SPECIAL PROGRAMS and Support Services
The Academy of Entertainment & Technology—an SMC satellite campus located in the heart of the Westside’s entertainment production district—was launched in 1997 in collaboration with entertainment industry employers to provide students with a comprehensive, well-rounded education that prepares them to be flexible professionals in rapidly evolving media fields.

AET is home to the Entertainment Technology program, designed to meet the industry’s need for creative professionals who excel in developing ideas and have the technical proficiency to execute them. Our instructors are experienced media professionals who bring first-hand knowledge of industry practices to the classroom and work in close collaboration with industry advisors to keep up with trends and changing requirements. In addition, participating companies often provide guest speakers and student internships.

The Entertainment Technology program offers comprehensive certificates of achievement and Associate degrees in Animation and Digital Media. The major coursework for the Animation degree/certificate combines a strong foundation in story and traditional animation with hands-on experience in digital animation pre-production and production processes. The multilevel Digital Media degree/certificate emphasizes the design and implementation of digital audio and video media for the entertainment industry. In addition, the Entertainment Technology program offers a number of department certificates in various aspects of the entertainment industry, including Game Design (the design and implementation of interactive media for the game industry), and Digital Effects (the production and project management processes for creating digital effects for the entertainment industry).

Selected Entertainment Technology courses are offered online through SMC’s Distance Education program (see www.smconline.org for details).

The Graphic Design and Interior Architectural Design programs are also located at AET. Collectively, these programs comprise the Design Technology department, generating a creative environment for students in the respective programs. (See the Major Requirements and the Course Descriptions sections of this catalog for further details on the Graphic Design and Interior Architectural Design programs).

To find out more about the Academy of Entertainment & Technology and our programs, please visit our website. You may also send an email to academy_info@smc.edu or give us a call at (310) 434-3700.

The Latino Center’s Adelante Program is a success-oriented program focusing on academic achievement, transfer, cultural awareness, and personal growth. The program offers courses each semester in various subjects—including English, math, and the social sciences—and courses are structured to include Latino perspectives and contributions to the subject at hand. Adelante courses highlight the Latino culture and experience and emphasize the verbal, written, and critical thinking skills essential to college success. Most Adelante courses transfer to the UC and CSU systems.

To help students stay on track as they work toward their educational goals, the Adelante Program offers a support network that includes one-on-one bilingual counseling and opportunities to develop supportive relationships with faculty, staff, and fellow students. Other benefits the program provides include:

- Priority enrollment in Adelante classes;
- Ongoing follow-up and contact with academic counselors and counseling aides;
- Free tutoring in math and English;
- Participation in classes with a large Latino enrollment;
- Being part of a network of Latino students and faculty;
- Experienced faculty interested in promoting Latino student success; and
- Eligibility for specially designated Latino Center Scholarships.

To join the Adelante Program, students must attend an information session. For more information, please visit the Adelante Program website or call the Latino Center.
For more information, please visit the Black Collegians Program website (www.smc.edu/blackcollegians), or drop by the African American Collegian Center.

**Air Force ROTC**

Program Overview [www.afrotc.com](http://www.afrotc.com)

**Loyola Marymount University AFROTC**

(310) 338-2770

[www.lmu.edu/afrotc](http://www.lmu.edu/afrotc)

Fax (310) 338-7734

**Air Force ROTC Detachment 040**

University Hall

One LMU Drive, Suite 3110

Los Angeles, CA 90045-8240

E-mail: det040@lmu.edu

**UCLA AFROTC**

(310) 825-1742

[www.sscnet.ucla.edu/afrotc](http://www.sscnet.ucla.edu/afrotc)

Fax (310) 825-3055

**Air Force ROTC Detachment 055**

220 Westwood Plaza

Student Activities Center Suite 214

Los Angeles, CA 90095-1611

E-mail: afrotc@ucla.edu

Santa Monica College students interested in obtaining a commission as a second lieutenant in the United States Air Force may begin the process by participating in the first two years of the Air Force Reserve Officer Training Corps (AFROTC) program through arrangements with Loyola Marymount University (LMU) and the University of California at Los Angeles (UCLA). Requirements to receive a commission include—but are not limited to—completing AFROTC classes for freshmen and sophomores, transferring to a four-year college or university, and earning a bachelor's degree.

Academic hours earned in AFROTC classes can usually be counted as elective credit toward graduation.

AFROTC offers a variety of two- and three-year scholarships, many of which pay full tuition and fees. AFROTC cadets on scholarship also receive a tax-free monthly stipend. For more information, please visit any of the AFROTC websites listed above, or call or send an email or a fax to either of the AFROTC detachments listed.

**Art Gallery**

[www.smcbarrettgallery.com](http://www.smcbarrettgallery.com)

Information

(310) 434-8204

1310 11th St., 1st Floor, Santa Monica

(310) 434-3434

The SMC Pete and Susan Barrett Art Gallery features exhibits of the best in contemporary art by local, national, and international artists, and hosts SMC's annual student and faculty art shows. Each exhibit has an opening reception where artists, students, and members of the community can gather to enjoy and exchange ideas on the works presented. For details on upcoming art exhibitions, opening receptions, and other activities, please call the Gallery, visit our webpage, or browse the SMC Events webpage (www.smc.edu/eventsinfo) and click on the “Art Gallery” link.

**Associated Students**

[www.smc.edu/associated_students](http://www.smc.edu/associated_students)

Student Life Office: Cayton Center 202

(310) 434-4250

Fax (310) 434-4263

Associated Students (AS)—the student-directed organization of the SMC student body and its elected or appointed student officers—promote the intellectual, social, and cultural welfare of students through proper, effective government. Students participating in AS Government gain first-hand experience with the governing process and build management and leadership skills.

AS membership fees support a rich program of extracurricular activities—including more than 60 student clubs—to foster academic achievement, social interaction, and community involvement.

The Student Life Office is the hub of all AS activities. The AS Board of Directors, other AS officers, Inter-Club Council (ICC), Associate Dean of Student Life, and student activities staff can all be found there, along with information on AS and club activities, use of campus public areas, campus student publicity, and other details.

**Associated Students Government**

Students may participate in AS Government as elected officers serving one-year terms on the AS Board of Directors or as the Student Trustee. Students may also volunteer as AS Commissioners appointed by the Board of Directors to help carry out directors’ goals and serve on committees.

Students elected to AS Government can represent the interests of their fellow students in how SMC operates, including instructional support systems, student services, financial support services, and planning. SMC’s Board of Trustees grants and defines AS Government’s legislative and fiscal authority.

Students in AS Government must maintain a minimum 2.0 GPA in at least eight units per semester. For details, see the Associated Students website or ask the Student Life Office for information.

**Associated Students Membership**

AS membership is optional. Students who choose to pay the AS membership fee each semester not only enrich campus life with concerts, guest speakers, student clubs, and special events—and support SMC’s transportation initiative—but also enjoy special privileges and benefits such as:

- Priority use of the Cayton Associated Students Computer Lab;
- Student club membership and support to start a club;
- Leadership opportunities (elected or appointed);
- Discounts on selected movie and theme park tickets sold through the SMC Events Office; and
- Much more!

For all the details, visit the Associated Students website or ask the Student Life Office for information.
Athletics
www.smc.edu/athletics
Pavilion, 2nd Floor (310) 434-4310

Santa Monica College has a proud tradition of championship teams and student-athlete alumni who have gone on to successful careers at the four-year college and professional team levels. SMC is a member of the California Community College Commission on Athletics and competes against many local colleges in the Western State Conference. The College sponsors a broad-based athletics program of 7 men’s and 9 women’s teams that have accumulated over 50 conference championship titles. Men’s teams include: Basketball, Cross Country, Football, Swimming and Diving, Track and Field, Volleyball, and Water Polo. Women’s teams include: Basketball, Cross Country, Soccer, Softball, Swimming and Diving, Tennis, Track and Field, Volleyball, and Water Polo.

Santa Monica College provides an excellent environment to begin your journey into higher education and compete at a high level in your chosen sport. The coaching staff, academic counselors, and administration are committed to assisting student athletes to excel both in the classroom and on the field of play.

Black Collegians Program
www.smc.edu/blackcollegians
Counseling Complex (African American Collegian Center) (310) 434-4232

The Black Collegians Program is an academic-transfer program that promotes academic excellence and guides African American students and students of African descent through the transfer process. Students are assisted in examining their options for transfer and in completing an educational plan that will lead to transferring to the institution of their choice. The program works with students to help them become academically competitive and enable them to set and achieve educational goals and understand their personal relationship to the greater community.

Some of the special benefits that students receive from the Black Collegians Program include a personal counselor who will support and guide students throughout their stay at SMC; a special “College Success” course that will help students strengthen skills to enhance academic success; innovative academic and personal growth forums; a mentor who will advise and direct; access to a network of supportive peers, teachers, and staff members; and scholarships for qualified students. The program also provides special sections of classes with curriculum designed to enhance awareness of the contributions that people of African descent have made to the global society. At the end of each academic year, students are recognized for their scholarly achievement. To inquire about becoming involved in the program, please visit the Black Collegians website, or call or drop by the African American Collegian Center.

Bookstore
www.smc.edu/bookstore
E-mail: bookstore@smc.edu
Main (next to Student Center) (310) 434-4258
Academy (AET) 133 (310) 434-3750
Airport Arts 123A (310) 434-4637

The SMC Bookstore sells new and used textbooks, school and office supplies, campus sweat- and T-shirts, and art and drafting materials. The Bookstore also stocks class schedules and the SMC catalog (which is updated annually).

The Bookstore provides the International Standard Book Number (ISBN), retail price, and/or other information (subject to change) about the required or recommended textbooks and supplemental materials for each course offered at SMC. Please go to bookstore.smc.edu and click on “Buy Textbooks” for details.

Students with disabilities may find some areas of the Bookstore inaccessible—please request assistance. A current booklist for classes is available through the Center for Students with Disabilities.

The Online Bookstore (go to www.smc.edu/bookstore and click on the “Online Bookstore” link) offers some especially convenient features. Students can browse through a catalog of items or search for a specific title, make purchases on the spot, and have their order shipped directly to their home.

For up-to-date details on Bookstore hours, refund and buy-back policies, or other information, please visit the Bookstore’s webpage or call.

Campus Police Services
1718 Pearl St., Santa Monica (310) 434-4608
Emergency, After Hours, & Weekends (310) 434-4300

SMC maintains a Campus Police Department with personnel available 24 hours a day to help keep SMC’s campuses safe and secure.

To report an emergency or criminal activities on or near the campus, dial 4300 or 911 on the emergency telephones located throughout the campus and parking structures, press the “Campus Police” button on any on-campus pay telephone, or call (310) 434-4300 from a cellphone or off-campus telephone.

The Campus Police Department patrols each of the SMC campuses and provides students and staff with a number of services, including:

• Preparing and investigating crime and incident reports;
• Operating the campus “lost and found” service; and
• Providing student and staff escort services.

Please call or visit the SMCPD office for general information and NONemergency police services. Office hours are Monday through Friday 7 a.m. to 3 p.m. (subject to change without notice).

Career Services Center
www.smc.edu/careercenter
Library Village 161 (310) 434-4377

The Career Services Center provides SMC students with a single, conveniently located source for career exploration, internships, and employment assistance. The Center offers an Internship Program, employment advisement, and assistance
in finding jobs on and off campus. To help students plan their careers, we offer a special eight-week class (Counseling 12, Career Planning) that provides an opportunity for students to explore their interests, identify and clarify their core values, and evaluate their skills. To help students learn how to be successful at work, we also offer an eight-week class (Counseling 16, Job Success Skills) that teaches the skills necessary for new employees to survive the initial months on the job, adapt to the company culture, and succeed in remaining employed.

The Career Services Center operates SMC’s Internship Program (see Internship Program, below, for details), which helps students find opportunities for internships. To find out about participating in SMC’s Internship Program, please stop by or call the Career Services Center, or visit the Internship Program’s website at www.smc.edu/internship.

The Career Services Center offers:

- Access to bridges.com, an online career-exploration program;
- Workshops on career exploration, resume writing, interview techniques, how to get the most out of a job, and other pre- and post-employment issues;
- An extensive Career Resource Library that includes information on job descriptions, salaries, recommended preparation, and preferred skills;
- Hundreds of job listings, available online through College Central (www.collegecentral.com); and
- Job search assistance.

The Career Services Center also offers individual career counseling by appointment. For more information, passwords to our online programs, or appointments, please call or visit the Career Services Center, or see our website.

**Center for Environmental & Urban Studies**

www.smc.edu/ceus

1744 Pearl St., Santa Monica (310) 434-3909

The Center for Environmental and Urban Studies (CEUS) was established to provide SMC students and faculty with a meaningful exploration of key environmental and urban issues and policies. Courses in a variety of disciplines are linked together to present a broad overview of the nature and scope of environmental and urban concerns. Many of these interdisciplinary courses focus on how human problems and lifestyles contribute to regional and global ecological problems, and what can be done to prevent or solve them.

CEUS sponsors the Environmental Issues Lecture Series presented each semester at Santa Monica College. The free lectures are open to the public and offer the opportunity to meet and engage in dialogue with experts in the field. The Center is also home to student environmental clubs and committees working on campus sustainability initiatives and research.

The campus facility of the Center for Environmental and Urban Studies is a living laboratory for sustainability, featuring many innovative green building materials and practices. The Center provides educational signage, ecotours, a resource library and information center, video library, demonstration garden, and a variety of other services and activities related to environmental and urban studies. The CEUS facility is also the headquarters for Sustainable Works, a nonprofit organization funded by the City of Santa Monica’s Sustainable City Program and Santa Monica College. Sustainable Works offers special programs that show individuals and businesses how they can adopt sustainable practices that improve quality of life, reduce impacts on the environment, and reduce costs.

For more information, please see our website, or call or visit our office at 1744 Pearl Street, Santa Monica.

**Center for Students with Disabilities**

www.smc.edu/disabledstudent

Admissions/Student Services Complex 101 (310) 434-4265

Video phone (866) 957-1809 Fax (310) 434-4272

E-mail: schwartz_judy@smc.edu

High Tech Training Center Admissions/Student Services Complex 103 (310) 434-4267

E-mail: cutler_ellen@smc.edu

Learning Disabilities Program Math Complex 75 & 76 (310) 434-4684

E-mail: marcopoulos_george@smc.edu

Santa Monica College makes every effort to provide a campus that is fully accessible to students with disabilities, and offers a number of specialized programs through the Center for Students with Disabilities to help students with their academic, vocational, and career planning goals. The Center also has counselors available to answer questions, help solve problems, and authorize accommodation services such as specialized equipment. Students with disabilities are encouraged to meet with a counselor and become familiar with the services available to them.

The Learning Disabilities Program is staffed with learning specialists who provide educational assessment, study strategies training, appropriate accommodations, and other support for students with learning disabilities. The High Tech Training Center provides training in the use of adapted computer technology for word processing, Internet access, and other applications integral to academic success and compensatory strategies.

Various classes offered by staff of the Center for Students with Disabilities are listed in SMC’s Schedule of Classes. Listings under the heading “Counseling–Disabled Student Services” include classes on independent living skills, career planning, job search skills, adapted computer technology, social awareness, and learning and study skills. Listings under the heading “Counseling–Adult Education” include a class for students with developmental disabilities (Counseling 912, Developing Occupational Skills) and a class for students with acquired brain injuries (Counseling 910, ABI Connections).

The Center for Students with Disabilities also assists in determining appropriate academic adjustments for qualified students with disabilities. The procedure for requesting such an adjustment is outlined under the heading “Academic Adjustments for Students with Disabilities,” in the section following this catalog’s Table of Contents.
Child Care Services  
www.smc.edu/child_care_services  
Liberal Arts 219  
(310) 434-8526  
E-mail: trickey_jenny@smc.edu

Santa Monica College offers several childcare options for students while they attend classes at SMC.

CalWORKs Child Care Services

CalWORKs students may be eligible to receive free or low-cost childcare while attending Santa Monica College. Students who qualify may select a licensed childcare center, family day care, or an "exempt" (blood relative) provider to care for their children while they attend SMC classes.

Associated Students Child Care Fund

Single parents who have proof of receiving a Pell Grant, are full-time students, have a minimum 2.0 GPA, and have a child through 10 years of age, AND who are NOT receiving subsidized childcare may qualify for child care reimbursement, based on the amount of the Pell award.

Santa Monica Preschool Collaborative

SMMUSD offers State-subsidized preschool for children of low-income SMC students, and full-fee preschool for SMC students who do not meet the low-income criteria.

Students who have a need for child care services while attending classes at SMC should call, e-mail, or stop by the office of the Child Care Services Director (Jenny Trickey). Detailed information about the services available can be found on the Child Care Services webpage.

Community Education  
commed.smc.edu

SMC Community Education  
Bundy Campus, Room 112  
3171 S. Bundy Dr., Los Angeles  
(310) 434-3400

SMC Community Education meets the lifelong learning needs of the community by providing a choice of more than 450 classes each semester to individuals who wish to enhance their careers or explore their personal interests. Our fee-based professional certificate and continuing education programs and seminars are designed to promote career development, professional training, and certification. Our low-cost, not-for-credit Community Education courses respond to the interests of the community, enriching lives through hands-on workshops and lively classes in art, writing, dance, and many other areas, with special classes for children and teens. Classes on a wide range of topics are also offered online. For more information, please call the SMC Community Education office or visit our website.

Computer Labs and Services  
www.smc.edu/acadcomp/

Santa Monica College has more than 700 computers in specialized computer labs restricted to special programs or to students enrolled in specific classes. Special programs include those offered by SMC's
Center for Students with Disabilities, Emeritus College program for older adults, and various counseling centers. Specialized labs are available to students enrolled in specific courses in many academic disciplines, including art, computer science, graphic design, English and other languages, entertainment technology, fashion design, life sciences, math, music, photography, and physical sciences.

For further information about SMC’s computer services, see the Student Computer Labs webpage (www.smc.edu/acadcomp/labs).

Corsair Newspaper
www.thecorsaironline.com
Letters & Science 172 (310) 434-4340

The Corsair, Santa Monica College’s student-run newspaper, is published every Wednesday during the Fall and Spring semesters. The newspaper and its online edition have won awards statewide for writing, photography, page design, graphics, and online content.

The Corsair welcomes all students to help create the newspaper, which is a lifeline of news and entertainment for the entire College community. Each week, students choose what news and issues to cover. Experience on the Corsair can lead to internships with major media companies.

Students who enroll in Journalism 16 become the staff that produces the print edition of the Corsair. Students in Journalism 19 produce the online edition. Students in Journalism 22/Photo 14 become the photo staff of the paper. Students should note that it is recommended, but not required, that writers and editors first take Journalism 1 or Journalism 8, and that photographers take Photo 1 and Journalism 21/Photo 13 to prepare for the newspaper production classes.

Students whose schedules do not permit taking the staff classes can become Corsair “contributors.” They will take on assignments or create their own in collaboration with Corsair editors, and will receive bylines and photo credits, but will not receive any units of credit for their efforts.

The instructors who teach the Corsair classes are all media professionals: Prof. Saul Rubin is a published author and former newspaper reporter and columnist; Prof. Sara Brewer is a new media professional and web designer, and Prof. Gerard Burkhart is a working photojournalist.

Students interested in working on the Corsair may contact any of the above professors or come into the Corsair office to meet the editors and learn more about the Corsair.

Counseling Services
www.smc.edu/counseling
Counseling Complex (310) 434-4210

Comprehensive academic and vocational counseling services are available to all Santa Monica College students in the Counseling Center (career counseling services are available in the Career Services Center). Highly trained and experienced counselors are available to assist students with a variety of issues related to student success. Students are encouraged to visit the Counseling Center at least once each semester to discuss their educational goals. Counselors are able to provide students with professional guidance in the following areas:

- Reviewing student assessment test results and other information to determine appropriate course options;
- Exploring academic and personal goals, and identifying possible educational options;
- Developing short-term and long-term plans;
- Explaining the various certificate programs and Associate degrees available at SMC, and offering assistance in researching alternative college options if the student’s desired program is not offered at SMC;
- Assisting with identification of transfer options and course requirements for University of California (UC), California State University (CSU), independent, and out-of-state institutions; and
- Providing referral information to other student support service programs on campus, as well as to other off-campus resources.

In addition to one-on-one counseling sessions, the Counseling Center also provides counseling services online (go to www.smc.edu/oc) for students enrolled in on-campus courses (students enrolled in online courses should consult the information available at www.smconline.org).

During the academic year, the Counseling Center holds a number of workshops that deal with such topics as study skills, time management, and the transfer process. The Counseling Center also offers a variety of courses providing a more in-depth study of the topics listed above. Students will find these courses listed under the “Counseling” heading in the Schedule of Classes.

The Counseling Center is located on the southeast corner of SMC’s main campus. Drop-in counseling services for quick issues requiring a short consultation (five minute or less) are available in the Counseling Center lobby, and students may make appointments for more extensive counseling services. For Counseling Center hours and other information, visit the Counseling website or call or drop by the Counseling Center.

Distance Education
www.smconline.org

Santa Monica College is committed to providing educational programs and services to students who are at sites distant from the SMC campus and to students who need to choose alternatives to the fixed schedule, place, program, and structure of traditional classroom-based education.

The Santa Monica College Office of Distance Education offers classes for transfer, certificates, and skill building through a virtual campus at SMConline.org. Enrollment, registration, payment, academic counseling, books, and library resources are also available to students through the website.

For course offerings, technology requirements, admission and registration procedures, student services, and other information—as well as a free demo course—please visit the SMC Online website.
Emeritus College
www.smc.edu/emeritus
1227 Second St., Santa Monica (310) 434-4306
E-mail: emeritus@smc.edu

Emeritus College is a unique concept in continuing education at Santa Monica College for adults age 55 and up. Established in 1975, the model program’s curriculum includes courses designed to serve the interests and needs of adults who are now in or preparing for retirement, those dedicated to lifelong learning, and those seeking continued personal growth through creative use of their time. Emeritus College classes are offered primarily during the day at our site near the popular Third Street Promenade, and throughout the community in easily accessible locations. There are no fees for the noncredit courses. Registration and enrollment are by mail, walk-in, or Internet. Registration forms are included in the Emeritus schedule of classes and may also be downloaded from the Emeritus website. Emeritus College also operates an art gallery that exhibits works by Emeritus College students and members of the community, and holds opening receptions for each exhibition. For more information, please call the Emeritus College office or visit our website.

English as a Second Language (ESL)
www.smc.edu/esl
Corner of 16th St. & Pearl St., Santa Monica (310) 434-4260
Fax (310) 434-2387

Santa Monica College offers four programs for English-language learners:

1. A credit program offering classes in the ESL Department designed to prepare students for the reading, writing, listening, speaking, and study skills needed for college success and career enhancement;

2. An intensive English program designed for students who do not meet the TOEFL requirement to enroll in regular college classes;

3. A noncredit community and continuing education program that offers free ESL classes for adults in the community; and

4. A fee-based ESL program offering workshops, courses, occupational training, and English for special purpose courses at business and industry sites.

Extended Opportunity Program and Services (EOPS) & Cooperative Agencies Resources for Education (CARE)
www.smc.edu/eops
Admissions/Student Services Complex 104G-P (310) 434-4268

Extended Opportunity Program and Services (EOPS) and Cooperative Agencies Resources for Education (CARE) offer special support services to help students move forward successfully toward their personal, educational, and career goals. EOPS is a comprehensive support system of services extended to eligible students. Services students can obtain include academic, career, and personal counseling; book accounts and free tutoring; priority enrollment; and classes in student success.

This state-funded program is specifically designed for students who have historically experienced economic and educational disadvantages, and who desire to pursue their educational goals on a full-time basis. Eligibility for EOPS is based on economic guidelines provided by the State of California.

EOPS offers additional assistance to single parents through the CARE program, which offers support services for child care and transportation to single parents who receive Temporary Assistance for Needy Families (TANF/formerly AFDC) and are the head of a household with a child under age 14 while they attend classes and training programs.

Applications for EOPS and CARE can be obtained in the EOPS/CARE office. For more information, call or drop by the EOPS/CARE office (located next to the Financial Aid Office), or visit the EOPS website.

Financial Aid & Scholarships
Financial Aid:
www.smc.edu/financialaid
Admissions/Student Services
Complex 104 (310) 434-4343

Scholarships:
www.smc.edu/scholarships
1738 Pearl St., Santa Monica (310) 434-4290

Santa Monica College provides a variety of resources at two campus locations to assist and encourage students who need financial assistance. Federal and State grants, work-study, loans, and fee waivers are available through SMC’s Financial Aid Office. Scholarships—many with no requirements for financial need—are offered for a wide range of achievements and activities through SMC’s Scholarship Office. Together, Financial Aid and Scholarships annually provide over $38 million of assistance to SMC students!

Students can apply for federal financial aid and Board of Governors (BOG) Enrollment Fee Waivers directly through the SMC Financial Aid website (www.smc.edu/financialaid). At this website, students can find links to federal and state agencies. Students can also find answers to their questions in the SMC Student Financial Aid Handbook. For specific questions, students can drop by the Financial Aid Office.

Information about scholarships to aid to students continuing at SMC or transferring from SMC to a four-year college or university is available at the Scholarship Office. The Scholarship Office distributes more than $430,000 in scholarship funds each year from the Santa Monica College Foundation (an endowment fund that provides proceeds for about 400 different scholarships), service clubs and local organizations, private individuals, and other organizations, foundations, and corporations. For more information, drop by the Scholarship Office or visit our website.

Food Services
Santa Monica College’s food services are located on the ground floor of the Student Center. The food services area includes a food court, where a selection of meals, snacks, and
beverages may be purchased at reasonable prices. Service is provided indoors, and seating is available inside and on outdoor patio areas. There are also a number of food and beverage carts, as well as vending machines at various locations on the campus.

Health Insurance

The Health Services fee SMC students pay at the time they enroll in classes covers a number of services (see Health Services Center, below, for details). Any expenses a student incurs for medical services outside the scope of those covered by the Health Services fee, however, are the sole responsibility of the student and not the Santa Monica Community College District.

Students can find written information about optional health and dental insurance programs in an informative packet available at the front desk in the Health Services Center or on the Health Services webpage (www.smc.edu/healthcenter).

International students should consult the International Education Center for information on health insurance, which they are required to have while attending SMC.

Health Services Center

www.smc.edu/healthcenter
Adjacent to Cafeteria (310) 434-4262

SMC’s Health Services Center provides health and psychological services to currently enrolled Santa Monica College students, with referrals as needed. The focus of the Health Services Center is on health promotion, prevention of illness, and health education.

The Health Services staff provides the following to all currently enrolled students:

- Assessment and health counseling by a Registered Nurse (RN) for personal health problems, with referrals to community physicians and/or other appropriate services when necessary;
- Emergency and first aid treatment;
- Medical care by physician;
- Free HIV testing;
- Blood pressure screening;
- Tuberculin Mantoux skin test;
- Selected over-the-counter medications;
- Selected immunizations;
- Short-term personal psychological counseling (including counseling on alcohol and substance abuse); and
- Pamphlets and other materials on health topics.

Additional services such as vaccinations are available at minimal cost.

The Communicable Disease Center and the American College Health Association recommend the following immunizations for college students: rubella (German measles), rubeola (measles), and tetanus. These immunizations—often required for students transferring to other institutions—are available in our office.

All campus accidents must be reported immediately to the Health Services Center.

For hours and other information, please call the Health Services Center or visit our website.

International Education Center

www.smc.edu/international
Next to Liberal Arts/Counseling Complex (310) 434-4217
Fax (310) 434-3651

E-mail: intled@smc.edu

SMC’s International Education Center provides a wide range of services to about 2,700 students who come from more than 100 nations around the world to attend Santa Monica College. Services include:

- Assistance with nonimmigration F-1 student visas;
- Academic counseling and orientation;
- Assistance in applying to, enrolling in, and selecting appropriate courses at Santa Monica College;
- Preparation for transfer from Santa Monica College to a four-year college or university; and
- Social events on the SMC campus.

The International Education Center includes International Admissions; the Office of the Dean, International Education; International Programs; and the International Education Counseling Center.

International Admissions is responsible for processing all international student applications, registration, and nonimmigration matters.

The Office of the Dean, International Education, oversees international programs and the recruitment, admission, counseling, and retention of international students.

International Programs oversees special international programs, the Intensive English Program, Study Abroad Programs, and Special Programs.

International Education Counseling Center

The International Education Counseling Center (located at 1734 Pearl Street; 434-4218) offers academic advising and counseling for new and continuing international students. This office also assists international students with housing information, including an up-to-date bulletin of housing options. Counselors are available to assist students with their SMC requirements, academic issues, and information on transferring to other colleges or universities. Students can seek assistance from a counselor throughout the year on a walk-in basis. At selected times of the academic year, students may also make an appointment to meet with a counselor.

Intensive English Program
The Intensive English Program provides 20 hours per week of not-for-credit content-based English instruction in reading, writing, and speaking at the beginning, intermediate, and advanced levels. The Intensive English Program is designed to prepare students to enter the undergraduate program by improving their English proficiency through extensive reading. The program’s writing, listening, and speaking classes include relevant learning activities based on extensive reading.

For more information about the International Education Center or any of its programs—including the Intensive English Program—please see our website or call or drop by the International Education Center.

**Internship Program**

[www.smc.edu/internship](http://www.smc.edu/internship)  (310) 434-4337

The Internship Program at Santa Monica College makes it possible for students to enhance their classroom learning by working in on- and off-campus internships/jobs, and earn college credit for their work experience. The program is a joint effort of SMC and the community to give students the chance to acquire the knowledge, skills, and attitudes necessary to progress in their careers by combining work-based learning and experience with classroom instruction. To qualify, a student must be considered “continuing” from the previous semester. A continuing student is one who completed at least six units the previous Spring or Fall semester.

Internship-related courses are offered on a pass/no pass basis. SMC students may enroll in internship courses for a maximum of 4 (four) units per semester. Up to 8 (eight) units of internship credit may be applied as elective credit toward a certificate or an Associate degree. Students earn credit based on the number of hours of work experience. Each unit of credit requires a student to work a minimum of 60 hours of unpaid (volunteer) work per semester or 75 hours of paid work throughout the semester.

For further information, drop by or call the Internship Program office, or visit the Internship Program website.

**Latino Center**

[www.smc.edu/latino](http://www.smc.edu/latino)  (310) 434-4459

The Latino Center promotes student success by providing a support network of comprehensive bilingual services, including:

- Academic, career, and personal counseling;
- Educational planning;
- Free tutoring in math and English;
- Financial aid and scholarship information; and
- Transfer planning.

The Latino Center offers the Adelante Program, an academic support program that assists students in meeting their transfer goals and promotes student success. See Adelante Program, above, for details.

All students are encouraged to visit the Latino Center and explore what it has to offer. To find out more, please drop by or call the Latino Center, or visit our website.

**Library**

[www.smc.edu/library](http://www.smc.edu/library)  (310) 434-4334

**Reference Service**  (310) 434-4254

With more than 95,000 volumes and access to over 18,000 full-text periodicals, SMC’s library is home to one of the largest collections of materials in the California Community College system. The library offers a comfortable, studious atmosphere, with highly trained professional librarians available to assist—in person or by email—with research and study needs.

SMC’s library provides more than 200 computers for student use to access a variety of information resources, including the library online catalog, full-text article databases, and Internet resources. These resources are also available to SMC students and staff from off-campus locations through the library’s webpage, using any computer with Internet access.

The library also offers several courses specifically designed to introduce students to the research process and the types of information resources available in print and online. These courses are strongly recommended for every SMC student, and are especially important for students planning to transfer to a four-year college or to a university. For descriptions of these courses, please see the “Library Studies” listings in the Schedule of Classes.

The library extends borrowing privileges to Santa Monica College’s students, faculty, and staff, as well as residents of the Santa Monica Community College District. Local residents may apply for a Community Patron Card ($20 per year). SMC volunteers and high school students—as well as instructors at area schools and universities—may apply for a free Courtesy Card.

For library hours and other information, please visit our webpage.

**Mentor Program in the Arts**

The Mentor Program in the Arts is a special program that gives exceptionally talented students in the performing and applied arts an opportunity to further develop and refine their abilities. Mentor programs exist in art and music. The selection process is unique for each area. In some departments, a candidate’s portfolio is reviewed by a faculty committee. Other departments require an audition. A student who wishes to be a part of the Mentor Program in the Arts must demonstrate exceptional abilities and commitment. The program of study is tailored to the goals of the individual student and will often culminate in an event such as a one-person show of the student’s work or a public performance.

**Music Performance Groups**

[www.smc.edu/music](http://www.smc.edu/music)  (310) 434-4323

SMC’s music performance groups participate in a variety of events, including many concerts on campus, campus musicals
and theatre productions, and many community events. Students may earn credit for their participation in music performance classes, including the Concert Chorale, Chamber Choir, Jazz Vocal Ensemble, Wind Ensemble, Symphony Orchestra, Jazz Ensemble, and Musical Theatre. An Applied Music Program is also offered, with qualifications determined by audition. For information, please call the Music Department or visit our website.

**Online Classes**
www.smconline.org

**Media Center** (310) 434-3760

Santa Monica College is committed to providing educational programs and services to students who are at sites distant from the SMC campus and to students who need to choose alternatives to the fixed schedule, place, program, and structure of traditional classroom-based education. For details about SMC’s online classes, please see Distance Education (above) or visit the SMC Online website.

**Outreach Program**
www.smc.edu/counseling (310) 434-4189
1724 Pearl St. Fax (310) 434-3634

The SMC Outreach Program—a project of SMC’s Office of Outreach and Recruitment—partners SMC counselors with local area schools, community agencies, and out-of-state students. The program works to motivate high school students to stay in school, develop goals for the future, and explore the idea of going to college.

The Outreach Program sends SMC counselors to visit schools in the Los Angeles area on a regular basis to get to know the students and show them how a college education can make a critical difference in their life. The counselors familiarize students with SMC’s programs and admissions and enrollment procedures, help smooth their transition from high school to college, and let them know they will have a familiar person they can turn to when they reach the SMC campus.

The SMC Outreach Program also conducts application workshops for seniors at their high schools in the spring to expedite the admission and enrollment processes, and sends SMC counselors to college fairs, career days, and other special events each year. These services are also available to out-of-state students through cyber-counseling, national college fairs, and personalized counseling appointments in their local area each semester.

The SMC Outreach Program also offers group tours of the SMC campus, information sessions, and individual counseling appointments during the week. Please call (310) 434-4189 to make arrangements.

For more information, go to www.smc.edu and click on the New Students link, or call or drop by SMC’s Office of Outreach and Recruitment.

**Photography Gallery**
www.smc.edu/photo/events_newsletter/events.html
Drescher Hall, 2nd Floor (310) 434-4289

The SMC Photography Gallery is nationally recognized as a significant venue for photographic art. As part of the Westside’s flourishing art movement, the gallery enjoys active support from the community. Each exhibit has an opening reception where artists, photographers, students, and members of the community can gather to enjoy and discuss images that have made an impact on the world of photography. For information on gallery hours, exhibits, and opening receptions, please call the gallery or browse the SMC Events webpage and click on the "Photo Gallery” link.

**Pico Promise Transfer Academy**
www.smc.edu/picopartnership

**Counseling Complex** (310) 434-4926

Pico Promise Transfer Academy (PPTA) is a joint effort of Santa Monica College and the City of Santa Monica. The program meets the needs of the underserved, under-represented youth who live in close proximity to the College. PPTA motivates and assists young adults to attend SMC and work toward their career and educational goals. Students may earn an Associate degree and transfer to a four-year college or university. Each student works one-on-one with a counselor. The program provides students with assistance in:

- Enrolling at SMC and registering for classes;
- Setting academic, career, and personal goals; and
- Gaining financial aid for college expenses.

Each student is also provided with additional opportunities, such as:

- Using a computer lab with Internet access,
- Having supplemental instruction in English and math, and
- Touring four-year colleges and universities in California at no expense.

Students are eligible to participate in PPTA if they are 17 to 24 years of age, are a former student at a high school in the Santa Monica-Malibu Unified School District, and have a strong desire to refocus their lives with a positive outlook on their future. Program participants are encouraged to serve as role models for other young adults, inviting them to consider the opportunities and benefits that a college education can offer. Applications for the program are available in our office. To apply, visit the PPTA desk in the Counseling Complex.

**Planetarium**
www.smc.edu/planetarium

**Drescher Hall, 2nd Floor**

**Advance Ticket Sales** (310) 434-3000

Thanks to a $530,000 gift from philanthropist John Drescher, SMC’s John Drescher Planetarium features a Digistar II computer-driven optical projection system coupled with an audiovisual system, which provides the planetarium with capabilities for multimedia presentations. The planetarium is used by SMC astronomy and science classes, local schools, community groups, and the general public.
Scholars Program

The Scholars Program at Santa Monica College is an enriched, highly demanding honors program that prepares students with outstanding scholastic achievements for transfer to a four-year college or university. Students who successfully complete the Scholars Program are guaranteed priority consideration for admission as a junior to the University of California, Los Angeles (UCLA), UC Irvine, Loyola Marymount University, Mills College, Occidental College, and Chapman College. In addition, Scholars receive priority SMC registration, special counseling, study skills workshops, assistance with exploring majors and careers, special invitations to a variety of programs at SMC and the colleges and universities participating in the Scholars Program, and other benefits. Students entering SMC with a B (3.0) or higher GPA may be eligible for the Scholars Program and should contact the Scholars Program Office for information. To earn the transfer priority, a student in the Scholars Program must meet requirements that include: (1) maintaining a 3.0 or higher GPA, (2) completing required Scholars classes, and (3) completing general education and pre-major course requirements. For more information, please contact the Scholars Office or visit our website.

SMC Student Email

Santa Monica College uses Google Gmail to communicate with students and to provide each SMC student with an email account that offers a lifetime email address (as long as Google is the service provider). Gmail accounts are very user friendly, can be reached from any computer or mobile device with Internet access, include 8GB of online storage, and give students access to Google Docs and Calendar. Before you set up and start to use your Gmail account, be sure to read the Google Privacy Policy (see the link at www.smc.edu/google). To set up your Gmail account, go to www.smc.edu/cc and log into Corsair Connect, then look for the SMC@Email icon in the upper left of the page and follow the instructions.

SMC Student ID Card

The SMC student ID card provides SMC students with a photo ID and enhanced access features. The card:

- Provides special access privileges to campus computer labs and tutoring centers;
- Helps track student attendance credit automatically at campus tutoring centers and course-related labs;
- Allows students to add and drop classes;
- Allows students to request and obtain their transcripts;
- Is used when scheduling counseling appointments;
- Provides access to Big Blue Bus “Any Line, Any Time” service when card has been activated.
- When combined with a valid AS membership sticker, provides access to many other services at SMC (go to www.smc.edu/associated_students and click on the “A.S. Benefits” link for current details).

For further information, please stop by the Bursar’s Office, located next to the Counseling Complex.

Student Clubs & Inter-Club Council (ICC)

The wide range of interests SMC students have in areas such as academic achievement, science, sports, creative arts, business and industry, social awareness, and service. Club activities—which include field trips, business meetings, concerts, guest lectures, and social events—enhance the educational and social experiences students have on campus and in the community. To

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Psychological Services

www.smc.edu/psychologicalservices

Liberal Arts 110 (310) 434-4503

SMC’s Psychological Services offers short-term personal counseling to currently enrolled students. Personal concerns sometimes interfere with study and concentration. These concerns may be feelings of anxiety, depression, or lack of self-confidence; interpersonal problems with family or friends; life stresses such as leaving home, death of a loved one, mid-life transitions; or other problems such as alcohol or drug use, eating habits, sexual issues, etc.

Licensed psychologists and interns/trainees help students resolve these problems or help them find appropriate resources in the community.

Topic-oriented workshops (e.g., Test Anxiety, Stress Management) are also offered to students.

For an appointment to seek individual psychological services, or to find out about upcoming workshops, please call the Psychological Services office.

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On Friday evenings during the academic year, the planetarium presents two highly popular astronomy shows. “The Night Sky Show” at 7 p.m. is an interactive general interest, 50-minute introduction to the wonders and sights of the night sky. The show is updated weekly to reflect the ever-changing sky and the latest news in space exploration and astronomy, and questions from guests about their favorite constellations or other cosmic phenomena are welcomed. The Feature Show at 8 p.m. concentrates in more detail on a specific topic such as the exploration of Mars or the quest for life beyond Earth, provides telescope viewing opportunities at various times of year, and brings guest experts to speak at the SMC campus.

For show dates and topics, ticket prices, or other information—or to arrange a special group presentation—please visit the planetarium’s webpage or see www.smc.edu/eventsinfo. Planetarium shows and lectures sell out quickly. Advance tickets may be purchased by phone at (310) 434-3000, or in person at the SMC Theatre Arts Box Office (SMC Main Campus).

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SMC Student Email

www.smc.edu/emails

E-mail: scholars@smc.edu

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SMC Student ID Card

The SMC student ID card provides SMC students with a photo ID and enhanced access features. The card:

- Provides special access privileges to campus computer labs and tutoring centers;
- Helps track student attendance credit automatically at campus tutoring centers and course-related labs;
- Allows students to add and drop classes;
- Allows students to request and obtain their transcripts;
- Is used when scheduling counseling appointments;
- Provides access to Big Blue Bus “Any Line, Any Time” service when card has been activated.
- When combined with a valid AS membership sticker, provides access to many other services at SMC (go to www.smc.edu/associated_students and click on the “A.S. Benefits” link for current details).

For further information, please stop by the Bursar’s Office, located next to the Counseling Complex.

Student Clubs & Inter-Club Council (ICC)

www.smc.edu/clubs

Cayton Center 202 (310) 434-4250

Fax (310) 434-4263

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Programs & Services
find out about student clubs, see the Student Clubs website or visit the Student Life Office.

California law forbids secret fraternities and sororities in public community colleges. All clubs at SMC—with the exception of the honor scholarship societies, which require specific qualifications (see Honors & Awards, at the end of this section of the catalog, for details)—are open to all students.

**Inter-Club Council (ICC)**

The Inter-Club Council (ICC) promotes SMC’s student clubs to attract and increase student participation in them, encourage the development of student leadership and service, and foster interaction among the clubs. The ICC sponsors Club Row, an annual spring festival that brings all of SMC’s student clubs together to showcase their variety and give students the chance to find out first-hand what activities the clubs offer.

**Student Employment Program**

[www.smc.edu/studentemployment](http://www.smc.edu/studentemployment)  
Admissions/Student Services Complex 104  
(Financial Aid Office)  
(310) 434-4343

The Student Employment Program—offered through the Financial Aid Office and processed through the Financial Aid Office—assists SMC students seeking part-time jobs at Santa Monica College, and offers students information on the skills and characteristics of a successful employee. On-campus jobs are available in many departments and programs on SMC’s Main and satellite campuses.

Students may be employed at SMC under two special budget programs: Student Help (SH) and Federal Work-Study (FWS). SH pays students to work on campus through department and program budgets. FWS is a Financial Aid award that pays a student wages for employment. The award is funded through the Federal Work-Study Program, a Federal financial aid program that requires that the student apply for Federal financial aid, meet specific eligibility requirements, and be awarded FWS funds by the Financial Aid Office.

To be employed as a student worker at Santa Monica College, a student must have a valid Social Security (SS) Card with the correct spelling of the student’s name. F-1 students will be given a form letter to request an SS card from the Social Security Office.

For more information, please visit the Student Employment website or stop by the Career Services Center. [For additional student employment options, please see the Career Services Center listing elsewhere in this section.]

**Student/Staff Escort Service**

1718 Pearl St. (Campus Police)  
(310) 434-4300

Santa Monica College provides on-campus escort services for the safety of students and staff who may not feel comfortable walking alone on the campus during evening hours. Escort services are available Monday through Thursday from 7 p.m. to 10:30 p.m., and may be requested by calling Campus Police. Campus escorts are SMC students who have been trained in safety procedures. Escorts are easily recognized by their blue-and-yellow mesh vests with “SMC POLICE AIDE-ESCORT” stenciled on them.

**Student Support Services**

[www.smc.edu/triosss](http://www.smc.edu/triosss)  
Counseling Annex 101  
(310) 434-4347

The Student Support Services (SSS) program is funded by the US Department of Education to help low-income students successfully pursue a college education, earn an Associate degree, and transfer to a four-year college or university.

The program offers students a variety of services to support them in a number of ways as they make their way through college. Services include:

- Priority registration for SMC classes and help with the registration process;
- Help in finding and applying for financial assistance to cover the costs of a college education;
- Transfer counseling and checklists that spell out the requirements for transfer;
- Custom-tailored educational plans that suit students’ time-frames for completing their studies and lead to graduation and transfer from SMC;
- Supplemental instruction;
- Computer lab (word processor, printing, Internet);
- Workshops, seminars, and guest lectures;
- Personal counseling; and
- Tours of selected colleges and universities.

To be eligible for the SSS program, a student must be a US citizen or permanent resident and meet US Department of Education guidelines, which include at least one of the following requirements:

- Placement in English 21A/B or Math 18/20/31,  
- Low income,  
- First-generation college student, and/or  
- Student with a disability.

To apply for the program, stop by the SSS office, fill out the application, and schedule an appointment to meet with the SSS counselor.

To find out more about the SSS program—or to check on the status of your application—please call or visit the SSS office.

**Study Abroad Programs**

[www.smc.edu/international/studyabroad](http://www.smc.edu/international/studyabroad)  
International Education Center  
(next to Counseling Complex)  
(310) 434-4342

Santa Monica College is committed to promoting global citizenship. To support that goal, SMC’s International Education Center offers several Study Abroad opportunities led by SMC faculty members, tailored to make the most of the destination’s resources and give students the opportunity to live in and learn about a different culture and its people while participating in service learning projects and earning academic credit for selected courses. Students who successfully complete a minimum of three academic units while attending a Study Abroad program...
Santa Monica College is a state leader in transferring students to four-year institutions, including all campuses within the UC and CSU systems, independent or private colleges in California, and out-of-state institutions. As a result of our transfer record, many students choose to attend Santa Monica College to complete their first two years of a four-year college plan.

College transfer services seek to make students more aware of their transfer choices and to assist with the transfer process. The Transfer/Counseling Center staff facilitates this process by helping students:

- Understand transfer admission requirements;
- Select courses that will transfer and fulfill graduation requirements;
- Complete the application process for their transfer school(s) of choice;
- File for financial aid; and
- Stay informed on important dates and deadlines.

In addition, the academic counseling staff at SMC facilitates the successful transfer of students to four-year colleges and universities by:

- Providing information and counseling on transferring to colleges and universities;
- Coordinating visits by campus representatives from more than 100 colleges and universities, including regular visits from UCLA, CSUN, USC, LMU, and UC Berkeley;
- Providing workshops each semester on transfer planning, filing a UC/CSU application, and completing the financial aid process;
- Arranging tours of California colleges and universities;
- Resolving transfer admission problems;
- Identifying general education classes needed to transfer; and
- Helping students select classes that meet requirements for a particular major.

The Transfer/Counseling Center also provides counseling services online at www.smc.edu/onlinecounseling for students enrolled in on-campus courses (students enrolled in online courses should consult www.smconline.org for information).

Information about transfer-support services and activities is available in the Transfer/Counseling Center, can be found on the Counseling website, and is routinely published in SMC's student newspaper, The Corsair.

**Tutoring Services**

library.smc.edu/tutoring

Santa Monica College provides free tutoring services in selected subjects for all students through a number of on-campus tutoring centers. Specialized tutoring may also be arranged through the Center for Students with Disabilities (voice: 434-4265; video phone: 866-957-1809), EOPS/CARE (434-4268), TRIO Student Support Services (434-4347), the Scholars Program (434-4371), and the International Education...
Center (434-4217). For general tutoring information and the hours of the tutoring centers listed below, please visit the Tutoring Services webpage (library.smc.edu/tutoring).

Writing and Humanities Tutoring Center
www.smc.edu/tutoring/english_humanities/
Drescher Hall 313  (310) 434-4682
The Writing and Humanities Tutoring Center offers writing assistance for students in all courses, and subject tutoring to support students in liberal arts classes, including economics, history, logic, philosophy, political science, psychology, and sociology. Writing assistance is available on a drop-in basis. Students may also request tutoring appointments by calling or coming in person to the Writing and Humanities Tutoring Center.

Math Lab
library.smc.edu/tutoring
Math Complex 84  (310) 434-4735
The Math Lab provides tutoring and other services to support students in all math classes offered at Santa Monica College. Tutoring is provided on a drop-in basis, as well as by appointment. Students may schedule tutoring appointments by coming in person to the Math Lab.

Modern Language Tutoring Center
library.smc.edu/tutoring/mltutoring.html
Drescher Hall 219  (310) 434-4683
The Modern Language Tutoring Center provides tutoring for all languages taught at Santa Monica College. No appointments are necessary. The tutoring schedule is posted in the Modern Languages Tutoring Center and online.

Science Tutoring Center
library.smc.edu/tutoring
Science 245  (310) 434-4630
The Science Tutoring Center offers tutoring to support students in all science classes taught at Santa Monica College. Tutoring is provided on a drop-in basis (tutoring schedule is posted in the Science Tutoring Center and online), as well as by appointment. Tutoring appointments may be scheduled by calling or coming in person to the Science Tutoring Center.

ESL Tutoring Center
library.smc.edu/tutoring
ESL 106 (at Pearl and 16th)  (310) 434-4260
The ESL Tutoring Center, located in the ESL Building (corner of Pearl and 16th), provides tutoring assistance to English-language learners at SMC. One-on-one tutoring by instructional assistants with a solid grounding in TESL is provided in half-hour sessions. ESL tutoring sessions are available by making an appointment online at the ESL Department's homepage or by going directly to www.smc.edu/esl/tutoringcalendar. Students may schedule up to two tutoring appointments each week by coming in person to the ESL Office window (ESL 106), or students in evening classes may set up an appointment by calling the ESL Office at (310) 434-4260 between 8 a.m. and 2 p.m.

Reading Lab
homepage.smc.edu/reading_lab
Drescher Hall 312
The Reading Lab provides tutoring and other services for students enrolled in Reading and Vocabulary classes (English 23, English 48, English 80, English 83A/B, and English 84R). For information, please consult with your instructor or visit the Reading Lab’s webpage.

English 81 Lab
Drescher Hall 308
The English 81 Lab provides services specifically for students enrolled in SMC’s English 81 classes. For information, please see the listings in the Schedule of Classes under the heading “English Skills—Group C,” or consult with your instructor.

Veterans’ Resource Center
www.smc.edu/vet
Liberal Arts 135  (310) 434-8205
SMC’s Veterans’ Resource Center provides assistance in matters pertaining to a student’s transition from the military to college. The Veterans’ Resource Center offers a variety of support services to veterans of military service. The Center offers a place where students who are veterans can feel comfortable, decompress, and take a break from the campus hubbub. A free textbook-lending library, a study space, and a computer-tutoring room are available.

Through the Veterans’ Resource Center, veterans can find or make arrangements for academic, career, and transfer counseling, as well as financial aid, tutoring, and other services that aim to help students achieve their educational goals. VA paperwork for veterans’ dependents receiving benefits under Chapters 33 and 35 of the GI Bill is also processed through the Veterans’ Resource Center.

For more information, please visit the Veterans’ Resource Center website (www.smc.edu/vet), or drop by the Center.

Welcome Center
www.smc.edu/welcomecenter
Adjacent to Health Services  (310) 434-8101
The Welcome Center is a convenient “one-stop shop” where new students can find the information, services, and support they need to make a smooth transition to SMC. During enrollment periods, the Welcome Center has academic counselors and trained student ambassadors on hand to answer questions and assist new students with admission and enrollment processes. At the Welcome Center, new students can:

• Get help to resolve any admission or enrollment issues;
• Get information about financial aid and help with filling out financial aid applications;
• Take part in one-on-one and small-group counseling sessions;
• Seek personalized academic counseling and develop a customized educational plan; and
• Use computers to apply to SMC, enroll in classes, and/or complete their online orientation.

After enrollment ends, the Welcome Center continues to stay in touch with new students. Student ambassadors call new students during their first semester at SMC to find out how they are doing, whether they have any questions, and—if it seems
necessary—to invite them to the Welcome Center for an individual counseling appointment.

For more information about the Welcome Center, please see our website, call us, or stop by for a visit.

**Workforce & Economic Development (W&ED)**

www.smc.edu/workforcedevelopment

Bundy Campus, Room 112C

3171 S. Bundy Dr., Los Angeles (310) 434-4040

Contact: Patricia Ramos

SMC’s Workforce and Economic Development Office offers a variety of services and training programs for area employers and residents. W&ED designs customized programs to help develop the skilled workforce that the region needs to increase its economic growth and compete successfully in today’s global market.

W&ED works with public agencies and private employers to identify regional workforce needs. Based on these needs, the W&ED experts design and implement short-term training programs that focus on meeting an employer’s needs for specific skills and skill levels. These programs provide pre-employment training in basic and job-specific skills for people preparing to enter or return to the workforce; post-employment training for partner businesses and industries to upgrade their employees’ skill levels to meet current and projected needs; and concurrent employment training to update and expand the professional and managerial skills of employees to help area employers expand their growth and maintain a competitive edge.

To support these programs and their participants—both workers and employers—the Workforce and Economic Development Office seeks out and works to acquire public and private funding and other resources to help employers and workers cover their training costs. The Office also provides career counseling and career-path planning to help current workers move ahead or into new areas of interest, and help new workers—including those receiving public assistance—develop skills that lead to economic self-sufficiency and help them advance to earn increased levels of income.

For additional information, please call our office or visit our website.

**Honors & Awards**

**Alpha Gamma Sigma**

Membership in Alpha Gamma Sigma is one of the highest honors a student may attain. A student is eligible for initial membership in Alpha Gamma Sigma the semester after achieving a cumulative grade point average (GPA) of at least 3.00 in a program of at least 12 units (exclusive of physical education). All life members of the California Scholarship Federation who graduated with a minimum GPA of 3.50 are eligible for temporary membership their first semester at Santa Monica College. Permanent membership in Alpha Gamma Sigma is restricted to students who have completed at least 60 units, have a cumulative GPA of at least 3.50, and have been a certified member for at least one term, OR who have completed at least 60 units, have a cumulative GPA of at least 3.25, and have been a certified member for at least two terms.

**Alpha Mu Gamma**

Alpha Mu Gamma is a national honorary foreign language society that encourages interest and scholarship in foreign languages and promotes international communication, enlightenment, and sympathetic understanding of other peoples and cultures.

Membership requirements are a grade of A (4.0) during two unrepeated semesters of studying the same language and an overall grade point average of 2.0 or higher in two semesters of college-level courses. Candidates from countries where English is a foreign language may meet membership requirements in their native language by submitting transcripts showing the classes they completed in secondary school in their homeland and achieving an overall grade point average of 2.0 or higher in one semester of college-level courses in the United States.

**Phi Theta Kappa**

Phi Theta Kappa was chartered at SMC in Fall 2001 to recognize and encourage scholarship among students at two-year colleges. To achieve this purpose, Phi Theta Kappa provides opportunities for: leadership development, scholarship, service, an intellectual climate that fosters the exchange of ideas and ideals, lively fellowship for scholars, and stimulating interest in continuing academic excellence.

An invitation to membership in Phi Theta Kappa is extended to full-time students who achieve a 3.0 grade point average.

**Dean’s Honor List**

Each Fall and Spring semester, a Dean’s Honor List of outstanding students is issued. To be eligible for the Dean’s Honor List, a student must have completed a program of 12 or more units at Santa Monica College during the qualifying Fall or Spring semester, and have earned a semester grade point average of 3.0 or higher. The units must be in courses that award an A (4.0), B (3.0), C (2.0), D (1.0), or F (0.0) as a grade (grades of P, NP, or I are not included).

Record of this honor appears on a student’s transcript.

**Graduation with Honors**

Santa Monica College students who have a cumulative grade point average of 3.0 or higher for all college-level courses they have completed at SMC and at other regionally accredited colleges receive special recognition of their outstanding academic excellence at graduation. A record of their graduation honors will appear on their transcript.

To be eligible for honors at graduation, students must not only have a 3.0 or higher cumulative GPA (including coursework from other colleges), but also meet all of SMC’s graduation requirements, including the completion of a minimum of 12 units of coursework while attending SMC. Students must also be in good academic standing (i.e., not on academic or progress probation) at the time they graduate.
A student’s cumulative grade point average must match the narrow range specified below for the student to be awarded one of the following honors with the Associate degree:

- Graduation with Highest Honors—requires a student to have attained a cumulative GPA of 4.0 (including coursework from other colleges) and completed a minimum of 12 units of coursework while attending SMC;

- Graduation with High Honors—requires a student to have attained a cumulative GPA ranging from 3.70 to 3.99 (including coursework from other colleges) and completed a minimum of 12 units of coursework while attending SMC; and

- Graduation with Honors—requires a student to have attained a cumulative GPA ranging from 3.0 to 3.69 (including coursework from other colleges) and completed a minimum of 12 units of coursework while attending SMC.

Students who have been suspended from the College—regardless of how excellent their grade point average might be—are not eligible to receive honors at graduation.

**Scholarships**

Monetary awards of various kinds—and in various amounts—are given in recognition of academic excellence and potential for success. Information on the requirements for awards can be obtained from the Scholarship Office. Students must have completed 12 units with a GPA of 2.5 at Santa Monica College to be eligible to apply for scholarships.
COLLEGE POLICIES, Rules, and Regulations
This section of the SMC catalog offers a summary overview of selected Santa Monica College policies, rules, regulations, and related procedures. Information was current when this edition of the catalog was published. Santa Monica Community College District administration reserves the right to add, amend, or repeal any of its policies, rules, regulations, and procedures at any time. The information provided in this section is subject to change without notice. Please see the District’s Administrative Regulations at www.smc.edu/Policies/Policies/AdminRegulations.htm for additional details, as well as information on topics not covered in this or other sections of the catalog.

Matriculation Rights & Responsibilities

MATRICULATION RIGHTS

SMC students are entitled to specific matriculation rights and are expected to meet certain matriculation responsibilities under the California Education Code and the policies of the Board of Trustees of the Santa Monica Community College District. Student matriculation rights include:

1. Admission to the College, subject to Federal, State of California, and SMC Board of Trustees policies and regulations, and the availability of classes;
2. Information about the SMC campus and its satellite locations, the enrollment process, the matriculation process, and the policies of the SMC Board of Trustees relating to students;
3. Access to a matriculation process that allows participation in all components;
4. An English, ESL, and math assessment using materials and techniques approved by the Chancellor’s Office of the California Community Colleges;
5. An English, ESL, and math placement recommendation using information and counseling based upon multiple measures;
6. Counseling assistance for selecting and enrolling in approved student classes;
7. Information about special programs, prerequisites, corequisites, advisories, and procedures;
8. Information and referrals for Santa Monica College student support services, such as financial aid;
9. Follow-up counseling services to enhance academic and personal performance and identify skill deficiencies that affect the student’s academic performance; and
10. Matriculation services appropriate to the needs of ethnic, language-minority students and students with disabilities, and where necessary, modifications in the matriculation process or the use of alternative methods and/or procedures to accommodate the needs of these students.

STUDENT MATRICULATION RESPONSIBILITIES

General student matriculation responsibilities include an obligation to:

1. Declare a specific educational goal no later than the semester before enrolling for a 16th unit of credit at Santa Monica College;
2. Meet with a counselor—within 90 days of declaring an educational goal—to develop an educational plan that includes (a) the courses required to meet the educational goal, and (b) any special programs and/or student services that would support the attainment of that educational goal;
3. Attend class and complete assigned course work;
4. Complete courses and pursue an educational plan to achieve the student’s educational goal; and
5. Meet with a counselor whenever there is a change in an existing educational plan, to create a revised plan consistent with the new educational goal.

SPECIAL MATRICULATION RESPONSIBILITIES

Santa Monica College requires certain types of students to accept special responsibilities if they wish to achieve their educational and personal goals.

Probationary Students: Students on academic and/or progress probation must develop contracts with counselors for returning to good standing.

Undeclared Students: Students who have not declared educational goals must meet with a counselor to develop a career or academic plan no later than the semester before enrolling for a 16th unit of credit at SMC.

Students Enrolled in Pre-College Courses: Students taking remedial courses must plan with their instructors the next course(s) in the instructional sequence, and develop a program with their counselors for the following semester.

STUDENT MATRICULATION COMPLAINTS

Students may file formal written complaints about the matriculation process with the Matriculation Office. See the Student Complaints, Hearings, & Appeals section of this catalog for more information.
Policy on Fees

FEES

Enrollment Fee

The state-mandated student enrollment fee is $36 per unit. The fee is subject to change without notice.

Nonresident Tuition Fee

All students enrolled in a California Community College are classified either as residents or as nonresidents. There are no tuition fees for students classified as residents. The mandatory fee for students classified as nonresidents (including students who are citizens of a foreign country and hold only temporary resident status in the United States) is $275 ($36 enrollment fee plus $239 tuition) per semester unit, or $253 ($36 enrollment fee plus $217 tuition) per semester unit for students who qualify for an Assembly Bill 947 exemption. See the residency requirements at www.smc.edu/admissions/residency.htm or contact the residency specialist in the Admissions Office for AB 947 exemption details.

Health Services Fee

The mandatory fee of $16 during the Fall and Spring semesters ($13 during Winter and Summer sessions) provides a variety of health services to students. See the "Health Services Center" listing in the Programs & Services section of this catalog for details. Students who are exempt from paying the Health Services fee are:

- Students enrolled exclusively in noncredit or not-for-credit courses, or enrolled exclusively in online courses, and
- Students who declare through a personally-signed statement that they depend exclusively on prayer for healing in accordance with the teachings of a bona fide religious sect (documentation of such an affiliation is required).

Students who are eligible for financial aid through the Financial Aid Office and who need assistance to pay this fee should contact the Financial Aid Office.

Student ID Card & Associated Students Fee

The optional $32.50 fee includes a fee of $13 that covers the cost of the SMC student ID card, and an Associated Students membership fee of $19.50 that funds activities and services (including the free "Any Line, Any Time" rides on the Big Blue Bus) for SMC's entire student body. See the Programs & Services section of this catalog for details on the range of benefits the SMC student ID card and AS membership provide. Both fees are optional. Students who do not wish to pay one or both of these fees should contact the Admissions Office or Bursar's Office at time of enrollment.

Materials and Supplies Fees

Some classes require additional fees for materials and supplies. Students should consult the class listings in the Schedule of Classes to determine whether any such fees are required. Fees for materials and supplies are not refundable.

On-Campus Parking Decal Fee

Students who wish to use the on-campus parking facilities at SMC's main campus must purchase a parking decal. Parking is FREE at satellite campuses and the SMC Olympic shuttle lot, but a decal is required (see www.smc.edu/transportation for details). Fees for main campus parking decals vary, and discounts are available for students who receive a BOG A Fee Waiver because they or their family receive benefits under CalWORKs/Temporary Aid to Needy Families (TANF), SSI/SSP (Supplemental Security Income), or General Assistance/General Relief. Parking decal fees are subject to change without notice. For current details, please see the information at www.smc.edu/transportation or consult the College Policies section of the Schedule of Classes.

Returned Payments/Outstanding Balances

Returned checks and rejected credit card payments are subject to a fee of up to $45 and are taken care of at the Auxiliary Services Office, located at 1738 Pearl St. An administrative hold will be placed on a student's records until the matter is resolved. A student who leaves SMC owing a balance and does not pay the amount owed will be responsible for paying all collection costs and/or attorney's fees. This debt may also be reported to all three major credit bureaus.

WITHDRAWAL REFUND SCHEDULE

Enrollment Fee

No refunds of enrollment fees are available to students who withdraw after the posted refund deadlines, which are at 10% of the term. Students who withdraw prior to this deadline will receive a 100% refund of enrollment fees, minus a processing charge of $10. Refunds will be processed and mailed to eligible students within 45 days of the start of the term. See the Admissions Office webpage at www.smc.edu/admissions (click on the "Fees" link) for more information on withdrawal refunds.

Nonresident Tuition

Nonresident students who withdraw from Santa Monica College before the published refund deadline will receive a 100% refund of their tuition, minus any relevant processing fees. Students should apply for tuition refunds with the residency specialist in the Admissions Office or through the Bursar's Office. Refunds will be processed and mailed to eligible students within 45 days of the start of the semester.

Health Services, Student ID Card, & Activities Fees

Students who withdraw from Santa Monica College before the published refund deadline will receive a 100% refund of the $16 Health Services fee for Fall or Spring semesters ($13 for
Winter or Summer sessions); however, the $13 SMC student ID card fee and $4.50 of the AS membership fee are nonrefundable.

**On-Campus Parking Decal Fee**

Parking decal fees are not refundable after the first 10% of the term. To obtain the refund, a student must present the parking decal and the receipt for it at the Bursar’s Office.

**BOOKS & MATERIALS**

The Federal Higher Education Opportunity Act (HEOA) requires Santa Monica College to provide students with the International Standard Book Number (ISBN), retail price, and/or other information (subject to change) about the required or recommended textbooks and supplemental materials for each course offered at SMC. Please go to bookstore.smc.edu and click on “Buy Textbooks” for details. For other book-related information—including dates for book buybacks—please visit the SMC Bookstore website (www.smc.edu/bookstore).

**FEDERAL TAX CREDIT**

Selected educational expenses may be deducted from federal income taxes by qualifying students. As required by federal tax credit legislation, Santa Monica College will mail each registered student a copy of IRS verification form 1098T (Tuition Statement) each year. This information is also reported to the IRS. Students should be sure to have their correct Social Security number on file in the Admissions Office for the sake of accurate reporting to the IRS. Students should check with their tax preparer to determine whether they are eligible to take advantage of this tax credit and the amount they may deduct from their federal and/or state taxes.

**Auditing Classes**

Santa Monica College does not permit auditing of classes. All students attending credit or noncredit classes at Santa Monica College must be officially enrolled through SMC’s Admissions Office. Seniors attending free, noncredit classes on topics of interest to older adults must be enrolled through Emeritus College. Students attending fee-based not-for-credit classes to explore personal interests or gain professional certification—or attending free English as a Second Language (ESL) and other noncredit adult education classes offered through SMC Community Education—must be enrolled through the Community Education office.

**Course Repetition & Re-Enrollment**

Under certain limited conditions, students at SMC may potentially enroll a maximum of four times in a course in which they have earned unsatisfactory grades and/or had a W (Withdrawal) recorded in their permanent record. The information below presents an overview of Santa Monica College’s policies on course repetition and re-enrollment. For complete details, please see “Repetition of Unsatisfactory & Satisfactory Coursework” (SMC AR 4340) and “Re-Enrollment after Withdrawal Coursework” (SMC AR 4341), available online at www.smc.edu/Policies/Policies/AdminRegulations.htm (click on the “Section 4000—Student Services” link).

**COURSE REPETITION**

The following policies are subject to change, pending revisions to California Code of Regulations Title 5.

Santa Monica College permits students to repeat courses they have already completed, but only under special circumstances authorized by California Code of Regulations Title 5 §58161. Students may repeat courses at SMC if the courses are:

1. Courses that were originally completed with an unsatisfactory grade of D (1.0), F (0.0), or NP (No Pass); or
2. Refresher courses needed to advance to a higher level, when the original course was completed at least three (3) years prior to repeating it; or
3. Courses the College has designated as repeatable; or
4. Courses needed for training required by law for certain types of employment.

Santa Monica College has designated selected courses as being repeatable up to a specified number of times (repeat maximums are stated next to course titles in the Course Descriptions section of this catalog and in the Schedule of Classes). In some cases, courses designated as repeatable are grouped together according to an activity. An activity-based course may include several levels, but may also have a cumulative course repeatability of three (i.e., a total of four course completions is permitted). For example, KIN PE 48A, KIN PE 48B, KIN PE 48C, and KIN PE 48D are grouped together because they are all courses in swimming. A student who repeats KIN PE 48A (two course completions: taking the course initially, and repeating the course), and then completes KIN PE 48B and KIN PE 48C, has accumulated four completions in a group of courses. As a result, that student may not enroll in KIN PE 48D, because doing so would exceed the maximum number of course repetitions that are permitted.

A student who wishes to repeat a course in which an unsatisfactory grade was earned may re-enroll ONE TIME without the need to request prior permission to do so from a counselor. Any subsequent attempts to re-enroll require authorization from a counselor BEFORE ENROLLING, and will most likely NOT be granted.

Repeating a course that a student completed with an unsatisfactory grade the first time can potentially lead to an improved SMC grade point average. If a student repeats a course and earns a better grade than the one originally earned, the new grade will be used to recalculate the student’s GPA (the original grade will remain in the student’s permanent record, as required by Title 5 §55762, but will have a notation to indicate that the course was repeated).

For example, if a student takes English 1 for the first time and earns a D (1.0), then repeats the course and earns a C (2.0),
the original D will be disregarded (although it will still appear on the student’s transcript, noted to show the course repetition), and the C (2.0) will be used to recalculate the student’s GPA.

Please note that the only grade that may be used for recalculation and improvement of a student’s GPA is the grade the student earns upon repeating a course the first time, and only if both attempts at taking the course were made at Santa Monica College. This policy does NOT apply to courses taken at other colleges or universities. If the student earns an unsatisfactory grade upon repeating a course—which is to say, the student completes the same course with an unsatisfactory grade for a second time—even if the student receives special permission to repeat the course yet again, the recalculation of the student’s GPA with the most recently earned grade will not be permitted.

Repeating a course that a student originally completed with a grade of A (4.0), B (3.0), C (2.0), or P (Pass) will have no effect on the student’s GPA or units completed, and is only permitted after the student files a written request and receives approval to repeat the course, and only if the student is repeating the course under one of the special circumstances listed above.

RE-ENROLLMENT IN COURSE AFTER RECEIVING A “W”

The following policies are subject to change, pending revisions to California Code of Regulations Title 5.

Santa Monica College will permit students who enrolled in a course, did not complete the course at the time, and had a W (Withdrawal) recorded in their permanent record as a result, to re-enroll in the course under certain limited conditions.

A student who enrolls in a course for the first time and receives a W may re-enroll in the course one time (i.e., sign up for the course a second time) without the need to request prior permission from a counselor. The W will remain a part of the student’s permanent record, but when the student completes the course, the W will be offset by the new grade the student earns.

If that new grade is an unsatisfactory grade, however, and the student wishes to repeat the course, the student must meet with a counselor and request permission to re-enroll in the course a second time (i.e., sign up for the course a third time). When the student completes the course, the W and the previously earned unsatisfactory grade will be disregarded, and the new grade (A-F, P, NP) the student earns this time will be used to recalculate the student’s GPA.

For any subsequent attempt at re-enrollment due to a student’s being unable to complete the course after a second enrollment (i.e., receiving two Ws after signing up three times for the course), a student must have documented evidence of extenuating circumstances—for example, an accident, illness, required military service, or other circumstances beyond the student’s control—and is required to receive approval from the Dean of Counseling and Retention or designee. Please note that if a student receives special authorization to re-enroll more than twice in a course, the student’s most recent grade does not replace any previous Ws earned for the purposes of determining progress probation status.

Prerequisites & Corequisites

A prerequisite is a class that a student is required to complete (or a skill that a student is required to have) as a condition for enrolling in a class where current familiarity with the subject matter or possession of a particular skill is essential for the student to succeed in the class. For example, Chemistry 10, a prerequisite for enrolling in Chemistry 11, provides a basic introduction to the principles, laws, and nomenclature of chemistry, all of which a student needs to be familiar with in order to understand the subject matter covered in Chemistry 11.

A corequisite is a class a student is required to take simultaneously with another class as a condition for enrolling in the other class because the two classes are so interrelated that a student cannot pass one without the other.

ESTABLISHMENT OF PREREQUISITES & COREQUISITES

All prerequisites and corequisites for SMC classes are established by Santa Monica Community College District administration under the standards set out in California Code of Regulations Title 5 §55003. Prerequisite(s) or corequisite(s) for a class are established whenever:

1. The prerequisite or corequisite is expressly required or authorized by statute or regulation; and/or
2. Students are highly unlikely to succeed in the class if they have not met the prerequisite or enrolled in the corequisite course; and/or
3. The prerequisite or corequisite is necessary to protect the health and safety of students or others involved in the class.

Prerequisites and corequisites for all classes at Santa Monica College must be satisfied with a grade of C (2.0) or better, regardless of whether they are completed at SMC or at another college or university.

Students who believe they already possess the knowledge or skills to succeed in a class may challenge its prerequisite(s) or corequisite(s) by following the Prerequisites and Corequisites Challenge Procedure established by District administration.

PROCEDURE FOR CHALLENGING PREREQUISITES & COREQUISITES

Please note: In the procedure outlined below, every reference to prerequisites also refers to corequisites.

Students who have not completed a prerequisite or corequisite course at Santa Monica College (or at another college or university) and believe they should be exempted from the course may submit a Prerequisite Challenge Petition to the appropriate academic department. Prerequisites may be challenged under one or more of the following grounds, and the
A student who is dropped by an instructor during the first 50th percentile of the class will receive a grade of W (Withdrawal), and units for the class will be included in the student’s enrolled units.

If the last date of a student’s attendance occurs after the 50th percentile, an instructor may assign a grade of F (0.0). However, in the event of extenuating circumstances—as determined by the instructor and documented by the student—an instructor may assign a grade of W for the student through the online class roster.

The last day an instructor may assign a W grade is before the 75th percentile of the class. Instructors will assign students who have not officially withdrawn from a class by the deadline a grade of A (4.0), B (3.0), C (2.0), D (1.0), F (0.0), or—if they are enrolled in courses offered on a pass/no pass basis or have petitioned to take a course on a pass/no pass basis—a grade of P (Pass) or NP (No Pass).

Go to www.smc.edu and click on the “Dates and Deadlines” link for details.

ATTENDANCE & STUDENT REQUEST TO WITHDRAW FROM CLASSES

A student enrolled in any SMC class MUST ATTEND ALL of the sessions of that class DURING THE FIRST WEEK of the class or RISK BEING DROPPED from the class by the instructor. Since attendance is essential for normal progress in a class, a student is expected to be in class regularly and on time. Faculty will determine the consequences of absences and late arrivals.

First Week: A student must attend all sessions of the class that meet during the first week of the class; otherwise the student may be dropped from the class by the instructor or may receive an F (0.0) for nonattendance.

The first 20 percent of the term: To avoid a W on the transcript, a student must withdraw from one or all classes within the first 20 percent of the term. (For specific dates, go to www.smc.edu and click on the “Dates and Deadlines” link.) Transcripts will include no indication of such enrollments or withdrawals, and units for the class will not be included in the student’s enrolled units.

From the 21st through the 50th percentile of the term: Students who withdraw during this period will have a grade of W appear on their transcripts, and units for the class will be included in the student’s enrolled units. (For specific dates, refer to the posted dates and deadlines on the Admissions webpage.) Students are responsible for withdrawing from a class and must not expect faculty to initiate withdrawal procedures for them. Failure to observe this procedure can result in a grade of F (0.0).

From the 51st through the 75th percentile of the term: A student may withdraw from one or all classes by asking his or her instructor to be withdrawn from a class and obtaining the instructor’s consent. An instructor may issue a withdrawal and a grade of W for a student through the online class roster if, in the instructor’s judgment, there are extenuating circumstances (e.g., a verified case of an accident, illness, required military service, or other circumstances beyond the student’s control) that make withdrawal necessary. All other students who cease to attend a
class without notifying the instructor or the Admissions Office
may receive a grade of F (0.0).

The last official day to drop will be at the 75th percentile of the term. Please see the specific dates and deadlines posted on the Admissions webpage for details. All students who have not withdrawn by this deadline will receive a grade of A (4.0), B (3.0), C (2.0), D (1.0), F (0.0), or—if they are enrolled in courses offered on a pass/no pass basis or have petitioned to take a course on a pass/no pass basis—a grade of P (Pass) or NP (No Pass).

A student may petition for late withdrawal after the 75th percentile of the semester or session if in the instructor’s judgment there are extenuating circumstances, such as verified cases of an accident, illness, military obligation, or other circumstances beyond the control of the student. The student must file a Petition for Late Withdrawal in the Admissions Office, and obtain the approval of the faculty members involved and the Associate Dean of Enrollment Services. Students who have completed the course including taking the final or submitting final projects are NOT eligible for a late withdrawal. In those cases the student should meet with the instructor if they wish to contest their grade, as a Withdrawal is no longer an option.

For specific information about these dates and deadlines, please go to www.smc.edu and click on the “Dates and Deadlines” link.

Requests for Retroactive Withdrawal: Retroactive withdrawals from classes are normally not permitted. However, these may be granted under certain limited circumstances. To be eligible for a retroactive withdrawal, the student must have extenuating, documented, and verifiable circumstances to justify withdrawal from a class—and to justify requesting such a withdrawal retroactively—in order for a retroactive withdrawal request to be considered. A retroactive withdrawal cannot be used as a way to remedy poor academic performance in a class. Students must file a petition for retroactive withdrawal in the Admissions Office no more than 90 calendar days after the end of the term in which they were enrolled in the course.

Override of W Grades: In instances of academic dishonesty where the instructor assigns a final grade of F (0.0) for a student in a class, the instructor’s right to assign the F (0.0) may supersede a student’s right to a grade of W, even if the student has completed the procedure to withdraw officially from the class.

“Pass/No Pass” (“P/NP”) Grade Policies (Formerly “Credit/No Credit”)

California Code of Regulations Title 5 §55752 allows a grade of P (Pass) or NP (No Pass) to be given under two circumstances:

1. Courses offered by the College on a pass/no pass basis, where a single standard of satisfactory performance is used to evaluate students; and

2. Courses that a student individually petitions to enroll in on a pass/no pass basis, and receives approval to do so.

Courses that Santa Monica College designates as pass/no pass courses will use the P/NP grading system exclusively. Students who enroll in these courses will be evaluated on a single standard of satisfactory performance. Course units will be credited only when students meet this standard. Units will not be credited for a performance that is less than satisfactory.

Courses that a student individually petitions to take on a pass/no pass basis require the student to take all of the course’s tests and do all assignments. The standards of evaluation in such courses are identical for all students. Students who enroll on a pass/no pass basis are subject to all attendance and withdrawal policies, and must meet the criteria listed below.

1. Part-time students (those enrolled in fewer than 12 units) are limited to 5 units of pass/no pass enrollment per semester. Full-time students (those enrolled in 12 or more units) are limited to 6 units of pass/no pass enrollment per semester. Exceptions for enrollment in a single course that awards more than 5 units may be authorized by the Dean of Enrollment Services or designee.

2. Course units taken under the option of pass/no pass may not exceed a total of 12 units at Santa Monica College.

3. Students who have already received a Bachelor of Arts or Bachelor of Science degree from an accredited college or university may take an unlimited number of units on a pass/no pass basis.

Students who wish to take courses on a pass/no pass basis must file a request in the Admissions Office before the 30th percentile of the course length. For specific information, please see the dates and deadlines webpage (go to www.smc.edu and click on the Dates and Deadlines link). Courses that are 2 weeks or less in length may not be taken on a P/NP basis. Once the deadline has passed, the decision to take a course on a pass/no pass basis is irrevocable.

“Pass” will be indicated on a student’s permanent record as P, with units awarded, but no grade points. Students receive a grade of P when their performance is equivalent to a C (2.0) or higher. “No Pass” will be indicated on a student’s record as NP, with no units completed and no grade points. Students receive a grade of NP when their performance is equivalent to a D (1.0) or F (0.0). In either case, a student’s grade point average is not affected, and units are not included in a student’s units attempted for purposes of determining academic probation or academic disqualification. Units awarded for courses taken on a pass/no pass basis will, however, be included in a student’s units enrolled for purposes of determining progress probation or progress disqualification. See Academic & Progress Probation & Disqualification Policies, below, for details.

Grades, Units, & Transcripts

GRADES

The grades used (and their value) to indicate scholarship at Santa Monica College are: A (Excellent: 4.0), B (Good: 3.0), C (Satisfactory: 2.0), D (Less than satisfactory: 1.0), F (Failing: 0.0), P (Pass; at least satisfactory; units awarded, but not counted in GPA), NP (No Pass; less than satisfactory; no units awarded or counted in GPA), W (Withdrawal), and I (Incomplete).
“Incomplete” ("I") Grade Policies

“Incomplete” is a temporary grade status available to a student who has participated in the course and is doing C (2.0) or better work prior to the final exam or final project, but who is unable to complete the final requirements of a class because of illness, accident, emergency, or other circumstances beyond the student’s control. An Incomplete may NOT be used for a student who should have been dropped earlier in the term for nonattendance.

An Incomplete can be given only upon the approval of the instructor. However, the instructor is not required to grant an Incomplete to a student, and such decisions by an instructor are final and may not be appealed by the student. If the instructor approves, an “I” is temporarily entered on the student’s record.

An Incomplete for a class may be requested during the final week of the class or the final test period. Appropriate documentation may be required. Only an instructor may give approval for an Incomplete.

To receive an Incomplete for a course, a student must request the Incomplete from the instructor of the course BEFORE the instructor submits final grades for that course OR before the College's official deadline for submission of final grades, whichever comes first.

The conditions necessary for removing an Incomplete will be stated in writing by the instructor and recorded in the Admissions Office, and a copy will be provided to the student. The statement will also list the grade (A through F, or 4.0 through 0.0) that will be assigned if the conditions are not met. The instructor will fill out and submit the Incomplete form online when submitting grades for the course.

An Incomplete must be made up no later than one year from the end of the semester it was assigned, and the actual date by which the student must complete the required coursework will be determined by the course instructor.

Units for classes in which a student receives an Incomplete will be counted as part of a student’s units enrolled, but will not be included in the student’s units attempted or units completed, and no grade points will be assigned. Once a student completes the requirements for the “Incomplete,” the instructor will submit a “Request Correction of Course Grade” to the Admissions Office. An Incomplete, when properly made up, will give the student the appropriate grade points for the grade finally earned.

Students may NOT repeat a class in which they currently have an “I”. If they enroll into the class again before receiving the final grade, they will be dropped by the Admissions office.

“Withdrawal” ("W") Grade Policies

See the Attendance Policies section, above, for information regarding withdrawal from classes and policies affecting W (Withdrawal) grades.

Grade Point Average (GPA)

A grade point average (GPA) is the sum of a student’s grade points divided by the number of “all units attempted.” California Code of Regulations Title 5 §55757 defines “all units attempted” as “all units of credit for which the student is enrolled in the current community college of attendance,” but leaves it up to the governing board of each community college district—in this case, the Board of Trustees of the Santa Monica Community College District—to establish regulations regarding whether “all units attempted” includes or excludes units for classes in which a notation of P (Pass), NP (No Pass), I (Incomplete), IP (In Progress), or W (Withdrawal) is assigned.

At Santa Monica College, units for classes in which a student is assigned a notation of W (Withdrawal), I (Incomplete), or IP (In Progress) are specifically excluded from “all units attempted.” Units for classes taken on a pass/no pass basis are also excluded from “all units attempted,” and are disregarded when calculating a student’s grade point average. In addition, grades earned in courses that may not be applied toward earning a degree are excluded from a student’s grade point average. In other words, only the units of credit for classes in which a student received a grade of A (4.0), B (3.0), C (2.0), D (1.0), or F (0.0) are included in “all units attempted” and used when calculating the student’s grade point average.

Grade Changes

With the exceptions of academic renewal, progress renewal, and approved course repetition, grades assigned by the faculty are considered to be final and will generally only be changed in cases of clerical error. Students who wish to appeal a grade should be aware that they must file a formal grade appeal by October 30 for Spring semester grades, November 30 for Summer session grades, April 30 for Fall semester grades, and May 30 for Winter session grades. As soon as possible after receiving the grade, the student should consult with the instructor, and must also see the College Ombudsperson, who will outline the procedure to be followed. Students may schedule an appointment with the Ombudsperson by sending email to ombuds@smc.edu or by calling (310) 434-3986. Additional details on the procedure for appealing a grade can be found in the Student Complaints, Hearings, & Appeals section of this catalog.

UNITS

Units Enrolled

Santa Monica College defines “units enrolled” (or “enrolled units”) as being all the units of credit for all the classes in which a student was officially enrolled on or after the first census date of an academic term. In other words, "units enrolled" means all the classes a student enrolled in and received a grade of A (4.0), B (3.0), C (2.0), D (1.0), F (0.0), P (Pass), or a notation of I (Incomplete) or W (Withdrawal). Enrolled units are used for purposes of determining progress probation and progress disqualification, and for calculating a student’s grade point average.

Units Attempted

Santa Monica College defines “units attempted” (or “attempted units”) as being all the units of credit for all the classes a student was officially enrolled in on or after the first census date of an academic term, in which the student received a grade of A (4.0), B (3.0), C (2.0), D (1.0), or F (0.0). Units for classes in which a student received a grade of P (Pass) or NP (No Pass), or a notation of I (Incomplete) or W (Withdrawal)
are excluded from units attempted. Attempted units—sometimes referred to as "graded units"—are used for purposes of determining academic probation and academic disqualification, and for calculating a student's grade point average.

**Graded Units**

"Graded units" are the units of credit for classes in which a student received a grade of A (4.0), B (3.0), C (2.0), D (1.0), or F (0.0). See Units Attempted, above, for details.

**Units Completed**

Santa Monica College defines “units completed” (or “completed units”) as being the units of credit for classes in which the student received a grade of A (4.0), B (3.0), C (2.0), D (1.0), or P (Pass). Units for classes in which a student was assigned a grade of F (0.0) or NP (No Pass), or a notation of W (Withdrawal) or I (Incomplete) are specifically excluded from completed units.

**CREDIT UNITS**

At Santa Monica College, each unit of credit is generally equivalent to a minimum of three hours of student work per week for the duration of a course. One unit of credit can equal one hour of lecture and two hours of study, OR two hours of activity and one hour of study, OR three hours of laboratory, OR three hours of independent study under the supervision of a faculty member.

**TRANSCRIPTS**

Students may obtain an official transcript of their permanent record by placing an order online at a secure site on the Admissions webpage or by filing an application for transcripts in person in the Admissions Office. In both cases, a student's signed authorization to release records is required by law, and students who request transcripts through the Admissions Office must present a photo ID.

A nominal service fee is added to the cost of transcripts ordered online, which are delivered by mail within approximately 10 business days of receipt of a student's signed authorization. RUSH service is also available for transcripts ordered online, which are mailed within 72 hours of receipt of signed authorization. Students may arrange to pick up transcripts ordered on a RUSH basis if they wish. FedEx shipping options are also available.

Transcripts requested through the Admissions Office take two to four weeks to process and are delivered by mail only. The Admissions Office provides a student’s first two transcripts at no cost to the student. Each subsequent transcript costs $5 (subject to change).

Please see the information available at www.smc.edu/admissions/transcripts for specific details on how to order transcripts.

While enrolled at SMC, students may download an unofficial copy of transcripts by going to www.smc.edu/admissions, clicking on the "Corsair Connect" link, and following the instructions provided there.

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**Academic & Progress Probation & Disqualification Policies**

Santa Monica College is committed to providing a broad range of academic courses, student services, and specialized programs to help students succeed and meet their goals. Students are expected to take responsibility for meeting the SMC Student Success Standards of "Academic Achievement" and "Timely Progress."

**Academic Achievement** is defined as maintaining an overall grade point average of C (2.0) or better in classes taken at Santa Monica College. Please note that grades earned at other institutions will be used in calculating your grade point average for all other purposes, including graduation.

**Timely Progress** is defined as not exceeding the allowed percentage of I (Incomplete), W (Withdrawal), and NP (No Pass) grades within the amount of enrolled units.

Failure to meet the Student Success Standards can lead to academic probation, progress probation, academic disqualification, or progress disqualification.

**ACADEMIC PROBATION**

To remain in good academic standing at Santa Monica College, students must maintain a C (2.0) or better grade point average.

Students will be placed on academic probation if they:

- Fall below a C (2.0) cumulative grade point average in 12 or more SMC units attempted; or
- Transfer to SMC while on disqualification status at another college or university; or
- Are readmitted after disqualification from SMC.

Students on academic probation are limited to enrolling in a maximum of 9 units in a Spring or Fall semester and 5 units in a Winter or Summer session.

Students will remain on academic probation until they raise their cumulative grade point average to a 2.0 or better, or are disqualified from attending SMC due to unsatisfactory academic performance.

As a preventive measure, students are urged to review the Attendance Policies section. Failure to properly withdraw from classes causes many students to be placed on academic and/or progress probation—situations that can be avoided by timely and appropriate withdrawal. It is the student’s responsibility to withdraw from a course. Informing the instructor is NOT sufficient. Failure to withdraw from a course can lead to receiving a grade of F (0.0).
F-1 Visa Students Please Note: Federal law requires students with an F-1 visa to complete 12 units during each Fall and Spring semester, regardless of academic status. If there is ANY possibility that you may be placed on academic probation or disqualified from attending SMC due to poor academic performance, IMMEDIATELY arrange to discuss your situation with a counselor from the International Education Center.

Student Athletes in Season of Competition (Spring/Fall) Please Note: To compete in a given sport at SMC, you must be enrolled in and actively attending 12 units (a maximum of 3 of those units can be for KIN PE courses) during the season of competition, regardless of academic status. If there is ANY possibility that you may be placed on progress probation or disqualified from attending SMC due to unsatisfactory progress, IMMEDIATELY make arrangements to discuss your situation with an athletic counselor by calling (310) 434-8017.

Academic Disqualification

A student who begins the Fall or Spring semester on academic probation will be disqualified if the student fails to achieve a semester GPA of 2.0 or higher at the end of the semester. A student who becomes disqualified after pre-enrolling for the subsequent semester will be administratively dropped from all registered courses.

For further information, please see an SMC counselor.

Progress Probation

To remain in good standing at Santa Monica College, students must not exceed the allowed percentage of I (Incomplete), W (Withdrawal), and NP (No Pass) grades within the enrolled units.

A student enrolled in at least twelve (12) semester units will be placed on progress probation if the percentage of units in which the student receives a grade of W (Withdrawal), I (Incomplete), or NP (No Pass) reaches or exceeds:

- 50% of units enrolled, after enrolling in 12-30 units;
- 40% of units enrolled, after enrolling in 31 or more units.

Students on progress probation are limited to enrolling in a maximum of 9 semester units in a Spring or Fall semester and 5 semester units in a Winter or Summer session.

Students will remain on progress probation until they increase their number of completed units to meet the required percentage of their enrolled units, or they are disqualified from attending SMC due to their continuing unsatisfactory progress.

F-1 Visa Students Please Note: Federal law requires students with an F-1 visa to complete 12 units during each Fall and Spring semester, regardless of academic status. If there is ANY possibility that you may be placed on progress probation or disqualified from attending SMC due to unsatisfactory progress, IMMEDIATELY arrange to discuss your situation with a counselor from the International Education Center.

Student Athletes in Season of Competition (Spring/Fall) Please Note: To compete in a given sport at SMC, you must be enrolled in and actively attending 12 units (a maximum of 3 of those units can be for KIN PE courses) during the season of competition, regardless of academic status. If there is ANY possibility that you may be placed on progress probation or disqualified from attending SMC due to unsatisfactory progress, IMMEDIATELY make arrangements to discuss your situation with an athletic counselor by calling (310) 434-8017.

Progress Disqualification

Students who have been placed on progress probation at the end of a Fall or Spring semester will be disqualified from Santa Monica College at the end of the subsequent semester when the percentage of units in which a student receives a grade of W (Withdrawal), I (Incomplete), or NP (No Pass) reaches or exceeds:

- 50% of units enrolled, after enrolling in 12-30 units;
- 40% of units enrolled, after enrolling in 31 or more units.

Students who becomes disqualified after pre-enrolling for the subsequent semester will be administratively dropped from all registered courses.

Reinstatement of Disqualified Students

Students who have been disqualified (dismissed) from Santa Monica College due to poor academic performance or unsatisfactory progress and who have been away from SMC for one semester or less must file a Petition for Readmission in person with a counselor, who will determine whether reinstatement is possible and what conditions the student must meet in order to enroll at SMC.

Other requirements for reinstatement at SMC include:

- After a 1st disqualification, if a student is allowed to restate, the counselor will specify a maximum number of units the student can enroll in, up to a maximum of 6 units per term;
- After a 2nd disqualification, a student must wait for one semester and possibly one intersession before requesting to be reinstated; and
- After a 3rd disqualification, a student must wait for one year before requesting to be reinstated.

Admission/Readmission of Disqualified Students

A disqualified student who wishes to be reinstated after being away from Santa Monica for two consecutive semesters (one year) or longer or who is attending SMC for the first time after being disqualified from another institution is required to:

- File an SMC Admission Application and a Petition for Readmission by going online to www.smc.edu and clicking on the “New Students Apply Online” link, then clicking on the “Petition for Readmission” link. A student can print the form from this link, or pick one up at the Transfer/Counseling Center.
- Arrange for all transcripts (official or unofficial) from previous colleges or universities attended to be sent directly by
the institution to the Transfer/Counseling Center, ATTN: Readmission Committee, Santa Monica College, 1900 Pico Blvd., Santa Monica, CA 90405.

The decision on the student’s reinstatement, along with any further instructions, will be sent to the student by mail.

**Academic & Progress Renewal**

Santa Monica College will disregard a selected number of units for classes a student previously completed at SMC in which the student’s performance was substandard. Students who wish to have previous coursework disregarded must meet the requirements for academic renewal or progress renewal.

**ACADEMIC RENEWAL**

Academic Renewal is a process designed to facilitate a student’s completion of a degree or certificate program—and/or the student’s removal from academic probation—by disregarding up to 30 semester units of the student’s previous coursework. The student must discuss his or her situation with a counselor and file a petition for academic renewal. Final approval of the petition will be granted by the Admissions Office.

To qualify for academic renewal, the student must meet the following criteria:

1. The student’s educational objectives have changed to the extent that repetition of the coursework at SMC is no longer appropriate; and
2. The student has not already repeated the coursework at SMC or equivalent coursework at any other institution, resulting in a grade of A, B, C, Pass, or Credit; and
3. The coursework to be disregarded is limited to classes where the student received a grade of D (1.0) or F (0.0); and
4. The student has completed a minimum of:
   - 36 consecutive semester units with a 2.0 GPA, or
   - 24 consecutive semester units with a 2.5 GPA, or
   - 15 consecutive semester units with a 3.0 GPA
   at an accredited college or university after having completed the coursework to be disregarded; and
5. At least two years have passed since the student’s completion of the most recent coursework to be disregarded.

All disregarded coursework will remain in the student’s permanent record, and the student’s transcripts will be annotated to make it readily evident that any disregarded course(s) may not be used to satisfy certificate, degree, or general education requirements.

**PROGRESS RENEWAL**

Progress Renewal is a process designed to facilitate a student’s completion of a degree or certificate program—and/or the student’s removal from progress probation—by disregarding up to a maximum of 30 semester units of the student’s previous coursework. The student must discuss his or her situation with a counselor and file a petition for progress renewal. Final approval of the petition will be granted by the Admissions Office.

To qualify for progress renewal, the student must meet the following criteria:

1. The student’s educational objectives have changed to the extent that repetition of the coursework at SMC is no longer appropriate; and
2. The student has not already repeated the coursework at SMC or equivalent coursework at any other institution, resulting in a grade of A, B, C, Pass, or Credit; and
3. The coursework to be disregarded is limited to classes where the student received a grade of W (Withdrawal) or NP (No Pass); and
4. At least two years have passed since the student’s completion of the most recent coursework to be disregarded; and
5. The student has completed—without receiving a grade of NP (No Pass), W (Withdrawal), or I (Incomplete)—a minimum of:
   - 36 consecutive semester units with a 2.0 GPA, or
   - 24 consecutive semester units with a 2.5 GPA, or
   - 15 consecutive semester units with a 3.0 GPA
   at an accredited college or university after having completed the coursework to be disregarded.

All disregarded coursework will remain in the student’s permanent record, and the student’s transcripts will be annotated to make it readily evident that any disregarded course(s) may not be used to satisfy certificate, degree, or general education requirements.

**Graduation Requirements**

Santa Monica College grants the Associate degree to students who have successfully completed sixty (60) degree-applicable units—consisting of courses that meet State and local general education (GE) requirements, courses that fulfill requirements for a major, and elective courses—with a cumulative degree-applicable grade point average of C (2.0) or higher. In order to graduate from Santa Monica College, students who have studied elsewhere must enroll in and successfully complete a minimum of twelve (12) units at SMC, and have official transcripts from all other institutions attended on file at SMC. Official transcripts must be mailed directly to the SMC Admissions Office by the other institutions. All college-level work (except basic skills and some religion courses) taken at regionally accredited two-year colleges (including Santa Monica College) and in the lower division of regionally accredited four-year colleges is counted when calculating the cumulative degree-applicable GPA and the sixty (60) degree-applicable units. At least 50% of the required major units must be com-
pleted at Santa Monica College. Upper division, graduate, and professional courses from regionally accredited colleges will be applied toward the Associate degree as needed. Please see www.smc.edu/articulation for details.

Students planning to graduate should first make an appointment to meet with a counselor to verify that they are eligible for graduation. Students must file a Petition for Graduation with the Admissions Office during the academic term in which they plan to complete requirements for graduation. Filing periods are:

- For Spring semester graduation—Start of Spring semester through April 30
- For Summer session graduation—Start of Summer session through July 31
- For Fall semester graduation—Start of Fall semester through December 1

Students who will complete their requirements for graduation during a Winter session will graduate the following Spring. The Petition for Graduation form is available online at www.smc.edu/StudentServices/Admissions/Pages/Forms.aspx (click on the "Graduation Petition" link). Petitions are also available in the Admissions Office during the filing periods.

Honors at graduation will be awarded to students who have a cumulative degree-applicable grade point average of 3.0 or higher (including degree-applicable coursework completed at other regionally accredited colleges), who have completed a minimum of 12 units of coursework at SMC, and who are in good standing at the time they graduate. See "Honors & Awards" in the Special Programs and Support Services section of this catalog for details.

Student Right-to-Know Statement

To comply with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542)—also known as the Jean Clery Disclosure Act—Santa Monica College makes available the completion and transfer rates of first-time, full-time students seeking certificates, degrees, or transfer, as well as statistical information about the types and number of crimes committed on SMC’s main and satellite campuses. The College provides this data to inform all current and prospective students—as “consumers” of higher education—on how well Santa Monica College compares with other postsecondary institutions.

COMPLETION & TRANSFER RATES

Santa Monica College is Number One in transferring students to University of California (UC) campuses (including UCLA), the California State University (CSU) system, the University of Southern California (USC), Loyola Marymount University (LMU), and a variety of other top-ranked colleges and universities across the nation.

The student success rates published here are based on tracking a group (cohort) of first-time, full-time students seeking certificates, degrees, or transfer for a three-year period that begins with the Fall semester of the year the students first enroll in college. The completion and transfer rates presented here are derived from the most current data available at the time this catalog went to press, and the student success rates apply only to those students who entered SMC in Fall 2006.

Of the Fall 2006 cohort, 48.1% of the first-time, full-time students earned a degree or certificate at Santa Monica College or transferred from SMC to another postsecondary institution, such as a University of California or California State University campus, or to another California Community College.

CRIME STATISTICS FOR THE COLLEGE COMMUNITY

Campus crime statistics are compiled and reported according to the guidelines specified in the Clery Act (20 USC 1092F), as defined under the FBI Uniform Crime Reporting procedures. SMC’s crime statistics are available online at the US Department of Education website (www.ope.ed.gov/security) and at the SMC Campus Police website (www.smc.edu/college_police). Campus crime statistics—along with safety and crime prevention information—can also be found at many locations at SMC, and are available to the public upon request. Contact the SMC Campus Police Office (434-4608) for details.

College Conduct

Santa Monica College has a code of Academic Conduct and a Student Conduct Code, and may discipline students in accordance with code provisions. The College also has the authority to remove students from a class or program if they are disruptive of the instructional process, they do not respect the rights of others, they cannot benefit from instruction, or they present health and/or safety hazards. To protect the interests of both the College and its students, SMC has an established “due process” through which its disciplinary and removal powers are exercised. As a further safeguard of student rights, an appeal procedure exists for these policies, as well as for appeals of grades, matriculation, and disqualification. The Student Conduct Appeals Committee will hear student appeals.

Honor Code/Honor Council

Santa Monica College is committed to the academic, social, and ethical development of our students. We strive to create a learning environment that is challenging and supportive of the community at large. We are committed to upholding fundamental values of honesty, trust, fairness, respect, responsibility, civility, and community.

The College has instituted an Honor Code that students are expected to uphold, and has established an Honor Council responsible for promoting, addressing, and resolving issues pertaining to academic integrity.

General principles that guide the Honor Code and Honor Council include the following:
• Honesty: means fairness and straightforwardness of conduct, and implies a refusal to lie, steal, or deceive in any way;
• Integrity: implies that one is true to a trust and adheres to a code of moral values;
• Social Responsibility: demonstrated by adherence to policies of the institution, departments, labs, libraries, and individual classes; and
• Respect and Civility: implies that one will conduct oneself in a courteous and respectful manner in communications and actions toward members of the campus community.

All students are expected to uphold the Honor Code as testament to their commitment and readiness to join the Santa Monica College academic community. At the time students enroll, they are expected to certify the following statement:

In the pursuit of the high ideals and rigorous standards of academic life, I commit myself to respect and uphold the Santa Monica College Honor Code, Code of Academic Conduct, and Student Conduct Code. I will conduct myself honorably as a responsible member of the SMC community in all endeavors I pursue.

A complete copy of the text for the “Honor Code/Honor Council” (SMC AR 4412)—which spells out the details of the Honor Code and the structure and responsibilities of the Honor Council—is available online (see www.smc.edu/Policies/Policies/AdminRegulations.htm).

ACADEMIC CONDUCT

Code of Academic Conduct

Santa Monica College is a community-oriented, open-door educational institution whose purpose is to educate and enlighten members of the community who seek knowledge. In order to uphold the academic integrity of the institution, all members of the academic community—students and faculty alike—must assume responsibility for providing an educational environment of the highest standards, characterized by a spirit of academic honesty.

Under no circumstances will academic dishonesty be tolerated at Santa Monica College.

Academic Dishonesty Defined

Santa Monica College defines academic dishonesty as the act of or assistance in deceiving, including fraud or deception in any academic exercise. Academic dishonesty includes, but is not limited to, certain actions not authorized by the instructor or testing officer, such as:

1. Using notes or testing aids such as calculators, tape recorders, or other electronic devices during any examination;
2. Allowing another individual to assume one’s identity for the purpose of enhancing one’s grade in any of the following: testing, field trips, or attendance;
3. Falsifying or attempting to falsify grade and/or attendance records;
4. Representing the words, ideas, or work of another (including materials from commercial term paper companies) as one’s own (plagiarism) in any academic exercise;
5. Changing answers on a previously scored test, assignment, or experiment, with the intent to defraud;
6. Copying or allowing another student to copy from one’s paper or answer sheet during an examination or for a graded assignment;
7. Inventing information for the purpose of completing a laboratory experiment, case study analysis, or field trip with the intent to defraud;
8. Giving and/or taking information during an examination by any means, including sign language, hand signals, secret codes, or electronic transmission; and
9. Accessing or reproducing exams in any form, without the prior authorization of the instructor, for the purpose of sharing, selling, or publishing them.

Consequences for Violating Academic Conduct

If a violation of academic honesty occurs, any or all of the following actions may be imposed:

1. The instructor may assign a failing grade to an examination or assignment in which cheating or plagiarism occurred;
2. In more serious instances, the instructor may refer the student to appear before the Honor Board;
3. The instructor may dismiss the student from the class or activity in progress for up to two class sessions; and/or
4. In more severe incidents of academic dishonesty—including, but not limited to, impersonation, stealing exams or research papers, or repeated violations of academic honesty—the College Disciplinarian may suspend the student or recommend expulsion of the student from the College.

Student Responsibilities

In order to maintain an environment of academic integrity, students at Santa Monica College are expected to:

1. Conduct themselves in a manner that encourages learning and upholds academic integrity; and
2. Act with fairness toward other students, which includes not seeking an unfair or undue advantage over other students in the classroom or when completing an assignment, taking an examination, or engaging in any other kind of academic activity; and
3. Make every attempt to prevent any unauthorized access to or use of their work by other students in the classroom, for an assignment, in an examination, or when engaging in any other kind of academic activity.

Faculty Responsibilities

In order to maintain an environment of academic integrity, members of the faculty at Santa Monica College are expected to:
1. Make every attempt to conduct their classes in a manner that encourages honorable behavior and learning, supports student success, and discourages academic dishonesty;  
2. Inform students of course requirements, grading procedures, and expectations for acceptable academic conduct and behavior;  
3. Inform students of the College’s Code of Academic Conduct and the consequences and disciplinary action(s) that will be implemented if any behavior counter to the Code of Academic Conduct occurs;  
4. Inform students of their right to due process should they wish to contest an allegation of cheating or engaging in any other form of academic dishonesty; and  
5. Ensure that the appropriate process for reporting a violation of the Code of Academic Conduct is followed.  

**Reporting a Violation**  
If an incident of academic dishonesty occurs, a faculty member should adhere to the following procedures:  
1. Inform the student of the nature of the violation and the impending course of action; and  
2. Complete and submit the Academic Dishonesty Report Form, along with any related evidence, the first copy of the form to the College Disciplinarian within ten (10) working days of the allegation. The College Disciplinarian will, in turn, notify the student, the College Ombudsperson, and the appropriate Department Chair, and place a copy in the student’s disciplinary records as defined in the Code of Academic Conduct Appeal Procedures. This information will remain a part of the student’s records for two years, provided there are no further acts of misconduct on the part of the student.  

**Appeal Procedure**  
If a violation of academic honesty is alleged to have occurred, a Santa Monica College student has the right to appeal the action taken by the faculty member through the appeal procedures established by the College. For details, please see the Student Complaints, Hearings, & Appeals section of this catalog.  

**STUDENT CONDUCT**  
**Student Conduct Code**  
All students at Santa Monica College have an obligation to conduct themselves in a manner compatible with the College’s function as an educational institution. A complete copy of the “Rules for Student Conduct” (SMC AR 4410) is available online at www.smc.edu/Policies/Policies/AdminRegulations.htm (click on the “Section 4000—Student Services” link).  

Some examples of offenses and misconduct that are considered “good cause” for imposing disciplinary sanctions on a student are:  
1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of College personnel, or persistent abuse of College personnel;  
2. Assault, battery, or any threat of force or violence upon anyone on the College campus;  
3. Sexual harassment, sexual assault (including, but not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery), or threat of sexual assault;  
4. Willful misconduct that results in the injury or death of a student or College personnel or visitors;  
5. Theft or willful misconduct that results in cutting, defacing, or other injury or damage to property of the College or a member of the College community or a campus visitor;  
6. Willful or blatant misuse of e-mail or other inappropriate forms of communication to faculty, staff, or students, including communication by written notes, phone, voice-mail, or any form of electronic communication;  
7. Possession, use, sale, or being under the influence of any controlled substance or any poison classified as such by Schedule D in section 4160 of the California Business and Professions Code;  
8. Smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;  
9. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct;  
10. Dishonesty of any kind, including academic dishonesty;  
11. Forgery, alteration, or misuse of College documents, records, or identification;  
12. Obstruction or disruption of any teaching, research, administration, disciplinary procedures, or other College activities, including, but not limited to, community events or other authorized activities on College premises;  
13. Unauthorized entry to or use of College facilities, supplies, and/or equipment;  
14. Violation of College policies or of campus regulations, including, but not limited to, campus regulations concerning student organizations; the use of College facilities; the time, place, and manner of public expression; library procedures; College bills and debts; or residence;  
15. Disorderly conduct or lewd, indecent, or obscene conduct or expression on property owned or controlled by the College or at activities or events sponsored or supervised by the College;  
16. Failure to comply with directions from College officials performing their duties;  
17. Possession or use of alcoholic beverages on campus property or at any College-sponsored event, or presence on campus or at any College-sponsored event while under the influence of alcohol;
17. Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at College-sponsored activities or events;
18. Stalking, hate crimes, or hate incidents; and
19. Any other offense set forth in the California Education Code that constitutes “good cause.”

No student shall be removed, suspended, or expelled from SMC unless the conduct for which the student is disciplined is related to College activity or attendance.

Smoke Free Campus

Santa Monica College is committed to providing its students, faculty, and staff with a healthy, comfortable, productive environment that is free from the effects of second-hand smoke. SMC became a smoke-free campus in Fall 2007, following the example of many colleges, universities, and other public institutions throughout the US. Smoking is not permitted in any District building, vehicle, or facility, or on District grounds, with the exception of three areas on the fringes of the main campus. These are temporarily designated as smoking areas, as a way for the College to transition into becoming entirely smoke free.

Alcohol & Drugs

The abuse of alcohol or other drugs causes serious risks to a person’s health.

California State law prohibits the use, sale, or possession on campus of alcohol, or presence on campus of students who are under the influence of any controlled substance. (Cal. Ed. Code §76032-76033)

Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College’s function as an educational institution. Santa Monica College will impose disciplinary sanctions for the use, sale, or possession of alcohol or presence of any prohibited controlled substance. Disciplinary sanctions include, but are not limited to, verbal or written reprimands, disciplinary probation, removal from classes, ineligibility to participate in extracurricular activities, suspension, expulsion, and possible referral to local, state, or federal law enforcement agencies.

The Santa Monica College Health and Psychological Services Center provides short-term psychological counseling, referral, and substance abuse/alcohol abuse information.

Sexual Harassment

Santa Monica College is committed to providing an educational community with an environment free of sexual harassment and other threatening behaviors. Sexual harassment—a form of discrimination against an individual on the basis of sex, gender, or sexual orientation—consists generally of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is intended to be or has the effect of being coercive, or of creating an intimidating, hostile, or offensive environment.

Under no circumstances will the College tolerate any form of sexual harassment or retaliation against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investigation.

Sexual harassment and retaliation violate state and federal laws. In addition, sexual harassment is a violation of SMC’s Board Policies, Administrative Regulations, and Student Conduct Code, and can lead to suspension or dismissal from the College.

A description of activities that constitute sexual harassment, the procedures for filing or appealing a sexual harassment complaint, and a discussion of issues related to sexual harassment can be found in “Sexual Harassment Prevention” (SMC AR 3121), “Rules for Student Conduct” (SMC AR 4410), and the “Ethics Statement” (SMC AR 5220) adopted by the Academic Senate. See www.smc.edu/Policies/Policies/AdminRegulations.htm for the District’s Administrative Regulations.

Sexual Violence – Prevention and Education (AB 1088: Sexual Violence)

Section 67385 of the Education Code requires that community college districts adopt and implement procedures to ensure prompt response to victims of sexual violence which occur on campus as well as providing them with information regarding treatment options and services. No community can be totally risk-free in today’s society. However, by working together, students, faculty, staff, and visitors can all help to create an atmosphere which is as safe and crime free by reporting criminal behavior to:

- Santa Monica Police Department: 911
- Campus Police: (310) 434-4300
- Dean of Student Services: (310) 434-4655
- Psychological Services: (310) 434-4503
- Health Services Center: (310) 434-4262

Any sexual violence or physical abuse, as defined by California law—whether committed by an employee, student, or member of the public—occurring on College-owned or controlled property, at College-sponsored or supervised functions, or related to or arising from College attendance or activity is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal and/or civil prosecution and employee or student discipline procedures. Please see the information available at www.smc.edu/SVPE for additional details.

Rape & Date Rape

Rape is forcible sexual activity without a person’s consent and against a person’s will. For the victim, rape is an emotionally and physically traumatic experience. Rape is a serious criminal offense, and accusations of rape can lead to possible referral to local, state, or federal law enforcement agencies. In addition, rape is a violation of SMC’s Student Conduct Code and can result in the perpetrator’s suspension or expulsion from the College.
**DISCIPLINARY SANCTIONS**

Disciplinary sanctions at Santa Monica College include, but are not limited to, verbal or written reprimands, probation, a disciplinary hold, removal from class, ineligibility to participate in extracurricular activities, suspension, and expulsion. These are listed in order of severity, and repeated instances of lesser infractions may lead to a more severe disciplinary action. The College Disciplinarian is responsible for enforcement of these sanctions. If a written report is placed in a student’s disciplinary file, the student has the right to inspect and appeal the information as specified in California Education Code §76232. Disciplinary sanctions are described in detail in the “Rules for Student Conduct” (SMC AR 4410), posted online at www.smc.edu/Policies/Policies/AdminRegulations.htm (click on the “Section 4000—Student Services” link).

**Written Reprimand**

A written reprimand issued by the College Disciplinarian serves to place a statement in a student’s disciplinary records (not the student’s academic records) that the student has not met the standards of conduct set forth above.

1. The student has an opportunity to write a response to the reprimand, and the response will be placed on record with the reprimand; and
2. With regard to written reprimands, there will be no hearing or appeal to the Student Conduct Appeals or Sexual Assault Committee.

**Disciplinary Probation**

A student who fails to meet the standards of conduct may be placed on disciplinary probation by the College Disciplinarian. The student will be notified in writing that continued conduct of the type described in a “notice of disciplinary probation” will result in a more severe disciplinary sanction. The notice of disciplinary probation must include:

1. The period of time the student is to be on probation (this period may not exceed one year), and
2. The disciplinary sanction to be imposed.

A student has the right to pursue the Hearing and Appeal Process before disciplinary probation is imposed.

**Removal from Class**

An instructor is authorized to remove a student from class for cause for the remainder of the class on the day of the removal and the next class meeting. The instructor will immediately report the removal to the College Disciplinarian. During the period of removal, a student will not be permitted to return to the class without the agreement of the instructor of the class. With regard to removal from class, there is no hearing or appeal to the Student Conduct Appeals Committee.

**Removal from Extracurricular Activities**

The College Disciplinarian may remove a student from extracurricular activities for “good cause.” The period of removal may not exceed one year. Sanctions may include:

1. Removal from office in all College organizations;
2. Ineligibility to participate in all College-sponsored activities, including public performances; and/or
3. Ineligibility to participate in College extracurricular activities.

Nothing in this policy, however, restricts the College Disciplinarian from imposing lesser sanctions.

A student has the right to pursue the Hearing and Appeal Process before removal from extracurricular activities is imposed.

**Suspension**

The College Disciplinarian is authorized to suspend a student for “good cause.” The suspension may be:

1. From one or more classes for a period of up to ten days of instruction;
2. From one or more classes for the remainder of the school term; or
3. From all classes and College activities for one or more terms.

If a student who is suspended is a minor, the College Disciplinarian will notify the student’s parent or legal guardian of the suspension in writing.

**Expulsion**

A student may be expelled by the Board of Trustees for “good cause.” Expulsion is authorized when other means of correction fail to bring about proper conduct.

**Student Complaints, Hearings, & Appeals**

To protect the interests of both the College and its students, Santa Monica College has an established “due process” through which its disciplinary and removal powers are exercised. As a further safeguard of student rights, an appeal procedure exists for these policies, as well as for appeals of grades, matriculation, and academic or progress disqualification.

**COLLEGE OMBUDSPERSON**

Students with complaints, grievances, and personal concerns about Santa Monica College or any of its policies are encouraged to discuss them with the College Ombudsperson. The Ombudsperson provides support and encouragement to students, and attempts to present options and solutions. Complaints are handled with complete confidentiality on a case-by-case basis. Students with complaints about a grade should be aware that they must file a formal appeal (Petition for Review of Grade) by October 30 for Spring semester grades, November 30 for Summer session grades, April 30 for Fall semester grades, and May 30 for Winter session grades.
October 30 should first discuss his or her situation with the College session grades. April 30 for Fall semester grades, and May 30 for Winter for Spring semester grades, November 30 for Summer session grades.

**GRADE APPEALS**

§55512. Petition for Review of Grade" (SMC AR 4313), which is posted in the office of the Ombudsperson, if there is no informal resolution satisfactory to the student and the student wishes to continue the appeal, the Ombudsperson will outline the procedure to be followed.

To schedule an appointment with the Ombudsperson, please send email to ombuds@smc.edu or call (310) 434-3986.

**APPEAL OF ACADEMIC & PROGRESS DISQUALIFICATION**

Students who wish to be reinstated at Santa Monica College after being disqualified from attending the College because of substandard academic performance or unsatisfactory progress may make an appointment in the Transfer/Counseling Center to discuss their situation with a counselor, review the mitigating circumstances that may have led to their disqualification, determine whether reinstatement at SMC is possible, and find out about the steps they must take to be reinstated. For details on reinstatement procedures, see the Academic & Progress Probation & Disqualification Policies section of this catalog. To make an appointment to meet with a counselor, visit the Transfer/Counseling Center or call (310) 434-4210.

**ACADEMIC CONDUCT APPEALS**

A Santa Monica College student who has been accused of violating the SMC Honor Code has the right to appeal the action taken by the faculty member through the appeal procedures established by the College. Once notified of the alleged violation, the accused student has ten (10) business days to appeal the action to the Honor Council.

The student will be provided the opportunity for a conference with the campus Ombudsperson (or designee) in an effort to resolve the issue informally. The Ombudsperson (or designee) may confer with the faculty member, and if necessary, the department chair (or designee).

If no resolution is reached after an informal conference, the student may proceed with a formal appeal to the Honor Council. The petition (and any supportive documentation) must be filed with the Office of Student Judicial Affairs (or designee).

All instances of alleged SMC Honor Code violations are subject to review by the SMC Honor Council (SMC AR 4412). For details on the procedure for disputing a grade—for alleged instructor mistake, bad faith, fraud, or incompetence—see “Grade Appeals Committee” (SMC AR 4313), which is posted online at www.smc.edu/Policies/AdminRegulations.htm (click on the “Section 4000—Student Services” link). Please note: The Grade Appeals Committee does not handle appeals pertaining to accusations of academic dishonesty.
DISCIPLINARY HEARINGS & APPEALS

Before any disciplinary probation, removal from extracurricular activities or programs, or suspension is imposed on a student, the student has the right to pursue the Hearing and Appeal Process, unless an immediate suspension is required to protect lives or property, or to insure the maintenance of order pending a hearing. The Hearing and Appeal Process is described in detail in the “Rules for Student Conduct” (SMC AR 4410), posted online at www.smc.edu/Policies/Policies/AdminRegulations.htm (click on the “Section 4000—Student Services” link).

PROGRAM REMOVAL APPEALS

Due process procedures exist to assist faculty and departments in removing a student from a program in which the student is unable to profit and/or a program in which the student’s behavior is determined to be unsafe. In general, the overall process for determining whether a student meets the specific standards of a particular program may include up to three levels of intervention: the instructor level, the program or department level, and the College level (joint administration-faculty committee).

Any student who wishes to appeal dismissal from a program may file the appeal with the Chair of the Program Standards Appeals Committee. The student will be able to present his or her case within ten (10) school days of filing. The committee hearings will be closed to the public.

Student Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. California law requires that records be provided within 15 working days.

A student should submit to the Associate Dean of Enrollment Services or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student or parent of the student.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for College.

Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

FERPA requires that the College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, the College may disclose appropriately designated “directory information” without written consent, unless you have advised the College to the contrary in accordance with College procedures. The primary purpose of directory information is to allow the College to include this type of information from your education records in certain school publications. Examples include:

- A playbill, showing your role in a drama production;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, federal law requires the College to provide military recruiters, upon request, with certain directory information.

If you do not want College to disclose directory information from your education records without your prior written consent, you should file a written request with the Admissions Office.
The College has designated the following information as directory information: student name; city of residence; age; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; student photograph; degrees and awards received and most recent previous school attended.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

For a full explanation of FERPA and its implications for college students, please contact the Admissions Office.

**Residency**

The following is a summary of Santa Monica College’s residency rules and their exceptions. For more detailed information, please visit the Residency webpage (www.smc.edu/admissions/residency.htm), see the College Policies section of the Schedule of Classes, or contact a residency specialist in the Admissions Office.

- Each person applying for admission to, or enrolled in, a California Community College is classified for tuition purposes as either a “resident” or a “nonresident” of the State of California.

- A “resident” is defined as a citizen of the United States or a person who holds a status that allows him or her to establish residency in the United States for a minimum of one year and one day, who has proof of physical presence in the State of California for one year and one day, and who presents evidence of intention to make California his or her permanent home. Dates on any documentary evidence should correspond to dates of physical presence in California.

- A “nonresident” is a person who does not meet the residency requirements of the State of California or who is a citizen of a foreign country and holds only temporary status in the US.

- A student classified as a resident will be admitted to the College without tuition. Enrollment fees ($36 per unit; subject to change) still apply.

- A student classified as a nonresident is required to pay a tuition fee of $239 or $217 (with AB 947 exemption) per semester unit in addition to the enrollment fee of $36 per unit (subject to change). A student classified as a nonresident, with an out of status citizenship, and/or a nonresident US citizen who attended three years and graduated from a California high school may apply for AB 540 exemption. An official, sealed transcript must be submitted with the exemption form.

- All nonresident students between the ages of 19 and 23 (inclusive) requesting reclassification to resident status must submit a petition for change of residency status (Reclassification Form, obtained from a residency specialist in the Admissions Office), show proof of financial independence, provide documents that show the students were not claimed as dependents for income tax purposes by their parents in the past year, and present evidence of intent to establish California as their place of residence. Please see the Admissions website at www.smc.edu/admissions for helpful tips on establishing California residency.

**RESIDENCE OF AN ADULT**

A student who is 19 years of age or older and who has lived in California continuously for the last two years shall be presumed to have the intent to make California his or her home.

A student under 19 years of age shall be presumed to have the intent to make California his or her home if both the student and his or her parent(s) or legal guardian(s) have lived in California continuously for the last two years.

A student who is 19 years of age or older applying for admission who has less than two years, but more than one year, of residence in California should be prepared to show proof of residence. Examples of evidence that aid the College admissions officer in identifying intent include, but are not limited to, the following documents:

- Paycheck stub OR letter of employment verification on company letterhead (signed by a manager of the personnel department)
- California driver’s license OR California ID card OR DMV printout;
- California bank account (checking or savings account statements);
- Marriage license or divorce decree issued in California (with acceptable dates);
- License or certificate issued by the State (with acceptable issue and expiration dates);
- California utility bill (one ONLY of the following: DWP, gas, telephone, cable, or other utility);
- California State aid or social welfare;
- Vehicle registration and/or vehicle insurance (California company);
- California-based health insurance OR Medi-Cal ID;
- Military discharge papers (DD214) OR Leave and Earnings statement indicating California as State of Record;
- California property taxes (in student’s name ONLY);
- Union membership in a California local;
- Lease on California property from a property management company (subject to approval; verification may be
required; landlord or manager receipts and letters are NOT acceptable); and

- California public library membership (verified by letter or printout with letterhead or branch stamp).

Any two or more of the above items will give some indication of a student’s intent to make California his or her permanent residence. Dates on documents must correspond with physical presence of one year and one day prior to the start of the semester/session being attended. Bring documentation to the Admissions Office.

**RESIDENCE OF A MINOR**

Unmarried minors (those younger than 18 years of age) are, by law, incapable of establishing their own residences, notwithstanding their physical presence within California. The Admissions Office will use the following guidelines for determining a minor’s residence:

- A minor’s residence is the residence of the parent or legal guardian with whom the minor is living;

- If the minor is not living with a parent or legal guardian, then the residence of the parent or legal guardian with whom the minor last lived will be the residence of the minor.

When the residence of a minor student is derived from the parent or legal guardian, the durational requirement (one year in California) must be met by the parent or guardian, but is not required of the student.

A minor whose parents are not living and who does not have a legal guardian may establish his or her own residence.

**EXCEPTIONS**

Exceptions to the above guidelines will be made under certain circumstances. If a student would otherwise be classified as a nonresident, but fits within one of the following exceptions, he or she may be granted resident classification, provided he or she has resided in California for one year with the intent of establishing residence (documentation required):

- A student who was not an adult for more than one year before the start of the semester may add the amount of time lived in California prior to his or her eighteenth birthday (provided the student’s parent or legal guardian was a California resident during the period), if any, to the length of residence in California since that date to obtain the durational requirement of one year;

- An adult alien who is in the process of adjusting his or her status to permanent resident or who has been lawfully admitted as a permanent resident for one year and one day prior to the beginning date of the semester (documentation required) and who has resided in California for one year;

- A student 19 years of age or older who can document refugee or asylee status (dated one year and one day prior to the beginning date of the semester) with the United States Citizenship and Immigration Services (USCIS) and who has resided in California for one year (students younger than 19 years of age should review the first item above);

- An adult alien who is in the process of adjusting visa status to, or possesses one of the following visas dated at least one year and one day prior to the beginning date of the semester: A, E, G, H-1, H-4 (if dependent of H-1 visa holder), I, K, L, N, O-1, O-3, R, T (but NOT TN or TD), or V, and who meets California residence criteria;

- A student who is a minor (under the age of 18) and who, immediately before enrolling at a California educational institution, has lived with and was under the continuous direct care and control for at least two years of any adult or adults (other than a parent) who had established residence in California at least one year and one day prior to beginning date of the semester (documentation required). Students who are minors must complete a Care and Control Form, obtained from the Residence Clerk.

For more information regarding residence classification, exceptions, and examples of evidence showing intent, please contact the residence clerk in the Admissions Office.

**ASSEMBLY BILL 540**

(CAL. ED. CODE 68130.5 EXEMPTION)

Assembly Bill 540 created an exemption from payment of nonresident tuition for certain nonresident students who have attended high school in California and received a high school diploma or its equivalent in California. You will qualify for this tuition exemption if you meet ALL of the following conditions:

1. Attended a California high school for three or more years;
2. Graduated from a California high school or attained the equivalent thereof (e.g., passed the GED in California or the California High School Proficiency exam); and
3. If you do not have lawful immigration status, file an affidavit with the College that indicates you have applied for legalization, or will do so as soon as you are eligible to do so. The affidavit form is available online and may be downloaded at www.smc.edu/StudentServices/Admissions/Pages/Forms.aspx (requires Acrobat Reader).

In order to qualify, you must submit ALL of the following documentation:

- A signed affidavit indicating you have either applied for lawful immigration status or intend to apply as soon as you are eligible; and

- Your “official” California high school transcript (in a sealed envelope) showing your attendance for three or more years and date of graduation. NOTE: Adult School does not count toward years of attendance, and AB 540 does not recognize graduation from Adult School as an acceptable qualification.

- If you did not graduate from a California high school, but obtained instead a GED or California High School Proficiency Certificate, you must also submit your official GED certificate or California High School Proficiency certificate with the score report.
This benefit is available to all US citizens, permanent residents of the US, and aliens (including those who are undocumented) who are not categorized as nonimmigrants, who meet all of the above criteria. AB 540 does NOT grant residency, however.

For more details or to obtain an application, please contact the Admissions Office.

**ASSEMBLY BILL 947 (CAL. ED. CODE 76141 EXEMPTION)**

Students classified as nonresidents are required to pay a tuition fee of $239 per semester unit. However, Assembly Bill 947 creates a partial exemption from payment of nonresident tuition for certain nonresident students who can demonstrate economic hardship, or who are victims of persecution or discrimination in the country in which the students are a citizen and resident. The amount of the partial exemption is limited to that portion of the nonresident tuition fee allowed under Section 76141, which provides for a fee for capital outlay, maintenance, and equipment. Students qualifying for this exemption may pay a nonresident tuition fee of $217 per semester unit.

For purposes of this exemption, economic hardship encompasses the financial circumstances of a person who is a recipient of benefits under the Temporary Assistance for Needy Families (TANF) program described in Part A of Title IV of the Social Security Act (42 USC §§601 et seq.), the Supplemental Income/State Supplementary Program, or a general assistance program.

For more details, please contact the Admissions Office.

**SELECTIVE SERVICE NOTICE TO MALE STUDENTS**

Federal law requires men age 18-25 to be registered with the Selective Service System (SSS) if they are US citizens or immigrant aliens (international students who hold valid student visas are exempt from this requirement). Men must be registered before they can receive federal or state financial aid (including loans and grants) for their education. Registration forms are available online at www.sss.gov and at any post office.

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**Campus & Community Safety**

The Board of Trustees of the Santa Monica Community College District has established a “Community College Police Department”—known as the SMC Police Department, and generally referred to as Campus Police—to protect the members of the College community and the property of the District.

Santa Monica College is committed to providing a safe and secure campus environment for students, faculty, staff, and visitors. College facilities are regularly patrolled 24 hours a day, seven days a week, by members of the SMC Police Department. SMC students are employed to work as Police Aides and, during evening hours, to accompany students and staff who request an escort to and from on-campus facilities. Abundant lighting is provided at all Santa Monica College campuses and parking lots.

The College also employs parking enforcement officers with training specific to parking enforcement and emergencies. Parking enforcement officers are not Peace Officers.

If you spot anyone suspicious, call Campus Police at (310) 434-4300, (or dial ext. 4300 from campus phones), or use a campus emergency phone to seek help.

Santa Monica College works closely with local law enforcement agencies having dual jurisdiction for criminal matters. The College can request assistance for incidents that require resources not available to the SMC Police Department.

**SMC POLICE DEPARTMENT (CAMPUS POLICE)**

Under the general direction of the Chief of Police, the SMC Police Department ensures that reasonable protection is provided to members of the College community and the property of the Santa Monica Community College District by using methods that fit within and contribute to the educational philosophy and process of the College.

The SMC Police Department and its officers comply with the selection and training requirements of California Penal Code §13522. Campus Police officers receive the same training as municipal police officers or county deputy sheriffs, and they have Peace Officer authority under California Penal Code §830.32a and California Education Code §72330.

The SMC Police Department receives reports for all incidents occurring on SMC campuses and is responsible for investigating all campus crime. For services the SMC Police Department provides, see the Campus Police listing in the Programs & Services section of this catalog, or visit the SMC Police Department website (www.smc.edu/college_police).

Campus Police would like to remind all students, faculty, staff, and visitors at Santa Monica College that—no matter where you are—common sense goes a long way in preventing the possibility of becoming a crime victim. The following safety tips should be kept in mind at all times:

**Protecting Your Personal Property**

- Always secure your purse or backpack; never leave belongings unattended.
- Park in well-lighted areas away from shrubbery and other obstructions. Lock your vehicle, and take your keys with you. Make sure your car’s window vents are secure. Put valuables in the trunk or out of sight.
- Always have your keys ready before reaching your car. Before you enter your car, check the back seat. If you spot anyone suspicious, call Campus Police at (310) 434-4300, or use a campus emergency phone to seek help.
- To prevent car theft, consider using an ignition bypass switch or a steering wheel locking device. Car alarms are not recommended because they are often activated accidentally. If an unattended alarm goes off while your car
is in a campus parking area, your car can be towed and impounded immediately. On the city streets, your car can be towed within 15 minutes. If your car is towed, you will have to pay a fee to reclaim it.

Making Yourself Less Vulnerable

• Attackers prefer passive victims. Project a positive, assertive body language. Know where you are going, and walk confidently. Take a good look at people around you and passing alongside you. Be alert.

• At night, walk with a friend or in a group, or use the campus escort service. To request an escort, call Campus Police.

• Choose well-lighted, well-traveled streets and walkways. If followed, walk or run to a safe place. Avoid isolated and poorly lighted areas. If you must walk alone, be alert and aware of your surroundings. If you sense a dangerous situation, avoid it or leave it.

• Never hitchhike or accept a ride from a stranger. Never give a ride to a stranger or casual acquaintance. If you use a bus, sit near the driver. Know your schedule in advance. Use well-lighted and well-used bus stops.

• If you walk or bike regularly to campus, choose well-lighted and populated areas. Vary your routes so that you are not predictable. Be aware of businesses that are open and other potentially safe places.

BICYCLES, MOTORCYCLES, MOPEDS, SKATEBOARDS, & SKATES

In the interests of campus security, safety, and noise control:

1. Bicycles, motorcycles, and mopeds must be parked in designated areas.

2. Bicycles parked outside the designated areas may not be parked in any area that would interfere with pedestrian safety, handicapped access, or the performance of duties by the College’s gardeners and/or custodians.

3. Bicycles, motorcycles, and mopeds may not be taken inside of buildings. Bicycles secured improperly are subject to impound by Campus Police.

4. Riding motorcycles, mopeds, and bicycles on pedestrian walkways is strictly prohibited.

5. The use of skateboards, roller skates, and roller blades is prohibited on campus.
THE COLLEGE

Community
Administration & Chairs

SENIOR ADMINISTRATION STAFF
Dr. Chui L. Tsang ............................................ Superintendent/President
Robert Isomoto ........................................... Vice-President, Business and Administration
Randal Lawson ........................................... Executive Vice President
Teresita Rodriguez ................................. Vice-President, Enrollment Services
Jeffrey Shimizu ........................................... Vice-President, Academic Affairs
Michael Tuitasi ........................................... Vice-President, Student Affairs
Marcia Wade ............................................. Vice-President, Human Resources
Don Girard ............................................. Senior Director, Government Relations and Institutional Communication

ACADEMIC ADMINISTRATORS
Genevieve Bertone ............ Director, Sustainability Coordination
Kelley Brayton ......................... Dean, International Education
Jocelyn Chong ............... Dean, Information Technology
Dr. Leonard Crawford ........ Dean, Special Programs
Dr. Ida Danzey .................. Associate Dean, Health Sciences
Kiersten Elliott ..................... Dean, Enrollment Services
Dale Franzes ............... Director, Special Projects Development
Ronald Furuyma ......... Associate Dean, Emeritus College
Roberto Gonzalez ................. Associate Dean, Student Success Initiatives
Carol Hamilton .......... Acting Dean, Institutional Development
Deyna Hearn ......................... Dean, Student Life
Michelle King ........................... Director, Small Business Development Center
Denise Kinsella .......................... Associate Dean, International Education
Erica LeBlanc .................. Dean, Academic Affairs
Sherri Lee-Lewis .......... Dean, Human Resources
Dr. Georgia Lorenz .......... Dean, Instructional Services
Mona Martin ....................... Dean, Learning Resources
Laurel McQuay-Peninger ................... Director, Grants
Katharine Muller ............ Dean, External Programs
Steve Myrow .................. Director, Financial Aid
Judy Neaveu ......... Director, Community Relations
Sonali Perera-Bridges ........... Associate Dean, Outreach and Recruitment
Charles "Chip" Potts .................. Acting Director, Institutional Advancement
Dr. Patricia Ramos ....... Dean, Workforce Development
Linda Sullivan ........... Director, Facilities Programming
Dr. Albert Vasquez .......... Dean, Campus Security, Student Health & Safety
Julie Yarrish .... Associate Dean, Online Services and Support

ACADEMIC SENATE 2011-2012
Janet Harclerode ..................... President
Eric Oiler ..................................... Past-President

GENERAL ADVISORY BOARD 2010-2012
Gaby Schkud ........................................... President

SMC ASSOCIATES 2011-2012
Adrian Cohen ......................... President

SANTA MONICA COLLEGE FOUNDATION 2010-2012
Merle Arnold ..................................... President

Faculty

Adair-Lynch, Terrin .................. Theatre Arts
El Camino College
Los Angeles Harbor Community College
California Mesa College

Adler, Eve ................................ Nursing
B.S., M.S.N., A.B.D., New York University

Allen, Claudia A .................. Mathematics
B.A., State University College New York at New Paltz
M.S., State University College New York at Fredonia

Alvarado, Maria G .................. Counseling
B.A., M.A., California State University, Fresno

Anderson, Jamey ...................... Chemistry
B.S., Andrews University, Wisconsin
Ph.D., University of California, Los Angeles

Anderson, Rebecca .................. Spanish
B.S., Winona State University
M.A., University of Southern California

Angel, Vini ................................ Nursing
B.S., M.S.N., Azusa Pacific University, California
D.N.P., Case Western Reserve University

Antrim, Brenda .................. Librarian
B.S., California State University, Fullerton
M.L.S., University of Washington

Aparicio, Miguel A .................. French, Spanish
B.A., M.A., University of California, Los Angeles

Austin, Janice K .................. Anthropology
B.A., M.A., California State University, Northridge
Ph.D., University of California, Los Angeles

Vicki Drake ................................ Earth Sciences
Wendy Parisse ..................... Education and Public Affairs
Susan Ster ................................ English
Toni Randall ................................ EFL
Dr. Suzanne Borghei ............... History
Anna Collier ................... Kinesiology/Athletics
Dr. Garen Baghdasarian .......... Life Sciences
Dr. Toni Trives ................ Modern Languages
Dr. James Martin ................ Music
Robert L. Jones .................. Photography and Fashion
Dr. Jennifer Merlic .............. Physical Sciences
Dr. Lisa Farwell ................ Psychology
Dr. Christine Schultz .......... Social Science
Perviz Sawoski ................ Theatre Arts
Azuma, Kay K. .................................Anatomy/Physiology  
B.S., University of Southern California  
Ph.D., University of Southern California
Baldwin, Zenaida ..............................Graphic Design  
B.A., University of Philippines  
A.A.S., Mercer County College  
M.A., Angeles University
Baghdasarian, Garen ............................Biology  
B.S., Ph.D., University of California, Los Angeles
Baker, Ellen ......................................Life Science  
B.S., M.S., West Texas State University, Canyon, Texas  
Ph.D., University of California, Davis
Balm, Simon  ....................................Astronomy  
B.S., University of Durham  
Ph.D., University of Sussex
Barnett, Rory.....................................Physical Education  
B.A., Langston University  
M.A. A & M University, Prairie View
Bautista, Mahealani ...............................Chemistry  
B.A., M.A., California State University, Sacramento  
Ph.D., University of California, San Diego
Beardsley, Jason.................................English  
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Humphrey, Marilyn ...................................... Assistant Dean, Health Sciences, Emeritus
B.S., M.A., Holy Names College, California
M.P.A./H.S.A., University of San Francisco
Jameson, Donald C. ...................................... Electronic Engineering Technology, Emeritus
A.B., Ph.B., University of Chicago, Illinois
Jerome, Frank .............................................. Dean Special Projects, Emeritus
B.A., M.A., California State University, Los Angeles
M.S., Marquette University, Wisconsin
Johncola, Richard ........................................... Administration of Justice, Emeritus
B.A., California State University, Long Beach
M.A., Pepperdine University, California
Johnson, Lynn V. .............................................. Coordinator, Emeritus
Teacher Training, University of California, Los Angeles
Jon, Alan .................................................. Cosmetology, Emeritus
Jones, Howard L. ........................................... Commercial Photography, Emeritus
Teacher Training, University of California, Los Angeles
Jones, Lillian ................................................ History, Emeritus
B.A., University of Texas
M.A., California State University, Los Angeles
Ph.D. Candidate, Claremont Graduate School
Joseph, John J. .............................................. Physical Education, Emeritus
B.S., University of California, Los Angeles
Kaplan, David .............................................. Economics, Emeritus
B.A., M.A., University of California, Los Angeles
Karlin, Carol Lee ....................................... Home Economics, Emeritus
B.S., M.A., University of California, Los Angeles
Kelmar, David .............................................. Business, Emeritus
B.S., New York University
M.B.A., University of Southern California
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<td>Physical Education, Recreation, Emeritus</td>
<td>B.S., West Chester State Teachers College, Pennsylvania</td>
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<td>Spanish-Linguistics, Emeritus</td>
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Nieman, Nancy .................................................. Spanish, Emeritus
B.A., Beloit College, Wisconsin
M.A., Middlebury College, Vermont
Ph.D., University of Madrid, Spain
Nitta, Lilyan H................................................. Cosmetology, Emeritus
Teacher Training, University of California, Los Angeles
B.V.Ed., California State University, Long Beach
Nuzum, Delbert M................................. Counseling, Emeritus
B.S., M.S., University of California, Los Angeles
Olson, Kathryn........................................... Physical Education, Emeritus
A.B., San Francisco State University
M.A., University of the Pacific, California
O’Neill, James P ....................... Coordinator, Trades, Emeritus
Teacher Training, University of California, Los Angeles
Ortiz, Joann ... Director, Institutional Advancement, Emeritus
B.A., Pepperdine University
Ed.D., University of California, Los Angeles
Paez, Salvador D............................... Foreign Languages, Emeritus
B.A., M.A. University of California, Los Angeles
Penchansky, Judith S .......... Dean, Special Programs, Emeritus
B.A., California State University, Northridge
M.A., Loyola Marymount University
Penrose, Hilda L................................. Spanish, Emeritus
A.B., University of California, Los Angeles
M.A., University of Southern California
Pesqueira, Dorothy Jeanne............. Cosmetology, Emeritus
Teacher Training, University of California, Los Angeles
Phillips, Anne G................................. English, Emeritus
B.A., Wilson College
M.A., University of Chicago
Phillips, George L................................. Photography, Emeritus
A.A., Santa Monica College
Poole, Kenneth A...................... Sociology, Emeritus
B.A., University of British Columbia, Canada
M.A., University of California, Los Angeles
Ph.D., University of Southern California
Powers, James W......................... Physical Education, Emeritus
B.S., M.A., University of Southern California
Preston, Winifred C ...................... Nursing, Emeritus
R.N., Mount St. Marys
B.A., M.A., California State University, Los Angeles
Quandt, Dorothy ......................... Parent Education, Emeritus
B.A., University of California, Los Angeles
M.A., University of Southern California
Reaves, Muriel N............................. Counseling, Emeritus
B.A., Fisk University, Tennessee
M.S., University of Southern California
Ph.D., Union Graduate School
Reese, Richard D............................... Physical Education, Emeritus
B.A., M.A., California State University, Long Beach
Ph.D., Stanford University
Reekema, Russell R............................. English, Emeritus
A.B., University of California, Berkeley
Richards, Anna M......................... Physical Education, Emeritus
B.A., University of California, Santa Barbara
M.S., University of Southern California
Richardson, Donald G....................... Music, Emeritus
B.A., M.Ed., Ed.D., University of California, Los Angeles
Robertson, Piedad F ..................... Superintendent/President, Emeritus
B.A., M.A., University of Miami, Florida
Ed.D., Florida Atlantic University, Florida
Robinson, Richard C..................... Geology, Emeritus
B.S., San Jose State University
M.S., University of Arizona
Roche, Audrey S................................. Business, Emeritus
B.S., M.B.A., University of California, Los Angeles
Roney, Herbert E............................... Vice President, Community Relations, Emeritus
B.A., M.A., California State University, Los Angeles
Rose, Guy................................. Mathematics, Emeritus
B.A., University of California, Los Angeles
M.A., California State University, Northridge
Rosenthal, Alvin N.......... Construction Technology, Emeritus
B.V.Ed., California State University, Los Angeles
M.A., California State University, Northridge
Rosentreter, Ella......................... Counseling, Emeritus
A.B., Bradley University, Illinois
M.S., University of Illinois
Rubio, Robert............................... Counseling, Emeritus
B.A., California State University, Los Angeles
M.A., University of San Francisco
M.A., E., California Lutheran College
Russell, Richard L............................ Psychology, Emeritus
B.A., Occidental College, California
M.A., University of Kansas
Ph.D., McGill University, Canada
Saint-Leon, Shirley K..................... Communication, Emeritus
B.A., M.A., University of California, Los Angeles
Schapa, Michael............................. Counseling, Emeritus
B.S., State University of New York
M.S., Hofstra University, New York
Schlackman, Herbert L........ Dean, Technical Arts, Emeritus
B.V.E., California State University, San Jose
M.A., San Francisco State University
Ph.D., Nova University, Florida
Schleichkorn, Leonard...................... Counseling, Emeritus
B.A., M.A., University of California, Los Angeles
Shamey, Katherine L.................... Philosophy, Emeritus
A.B., M.A., University of California, Los Angeles
Sharp, Shirley L................................. English, Emeritus
B.A., M.A., University of California, Los Angeles
Shibley, David R............................... History, Emeritus
B.A., University of Virginia
M.A., Stanford University
Singleton, Leon J........................ Business, Emeritus
A.B., Central State University
M.A., Harvard University
Shouse, Le Donna J ............... Dean, Academic Affairs, Emeritus
B.S., M.A., Iowa State University
Smith, Edward E............................ Electricity, Emeritus
Teacher Training, University of California, Los Angeles
Smith, H. Wendell............................ English, Emeritus
B.A., M.A., University of California, Los Angeles
Smith, James E................................. Music, Emeritus
B.M., Oberlin College, Ohio
M.M., Northwestern University, Illinois
D.M.A., University of Southern California
Smith, Rose Alice......................... Music, Emeritus
A.B., M.M., Mount St. Mary’s, California
Smith, Tommie C......................... Physical Education, Emeritus
B.A., San Jose State College
M.A., Goddard College, Vermont
Specht, Max C..................................................Photography, Emeritus
B.V.Ed., M.A., California State University, Los Angeles
Steeler, Sharon J..................................................English, Emeritus
B.A., M.A., University of California, Los Angeles
Stevenson, Lyle G.................................Automotive Technology, Emeritus
B.A., California State University, Long Beach
Stiles, Martin L.......................Dean, Counseling and Matriculation, Emeritus
B.A., M.A., University of California, Los Angeles
M.S., California State University, Northridge
Strock, Selma S.................................Counseling, Emeritus
B.A., University of California, Los Angeles
M.S., California State University, Los Angeles
Stromberg, Harvey L.................................History, Emeritus
B.A., M.A., University of California, Los Angeles
Svec, Muriel ..................Department Chair, Life Sciences, Emeritus
B.A., M.S., University of Wisconsin
Ph.D., University of Illinois
Takenaka, Salli .............................Mathematics, Emeritus
B.S., West Coast Engineering University
M.A., California Lutheran College
Thayer, Leo O........Chairman, Automotive Technology, Emeritus
Teacher Training, University of California, Los Angeles
Theiss, Nina Louise .........................English, Emeritus
B.S., M.A., Southern Illinois University
Tholen, Beverly..............................Counseling, Emeritus
B.A., California State University, Northridge
M.A., California State University Los Angeles
Thomas, Chris E..............................Political Science, Emeritus
B.A., M.A., University of California, Los Angeles
Toivonen, John E.................................Chemistry, Emeritus
B.S., Massachusetts Institute of Technology
Ph.D., University of California, Los Angeles
Tomkinson, Bruce D.............................Art, Emeritus
B.A., M.A., University of California, Los Angeles
Travis, Denise A................Interior Architectural Design, Emeritus
B.A., Holy Names College, California
M.A., California State University, Los Angeles
Trives, Nathaniel ..................Executive Assistant to the President, Emeritus
B.A., California State University, Los Angeles
M.A., University of California, Los Angeles
Tuit, Rhoda T. Harrison.......................Music, Emeritus
B.A., San Diego State University
M.M., University of Southern California
Turner, J. Frank.................................Music, Emeritus
B.A., University of California, Los Angeles
M.A., California State University, Los Angeles
Turner, Maxine S..............................Home Economics, Emeritus
Teacher Training, University of California, Los Angeles
Urmston, William J.........................Art, Emeritus
B.A., M.F.A., University of California, Los Angeles
Vance, Elizabeth E..............................Sociology, Emeritus
B.A., Woodbury College
B.A., M.A., California State University, Long Beach
Vaughn, Catherine L........................Cosmetology, Emeritus
A.A., San Joaquin Delta College
B.A., Sacramento State University
Verduz, John ............................Automotive Technology, Emeritus
Technical Training, Los Angeles Trade Technical
Teacher Training, University of California, Los Angeles
B.V.E., California State University, Los Angeles
Verge, Arthur C.................................Registrar, Emeritus
B.A., St. Mary’s College, Moraga
M.A., Loyola Marymount University, Los Angeles
Ed.D., Oregon State University
Vidal, Ralph T.............................Physical Education, Emeritus
B.S., University of California, Los Angeles
M.A., Azusa Pacific University, California
Vlach, Florence J..........................Journalism, Emeritus
B.J., University of Missouri
M.Ed., University of California, Los Angeles
Wakefield, S. Sanford.........................Art, Emeritus
B.F.A., University of California, Los Angeles
M.A., California State University, Long Beach
Wall, Phil M..................................Welding, Emeritus
B.S., California Polytechnic State University, San Louis Obispo
Walters, Paul..................Automotive Technology, Emeritus
Dayton Technical Institute, Ohio
University of California, Los Angeles
Ward, Jeremy P........Department Chair, Life Sciences, Emeritus
A.B., M.A., University of California, Los Angeles
Welch, Melvin A..................Respiratory Therapy, Emeritus
A.A., Santa Monica College, Respiratory Therapy
B.S., California State University, Northridge
M.P.H., California State University, Northridge
Registered Respiratory Therapist
Webster, Linda S..............................Counseling, Emeritus
B.A., University of Iowa
M.A., Loyola Marymount University, Los Angeles
West, Edna A............................Merchandising, Business Education, Emeritus
B.A., Santa Barbara State College
M.A., Claremont College
Ed.D., University of Southern California
White, Richard J.................................Mathematics, Emeritus
B.S., Muskingum College, Ohio
M.S., University of Southern California
Widdup, F. Vern........Tool and Die-Jewelry Engraving, Emeritus
Teacher Training, University of California, Los Angeles
Wilkinson, Robert J.............................Graphic Arts, Emeritus
B.V.Ed., California State University, Los Angeles
Wilson, W. Howard.............................Art, Emeritus
B.S., University of California, Los Angeles
Wilson, Robert M.............................History, Political Science, Emeritus
A.B., Antioch College, Ohio
M.A., University of California, Los Angeles
Wilson, Virginia .....................Physical Education, Emeritus
B.A., California State University, Long Beach
M.A., California State University, Los Angeles
Wohlgemuth, Richard W........Physics, Chemistry, Emeritus
B.S., University of Southern California
M.A., Loyola Marymount University, Los Angeles
Wray, Jennette S.............................Cosmetology, Emeritus
Teacher Training, University of California, Los Angeles
Wright, Jack..........................Counseling, Emeritus
B.A., Ft. Hays Kansas State
M.S., Ft. Hays Kansas State
Wyman, Susan V.........................German, Spanish, Emeritus
A.B., University of California, Davis
M.A., University of California, Irvine
Wynkoop, Garrett A.............................History, Emeritus
A.B., Occidental College, California
M.A., Ph.D., University of Southern California
Berg, Rodney ............................................. Earth Science
Bergman, James ........................................... Music
Bergstrom, Lori ............................................. Communication
Blackwell, Nichole ........................................ English
Blits, Henri ................................................ Emeritus
Boccadori, Andrea ...................................... Design Technology
Bock, Sylvia ................................................ English
Bolleti, Daniele ............................................. History
Bonar, Hugh ................................................ English
Borez, Marianne .......................................... English
Bostick, Jason ............................................ English
Bostwick, Lois ............................................. ESL
Bourquin, Cynthia ........................................ Music
Boyadzhyan, Arina ....................................... Photography – Fashion
Bresloff, Jeffrey .......................................... Mathematics
Brewington, Ronald ..................................... Communication
Bromberg, Terri .......................................... Art
Bronie, Barbara ........................................... Mathematics
Bronstein, Michael ....................................... ESL
Brown, Bruce ............................................. Philosophy/Sociology
Brown, Ronald ........................................... Dance
Brown, Steven ............................................. Design Technology
Brown, Wendi ............................................. Art
Brutche, Jacquelyn ....................................... Emeritus
Bryant, William .......................................... Emeritus
Bryer, Elizabeth .......................................... English
Buck, Kevin .................................................. Art
Buckner, Kenneth ........................................ Emeritus
Bullock, Jennifer .......................................... Athletics
Burak, Carl ................................................ English
Burchman, Jerrold ...................................... Art
Burkhart, Gerard ........................................ Communication
Burns, Robert ............................................ Earth Science
Byrne, David ................................................ History
Cabrel, Coco ............................................... Life Science
Caggiano, Susan .......................................... English
Cain, Cassie .............................................. Mathematics
Cameneti, Michael ....................................... Design Technology
Campbell, Daniel ....................................... Theatre Arts
Campbell, Rachael ...................................... Design Technology
Canada, Sue ................................................ CSIS
Canalita, Lydia .......................................... Physical Science
Candelaria, Candelina ................................. Modern Languages & Cultures
Canellias, Laura .......................................... Dance
Cardallo, Debbie ....................................... Business
Cardenas, Troy ........................................... English
Carr, Karen ................................................ ESL
Carter, Tanja ............................................. Philosophy/Sociology
Carter, Terry .............................................. Music
Carty, Brian .............................................. Mathematics
Cashman, Jenny ......................................... Library
Cass, Kathy ................................................ Emeritus
Cassano, Vicente ......................................... Life Science
Chaban, Monica .......................................... CSIS
Chalala, Elie ............................................. Philosophy/Sociology
Chambers, Christie .................................... Psychology
Chapman, Susan ........................................ Modern Languages & Cultures
Chapnick, Sonya ....................................... Emeritus
Charles, Henrietta ..................................... Communication
Chavez, Elizabeth ...................................... Kinesiology
Chesman, James ........................................ Music
Chen, Ching-Chin ....................................... Mathematics
Chitgar, Michael ......................................... Mathematics
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Cho, Michael</td>
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Grant-Dixon, Pamela..................Office of School Relations
Graves, Lee..................................Mathematics
Gray, Gary..................................Music
Graziadei, Keith.................................ESL
Grebler, Gillian..................................Earth Science
Greco, John..................................Art
Greene, Sean..................................Dance
Greenfield, Julie.................................Counseling
Gregory, Christina..................Photography – Fashion
Griffith, Susan.................................English
Grippi, Alessandro.............................Earth Science
Grollmus, Joanna..................ESL
Gromova, Irina.................................Mathematics
Guild, Laura.................................Psychology
Gunn, Adrienne..............Education/Early Childhood Education
Gunson, Maureen.............................English
Gustin, Michael.................................English
Habel, Lowell.................................English
Hackeling, Joan.............................Earth Science
Hackett, Cedic.................................Counseling
Haft, Melissa.................................Design Technology
Haig, Jeffrey.................................Business
Halaka, Elean.................................Mathematics
Halliday-Robert, Catherine........Business
Hanson, Maria.................................Business
Haradon, Catherine..........................Earth Science
Harandian, Reza.................................Mathematics
Harjuno, Thomas.............................Mathematics
Harmon, James.................................Music
Hartman, Martha.............................English
Hartman, Theodore (Teddy)............English
Hassman, Tupelo.................................English
Hayes, Anthony.................................Counseling
Heaton, Warren.................................Design Technology
Hecht, Stanley.................................Mathematics
Heimann, Roleen.......................Education/Early Childhood Education
Heller, Gloria.................................English
Henderson, John..............................Physical Science
Hernandez, Jose.................................Counseling
Hernandez, Maribel..........................Counseling
Hero, Christopher..............................Emeritus
Hertz, Uri........................................English
Hetz, Matthew.................................Emeritus
Hicks, Lori......................................Business
Hill, Brian......................................Life Science
Hludzik, Elizabeth.........................Theatre Arts
Holmes, Carolyn.........................International Education Center
Holt, Drewy..................................Music
Holztermann, Charlotte.............................Emeritus
Horowitz, Rena.................................ESL
Horwitz, Jacquelyn.............................Communication
Horzen, Catherine.............................Athletics
Houghton, Jacki.................................Life Science
Hovey, Irene.................................Photography – Fashion
Howard, Bonnie.............................Communication
Howard, David.................................Communication
Huffaker, Phildon.............................Philosophy/Sociology
Humphrey, Theodore.............................English
Hunt, Mikiyoung.................................Design Technology
Hunt, Susan.................................Communication
Hussain, Waqas.................................Design Technology
Ibaraki, Alexander.............................ESL
Ijames, Susan.................................Cosmetology
Ireland, Sean.................................English
Irie, Ichiro..................................Art
Isner-Ball, Dominique..................Modern Languages & Cultures
Ivas, Lorrie..................................Business
Iyengar, Malathi.................................Dance
Jackson, Linda.................................Emeritus
Jaeger, James.................................Emeritus
James, Nicole..................................Art
Janakos, Linda.................................English
Jayachandran, Sanjay.............................Life Science
Jenkins, Thomas.................................Art
Jesswein, Jennifer.............................Dance
Jiang, Jian..................................Mathematics
Jo, Christina.................................ESL
Johnson, Anita..................Center for Students with Disabilities
Johnson, Donald.............................English
Johnson, Janice.................................Emeritus
Johnson, Jay.................................Emeritus
Johnston, Sacha.......................Modern Languages & Cultures
Jordan, Angela.................................Dance
Jordan, Elizabeth.............................Life Science
Joshi, Kanak.................................Noncredit Education
Ju, Hee.................................Modern Languages & Cultures
Jung, Doranne......................Business
Kagan, Sharon.................................Art
Kagaya, Claire..................................English
Kahn, Andrea.................................ESL
Kahn, Diana.................................Music
Kahn, Rosalyn.................................Communication
Kaimikaua, Charmaine.............................Communication
Kaley, Megan.................................Kinesiology
Kamin, Gerald.................................Mathematics
Kamler, Howard.................................Philosophy/Sociology
Kaphan, Iris.................................Emeritus
Kaplan, Marc.................................English
Karkafi, Robert.................................Mathematics
Karol-Crowther, Cathy.....................Design Technology
Karron, Robert.................................English
Kasra, Mona.................................Design Technology
Kauffman, Sara.................................English
Kauffman, Steven.............................Philosophy/Sociology
Kaviani, Kian.................................Mathematics
Kay, David..................................Business
Kemper, Dawna.................................English
Kepler, Jocelyne.................................Cosmetology
Kerze, Michael.................................History
Keskinel, Meric.............................Philosophy/Sociology
Keville, Thomas.................................History
Khachmanyan, Sofi.............................Photography – Fashion
Khokha, Ellen.........................Education/Early Childhood Education
Kim, Eunhye.................................ESL
Kim, Hye Ri.................................ESL
Kim, Jong-Ho.................................Mathematics
Kim, Jungjin.......................Modern Languages & Cultures
Kim, Yunsook.................................Modern Languages & Cultures
King, William.................................Mathematics
Kinjo, Hiromi.......................Modern Languages & Cultures
Kircos, Cynthia.................................Counseling
Kyose, Yumi..................................Art
Klautky, Ewald.................................Design Technology
Klein, Jessica.................................ESL
Klein, Melanie.................................Philosophy/Sociology
Klein, Robert.................................English
Klemp, Ronald .............................................. English
Klineman, Michael ................................ International Education Center
Klugman, Ellen ........................................ Business
Knight, Ridgway ........................................ Business
Kochenian, Armen ..................................... Physical Science
Kokovenko, Esinam ................................ Modern Languages & Cultures
Kompaneet, Marc ...................................... Art
Kranz, Jack .............................................. Earth Science
Kremenetski, Konstantin ............................ Earth Science
Krissman, Rosalynn ................................. Emeritus
Kronsberg, Graeme ................................. Emeritus
Krug, Jessica ............................................. English
Kurtz, Keith ........................................... CSIS
Kurvink, Steven ..................................... Philosophy/Sociology
Laffey, Sheila ........................................ Communication
Lahey, Michael ........................................ English
Lai, I-Shen ............................................. Mathematics
Lake, Robin ............................................ Photography – Fashion
Lane, Paul ............................................. English
Larizadeh, M. .......................................... Business
Larsen, Lyle ........................................... English
Larsen, Mary .......................................... Emeritus
Lau, Tiffanie .............................................. Center for Students with Disabilities
Laurent, Michael ..................................... Psychology
Lee, Alexander ...................................... Physical Science
Lee, Alice .............................................. Health Science
Lee, Kuen .............................................. Mathematics
Legrande, Everett .................................. English
Lehman, Daniel ..................................... Library
Leitner, Denise ....................................... Dance
Leiva, Clarissa ....................................... CSIS
Le May, Christian .................................... Theatre Arts
Lemon, William ...................................... English
Lemonds, Bradley ................................. Communication
Leng, Brian ............................................ Photography – Fashion
Leotaud, Claudia .................................... Counseling
Lev, Natalya ............................................ Physical Science
Leviton, Neal ......................................... Business
Levitt, Debra ......................................... ESL
Lewis, Marie .......................................... Emeritus
Lewis, Myma .......................................... Counseling
Li, Jiame ................................................ Emeritus
Liao, Guojiao ......................................... Mathematics
Lieb, Jasmine .......................................... Emeritus
Lim, Julie ................................................ Cosmetology
Lindheim, Gifford .................................... Athletics
Litt, Alan .............................................. Business
Liu, Roseanney ........................................ ESL
Livingston, Susan ................................. Education/Early Childhood Education
Llaguno, Marco ................................... Philosophy/Sociology
Loncke, Nancy ................................... Modern Languages & Cultures
Londe, Stephen ....................................... Life Science
London, Jamari ....................................... Mathematics
Lopez, Marissa ...................................... Photography – Fashion
Lopez, Roland .................................... Noncredit Education
Lozada, Christian ................................... English
Lundquist, Tom ..................................... Art
Lynch, John .......................................... English
MacDonald, Martin ............................. Mathematics
MacGillivray, Ian ................................ Design Technology
Maiorano, Susan .................................. Counseling
Majlesi, Abdolvahab .............................. Physical Science
Malakar, Subhash .................................. Mathematics
Mammarella, Candace .............................................. Art
Mandelbaum, Amy ................................ Business
Maness, Jordan .................................. Counseling
Mangus, Edward ................................. Photography – Fashion
Mannone, Diane .................................. English
Manoff, Ricky ...................................... History
Manseau, Fred ...................................... Emeritus
Mantabe, Patricia .................................... CSIS
Manuel, Samantha ............................ Cosmetology
Marchand, Kenneth ............................. CSIS
Mardirosian, Robert ............................. Mathematics
Margolis, Fern .................................. Modern Languages & Cultures
Martin, Aric .......................................... Theatre Arts
Martin, Ben ........................................ Communication
Martinez, Hernan .................................. Physical Science
Martinez, Luis ...................................... Communication
Marx, Jeffrey ......................................... Emeritus
Masada, Richard .................................. Physical Science
Mason, Sheila ...................................... Mathematics
Matheson, Catherine .......................... Psychology
Matheson, Erik .................................... Kinesiology
Matthews, Monique ............................ English
May, Katherine ..................................... English
Mayer, John ........................................ Athletics
Mayer, Paul ......................................... Music
Mayorga, Arlyn ..................................... Health Science
Mazzara, Evarmie ................................. Design Technology
McDonald, Brenda .............................. Office of School Relations
McDonald, Joycelyn ............................. Health Science
McDonald, Karen ................................ Dance
McDonald, Sean .................................... Photography – Fashion
McDonnell, Perry ................................ Mathematics
McGee, Nicola ..................................... Noncredit Education
McIlrath, Patrick .................................... Emeritus
McKeown, Kevin ................................... Music
McLaughlin, Diane ................................ Life Science
McMillen, Ryan ...................................... History
McNamara, Catherine ......................... Communication
McQueeney, Edward ............................ English
Meeks, Christopher ............................... English
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Mejia, Elizabeth ................................. Office of School Relations
Meknuni, Mehrzad ................................ Mathematics
Melucci, Nancy ..................................... Psychology
Mendez, George ..................................... Health Science
Meyer, Elisa ........................................... English
Miao, Wendy ........................................ Mathematics
Mihaylovich, Kristin .............................. Art
Mills, Cynthia ...................................... Mathematics
Miranda, Margaret ................................ Counseling
Misagi, Angelina ................................... English
Mitchell, Robin .................................... Art
Mitchell, Sharis ..................................... Communication
Miyano, Emiko ....................................... Art
Mizuki, April ...................................... Modern Languages & Cultures
Mohr, Craig .......................................... Photography – Fashion
Molnar, Cynthia ................................ Dance
Montgomery, Judith ......................... Emeritus
Moore, David ........................................ History
Mora, Richard ...................................... Music
Morgan, David ...................................... CSIS
Morgan, Rachel .................................... English
Moriarty, Timothy ................................. Photography – Fashion
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
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<td>Roper, Lisa</td>
<td>EOPS</td>
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Roper-Conley, Carolyn ........................................ Business
Roraback, Amanda ........................................ History
Rose, Michele ............................................ Design Technology
Rosenberg, Vivian ........................................ Communication
Rosenthal, Laurence ........................................ Communication
Ross, Margaret ............................................. Emeritus
Rossini, Sara ................................................ ESL
Rostami, Mansour ......................................... Life Science
Rotblatt, Steven .............................................. Design Technology
Rowe, Sean ................................................... Art
Royal, Sylvester .............................................. Athletics
Rubio, George ................................................ English
Ruiz, Raul ...................................................... History
Russell, Richard ............................................. Psychology
Ryan, Nicole .................................................. Athletics
Ryza, Susan .................................................... Emeritus
Sakian, Lernik ................................................ Mathematics
Saavedra, Yvette ............................................. History
Sage, Rebecca M.S ......................................... Psychology
Said, Asma .................................................... Physical Science
Sakurai, Dorna ................................................ Life Science
San Pietro, Ruth ............................................. Emeritus
Sandoval, Herb .............................................. Kinesiology
Sandstrom, Judith .......................................... English
Santilena, James ............................................ English
Santo, Michael ................................................ Kinesiology
Satterlee, Brian .............................................. Business
Scaife, Michele .............................................. Philosophy/Sociology
Schaffer, Susan ............................................. Modern Languages & Cultures
Schamp, Jutta ................................................ English
Schelbert, Barbara .......................................... ESL
Schmidt, Einhard .......................................... Physical Science
Schneir, Gerald ............................................. Emeritus
Schnitzler, Alexander ..................................... English
Schofield, Jennifer ......................................... Communication
Scheiner, Gregory .......................................... Music
Schulman, Jory .............................................. Music
Schultz, Donald ............................................. Psychology
Scott, Jacqueline ............................................. CSIS
Scuric, Zorica ................................................ Life Science
Seymour, Patrick ............................................. Kinesiology
Shamel, Ann .................................................. Photography – Fashion
Shatto, Melanie .............................................. Photography – Fashion
Sheynshteyn, Arkadiy ..................................... Mathematics
Shibata, Jane ................................................... Art
Shickman, Trevor ............................................ Kinesiology
Shima, Tara ..................................................... Kinesiology
Shishido, Keith .............................................. Business
Short, Antti @ .............................................. Health Science
Silva, Lorenzo ................................................ Athletics
Silver, Julia .................................................... ESL
Simmonds, Antoinette ..................................... Emeritus
Simmons, Robert .......................................... Communication
Simon, David ................................................ Art
Simpson–Rodgers, Nil-Boye ......................... Mathematics
Sims, Jacquelyn ............................................. Mathematics
Skepner, Rennie ............................................ Emeritus
Skydell, James .............................................. Life Science
Slobod, Cheryl ............................................... English
Slowinski, Rachel ......................................... Photography – Fashion
Smith, Dora ................................................... Health Science
Smith, Shane ................................................ Mathematics
Smith, Todd .................................................. Art
Soleymani, Saman ........................................ Mathematics
Solotar, Michelle ........................................... English
Sophos, Patricia ............................................ Library
Sosnik, Riva .................................................. Health Science
Sosner, Jeffrey .............................................. English
Soucy, Stephen ............................................. Business
Soury, Sima ..................................................... Mathematics
Spector, Andrea ............................................. ESL
Spiegl, Marci .................................................. Life Science
St. Amant, Kathryn ....................................... CSIS
St. Clair, Eniko .............................................. Music
Stafsny, Gayle ............................................... Life Science
Stambler, Lyndon ......................................... Communication
Stark, Dianne .............................................. Noncredit Education
Steever, Sharon ............................................ English
Stein, Julia ..................................................... English
Sterling, Jolanta .............................................. Music
Stirling, Mary Jo ............................................. English
Stivener, Matthew ......................................... ESL
Strate, Stephen ............................................. Emeritus
Stratham, Michael ......................................... Physical Science
Stromberg, Harvey ....................................... Emeritus
Suekawa, Lori ............................................... International Education Center
Surendranath, Lindsey .................................... English
Suslowat, Sri ................................................ Dance
Suwansang, Art ............................................ Photography – Fashion
Tada, Kuniko ................................................ Modern Languages & Cultures
Tadele, Gizaw ................................................. Mathematics
Takemori, Kanzo ........................................... Modern Languages & Cultures
Takesue, Suny ................................................ Music
Talleda, Margarita ........................................ Education/Early Childhood Education
Tanaka, Bonita ............................................. Design Technology
Taylor, Scott ................................................ Physical Science
Taylor, Valerie ............................................... Emeritus
Terry, Lesa ..................................................... Music
Thawley, John .............................................. Photography – Fashion
Theiss, Nina .................................................. English
Thomason, Matthew ...................................... Art
Tirr, Catherine ............................................. Emeritus
Timmus, Jon .................................................. Music
Tomkinson, Bruce ........................................ Art
Tolkef, Jeremy .............................................. Design Technology
Torda, Jr., Benito ......................................... Photography – Fashion
Tourani, Arman ............................................. Physical Science
Trabold, William .......................................... Music
Tracey, Michael ............................................. ESL
Trentham, Bruce .......................................... Emeritus
Trippetti, Victor ............................................. Business
Trives, Nathaniel .......................................... Emeritus
Trombetta, Giovanni ................................. Modern Languages & Cultures
Truong, Lan ................................................... Counseling
Tshing, Ming ................................................. Photography – Fashion
Tsobui, Yukiko ............................................. Modern Languages & Cultures
Tvikiyan, Alvard ........................................... Mathematics
Turner, Joe ..................................................... Music
Turner, Patricia ............................................. ESL
Ulrich, James ................................................ Mathematics
Uzan, Devin ................................................. Design Technology
Vaillancourt, Arlene ...................................... Emeritus
Valentine, Dyan ............................................. Counseling
Vanbenschoten, William ................................ History
Vendlinski, Terry ......................................... Mathematics
Verhoeven, Martine ..................................... Music
Verlet, Melissa ................................................. History
Vicich, Gerald .................................................. Art
Vogel, Nancy .................................................. Emeritus
Vogel-Zuiderweg, Lynn .................. Modern Languages & Cultures
Von Hungen, P. Kern .................................... Physical Science
Wali, Monona .................................................. Emeritus
Walker, Caprice .................................................. Dance
Walker, Cheryl .................................................. Emeritus
Walker, Christopher ................................. Mathematics
Walker, Danielle ...................................... Communication
Wallach, Mark ................................................. English
Walton, Brigitta .................................................. Emeritus
Wang, Er Xiang ........................................ Mathematics
Wapner-Baart, Linda ............................... Emeritus
Ward, Julie .................................................. Mathematics
Warren, Linda ........................................ Design Technology
Watson, Kathryn ........................................ Life Science
Weinstein, Jennifer ....... Center for Students with Disabilities
Welton, Marlea .................................................. Business
Whidden, Amanda ........................................ Communication
White, George ........................................ Photography – Fashion
Wilkinson, Jr., Edward ........................................ History
Will, Luke .................................................. Emeritus
Williams, Donnie ........................................ Cosmetology
Williams, Gina ...................................... Office of School Relations
Williams, Von ........................................ Design Technology
Williams Leon, Teresa ....................... Philosophy/Sociology
Williamson, Teresa ........................................... CSIS
Winkler, Kenneth ........................................ English
Wise, Joyce .................................................. Health Science
Wolin-Tupas, Roberta ................................ Dance
Wong, James .................................................. Mathematics
Wong, Wenise ........................................ Physical Science
Wood, Eve .................................................. Art
Wood, Sharon ........................................ Design Technology
Woodruff, Saundra ........................................ English
Woods, Ventris ........................................ Philosophy/Sociology
Wright, Nadine ........................................ English
Wu, David ........................................ Modern Languages & Cultures
Yan, Simon .................................................. Mathematics
Yankey, Kofi ........................................ Philosophy/Sociology
Yee, David .................................................. Mathematics
YELLOW, Rebecca ........................................ Emeritus
Yoshida, Nina ........................................ Modern Languages & Cultures
Young, Anne .................................................. Music
Young, Bruce .................................................. Earth Science
Young, William ........................................ English
Yu, Chunghi ........................................ Modern Languages & Cultures
Yu, Xiao ........................................ Modern Languages & Cultures
Yudell, Janice ........................................ English
Yudin, Linda .................................................. Dance
Zakeri, Ghomam ........................................ Mathematics
Zamudio Brooks, Maria ................ Modern Languages & Cultures
Zane, Wallace ........................................ Earth Science
Zarate, Susana ........................................ Modern Languages & Cultures
Zarcone, John .................................................. Art
Zee, Steven .................................................. Dance
Zenhari, Ellie ........................................ Photography – Fashion
Zilberbrand, Michael ................................ Mathematics
Zimmerman, William ............................... CSIS
Zucker, Steven .................................. Center for Students with Disabilities
Zuk, Patricia ........................................ Life Science
Zuluaga, Daniel ........................................ Music
Zusman, Shanon ........................................ Music
Zwang-Weissman, Linda ........ Modern Languages & Cultures

Important Phone Numbers

All numbers are in Area Code 310, unless otherwise noted.

Santa Monica College,
1900 Pico Blvd., Santa Monica ................. 434•4000
Automated Call Center ......................... 434•4001
Video Phone ........................................ (866) 957-1809
Academic Senate ........................................ 434•4611
Academy of Entertainment & Technology .......... 434•3700
Accounts Payable ........................................ 434•4283
Admissions Office ....................................... 434•4380
Nonresident Admissions ...................... 434•4461, 434•4595
International Student Admissions ............ 434•4217
African American Collegian Center .......... 434•4232
Airport Arts Campus ................................. 434•4229
Alumni ................................................. 434•4215
Art Department ........................................ 434•4230
Art Gallery ............................................... 434•3434
Exhibit Information ................................... 434•8204
Associated Students & Student Clubs ................ 434•4250
Associates ............................................... 434•4303
Athletics ................................................. 434•4310
Auxiliary Services Business Office ......... 434•4255
Board of Trustees ....................................... 434•4241
Bookstore-Academy .................................. 434•3750
Bookstore-Airport Arts ............................. 434•4637
Bookstore-Bundy ........................................ 434•3480
Bookstore-Main ........................................... 434•4258
Bookstore-Performing Arts Center ........ 434•3482
Broad Theater ............................................. 434•3200
Broadcasting Program ......................... 434•4583
Bursar’s Office ........................................... 434•4664
Business Education Department ........... 434•4295
Campus Police (Emergency) ................ 434•4300
Campus Police (NONemergency) ........ 434•4608
Career Services Center ......................... 434•4337
Child Development ................................. 434•8109
Children’s Services Coordinator ............ 434•8526
Communication Department ............... 434•4246
Communications Program .................... 434•4246
Community Education ......................... 434•3400
Community Relations Office .............. 434•4303
Computer Classes-Business Department .. 434•4295
Continuing Education ................................. 434•3400
Corsair Newspaper ............................... 434•4340
Cosmetology Department ...................... 434•4292
Counseling Department ......................... 434•4210
CSEA Office ............................................. 434•4068
Curriculum Office ....................................... 434•4277
Custodian’s Office .................................... 434•4366
Dance Program ........................................... 434•3467
Design Technology Department .............. 434•3720
Disabled Students Center ..................... 434•4265
Distance Education Program .............. 434•3761
Earth Sciences Department .................... 434•4767
Education/Early Childhood Education…………………………………434-8109
Emeritus College……………………………………………………434-4306
Employment Information-Academic……………………………………434-4336
Employment Information-Non-Teaching………………………………434-4321
Employment Information-Student………………………………………434-4343, 434-4337
English Department…………………………………………………434-4242
Environmental Studies Department……………………………………434-4901
EOPS/CARE Office…………………………………………………434-4268
ESL Department…………………………………………………….434-4260
Events-Information and Tickets………………………………………434-3005
   Events-Academy Campus………………………………………434-3777
   Events-Performing/Arts Center…………………………………..434-3200
Events -Business Office……………………………………………..434-3005
Facility Rentals……………………………………………………….434-3002
Faculty Association…………………………………………………434-4394
Fashion Design/Merchandising………………………………………434-4621
Film Studies Program………………………………………………434-4246
Financial Aid Office…………………………………………………434-4343
Fitness Center……………………………………………………….434-4741
Foundation…………………………………………………………434-4215
General Advisory Board……………………………………………434-4303
Grants………………………………………………………………434-3718
Graphic Design Program……………………………………………434-3720
Health Sciences Department…………………………………………434-3450
Health Services-Student…………………………………………..434-4262
High Tech Training Center…………………………………………434-4267
Human Resources-Academic………………………………………..434-4415
Human Resources-Classified………………………………………..434-4881
Interior Design Program……………………………………………434-3720
International Education Center………………………………………434-4217
Job Placement-Student………………………………………………434-4343
Journalism Program………………………………………………….434-4246
KCRW 89.9 FM………………………………………………………450-5183
Kinesiology Department………………………………………………434-4310
KWRF………………………………………………………………..434-4583
Latino Center……………………………………………………….434-4459
Learning Disabilities Program………………………………………..434-4684
Library………………………………………………………………434-4334
Life Science Department…………………………………………….434-4761
Maintenance-Operations-Grounds………………………………….434-4378
Mathematics Department………………………………………….434-4274
Matriculation………………………………………………………434-8708
Media Center………………………………………………………434-4352
Modern Language Department……………………………………….434-4248
Music Department…………………………………………………..434-4323
Nursing Program……………………………………………………434-3450
Ombudsperson…………………………………………………….434-3986
Outreach Program…………………………………………………..434-4189
Parking Enforcement………………………………………………..434-4608
Payroll………………………………………………………………434-4234
Personnel Commission………………………………………………434-4410
Photography Department………………………………………….434-3547
Photography Gallery…………………………………………………434-4289
Physical Education…………………………………………………..434-4310
Physical Science Department…………………………………………434-4788
Pico Promise………………………………………………………….434-4926
Planetarium……………………………………………………………434-3000
Planning and Development…………………………………………434-4215
Pool Information…………………………………………………….458-8700
President’s Office……………………………………………………434-4200
Psychological Services………………………………………………434-4503
Psychology Department…………………………………………….434-4276
Public Policy Institute…………………………………………………434-3429
Purchasing……………………………………………………………434-4304
Receiving Department………………………………………………434-4373
Registration…………………………………………………………434-4380
Reprographics……………………………………………………….434-4828
SBDC (Small Business Development Center)………………………434-3566
Scholars Program……………………………………………………434-4371
Scholarships…………………………………………………………434-4290
School Relations Office…………………………………………….434-4189
Shuttle Information…………………………………………………..434-4608
Social Science Department…………………………………………434-4244
Speech Program………………………………………………………434-4246
Student Complaints………………………………………………….434-3986
Study Abroad Programs………………………………………………434-4342
Superintendent’s Office………………………………………………434-4200
Swim Center (Pool) Information………………………………………458-8700
Telecommunications Services…………………………………………434-3010
Theatre Arts Department…………………………………………….434-4319
Theater Information…………………………………………………….434-4319
Transcripts……………………………………………………………..434-4392
Transfer Center……………………………………………………….434-4210
TRIO: SSS Program………………………………………………….434-4347
Tutoring-English, Humanities………………………………………..434-4682
Tutoring-ESL………………………………………………………434-4260
Tutoring-Math……………………………………………………….434-4735
Tutoring-Modern Language…………………………………………434-4683
Tutoring-Science…………………………………………………..434-4630
Veterans Resource Center……………………………………………434-8205
Welcome Center…………………………………………………….434-8101
Workforce Development…………………………………………….434-4040
Index

A

AA Degree. See Associate Degrees
Academic & Progress Renewal 307
Academic Achievement 305
Academic Adjustments for Students with Disabilities 10
Academic Administrators 320
Academic Calendar, 2011-2012. See Inside Front Cover
Academic Conduct 309–310
   Academic Dishonesty Defined 309
   Appeal Procedure 310, 313
   Code of Academic Conduct 309
   Consequences for Violating Academic Conduct 309
   Faculty Responsibilities 309–310
   Reporting a Violation 310
   Student Responsibilities 309
Academic Counseling. See Counseling
Academic Credit Charts 46–51
Academic Disqualification 306
Academic Freedom, Statement of 9
Academic Probation 305–306
Academic Renewal 307
Academic Scholarship Requirements 27-28
Academics 25–51
   Academy of Entertainment & Technology 281. See also Entertainment Technology
Accounting 56–57, 128–130
Accreditation 8
Activities Fee 21
Adelante Program 281
Adjunct Faculty 335–341
Administration, College 320
Admission Information (Santa Monica College) 17–18
   Applying for 17–19
   Disqualified Students 17
   Eligibility 17
   Former SMC Students 17
   High School Concurrent Program 17
   International Students 17–18
   Students in Good Standing 17
   Students with Disabilities 18–20
   Veterans 18
Admission Policies and Information 16–24
Admission/Readmission of Disqualified Students 306–307
Admission Requirements
   California State University (CSU) 37–41
   Independent Colleges and Universities 34
   Santa Monica College 17–18
   University of California (UC) 35–37
Advanced Placement (AP) Tests. See also Assessment
   College Credit 32
   Credit for CSU GE 41
   Credit for IGETC 45
   Credit for IGETC Chart 50–51
   Credit for SMC Associate Degree Chart 46
   Credit for SMC Associate Degree 32
African American Collegian Center 281–282
Air Force ROTC 282
Alcohol 31
Alpha Gamma Sigma 295
Alpha Mu Gamma 295
American Sign Language
   Credit 130
   Noncredit 269
Anatomy. See Biological Sciences
Anthropology 57–58, 130–132
Any Line/Any Time (Big Blue Bus) 21
AP Tests. See Advanced Placement (AP) Tests
Appeals, Student 312–314
   Academic & Progress Disqualification 313
   Academic Conduct 313
   Disciplinary Hearings 314–317
   Grade 313
   Program Removal 314–315
Aquatics, Kinesiology Physical Education 224–225
Arabic 132
Areas of Emphasis. See Majors & Areas of Emphasis
Art 58–60, 132–135
Art Gallery 282
Art History 60–61, 135–136
Articulation (Transfer) Agreement 34–35
Assembly Bill 540 (Cal. Ed. Code 68130.5 Exemption) 316–317
Assembly Bill 947 (Cal. Ed. Code 76141 Exemption) 317
Assessment 19–21
   Chemistry 10 Challenge Exam 20
   English 19
   ESL 19
   Expiration of Assessment Scores 21
   Math 19
   Math Proficiency Assessment (MPA) 20–21
   Retesting Policy 21
   Waiver & Placement Recommendations 19–20
Associate Degrees 26–32, 53–54, 53–55
   Advanced Placement (AP) Exam Credit Chart 46
   College Credit for Advanced Placement (AP) Test 32
   College Level Examination Program (CLEP) 32
   Course Limitations 31
   Credit Normally Allowed 28
   Dates to Remember 31–33
   Foreign Coursework 31
   General Education (GE) Requirements 29–31
   Global Citizenship Requirement 26
   International Baccalaureate (IB) 33
   Petition for Graduation 27
   Philosophy of the Associate Degree 26
   Reminders 31
   Scholarship Requirements 27–28
Index

B

Basic Skills Preparation Course 28
Bicycles 318
Big Blue Bus (Any Line, Any Time) 21, 22
Bilingual/Bicultural Studies 137–138
Biological Sciences 61–62, 138–142
Black Collegians Program 281–282, 283
Board of Trustees, SMC 350
Books & Materials 300
Bookstore 283
Botany. See Biological Sciences
Broad Stage, The 293
Broadcasting 62–64, 142–144
Business 64–69, 144–149
Business & Finance Classes for Older Adults 271

C

Calendar, 2011-2012 Academic Year. See Inside Front Cover
California State University (CSU) System
Admission Requirements 37–40
Advanced Placement (AP) Examination in CSU GE Chart 47–48
Applications 37
Articulation Agreements 34
Associate Degree for Transfer 29, 37
Breadth Certification 41
Certification 38
College-Level Examination Program (CLEP) for CSU GE Pattern Chart 48–49
General Education (GE) Certification Pattern 38
General Education (GE) Requirements 38–40
Graduation Requirements 40–44
IGETC 42–43
Priority Application Filing Periods 37–38
Transfer Requirements 38
Campus Locations 352. See Inside Back Cover
Campus Maps 352. See Inside Back Cover
Campus Phone Numbers 341
Campus Police Services 283
Campus Safety 317–318
CARE. See Cooperative Agencies Resources for Education (CARE)
Career Certificate Programs. See Certificates of Achievement (CARE)
Career Preparation Curriculum 13
Career Services Center 283–284
Catalog Rights 53
Center for Environmental & Urban Studies (CEUS) 284
Center for Students with Disabilities 284
Certificates, Department 55
Certificates of Achievement 9–10, 54–55
Certification 24
Authorization to Certify 24
California State University (CSU) 24
General Education 24
IGETC 24
Requesting Certification 24
CEUS. See Center for Environmental & Urban Studies (CEUS)
Chairs, Department and Shared Governance 320
Charts, Academic Credits 46–51
Chemistry 69, 149–150
Requesting Certification 24
Child Care Services 284–285
Child Development. See Early Childhood Education
Chinese 150–151
Clubs, Student 291–292
College Community, The 319–344
College Conduct 308–312
Academic Conduct 309–310
Disciplinary Sanctions 312
Honor Code/Honor Council 308–309
Student Conduct 310–311
College History 13–14
College Level Examination Program (CLEP) for CSU GE Pattern Chart 48
College Policies, Rules, and Regulations 297–317
Communication 70, 151
Community. See also College Community
Community Support 14–15
Educational, Cultural, Social, and Recreational Programs 13
Community Education 285
Completion & Transfer Rates 308
Computer Applications 151–157
Computer Information Systems 70–72
Computer Labs 285–286
Computer Science 72–75, 157–162
Computer Services 285
Computer Training for Older Adults 272–279
Conduct. See Academic Conduct; College Conduct; Student Conduct
Construction Technology Classes for Older Adults 271
Continuing Education. See Community Education
Continuous Enrollment 53
Cooperative Agencies Resources for Education (CARE) 287
Index

Corequisites 301–302
Corsair Newspaper 286
Cosmetology 75–77, 162–166
Counseling
  Academic 22, 293
  Adult Education 168–169
  and Testing 166–168
  Career 283–284
  Health 288
  International Students 288–289
  Psychological 291
  Students with Disabilities 169–171
  Transfer 293
  Welcome Center 294
Counseling Center
  International Education 288–289
  Transfer 293
Counseling Services 286
Course Descriptions (in alphabetical sequence) 126–279
How to Read 127
Course Limitations 31
Course Planning 18–19
Course Requirements, In-Residence 28
Courses. See also Course Descriptions
  Community Education (Not-for-Credit) 285
  Distance Education Online Classes 286
  Emeritus College 286–287
  Foreign Coursework 28–29, 31
  Identification of UC and CSU Transfer Courses 34
  In-Residence Requirements 28
  Online Classes 286
  Repetition & Re-Enrollment 300–301
  Withdraw from 302–303
Coursework, Foreign 28–29, 31
Credit
  Advanced Placement (AP) Tests 32
  Basic Skills Preparation Courses 28
  College Level Examination Program (CLEP) 32
  Foreign Coursework 28–29
  In-Residence Course Requirements 28
  International Baccalaureate (IB) 33
  Military Service 28
  Normally Allowed 28
  Reduction of, Upon Transfer 28
  Units 305–309
Credit/No Credit Grade Policies. See Pass/No Pass (P/NP)
  Grade Policies
  Crime Statistics for the College Community 308
  CSU. See California State University (CSU) System
Curricula 13

D
Dance 77–78, 171–175
Date Rape 311
Dean’s Honor List 27, 295
Department Certificates 55
Department Chairs 320
Dietetics. See Nutrition and Dietetics
Directory Information 315
Disabilities
  Academic Adjustment for Student with Disabilities 10
  Center for Students with Disabilities 284
  Information Technology for Students with Disabilities 10
Disciplinary Hearings & Appeals 314
Disciplinary Sanctions 312
  Disciplinary Probation 312
  Expulsion 312–317
  Removal from Class 312
  Removal from Extracurricular Activities 312
  Suspension 312
  Written Reprimand 312
Disclaimer, College 2
Disqualification Policies
  Academic 306
  Appeal 313–317
  Progress 306
Disqualified Students 17
  Admission/Readmission 306–307
  Reinstatement 306
Distance Education 286. See also Online Classes
Drugs 311

E
Early Childhood Education 78–82, 175–180
Economics 82–83, 180–181
Education 181
Educational and Career Goals 23
Educational Opportunities 13
Eli and Edythe Broad Stage (The Broad Stage), The 293
Email, Student 291
Emeritus College 269–279, 286–287
Employment, Seniors – Computer Training Classes for Older
  Adults 272–279
Employment, Student 292
Energy Efficiency 181–182
Engineering 83–84, 182
English 84–85
English as a Second Language (ESL) 287
English Assessment 19
English Composition – Group A 182
English Course Sequence (chart) 183
English – Creative Writing 188
English Fundamentals – Group B 183–184
English Literature 185–188
English Skills – Group C 184–185
English Skills Not Required for Certificates of Achievement 9–10
Enrollment
  Continuous 53
  Fee 21, 298
Entertainment Technology 85–88, 191–198
Environmental Science/Studies – Transfer 88–90
Environmental Studies  198–199
EOPS. See Extended Opportunity Program and Services
Equal Opportunity, Statement of  8
Escort Service, Student/Staff  292
ESL. See also English as a Second Language
   Assessment  19
   Course Sequence (chart)  189
   English For Second Language Speakers  188–190
   Intensive English Program  288–289
   Noncredit  190–191
   Tutoring Center  294
Ethnic Studies  90–91
Evening Classes  13
Expulsion  312–317
Extended Opportunity Program and Services (EOPS)  287

F
Faculty  320–329
   Adjunct  335–341
Family Educational Rights and Privacy Act (FERPA)  314–315
Fashion Design and Merchandising  92–93, 199–201
Federal Tax Credit  300
Fees  21–22, 298–300
   Activities  21
   Associated Students Membership  21, 299
   Enrollment  21, 298
   Health Services  21, 299
   Materials and Supplies  299
   Nonresident Tuition  21, 299
   Outstanding Balances  299
   Parking Decals  22, 299
   Refunds  22, 299
   Returned Payments  299
   Student ID Card  21, 299
FERPA. See Family Educational Rights and Privacy Act
Fields of Study, Additional  55
Film Studies  93–94, 201–202
Financial Aid  287
Food Services  287–288
Foreign Coursework  28–29, 31
Foreign Languages. See names of specific languages
   Foundation, Santa Monica College  14–15, 320
   French  202–203

G
General Advisory Board  14, 320
General Education (GE) Certification  24
General Education (GE) Curriculum  13
General Education (GE) Requirements
   California State University (CSU)  38–40
   Santa Monica College  29–31
   University of California (UC)  36
General Science  94–95
Geographic Information Systems  203–204
Geography  95, 204–206
Geology  95–96, 206–207
German  207
Global Citizenship  12–13
Global Studies  207–208
Grade Point Average (GPA)  304
Graded Units  305
Grades  303–304
   Appeals  313–317
   Changes  304
   Grade Point Average (GPA)  304
   Incomplete (I)  304
   Pass/No Pass (P/NP)  303
   Withdrawal (W)  304
Graduation, Petition for  27
Graduation Requirements  307–308
Graduation with Honors  295–296
Graphic Design  96–97, 208–210

H
Health & Safety Classes for Older Adults  273–275
Health Education  210
Health Insurance  288
Health Occupations  210–211, 211
Health Services Center  288
Health Services Fee  21, 299
Hearings, Student  312–314
Hebrew  211–279
High School Student Advanced Admission  17
History  97, 211–215
Home Arts and Maintenance Classes for Older Adults  275
Honor Code/Honor Council  308–309
Honors & Awards  295–296
Honors at Graduation  28
Human Development and Relations Classes for Older Adults  275–276
Human Relations Classes for Older Adults  276–277
Humanities  215

I
IB. See International Baccalaureate
ICC. See Inter-Club Council
ID Card, SMC Student  21, 291, 299
IGETC. See Intersegmental General Education Transfer Curriculum
Incomplete (I) Grade Policies  304
Independent Studies  215
Information Technology for Students with Disabilities  10
Instructional Staff, Emeritus  329–335
Intensive English Program  288–289
Inter-Club Council (ICC)  291–292
Interior Architectural Design  97–100, 215–218
International Baccalaureate (IB)
   Credit to IGETC  45
Examination in CSU General Education – Breadth Certification 41
Examinations for SMC GE Pattern Chart 47
Exam in CSU GE Pattern Chart 50
for Associate Degree 33
International Education Center 17–18, 288–289
Counseling Center 288
Intensive English Program 288–289
International Students 17–18
Internship Program 289
Intersegmental General Education Transfer Curriculum (IGETC) 24, 41–51
Applying Advanced Placement (AP) Credit 45
Applying International Baccalaureate (IB) Credit 45
Authorization to Certify 24
Certification 24, 41
Checklist 44–45
Private and Out-of-State Schools That Accept IGETC 44–45
Requesting Certification 24
Requirements 42–43
UC Foreign Language Requirement 43–44
UC Transfer Requirements for Admissions in Advanced Standing (Junior Transfers) 36–37
UC Unit Limitations 45–51
Italian 218–219

J
Japanese 219–220
Journalism 100–101, 220–221
Judicial Affairs, Student 313

K
Kinesiology Physical Education 101–102, 222–224
Aquatics 224–225
Professional Courses 225–227
Team Sports 227–228
Korean 230

L
Latino Center 281, 289
Law Classes for Older Adults 277
Learning Disabilities Program 284
Liberal Arts 102–104
Arts & Humanities 102–103
Social & Behavioral Science 103–104
Library, SMC 289
Library Studies 230–231
Literature and Writing Classes for Older Adults 272–279

M
Majors & Areas of Emphasis 52–125
Math Assessment 19
Math Course Sequence (chart) 232
Mathematics 104–106, 231–234
Associate of Science for Transfer (AS-T) 105–106
Math Proficiency Assessment (MPA) 20–21
Matriculant Status 22–23
Deferred Matriculant 22–24
Matriculant 22
Matriculation 22–23, 298
Complaints 298
Philosophy 22
Process & Components 23
Responsibilities 298
Rights 298
Status 22–23
Medical Laboratory Technician 234
Mentor Program in the Arts 289
Microbiology. See Biological Sciences
Military Service Credit 28
Mission Statement, Santa Monica College 12
Modern Languages. See names of specific languages
Mopeds 318
Motorcycles 318
Music 106–108, 234–240
Music Appreciation & History Classes for Older Adults 278
Music History and Appreciation 240–241
Music Performance Groups 289
Music – Performing Arts Classes for Older Adults 277–278

N
Noncredit and Not-for-Credit Courses. See Community Education; Emeritus College
Noncredit Classes 269
American Sign Language 168
ESL 190–279
Nursing 244–279
Parenting 246–279
Political Science 256–279
Nondiscrimination, Statement of 8–9
Nonresident Tuition 21, 299
Nursing 108–111, 241–244
Noncredit 244
RN (Registered Nurse) 108–112
Nutrition. See Biological Sciences
Nutrition and Dietetics 112

O
Occupational Therapy 244–245
Office Information Systems. See Office Technology
Office Technology 112–116, 245–246
Ombudperson, College 312–313
Online Classes  13–15, 290
Open Enrollment  8
Orientation  18–19
Outreach Program  290
Outstanding Balances  299
Overseas Programs  246
Overseas Study Programs. See Study Abroad

P

Parenting – Noncredit  246
Parking  22
Big Blue Blu (Any Line, Any Time)  22
Decal  22, 299
Shuttle Service  22
Pass/No Pass (P/NP) Grade Policies  303
Persian  246–247
Personal Property, Protecting Your  317–318
Phi Theta Kappa  295
Philosophy  116, 247–249
Phone Numbers, SMC Campus  341–342
Photography  116–117, 249–253
  Classes for Older Adults  278–279
  Course Sequence (Curriculum Flow Chart)  251
Photography Gallery  290
Photovoltaic Systems  253
Physical Education. See Kinesiology
Physics  118, 253–254
Physiology. See Biological Sciences
Pico Promise Transfer Academy  290
Planetarium  290–291
Police Department, Campus  283, 317–318
Policies, College. See College Policies, Rules, and Regulations
Political Science  118–119, 254–256
  Classes for Older Adults  278–279
  Noncredit  256–257
PPTA. See Pico Promise Transfer Academy
Preparation for Transfer  33–51
Prerequisites  301–302
Privacy Rights, Student  314-315
Private, Independent, and Out-of-State Schools
  IGETC Accepted  44–45
  SMC Articulation Agreements  34–35
  Transfer to  33
Probation Policies
  Academic  305–306
  Disciplinary  312
  Progress  306
Program Removal Appeals  314–315
Program & Services  281–295
Progress Disqualification  306
Progress Probation  306–318
Progress Renewal  307–308
Psychological Services  291
Psychology  119, 257–258

R

Rape & Date Rape  311–312. See also Sexual Violence
Recycling and Resource Management  119-120, 259
Refunds  22
Regulations, College. See College Policies, Rules, and Regulations
Reinstatement of Disqualified Students  306
Religious Studies  259
Religious Studies Classes for Older Adults  278
Removal from Class  312
Removal from Extracurricular Activities  312
Renewal, Academic & Progress  307
Repetition, Course  300–301
Requirements for
  Admission. See Admission
  Associate Degree  26–32
  Foreign Language (UC Only)  43–44
  General Education (GE)  29–31. See also General Education (GE)
  Global Citizenship  26–27
  Graduation, California State University (CSU)  40–44
  Graduation, Santa Monica College  307–308
  In-Residence Course  28
  Intersegmental General Education Transfer Curriculum (IGETC)  42–43
  Majors and Areas of Emphasis  52–125
  Scholarship  27–28
  Transfer. See Transfer
Residency  315–317
  Assembly Bill 540 (Cal. Ed. Code 68130.5 Exemption)  316–317
  Assembly Bill 947 (Cal. Ed. Code 76141 Exemption)  317
  Exceptions  316
  Residence of a Minor  316
  Residence of an Adult  315–316
  Selective Service Notice to Male Students  317
Respiratory Therapy  120–121, 259–260
Returned Payments  299
Right-to-Know Statement, Student  308
RN Programs. See Nursing
Russian  260

S

Safety, Campus & Community  317–318
Satellite Campuses  352
Scholars Program  291
Scholarship Requirements  27–28
Scholarships  287, 296
Sciences. See names of specific sciences
Selective Service Notice to Male Students  317
Senior Administration Staff  320
Sexual Harassment  311
Sexual Violence (AB 1088)  311. See also Rape & Date Rape
Short-Term Classes. See Inside Front Cover
Skateboards  318
Skates 318
SMC, About 12–14
Smoke Free Campus 311
Sociology 121, 260–262
Solar Energy Installation 121–122
Solar Photovoltaic Installation 121–122
Spanish 262–263
Special Programs 280–296
Speech 122–123, 263–264
Strategic Planning Goals, SMC 12
Student Activities 264
Student Clubs 291–292
Student Complaints 312–314
Student Conduct 310–311
  Alcohol & Drugs 311
  Rape & Date Rape 311–312
  Sexual Harassment 311
  Sexual Violence - Prevention and Education 311
  Smoke Free Campus 311
  Student Conduct Code 310–311
Student Email 291
Student Employment Program 292
Student ID Card 21, 291, 299
Student Judicial Affairs 313
Student Privacy Rights 314–315
Student Records 314–315
Student Right-to-Know Statement 308
Student Support Services 292. See Programs & Services
Students with Disabilities. See Disabilities; See also Disabilities
Study Abroad Programs 292
Superintendent and President 1
Suspension 312
Sustainable Works 284

T

Team Sports 227–228
Theatre Arts 123–124, 264–267
  Classes for Older Adults 279
  Productions 293
The Edye Second Space (The Edye) 292–293
The Eli and Edythe Broad Stage 293
Timely Progress 305
Transcripts 305
Transfer
  Articulation Agreements 34–35
  CSU GE Certificate of Achievement 124
  from Santa Monica College 23–24
  IGETC & General Education Certification 24
  IGETC Certificate of Achievement 124
  to California State University (CSU) System 33–34
  to Independent Colleges and Universities 34–35
  to University of California (UC) System 33
  Units 23–24
Transfer/Counseling Center 293
Transfer Rates 308
Transfer Studies 124
Transfer Units 23–24
Tuition 21–22
Turkish 267–268
Tutoring Services 293–294
  English 81 Lab 294
  ESL Tutoring Center 294
  Math Lab 294
  Modern Language Tutoring Center 294
  Reading Lab 294
  Science Tutoring Center 294
  Writing and Humanities Tutoring Center 293–294

U

UC. See University of California (UC) System
Units 304–305
  Attempted 304–305
  Completed 305–309
  Credit 305
  Enrolled 304
  Graded 305
  Transfer 23–24
UC Limitations 45
University of California (UC) System
  Admission Requirements 35–36
  Advanced Standing Selection Criteria 36–37
  Articulation (Transfer) Agreements 34–35
  Foreign Language Requirement 43–44
  General Education (GE) Requirements 36
  IGETC 42–43
  Impacted Majors 36
  Priority Application Filing Periods 35–36
  Transfer Requirements for Junior Transfer 36–37
  Unit Limitations 45
Urban Studies 268

V

Varsity Intercollegiate Sports
  Men 228–229
  Women 229–230
Veterans 18
Veterans’ Resource Center 294
Vision and Core Values, Santa Monica College 12

W

Waivers & Placement Recommendations 19–20
  Based on Advanced Placement (AP) Exam Results 20–22
  Based on Assessment (Placement Test) Results 20
  Based on Completed Course Work 20
  Based on Placement Test Results 20
  Math Proficiency Assessment (MPA) 20–21
Welcome Center 294
Withdrawal from Class(es) 302–303
   Override of W Grade 303
   Petition for Late Withdrawal 302–303
   Requests for Retroactive Withdrawal 303
Withdrawal Refund 299
Women’s Studies 124–125, 268-269
Workforce & Economic Development 295
World of Art Classes for Older Adults, The 269–271
Written Reprimand 312

Z

Zoology. See Biological Sciences

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Cover: As the #1 transfer school to the University of California campuses, SMC attracts students from across the nation and from more than 100 countries around the globe.
Room Numbering: 1–99, basement level; 100–199, ground level; 200–299, second level; 300–399, third level
Staff Permit Parking: Lots 1, 2, 5, Parking Structures 3 & 4
Student Decal Parking: Parking Structures 3 & 4
Visitor Parking: Lot 6 or check in at Kiosk, legend #4 for permit
– Bicycle Parking

Elevators
Handicapped Accessible Entrances
Entrances in buildings not marked are accessible. Handicapped parking available in every lot.

Thank You!

We’re a Smoke-Free Campus.