Your Right to Grieve**

Merced College supports your right to grieve or appeal any official action or incident which, in your judgment, is unfair or prevents you from obtaining equal educational opportunities.

In cases of action, such as your dismissal from a class, program, or the College, you can initiate an appeal according to a specific appeal channel. If you wish to exercise your right to appeal an action taken against you by a College official, you should contact the Vice President of Student Personnel regarding the proper procedure to be followed.

In cases of incidents such as alleged discrimination or harassment, you can initiate a grievance. If you want to exercise your right to grieve such an incident, you should contact the College's Equal Employment Officer regarding the proper procedure to be followed.

# Student and College Services

## Air Force Reserve Officer Training (AFROTC)

If you are looking for something challenging, a way to build your leadership potential, meet exciting career oriented people and receive opportunities beyond your wildest imagination, join the AFROTC program at CSU, Fresno. As a Merced College student, you may apply for concurrent enrollment in the "cross-town" AFROTC program. If accepted, you will enroll in two one-unit classes (total of two hours per week) held at CSUF campus while completing your lower division courses at Merced College concurrently. If you intend on transferring to CSUF, you may apply for the AFROTC program during either your freshman or sophomore year.

You have two levels of involvement: 1) you may be contracted to work toward commissioning as a USAF Officer or 2) you may simply decide to obtain a minor in Aerospace Studies. Either way, you'll receive a minor in Aerospace Studies by completing the AFROTC program (16 upper division units).

Once you've transferred to CSUF, you have several opportunities to earn an Air Force ROTC scholarship. One of the newest scholarships added to our program is called the Hispanic Serving Institution (HSI) scholarship provided only to CSUF students (a student does not have to be Hispanic). The HSI scholarship allows the student to activate during the Spring semester once minimum qualifications have been met and the AFROTC Det 035 commander approves. Any scholarship earned will cover full tuition at CSUF, provide \$510 in book allowance, and stipend pay of up to \$400 per month. For more information, contact California State University-Fresno, AFROTC at (559) 278-2593.

## Art Gallery

The Art Gallery, located in the Theater Building, presents high-quality art exhibits in a wide variety of media throughout the school year for your enjoyment and enrichment. Exhibitions are often scheduled in conjunction with theater events.

## Associated Students

The Associated Students of Merced College elects an Executive Board of nine members to represent the interests and needs of students at Merced College. Under the guidance of the ASMC Advisor, the Association serves as the communication channel among the students, the college administration, and the Board of Trustees. If you are a member of ASMC, you are eligible to participate in shared governance as a representative of the student body on major college committees. In order to be an ASMC member, you must be officially registered, be attending classes, and must have paid the ASMC dues.

ASMC sponsors the following activities: Homecoming, Spring Carnival, and Project Christmas.

## As an ASMC member you receive the following benefits and privileges:

1. Discount admission to MC athletic and theater events, and all ASMC sponsored activities.
2. Check cashing privileges in the Bookstore.
3. Discounts at Sea World, Busch Gardens, Wild Vacations in Southern California, and the Santa Cruz Beach Boardwalk.
4. Free legal aid.
5. Free phone privileges in the ASMC Office.
6. Eligibility to apply for ASMC scholarships.
7. Membership in campus student organizations.
8. Right to seek election to student government.
9. Student-to-student book exchange/sale.
10. Access to the Merced School Employees Federal Credit Union.

## Associated Student Fees

The Associated Student membership fee is \$7.00 each semester, payable at the time of registration. A \$7.00 replacement fee will be charged for a lost ASMC sticker, and \$2.00 will be charged for a replacement I.D. card.

## Student Activities

You are encouraged to come in and inquire about the services available to new and continuing students. The Student Activities Office is located in the Student Building.

Student Activities is also responsible for or provides:

1. On-campus posting.
2. Student blood drives in fall and spring semesters.
3. Student Supporting Students Program (S.S.S. Program – a Peer Assistance Program).
4. Guest speakers and other activities which promote and enrich student life.
5. S.S.S. Textbook Registration Service. Check our website at: [www.mccd.edu/hope/programs.html](http://www.mccd.edu/hope/programs.html).  
Emergency food shelf

## Bookstore

The Merced College Bookstore is located in the Student Union Building. Textbooks, paperbacks, study aids, art materials, drafting supplies, stationery, and other supplies are available. Regular bookstore hours are from 7:45 a.m. to 3:00 p.m. Monday through Friday, and from 5:45 p.m. to 7:15 p.m. Monday through Thursday.

### Cafeteria

You will find complete meals, soups, sandwiches, and snacks at competitive prices in our attractive cafeteria located in the Student Union Building.

### Career/Transfer Center

The Career/Transfer Center provides services to assist individuals in making occupational and educational decisions. Included in these services are:

1. Career search software with information on hundreds of occupations and training programs.
2. A resource center for career information material.
3. Career interest testing to help students determine occupational and educational goals.
4. Counseling services and current information on transfer programs which include Transfer Admission Agreements and articulation agreements on various majors and general education requirements.
5. Contact with four-year colleges and universities including scheduled on-campus visits by representatives, college fairs, and transfer workshops.
6. A library of college catalogs including the UC and CSU systems, California Community Colleges, and many independent institutions.
7. Assistance completing UC and CSU applications.
8. Test booklets, bulletins, scholarship information, and applications (e.g., CBEST, CSET, SAT, TOEFL).

The Career/Transfer Center is your career and college information and resource center. If you plan to transfer, you are encouraged to visit the Center as early as possible. The Career/Transfer Center is open during the fall and spring semesters from 8:00 a.m. to 4:00 p.m. Monday through Friday, and Wednesday evenings until 7:00 p.m. Summer hours will vary. Come in or call 384-6243 for Career Services or 384-6239 for Transfer Services.

### Child Development Center

Child Development Center services are available on campus for the children of students, staff, and community members. The program is an infant/preschool educational program, and serves as a laboratory for students majoring in Child Development. A charge is levied for this service; however, if you qualify, financial aid is available. Applications are available at the Child Development Center.

### College Clubs

The active student club program at Merced College is designed to increase the opportunities for students to engage in activities which contribute to educational and/or social growth outside the classroom.

Contact the Associated Student Office at 384-6114 for current information on clubs and club activities.

### Counseling and Guidance

The Guidance Center is staffed by professional counselors with training and expertise in the areas of personal, educational, and vocational/career development. In addition to services provided by the professional counseling staff, the Center is also staffed by teaching faculty who can provide you with academic advisement in their areas of concentration or major. Counselors and advisors will assist you in making satisfactory progress in your program of study, and will confirm that you are taking appropriate prerequisite course work necessary for your success in higher level courses which may be required for your major.

Counselors are also assigned to other support services and programs: Extended Opportunity Programs and Services, Disabled Student Services, International Student Services, the Career/Transfer Center, Veterans Services, V.T.E.A., Developmental Studies, CalWORKS, Non-credit Matriculation, Student Athlete Support.

You may meet with counselors and advisors either on an appointment or walk-in basis. The Guidance Center is open Monday through Friday from 8:00 a.m. - 4:00 p.m., and is open Wednesday evening until 7:00 pm.

### Disabled Student Services

Disabled Student Services (DSS) provides support services and educational accommodations to students with disabilities allowing them to benefit from the college experience equally with non-disabled students. Examples of services include: course planning and registration assistance, diagnostic assessment for learning disabilities, access to assistive computer technologies, alternate print material such as Braille or e-text, books on tape or CD, testing accommodations, adaptive physical education, interpreters for the deaf, and classroom note takers.

The DSS staff provides a supportive and individualized approach to the provision of services. Students are encouraged to stop by DSS on the Merced or Los Baños campus to see if they qualify for services. Call 384-6155 or 384-6311 (TDD) in Merced, or 826-3495 in Los Baños for more information.

### Extended Opportunity Programs and Services (EOPS) and CARE Programs

The EOPS program provides academic & personal counseling, book service, book loans, emergency loans, EOPS grants for eligible students. Other services available to EOPS eligible students include priority registration, tutoring, computer/typewriter usage, typing services, etc.

The CARE program is an additional service provided through the EOPS program to assist the single parent



in completing their college education. The additional services to CARE eligible students include CARE orientation and workshops, CARE grants, meal vouchers, gas card/bus passes.

To determine your eligibility for EOPS/CARE contact the Merced College EOPS office at (209) 381-6596 or Los Baños EOPS Office at (209) 826-3495 for more information.

### Facilities Usage

College facilities are available for use by public agencies and community organizations to serve the educational, economic, and artistic interests of the citizens of the community. Hundreds of events per year are scheduled on the Merced campus. A comprehensive master calendar is maintained in the Facilities Office. Both indoor and outdoor facilities are available, subject to priority of instructional programs. Reservations for meetings and/or banquets should be made well ahead of time at the Facilities Office. Call (209) 381-6593 for more information.

### Financial Aid

While Merced College subscribes to and supports the philosophy that primary responsibility for funding college expenses rests with the students and families, the College recognizes that you and/or your family may have limited financial resources and are unable to meet all of the expenses associated with higher education without supplemental assistance.

To help accommodate you with supplemental needs, the College provides a variety of financial assistance methods through the Financial Aid Office on the main campus and at the Los Baños campus.

Available programs include: 1) the Federal Pell Grant; 2) the Federal Supplemental Educational Opportunity Grant (SEOG); 3) the Federal Work Study program; 4) State of California Cal Grant programs; 5) State of California Board of Governors Fee Waiver (BOG); and 6) Merced College Foundation Scholarships.

### Application

Financial aid funds come from appropriations made by the Federal and State governments and through scholarship awards made by individuals and other public and private agencies and organizations. Hence, each of these funds MUST be administered according to different sets of policies, regulations, and/or specific requirements. To make the process of receiving aid as simple as possible for you, the Free Application for Federal Student Aid (FAFSA) determines your eligibility for **most** state and federal assistance programs. You also are required to file a Grade Point Average Verification Form with the California Student Aid Commission for a Cal Grant. Separate applications forms for specialized grants (the Child Development Grant and the Chafee Grant for Foster Youth) are also required. Separate scholarship applications for a number of locally

administered scholarships are available in the Financial Aid Offices on both campuses.

### Student Eligibility

Policies relating to the College's general admission and academic progress standards are described elsewhere in this catalog. Following are the requirements for **most** financial aid administered by Merced College:

- you must be a U.S. citizen or eligible non-citizen;
- you must have a valid Social Security number;
- you must be registered with Selective Service if required (males only);
- you must be working toward a degree or certificate; you must be making satisfactory academic progress;
- you must not owe a refund on a Federal grant or be in default on a Federal educational loan;
- you must have a "financial need" as determined by submitting the FAFSA;
- you must have a high school diploma, or GED, or pass the California High School Proficiency Examination or Merced College's Ability-To-Benefit Test.

To be eligible for California grants, you MUST also:

- be a resident of California, and have "financial need" based on the criteria for the BOG or Cal Grant Program.

Additional information about financial aid is available in the Financial Aid Office, or call 384-6031.

### Merced College Standards of Satisfactory Academic Progress for Financial Aid Eligibility

This policy has been developed for students receiving Financial Aid. Federal laws require you to move toward the completion of a degree or certificate when receiving financial aid. These laws state that Academic Progress Standards MUST include a review of periods of enrollment in which you did not receive aid as well as the periods you did receive aid. For the purpose of financial aid eligibility, you MUST meet the following minimum standards:

- you must maintain a grade point average of at least 2.0 in all units attempted. This includes a cumulative GPA as well as a 2.0 for your last two semesters.
- your transcript history must reflect at least a 67% successful completion of all enrolled units.
- you will be expected to complete a degree or certificate program within 90 attempted units (150% of the published unit requirement). Exception to this maximum may be made with appropriate documentation on a case-by-case basis.

You may appeal a denial of aid based on the maximum time limits by submitting a petition form and an educational plan, which has been reviewed and signed by a counselor, and which shows the revised goal and specific additional unit requirements. You may also appeal a denial based on poor grades. You

can obtain the petition or appeal forms in the Financial Aid Office. Each appeal will be reviewed on a case-by-case basis. You will be notified in writing of a probationary status or denial of financial aid when academic progress has not been met.

### Financial Aid Repayment Policy

If you withdraw on or after the first day of class and have received Title IV funds (Federal Financial Aid) for non-institutional charges, the institution **MUST** determine whether you owe a repayment of any portion of the funds received.

If the institution determines that your non-institutional educational expenses incurred up to the time of withdrawal exceed the amount of cash disbursed, you have not been overpaid and may be entitled to a post-withdrawal disbursement. If the cash disbursed to you exceeds non-institutional costs, the excess amount is an overpayment and you must repay these funds. All non-institutional living expenses are prorated based on the number of weeks you have completed during the semester.

Return to Title IV Funds calculations are based on: 1) your Federal financial aid award; 2) your enrollment status (full, three-quarter, half, or less than half time) at the time of final withdrawal; and 3) the portion of the term completed.

### Deadlines/Priority Dates

To be considered for California State Cal Grant A, B, and/or C programs, the FAFSA application and the GPA Verification form for Cal Grants **must** be filed by **March 2nd** of each year. It is recommended that you obtain a proof of mailing from the Postmaster to document your filing on or before the March 2nd deadline. Please read the GPA Verification form instructions carefully, because changes are made every year.

**September 2<sup>nd</sup>** is the deadline for a second chance opportunity for Cal Grants that is available to community college students only.

The Merced College Admissions & Records Office automatically verifies electronically GPAs for all continuing students who have completed a sufficient number of degree applicable units prior to the deadlines. You can check with A&R to determine if your GPA has been submitted electronically to the California Student Aid Commission.

Merced College Scholarship applications are due **March 31<sup>st</sup>** of each year. The window of opportunity for scholarship applications is March 1<sup>st</sup> to March 31<sup>st</sup>. If March 31<sup>st</sup> falls on a weekend, then the due date is the last working day before the weekend. Notice will be posted each year. You can obtain a scholarship application in the Financial Aid Scholarship Office.

### Housing Services

If you are seeking housing, advisement is available in the Associated Students Office, although the College does not officially authorize any housing. For further information, contact ASMC at 384-6114.

### Job Opportunity Services

Job Opportunity Services offers employment referral assistance for part-time, temporary, and full-time jobs for students attending Merced College and for up to two years after graduation. Other services provided are resume writing, interviewing techniques, job search assistance, and information regarding employment trends. The center also provides listings from summer camp programs locally and country wide.

Students who already have jobs may sign up for Cooperative Education, earning college credit while they work and providing an opportunity for skill development and career exploration. Office hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.

### Library

The Leshner Library, completed in September 1972, is situated at the center of the Merced College campus. Panels of ceramic tile, depicting the four seasons of the peach tree, ornament the exterior of the sixteen-sided, three-story building.

Current Merced College students, staff, and faculty members have over 40,000 books available in the library, together with approximately 200 periodical and newspaper subscriptions. The library also subscribes to a number of full text on-line databases including Ebscohost Masterfile with 1700 full text magazines. The library has a current microfilm subscription, extensive backholdings, and an index to the New York Times. A number of other periodicals are also on microfilm or microfiche. Students have access to several computer information stations which provide a variety of resources.

Students are encouraged to approach the library staff for aid in locating information and materials. Inter-library loan service is available through the Reference Librarian.

Most library materials may be checked out for home use. Students may borrow books for two weeks and renew them when they are not in demand. Periodicals may be used in the library only. A variety of other materials is available in the library: audio tapes, video tapes, CDs, and a large collection of vertical file materials. Equipment for in-house use of video and audio tapes and CDs is also available.

Only current students and staff of Merced College can check out materials, read reserve materials, or use computer stations and other equipment.

The library has a seating capacity of 350. The student has the choice of studying at carrels or study tables, or in one of the conference rooms with other students. Study areas are located on the second floor and in the periodicals section on the third floor. Ten-cent copy machines are available for student use.

### Puente Project

Puente students...

- Succeed academically
- Are recognized as leaders and scholars
- Graduate from four-year colleges and universities
- Belong to a statewide network of leaders and professionals.

Puente was founded in 1981 by Co-Directors Felix Galaviz and Patricia McGrath at Chabot College in Hayward. The program mission was to increase the number of Mexican American/Latino students transferring to four-year colleges and universities. Since then, Puente has expanded to 38 community colleges throughout the state. Puente is open to all students.

Many components work together to prepare Puente students to transfer to four-year colleges and universities:

**English and Guidance Instruction:** Puente students take two consecutive writing classes, ENGL-A/ENGL-AL and ENGL-01A and additional English/Education courses as scheduled by the project instructors. These classes provide a supportive and stimulating environment for Puente students to build confidence in their writing skills through an exploration of the Mexican American/Latino experience. All Puente students are also required to enroll in GUID-48 and GUID-49A concurrently.

**Counseling:** Puente students work closely with their Puente counselor until they graduate, exploring career options, developing an academic educational plan, and identifying lifetime goals. Students visit University of California and California State University campuses and attend an annual Puente student transfer conference.

**Mentors:** Each Puente student is matched with a mentor from the business or professional community. Mentors share with students their personal, academic, and career experiences, and provide a window into "real-life" work environments. The network of trained Puente mentors provides many resources for the Puente students, their families, their colleges, and the community.

Call the Guidance Division at 381-6478 at for more information.

### Servicemember's Opportunity College

Merced College has been designated as an institutional member of the armed forces in developing an educational plan and providing opportunities for individuals to complete requirements at Merced College or at other cooperating educational institutions throughout the world. The Merced College Servicemember's Opportunity Counselor assists servicemembers while they are attending Merced College, and continues to guide their educational planning in the event that a transfer to another institution is required.

This program's services include counseling at the Merced College campus, and credit for education obtained through "non-traditional" modes such as military schools and credit by examination. Upon completion of the servicemember's educational goal, Merced College will award an appropriate associate degree or certificate of completion. Contact the Dean of Student Services for further information.

### Student Health Services

All Merced College students are eligible for Student Health Services. These services are coordinated through the Student Health Services Office. Services provided include:

1. Counseling for students regarding medical conditions, nutrition, family planning, pregnancy concerns, adjustment problems, sexually-transmitted disease, drug abuse, or drug crisis.
2. Assistance with locating various medical, dental, vision, or other health care providers.
3. Skin testing for TB (tuberculosis).
4. Over-the-counter medication samples.
5. Secondary accident insurance coverage for all students while on campus or involved in College-sponsored activities off-campus. (An accident report must be completed.)
6. First aid services in cases of emergency, accident, or illness.
7. A rest area.
8. Reference material on health-related topics for class assignments.
9. Planned Parenthood Expanded Services, Wednesdays from 10:00 am-12:30 pm. Services include HIV testing, birth control, chlamydia screening, Hepatitis B vaccinations, and emergency contraception.
10. Confidential HIV testing once a month. (No appointment necessary.)
11. Free pregnancy testing.
12. Condoms.

For more information, call 384-6045.

**Title V Cooperative Grant**

This program is a cooperative partnership between Merced College, MJC, and CSU Stanislaus funded by Title V through the U.S. Education department to **promote student success in math and transfer to a four-year college**, by providing innovative curricular and supportive services. For program eligibility or other information contact:

Math (Activity I) . . . . . 384-6012  
 Transfer (Activity II) . . . . . 386-6649

**Veterans Services**

Merced College is approved to train veterans and eligible persons under Title 38, United States Code. Eligible persons should go to the Merced College Veterans desk located in the Admissions & Registration area to complete the paperwork for the Department of Veterans Affairs educational benefits. Class registration information can be found in the "Schedule of Classes" booklet printed each semester.

It is the responsibility of each eligible person to notify the Veterans desk that he/she is enrolling EACH semester. Short-term classes are usable toward the educational benefit only during the period of time that the class is in session. If benefits are discontinued for any reason, reinstatement can occur by complying with the requirements of the Department of Veterans Affairs.

In keeping with Title 38 U.S. Code, a veteran or eligible person is required to make satisfactory progress toward his/her academic objective. The College is required to certify satisfactory progress on the quality of performance and progress toward objectives.

Classes in which a "D" or "F" is received, or classes listed in the catalog as repeatable, may be repeated and may be qualified for educational benefits if such classes are required for graduation or transfer objectives.

**Vocational Student Support Services (VSSS)**

The Vocational Student Support Services office is available to assist students in collaboration with outside agencies such as the Human Services Agency (HSA), the Department of Workforce Investment (DWI), and the Merced County Office of Education Empower Program. The VSSS office serves as a liaison between the student and the agency. VSSS contracts with outside agencies to provide supportive services such as orientations, case management, time and attendance verification, child care services, CalWORKs Work Study and Work Experience opportunities, assistance in receiving books and required supplies for classes, employability workshops and progress reports. Further information is available by telephone at 384-6235.

**Preparing for Graduation**

**Catalog Rights**

You have "catalog rights" in the selection of regulations determining graduation requirements. These requirements include general education/breadth requirements, major or certificate requirements, competency requirements and other requirements within the power of the College, unless superseded by a higher authority such as state code.

Based on the regulations described below, you may elect to meet catalog requirements for an associate degree, certificate program or transfer breadth pattern from any of these three choices:

1. The Merced College Catalog in effect at the time you began continuous enrollment leading to graduation or certificate completion at any appropriately accredited California college or university, or
2. The Merced College Catalog in effect at the time you began attending Merced College, or
3. The Merced College Catalog in effect at the time of your graduation or certificate completion.

Your "catalog rights" are protected based on the following regulations:

- a. "Catalog rights" are preserved by maintaining continuous enrollment. Continuous enrollment is defined as an official transcript entry in one regular semester or two regular quarters of each calendar year at an appropriately accredited college or university. Any lapse in attendance of one calendar year or longer will break a student's continuous enrollment status.
- b. Once "catalog rights" have been established, absence related to an approved educational leave shall not be considered an interruption, providing the absence does not exceed two years.
- c. Active military duty will maintain your continuous enrollment status provided you enter the military from an accredited college or university campus and return at the first registration for a regular semester or term following your release. The dates of military service must account for all of the time not in attendance.
- d. If your "catalog" outlines an earlier version of an associate degree or certificate program in which the division has discontinued or modified required courses,

the division may authorize appropriate substitutions.

- e. If your "catalog" outlines an earlier version of a transfer breadth pattern in which course options have been modified, you should expect to be held to the transfer breadth pattern requirements (1) in effect at the time the modification was first listed; or (2) in effect at the time of transfer.
- f. If, while enrolled, a new associate degree, certificate program or transfer breadth pattern is listed in the catalog and you wish to graduate with that associate degree, certificate program or transfer breadth pattern, you should expect to be held to the associate degree, certificate program or transfer breadth pattern requirements (1) in effect at the time the associate degree, certificate program or transfer breadth pattern was first listed; or (2) in effect at the time of graduation or transfer.

Whether you choose option (1) or (2) concerning your associate degree, certificate program or transfer breadth pattern, you will continue to be held to all other requirements listed in the Merced College Catalog for which you claim "catalog rights" as defined above.

## **Graduation Requirements**

Requirements for graduation with an Associate in Arts or an Associate in Science degree are prescribed by the Board of Governors of the California Community Colleges and the Board of Trustees of the Merced Community College District. These are as follows:

1. You must complete at least 60 degree-applicable units with a 2.0 or higher grade point average (GPA).
2. You must complete at least 12 units at Merced College.
3. You must file an application for graduation by the current deadline as reflected in the school calendar.
4. You must complete associate breadth requirements consisting of 23-27 units.
5. You must complete the major requirements for either an Associate in Arts or Science degree (see below and listings under "Programs, Associate Degree, Certificate, and Transfer"). Courses taken to satisfy either the associate breadth requirement or the associate major requirement may not be double-counted.
6. You may choose electives from the courses numbered 1-79 and the independent letters A, B, C, etc.
7. The Associate in Science degree is awarded for completing 30 or more units in engineering, math, science, or technical programs. The Associate in Arts degree is awarded for all other majors (the major must contain a minimum of 18 units).8. Meet competencies as described in the following section.

Note: You may be awarded more than one associate degree if you complete all applicable requirements; however, no courses in the first major can be counted in the second major. You must meet the requirements in effect at the time the new degree is declared.

## Competency Requirements

You must achieve competency in the areas of reading, writing, mathematics, and computer and information literacy through the following:

### Reading Competency

You must receive a grade of "C" or better in ENGL-41 or the equivalent, or complete your AA/AS breadth requirements with a grade of "C" or better in each breadth course.

### Writing Competency

You must receive a grade of "C" or better in ENGL-A, ENGL-AR, ENGL-B, or ENGL-01A, or the equivalent.

### Math Competency

You must receive a grade of "C" or better in MATH-A (or MATH-B) or a grade of "C" or better in any course which has the prerequisite of Math A, or the equivalent.

### Computer and Information Literacy

Merced College instituted a competency in Computer and Information Literacy in Fall 2000. To meet the competency required in Computer and Information Literacy, you must receive a grade of "C" or better in courses which meet each of the competency requirements A through G listed below.

- A. Name and describe the typical digital computer components and their functions;
- B. Describe common computer applications and related social and ethical problems/impact;
- C. Learn fundamental operation and concepts of word processing, spreadsheet, and/or database software applications;
- D. Understand the difference between information and knowledge;
- E. Understand the links among information centers and the access points available through technology and reference sources;
- F. Understand the basic structure of electronic databases and the strategies used to access them;
- G. Recognize the different levels, types, and formats of information including but not limited to primary vs. secondary, and popular vs. scholarly.

The courses and programs listed in the following grid show the areas of competency they covered in a given catalog year. The catalog year in which the course or program is completed determines if a particular competency is met. Competencies met by a specific course or program may change on a yearly basis.

Students should check their completed course work against the competency grid and consult a counselor to identify any specific competency still required.

Computer and Information Literacy competencies catalog rights are determined by the grid listed in the current catalog. Courses are determined to meet the competencies based upon the catalog year in which the student completes the target course, not upon the catalog when the student began attending Merced College.

Following are the areas of **Computer and Information Literacy** that various Merced College courses fulfill:

CATALOG YEAR	2002-2003							2003-2004							2004-2005							2005-2006							2006-2007													
Effective Dates:	08/02/02-05/31/03							06/01/03-05/31/04							06/01/04-05/31/05							05/31/05-05/26/06							05/29/06-05/25/07													
LVN Program	A	B	C	D	E	F	G	A	B	C	D	E	F	G	A	B	C	D	E	F	G	A	B	C	D	E	F	G	A	B	C	D	E	F	G	A	B	C	D	E	F	G
REGN Program	A	B	C	D	E	F	G	A	B	C	D	E	F	G	A	B	C	D	E	F	G	A	B	C	D	E	F	G	A	B	C	D	E	F	G	A	B	C	D	E	F	G
RADT Program	A	B	C	D	E	F	G	A	B	C	D	E	F	G	A	B	C	D	E	F	G	A	B	C	D	E	F	G	A	B	C	D	E	F	G	A	B	C	D	E	F	G
AGBS-18	A	B	C	D	E	F	G	A	B	C	D	E	F	G	A	B	C	D	E	F	G	A	B	C	D	E	F	G	A	B	C	D	E	F	G	A	B	C	D	E	F	G
CPSC-01	A	B		D	E	F		A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F	
CPSC-24	A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F	
CPSC-30	A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F	
CPSC-40A, 40B	A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F	
ELCT-40A, 40B	A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F	
INDT-38	A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F		A	B	C	D	E	F	
LRNR-30				D	E	F	G				D	E	F	G	A	B	C	D	E	F	G	A	B	C	D	E	F	G	A	B	C	D	E	F	G							
<b>Other courses:</b>																																										
ART-40A	A							A						A						A							A															
BIOL-31			C			F				C			F			C			F			C			F			C			F											
CPSC-02	A	B		D	E	F		A	B		D	E	F																													
CPSC-31			C					A	B	C	D			A	B	C	D			A	B	C	D			A	B	C	D													
CPSC-32			C							B	C			B	C				B	C				B	C																	
CPSC-33			C							B	C	D	E	F	B	C	D	E	F	B	C	D	E	F	B	C	D	E	F													
CPSC-40C, 40D			C		E	F				C		E	F	C		E	F		C		E	F		C		E	F															
CRIM-37				D							D						D					D					D															
ELCT-40C, 40D			C		E	F				C		E	F	C		E	F		C		E	F		C		E	F															
ELCT-51B	A							A						A					A						A																	
ENGL-A							G						G						G							G						G										
ENGL-01A							G						G						G							G						G										
ENGL-13, 13H							G						G						G							G						G										
INDT-20	A	B						A	B					A	B				A	B				A	B																	
PHIL-10							G						G						G							G						G										
PHIL-13, 13H							G						G						G							G						G										
PSYC-01A, 1AH					E																																					
PSYC-01B					E																																					
Most SONO courses	B							B						B					B					B																		

### Applying for Graduation

You must complete an application for graduation in order to be eligible for graduation in your major or to receive a Certificate of Completion in your area of study. Graduation applications are available through the Guidance Division at the beginning of the third week of each regular semester for an eight-week period. You may apply for graduation one semester before you intend to complete your requirements.

When your application is received, your transcript record will be evaluated and you will be notified of your eligibility or of any deficiencies that would prevent the successful completion of your degree requirements at Merced College.

### Superintendent's Honors

If you are a graduating student, have completed at least 36 units at Merced College, and have maintained a GPA of 4.0 in courses\* at Merced College and in all course work attempted at any other colleges, you will receive recognition from the Superintendent. Your work in progress from the spring semester will not be used in this computation; the computation will be based on completed grades recorded on your official Merced College transcript.

### Graduation With Honors

If you are a graduating student, have completed at least 45 units at Merced College, and have maintained a GPA of 3.5 in courses at Merced College\* and in all course work attempted at any other colleges, you will be graduated with honors. Your work in progress from the spring semester will not be used in this computation; the computation will be based on completed grades recorded on your official Merced College transcript.

\*The GPA calculated for the purposes of Superintendent's honors and graduation with honors excludes physical education activity courses, more than eight units in Cooperative Education, all remedial-level courses, and "CR/NC" grades in any courses.



# Associate Degree Breadth Requirements

**Breadth requirements** are designed to introduce students to the variety of means through which people comprehend the modern world. Those who receive associate degrees must possess in common certain basic principles, concepts and methodologies unique to and shared by the various fields of study. College-educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, this education should lead to a better self understanding.

**To complete the associate breadth requirement, students must select courses that fulfill the unit requirements of the following areas:**

**Area A - Language and Rationality . . . . . (6 units)**

Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses. (Select one course from each area.)

- (A1) English Composition . . . . . (3 units)  
ENGL-A, 01A
- (A2) Communication and Analytical Thinking . . . . . (3 units)  
ACTG-04A  
COMM-01, 01H, 02, 04, 05, 30  
CPSC-01  
ENGL-13, 13H  
MATH-C, D, 02, 04A, 05A, 05B, 06, 08, 10, 15, 17,  
MATH (cont.) 20A, 20B, 21, 25, 26  
PHIL-10, 11, 12, 13, 13H

**Area B - Natural Sciences . . . . . (3-6 units)**

Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. (For an A.A. degree, select one course from either area B1 or B2; for an A.S. degree, select one course from each area.)

- (B1) Physical Science . . . . .  
ARCH-01  
ASTR-01  
CHEM-02A, 02B, 04A, 04B  
GEOG-01  
GEOL-01  
PHSC-01, 01L  
PHYS-02A, 04A, 10  
SOIL-10
- (B2) Life Science . . . . .  
ANSC-10  
ANAT-25  
ANTH-01  
BIOL-01, 04, 04H, 06, 08, 20, 25  
BOT-01  
ENTC-30  
GENE-10  
PHYO-01  
PLSC-10  
ZOO-01

*\*Designates ethnic studies courses which expose students to, develop an understanding of, and examine cultures that are different from the dominant culture of the United States. In addition, these courses teach an appreciation and knowledge of ethnic contributions to the society of the United States.*

**Area C - Humanities . . . . . (3 units)**

Courses in the humanities are those which concentrate on the study of cultural activities and artistic expressions of human beings.

- ART-01, 02, 06, 12A, 15, 24A
- DRAM-01, 02, 03
- ENGL-01B, 03, 04A, 04B, 05, 06A, 06B, 07, 08, 09, 10, 11, 14, 18
- FREN-01, 02, 03
- GERM-01, 02, 03
- HMNG-01, 02
- HUM-01, 01H, 02, 02H, 15\*, 18, 21
- ITAL-01, 02, 03
- JPNS-01A, 01B, 02
- MUS-01, 11, 12, 13, 14
- PHIL-01, 01H, 03, 04, 05, 15
- SPAN-01, 02, 03, 10, 11

**Area D - Social and Behavioral Sciences . . . . . (6 units)**

Courses in the social and behavioral sciences are those which focus on people as members of society. (Select one course from area D1 and one course from area D2.)

- (D1) . . . . . (3 units)  
Includes introductory or integrative survey courses in cultural anthropology, cultural geography, economics, psychology, sociology and related disciplines.  
AGBS-11  
AGRI-10  
ANTH-02, 10  
CRIM-01  
ECON-01A, 01B  
GEOG-02, 30  
PSYC-01A, 01AH, 51  
SOC-01, 02
- (D2) . . . . . (3 units)  
Includes introductory or integrative survey courses in history and political science.  
HIST-04A, 04B, 08A\*, 08B, 09A, 09B, 17A, 17AH, 17B,  
HIST (cont.) 17BH, 21\*, 22\*, 23, 24\*, 29,  
HIST (cont.) 39ABC (as a unit), 51A, 51B  
POSC-01, 02  
SCSC-01

**Area E - Lifelong Understanding and Self-Development . . . . . (5 units)**

Courses in lifelong understanding and self-development are those which equip human beings for lifelong learning by providing them with the skills necessary to function as independent adults in contemporary society and foster an understanding of themselves as integrated physiological and psychological entities. (Select one course from each area.)

- (E1) Integrated Organism . . . . . (3 units)  
AUTO-04  
BUS-35  
CLDV-08, 09  
GUID-30, 48  
HLTH-10, 16  
NUTR-10  
PSYC-09, 22, 23
- (E2) Activity . . . . . (2 units)  
DNCE-14  
PHED-01, 02, 03, 10, 11, 12, 13, 14, 15

# Transfer Requirements

## General Information

Merced College provides the first two years of a four-year college or university program. The requirements for transfer vary considerably among the four-year institutions in California. As a result, entering students are encouraged to meet with a counselor at the College as soon as possible to plan his/her course of study.

The four-year institutions in California fall generally into three categories:

- 1) The California State University System (CSU):  
CSU Bakersfield, CSU Channel Islands, CSU Chico, CSU Dominguez Hills, CSU Fresno, CSU Fullerton, CSU East Bay, Humboldt State University, CSU Long Beach, CSU Los Angeles, CSU Maritime Academy, CSU Monterey Bay, CSU Northridge, California State Polytechnic University, Pomona, CSU Sacramento, CSU San Bernardino, CSU San Marcos, San Diego State University, San Francisco State University, San Jose State University, California Polytechnic State University, San Luis Obispo, Sonoma State University, and CSU Stanislaus. Each CSU campus accepts certification of breadth requirements completed at Merced College.
- 2) The University of California (UC):  
UC Berkeley, UC Davis, UC Irvine, UC Los Angeles, UC Merced, UC Riverside, UC San Diego, UC San Francisco (medical school), UC Santa Barbara, and UC Santa Cruz. UC campuses support a "transfer core curriculum"; however, each UC campus may list particular breadth and major requirements.
- 3) The Independent or Private Colleges and Universities:  
Some examples of the over 100 in California include Chapman College, Stanford University, University of the Pacific, Fresno Pacific, and the University of Southern California. Each private college or university has its own unique requirements.

### California State University (CSU)

#### Basic Information

Merced College courses numbered 1 - 49 have been designated baccalaureate level courses transferable to the CSU system. These courses will be accepted by any campus of the California State University system for credit toward its baccalaureate degrees.

In preparing for transfer to a CSU campus, you should follow two concurrent pathways to complete required course work:

- 1) the CSU General Education Breadth courses listed on the following page; and
- 2) articulated lower division major preparation courses as designated by the particular CSU campus to which you plan to transfer. A Merced College counselor can assist you with course selection.

### CSU Transfer Admission Requirements

You can qualify for admission to the CSU system as a transfer student if you have a grade point average of 2.0 ("C") or better in all transferable units attempted, are in good standing at the last college or university attended, and meet one of the following standards:

- 1) you were eligible as a freshman, or
- 2) you were eligible as a freshman except for the college preparatory subjects in English and mathematics and have satisfied the subject deficiencies, or you were not eligible as a freshman and have completed at least 60 transferable semester units and have satisfied any deficiencies in college preparatory English and mathematics. If you are a non-resident, you must have a 2.4 grade point average or better.

### CSU Transfer Breadth Curriculum

Merced College will certify completion of the General Education Breadth requirements in part, or in their entirety, if you are transferring to one of the 23 campuses of the California State University System.

Merced College will give full certification upon the satisfactory completion of 39 designated units. In addition, a minimum of nine upper division units must be taken as designated by the state university conferring the B.A./B.S. Degree. If the CSU campus requires more than 48 General Education/Breadth units, you will take the additional units after transfer.

To complete the CSU transfer breadth requirements, you must select courses that fulfill the unit requirements of specific areas. (Courses listed in these areas may change, depending upon CSU Chancellor's Office approval.) The CSU transfer breadth requirements appear on the following page.

### University of California System (UC)

The ten University of California campuses welcome community college transfer students. UC campuses support a "transfer core curriculum"; however, each of the ten campuses and the individual majors has unique requirements. Students planning to transfer to a UC campus should see a Merced College counselor as soon as possible in order to plan an appropriate program of study and work closely with the UC representative in the Career/Transfer Center.

### Private Colleges and Universities

There are approximately 112 independent or private schools in the State of California not supported by state tax revenues. They vary greatly in programs offered, size, and number of transfer students. Each school acts autonomously, evaluating course work on an individual basis. To obtain specific transfer information, contact the admissions office at the school to which you wish to transfer. A Merced College counselor can help you plan your transfer program.

**CSU TRANSFER BREADTH REQUIREMENTS – 2006-2007**

(Effective Summer 2006, except as noted)

**AREA A: Communication in the English**

**Language and Critical Thinking** .....  
A minimum of nine units is required with one course from each of the following three areas:

- A1. Oral Communication** .....  
COMM-01\*, 01H\*, 04, 05
- A2. Written Communication** .....  
ENGL-01A
- A3. Critical Thinking** .....  
ENGL/PHIL-13\*, ENGL/PHIL-13H\*,  
PHIL-10, 12, PHIL/ENGL-13\*, PHIL/ENGL-13H\*

**AREA B: Physical Universe and Its Life Forms**

A minimum of nine units is required with one course each from areas B1, B2, and B4. At least one of the courses must be a lab course from either area B1 or B2. (Lab courses are underlined):

- B1. Physical Science** .....  
ARCH-01  
ASTR-01, 01L  
CHEM-02A, 02B, 04A, 04B  
GEOG-01, 01L  
GEOL-01, 02  
PHSC-01, 01L  
PHYS-02A, 02B, 04A, 04B, 04C, 10  
SOIL-10
- B2. Life Science** .....  
ANAT-25  
ANTH-01  
BIOL-01\*, 04\*, 04H\*, 06, 08, 20, 25  
BOT-01  
GENE-10  
PHYO-01  
PLSC-10  
ZOO-01
- B3. Laboratory Activity** .....  
A minimum of one lab course (underlined) from area B1 or B2
- B4. Mathematics/Quantitative Reasoning** .....  
MATH-02\*, 04A, 04B, 04C, 05A, 05B, 06, 08, 10,  
15, 20A, 20B, 21, 25, 26\*

**AREA C: Arts, Literature, Philosophy and Foreign**

**Language** .....  
A minimum of nine units is required with at least one course from each area:

- C1. Arts (Art, Dance, Music, Theater)** .....  
ART-01, 02, 06, 12A, 15, 24A  
DRAM-01, DRAM/ENGL-03\*  
ENGL/DRAM-03\*, ENGL-14  
MUS-01, 11, 12, 13, 14
- C2. Humanities (Literature, Philosophy, and Foreign Language)** .....  
DRAM-01  
ENGL-01B, 04A, 04B, 05, 06A, 06B, 07, 10, 11  
ENGL/HUM-18\*  
FREN-01, 02, 03  
GERM-01, 02, 03  
HIST-04A, 04B, 08A, 08B, 09A, 09B, HIST-17A\*,  
HIST-17AH\*, HIST-17B\*, HIST-17BH\*  
HMNG-01, 02  
HUM-01\*, 01H\*, 02\*, 02H\*, 15, 21, HUM/ENGL-18\*

- C2. Humanities (cont.)** .....  
ITAL-01\*, 01AB\*, 02, 03  
JPNS-01AB, 02  
PHIL-01\*, 01H\*, 03, 04, 05, 15  
SPAN-01\*, 02\*, 03, 10\*, 11\*

**AREA D: Social Political and Economic Institutions and Behavior; Historical Background** .....

A minimum of nine units is required from at least three disciplines:

- D0. Sociology and Criminology** .....  
CRIM-01  
SOC-01
- D1. Anthropology and Archaeology** .....  
ANTH-02, 10
- D2. Economics** .....  
AGBS-11 (effective Spring 2005)  
ECON-01A, 01B
- D3. Ethnic Studies** .....  
HIST-08A (effective Spring 2005), HIST-22
- D5. Geography** .....  
GEOG-02
- D6. History** .....  
HIST-04A, 04B, 08A, 08B, 17A\*, 17AH\*, 17B\*,  
17BH\*, 21, 22, 23, 24, 29
- D7. Interdisciplinary Social or Behavioral Science** .....  
AGRI-10  
SCSC-01  
COMM-30
- D8. Political Science, Government, and Legal Institutions** .....  
POSC-01, 02
- D9. Psychology** .....  
PSYC-01A\*, 01AH\*, 22, 23

**AREA E: Lifelong Understanding and Self-Development** .....

A minimum of three units is required from the following:

- CLDV-08, CLDV/PSYC-09\*
- GUID-30
- HLTH-10
- NUTR-10
- PSYC/CLDV-09\*, PSYC-22, 23

**AREA F: Merced College Courses Designated to**

**Meet CSU History and Government Requirements** . . .

All state universities have a U.S. History and a Federal, State, and Local Government requirement. Six units may be counted toward Area D or C2, in addition to Area F. See your counselor. Major requirements at the CSU campus of your choice may affect the ability to double count. You may complete either sequence A or B to meet the CSU History and Government (F1 and F2) requirements:

- Sequence A:**  
HIST-17A or HIST-17AH  
**AND**  
HIST-17B or HIST-17BH
- Sequence B:**  
HIST-17A or HIST-17AH or HIST-17B or HIST-17BH or HIST-22  
**AND**  
POSC-01

\*Transfer credit may be limited – see a counselor.

Note: The Merced College Area D requirement is three disciplines, not two.

## Intersegmental General Education Transfer Curriculum (IGETC)

Completion of the IGETC permits a student to transfer from Merced College to a campus in either the California State University or the University of California system without the need after transfer to take additional, lower division, general education courses to satisfy the campus GE requirements. IGETC is not recommended for majors that require extensive lower division preparation. Consult with your counselor. Students may also fulfill the general education requirements by completing the specific lower division breadth and general education requirements of the school or college of the campus to which the student intends to transfer. Students intending to transfer to the California State University System may also complete the requirement by fulfilling the CSU's general education requirement.

Both the California State University and the University of California have a specific American Institutions requirement that is separate from their general education requirements. Completion of the IGETC will not satisfy the American Institutions requirement. Courses used to satisfy the American Institutions requirement may not be counted to satisfy either a Humanities or a Social and Behavioral Science requirement.

### IGETC Subject Area Requirements - 2006-2007 (Effective Summer 2006, except as noted)

#### AREA 1: English Communication

(CSU - Three courses, one each from Groups A, B, & C)  
(UC - Two courses, one each from Groups A and B)

**Phase-In of Critical Thinking-English Composition** -- Students who complete a second-semester English composition course and a critical thinking course by the end of the spring 1992 term may be certified as having met the critical thinking-English composition requirement, regardless of the actual date of transfer.

##### Group A: English Composition

(One course: three semester units)  
ENGL-01A

##### Group B: Critical Thinking

(One course: three semester units)  
ENGL/PHIL-13\*  
ENGL/PHIL-13H\*  
PHIL/ENGL-13\*  
PHIL/ENGL-13H\*

##### Group C: Oral Communication {CSU ONLY}

(One course: three semester units)  
COMM-01\*, 01H\*, 04

#### AREA 2: Mathematical Concepts and Quantitative Reasoning

(One course: three semester units)  
MATH-02\* OR 26\*; 04A\*, 04B\*, 04C\*, 05A\*, 05B\*, 06, 08, 10, 15

#### AREA 3: Arts & Humanities

(Three courses: nine semester units, with at least one course each from Group 3A and 3B)

##### 3A. Arts

ART-01, 02,  
DRAM/ENGL-03\*  
ENGL/DRAM-03\*  
ENGL-14  
HUM-21  
MUS-01, 11, 12, 13, 14

##### 3B. Humanities

DRAM-01  
ENGL-01B, 04A, 04B, 05, 06A, 06B, 07, 10, 11  
HIST-04A, 04B, 08A, 08B, 09A, 09B, 17A\*, 17AH\*, 17B\*, 17BH\*  
HUM-01\*, 01H\*, 02\*, 02H\*, 15  
PHIL-01\*, 01H\*, 03, 04, 05, 15  
SPAN-11\*

#### AREA 4: Social & Behavioral Sciences

(Three courses: nine semester units, with courses from at least two disciplines or an interdisciplinary sequence.)

##### 4A. Anthropology and Archaeology

ANTH-02, 10

##### 4B. Economics

AGBS-11 (effective Spring 2005)  
ECON-01A\*, 01B\*

##### 4C. Ethnic Studies

HIST-08A (effective Spring 2005), 22

##### 4E. Geography

GEOG-02

#### AREA 4: Social & Behavioral Sciences (cont.)

##### 4F. History

HIST-17A\*, 17AH\*, 17B\*, 17BH\*, 21\*, 22\*, 23\*, 24\*

##### 4G. Interdisciplinary, Social & Behavioral Sciences

COMM-30  
SCSC-01\*

##### 4H. Political Science & Government & Legal Institutions

POSC-01, 02

##### 4I. Psychology

PSYC-01A\*, 01AH\*, 22, 23

##### 4J. Sociology & Criminology

SOC-01

#### AREA 5: Physical & Biological Sciences

(Two courses required, 7-9 semester units, one each from Group 5A and 5B; at least one must include a lab.)

##### 5A. Physical Science

Underlined courses have a laboratory component.

ARCH-01  
ASTR-01, 01L<sup>^</sup>  
CHEM-02A\*, 02B\*, 04A\*, 04B\*  
GEOG-01, 01L<sup>^</sup>  
GEO-01\*, 02  
PHSC-01\*, 01L<sup>^</sup>  
PHYS-02A\*, 02B\*, 04A\*, 04B\*, 04C\*, 10\*  
SOIL-10

##### 5B. Biological Science

Underlined courses have a laboratory component.

ANAT-25  
ANTH-01  
BIOL-01\*, 04\*, 04H\*, 06, 08, 20, 25  
BOT-01  
GENE-10  
PHYO-01  
PLSC-10  
ZOO-01

#### AREA 6: Language Other Than English {UC ONLY}

Proficiency equivalent to two years of high school study in the same language. The following course(s) at this institution fulfill the requirement: Courses above proficiency level may also be used to meet this requirement. These are noted by the "#" sign.

LEVEL 1 = PROFICIENCY **OR**

LEVEL 1AB = PROFICIENCY

FREN-01 (02#, 03#, 04#)

GERM-01 (02#, 03#, 04#)

HMNG-01 (02#)

ITAL-01\*, 01AB\* (02#, 03#)

JPNS-01AB (02#)

SPAN-01\*, 10\* (02##, 03#, 04#, 11##)

##### NOTE:

Completion of Level 1 is equivalent to two years of high school study in the same language. Completion of ITAL-01B or JPNS-01B only will also satisfy the Area 6 proficiency requirement for IGETC.

<sup>^</sup>Credit for lab courses only if lecture course is completed.

\*Transfer Credit may be limited by UC or CSU or both. Please consult a counselor.

## UC TCA (University of California Transfer Course Agreement)

This agreement lists courses transferable for unit credit at all UC campuses for 2005-06. UC Transferable Course Agreements identify the general transferability of community college courses to the University of California. Annually, the UC Office of the President reviews and determines the courses approved for the TCA. The following 2005-06 list is valid until the 2006-07 update. Check ASSIST ([www.assist.org](http://www.assist.org)) for the UC TCA 2006-07 update after August 2006. Meet with your counselor to determine more specific transfer credit information.

ACTG-04A	BIOL-04H	ENGR-14	HIST-17B	MUS-11	PHOT-10B
ACTG-04B	BIOL-06	ENGR-15	HIST-17BH	MUS-12	PHED-13B
AGBS-11	BIOL-08	ENGR-18	HIST-21	MUS-13	PHED-13E
AGBS-18	BIOL-20	ENGR-25	HIST-22	MUS-14	PHED-14A
AGRI-10	BIOL-25	ENGR-30	HIST-23	MUS-24A	PHED-14B
ANAT-25	BOT-01	ENGL-01A	HIST-24	MUS-24B	PHED-14C
ANSC-10	BUS-10	ENGL-01B	HIST-29	MUS-24C	PHED-14D1
ANSC-12	BUS-18A	ENGL-02	HMNG-01	MUS-24D	PHED-14D2
ANSC-15	BUS-18B	ENGL-03	HMNG-01A	MUS-27A	PHED-14D3
ANSC-16	CHEM-02A	ENGL-04A	HMNG-01B	MUS-27B	PHED-20
ANSC-17	CHEM-02B	ENGL-04B	HMNG-02	MUS-27C	PHED-31
ANSC-18	CHEM-04A	ENGL-05	HUM-01	MUS-27D	PHED-32
ANSC-19	CHEM-04B	ENGL-06A	HUM-01H	MUS-28	PHED-36A
ANTH-01	CHEM-12A	ENGL-06B	HUM-02	MUS-29A	PHED-36B
ANTH-02	CHEM-12B	ENGL-07	HUM-02H	MUS-29B	PHED-36C
ANTH-10	CLDV-09	ENGL-08	HUM-15	MUS-29C	PHED-36D
ANTH-30	CLDV-29	ENGL-10	HUM-18	MUS-29D	PHSC-01
ANTH-32	COMM-01	ENGL-11	HUM-21	MUS-36A	PHSC-01L
ARCH-01	COMM-01H	ENGL-12	ITAL-01	MUS-36B	PHYS-02A
ART-01	COMM-02	ENGL-13	ITAL-01A	MUS-36C	PHYS-02B
ART-02	COMM-04	ENGL-13H	ITAL-01B	MUS-41A	PHYS-04A
ART-06	COMM-30	ENGL-14	ITAL-02	MUS-41B	PHYS-04B
ART-12A	CPSC-01	ENGL-18	ITAL-03	MUS-41C	PHYS-04C
ART-12B	CPSC-05	ENGL-22	JPNS-01A	MUS-41D	PHYS-10
ART-12C	CPSC-06	ENGL-30A	JPNS-01B	MUS-42A	PHYO-01
ART-15	CPSC-12	ENGL-30B	JPNS-02	MUS-42B	PLSC-10
ART-17A	CPSC-24	ENGL-30C	JOUR-01	MUS-42C	PLSC-13
ART-17B	CPSC-30	FORS-10	LAND-10A	MUS-42D	PLSC-16
ART-17C	CPSC-39	FREN-01	LAND-10B	MUS-43A	POSC-01
ART-20A	CRIM-02	FREN-02	LAND-12	MUS-43B	POSC-02
ART-20B	CRIM-04	FREN-03	LRNR-30	MUS-44A	PSYC-1A
ART-20C	CRIM-05	FREN-04	LBST-10	MUS-44B	PSYC-1AH
ART-20D	DAIR-10	FREN-39	LBST-20	MUS-44C	PSYC-1B
ART-24A	DAIR-11	GENE-10	MATH-02	MUS-44D	PSYC-09
ART-24B	DNCE-14A	GEOG-01	MATH-04A	MUS-45A	PSYC-22
ART-24C	DNCE-14B	GEOG-01L	MATH-04B	MUS-45B	PSYC-23
ART-25A	DNCE-14C	GEOG-02	MATH-04C	MUS-45C	PSYC-29
ART-25B	DNCE-14D1	GEOG-30	MATH-05A	MUS-45D	SCSC-01
ART-25C	DNCE-14D2	GEOL-01	MATH-05B	MUS-46	SOC-01
ART-25D	DNCE-14D3	GEOL-02	MATH-06	MUS-47	SOC-02
ART-26A	DRFT-25	GERM-01	MATH-08	MUS-48A	SOIL-10
ART-26B	DRAM-01	GERM-02	MATH-10	MUS-48B	SPAN-01
ART-26C	DRAM-02	GERM-03	MATH-12	NUTR-10	SPAN-02
ART-28A	DRAM-03	GERM-04	MATH-14	PHIL-01	SPAN-03
ART-28B	DRAM-04	HLTH-10	MATH-15	PHIL-01H	SPAN-04
ART-28C	DRAM-09	HLTH-11	MATH-20A	PHIL-03	SPAN-10
ART-28D	DRAM-10	HIST-04A	MATH-20B	PHIL-04	SPAN-11
ART-29A	DRAM-11	HIST-04B	MATH-21	PHIL-05	SPAN-39
ART-29B	DRAM-15	HIST-05	MATH-26	PHIL-10	SPMD-42
ART-29C	DRAM-16	HIST-08A	MUS-01	PHIL-11	SPMD-43
ART-29D	DRAM-23	HIST-08B	MUS-02	PHIL-12	ZOO-01
ASTR-01	ECON-01A	HIST-09A	MUS-04A	PHIL-13	
ASTR-01L	ECON-01B	HIST-09B	MUS-04B	PHIL-13H	
BIOL-01	ENGR-10	HIST-17A	MUS-04C	PHIL-15	
BIOL-04	ENGR-12	HIST-17AH	MUS-04D	PHOT-10A	

### Variable Topics Courses

These courses are also called "Independent Studies", "Special Studies", "Special Topics", "Internships", etc. Credit for variable topics courses is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. UC does not grant credit for variable topics courses in Journalism, Photography, Health, Business Administration, Architecture, Administration of Justice (Criminology) or Library Departments because of credit restrictions in these areas.

### Physical Education Activity Courses

UC grants a maximum of four semester units of credit for appropriate Physical Education Activity courses (also called "Athletics", "Human Resources", "Adaptive P.E.", etc.). These courses are not listed on the TCA. Physical Education Theory courses or courses that do not fit either the Theory or Activity category are not included in the four semester credit limit prescribed for P.E. activity courses and continue to be listed on the TCA if deemed transferable. P.E. Courses that are primarily vocational in nature, such as Aerobic Instructor Training or Fire Academy Protection Preparation, are not transferable.