SPECIAL PROGRAMS and Support Services
**Programs & Services**

**Academy of Entertainment & Technology**

E-mail (General Info): academy_info@smc.edu

1660 Stewart St., Santa Monica (310) 434-3700
Fax (310) 434-3768

The Academy of Entertainment & Technology—an SMC satellite campus 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 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 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.smcconline.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.

**Adelante Program/Latino Center**

www.smc.edu/latino/adelante_program.htm

Counseling Complex (Latino Center) (310) 434-4459

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.

**African American Collegian Center/Black Collegians Program**

www.smc.edu/counseling

Counseling Complex (310) 434-4232

The African American Collegian Center has the mission of promoting, encouraging, and increasing student academic achievement, retention, transfer admission, and graduation. The center’s counseling staff, aides, and office assistants are available to assist students in finding the resources they need to succeed in achieving their educational and personal goals.

At the African American Collegian Center, students can learn about campus and community activities and resources, and find comprehensive support services that enhance their educational experience, including:

- Academic, vocational, career, and personal counseling;
- Access to computers; and
- Tutoring in English and math.

The African American Collegian Center also coordinates the Black Collegians Program, which offers a variety of mentoring and support services that promote academic excellence and
guide students through the transfer process. The Black Collegians Program also offers courses that have a multicultural focus and are taught by outstanding faculty.

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

**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) 434-4250

www.sscnet.ucla.edu/afrotc

**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.smbarrettgallery.com](http://www.smbarrettgallery.com)

(310) 434-8204

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

For the SMC Events webpage, 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

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.
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 8 men’s and 9 women’s teams that have accumulated over 50 conference championship titles. Men’s teams include: Basketball, Cross Country, Football, Soccer, 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.

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 send an e-mail to bookstore@smc.edu.

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 SMC Bookstore hours, refund and buyback policies, or other information, please visit the bookstore’s webpage or call.

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).

The Career Services Center provides SMC students with a single, conveniently located source for career exploration, internships, and assistance in finding on- and off-campus jobs.
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 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 also operates SMC’s Internship Program (see Internship Program, below, for details), which helps students find opportunities for internships and cooperative work experience in jobs related to their field of study. 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 (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 at www.smc.edu/jobs4u; and
- Job search assistance.

The Career Services Center also offers individual career counseling by appointment. For more information, passwords to our online programs, or to make an appointment, 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 space to facilitate meaningful exploration of key environmental and urban issues and solutions. The facility 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.

Students interested in obtaining environmental degrees, taking environmental courses, or building their transfer applications and resumes through applied learning opportunities are encouraged to visit the CEUS and learn more about sustainability at SMC. The CEUS also provides internships and Federal Work-Study student staff positions focused on environmental research and advocacy.

The 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 CEUS is also 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.

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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: markopulos_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 working on campus sustainability initiatives and research.

The Center for Students with Disabilities also assists in determining appropriate academic adjustments for qualified students.
students with disabilities. The procedure for requesting such an
adjustment is outlined under the heading “Academic Adjust-
ments 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 financial need, a minimum 6-unit
enrollment, a minimum 2.0 GPA, and a child under 10 years
of age, AND who are NOT receiving subsidized childcare may
qualify to receive up to $400 monthly toward their childcare
expenses.

CCAMPIS Child Care Grant

Single parents who have proof of receiving a Pell Grant, are
full-time students, have a minimum 2.0 GPA, and have a child
under 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

Santa Monica-Malibu Unified School District offers a
variety of subsidized preschool programs 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, profes-
sional 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/computer_labs

Santa Monica College has many computer-based services
and on-campus computer labs for students. On-campus wireless
access to the Internet is available at various indoor and outdoor
areas on SMC’s various campuses to all currently enrolled stu-
dents with an SMC computer lab account and a correctly con-
figured computing device.

Every SMC student receives a free college email account
that offers a permanent email address (as long as Google is
the service provider). IMPORTANT: THIS EMAIL ADDRESS IS
WHERE SANTA MONICA COLLEGE WILL SEND ALL OFFI-
CIAL COMMUNICATIONS FROM THE COLLEGE TO A STU-
DENT. To access communications from the College, a student
can use any electronic device with Internet access. Students also
have available various other Google services, including online
storage space for documents. Students are strongly urged to read
the Google Privacy Policy (www.smc.edu/google) before using
the service.

Students using any SMC computer services are expected to
abide by SMC’s Responsible Computer Use Policy (see www.
smc.edu/computer_policy for details). On-campus computers may
be restricted to College-related work at any time. All files MUST
be saved to either student-selected online storage services or
onto student-provided removable media such as USB flash
drives. Any files not saved properly are subject to loss, and
the College is NOT responsible for any work lost while using
College computer labs or services.

The following computer labs are open to ALL CURRENTLY
ENROLLED students:

• The SMC Library Computer Commons (downstairs, near
the Reference Desk, 1st Floor North)—Computers and
wired and wireless network connections are available to
access a variety of information resources, (434-4254);

• The Bundy Learning Resource Center (LRC)—Bundy
Campus, 3171 S. Bundy Dr., Room 116 (434-3440); and

• The Academy of Entertainment & Technology (AET)
Student Services Area—AET Campus, 1660 Stewart St.,
Room 128.

An additional computer lab is open to currently enrolled
students WITH VALID ASSOCIATED STUDENTS
MEMBERSHIP:

• The Cayton Associated Students Computer Lab—Cayton
Center 209 (above the cafeteria) (434-4615).

The following computer labs, primarily for students
enrolled in specific classes, make their equipment and software
available to all enrolled SMC students, but ONLY at times when
the labs are not in use for instruction or tutoring purposes
(check with the lab for available hours):

• The Computer Science and Information Systems (CSIS)
Lab—Business 231 (434-4783); and
SMC 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.

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

SMC Community Education offers fee-based continuing education programs, professional certificate programs, and seminars designed to promote career development and professional training and certification. Many of these programs and seminars are offered online. For more information, please call the SMC Community Education office or visit our website.

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 numerous 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 media professionals: Prof. Saul Rubin is a published author and former newspaper reporter and columnist, 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 minutes 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 Center website or call or drop by the Counseling Center.

Distance Education
www.smconline.org
Media Center (310) 434-3761
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—including Malibu—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 and hosts opening receptions for its exhibitions of works by Emeritus College students and members of the community. 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 $40 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 $450,000 in scholarship funds each year from the Santa Monica College Foundation (an endowment fund that provides proceeds for about 500 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. Vending machines can also be found at various locations on the campus.

**Health Services Center**

The Health Services fee SMC students pay at the time they enroll is NOT health insurance. The fee 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.

**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 infor-
Internship Program

www.smc.edu/internship

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.

SMC’s Career Services Center hosts an Internship Fair each Spring semester, offering students the opportunity to meet potential employers and ask questions about the internships being offered. Visit our website (www.smc.edu/internship) to find out when the next Internship Fair will be held.

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

Latino Center

www.smc.edu/latino

Counseling Complex (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

Information (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**  
**Music Complex 118B (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.

**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 223 (near elevator)**  
**Advance Ticket Sales (310) 434-3000**

Thanks to a $530,000 gift from philanthropist John Drescher, SMC’s John Drescher Planetarium features a 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.

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).

**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 who have paid the Health Services fee. 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.

Scholars Program
www.smc.edu/scholars
24-hour recorded information (310) 434-4059
Library Village 117 (310) 434-4371
E-mail: scholars@smc.edu

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 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 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.

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. Once your Gmail account is set up, be sure to check it frequently, as this will be where Santa Monica College will send all official communications from the College to you.

SMC Student ID Card

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

- Provides a convenient way to speed up checking out books and materials from the Library and the campus tutoring labs and learning resource centers;
- When combined with a current AS membership sticker and swipe-activated, provides FREE access to Big Blue Bus "Any Line, Any Time" service; and
- When combined with a current AS membership sticker, provides access to many other services at SMC, including the Cayton Associated Students Computer Lab (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
Programs & Services

Services Center listing elsewhere in this section.

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 Clubs

One of the best ways to get involved in campus life is to join one of SMC’s more than 60 student clubs. The clubs reflect 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 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
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 Support Services

www.smc.edu/trioss
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’ timeframes 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

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 will fulfill SMC’s Global Citizenship graduation requirement for the Associate degree. Please call the International Education Center or see our website for details.

The Edye Second Space (The Edye)

www.thebroadstage.com Information & Tickets
(310) 434-3200

1310 11th St., Santa Monica

The Edye Second Space is a small “black box” performance and rehearsal facility that opened in Fall 2007. The Edye is an ideal setting for intimate concerts and small productions offering audiences the experience of being up-close and personal with performance art. Many of the events held here are free, but all require advance reservations. Please see the website or call the Information number for events listings and other details.

The Eli and Edythe Broad Stage
(The Broad Stage)

www.thebroadstage.com Information & Tickets
(310) 434-3200

1310 11th St., Santa Monica

The Eli and Edythe Broad Stage—a 499-seat, full-featured performance hall at the SMC Performing Arts Center—opened in Fall 2008 to host a variety of top-rated music, dance, and other events, including fully staged commercial productions. The Broad Stage is a top entertainment destination for audiences throughout the region. Please see the website for the latest details on upcoming performances and ticket information.

Theatre Arts Productions

www.smc.edu/theatre

Theatre Arts Complex (310) 434-4319

Students at Santa Monica College may participate in full-scale productions offered to the community and receive training in all aspects of theater productions, from intense classes specifically for the training of the actor (including acting classes in Modern Realism and various historical styles, vocal production for the stage, and stage movement) to training in the technical aspects of theater production (including stagecraft, costuming, make-up, sound, and lighting). Students also have the opportunity to audition for public performances and present public workshops in Musical Theatre, Historical Acting Styles, and Directing.

The College’s facilities for educational theater have a new home—complete with two theaters—on SMC’s main campus. With all its amenities, the new Theatre Arts Complex is an ideal place to teach the art of theater and to perform stage productions for the community.

Advance tickets for stage productions at SMC may be purchased online at www.smc.edu/theatre, by phone at (310) 434-3131, or through orders left in the dropbox at the Theatre Arts Department office, located in Room 117 of the Theatre Arts Complex (SMC Main Campus).

Transfer/Counseling Center

www.smc.edu/counseling

Counseling Complex (310) 434-4210

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), 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 308**

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.

**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**

**Canyon Center 110** (next to Cafeteria) (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;
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.

Programs & Services

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.

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.
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
College Policies, Rules, & Regulations

This section of the SMC catalog offers a summary overview of selected Santa Monica College policies, rules, regulations, and related procedures. Information was correct 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/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

IMPORTANT: All fees are subject to change without notice. Fees published in this catalog were current at the time the catalog went to press.
Enrollment Fee

The state-mandated student enrollment fee is $46 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. Students classified as California residents do NOT pay tuition. Students classified as NONresidents (including students who are citizens of a foreign country and hold only temporary resident status in the United States) are REQUIRED to pay tuition in addition to enrollment and other fees. Tuition for nonresidents is $249 per semester unit (with $46 enrollment fee, total is $295 per semester unit). Tuition for for students who qualify for an Assembly Bill 947 exemption is $230 per semester unit (with $46 enrollment fee, total is $276 per semester unit). The mandatory tuition is subject to change without notice. See the residency requirements at www.smc.edu/admissions (click on the “Residency” link) or contact the residence clerk in the Admissions Office for AB 947 exemption details.

Health Services Fee

The mandatory fee of $18 during the Fall and Spring semesters ($15 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 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 $25 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. Each class has its own refund and drop deadlines, which are posted on each student’s class schedule at Corsair Connect. Students who withdraw prior to this deadline will receive a 100% refund of enrollment fees, minus a processing charge of $10. 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 nonresident tuition, minus any relevant processing fees. Students should apply for tuition refunds at the Bursar’s Office.

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 $18 Health Services fee for Fall or Spring semesters ($15 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

Santa Monica College limits enrollment in a single course to a maximum of three enrollments (original enrollment plus two repetitions of the same course), with the third enrollment subject to approval by Counseling. Additional enrollments beyond the maximum may be permitted, but ONLY under certain, very limited circumstances.

All current and prior credit course enrollments, repetitions, and withdrawals in a student’s enrollment record are counted toward the maximum limit, as authorized by California Code of Regulations Title 5 §58161 and §55040. For complete details, please see “Limits for Credit Course Enrollment” (SMC AR 4340), available online at www.smc.edu/ACG/Documents/Administrative_Regulations/AR_4000_StudentServices.pdf (scroll to page 49). The Limits for Credit Course Enrollment policy is subject to change, pending revisions to California Code of Regulations Title 5.

Santa Monica College permits students to repeat (enroll again in) 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) and/or W (Withdrawal); or
2. Courses the College has designated as repeatable; or
3. Refresher courses needed to advance to a higher level, when the original course was completed at least three (3) years prior to repeating it (time period may be shorter for selected disciplines); or
4. Courses required to be completed within a specified time period before entry into a program (e.g., Nursing); or
5. Variable unit open entry/open exit credit courses, where a specific portion of the course needs to be repeated as permitted by Title 5, Section 55044 of the California Code of Regulations; or
6. Courses where satisfactory work has been recorded, but repetition is necessary for a student to meet a legally mandated training or cooperative/occupational work experience requirement (e.g., government-required licensing, certification, recertification) as a condition of paid or volunteer employment. Please note that these courses may be repeated any number of times, and the grade received each time will be included when calculating the student’s grade point average.

Students who wish to repeat a nonrepeatable course in which they are currently enrolled, or in which they have previously earned an unsatisfactory grade or a W, 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. In some cases, after meeting with a counselor, students will need to file a special request for consideration with the Counseling Department to repeat a course. The counselor will determine whether a Petition for Special Consideration is required. Depending on the circumstances, requests to enroll in a course a THIRD time may not be approved. Requests to enroll in a course a FOURTH time (or more) will generally NOT be approved, except under certain, very limited circumstances.

Effective Summer 2012, the first two substandard grades (or, in the case of Withdrawals, the first twoWs) in a single course can be disregarded when calculating a student’s grade point average (GPA) if the course is subsequently repeated. The NEW grade earned must be an A, B, C, D, F, or CR (Credit), NC (Noncredit), P (Pass), or NP (No Pass) for this to occur. A W or I cannot be used to disregard any previous grades or notations on transcripts. All of the original grades always 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 another D (1.0) the second time, and then, on a counselor-authorized third attempt, earns a C (2.0), the previous two D grades will be disregarded (although the grades 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 grades that may be recalculated for improvement of a student’s GPA are the first two unsatisfactory grades that the student earns in the course, and ONLY if both attempts at taking the course were made at Santa Monica College. Even if the student receives special permission to enroll in the same course for a fourth time, the GPA recalculation is limited to the first two unsatisfactory grades earned in the course. Note that any grades earned in courses taken at other colleges or universities cannot be used to recalculate a student’s GPA at SMC.

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.

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.

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 student bears the initial burden of proof to show that grounds exist for the challenge:

1. The prerequisite has not been established in accordance with the District’s process for establishing prerequisites.
2. The prerequisite is in violation of California Code of Regulations Title 5 §55003.
3. The prerequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
4. The student will be subject to undue delay in attaining the goal of his/her educational plan because the prerequisite course has not been made reasonably available.
5. The student has the ability or knowledge to succeed in the course despite not meeting the prerequisite.
6. The course has specific limitations on enrollment due to being a course that involves intercollegiate competition or public performance, or a course limited to a cohort of students who meet specific qualifications (for example, the qualifications required for participation in the Nursing Program), if no equivalent section is offered, the student would be delayed by a semester or more in attaining the degree or certificate specified in his or her Student
Educational Plan, and the course in question is required to complete the degree or certificate.

7. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he/she does not pose a threat to himself/herself or others.

If space is available, a student will be permitted to enroll in the course in question. Each prerequisite challenge will be investigated and resolved by a designated committee no later than five (5) working days from the day that the challenge is filed. If the designated committee fails to resolve the challenge in five (5) days, the student will be permitted to enroll in the course. If no space is available, and the challenge is upheld, the student will be permitted to enroll for the course in the subsequent term.

Attention Policies

Please note: The attendance and withdrawal policies listed in this section do not apply to noncredit and not-for-credit classes at Santa Monica College.

Attendance & Instructor Request To Drop a Student

A student enrolled in any class at SMC who does not attend all of the sessions for that class that meet during the first week of the class RISK BEING DROPPED from the class by the instructor, or may receive an F (0.0) for nonattendance.

A student may also be dropped from a class when, in the instructor's judgment, the student's number of absences has become excessive or the student is no longer participating in the course. Such judgment is to be based exclusively on the student's prospect for successfully completing the course. Faculty will determine the consequences of absences and late arrivals.

A student who drops a class between the refund deadline and the 75% mark of the class (listed as the deadline for a Guaranteed "W" on the class schedule at the student's Corsair Connect account) will receive a grade of W (Withdrawal), and units for the class will be included in the student's enrolled units.

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). Specific drop dates are noted next to each enrolled class listed in the student's Corsair Connect account.

For specific information about these dates and deadlines, please go to www.smc.edu, click on the "Corsair Connect" link, and click on the class schedule.

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.
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).

“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 go to www.smc.edu, click on the “Corsair Connect” link, and see your class schedule. 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.

“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.

**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 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 and received a grade of A (4.0), B (3.0), C (2.0), D (1.0), F (0.0), P (Pass), or NP (No 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 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), F (0.0), 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.

**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.

**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 academic probation or disqualified from attending SMC due to poor academic performance, IMMEDIATELY arrange 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 if the student is not reinstated by a counselor.

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 specified number of 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 until 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 arrange 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 if the student is not reinstated by a counselor.

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 if the student is not reinstated by a counselor.

REINSTATEMENT OF DISQUALIFIED STUDENTS

Students who have been disqualified (dismissed) from Santa Monica College due to poor academic performance and/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 reinstate, 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. The 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’s SMC email address.

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 coursework (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 completed 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/forms (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 nationally 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 2007.

Of the Fall 2007 cohort, 48.03% 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
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](http://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;
18. Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at College-sponsored activities or events;
19. Stalking, hate crimes, or hate incidents; and
20. 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 be 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](http://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](http://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](http://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.

For further information, visit the Ombudsperson’s webpage (www.smc.edu/ombuds), send e-mail to ombuds@smc.edu, or call (310) 434-3986. The office of the Ombudsperson is located in Room 124 of the Letters and Science building. Office hours are posted on the door and available on the Ombudsperson’s webpage. If the times are inconvenient, a special appointment can be arranged by leaving a voicemail message or sending e-mail to the Ombudsperson.

STUDENT JUDICIAL AFFAIRS

Santa Monica College students and faculty can turn to the Office of Student Judicial Affairs for due process in having problems solved, working out agreements, refuting false allegations, and resolving disputes fairly. The College Disciplinarian, counselors, and administrative support take a positive, comprehensive, and proactive approach to resolving problems, and provide a place for students and faculty to go for information and training in the areas of student conduct, academic honesty, behavior/anger management, and conflict resolution.

It is crucial for students to feel that their concerns are being addressed in a timely manner, before those concerns become
disciplinary problems. It is just as crucial for members of the faculty to feel that they have support in dealing with extremely challenging and often disruptive students. The Office of Student Judicial Affairs works to strike a balance between the College’s community standards and individual behavior. When appropriate, the Office of Student Judicial Affairs provides referrals to other programs on the SMC campus.

The Office of Student Judicial Affairs interviews all parties named in police and referral reports. The College Discrimination officer—who has initial authority to suspend students for violations of the Student Conduct Code—conducts interviews, reviews all interview notes and information available, and makes final decisions regarding the outcome of disciplinary cases.

To find out more about the services and resources the Office of Student Judicial Affairs provides, see our website at www.smc.edu/disciplinarian or call (310) 434-4220.

MATRICULATION COMPLAINTS

Students may file formal written complaints about the matriculation process with the Vice President, Enrollment Development. The complaints will remain on file for at least three years after they have been resolved and are subject to review by the Chancellor’s Office as part of the statewide evaluation required under California Code of Regulations Title 5 §55512.

GRADE APPEALS

A student who wishes to appeal a grade must file a formal Petition for Review of Grade no later than 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.

Before filing a formal grade appeal petition, a student should first discuss his or her situation with the College Ombudsperson. The Ombudsperson acts as a source of information, assistance, and referral, and encourages informal conciliation between students and instructors. The student assumes the burden of proof. Instructors are expected to cooperate with the Ombudsperson.

After discussing a grade appeal with the College 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/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 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 serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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 (go to www.smc.edu/admissions and click on the “Residency” link in the Policies & Programs section of the webpage), see the College Policies section of the Schedule of Classes, or contact a residence clerk 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 ($46 per unit; subject to change) still apply.
- A student classified as a nonresident is required to pay a tuition fee of $249 or $230 (with AB 947 exemption) per semester unit in addition to the enrollment fee of $46 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 residence clerk 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 voter’s registration;
- California (Form 540) tax returns (with acceptable dates) listing a home address in California;
- 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; 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. Restrictions apply. Please go to www.smc.edu/admissions and click on the “Residency” link in the Policies & Programs section of the webpage for further details.

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/forms (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.
- 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, it does allow students to pay the same fees as residents.

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 $249 per semester unit (plus $46 enrollment fee, for a total of $295 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 $230 per semester unit (plus $46 enrollment fee, for a total of $276 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](http://www.sss.gov) and at any post office.

**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/campus_police](http://www.smc.edu/campus_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
Hanna Alford ........................ Director, Institutional Research
Brenda Benson .............. Dean, Counseling & Retention
Genevieve Bertone .... Director, Sustainability Coordination
Melanie Bocanegra ............ Director, STEM
Kelley Brayton ............... Dean, International Education
Jocelyn Chong ... Dean, Information Technology
Dr. Ida Danzey .......... Associate Dean, Health Sciences
Kiersten Elliott.............. Dean, Enrollment Services
Dale Franzen ........ Director, Special Projects Development
Ronald Furuyama .......... Associate Dean, Emeritus College
Dr. Roberto Gonzalez.......... Associate Dean, Student Success Initiatives
Deyna Hearn .................. Dean, Student Life
Maral Hyeler ........... Assistant Director, Dual Enrollment/Instructional Services
Michelle King .............. Director, Career and Contract Education
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 ............... Associate Dean, Financial Aid
Judy Neveau .............. Director, Community Relations
Sonali Perera-Bridges ...... Associate Dean, Outreach and Recruitment
Dr. Patricia Ramos .......... Dean, Workforce Development
Gita Runkle ......... Director, Small Business Development Center
Linda Sullivan ........... Director, Facilities Programming
Dr. Albert Vasquez ...... Dean, Campus Security, Student Health & Safety
Julie Yarrish .... Associate Dean, Online Services and Support

DEPARTMENT CHAIRS
Ronn Davis .......................... Art
Joy Tucker .......................... Business
Nancy Grass-Hemmert ...Communication and Media Studies
Fariba Bolandhemat .......... Computer Science and Information Systems
John Rogers .................. Cosmetology
Laurie Guglielmo ............. Counseling
Judith Douglas ................ Dance

Chris Fri................................. Design Technology
Vicki Drake ........................ Earth Sciences
Wendy Parise ............... Early Childhood/Education
Susan Serr ........................ English
Toni Randall ..................... ESL
Dr. Suzanne Borgehi .......... History
Elaine Roque .................. Kinesiology/Athletics
Dr. Garen Baghidasarian ............... Life Sciences
Alan Emerson ........................ Mathematics
Dr. Toni Trives ........ Modern Languages and Cultures
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 Sadowski .............. Theatre Arts

ACADEMIC SENATE 2012-2013
Janet Harcerode ................... President
Eve Adler .................. President-Elect
Eric Oifer .......................... Past-President

GENERAL ADVISORY BOARD 2012-2013
Kathleen Benjamin .................. President

SMC ASSOCIATES 2011-2013
Adrian Cohen .................. President

SANTA MONICA COLLEGE FOUNDATION 2012-2013
Paul Hosch .................. President

Faculty

Aberbook, Victoria .................. Nursing
B.S., Creighton University
M.S., University of California, Los Angeles

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

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

Alford, Hanna .................. Institutional Research
B.A., Pepperdine University
M.A., California State University, Long Beach

Allen, Claudia A .................. Mathematics
B.A., State University College New York at New Palz
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.N., 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., Ph.D., University of California, Los Angeles

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

Azuma, Kay K. ...........................................Anatomy/Physiology
B.S., University of Southern California
Ph.D., University of Southern California

Baduel, Zenaida .........................................Graphic Design
B.A., University of Philippines
A.A.S., Mercer County College
M.A., Angeles University

Baghdasarian, Caren ........................................... 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
B.A., California Polytechnic University, San Luis Obispo
Ph.D., Stoney Brook University

Benson, Brenda ............................................ Dean, Counseling and Retention
B.A., Scripps College
M.A., University of California, Los Angeles

Berman, Dianne ........................................... Political Science
B.A., University of Southern California
M.A., Ph.D., Claremont Graduate School

Bernstein, Teri Davis ....................................... Business
A.A., Oakland Community College
B.A., University of Michigan
M.B.A., Wayne State University, Michigan

Bertone, Genevieve ................................ Director, Sustainability Coordination
B.A., University of Oklahoma
M.A., University of California, Los Angeles

Blackwell, Nichole ........................................... English
B.A., Spellman University
M.A., Claremont Graduate University

Blaydes, Benny ........................................... Counseling
B.A., California State University, Dominguez Hills
M.A. (Pending), California State University, Los Angeles

Bober, Mary ........................................... Molecular Physiology/Biotechnology
B.S., M.S., University of Missouri
M.Ph., University of California, Los Angeles
Ph.D., Oklahoma State University

Bocanegra, Melanie ........................................... Director, STEM
B.A., University of California, San Diego
Ph.D., Stanford University, School of Medicine

Bolandhemat, Fariba ................................ Computer Applications
B.S., M.S., University of Southern California

Bolivar-Owen, Esperanza ........................................ Spanish
B.A., University of America, Mexico
M.A., Boston University

Booheri, Sara ........................................ Mathematics
B.A., Shiraz University
M.S., California State University, Northridge

Borghei, Suzanne ........................................ History
B.A., Mills College
M.A., Ph.D., University of Southern California

Bradford, Sherri ........................................... Counseling
B.A., University of California, Los Angeles
M.S., California State University, Los Angeles

Brayton, Kelley ........................................... Dean, International Education
B.A., Eastern Washington University
M.A., School for International Training

Breedlove, Karin E. ........................................ French
B.S., M.A., North Texas State University
Ph.D., University of Texas at Austin

Brewer, Sara ........................................... Online Communication
B.A., M.A., San Francisco State University

Bridges, Sonali ................................... Associate Dean, Outreach and Recruitment
B.A., Mount St. Mary's College
M.B.A., University of Redlands

Brigstocke, Jeremy W. .................................English
B.A., M.A., Cambridge University, Great Britain
Candidate of Philosophy, University of California, Los Angeles

Brookins, Gregory ........................................ Accounting
B.S., M.S., University of Southern California

Brown, Allison ........................................ Psychological Service
B.A., State University of New York at Purchase
M.A., Ph.D., University of California, Santa Barbara

Brown, Nathan ........................................... Communication Studies
B.A., M.A., California State University, Northridge
M.A., University of Southern California

Buchanan, Alfred ................................ Vacation Microbiology
B.S., University of the West Indies
M.S., Ph.D., University of Manitoba

Buckley, Alan D. ........................................ Political Science
B.A., University of Oklahoma
M.A., George Washington University
Ph.D., Columbia University

Burnett, Sandra E. .....................................Occupational Therapist
B.A., University of California, Los Angeles
M.A., Pepperdine University

Burson, Patricia ........................................ Library
B.A., California State University, Fullerton
M.L.S., University of California, Los Angeles

Cano, Daniel R. ........................................... English
B.A., M.A., California State University, Dominguez Hills

Caldwell, Christina ........................................ Political Science
B.A., Chapman University
M.A., California State University, Fullerton
Ph.D., University of California, Riverside

Campbell, Laura ........................................ English
B.A., George Washington University
M.F.A., University of California, Los Angeles

Carrasco, Salvador ...................................... Film Studies
B.F.A., New York University
Carroll, Ann................................................. Mathematics
  B.A., M.A., University of California, Los Angeles
Casillas, Lydia............................................. Counseling
  B.A., California State University, Northridge
  M.A., California State University, Dominguez Hills
Cavanaugh, Jamie....................................... Web Design
  B.B.A., University of Wisconsin, Madison
  M.A., University of California, Los Angeles
Chan, Anthony............................................ Economics
  B.A., M.A., California State University, Los Angeles
  M.A., Claremont Graduate School
Chandler, Frances G................................. Business
  A.A., B.A., M.A., Eastern New Mexico University
Chen, Thomas............................................. Biology
  B.S., Fu Jen University, Taiwan
  M.S., Ph.D., University of Florida
Chi, James.................................................... U.S. History
  B.A., Pennsylvania State University
  M.A., University of California, Los Angeles
  Ph.D., University of California, Berkeley
Chin, Dorothy............................................. Psychology
  B.A., Stanford University
  M.A., Ph.D., University of Hawaii
Chong, Jocelyn............................................Dean, Information Technology
  B.A., Fu Jen Catholic University, Taiwan
  M.A., California State University, Long Beach
Chou, Lin-San............................................ Music
  B.A., Queens University, Kingston, Ontario
  M.A., California State University, Long Beach
  D.M.A., Ohio State University
Chu, Hencelyn.......................................... Life Science (MLT)
  B.S., Andrews University
  Ph.D., Oregon State University
Colavito, Mary C...................................... Life Science
  B.S., William Smith
  M.S., Ph.D., University of Rochester
Collier, Anna B.......................................... Kinesiology/Athletics
  B.A., University of Southern California
  M.A., Azusa Pacific University, California
Contarsy, Steven..................................... Physical Education
  B.A., M.A., California State University, Northridge
  Ph.D., University of Southern California
Cooley, Stuart......................................... Renewable Energies/Energy Efficiency
  B.A., University of Maryland - College Park
  M.A., University of Hawaii, Manoa
Cramer, Timothy...................................... English
  B.A., North Park College
  B.S., M.A., Ph.D., University of Nebraska
  Ed.D., University of Nevada
Cue, Jose.................................................... Counseling
  B.A., M.A., University of California, Los Angeles
Cutler, Ellen............................................. Human Development
  B.A., University of California, Los Angeles
  M.A., Mount St. Mary's, Los Angeles
  M.A., California State University, Northridge
Danzy, Ida................................................Associate Dean, Health Sciences
  B.S.N., Dillard University
  M.S.N., California State University, Los Angeles
  D.N.P., Case Western Reserve University
Darwiche, Jinan.................................Computer Science/Programming
  B.S., Kuwait University
  M.S., University of London
Davis, Ronald L........................................ Art
  B.A., California State University, Long Beach
  M.A., Claremont Graduate School
Davis-Del Piccolo, Guido......................... Sociology
  B.S., M.A., University of California, Los Angeles
  Ph.D. Candidate, University of California, Los Angeles
Daveison, George.................................... English
  B.A., University of Arizona
  M.A., California State University, Long Beach
Dawson, Frank.............................Media Studies/Communication Studies
  A.B., Cornell University
  M.S., Newhouse School at Syracuse University
Dehkoda, Abbas..............................Computer Science/Programming
  B.A., National University of Iran
  M.S., West Coast University
  M.S., Southern Methodist University
  Ph.D., Louisiana State University
Del George, Dana.................................... English
  B.A., Biola University
  M.A., Ph.D., University of Southern California
Dell, Maria.................................................... Life Science
  B.S., University of Puerto Rico
  Ph.D., University of Oklahoma
Del Valle, Patricia................................. Counseling
  B.A., University of California, Los Angeles
  M.A., California State University, Dominguez Hills
DeStefano, Janelle................................. Music
  B.A., University of California, Santa Cruz
  M.M., Westminster Choir College of Rider University
  D.M.A., University of Southern California
Dobbs, Clifton........................................... Counseling
  B.S., Edinboro University
  M.A., Edinboro University
Dophna, Gwendolyn.............................Early Childhood Education
  B.S., California State University, Northridge
  M.A., Pacific Oaks College
Dossett, Gordon...................................... English
  B.A., M.A., Ph.D. University of Southern California
Doucett, III, Wilfred................................. English
  B.A., San Francisco State University
  M.A., California State University, San Bernardino
Douglas, Judith G................................... Dance
  A.B., California State University, Northridge
  M.A., University of Southern California
Drake, Vicki............................................. Geography
  B.A., M.A., California State University, Northridge
Dworsky, Amy S.................................Counseling
  B.A., University of Arizona
  M.B.A., M.A., University of California, Los Angeles
  M.S., University of Southern California
Edinger, Gail.......................................... Mathematics
  B.S., M.A., State University of New York
Elliott, Kiersten..............................Dean, Enrollment Services
  B.A., University of California, Santa Cruz
  M.A., Pennsylvania State University
Ellis, Tracey.............................TESL/Applied Linguistics
  B.A., University of California, Irvine
  B.A., California State University, Chico
  M.A., University of California, Los Angeles
Emerson, Alan................................. Mathematics
  B.A., M.A., San Jose State University
Engelmann, Diana ........................................................... English
B.A., Belgrade University, Yugoslavia
M.A., Ph.D. (Pending), University of California, Los Angeles

Ericson, Mary P. .............................................................. Spanish
B.A., M.A., University of California, Los Angeles

Farber, Georgia .............................................................. Counseling
B.S.N., Mount Saint Mary’s, Los Angeles
M.N., University of California, Los Angeles

Farwell, Lisa ................................................................. Psychology
B.A., California State University, Northridge
Ph.D., University of California, Santa Barbara

Feiger, H. Tina ................................................................. Counseling
B.A., Clark University, Massachusetts
M.S., California State University, San Francisco
Ed.D., University of California, Los Angeles

Ferdee, Roman .............................................................. Chemistry
Ph.D., University of Arkansas

Fiddmont, Frederick “Keith” ........................................... Music
B.S., Boston University
M.M., Manhattan School of Music

Flores, Robert .............................................................. Philosophy
B.A., University of California, Berkeley
M.A., Ph.D., Claremont Graduate School

Fonseca, Mary L. .............................................................. English
B.A., M.A., University of California, Los Angeles

Foster, Mark ................................................................. Mathematics
B.A., M.S., California State University, Long Beach

Fouts, Gary ................................................................. Astronomy
B.A., M.S., San Diego State University

Franzen, Dale .......... Director, Special Projects Development
B.A., Antioch University
M.F.A., California Institute of Arts

Fria, Christopher ....................................................... Computer Animation
B.F.A., Carnegie Mellon University
M.F.A., University of California, Los Angeles

Frisch, Dennis C.W. ........................................................ History
B.A., San Diego State University
M.A., University of Hawaii
M.L.S., University of California, Los Angeles

Fujiwara-Skrobak, Makiko .............................................. Japanese
B.A., Aoyama Gakuin University
M.A., University of California, Los Angeles
M.Phil, University of Sheffield
Ph.D., University of California, Los Angeles

Fukuhara, Gail M.T. ....................................................... Counseling
B.A., University of Hawaii-Manoa
M.A., California State University, Northridge

Galindo, Oscar .............................................................. Counseling
B.A., University of Southern California
M.S., Western Oregon State College

Gallogly, Ethan ............................................................. Chemistry
B.S., University of Connecticut
Ph.D., University of California, Davis

Garcia, Eduardo ............................................................. Mathematics
B.A., California State University, Los Angeles
M.A., Claremont Graduate School

Garcia, Teresa .............................................................. Counseling
B.A., University of California, Los Angeles
M.A., Loyola Marymount University, Santa Barbara

Garcia-Szekely, Claudia ................................................. Economics
B.A., Pontificia Universidad Javeriana, Bogota, Columbia
M.A., Ph.D., University of Pittsburgh

Gauld, Suellen .............................................................. Anthropology
B.A., University of California, Berkeley
M.A., Ph.D., University of California, Los Angeles

Geddes, James Ken .................................................... Computer Science/Programming
B.S., Loyola University of Los Angeles
M.A., Loyola Marymount University

Gill, Harjinder .............................................................. Economics
B.S., M.S., University of London, England

Girard, Don .......... Senior Director, Government Relations and Institutional Communication
B.A., Loyola Marymount University

Gonzalez, Cynthia ...................................................... Nutrition
B.S., Texas A & M University
M.S., Texas Woman’s University
Ph.D., University of California, Los Angeles

Gonzalez, Roberto ...................................................... Associate Dean, Student Success Initiatives
B.A., University of California, Los Angeles
M.A., California State University, Northridge

Goodfellow, Candyce A ................................................ Psychology
B.A., California State University, Northridge
M.A., Ph.D., University of California, Riverside

Goodman, David .......................................................... Music
B.M., Oberlin College, Ohio
M.A., Ph.D., University of California, Berkeley

Gorgie, Jean ................................................................. Reading
B.A., California State University, Fullerton
M.A., San Francisco State University

Grass-Hemmert, Nancy ................................................ Communication Studies
B.A., M.A., California State University, Northridge
Ph.D., Capella University

Graziadei, Keith ............................................................. ESL
B.A., Cornell University
M.A., University of Miami (2)

Green, Terry ............................................................... Mathematics
B.A., University of California, Santa Barbara
M.A., California State University, Northridge

Gross, Diane ................................................................. Computer Applications
B.A., Rutgers University

Guglielmo, Laurie ........................................................ Counseling
B.A., University of California, Santa Barbara
M.A., California State University, Northridge

Gunn, Karen S. .............................................................. Psychology
B.A., Oakland University
M.A., Ph.D., University of Michigan

Hall, Teresa, T. .............................................................. Counseling
B.A., Mills University
M.A., Loyola Marymount University, Los Angeles

Halliday, Patricia D. ..................................................... Business
B.A., University of California, Los Angeles
M.B.A., Golden Gate University

Hammond, Craig ....................................................... Computer Applications
B.A., Walla Walla College
M.Arch., California State Polytechnic University, Pomona

Hanrahan, Cecile .......................................................... EOPS
B.A., Millersville State College
M.A., California State University, Northridge
Hao, Josephine ............................................ Interior Architectural Design
B.A., California State University, Long Beach
Harrop, Adrianne M. ..................................... Theatre Arts
B.A., University of Iowa
M.B.A., Pepperdine University, California
M.F.A., Stanford University, California
Ph.D., University of California, Santa Barbara
Harclerode, Janet ........................................ ESL
B.A., University of Pittsburgh
M.A.T., University of Pittsburgh
M.A., University of California, Los Angeles
Hartman, Donald G. ...................................... Art
B.F.A., University of Illinois
M.A., University of Wisconsin
M.F.A., University of California, Los Angeles
Harwig, John F. ................................................. Chemistry
B.A., Knox College, Illinois
Ph.D., Washington University, Missouri
Hatton, Carlson ............................................. Art
B.F.A., Cooper Union School of Art
Hearne, Deyna .......................................... Associate Dean, Student Life
B.A., California State University, Long Beach
M.A., California State University, Dominguez Hills
Herbert, Shannon .......................................... English
B.A., Barnard College/Columbia University
M.A., Ph.D., University of Chicago
Hioureas, Eleni ........................................... English
B.A., University of California, Los Angeles
M.A., University of New York
Holmgren, Christine ..................................... Philosophy
B.A., California State University, Northridge
M.A., California State University, Long Beach
J.D., University of West Los Angeles
Hong, Alan M. .................................................. Mathematics
B.A., University of Hawaii
M.A., University of California, Berkeley
Hoover, John ..................................................... ESL
B.A., University of Kansas
M.A., University of Pittsburgh
Ph.D., University of Southern California
Hotispiller, Matthew ................................... English
B.A., University of New Mexico, Albuquerque
M.A., St. John’s College
Hsieh, Jennifer ........................................... Chemistry
B.A., California State University, Fullerton
M.A., Ph.D., University of California, Los Angeles
Huang, Aileen .................................................. Accounting
B.S., University of California, Berkeley
M.B.A., University of California, Los Angeles
Hunt, Steve J. ................................................ Systems Librarian
B.A., University of Wyoming
M.L.S., University of California, Los Angeles
Hurley, Daniel P. ............................................ Computer Science Systems
B.S., M.S., California State University, Los Angeles
Hutchinson, Sandra ......................... Anatomu/Human Biology
B.A., University of California, Los Angeles
Ph.D., Pennsylvania State University
Hyler, Maral .............................................. Assistant Director, Dual Enrollment/Instructional Services
B.S., University of California, Los Angeles
M.A., California State University, Northridge
Isomoto, Robert ............................................. Vice-President, Business and Administration
B.S., University of Southern California
M.A., Northern Arizona University
Jaffe, Sharon .............................................. ESL
B.A., City University of New York
M.A., Ph.D., University of California, Los Angeles
Jahangard, Ebrahim ................................ Mathematics
B.A., California State University, Northridge
M.A., University of California, Berkeley
James, Kimberly ........................................... Reading
B.A., Ohio University
M.A., Lesley University, Massachusetts
Ed.D., University of Southern California
Javelosa, David ............................................. Interactive Media
B.A., San Jose State University
M.F.A., California Institute of the Arts
Jerry, Gina ........................................... Computer Info System
B.A., University of California, Los Angeles
M.A., California State University, Los Angeles
Jimenez, Benjamin ..................................... Mathematics
B.A., San Diego State University
Johnson, Brenda K. ........................................ Director, Counseling/Retention
B.A., Scripps College
M.A., University of California, Los Angeles
Jones, Janie .................................................. Theatre Arts
B.A., M.A., Whittier College, California
Ph.D., University of South Carolina
Jones, Robert L. ........................................... Photography
A.A., El Camino College
Photography Schools, U.S. Navy
B.V.E., California State University, Long Beach
Kanin, Josh ........................................ Cinema
B.A., M.A., University of Southern California
Karlsen, Anne Marie ...................................... Art
B.F.A., Michigan State University
M.A., M.F.A., University of Wisconsin, Madison
Katherine, Amber ........................................... Philosophy
B.A., University of Illinois
M.A., Ph.D., Michigan State University
Kawaguchi, Lesley ........................................ History
B.A., University of California, Berkeley
M.A., Ph.D., University of California, Los Angeles
Keeshen, Jim ............................................. Computer Animation
B.A., University of California, Los Angeles
Kelly, Marce ............................................. Business
B.A., Carleton College, Minnesota
M.B.A., University of California, Los Angeles
Kim-Rajab, Oriana ... Comparative Anatomy/General Biology
B.A., University of California, Berkeley
M.S., California State University, Long Beach
King, Michelle .............................................. Director, Career and Contract Education
B.A., Loyola Marymount University
M.B.A., California State University, Long Beach
Kinsella, Denise ....... Associate Dean, International Education
B.A., University of California, Irvine
Ph.D., Brown University
Kline, Peggy .............................................. Chemistry
B.A., University of California, Irvine
Ph.D., Brown University
Kluckhohn-Jones, Lucy W. .............................................. Life Science
B.A., Bryn Mawr College, Pennsylvania
M.S., California State University, Northridge
Koenig-Golombek, Lizbeth ................................................ ESL
B.A., San Diego State University
M.A., California State University, Northridge (2)
Konya, William ..................................................... Mathematics
B.S., Harvey Mudd College
M.S., Rensselaer Polytechnic Institute
Kozlova, Yulia ............................................................. Music
B.A., Novgorod State College of Music, Russia
M.A., D.M.A., Ohio State University
Kraut, Deborah ................................................... Communication Studies
B.A., M.A., The City University of New York
Krivitz, Margaret "Peggy" ........................................... Counseling
B.A. University of California, Irvine
M.S. Ed., University of Southern California
Krusoe, James A. .................................................... English
B.A., M.A., Occidental College
Laille, Nathalie ....................................................... Counselor
B.A., Mount St. Mary's College
M.S., San Diego State University
Lancaster, William ................................................ Graphic Design
B.A., Reed College
M.F.A. Syracuse University
Landau, Daniel M. E. ................................................ English
B.A., M.A., University of California, Los Angeles
Lavallee, Richard ................................................... Chemistry
B.A., Rhode Island College
Ph.D., University of Georgia, Athens
Lawson, Randall ................................................ Executive Vice President
B.M., Oklahoma City University, Oklahoma
M.M., University of Southern California
LeBlanc, Erica K. ....................................................... Dean, Academic Affairs
B.A., California State University, Dominguez Hills
M.A., Loyola Marymount University
LeDonne, Helen ........................................................ Cosmetology
A.A., Moorpark College
B.V.E, California State University, Los Angeles
Lee, Jacqueline ........................................................ Counselor
B.A., University of Hawaii at Manoa
M.A., Chapman University
Lee, Jae Young ...................................................... Dance
B.S., Han Yang University
M.A., State University of New York College
M.F.A., University of California, Irvine
Lee, Peter ............................................................. Mathematics
B.S., University of California, Los Angeles
M.A., Fuller Theological Seminary
M.A., Duke University
Lee-Lewis, Sherri L. ................................................ Dean, Human Resources
B.A., University of Southern California (2)
M.A., California State University, Los Angeles
Legg, Karen ............................................................... Counseling
B.S., Moorhead State University
M.S., California State University, Long Beach
Lewis, Brandon ..................................................... Anthropology
B.A., Indiana University (2)
M.A., University of California, Los Angeles
Ph.D., University of California, Los Angeles
Livesings, Gail S. .................................................... Sociology
B.A., University of Georgia
M.A., Georgetown University
M.A., University of California, Los Angeles
Lodmer, Emily J. L ....................................................... ESL
B.A., M.A., University of California, Los Angeles
London, Jamar ..................................................... Mathematics
B.A., University of California, Los Angeles
M.A., California State University, Northridge
M.S., Azusa Pacific University, Azusa, CA
Lopez, Linda G. ........................................................ Art
B.F.A., B.A., Ohio State University
M.F.A., University of California, Irvine
Lopez, Mariel ..................................................... Mathematics
B.S., M.S., California State University, Long Beach
Lorenz, Georgia ................................................ Instructional Services
B.A., Stanford University
M.S., Northwestern University
Ph.D., University of Southern California
Louie, Walter .................................................... Digital Post Production
B.A., University of California, Berkeley
Lowcock, Ford ................................................... Photography
B.A., Saint Edwards University, Austin, TX
M.S., Brooks Institute of Photography
Lu, Ming ............................................................... Accounting
B.A., University of California, Berkeley
M.A., University of Southern California
Magallon, Beatriz .................................................. Counseling
B.A., California State University, Chico
M.S., California State University, San Diego
Manion, Frances A. ................................................ Mathematics
B.A., Immaculate Heart College, Los Angeles
M.S., California State University, Northridge
Manson, Laura ....................................................... Early Childhood Education
B.A., California State University, Los Angeles
M.A., United States International University, San Diego
Marasco, Judith ...................................................... ESL
B.A., Illinois State University
M.A., University of California, Los Angeles
Marcopulos, George ................................................ Learning Disabilities
B.A., University of California, Los Angeles
M.A., San Francisco State University
Markarian, Edward ................................................ Reading
B.A., M.S., University Southern California
M.A., California State University, Los Angeles
Martin, James ........................................................ Music
B.S., Pennsylvania State University
M.M., Indiana University
D.M.A, University of Cincinnati-College Conservatory
of Music
Martin, Mona ....................................................... Dean, Learning Resources
B.A., M.L.S., University of Arizona
Martínez, María ....................................................... Counseling
B.A., California State University, Northridge
M.A., Loyola Marymount University
Martínez, Mario .................................................... Mathematics
B.A., University of California, Los Angeles
M.S., California State University, Long Beach
Massey, Robert ................................. Sociology
   B.A., California State University, Northridge
   M.A., University of Southern California
Mattessich, Stefan............................................................ English
   B.A., Yale University
   M.A., Ph.D., University of California, Santa Cruz
Mazorow, Moya M .......................................................... Mathematics
   B.S., California State University, Northridge
   M.A., California Institute of Technology
   Ph.D., California Institute of Technology
McCaskill, Carole .......................................................... Nursing
   B.A., M.S., San Francisco State University
McDonald, Suzanne T ................................................... Counseling
   B.S., Mount Saint Mary’s, Los Angeles
   M.S., California Lutheran University
McGrath, Marilyn......................................................... Early Childhood Education
   B.A., University of Bridgeport, Connecticut
   M.S., National University
McGraw, Colleen .......................................................... Mathematics
   B.S., State University of New York, Fredonia
   M.S., Ph.D., Syracuse University
McQuay-Peninger, Laurie .............................. Director, Grants
   B.A., Pacific University, Oregon
   B.A., M.P.A., Eastern Washington University
Menachekanian, Emin .................................................. Physics
   B.S., M.S., Ph.D., University of California, Los Angeles
Menton, Kevin ............................................................. English
   B.A., University of California, Santa Cruz
   M.A., California Polytechnic State University
Merlic, Jennifer ......................................................... Director, Technology Training
   B.A., Smith College
   M.A., Ph.D., Princeton University
Meyer, Walter ................................. Art
   B.A., Colgate University, New York
   M.A., University of Southern California
Minzenberg, Eric ....................................................... Anthropology
   B.S., University of California, Berkeley
   M.A., San Diego State University
   Ph.D., University of Florida
Moassesisi, Mitra ......................................................... Mathematics
   B.S., Computer College, Tehran, Iran
   M.S., West Coast University
Mobasher, Fereshteh H ..................................................... Fashion Design
   B.S., Woodbury College
   M.A., University of California, Los Angeles
Moisan, Asunta .......................................................... Cosmetology
   Cosmetology Certificate, Santa Monica College
Morgan, Dana ............................................................. English
   B.S., University of Missouri, Columbia
   M.A., California State University, Dominguez Hills
Morris, Jacob ............................................................. Physics
   B.A., University of California, San Diego
   M.S., Ph.D., University of California, Los Angeles
Morris, Peter ............................................................. Geography
   B.A., University of California, Berkeley
   M.S., University of Wisconsin, Madison
   Ph.D. Candidate, University of Wisconsin, Madison
Morse, Peter ............................................................. Physics
   B.S.C., University of Melbourne, Australia
   M.A., Ph.D., University of California, Santa Barbara
Mostkoff-Linares, Aida ................................................. History
   B.A., University of California, Los Angeles
   M.A., University of California, Los Angeles
   Ph.D., University of California, Los Angeles
Movius, Lauren ................................................... Media Studies
   B.A., University of California, Los Angeles
   M.A., London School of Economics and Political Science
   M.A., Ph.D. University of Southern California
Muller, Katharine ............................... Dean, External Programs
   B.A., University of Miami, Florida
   M.Ed., Florida Atlantic University, Florida
Muniz Gracia, Aned ..................................................... Italian
   B.A., Universidad de Puerto Rico
   M.A., University of Hawaii, Manoa
   Ph.D., University of San Diego
Muñoz, Maria ......................................................... Media Studies
   B.A., University of Southern California
   M.A., Ph.D., University of California, Los Angeles
Murphy, James .......................................................... Chemistry
   B.S., State University of New York at Binghamton
   Ph.D., Massachusetts Institute of Technology
Murray, Donald B .................................................. Mathematics
   A.A., Wilson Junior College, Illinois
   B.S., M.S., University of Illinois
Myrow, Steven ........................................ Associate Dean, Financial Aid
   B.S., M.A., University of Nevada
Nakao, Patricia ....................................................... Counseling
   B.A., University of California, Los Angeles
   M.S.W., University of California, Los Angeles
Nannini, Daniel L .............................................. Counseling
   B.A., University of California, Los Angeles
   M.A., California State University, Los Angeles
Narey, Valerie ....................................................... Biology
   B.A., California State University, Northridge
   Ph.D., University of California, Irvine
Narrie, Estela ......................................................... Articulation Counselor
   B.A., Loyola Marymount University
   M.S., University of Southern California
Nauli, Sehat ............................................................. Chemistry
   B.S., University of California, Los Angeles
   Ph.D., University of Washington
Ness, Brenda J ......................................................... History
   B.A., M.A., Ph.D., University of California, Los Angeles
Nestler, Andrew .................................................. Mathematics
   B.A., Pomona College
   M.A., Ph.D., University of Southern California
Neveau, Judy ............................................. Director, Community Relations
   B.A., University of California, Riverside
   M.A., University of California, Los Angeles
Nichols, Lyle ....................................................... Life Science
   B.A., M.A., California State University, Northridge
   Ph.D., Arizona State University
Nightingale, Melody D ..................................... ESL
   B.A., James Madison University
   M.A., New York University
   Ed.D Candidate, University of Southern California
Nishikawa, Makoto ................................. Modern Languages & Cultures
   B.A., Kobe City University of Foreign Studies, Kobe, Japan
   M.S., California State University, Northridge
   M.A., Ph.D., University of Southern California
Ogata, Darryl-Keith .............................................. Media Studies
  B.A., M.A., University of Hawaii, Manoa
Oifer, Eric ...................................................... Political Science
  B.A., University of California, Los Angeles
  M.A., Ph.D., University of Southern California
Ortega, Yvonne ...................................................... Nutrition
  B.S., San Diego State University
  M.S., University of Southern California
Pacchioli, James ..................................................... English
  B.A., Villanova University
  M.A., University of Southern California
Padilla, Ernest ...................................................... English/Math
  B.A., California State University, Sacramento
  M.A., Ph.D., University of California, San Diego
Padilla, Mario ...................................................... English
  B.S., Ohio State University
  M.A., Loyola Marymount University, Los Angeles
  Ph.D., University of Southern California
Paik, Steve ...................................................... Physics
  B.S., California Institute of Technology
  M.S., Ph.D., University of Washington
Paik-Schoenberg, Jean .............................................. English
  B.A., California State University, Fullerton
  M.A., University of Southern California
Parise, Marina ...................................................... Library
  B.A., Florida International University
  M.S., University of Maryland
Parise, Wendy ...................................................... Early Childhood Education
  B.S., University of Maryland
  M.A., California State University, Dominguez Hills
Perret, Deborah ...................................................... Cosmetology
  B.A., California State Polytechnic University
Petrocelli, Rachel ...................................................... History
  B.A., Georgetown University
  Ph.D., Stanford University
Phillips, David M ...................................................... Psychology
  B.A., M.S., Arizona State University
  M.S., Ph.D., University of Illinois
Phillips, Frank ...................................................... Art
  B.A., University of California, Santa Barbara
  M.A., University of California, Los Angeles
Powers, Anne L ...................................................... Librarian
  B.A., Howard University
  Certificate, Sorbonne
  M.A., M.L.S., University of California, Los Angeles
Preciado, Christina ...................................................... Sociology
  B.A., University of California, Riverside
  M.A., California State University, Fullerton
Pritchard, Lee ...................................................... English
  B.A., M.A., Portland University
Quevedo, John ...................................................... Mathematics
  B.S., M.S., California State University, Northridge
Quevedo, Juan B ...................................................... Spanish
  B.A., M.A., California State University, Fresno
Rabach, Eileen ...................................................... Economics
  B.A., University of Delaware
  M.A., Ph.D., University of Southern California
Rabinow-Palley, Lisette ...................................................... Counseling
  B.A., California State University, Northridge
  M.A., University of Southern California
Ramos, Patricia ...................................................... Dean, Workforce Development
  B.A., Mount St. Mary’s College
  M.A., California State University, Dominguez Hills
  Ed.D., University Southern California
Ramsdell, Robin ...................................................... Counseling
  B.A., University of the Pacific
  M.A., California State University, Dominguez Hills
Randall, Toni ...................................................... ESL
  B.A., M.A., California State University, Fullerton
  M.A., University of California, Los Angeles
Raveling, Delores ...................................................... Counseling
  B.A., M.S., Illinois State University
  Ph.D., University of Southern California
Remmes, Judith ...................................................... English
  B.A., M.A., Ph.D., University of California, Berkeley
Resnick, Wai-Peng “Jenny” ........................................... Accounting
  B.A., International Christian University
  M.A., University of California, Los Angeles
  M.B.A., University of Southern California
Robinson, Janet ...................................................... Counseling
  B.A., University of California, Berkeley
  M.A., California State University, Long Beach
Rodas, Brian ...................................................... Mathematics
  B.S., Loyola Marymount University
  M.A., University of Maryland
Rodriguez, Nuria ...................................................... Physics
  B.S., M.S., University of California, Los Angeles
Rodriguez, Teresita .............................................. Dean, Enrollment Services
  B.A., Humboldt State University
  M.B.A., Pepperdine University
Rogers, Jon ...................................................... Cosmetology
  Cosmetology Certificate, Vogue Beauty Academy, Ohio
Rodger, Harold ...................................................... Computer Science
  B.S., University of Kansas
  M.S., Airforce Institute of Technology
  PhD., Case Western Reserve University
Roque, Elaine ...................................................... Physical Education
  B.A., Utah State University
  M.A., University of California, Santa Barbara
Rothaupt, Brenda ...................................................... Computer Applications
  B.A., Lehigh University, Pennsylvania
  M.B.A., Arizona State University
Rothman, Victoria ...................................................... Counselor
  B.A., University of California, Los Angeles
  M.S., California State University, Northridge
Rowe, Sandra ...................................................... Psychological Services
  B.A., M.A., California State University, Los Angeles
  Ph.D., California School of Professional Psychology
Rubin, Saul ...................................................... Journalism
  B.A., M.A., University of California, Berkeley
Runkle, Gita, .... Director, Small Business Development Center
  B.A., University of California, Berkeley
  M.A., New York University
  M.A., University of Southern California
Selak, Walter H ...................................................... Biology
  B.S., University of California, Davis
  M.A., University of California, Los Angeles
Sakai, Joshua ...................................................... Photography
  B.A., M.F.A., Southern Illinois University
Santana, Salvador ...................................................... Respiratory Therapy
  B.A., University of California, Los Angeles
The College Community

Sawoski, Perviz ...................................................... Theatre Arts
B.A., University of Bombay
M.A., California State University, Los Angeles
Schapa, Eleanor J...................................................... Business
B.B.A., M.B.A., Loyola Marymount University, Los Angeles
Schoolfield, Michelle ................................................ Chemistry
B.S., Boston College
Ph.D., University of Southern California
Schultz, Christine K ................................................. Political Science
B.A., University of Southern California
M.A., Ph.D., University of California, Los Angeles
Schwartz, Judith G ..................................................... Special Education
B.A., University of California, Berkeley
M.A., California State University, Los Angeles
Ph.D., University of Southern California
Schwartz, Alexander ................................................. Psychology
B.A., McGill University
Ph.D., University of California, Santa Barbara
Schwartz, Michael ..................................................... Astronomy
B.S., Harvard University
M.S., University of California, Los Angeles
Ph.D. University of California, Los Angeles
Schwyter, Deborah ...................................................... Chemistry
B.A., M.S., California State University, Long Beach
Ph.D., University of California, Los Angeles
Seiden, Jackeline ...................................................... Counseling
B.A., University of California, Los Angeles
M.S., California State University, Northridge
Selby, William A ...................................................... Geography
B.A., California State University, Fullerton
M.A., San Francisco State University
Shimizu, Jeffrey ...................................................... Vice-President, Academic Affairs
B.A., California State University, Los Angeles
M.A., Loyola Marymount University
Shirinyan, David ...................................................... Psychology (Neuroscience)
B.A., M.S., Ph.D., University of California, Los Angeles
Shishido, Lynette K ............................................. Business-Office Information Systems
B.S., M.S., University of Minnesota-Mankato
Simmons, Brenda ...................................................... Counselor
B.A., Western Connecticut State College
M.A., University of Connecticut
Ph.D., Claremont Graduate University
Simpson, Lantz ....................................................... English
B.A., University of Oklahoma
M.F.A. University of Oregon
Sinclair, Linda D ...................................................... Counseling
B.A., M.A., California State University, Northridge
Sindell, Steven ...................................................... Business Law
B.A., University of California, Los Angeles
J.D., Whittier College of Law
Singleton, Eleanor F ................................................ Library
B.A., M.L.S., University of California, Los Angeles
Smith, Heather ...................................................... Communication Studies
B.A., M.A., San Francisco State University
Stahl, Howard ...................................................... Computer Science
B.A., University of California, San Diego
M.S., Cornell University
Stephanou, Mary Lynne ........................................... Life Science
B.S., M.S., University of California, Los Angeles

Sterr, Susan D ...................................................... English
B.A., University of Texas
M.A., Ph.D. Candidate, University of Southern California
Stiles, Christopher .................................................. History
B.A., M.A., California State University, Long Beach
Stramel, James ...................................................... Philosophy
B.A., University of Kansas
M.A., Ph.D., University of Southern California
Strong, Lydia ...................................................... Physical Education
B.A., Chapman College
M.A., St. Mary’s College
Sucher, Kathryn ...................................................... ESL
B.A., Pitzer College
M.A., School for International Training, Vermont
Sullivan, Linda .................................................... Director, Facilities Programming
B.A., University of California, Los Angeles
J.D., People’s College of Law
Tahvildaran-Jesswein, Richard .............. Political Science
B.A., California State University, Hayward
M.A., San Francisco State University
Ph.D., Northern Arizona University
Taka, Gary J .............................................................. Mathematics
B.A., M.S., M.A.T., University of California, Los Angeles
Tannatt, Lupita ...................................................... Psychology/Child Development
M.S., University of Southern California
B.A., Ph.D., University of California, Los Angeles
Tarvyd, Edward S ...................................................... Life Sciences
A.B., M.A., University of California, Los Angeles
Teruya, Sharon ...................................................... Learning Disabilities Specialist
B.A., La Sierra University
M.A., Ph.D., Fuller Theological Seminary Graduate School of Psychology
Thompson, Cara ...................................................... Geology
B.A., University of Virginia
M.A., Ph.D., University of Tennessee
Tilley, Rosilyn ...................................................... Counseling
B.A., University of Southern California
M.S., California State University, Northridge
Todd, Gary ...................................................... English
B.A., University of Pittsburgh
M.A., University of California, Santa Barbara
Tomasic, Mark ...................................................... Dance
B.A., University of Cincinnati-College Conservatory of Music
M.A., University of California, Irvine
Tovar Esau ...................................................... Counseling
B.A., M.A., California State University, Northridge
Tower, Jeanette ...................................................... Biology
B.A., The Colorado College
M.A., Ph.D., University of California, Los Angeles
Trives, Toni ...................................................... Spanish
B.A., University of Hawaii
M.A., Ph.D., University of California, Los Angeles
Trujillo, Marc ...................................................... Art
B.A., University of Texas, Austin
M.F.A., Yale University
Tucker, Joy ...................................................... Business
B.A., University of California, Los Angeles
M.B.A., University of Southern California
Tuitasi, Michael ...................................................... Vice-President, Student Affairs
B.A., M.A. California State University, Long Beach
Valdivia, Odemaris ......................... Computer Applications
  B.S., M.A., California State University, Dominguez Hills
Vasquez, Albert.............................. Dean, Campus Security,
  Student Health & Safety
  B.S., California State University, Los Angeles
  M.A., Chapman University
  Ed.D., University of Southern California
Velasquez, Sal ................................ Business
  B.A., University of California, San Diego
  M.B.A., University of Michigan
Vick, Barbara A. .......... Santa Monica Pre-School Collaborative
  B.A., M.A., California State University, Los Angeles
Villalpando, Alicia ........................... Counseling
  B.A., California State University, Long Beach
  M.A., Loyola Marymount University
 Vishwanadha, Hari ................................. English
  B.A., St. Xavier’s College
  M.A., University of Bombay
 Von der Ohe, Christina ......................... Anatomy
  B.A., University of California, Berkeley
  M.S., University of Montana
  Ph.D., Stanford University
Wade, Marcia........................... Vice-President, Human Resources
  B.A., University of California, Los Angeles
  M.P.A., California State University, Dominguez Hills
 Walker Waugh, Muriel ......................... Chemistry
  B.S., Bishop College
  M.S., Howard University
 Ware, Robert ...................................... Photography
  B.A., University of California, Berkeley
Watts, Joseph ........................................ English
  A.A., Mt. San Antonio College
  B.A., Biola University
  M.A., California State University, Fullerton
Weatherford, Kayli ................................. English
  B.A., University of California, Los Angeles
  M.A., Boston College
Weil, Mary I. ......................................... Special Education
  B.A., M.A., Chapman College
  M.S., San Francisco State College
Williams, Eric .................................. Nursing
  B.S.N, William Carey College
  M.S.N, University of South Alabama
  D.N.P., Case Western Reserve University
Winesg, Marian ....................................... Art
  B.A., Arizona State University
  M.F.A., Otis Los Angeles County Art Institute
Wissmann, Paul ............................... Biology
  B.A., University Southern California
  M.A., Ph.D., University of California, Los Angeles
Womack, Carol .................................. Librarian
  B.A., Syracuse University
  M.L.S., University of California, Berkeley
Wong, Betty .................................. Mathematics
  B.A., University of the Pacific
  M.S., M.A., University of Southern California
Wu, Xiaozhou .................................. Chinese
  B.A., Guanghi Teachers College
  M.A., University of Washington
  Ph.D., Emory University

Yarrish, Julie .... Associate Dean, Online Services and Support
  B.A., California State University, Northridge
  M.A., Antioch University
Zehr, David ......................................... English
  B.A., M.A., California State University, Los Angeles
  Ph.D., Indiana University

**Instructional Staff, Emeritus**

Acevedo, Raymond ........................... Counseling, Emeritus
  A.B., University of California, Santa Barbara
  M.S., University of Southern California
Adams, Robert A. ........................... Counseling, Emeritus
  B.A., Loyola Marymount University, Los Angeles
  M.S., University of Southern California
  Ed.D., Pepperdine University
Allan, Douglas M. ...................... General Biology, Emeritus
  B.S., University of California, Irvine
  M.S., California State University, Fullerton
Angel, Carl T. .................. Manufacturing Engineering Technology, Emeritus
  Teacher Training, University of California, Los Angeles
Arnold, Merle H. .......................... Chemistry, Emeritus
  B.S., Seattle University, Washington
  Ph.D., University of Notre Dame, Indiana
Baird, Barbara T. ........................... Journalism, Emeritus
  B.S., Cornell University
  M.A., Loyola Marymount University, Los Angeles
Baird, Margaret F.... Business Office Administration, Emeritus
  B.A., University of Washington
  M.Ed., University of California, Los Angeles
Barker, Johanna C. ........................... Anthropology, Emeritus
  B.A., M.A., California State University, Northridge
  Ph.D., University of California, Los Angeles
Barkley, Richard J. .................. Business, Emeritus
  B.S., M.B.A., University of Southern California
  E.D., Pepperdine University
Barattucci, Maurizio ..................... Art, Emeritus
  Business Office Administration, Emeritus
  B.A., M.A., California State University, Long Beach
Battle, Donald A. ........................... Photography, Emeritus
  B.P.A., Art Center College of Design, California
  M.Ed., California State University, Long Beach
Beasley, Lida O. .......................... Music, Emeritus
  B.M.E., North Texas University
  M.M.A., University of Illinois
Beasley, Rule C. ........................... Music, Emeritus
  B.A., Southern Methodist University, Texas
  M.M., University of Illinois
Beckstead, Carol N. ........................... Coordinator,
  Student Health Services, Emeritus
  B.S., Brigham Young University, Utah
  M.S., University of California, Los Angeles
Belozubov, Leonid ................. Foreign Languages, Emeritus
  B.A., M.A., Ph.D., University of California, Los Angeles
Berry, Grace ............................... Home Economics, Emeritus
  B.S., University of California, Los Angeles
  M.Ed., Loyola Marymount University, Los Angeles
Berson, Martin J. ................. Physical Education, Emeritus
B.S., California State Polytechnic College, Pomona
M.A., Azusa Pacific University, California

Bilson-Woodruff, Barbara T. ...................... English, Emeritus
B.A., M.A., University of California, Los Angeles

Bose, John Carlos ......................... Engineering, Emeritus
B.S., Agricultural and Mechanical College of Texas

Bowles, John E., Jr. .................... Mathematics, Emeritus
B.S., M.S., University of Southern California

Bowman, Lillian ......................... Cosmetology, Emeritus
B.V.E., California State University, Los Angeles

Bowser, Maria W. Associate Dean, School Relations, Emeritus
B.A., Mississippi State University for Women
M.A., Memphis State University

Boylan, J. Lynne ......................... Psychologist, Emeritus
B.A., The Ohio State University
M.S., Ph.D., Purdue University, Indiana

Breen, Margaret W. ................ English, Emeritus
A.B., Taylor University, Indiana
M.A., University of Washington

Brierley, Frederick J. .......... Dean of Occupational Education, Emeritus
A.B., M.E., Wayne State University, Michigan

Brandt, Michael ......................... Automotive Technology, Emeritus
A.S.E. Certificate, Virginia

Brown, Joseph ......................... Theatre Arts, Emeritus
B.A., M.A., University of California, Los Angeles

Brown, Patricia .......................... Dean, Human Resources, Emeritus
B.A., M.S., California State University, Los Angeles
Ph.D., University of Southern California

Buchanan, Mary L. ....................... Philosophy, Emeritus
B.A., University of California, Los Angeles
M.A., University of Southern California

Buchholz, Ernest M. ............... Economics, Emeritus
B.A., M.A., University of California, Los Angeles

Camp, Norma J.N. ............... Dean, Academic Affairs, Emeritus
B.A., Goshen College, Indiana
M.A., Pepperdine University

Carter, Arthur B. ........... Construction Technology, Emeritus
B.A., University of California, Santa Barbara
M.S.C., University of Southern California

Carter, Juanita E. ....................... Business Office Administration, Emeritus
B.S., Miami University, Ohio
M.Ed., University of California, Los Angeles

Cassell, William K. ............... Dean, International Studies/Study Abroad, Emeritus
A.B., Dartmouth College, New Hampshire
M.S., Ph.D., University of Southern California

Casty, Alan H. ................... English, Emeritus
B.A., University of California, Berkeley
M.A., Ph.D., University of California, Los Angeles

Cattell, Nancy G. ..................... Counseling, Emeritus
B.S., University of Michigan
M.A., M.Phil., Columbia University, New York
J.D., Loyola Marymount University, Los Angeles

Cavener, M. Denise ...................... Life Science, Emeritus
A.B., M.A., California State University, Sacramento

Ceplair, Larry S. ..................... History, Emeritus
B.A., University of California, Los Angeles
M.A., Ph.D., University of Wisconsin

Cerovic, Katarina ..................... Mathematics, Emeritus
B.S., M.S., University of Beograd, Yugoslavia

Chamberlin, Carol H. .......... Child Development, Emeritus
B.S., Kansas State University
M.A., Catholic University of America, Washington D.C.

Chew, Alice E. ......................... Life Science, Emeritus
B.S., Dickinson College, Pennsylvania
M.A., Bryn Mawr, Pennsylvania
M.A., Goddard College

Childress, Cary ....................... Interior Architectural Design, Emeritus
B.A., California State University, Northridge
M.F.A., California State University, Long Beach

Claridge, Clifton G. ............. Mathematics, Emeritus
B.S., State Teachers College, Pennsylvania

Cleveland, Henry G. .......... Physical Education, Emeritus
B.S., Ohio State University
M.S., Ed.D., University of California, Los Angeles

Cloosan, John P. .............. Construction Technology, Emeritus
B.A., University of California, Santa Barbara
M.A., University of Southern California

Cohen, Helen J. ....................... Counseling, Emeritus
B.A., University of California, Santa Barbara
M.S., California State University, Los Angeles
Ph.D., California Graduate Institute

Colbert, Roman ......................... French, Spanish, Emeritus
Certificate D’Etudes, University of Brussels, Belgium
B.A., M.A., University of California, Los Angeles

Cooper, Clarence R. ........... History, Communication, Emeritus
B.A., M.A., University of California, Santa Barbara

Costello, Karin B. ................. English, Emeritus
M.A., Ph.D., Columbia University

Cranec, Heidi J. ............... Communication-Theatre Arts, Emeritus
B.A., M.A., University of Southern California

Crawford, Leonard ................. Dean, Special Programs
B.A., M.A., Humboldt University

Croxtton, James V. ....................... Behavioral Studies, Emeritus
B.A., Occidental College, California
M.A., Columbia University, New York

Curry, Norman B. ............... Dean, College Enterprises, Emeritus
B.A., Azusa Pacific College, California
M.A., California Lutheran College

D’Angelo, James C. ................. Dean, Evening & Special Programs, Emeritus
B.S., University of California, Los Angeles
M.A., Loyola Marymount University, Los Angeles

Daughtry, Philip J. ............... English, Emeritus
B.A., M.F.A., University of California, Irvine

Davis-Culp, Gayle M. ................. English, Emeritus
B.A., M.A., Midwestern State University
Ph.D. Candidate, Arizona State

DeGroot, Edward B. ........ Dean of Student Activities, Emeritus
B.A., M.A., Stanford University

Demetre, Nona J. ...................... Business-Office Administration, Emeritus
B.A., M.B.A., California State University, Long Beach

DiCamillo, Nicholas ........ Cosmetology, Emeritus
Diploma – Roux Professional Colorists
Vivianne Woodward Cosmetics Certificate

Dodge, Richard H. ........ Director, Humanities Center, Emeritus
B.A., University of New Hampshire
M.A., University of California, Los Angeles
<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Department</th>
<th>Degree and Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donaldson, Charles R.</td>
<td>Journalism, Emeritus</td>
<td>B.A., Los Angeles State College</td>
</tr>
<tr>
<td>M.A., Wroxton College, Fairleigh Dickinson University, England</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donner, Thomas J.</td>
<td>Interim Superintendent/President, Emeritus</td>
<td>B.S., M.B.A., California State University, Long Beach</td>
</tr>
<tr>
<td>Flynn, Kathleen</td>
<td>Librarian, Emeritus</td>
<td>B.A., University of California, Long Beach</td>
</tr>
<tr>
<td>Fitzgerald, Mary</td>
<td>Counseling, Emeritus</td>
<td>M.A., University of Southern California</td>
</tr>
<tr>
<td>Emery, Donald E.</td>
<td>Art, Emeritus</td>
<td>B.A., California State University, Long Beach</td>
</tr>
<tr>
<td>Evans, William S., Jr.</td>
<td>Anthropology, Emeritus</td>
<td>A.B., M.A., University of California, Berkeley</td>
</tr>
<tr>
<td>Feldman, Gilda</td>
<td>English – Reading/Composition, Emeritus</td>
<td>B.A., University of California, Berkeley</td>
</tr>
<tr>
<td>Hiteshew, Elizabeth M.</td>
<td>Nurse, Emeritus</td>
<td>B.S., California State University, Long Beach</td>
</tr>
<tr>
<td>Haegele, Loann T.</td>
<td>Nursing, Emeritus</td>
<td>B.S., M.N., University of Washington</td>
</tr>
<tr>
<td>Hanlon, James W.</td>
<td>Speech, Emeritus</td>
<td>B.A., San Diego State University</td>
</tr>
<tr>
<td>Hasek, Nancy</td>
<td>Human Development, Emeritus</td>
<td>B.A., University of California, Los Angeles</td>
</tr>
<tr>
<td>Frazer, Clara Brian</td>
<td>Dean of Students, Emeritus</td>
<td>B.A., West Texas State Teachers College</td>
</tr>
<tr>
<td>Fry, Jack F.</td>
<td>Department Chair, Life Sciences, Emeritus</td>
<td>A.M., University of Washington</td>
</tr>
<tr>
<td>Gallagher, Edward L.</td>
<td>Broadcasting, Emeritus</td>
<td>B.A., San Jose State</td>
</tr>
<tr>
<td>Gardner, Patsy F.</td>
<td>Child Development-Psychology, Emeritus</td>
<td>B.S., University of Maryland</td>
</tr>
<tr>
<td>Geltner, Peter B.</td>
<td>Mathematics, Emeritus</td>
<td>B.A., M.A., University of California, Los Angeles</td>
</tr>
<tr>
<td>Gelvin, Dorothy T.</td>
<td>Dean, Human Resources, Emeritus</td>
<td>B.A., M.A., Ph.D., University of Missouri</td>
</tr>
<tr>
<td>Gerds, Donald A.</td>
<td>Graphic Design, Emeritus</td>
<td>B.F.A., University of Southern California</td>
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<tr>
<td>Gold, Linda E.</td>
<td>Dance, Emeritus</td>
<td>B.A., California State University, Los Angeles</td>
</tr>
<tr>
<td>Goldthwait, Barbara</td>
<td>English, Emeritus</td>
<td>M.A., University of California, Los Angeles</td>
</tr>
<tr>
<td>Goode, Darrell</td>
<td>Director, TRIO, Emeritus</td>
<td>B.A., University of California, Irvine</td>
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<tr>
<td>Haegele, Loann T.</td>
<td>Nursing, Emeritus</td>
<td>B.S., Brooklyn College, New York</td>
</tr>
<tr>
<td>Hall, Marilyn H.</td>
<td>Associate Dean, Emeritus</td>
<td>B.A., California Lutheran College</td>
</tr>
<tr>
<td>Hart, Christian</td>
<td>Psychology, Emeritus</td>
<td>M.A., Loyola Marymount University</td>
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<td>Hansen, Nancy</td>
<td>Human Development, Emeritus</td>
<td>B.A., Florida Atlantic University, Florida</td>
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<td>Hartnett, Dayle D.</td>
<td>ESL, Emeritus</td>
<td>B.A., California State University, Los Angeles</td>
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<tr>
<td>Hawkins, James P.</td>
<td>Philosophy, Emeritus</td>
<td>B.A., University of California, Los Angeles</td>
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<tr>
<td>Healy, Joan D.</td>
<td>Nursing, Emeritus</td>
<td>B.A., San Diego State University</td>
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<tr>
<td>R.N., St. Francis Hospital School of Nursing, Pennsylvania</td>
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<tr>
<td>B.S., California State University, Long Beach</td>
<td>M.S., University of Minnesota</td>
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<tr>
<td>Hedges, Jack R.</td>
<td>Social Studies, Emeritus</td>
<td>B.S., M.S., Southern Illinois University</td>
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<tr>
<td>Ed.D., University of California, Los Angeles</td>
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<tr>
<td>Hilbert, Delta</td>
<td>Nurse, Emeritus</td>
<td>B.A., University of California, Los Angeles</td>
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<tr>
<td>Nurses Training, Maine</td>
<td>Teacher Training, Emeritus</td>
<td>M.A., University of California, Los Angeles</td>
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<tr>
<td>Hiteshew, Elizabeth M.</td>
<td>Child Development Psychology, Emeritus</td>
<td>A.B., Vassar College, New York</td>
</tr>
<tr>
<td>M.S., Bank St. College of Education, New York</td>
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</tr>
</tbody>
</table>
Hobbs, Margit P...............German, Emeritus
  B.A., University of Innsbruck, Austria
  M.A., University of California, Los Angeles
Hodges, Thomas J...................Mathematics, Emeritus
  B.V.E., M.A., California State University, Long Beach
Hodson, Howard K........Life Sciences, Emeritus
  B.A., Union College, Nebraska
  Ph.D., University of California, Los Angeles
Hoff, LeRoy.............Dean, Special Services, Emeritus
  B.S., Ball State University, Indiana
  M.A., California State University, Los Angeles
Howard, Ernest P...............Architecture, Emeritus
  B.Arch., University of Southern California
Hugo, Esther................Outreach Counselor, Emeritus
  B.A., Immaculate Heart College
  M.A., Loyola Marymount University
  Ed.D., University of California, Los Angeles
Hummel, Louis E........Chemistry, Emeritus
  B.S., Wheaton College, Illinois
  M.S., University of Colorado
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
  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
  Teacher Training, University of California, Los Angeles
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
Kennedy, John R..............Mathematics, Emeritus
  B.A., University of California, Santa Barbara
  M.A., University of California, Los Angeles
Ketcham, June W..............Cosmetology, Emeritus
  B.V.Ed., California College, Long Beach
  Teacher Training, University of California, Los Angeles
Kidd, Josephine R........Physical Education, Recreation, Emeritus
  B.S., West Chester State Teachers College, Pennsylvania
  M.Ed., Temple University, Pennsylvania
Kinch, William H.............Life Sciences, Emeritus
  B.A., Humboldt State College
  M.A., Claremont College, California
Krehbiel, Donald E........Dean, Information Management, Emeritus
  B.A., M.A., University of California, Los Angeles
Kurilich, Frances J.............English, Emeritus
  B.A., M.A., University of California, Los Angeles
Landstrom, Maynard F........Business, Emeritus
  B.S., University of Nebraska
  M.S., University of Southern California
Lanum, Jackie C.......Psychology, Emeritus
  B.A., Stetson University
  M.A., University of Florida
  Ph.D., Florida State University
Larsen, Lyle I...........English, Emeritus
  A.A., Santa Monica College
  B.A., M.A., California State University, Dominguez Hills
  Ph.D., Indiana University of Pennsylvania
Lawson, Charles P........Sociology, Emeritus
  B.A., California State University, Northridge
  M.A., California State University, Long Beach
LeDuc, Margaret M............Physical Education, Emeritus
  B.A., Long Beach State University
  M.A., Northern Arizona University
Lessing, Arnold N.............Music, Emeritus
  B.A., University of California, Los Angeles
Lewis, Murray R..........Dean, Community & Cultural Services, Emeritus
  B.S., Brigham Young University, Utah
  M.S., University of Southern California
Linstrum, Margaret C.........Nursing, Emeritus
  B.S., University of California, Los Angeles
  M.A., California State University, Los Angeles
Little, Frank H.............Data Processing, Emeritus
  B.S., University of Michigan
  M.S., University of California, Los Angeles
  Lockwood, William S........Chair, Physical Sciences, Emeritus
  A.B., Nebraska Wesleyan University
  M.A., University of Southern California
Logan, Ruth B............Life Sciences, Emeritus
  B.S., Michigan State University
  M.S., California Institute of Technology
Long, Cathleen A.............English, Emeritus
  B.A., University of Illinois
  M.A., University of Chicago, Illinois
Lyles, Alvin E..................Music, Emeritus
  B.S., M.A., Northern Arizona University
Maddock, Ann M..............Learning Disabilities, Emeritus
  B.A., Wellesley College, Massachusetts
  M.S., University of Pennsylvania
  Ph.D., University of California, Los Angeles
Madison, Phyllis........Home Economics, Emeritus
  A.A., Compton College
  Los Angeles Trade-Technical College
Mahlanza, Jonathan Ray..........History, Emeritus
  B.A., Kansas University
  M.A., University of Missouri
Mantabe, Patricia........Office Information Systems, Emeritus
  B.A., City University of New York
  M.A., California State University, Los Angeles
Marshburn, Arthur E. Dean, Mathematics & Science, Emeritus
A.B., Whittier College, California
M.S., California Institute of Technology
Marrant, Doris E. English, Emeritus
B.A., M.A., University of California, Los Angeles
Licensed Psychologist
Marre, Terrence C. English, Emeritus
B.A., M.A., University of California, Los Angeles
Martinez, Lou Graphic Design, Emeritus
A.A., Pasadena City College
Masada, Richard S. Physics, Emeritus
B.S., M.S., University of California, Los Angeles
Mason, Kenneth History, Emeritus
A.B., Augustana College
M.S., Western Illinois University
M.A., Kent State University
Ph.D., University of Texas/Austin
Mason, Sheila Mathematics, Emeritus
B.A., Mundelein College
M.A., Colorado State University
McGarvin, Thomas Director of Athletics, Physical Education, Emeritus
B.S., M.S., University of Southern California
McKay, Janet H. Office Information Systems, Emeritus
B.S., Pennsylvania State University
M.B.A., Los Angeles University
McKendry, Mary E. Nursing, Emeritus
B.S., California State University, Los Angeles
M.N., University of California, Los Angeles
McMullen, Robert J. Physical Education, Emeritus
B.A., California State University, Northridge
M.Ed., California Lutheran College
McNeil, David M. Physical Education, Emeritus
A.B., University of California, Berkeley
M.A., University of Southern California
Merritt, Carl E. Physical Education, Emeritus
B.A., M.A., University of Southern California
Mills, Joan G. Music, Emeritus
B.A., College of Charleston, South Carolina
M.A., Columbia University, New York
Moore, Richard L. Superintendent and President, Emeritus
B.A., Claremont Men’s College, California
M.B.A., University of California, Berkeley
Ph.D., Claremont Graduate School and University Center, CA
Morales, Hector M. Spanish-Linguistics, Emeritus
B.A., M.A., California State University, Los Angeles
Nemick, Nancy G. Cosmetology, Emeritus
Teacher training, University of California, Los Angeles
Newman, Gordon A. Dean, Admissions and Records, Emeritus
B.S., University of California, Los Angeles
M.A., California State University, Northridge
Niemann, Nancy Spanish, Emeritus
B.A., Beloit College, Wisconsin
M.A., Middlebury College, Vermont
Ph.D., University of Madrid, Spain
Nitta, Lilian H. Cosmetology, Emeritus
Teacher Training, University of California, Los Angeles
B.V.Ed., California State University, Long Beach
Nuzzum, 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 Institutional Advancement, Emeritus
B.A., Pepperdine University
Ed.D., University of California, Los Angeles
Paz, 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
Reukema, 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
The College Community

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

Rosenreter, 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 ............ Dean, Technical Arts, 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 ................. Business, Emeritus
B.B.A., Bernard Baruch College, New York
M.B.A., Golden Gate University, San Francisco

Schlackman, Herbert L ... Dean, Technical Arts, Emeritus
B.V.E., California State University, San Jose
M.A., San Francisco State University
Ed.D., Nova University, Florida

Schleichkorn, Leonard ........... Counseling, Emeritus
B.S., State University of New York
M.S., Hofstra University, New York

Semeni, Mario G. .................... Art, Emeritus
B.A., University of California, Los Angeles
M.A., California State University, Dominguez Hills

Shah, Katherine L. .................... Philosophy, Emeritus
A.B., M.A., University of California, Los Angeles

Sharpe, 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

Spain, Edith ......................... Early Childhood Education
B.A., Indiana University
M.S., Butler University

Specht, Max C. .................... Photography, Emeritus
B.V.Ed., M.A., California State University, Los Angeles

Steeber, 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

Strick, 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

Verdugo, 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

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

Wohlgenuth, 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

Young, Bruce C. ........................................ Geography, Emeritus
B.A., M.A., Ph.D., University of California, Los Angeles

Zavitkovsky, Docia ........................................ Childhood Education, Psychology, Emeritus
B.S., M.S., University of Southern California

Zimmerman, William ...................................... Computer Applications, Emeritus
B.A., Illinois State University System
M.A., California State University

Adjunct Faculty
(Assigned for Fall as of June 2012)

Abate, Alula .............................................. Earth Science

Abatemarco, Anthony ..................................... Emeritus College

Abbani, Mohamad ......................................... Physical Science

Abdel-Rahman, Ahmad .................................. Philosophy/Sociology

Abode, Jr., Peter ........................................ Design Technology

Adair, Jeffrey ............................................... Design Technology

Adams, Jean-Marie ...................................... Center for Students with Disabilities

Adelman, Alan .............................................. Media Studies

Adkins, Linda .............................................. Counseling

Afrasiabi, Javid .......................................... Physical Science

Aghabegian, Diana ........................................ English

Aka, Daniel ................................................ Math

Akers, Patricia ............................................. Emeritus College

Al-Sabaa, Taha ........................................... Philosophy/Sociology

Albert, Gloria .............................................. Emeritus College

Alderman, Linda .......................................... English

Aldridge, Jessica .......................................... Earth Science

Alexander, Jillian ......................................... Business

Alling, Bethany ........................................... ESL

Almire, Matthew ........................................ Music

Alviso, Jesus ................................................ Music

Anderson, Enoch ......................................... English

Anderson, Frederick ...................................... Media Studies

Andrade, Angelia .......................................... Dance

Andre, James ............................................... Business

Andrews, Tamar ............................................ Early Childhood/Education

Antman, Brianna .......................................... ESL

Antoine, Ellen ............................................. Philosophy/Sociology

Anzeld, Lacey ............................................. Theatre Arts

Ardell, Jan ................................................... Photography – Fashion

Arieff, Diane .............................................. English

Arms, Emily ............................................... English

Armstrong, Jemi ......................................... Photography – Fashion

Armstrong, Robert ...................................... Design Technology

Arutian, Carol ........................................... Art

Ashleigh, Sarah ........................................... ESL

Askarian, Sohail ......................................... Math

Assadi, Jilla ................................................ Cosmetology

Augustine, William ....................................... Music

Aura, Jan .................................................. Kinesiology

Axelrod, Lee ............................................. Center for Students with Disabilities

Aybay Owens, Seda ..................................... Dance

Babcock, Linda ............................................. Business

Backlar, Nair .............................................. Early Childhood/Education

Bailey, Kathryn ........................................ Modern Languages & Cultures

Banuelos, David ........................................ Kinesiology

Barajas, Byanca .......................................... Counseling
Barkan, Hershel ........................................... Emeritus College
Barnard, Eric ................................................. Counseling
Barriodemendoza, Maria .................. Modern Languages & Cultures
Barron, Eric .................................................. Kinesiology
Baskauskas, Vyta ............................................. Math
Bayssa, Beyene .............................................. Math
Beasley, Fletcher ........................................... Design Technology
Beaton, Jason ................................................ Media Studies
Bell, Sharon .................................................... English
Bellin, Edward ................................................. Math
Bender, Mary ..................................................... Dance
Bendiston, Aaron ............................................. Athletics
Bennet, Sage ................................................... Philosophy/Sociology
Bennett, Johanna ............................................ Kinesiology
Benson, Jesse ................................................... Emeritus College
Berg, Denise .................................................... Psychology
Bergman, James .............................................. Music
Bergstrom, Lori ................................................. Media Studies
Berezati, Sumaya ............................................. Modern Languages & Cultures
Blackwell, Nichole ............................................. English
Boccadori, Andrea ......................................... Design Technology
Bolleli, Danielle ............................................... History
Bonar, Hugh ....................................................... English
Bonilla Alarcon, Katia ................................. Counseling
Boretz, Marianne ............................................. English
Bostick, Jason ..................................................... English
Bostwick, Lois ................................................ ESL
Bourquin, Cynthia ............................................ Music
Boyadzhyan, Marine ........................................ Photography – Fashion
Bregman, Marcy ............................................. Health Science
Bresloff, Jeffrey ................................................. Math
Brewington, Ronald ....................................... Media Studies
Bromberg, Terri ................................................ Art
Bronie, Barbara ................................................ Math
Bronstein, Michael ......................................... ESL
Brown, Bruce ................................................... Philosophy/Sociology
Brown, Steven ............................................... Design Technology
Brown, Wendi ................................................ Art
Brutsche, Jacquelyn ........................................ Emeritus College
Bryant, William ............................................. Emeritus College
Bryer, Elizabeth ............................................... English
Buckner, Kenneth ......................................... Emeritus College
Bullock, Jennifer ............................................... Athletics
Burak, Carl ....................................................... English
Burchman, Jerrold ............................................. Art
Burke, Veronica ............................................. Modern Languages & Cultures
Burkhart, Gerard ........................................... Media Studies
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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 ........................................................................ 434-4000
(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

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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
College Ombudsman .......................................... 434-3986
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Community Education ....................................... 434-3400
Community Relations Office ............................... 434-4303
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