

# Special Programs and Support Services



## Special Programs

**SPECIAL NOTE:** Due to the COVID-19 pandemic, many of the SMC special programs and student support services may still be offered ONLY online during fall 2021 (and until further notice). Information in this section is subject to change — possibly many times during this uncertain period — so students should visit the relevant website(s) for up-to-date details.

### Adelante Program/Latino Center

[smc.edu/LatinoCenter](http://smc.edu/LatinoCenter)

**Student Services Center S201**

**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 education 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 and meet with a Latino Center counselor. For more information, students should visit the Adelante Program website or call the Latino Center.

### Air Force ROTC

**Program Overview**

[afrotc.com](http://afrotc.com)

**LMU AFROTC Detachment 040**

**310-338-2770**

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

**Email: [det040@lmu.edu](mailto:det040@lmu.edu)**

**UCLA AFROTC Detachment 055**

**310-825-1742**

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

**Email: [afrotc@ucla.edu](mailto: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 degree.

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

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

### Black Collegians Program

[smc.edu/blackcollegians](http://smc.edu/blackcollegians)

**Student Services Center S201**

**310-434-4232**

The Black Collegians Program is an academic-transfer program that promotes academic excellence and guides African American students and students of African descent through the transfer process. Students are assisted in examining their options for transfer and in completing an education 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 education 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; tutoring in math; priority registration; 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. Students who would like to become involved in the program should see the Black Collegians website.

### CalWORKs

[smc.edu/calworks](http://smc.edu/calworks)

**Student Services Center S238**

**310-434-4082**

California Work Opportunities and Responsibilities to Kids (CalWORKs) at Santa Monica College works in collaboration with the Los Angeles County Department of Social Services (DPSS) and Greater Avenues to Independence (GAIN) to assist students who receive Temporary Aid for Needy Families (TANF) with services aimed at helping individuals move toward self-sufficiency.

CalWORKs offers:

- Individual academic, career, and transfer counseling;
- Employment assistance, including on-campus work-study assignments, resumé writing, job-search skills, and interview preparation; and

- Coordination with DPSS, including completing county forms, progress reports, educational plans, as well as training verification.

For more information, students should visit our webpage or stop by the CalWORKs office.

## Career Education (CE)

[smc.edu/ce](http://smc.edu/ce)

Career Education (CE) programs at Santa Monica College offer industry-linked programs and services that prepare students for entry-level professional employment opportunities, typically within one to four semesters. The courses are led by educators with extensive expertise in their field, with many CE instructors and trainers also holding active positions outside of SMC.

CE programs leading to Associate degrees, Certificates of Achievement, and Department Certificates are offered in a wide variety of fields, including:

- Business
- Communication and Media Studies
- Computer Science and Information Systems
- Cosmetology
- Design Technology
- Early Childhood Education
- Fashion Design and Merchandising
- Health Sciences
- Kinesiology/Physical Education
- Life Sciences
- Office Technology
- Photography
- Sustainable Technologies
- Theatre Arts

Students who successfully complete a CE program leave SMC with a wide range of knowledge — theoretical, hands-on, applied, and experiential — and a strong relationship with employers. For more information and a detailed list of CE programs and their requirements, students should visit the CE webpage.

## Center for Students with Disabilities (DSPS)

[smc.edu/disabledstudent](http://smc.edu/disabledstudent)

**Student Services Center S155**                      **310-434-4265**

**High Tech Training Center**

**Student Services Center S159**                      **310-434-4267**

**Learning Disabilities Program**

**Student Services Center S370**                      **310-434-4684**

**Acquired Brain Injury/Pathfinders**                      **310-434-4442**

The Center for Students with Disabilities is designed to assist students with disabilities so that the students may have access to all programs and activities on campus. The Center's primary goal is to encourage and promote independence in students so they may achieve their full potential. The Center offers a number of specialized programs to help students with their academic, vocational, and career planning goals. Academic counselors available to answer questions, help solve problems, and authorize accommodation services to mitigate students' disability-related educational limitations. Students with disabilities are encouraged to meet with a counselor and become familiar with the services available to them.

The Learning Disabilities Program provides 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. The Acquired Brain Injury program provides educational opportunities for students by matching their current abilities with appropriate support services and beneficial instruction. The Pathfinders program offers services to students following a stroke. We also accommodate students who are deaf or hard of hearing with a variety of support services.

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

The Center for Students with Disabilities assists in determining appropriate academic adjustments for qualified students with disabilities. The procedure for requesting such an adjustment is outlined under the heading "Academic Adjustments for Students with Disabilities," and can be found in the section following this catalog's Table of Contents.

## Community Education and Professional Development

[commed.smc.edu](http://commed.smc.edu)

**SMC Community Education**

**Emeritus Campus, Room 410**

**1227 Second St., Santa Monica**

**310-434-3400**

SMC Community Education meets the lifelong learning needs of the community by providing a choice of dozens of classes each semester to individuals who wish to explore their personal interests or enhance professional skills. Our low-cost, not-for-credit 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. Classes on a wide range of topics are also offered online. More information is available by calling the SMC Community Education office or visiting the Community Education website.

## Cooperative Agencies Resources for Education (CARE)

[smc.edu/eops](http://smc.edu/eops)

**Student Services Center S238**

**310-434-4268**

The Cooperative Agencies Resources for Education (CARE) program is a state-funded counseling and retention program that offers educational and other support to help low-income EOPS parenting students achieve their educational goals.

CARE program services include academic counseling, parenting workshops, and financial assistance for students who

are dependents and who are receiving TANF cash aid and attending SMC as full-time students.

For an application or to obtain more information, students should call EOPS or visit the EOPS website.

### **Corsair Intercollegiate Athletics**

[smc.edu/athletics](http://smc.edu/athletics)

**Corsair Gym, 2nd Floor 310-434-4311**

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 States Conference. The College sponsors a broad-based athletics program of 8 men's and 10 women's teams that have accumulated 83 Conference and 13 State 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, Beach Volleyball, Cross Country, Soccer, Softball, Swimming and Diving, Tennis, Track and Field, Volleyball, and Water Polo.

To enhance athletics and fitness options for students, SMC established the Core Performance Center (CPC), featuring dance and exercise studios, fully equipped workout rooms, showers and dressing rooms, and a climbing wall.

### **Distance Education/Online Classes**

[smc.edu/OnlineEd](http://smc.edu/OnlineEd)

**Student Services Center S355 310-434-3760**

Santa Monica College is committed to providing education 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 [smc.edu/OnlineEd](http://smc.edu/OnlineEd).

Enrollment, registration, payment, academic counseling, books, and library resources are available to students through the main [smc.edu](http://smc.edu) website.

For course offerings, technology requirements, admission and registration procedures, student services, and other information, students should visit the main [smc.edu](http://smc.edu) website.

Students can access Canvas user guides, explore technical requirements, and take a self-paced tour of the Canvas platform at [smc.edu/OnlineEd](http://smc.edu/OnlineEd).

### **DREAM Program**

[smc.edu/dream](http://smc.edu/dream)

**Student Services Center S238 310-434-4892**

The Santa Monica College DREAM Program provides support services to undocumented students. The program works to increase the personal growth, development, and retention of DREAM students through academic, career, and personal counseling; assistance in applying for the California Dream Act/Financial Aid and scholarships; and providing workshops of special interest to undocumented students and their families. Students should email [DREAM@smc.edu](mailto:DREAM@smc.edu) for

more information, or to schedule an appointment with a DREAM counselor.

### **DSPS (See Center for Students with Disabilities)**

### **Education and Early Childhood Counseling**

[smc.edu/ece](http://smc.edu/ece)

**Bundy Campus, Room 317  
3171 S. Bundy Dr., Los Angeles 310-434-8109**

The Education and Early Childhood program provides academic and professional preparation, as well as transfer assistance, for students interested in teaching careers (infant through grade 12) or related work with children and families. Students receive individualized academic support, counseling, and professional growth advisement, including assistance with permit applications for students seeking employment in early childhood education.

### **English as a Second Language (ESL)**

**Credit Program: [smc.edu/esl](http://smc.edu/esl)**

**Corner of 16th St. & Pearl St.,  
Santa Monica 310-434-4260**

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; (see [smc.edu/esl](http://smc.edu/esl) for details).
2. A fee-based intensive English program designed for students who do not meet the TOEFL requirement to enroll in regular college classes (see [smc.edu/international](http://smc.edu/international) for information);
3. A noncredit (adult education) program that offers free noncredit ESL and citizenship preparation classes for adults in the community (call 310-434-3399); and
4. A fee-based ESL program offering workshops, courses, occupational training, and English for special-purpose courses at business and industry sites (see [smc.edu/workforcedevelopment](http://smc.edu/workforcedevelopment) for information).

### **Extended Opportunity Program and Services (EOPS)**

[smc.edu/eops](http://smc.edu/eops)

**Student Services Center S238 310-434-4268**

Extended Opportunity Program and Services (EOPS) is a state-funded support program to help students achieve their education goals. EOPS is designed for students who have historically experienced economic and educational disadvantages, and who desire to pursue a degree or certificate program on a full-time basis.

EOPS offers comprehensive support services, including academic counseling; supplemental textbook vouchers; free tutoring; priority enrollment; and student success workshops. Eligibility for EOPS is based on economic guidelines provided by the State of California.

For an application or to obtain more information, students should visit the EOPS website or call the EOPS office.

## Gateway to Persistence and Success (GPS)

[smc.edu/gps](http://smc.edu/gps)

SMC's Gateway to Persistence and Success (GPS) — an online tool that connects students with their instructors, counselors, and student support services — acts as an 'early warning' system to help students address issues affecting or interfering with their education. Through GPS, instructors can alert Counseling or other services when a student is struggling, and students can receive feedback that gives them a solid idea of how they are doing in class. GPS also gives students who need help access to rapid referrals to support services, as well as positive reinforcement and encouragement.

For more information, students should visit the website.

## Guardian Scholars Program

[smc.edu/guardianscholars](http://smc.edu/guardianscholars)

Student Services Center S238

310-434-4491

SMC's Guardian Scholars Program aims to expand community support and college and career pathways for foster youth by offering special support services targeted to current and former foster youth, former wards of the court, or probation youth enrolled at Santa Monica College.

Students are eligible to join Guardian Scholars if they are:

1. A current or former foster youth,
2. Between the ages of 18 and 24, and
3. Enrolled in nine (9) or more semester units at SMC.

The benefits of participating in the GSP include:

- Individual academic, transfer, career, and wellness counseling services;
- Assistance with financial aid and the California Chaffee Grant;
- Enrollment assistance;
- Textbook assistance;
- Free tutoring and academic support services;
- Access to a variety of academic workshops;
- Referrals to psychological and personal counseling services;
- Referrals to specific community agencies for housing and medical assistance, and for scholarship opportunities;
- Meal assistance;
- Access to Food Pantry; and
- Transportation assistance.

Students should see the Guardian Scholars website for more information about the program.

## Health Sciences Counseling

[smc.edu/ncs](http://smc.edu/ncs)

Nursing: [smc.edu/nursing](http://smc.edu/nursing)

Respiratory Therapy: [smc.edu/respiratorytherapy](http://smc.edu/respiratorytherapy)

Bundy Campus, 3rd Floor

3171 S. Bundy Dr., Los Angeles

310-434-3450

The Health Sciences Counseling program provides SMC Nursing and Respiratory Therapy students with academic

counseling, educational planning services, and other health science-specific educational and counseling services.

## High School Programs

**Concurrent Enrollment:**

[smc.edu/hsce](http://smc.edu/hsce)

310-434-3522

Email: [concurrentenrollment@smc.edu](mailto:concurrentenrollment@smc.edu)

**Dual Enrollment:**

[smc.edu/dualenrollment](http://smc.edu/dualenrollment)

## High School Counseling Department

Santa Monica College offers two programs that permit high school students to take SMC classes and receive college credit. The **Concurrent Enrollment Program** allows qualifying high school students to apply to SMC and enroll in classes offered at an SMC campus and online. Students planning to participate in this program should send an email requesting information. The **Dual Enrollment Program** offers a selection of college classes that students can attend at their participating local high school. To participate in the Dual Enrollment Program, students should discuss their plans with their high school counselor.

## Honors Societies

Santa Monica College has active on-campus chapters of several honors societies, which encourage and offer recognition of outstanding accomplishments and scholastic achievement.

- **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 unrepeatable 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.
- **Psi Beta:** Psi Beta is a national honors society that encourages professional development, psychological literacy, and dedication to the field of psychology among students in two-year colleges. Membership requirements include a grade of B (3.0) or higher in a college psychology class and a cumulative grade point average of 3.25 or higher after completing 12 units of college coursework. See [psibeta.org](http://psibeta.org) or send email to [psychsmc@gmail.com](mailto:psychsmc@gmail.com) for additional details.
- **Sigma Chi Eta:** To encourage community college students to explore options in the field of communication, including transfer to four-year colleges or universities or entry into the workforce, the National Communication Association (NCA) established the honors society Sigma Chi Eta. Membership requirements include completing 12 units of college coursework with a grade point average (GPA) of 3.0 or higher in all courses taken, and completing at least 9 units of communication studies coursework with a minimum GPA of 3.25 for all communication studies courses. See [natcom.org](http://natcom.org) or send email to [inbox@natcom.org](mailto:inbox@natcom.org) for additional details.

### International Education Center (IEC)

[smc.edu/international](http://smc.edu/international)

Student Services Center S332

310-434-4217

Email: [intled@smc.edu](mailto:intled@smc.edu)

SMC's International Education Center provides a wide range of services to more than 3,000 students who come from more than 100 nations around the world to attend Santa Monica College. Services include:

- Assistance with nonimmigration F-1 student status;
- 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
- Not-for-credit Intensive English Program;
- Assistance in housing; 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 (310-434-4218) offers academic advising and counseling for new and continuing international students. This office also assists international students with housing information, including an up-to-date bulletin of housing options. Counselors are available to assist students with their SMC requirements, academic issues, and information on transferring to other colleges or universities. Students can seek assistance from a counselor throughout the year on a walk-in basis. At selected times of the academic year, students may also make an appointment to meet with a counselor.

### Intensive English Program

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

### Study Abroad Program

The International Education Center is also home to SMC's study abroad programs (see Study Abroad Programs, below, for details). The faculty-led programs — offered at various times of year — are designed to immerse students in an exciting and engaging academic program abroad while they earn SMC credit, further their own intercultural awareness, and foster a more global perspective. Interested students should email [studyabroad@smc.edu](mailto:studyabroad@smc.edu) or visit [smc.edu/study-abroad](http://smc.edu/study-abroad) for information about these exciting programs.

For more information about the International Education Center or any of its programs — including the Intensive English Program — students should see the IEC or call the International Education Center.

### Internship Program

[smc.edu/internship](http://smc.edu/internship)

Student Services Center S221

310-434-4337

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

Internship-related courses are offered on a pass/no pass basis. SMC students may enroll in internship courses for a maximum of 4 (four) units per semester. Up to 8 (eight) units of internship credit may be applied as elective credit

toward a certificate or an Associate degree. Students earn credit based on the number of hours of work experience. Each unit of credit requires a student to work a minimum of 60 hours of unpaid (volunteer) work per semester or 75 hours of paid work throughout the semester.

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 ([smc.edu/internship](http://smc.edu/internship)) to find out when the next Internship Fair will be held.

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

## Latino Center

[smc.edu/LatinoCenter](http://smc.edu/LatinoCenter)

**Student Services Center S201 310-434-4459**

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

- Academic, career, and personal counseling;
- Education 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 website and explore what it has to offer.

## 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.

## Applied Music Program

The Applied Music Program is a by-audition program that prepares students for transfer to four-year universities and conservatories. Students receive private lessons in their chosen area of study, including composition, classical or jazz voice, and classical or jazz instrumental. The core experience of the program is Concert Music Class, in which students practice and perform in a controlled, safe environment. Auditions take place in fall and spring for admission in the following semester. More information is available by calling the Music Department at 310-434-4323 or visiting the department website ([smc.edu/music](http://smc.edu/music)).

## Noncredit (Adult Education) Programs

[smc.edu/noncredit](http://smc.edu/noncredit)

**Bundy Campus, Room 112**

**3171 S. Bundy Dr., Los Angeles**

**310-434-3399**

**Email: [noncreditregistration@smc.edu](mailto:noncreditregistration@smc.edu)**

SMC Noncredit (Adult Education) Programs offers free non-credit certificate programs and courses, along with student support services to adult learners in the areas of:

- Short-term vocational and workforce preparation courses and certificates for students seeking entry-level employment.
- English as a second language (ESL) courses for individuals who wish to develop their English reading, writing, and conversational skills before gaining employment or entering college programs that earn credit; and
- Citizenship preparation classes for adults seeking US citizenship.

The free short-term vocational certificates can be earned in as little as one semester, and the free noncredit ESL and citizenship preparation classes are repeatable and have open entry/open exit enrollment, giving students the freedom and flexibility they need.

## Noncredit Program Counseling

Noncredit Program Counseling services include dedicated counselors on the Bundy Campus to assist students with questions regarding assessment, career, and educational planning, as well as transitional services to credit programming and other counseling issues. The program also partners with community resources to assist students with their educational and workforce pursuits.

## Online Programs

[smc.edu/online](http://smc.edu/online)

Santa Monica College is committed to providing educational programs, degrees, and certificates to students who are at sites away 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, students should visit [smc.edu/online](http://smc.edu/online).

## Peer Navigator Program

[smc.edu/peer-navigator](http://smc.edu/peer-navigator)

**Student Services Center S145**

**Email: [peernavigator@smc.edu](mailto:peernavigator@smc.edu)**

The Peer Navigator Program — a students-helping-students program — connects first-year SMC students with student leaders trained to provide one-on-one support and direction in navigating college and making the most of the SMC experience.

Peer Navigators are knowledgeable about SMC and offer guidance, listen to a student's concerns and experiences, suggest resources, and answer questions. Through mentoring, frequent communication, workshops, and social and educational events, Peer Navigators serve as mentors, allies, and advocates to help students build positive relationships and enhance their college experience beyond the classroom.

More information is available on the website or by sending email. To be connected to a Peer Navigator, students should visit the website and fill out a Peer Navigator Request Form.

### Pico Partnership Program

[smc.edu/picopartnership](http://smc.edu/picopartnership)

**Student Services Center S238 310-434-4926**

The Pico Partnership Program is a collaboration between 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. Pico Partnership motivates and assists young adults to attend SMC and work toward their career and education goals. Each student in the program works one-on-one with a counselor. The program provides students with the following services:

- Early enrollment;
- Academic and transfer counseling;
- Assistance with financial aid;
- Textbook vouchers;
- Wellness counseling; and
- Career counseling.

Students are eligible to participate in Pico Partnership if they are 17 to 24 years of age, formerly attended Santa Monica High School or Olympic High School, demonstrate financial need, 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. To find out how to join the program, students should see the Pico Partnership website.

### Santa Monica College Promise Program (SMC Promise)

[smc.edu/freetuition](http://smc.edu/freetuition)

**Student Services Center S110 310-434-8101**

The Santa Monica College Promise program offers free enrollment and other benefits to California residents who graduated from high school in 2021, have submitted a FAFSA or California Dream Act application, and are headed to SMC in fall 2021 or spring 2022 as first-year, full-time students (12 or more units). SMC Promise helps cover a student's fees for:

- Enrollment;
- Health Services;
- Student Benefits, which supports access to technology, transportation options (including the Big Blue Bus "Any Line, Any Time" program, free rides on the Metro lines when fares resume, and a selection of rideshare and bike programs), and the LiveSafe app;
- Student Representation; and
- Associated Students Resource, which funds programs and initiatives such as clubs, basic needs, student government, and other campus activities.

SMC Promise also offers significant textbook vouchers and other benefits to qualifying students.

### Scholars Program

[smc.edu/scholars](http://smc.edu/scholars)

**Student Services Center S221 310-434-4371**

**Email: [scholars@smc.edu](mailto:scholars@smc.edu)**

The Scholars Program is a distinctive academic community within the larger Santa Monica College campus. Scholars' students are a talented group of highly motivated individuals whose goals demand specialized and intense academic preparation and study. The rigorous academic program aims to prepare students for transfer to the colleges and universities of their choice. Through special transfer agreements with top four-year colleges and universities, Scholars students get priority consideration for admission to the UCLA College of Letters and Science (TAP), UC Irvine, and Loyola Marymount University (LMU), to name a few.

The Scholars Program philosophy is to promote mastery of subject matter demonstrated through writing, research, critical thinking, and analysis. Scholars courses are taught by faculty who are highly recommended by their respective departments and their students. The Scholars Program coursework provides students with the educational background essential to university-level work.

### SMC Emeritus/Noncredit

#### Older Adult Program

[smc.edu/emertitus](http://smc.edu/emertitus)

**1227 Second St., Santa Monica 310-434-4306**

**Email: [emeritus@smc.edu](mailto:emeritus@smc.edu), [silverman\\_scott@smc.edu](mailto:silverman_scott@smc.edu)**

SMC Emeritus is a unique noncredit program 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. SMC Emeritus classes — except during the COVID-19 pandemic, when all classes are online — are offered primarily during the day at the SMC Emeritus Campus 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 SMC Emeritus schedule of classes and may also be downloaded from the SMC Emeritus website. SMC Emeritus also operates an art gallery ([smc.edu/emertitusgallery](http://smc.edu/emertitusgallery)) and hosts opening receptions for its exhibitions of works by students and members of the community. More information is available by calling the SMC Emeritus office or visiting the Emeritus website.

### STEM Program

[smc.edu/stem](http://smc.edu/stem)

**Drescher Hall 301 310-434-3988**

**Email: [stem@smc.edu](mailto:stem@smc.edu)**

Santa Monica College's STEM Initiatives foster the student skills necessary to excel in science, technology, engineering, and math courses. STEM is an academic support program designed to help traditionally under-represented students who are interested in STEM careers successfully complete their studies at SMC, transfer to a four-year research-oriented baccalaureate program, and enter the STEM workforce.



Any student interested in STEM can take advantage of the following STEM-focused services and activities:

- Supplemental Instruction (SI);
- Peer tutoring and coaching;
- Faculty-led workshops and events;
- Specialized STEM Courses;
- STEM Cool Careers Panels, STEM Days on the Quad, and STEM student clubs.

STEM students are also encouraged to apply to the Science and Research Initiative Program (SRI), a cohort-based experience that includes STEM Skills Week and other Summer Bridge Programming.

For more information, students should see the STEM Program webpage or call the office.

### Student Employment Program

[smc.edu/studentemployment](http://smc.edu/studentemployment)

Student Services Center S133

310-434-4343

The Student Employment Program — offered through the Career Services Center 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, students should visit the Student Employment website or call the Career Services Center. For additional student employment options, students should see the Career Services Center listing in this section.

### Study Abroad Programs

[smc.edu/studyabroad](http://smc.edu/studyabroad)

International Education Center

Student Services Center S332

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 a destination's resources, the Study Abroad programs take students to another country and immerse them in an exciting and engaging learning program. Each program gives students the opportunity to earn SMC credit as they expand their own intercultural awareness and foster a more global experience. Students who successfully complete a

minimum of three semester units while attending a Study Abroad program will fulfill SMC's Global Citizenship graduation requirement for the Associate degree. Students should see the International Education Center or call the office for details.

### Supplemental Instruction (SI) Program

[smc.edu/si](http://smc.edu/si)

Student Services Center S335

310-434-4121

The Supplemental Instruction (SI) Program provides academic assistance through free out-of-class sessions for SMC students enrolled in specific courses. During SI sessions, SI leaders present interactive group activities that engage students to help them learn course concepts, prepare for exams, and develop effective study skills. The sessions are voluntary, and help students develop a better understanding of course content, as well as more effective ways of studying.

SI also offers peer-facilitated study sessions led by students who have successfully taken the course, and are prepared to share what they have learned about how to study the material. Students engage in interactive study groups, discuss course content, learn and integrate study skills, participate in learning activities, and take mock exams.

PLEASE NOTE: SI sessions are NOT tutoring sessions like the ones offered at various on-campus tutoring labs, and SI leaders do NOT tutor or assist students with homework problems.

Students should see the SI website for details.

### Sustainability Center (formerly CEUS)

[smc.edu/sustainabilitycenter](http://smc.edu/sustainabilitycenter)

1744 Pearl St., Santa Monica

310-434-3909

The Sustainability Center 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 ecotours, a library for books and videos, a library for seeds, useful sustainability resources, demonstration gardens, 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 Sustainability Center and find out more about sustainability at SMC. The Center also provides internships and Federal Work-Study student staff positions focused on environmental research and advocacy.

The Sustainability Center is home to student environmental clubs and committees working on campus sustainability initiatives and research. From time to time, the Center also sponsors talks, which are free and open to the public, and offer the opportunity to meet and engage in dialogue with experts in the field.

The Sustainability Center is also headquarters for Sustainable Works ([sustainableworks.org](http://sustainableworks.org)), a nonprofit offering special programs that show individuals and businesses how they can adopt sustainable practices that improve quality of life, reduce impacts on the environment, and decrease costs.

For more information, students should see the Sustainability Center website.

### Teacher Academy at SMC

[smc.edu/ece](http://smc.edu/ece)

**Bundy Campus, 3rd Floor**

**3171 S. Bundy Dr., Los Angeles**

**310-434-8109**

The Teacher Academy at Santa Monica College — a program of the SMC Education/Early Childhood Department — is a campus community for prospective educators of children from birth through 12th grade. The Teacher Academy was started in 1994 to foster a growing pool of future educators by offering courses, hands-on fieldwork experiences, mentorships, and a wide variety of support services and grants to help our students succeed as quality professionals in education.

Our program offers options for professional early childhood education certification — including Transitional Kindergarten (TK) Teacher certification — as well as professional development and transfer to four-year institutions to complete a PK-12 teacher credential. All options are designed to prepare students to work with linguistically and culturally diverse groups of children and families in schools, centers, and homes. Courses are offered during the day, in the evening, on weekends, and online.

To find out more about the Teacher Academy and its offerings, students should visit our website or give us a call.

### Undocumented Student Ally Program

[smc.edu/undocually](http://smc.edu/undocually)

**Student Services Center S238**

**310-434-4491**

SMC's Undocumented Student Ally Program (better known as UndocuAlly) is a network of Santa Monica College faculty, staff, managers, and students committed to providing support, education and understanding to our SMC undocumented students. Program participants attend a three-hour training session that includes an overview of the history and policies affecting undocumented students, information about special campus resources, and what it means to be an ally to undocumented students.

### Veterans Success Center (VSC)

[smc.edu/vet](http://smc.edu/vet)

**Cayton Center, Invictus Lower Level**

**310-434-8205**

SMC's Veterans Success Center provides support to a student's transition from the military to college. The VSC offers a place where student veterans and their families can be supported and build community. Through the VSC, veterans have access to academic, career, and transfer counseling, as well as financial aid, tutoring, mental health counseling, and other services that help students achieve their education goals. A free textbook-lending library, study pods, computer lab, tutoring room, and a lounge are also available to all student veterans and their family members.

All Veterans Affairs paperwork for students receiving benefits under Chapters 33 and 35 of the GI Bill® is also processed through the Veterans Success Center [GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)]. More information about education benefits offered by VA is available at the official U.S. government website at [benefits.va.gov/gibill](http://benefits.va.gov/gibill).

For more information, visit the Veterans Success Center website.

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

[smc.edu/workforcedevelopment](http://smc.edu/workforcedevelopment)

**Bundy Campus, Room 417**

**3171 S. Bundy Dr., Los Angeles**

**310-434-4199**

Santa Monica College's Office of Workforce & Economic Development (W&ED) works with government funding sources to consolidate, coordinate, and improve employment, training, and literacy throughout our community by developing programs for students and business and industry professionals to further their education and advance their careers.

W&ED understands that the growing pressure from international competition, the rapid change of technology, and the competitive position of the Los Angeles region and the state of California in the global marketplace are largely dependent on a highly skilled workforce. W&ED, as a department in a premier educational institution, knows its role in the development of a workforce that attracts new business to the region and supports the growth of existing business and emerging industries.

W&ED also has a commitment to provide Career Education (CE) programs that prepare students to enter or advance in their careers. W&ED manages a variety of grants providing support to SMC's Career Education faculty and programs. W&ED also helps support pathway development efforts by collaborating with K-12 partners to create robust Career Education pathways that provide career exploration and dual/concurrent enrollment opportunities to high school students.

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.

The W&ED website offers useful tools to help students with their career goals. Students interested in Career Education (CE) will find resources they can download. One resource is Career Coach, which provides the opportunity to learn about employment prospects in the field, job opportunities, income potential, related degrees, and the education and training available at Santa Monica College.

## Support Services

**Art Galleries (See SMC Pete and Susan Barrett Art Gallery, SMC Emeritus/Noncredit Older Adult Program)**

**Associated Students (See Office of Student Life and the Associated Students)**

### Athletics Counseling

[smc.edu/athletics](http://smc.edu/athletics)

**Corsair Gym, 2nd Floor, Room 215**

**310-434-4311**

Santa Monica College provides an excellent environment for students to begin their journey into higher education

and compete at a high level in a chosen sport. SMC offers a variety of support programs for athletic pursuits, including special counseling for athletes interested in pursuing careers in athletics. The SMC coaching staff, academic counselors, and administration are committed to assisting student athletes to excel both in the classroom and on the field of play.

### Bookstore (See Campus Store)

#### Campus Police Services

[smc.edu/police](http://smc.edu/police)

**1718 Pearl St., Santa Monica** **310-434-4608**

**Emergency, After Hours, & Weekends** **310-434-4300**

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

To report an emergency or criminal activities on or near the campus, dial 4300 or 911 on the emergency telephones located throughout the campus and parking structures, or call 310-434-4300 from a cellphone or off-campus telephone. The **SMC LiveSafe App** (download to your phone from the Apple App Store or Google Play) allows you to receive emergency notifications, communicate via text to report a variety of incidents, utilize the SafeWalk feature to have a friend watch you walk to your destination, or log on to find the many resources that SMC has to offer.

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 the SMCPD office for general information and NON-emergency police services. Office hours are Monday through Friday 7 a.m. to 6 p.m. (subject to change without notice).

#### Campus Store

[bookstore.smc.edu](http://bookstore.smc.edu)

Email: [bookstore@smc.edu](mailto:bookstore@smc.edu)

**Main (next to Student Center)** **310-434-4258**

**Airport Arts 123A** **310-434-4637**

**Bundy (next to main entrance)** **310-434-3480**

**Center for Media and Design (CMD)** **310-434-3750**

**Performing Arts Center 105** **310-434-3482**

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

The Campus Store 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. Students should go to [bookstore.smc.edu](http://bookstore.smc.edu) and click on "Textbooks" for details. Students can browse through a catalog of items or search for a specific title, make pur-

chases and rent textbooks on the spot, and have their order shipped directly to their home.

Students with disabilities may find some areas of the Campus Store inaccessible, and should request assistance if needed. A current booklist for classes is available through the Center for Students with Disabilities.

For up-to-date details on SMC Campus Store hours, refund and buyback policies, or other information, students should visit the Campus Store's webpage or call.

#### Career Services Center

[smc.edu/careercenter](http://smc.edu/careercenter)

[smc.edu/hiresmc](http://smc.edu/hiresmc)

**Student Services Center S110** **310-434-4337**

The Career Services Center provides SMC students with a single, conveniently located source for career exploration, including choosing a college major and a career pathway through our new Areas of Interest; internships; and employment advisement 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 offers an Applied Learning Program that helps students get more out of their coursework by linking them to organizations and companies where new skills can be developed and practiced in a real-world setting.

The Career Services Center also operates SMC's Internship Program (see Internship Program, above, 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, students should call the Career Services Center, or visit the Internship Program's website ([smc.edu/internship](http://smc.edu/internship)).

The Career Services Center offers:

- Access to *choices360.com*, an online career-exploration programs;
- Workshops on career exploration, resume writing, interview techniques, how to get the most out of a job, and other pre- and post-employment issues;
- Hundreds of job listings, available online at [smc.edu/hiresmc](http://smc.edu/hiresmc); 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, students should visit the Career Services Center website or call the office.

#### Center for Wellness & Wellbeing

[smc.edu/wellness](http://smc.edu/wellness)

**Math Complex 75** **310-434-4503, 800-691-6003**

SMC's Center for Wellness & Wellbeing 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 in-the-moment mental health support, students can call 800-691-6003, the 24/7 emotional support line. For an appointment to seek individual psychological services, or to find out about upcoming workshops, students should call the Center for Wellness & Wellbeing.

### Child Care Services

[smc.edu/childcareservices](http://smc.edu/childcareservices)

**Bundy Campus, Room 317**

**3171 S. Bundy Dr., Los Angeles**

**310-434-8280**

**Email: [huff\\_gary@smc.edu](mailto:huff_gary@smc.edu)**

Santa Monica College offers several child care options for students while they attend classes at SMC. There is no child care center on the SMC campus, but the programs listed below provide financial and other support to help students cover the costs of quality child care. Detailed information about the services available can be found at [smc.edu/childcareservices](http://smc.edu/childcareservices).

Students with a need for child care services while attending classes at SMC should send email or call to schedule an appointment with Early Childhood Education Department Chair Gary Huff.

#### 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 child care — may qualify to receive up to \$400 monthly toward their child care expenses.

#### Santa Monica Early Childhood Lab School

Santa Monica College and the City of Santa Monica partnered to build the innovative Early Childhood Lab School, scheduled to open in 2021. The Lab School will grow to serve up to 110 children annually, and give teachers in-training in SMC's Education and Early Childhood programs the hands-on experience they need to develop crucial expertise under the guidance of leading education professionals. Located at the corner of 4th Street and Civic Center Drive in Santa Monica, the Lab School is being operated by the nonprofit child-development center Growing Place. Information on Lab School developments is available at [smc.edu/labschool](http://smc.edu/labschool).

### Computer Labs and Services

[smc.edu/computerlabs](http://smc.edu/computerlabs)

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 students with an SMC computer lab account and a correctly configured 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 OFFICIAL COMMUNICATIONS FROM THE COLLEGE TO A STUDENT.** 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 ([smc.edu/google](http://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 [smc.edu/computer\\_policy](http://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, (310-434-4254); and
  - The Bundy Learning Resource Center (LRC) — Bundy Campus, 3171 S. Bundy Dr., Room 116 (310-434-3440).
- An additional computer lab is open to currently enrolled students WITH A VALID ASSOCIATED STUDENTS ACTIVITIES STICKER:
- The Cayton Associated Students Computer Lab — Cayton Center 209 (above the cafeteria) (310-434-4615).

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 (310-434-4783); and
- The Library Computer Lab — SMC Library (2nd Floor North (310-434-4254).

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, SMC Emeritus 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.

**Corsair Newspaper**  
[thecorsaironline.com](http://thecorsaironline.com)

### Center for Media and Design 130 310-434-4340

The Corsair, Santa Monica College's student-run newspaper, has a print edition published every Wednesday during the Fall and Spring semesters, as well as an online news site. The newspaper and its online edition have won numerous national, state, and local awards for writing, photography, graphic design, multimedia, 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 and online editions of the Corsair. Students in Journalism 22/Photo 14 become the photo staff of the paper. The Corsair staff also produces multimedia content such as videos for the online site, and manages all Corsair social media accounts. 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.

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

### Counseling & Transfer Services

[smc.edu/counseling](http://smc.edu/counseling)

**Student Services Center S256 310-434-4210**

Comprehensive academic, transfer, and career counseling services are available to all Santa Monica College students in General Counseling & Transfer Services (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 contact a counselor at least once each semester to discuss their education goals. Counselors are able to provide students with professional guidance in the following areas:

- Reviewing student information to determine appropriate course options;
- Exploring academic and personal goals, and identifying possible education options;
- Developing short-term and long-term education plans;
- Explaining the various certificate and degree programs 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, which are currently offered via video and phone, General Counseling & Transfer Services also provides counseling services online ([go to smc.edu/onlinecounseling](http://go.to.smc.edu/onlinecounseling)).

During the academic year, Counseling & Transfer Services holds a number of workshops that deal with such topics as educational planning, study skills, time management, and the transfer process. Counseling & Transfer Services 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.

Drop-in counseling services for quick issues requiring a short consultation (15 minutes or less) are available, and students may make appointments for more extensive counseling services. For General Counseling & Transfer Services hours and other information, students should visit the website or call the office.

### Financial Aid and Scholarships

#### Financial Aid:

[smc.edu/financialaid](http://smc.edu/financialaid)

**Student Services Center S133 310-434-4343**

#### Scholarships:

[smc.edu/scholarships](http://smc.edu/scholarships)

**Student Services Center S133 310-434-4343**

Santa Monica College provides a variety of resources 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 are offered for a wide range of achievements and activities through SMC's Scholarship Office, and many have no requirements for financial need. Together, Financial Aid and Scholarships annually provide over \$45 million of assistance to SMC students!

Students can apply for federal financial aid and a California College Promise Grant (CCPG) by selecting the *fafsa.gov* link through the SMC Financial Aid website ([smc.edu/financialaid](http://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 call the Financial Aid Office.

SMC's Scholarship Office provides information about scholarships to aid students — including high school students — entering or continuing at SMC, or transferring from SMC to a four-year college or university. Monetary awards in various amounts are given in recognition of academic excellence and potential for success. 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. 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. For more

information, students should visit the Scholarship Office website or call the office.

### Food Services & Food Security Programs

Santa Monica College offers students a variety of food services and food security programs.

- **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.
- **Food Security Programs** — Access to nutritious food is a challenge for many students at SMC. Santa Monica College has established a food pantry and developed several programs to provide free or low-cost meals to students, and to help students find affordable and free sources of nutritious food in their community. See [smc.edu/foodsecurity](http://smc.edu/foodsecurity) for details.

### Health Insurance

The Health Services fee SMC students pay at the time they enroll is NOT health insurance. The fee covers ONLY the services offered at the SMC Health Services Center (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.

SMC’s Health Services Center provides health services and first aid to currently enrolled Santa Monica College students. SMC’s Student Health Center’s focus is on health promotion, illness prevention, treatment of acute illness, and health education to promote student success. All services are provided on a confidential basis.

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

### Health Services Center

[smc.edu/healthcenter](http://smc.edu/healthcenter)

**Cayton Center 112 (next to Cafeteria) 310-434-4262**

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

The Health Services staff provides the following to all currently enrolled students who have paid the Health Services fee:

- Assessment and intervention by a Registered Nurse (RN) for short-term illness, health screening, and referrals to the available physician and/or other appropriate community agencies when necessary;
- First aid;
- Physician (MD) and Nurse Practitioner (RNP) assessment and intervention;

- Low-cost prescription medications prescribed by Health Services Physician or Nurse Practitioner;
- HIV testing;
- GYN screening and treatment;
- Blood pressure measurement;
- Tuberculin Mantoux skin test;
- Over-the-counter medications;
- Selected immunizations at cost; and
- Pamphlets and other educational information.

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

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

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

### KCRW 89.9 FM

[kcrw.com](http://kcrw.com)

**Main Office 424-538-8500**

**1660 Stewart St., Santa Monica**

**Membership**

**888-600-5279**

KCRW 89.9 FM, a community service of Santa Monica College, is Southern California’s leading National Public Radio affiliate, featuring an eclectic mix of music, news, information, and cultural programming. *KCRW.com* and the KCRW-developed smartphone app extend the station’s profile globally, with three streams featuring web-exclusive content — all music, all news, and the live station simulcast — as well as an extensive list of podcasts.

### Library

[smc.edu/library](http://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 professional librarians available to assist — in person, via chat, 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.

The library also offers several courses specifically designed to introduce students to the research process and the variety of 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, students should see the “Library Studies” listings in the Schedule of Classes.

The library extends borrowing privileges to Santa Monica College's students, faculty, and staff. Residents of the Santa Monica Community College District 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, students should visit the library webpage.

### Music Performance Groups

[smc.edu/music](http://smc.edu/music)

**SMC Performing Arts Center 111**                      **310-434-4323**  
**1310 11th St., Santa Monica**

SMC's music performance groups participate in a variety of concerts and other musical performances, including musicals, opera and theatre productions, and other community events. Students may earn credit for their participation in music performance classes, including the Concert Chorale, Chamber Choir, Jazz Vocal Ensemble, Wind Ensemble, Piano Ensemble, Percussion Ensemble, Symphony Orchestra, Jazz Band, Opera Theater, and Musical Theatre. An Applied Music Program (see Mentor Program in the Arts/Applied Music Program, above) is also offered, with qualifications determined by audition. For more information, students should visit the Music Department website or call the office.

### Office of Student Life and the Associated Students (A.S.)

[smc.edu/studentlife](http://smc.edu/studentlife)

**Cayton Center 202**                                      **310-434-4250**

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

**The Associated Students (A.S.)** — 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 A.S. Government gain first-hand experience with the governing process and build management and leadership skills.

The A.S. Resource fees support a rich program of extracurricular activities including more than 60 student clubs to foster academic achievement, social interaction, and community involvement.

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

Students elected to A.S. 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 A.S. Government's legislative and fiscal authority.

Students in A.S. Government must maintain a minimum 2.0 GPA and be enrolled in at least eight (8) units per semester.

For details, see the Associated Students website or ask the Office of Student Life for information.

### Associated Students Activities

The A.S. Resource fee is optional. Students who choose to pay the A.S. Resource fee each semester enrich campus life with student clubs, special events that include concerts and guest speakers, student clubs, and special events. Students with an active A.S. Resource sticker 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;
- FREE Scantrons and Blue Books for testing;
- Leadership opportunities (elected or appointed);
- Assistance with food security through the Free Lunch VoucheR (FLVR) program, Galleys (food pantries), and Corsair Market (free farmers market);
- And much more!

For all the details, visit the Associated Students website or call the Office of Student Life for information.

### 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 include field trips, business meetings, networking opportunities, guest lectures, and social events to 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.

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 Societies, above, 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.

### Planetarium

[smc.edu/planetarium](http://smc.edu/planetarium)

**Drescher Hall 223 (near elevator)**

**Advance Ticket Sales**

**310-434-3005**

**NOTE:** While the SMC campus is closed due to the pandemic, the planetarium will present its shows online using the Zoom platform. A link to the shows is available on the date of the show at [smc.edu/planetarium](http://smc.edu/planetarium).

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.

### **SMC Pete and Susan Barrett Art Gallery**

**smc.edu/Barrett** Information **310-434-8204**  
**1310 11th St., 1st Floor, Santa Monica** **310-434-3434**

The SMC Pete and Susan Barrett Art Gallery features exhibits of the best in contemporary art by local, national, and international artists, and hosts SMC’s annual student and faculty art shows, as well as gallery talks, and SMC’s popular Holiday Art Sale. Each exhibit has an opening reception where artists, students, and members of the community can gather to enjoy and exchange ideas on the works presented. For details on upcoming art exhibitions, gallery receptions and talks, and other activities, please call the Gallery, visit our webpage, or browse the SMC Events calendar ([smc.edu/calendar](http://smc.edu/calendar)).

### **SMC Photography Gallery**

**smc.edu/photo**  
**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. Information on gallery hours, exhibits, and opening receptions is available by calling the gallery or browsing the SMC Events webpage ([smc.edu/calendar](http://smc.edu/calendar)).

### **SMC Student Email**

Santa Monica College uses Google Gmail to communicate with students and to provide each SMC student with a FREE email account. Gmail accounts are very user friendly, can be reached from any computer or mobile device with Internet access, include online storage, and give students access to Google Docs, Calendar, and other services. Details are available at [smc.edu/google](http://smc.edu/google).

Before setting up and starting to use a Gmail account, students should BE SURE TO READ THE GOOGLE PRIVACY POLICY (link at [smc.edu/google](http://smc.edu/google)). To set up a Gmail account, students should go to [smc.edu/cc](http://smc.edu/cc) and log into Corsair

Connect, then click on the [SMC@Email](mailto:SMC@Email) icon and follow the instructions. *Once the Gmail account is set up, students should be sure to check it frequently, as this will be where Santa Monica College will send all official communication from the College to students.*

NOTE: The [@student.smc.edu](mailto:@student.smc.edu) email address is NOT a permanent service, and will be disabled after a period of non-enrollment at SMC. Students should NOT link or associate their SMC student email address with personal and non-SMC related services, including Facebook, Twitter, Instagram, and other social media, as well as bank account(s), ATM and credit cards, and for purchased apps/services. SMC email addresses may be restricted at the College’s discretion at any time.

### **SMC Student I.D. Card**

The SMC student I.D. card is free and provides SMC students with a photo I.D., enhanced access features, and improved campus security. The card offers a convenient way to speed up checking out books and materials from the Library and the campus tutoring labs and learning resource centers, and provides access to many other services at SMC.

For more information, students should contact the Cashier’s Office.

### **The Edye**

**thebroadstage.com**  
**Information & Tickets** **310-434-3200**

**SMC Performing Arts Center**  
**1310 11th St., Santa Monica**

The Edye 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)**

**thebroadstage.com**  
**Information & Tickets** **310-434-3200**

**SMC Performing Arts Center**  
**1310 11th St., Santa Monica**

The Eli and Edythe Broad Stage — known familiarly as The Broad Stage — 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**

**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, lighting, projection, stage management, and more). Students also have many opportunities to audition for various other public performances.

The College's facilities for educational theater — the Theatre Arts Complex — provides two performance spaces under one roof on SMC's main campus. With all its amenities, the Theatre Arts Complex is an ideal place to teach the art of theater and to perform stage productions for the community.

Please see the website for the latest details on upcoming performances and ticket information.

## Tutoring Services

[smc.edu/tutoring](http://smc.edu/tutoring)

Tutoring helps students excel academically. Santa Monica College provides all enrolled students with free tutoring services in most subjects through a number of on-campus tutoring centers.

Tutoring is offered to support a wide variety of programs, including:

- Accounting
- Business
- Computer Science
- Economics
- ESL
- History
- Humanities
- Logic
- Math
- Modern Languages
- Political Science
- Science
- Writing

Specialized tutoring may also be arranged through the Center for Students with Disabilities (310-434-4265), EOPS/CARE (310-434-4268), the Scholars Program (310-434-4371), and the International Education Center (310-434-4217). For general tutoring information and the hours of the tutoring centers, please visit the Tutoring Services webpage ([smc.edu/tutoring](http://smc.edu/tutoring)).

Students do not need to wait to schedule a tutoring appointment. Tutoring appointments are scheduled online through Corsair Connect ([smc.edu/cc](http://smc.edu/cc)).

Tutoring offers many benefits, including giving students the opportunity to gain a better understanding of the material from tutors who have mastered the coursework, review key concepts from courses, ask the questions they did not ask in class, and formulate questions to take back to instructors about course material. Tutoring also helps students learn new methods for notetaking and textbook reading, as well as new study strategies.

## Welcome Center

[smc.edu/newstudents](http://smc.edu/newstudents)

Student Services Center S110

310-434-4189 or  
310-434-4181

The Welcome Center is a one-stop location to assist first-time SMC students as they begin their journey at the College. Our outreach and recruitment strategy blends a hub-spoke approach to interface with local high schools, community, and out-of-state students. The Welcome Center staff represents SMC at local and national college fairs, career days, and other special events each year.

The Welcome Center serves as a bridge between SMC and its partner high schools, middle schools, and community agencies to present Santa Monica College as an elite higher-education choice, and to ensure a smooth on-boarding and transition for entering students.

The Center supports students in a nurturing and welcoming environment. Students receive vital new-student information and step-by-step guidance through the enrollment process. As the first point of contact for SMC, the Welcome Center offers campus tours and introduces students, parents, and high school counselors to educational counseling and academic programs, student services, and other campus resources.

At the Welcome Center, students can use computers to apply to SMC, enroll in classes, complete their online orientation, and/or work on their education plans, as well as get assistance with:

- Applying to SMC;
- SMC Promise concerns;
- Navigating Corsair Connect;
- Completing orientation;
- Understanding financial aid; and
- Referrals to campus resources.

For more information, students should visit the Welcome Center website or contact the office.

# Academic Policies



## Academic Policies

This section of the SMC catalog offers a summary overview of selected academic policies, rules, regulations, and procedures at Santa Monica College. Topics are presented in alphabetical order. Information was current when this edition of the catalog was published. Santa Monica Community College District administration reserves the right to add, amend, or repeal any of its policies, rules, regulations, and procedures at any time. The information provided in this section is subject to change without notice. Please see the District's Administrative Regulations at [smc.edu/AdminRegulations](http://smc.edu/AdminRegulations) for additional details, as well as information on topics not covered in this or other sections of the catalog.

### Academic and Progress Probation and 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 a cumulative grade point average of C (2.0) or better in all classes taken at Santa Monica College. The cumulative SMC GPA does NOT include grades earned at other colleges or universities. However, students should note that grades earned at other institutions WILL be used in calculating their grade point average for the purpose of graduation.

**Timely Progress** is defined as not exceeding the allowed percentage of I (Incomplete), W (Withdrawal), and NP (No Pass; formerly NC-No Credit) notations within the specified amount of enrolled units. A student who meets the standards of timely progress has enrolled in at least 12 cumulative units and received less than 50% of I, W, or NP notations.

Failure to meet the Student Success Standards can lead to academic probation, progress probation, academic disqualification, or progress disqualification. Please note: Per AR 4111.8 (Enrollment Priorities), students will be subject to lower enrollment priority after two consecutive semesters of probationary, disqualified, or readmitted status. Students will lose eligibility for the California College Promise Grant (CCPG) after two consecutive semesters of academic and/or progress probationary status (students in the Guardian Scholars Program and other foster youth are exempted).

Students on academic or progress probation should meet with a counselor as soon as possible to review the circumstances that led to probation, and to develop a student success plan, including a comprehensive student education plan.

#### ACADEMIC PROBATION

To remain in good academic standing at Santa Monica College, students must maintain a C (2.0) or better cumulative 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 cumulative 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 nine (9) units in a spring or fall semester and five (5) units in a winter or summer session. Students who have been readmitted under probationary status after disqualification from SMC, or who have transferred to SMC after disqualification from another institution, are limited to a maximum of six (6) units in a spring or fall semester and five (5) units in a winter or summer session.

Students will remain on academic probation until they raise their cumulative SMC 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 a student may be placed on academic probation or disqualified from attending SMC due to poor academic performance, the student should IMMEDIATELY arrange to discuss the 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, a student 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 a student may be placed on academic probation or disqualified from attending SMC due to poor academic performance, a student should IMMEDIATELY arrange to discuss the situation with an athletic counselor by calling 310-434-8017.

#### 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; formerly NC-No Credit) notations 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 notation of W (Withdrawal), I (Incomplete), or NP (No Pass) reaches or exceeds 50% of units enrolled.

Students on progress probation are limited to enrolling in a maximum of nine (9) semester units in a spring or fall semester and five (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 a student may be placed on progress probation or disqualified from attending SMC due to unsatisfactory progress, the student should IMMEDIATELY arrange to discuss the 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, a student 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 a student may be placed on progress probation or disqualified from attending SMC due to unsatisfactory progress, the student should IMMEDIATELY make arrangements to discuss the situation with an athletic counselor by calling 310-434-8017.

### **CALIFORNIA COLLEGE PROMISE GRANT (CCPG) SATISFACTORY ACADEMIC PROGRESS REQUIREMENT**

The State of California requires California College Promise Grant (CCPG) recipients to meet certain minimum academic standards. Please note:

- To remain CCPG eligible, students must maintain at least a 2.0 GPA and a course completion rate of at least 50%.
- Students who fail to meet the GPA and/or completion rate standards will be placed on CCPG Probation.
- Students on CCPG Probation have one major term (fall or spring semester) to raise their GPA and/or completion rate.
- Students who fail to raise their GPA and/or completion rate up to the minimum standards may become ineligible for a CCPG for the next fall or spring semester unless they (a) have already enrolled in the next fall or spring semester; or (b) have not yet completed 12 units.

More information about the California College Promise Grant (CCPG) Satisfactory Academic Progress Requirement, including how to appeal the loss of CCPG eligibility, is on the SMC Financial Aid webpage.

### **ACADEMIC DISQUALIFICATION**

Academic disqualification will result if a student who begins the fall or spring semester on academic probation fails to achieve a cumulative GPA of 2.0 or higher by the end of the semester. However, any student on academic probation whose most recent semester GPA equals or exceeds a 2.0 GPA will not be disqualified, but continue on academic probation. Students on “readmitted disqualified” status will be initially limited to a maximum of six (6) units when pre-enrolling for the next fall or spring semester, and a maximum of three (3) units when pre-enrolling for the next winter or summer session. A student who becomes disquali-

fied 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 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 cumulative percentage of units in which a student receives a notation of W (Withdrawal), I (Incomplete), or NP (No Pass; formerly NC-No Credit) reaches or exceeds 50% of units enrolled.

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.

Any student on progress probation, however, whose most recent semester work does not exceed the allowed percentage of W, I, or NP notations will not be disqualified, but continue on progress probation. Students on “readmitted disqualified” status will be initially limited to a maximum of six (6) units when pre-enrolling for the next fall or spring semester, and a maximum of three (3) units when pre-enrolling for the next winter or summer session. 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.

Students should go to [smc.edu/DQProbationPolicies](http://smc.edu/DQProbationPolicies) or see a counselor for more information.

### **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 complete and submit a ‘Disqualified Student Petition for Reinstatement to Probationary Status.’ Students who petition for reinstatement to SMC may or may not be allowed to return, depending on reinstatement guidelines. To complete the reinstatement petition, students must log in to Corsair Connect at [smc.edu/cc](http://smc.edu/cc), then go to ‘SMC Quick Links,’ click on ‘DQ Student Petition,’ and follow the instructions. Once the petition is successfully submitted, a confirmation message will appear, and the petition will be saved in the Corsair Connect account. To have a reinstatement petition reviewed and processed, a student **MUST** consult a counselor. The counselor will determine whether reinstatement is possible, what conditions the student must meet in order to enroll at SMC, and how many units the student may enroll in, up to a maximum of 6 units per academic term.

If a student is denied reinstatement, the counselor may require the student to successfully complete a specific number of units at another college or university, with a specific minimum GPA, before being allowed reinstatement to SMC.

Other policies regarding 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 six (6) units for a fall or spring semester,

and up to a maximum of three (3) units for a winter or summer session;

- 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, and each disqualification after that, a student must wait for one year before requesting to be reinstated.

Please see [smc.edu/DQProbationPolicies](http://smc.edu/DQProbationPolicies) for information on other requirements for disqualified students seeking reinstatement to SMC.

### ADMISSION/READMISSION OF STUDENTS DISQUALIFIED FOR ACADEMIC OR PROGRESS REASONS

A disqualified student who wishes to be readmitted *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 BOTH an SMC Admission Application AND a 'Disqualified Student Petition for Reinstatement.' The student must take the following steps IN THE ORDER PRESENTED.

- The student must file an application for admission to SMC by going to [smc.edu/apply](http://smc.edu/apply) and clicking on the 'Apply Now' button in the 'New/Returning Students' section.
- After submitting the application, the student will receive an email that provides an SMC Student ID number, which will be used to log in to Corsair Connect. Returning students will have their previous SMC ID number reactivated in the system.
- The student must log in to Corsair Connect, look under 'SMC Quick Links' for the 'DQ Student Petition' link, click on that link, and complete and submit the petition.
- Once the completed DQ Petition is submitted, a message will appear with further instructions for the student to follow. The Readmission Committee will determine whether reinstatement is possible and what conditions the student must meet in order to enroll at SMC, and will email its decision, along with any further instructions, to the student's SMC email address.
- IMPORTANT: Students who were disqualified from another college should email a legible copy of their unofficial transcripts to [readmit\\_committee@smc.edu](mailto:readmit_committee@smc.edu) and include their full name and SMC ID number. PLEASE NOTE: The reinstatement process will NOT continue OR be complete until all transcripts are received. After a student's transcripts are received, an SMC counselor will review the petition and email the decision — along with any further instructions — to the student's SMC email address. Once readmitted to SMC, the student MUST arrange for an official copy of all transcripts to be sent *directly by the previous college(s)* to Santa Monica College, ATTN: Admissions, 1900 Pico Blvd., Santa Monica, CA 90405-1628. When the transcripts are received, an SMC counselor will review the student's DQ Petition and email a response to the student's SMC email address.

### ADMISSION OF STUDENTS DISQUALIFIED FOR OTHER REASONS

Students disqualified, suspended, or expelled from other institutions for disciplinary issues should meet with the Admissions supervisor to resolve their enrollment status.

## Academic and 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 has not previously used petitioned coursework for a degree or certificate from SMC or for IGEC or CSU GE certification; and
2. The coursework to be disregarded is limited to classes where the student received a grade of D (1.0) or F (0.0) and did not subsequently complete the course with a C (2.0) or higher at SMC or at another institution; and
3. The student has completed a minimum of 12 consecutive semester units with a grade of 2.0 at a regionally accredited college or university *after* having completed the coursework to be disregarded; units must be consecutive and must have begun any time after the coursework to be disregarded; and
4. There must be a lapse of at least six months 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 coursework to be disregarded is limited to classes where the student received a notation of W (Withdrawal) or NP (No Pass; formerly NC-No Credit); and
2. The student has completed — without receiving a notation of NP (No Pass), NC (No Credit), W (Withdrawal), or I (Incomplete) — a minimum of 12 consecutive semester units with a grade of 2.0 at a regionally accredited college or university after having completed the coursework to be disregarded; units must be consecutive and must have begun any time after the coursework to be disregarded; any Withdrawal (“W”), Incomplete (“I”), No Credit (“NC”), or No Pass (“NP”) notation/grade received during this timeframe will make the student ineligible for progress renewal; and
3. There must be a lapse of at least six months 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.

## Academic Requirements for Good Standing

To maintain good academic standing at SMC, students are required to have a minimum 2.0 (C) grade point average, based on all units attempted. Please see the Academic and Progress Renewal policies (page 380) and the Course Repetition policy (page 383) for information on possible improvement of grade point average (GPA).

### 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 graded 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).

A student’s transcript will be annotated with the designation “Dean’s Honor List.”

### HONORS AT GRADUATION

Santa Monica College students who have consistently demonstrated outstanding academic excellence and 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 disqualified status for lack of progress) 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 or expelled from the College — regardless of how excellent their grade point average might be — are not eligible to receive honors at graduation.

## Attendance Policies

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

Regular attendance and participation are obligations assumed by every student at the time of enrollment.

Extenuating circumstances are verified cases of accidents, illnesses, other circumstances beyond the student’s control, and other conditions defined by the Governing Board and in published regulations.

Students who withdraw from classes are responsible for initiating the drop process by the appropriate deadlines. Students who do not withdraw by the specific deadlines may earn a substandard or failing grade for a credit course or an NP (No Pass) grade notation for a noncredit class. Students will not be eligible for a refund if the withdrawal takes place after the refund deadline.

The instructor issuing an F (0.0) to a student may be asked by the Financial Aid Office to verify if the F was the result of ‘nonattendance.’ Nonattendance means the student’s last attendance date — or, if enrolled in an online or hybrid class, the last date of substantive participation — was prior to the 60% point of completion of the course. Poor performance means the student participated after the 60% point in the course and earned an F. Nonattendance may be grounds for return of financial aid funds.

### COURSE ENROLLMENT: ADDING CLASSES

A student may add classes throughout the registration period via Corsair Connect at [smc.edu/cc](http://smc.edu/cc). After the registra-

tion period concludes, classes may only be added by formal request from the student to the Dean of Enrollment Services (or designee) by a Petition for Special Consideration stating the extenuating circumstances justifying the late enrollment, and signed by the instructor. The decision to grant or deny the petition will be made by the Dean of Enrollment Services (or designee). The student must provide evidence of class attendance from the time the class started until the date of late enrollment.

Instructors may also issue a student a late enrollment authorization code, which the student will use to add the class via Corsair Connect.

Instructors may reinstate a dropped student by issuing a reinstatement authorization code to the student, which the student can then use to add the class via Corsair Connect.

It is the student's responsibility to confirm enrollment. A student who fails to enroll by the applicable deadline may not receive credit for the class. It is the instructor's responsibility to ensure that students attending are officially enrolled.

### ATTENDANCE AND INSTRUCTOR REQUEST TO DROP A STUDENT

A student enrolled in any class at SMC who does not attend (or if an online class, actively participate in) ALL of the sessions for that class that meet during the FIRST WEEK of the class RISKS BEING DROPPED from the class by the instructor, or may receive an F (0.0) or NP (No Pass) 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. In the case of online and hybrid classes, this includes failing to substantively participate in the class during the first week and throughout the course. Faculty will determine the consequences of absences and late arrivals.

A student who is dropped from 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 as "enrolled units" on the student's transcript. Students who are dropped from a course after the 75% mark may request a late withdrawal by submitting a Petition for Late Withdrawal to the Admissions Office. The Admissions & Records Special Considerations Committee will determine whether the request can be granted. Students also have the option to request on the petition to be granted an Excused Withdrawal (described below). 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).

For details, students should go to Corsair Connect at *smc.edu/cc* and click on the class schedule.

### ATTENDANCE AND STUDENT REQUEST TO WITHDRAW FROM CLASSES

A student enrolled in any SMC class MUST ATTEND ALL of the sessions of that class that meet DURING THE FIRST

WEEK of the class or RISK BEING DROPPED from the class by the instructor. A student may 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. Since attendance is essential for normal progress in a class, a student is expected to be in class regularly and on time. Faculty will determine the consequences of absences and late arrivals.

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 as "enrolled units" on the student's transcript.

**The last official day to drop will be at the 75th percentile of the class.** Students should review their Corsair Connect account for their specific dates and deadlines. All students who have NOT withdrawn by this deadline will receive a grade of A (4.0), B (3.0), C (2.0), D (1.0), F (0.0), or — if they are enrolled in courses offered on a Pass/No Pass basis or have petitioned to take a course on a Pass/No Pass basis — a grade of P (Pass) or NP (No Pass). Specific drop dates are noted next to each enrolled class listed in the student's Corsair Connect account. Students who must drop a course after the 75% mark may request a late withdrawal by submitting a Petition for Late Withdrawal to the Admissions Office. The Admissions & Records Special Considerations Committee will determine whether the request can be granted. Students also have the option to request on the petition to be granted an Excused Withdrawal (described below). A student may petition for late withdrawal after the 75th percentile of the semester or session if in the instructor's judgment there are extenuating circumstances, such as verified cases of an accident, military obligation, or other circumstances beyond the control of the student. The student must file a Petition for Late Withdrawal in the Admissions Office, and obtain the approval of the instructors involved and the Dean of Enrollment Services prior to the end of the term. If the petition is approved, the resulting grade will be a W, unless the student qualifies for an Excused Withdrawal (EW). Students who have completed the course including taking the final or submitting final projects are NOT eligible for a late withdrawal. In those cases the student should meet with the instructor if they wish to contest their grade, as a Withdrawal is no longer an option.

**Specific information about these dates and deadlines** can be found by viewing the student's class schedule at Corsair Connect (*smc.edu/cc*).

**Requests for Retroactive/Late Withdrawal:** Retroactive/late withdrawals from classes are normally not permitted. However, these may be granted under certain limited circumstances. To be eligible for a retroactive/late 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/late withdrawal cannot be used as a way to remedy poor academic performance in a class.* Students must file a petition for retroactive/late 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. If the petition is approved, the resulting grade will be a W.

**Excused Withdrawals:** An Excused Withdrawal (EW) may be granted when a student must withdraw from one or more courses due to specific events beyond the control of the student that affect the student's ability to complete the course(s). The student must submit a Late Withdrawal Petition and accompanying supporting documentation to the Admissions Office. The Admissions & Records Special Considerations Committee will render a decision once the petition and documentation have been reviewed. The EW shall not be counted in (1) progress probation and dismissal calculations, and (2) will not count against the permitted number of withdrawals or enrollment attempts in a given course. As a result, students with an Excused Withdrawal (EW) may repeat the course(s) from which they have withdrawn. The EW may be issued effective summer 2018 and cannot be applied retroactively. Enrollment, tuition, Health Services, SMC student I.D., A.S. Resource, and Student Representation fees will not be refunded.

## 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. Older adults attending free, noncredit classes on topics of interest to older adults must be enrolled through the Emeritus program. Students attending fee-based not-for-credit classes to explore personal interests or gain professional certification must be enrolled through the SMC Community Education office. Students attending free English as a Second Language (ESL) and other noncredit adult education classes must be enrolled through SMC's Noncredit (Adult Education) Programs.

## Basic Skills Preparation Courses

**Basic Skills courses may NOT be applied toward the degree.** The following courses are identified as Basic Skills courses:

**English** 20, 21A, 23, 24, 80, 84R, 84W, 85; **ESL** 10G, 10W, 11A, 14A, 14B, 15, 16A, 16B, 16C, 17, 23; **Biology** 81; **Counseling** 21H, 22H, 25H, 41H; **Mathematics** 81, 84, 85. No more than eight units in Cooperative Work Experience/Internship may be applied toward the degree. **Counseling** 23 cannot be applied toward the degree.

## Course Repetition

California Code of Regulations Title 5 limits the number of times a student may repeat a course in the California Community College system. These regulations also require all current and prior credit course enrollments, repetitions, and withdrawals in a student's enrollment record to be counted toward the maximum limit, except for courses where an Excused Withdrawal (EW) was granted.

Students who wish or need to repeat a course in which they have previously earned an unsatisfactory grade or a W may re-enroll ONE TIME without the need to request prior permission 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 complete and file a Request for Special Consideration petition with the Counseling Department to repeat a course. The counselor will determine whether a petition 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 NOT be approved, except under certain, very limited extenuating circumstances, which must be documented. Courses completed with an EW will not count against the enrollment limits listed above.

For complete details, please see "Credit Course Enrollment Limitation" (SMC AR 4340), available online (go to [smc.edu/AR4000StudentServices](http://smc.edu/AR4000StudentServices)). *The Credit Course Enrollment Limitation 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. The special circumstances include:

1. Courses that were originally completed with an unsatisfactory grade of D (1.0), F (0.0), NP (No Pass; formerly NC-No Credit) and/or W (Withdrawal), EW (Excused Withdrawal), or MW (Military Withdrawal); or
2. Courses Santa Monica College has designated as repeatable; or
3. Courses in which a student received a satisfactory grade and one of the following conditions applies:
  - The original course was completed at least three (3) years prior to repeating it, and the course is required by the District as a recency prerequisite, OR another educational institution to which a student seeks to transfer requires the course to be taken more recently than the student's last enrollment in the course [note that the significant-lapse-of-time exception cannot be used if the student earned a substandard grade when last enrolled course]. The student must provide documentation if the repetition is necessary for transfer; or
  - The student's previous grade in the course was determined to be the result of extenuating circumstances (illness, accident, fire, etc.; documentation of circumstances is generally required); or
  - The student has one or more disabilities and the student's success in other classes is dependent upon additional repetition of a special class, the student needs to enroll again to be prepared for enrollment in other classes, or the student's education plan specifies a goal in which additional enrollments in the special class will help further that goal [note that the course repetition must be designated as part of the student's accommodation]; or
  - Courses that are required by statute or regulation as a condition of employment AND the student is seeking to be employed for a paid or volunteer job that requires the course; or
  - Courses that address a significant change in industry or licensure standards so that repetition is necessary for the student's employment or licen-



sure [note that appropriate documentation will be requested]; or

- A legally mandated training or cooperative/occupational work experience requirement; or
- The classes are variable unit open entry/open exit credit courses, where a specific portion of the course needs to be repeated as permitted by Title 5 Regulations.

In cases where a student has earned more than two substandard grades (or, in the case of Withdrawals, the first two Ws) in a single course can be disregarded when calculating a student's grade point average (GPA) or progress calculation if the course is subsequently repeated. The NEW grade earned must be an A, B, C, D, F, or P (Pass), or NP (No Pass) for this to occur. A W, EW, MW, 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, 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 per California Code of Regulations Title 5 §55041. In some cases, courses are grouped together because they are related in content. These courses may include several levels, but also have a *cumulative* course repeatability of three (i.e., a total of four course completions is permitted). For example, Dance 43, 44, 45, and 46 are grouped together because they are all different levels of contemporary modern dance for the major. A student who repeats Dance 43 (two course enrollments: taking the course initially, and repeating the course), and then completes Dance 44 and Dance 45, has accumulated four enrollments in a group of courses. As a result, that student may not enroll in Dance 46, because doing so would exceed the maximum number of course repetitions that are permitted. In addition, any Dance course enrollments in which the student earned a grade of D (1.0), F (0.0), NP (No Pass; formerly NC-No Credit), and/or W (Withdrawal) or MW (Military

Withdrawal) will count toward the maximum number of enrollments allowed in the course grouping.

## Credit Normally Allowed

All college-level courses (except some religion and theology courses) taken in U.S. regionally accredited two-year colleges and the lower-division of U.S. regionally accredited four-year colleges will be counted toward the degree. Upper-division, graduate, and professional courses from U.S. regionally accredited colleges will only be counted if needed to meet minimum degree requirements.

In determining transfer of a student's credits, Santa Monica College honors prior course repetition actions taken by other accredited colleges and universities.

Consult a counselor for information regarding credit for coursework taken after leaving SMC. A maximum of six (6) semester units is granted for Cooperative Work Experience/Internship.

### REDUCTION OF CREDIT

Students are cautioned to check transfer school catalogs often, because course changes are frequently made by universities and colleges, and certain combinations of courses can result in a reduction of unit credit upon transfer.

### NON-REGIONALLY ACCREDITED COLLEGES AND UNIVERSITIES

Under specific circumstances, students may transfer up to fifteen (15) semester units of credit from a non-regionally accredited college or university to Santa Monica College. To initiate the request for credit transfer, students should submit a Use of Non-Accredited Coursework petition to the Admissions Office. Please see Administrative Regulation (AR) 4000 — available online at [smc.edu/AR4000StudentServices](http://smc.edu/AR4000StudentServices) — for details.

### COURSE LIMITATIONS

Basic Skills courses may NOT be applied toward the degree. See the Basic Skills Preparation Courses information above for details.

Students may apply as elective units toward any degree or Certificate of Achievement up to six (6) semester units of Independent Study credit.

Students may apply as elective units toward any degree or Certificate of Achievement up to eight (8) semester units of Cooperative Work Experience/Internship credit.

### FOREIGN COURSEWORK

Students who have satisfactorily completed courses from a foreign nation's appropriately accredited university may be able to apply the course credits toward a degree at SMC. Students should consult a counselor **BEFORE** requesting to have credits evaluated, because the time it takes to evaluate a large number of units can delay enrollment. Courses must first be evaluated by an approved credential evaluation agency, and then reviewed by the SMC Admissions Office. Some courses may also require approval by the department chair. Once courses are approved, their credit(s) may be transferred to SMC.

To have foreign coursework credits evaluated, students should visit [smc.edu/foreigncoursework](http://smc.edu/foreigncoursework) and contact one of the approved credential evaluation agencies listed there.

**Please note:** Foreign coursework will NOT satisfy general education requirements for Area II, Social Science, Group A (American History/Government) or for Area IV, Language and Rationality, Group A (English Composition).

### CREDIT FOR PRIOR LEARNING

Credit for prior learning is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom. Students' knowledge and skills might be gained through experiences such as:

- Military training;
- Industry training;
- State/federal government training;
- Volunteer and civic activities (e.g. Peace Corps);
- Apprenticeships, internships, work-experience.

Credit for prior learning may be earned for eligible courses approved by the District for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, transcripts, student-created portfolios, and credit by examination. Credit for prior learning may be applied toward a local degree, IGETC, CSU GE, or certificate of achievement.

Credit may be awarded to electives for students who do not require additional general education or program credits to meet their goals. This ensures that the credits help advance students toward certificates or degrees.

Credits acquired through credit for prior learning cannot be counted in determining the 12 semester units of credit in residence required for a degree.

## Enrollment Overlap and Time Conflicts

The College may permit enrollment in limited overlapping schedules, subject to the conditions below. As a general rule, students cannot enroll in courses that meet at the same or overlapping times. The College may also restrict enrollment in consecutive classes if, in the College's estimation, the student would fail to arrive on time to the second course due to distance traveled between the sites where the classes are held. Exceptions may be considered by petition, provided the petition is submitted no later than the day before the class census or refund deadline. The time conflict petition is posted on the Admissions & Records Office website.

### REQUIRED ENROLLMENT GAPS

Students may enroll freely, space permitting, in consecutive classes that have an enrollment gap of at least 10 minutes for same-campus classes, or 30 minutes for classes meeting at different sites or campuses. This minimum enrollment gap allows for reasonable travel time from one class to the next. Students wishing to enroll in consecutive classes with a shorter enrollment gap may submit a time conflict peti-

tion documenting how they will be able to get from one class to the next within the time gap.

### ENROLLMENTS IN OVERLAPPING CLASSES

Students may request an exception to enroll in classes that overlap by up to and including 15 minutes, using the time conflict petition. The instructor whose class time is impacted is under no obligation to approve the student's request. Petitions must be submitted to the Admissions & Records Office by the deadline. The petition must state a reasonable explanation for why the overlapping schedule should be approved. Scheduling convenience is not an acceptable reason. The completed form must include the affected class instructor's approval, subject to verification by the Admissions & Records Office. A petition may be approved under the following conditions:

- a. The student provides a sound justification, other than scheduling convenience, of the need for the overlapping schedule.
- b. The class instructor and the Dean of Enrollment Services or designee approves the schedule.
- c. The student will make up the missed class time at another time during the same week under that instructor's supervision. The instructor will verify at the end of the term that the student has made up the required time.
- d. The College maintains documentation describing the justification for the overlapping schedule and how the student made-up the missed contact hours.

For classes that overlap by more than 15 minutes, the time conflict petition will be automatically denied.

## Grades, Units, and 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), EW (Excused Withdrawal), MW (Military Withdrawal), I (Incomplete), and SP (Satisfactory Progress; used for non-credit courses).

### “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 through Corsair Connect (or the Admissions Office), 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. Course units taken under the option of Pass/No Pass may not exceed a total of 14 cumulative transferable units at Santa Monica College (includes any combination of UC- and CSU-transferable courses).
2. All nontransferable courses and courses that are graded exclusively on a Pass/No Pass basis are not subject to the 14-unit limitation.
3. Students who have already received a Bachelor 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 may request this grading option through Corsair Connect by logging onto [smc.edu/cc](http://smc.edu/cc) and clicking Enrollment, then P/NP Grading. Students may also file a request in the Admissions Office before the 30th percentile of the course length. For course-specific deadlines, students should go to Corsair Connect and see their 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 and Progress Probation and 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. An Incomplete cannot be issued once a grade has been submitted by the instructor.

Instructors will submit an Incomplete Grade petition upon submission of final grades. The conditions necessary for removing an Incomplete will be recorded by the instructor, along with the default grade and default date (not to exceed one calendar year) by which the student must make up the Incomplete. Both the student and the instructor will receive an automated email notification informing them the Incomplete Grade Petition has been submitted. Students may retrieve this petition at any time on Corsair Connect. 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 "Grade Change Form" 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," and they may not be required to attend nor attend a class in which they have an Incomplete. Per SMC policy, only officially enrolled students may attend a class.

### "Withdrawal" ("W") Grade Policies

See the Attendance Policies section, above, for information regarding withdrawal from classes and policies affecting W (Withdrawal) and EW (Excused 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), W (Withdrawal), EW (Excused Withdrawal), or MW (Military Withdrawal) is assigned.

At Santa Monica College, units for classes in which a student is assigned a notation of W (Withdrawal), EW (Excused

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

### Grade Changes

With the exceptions of academic renewal, progress renewal, and approved course repetition, grades assigned by the instructor are considered final and will generally only be changed in cases of clerical or mathematical error or demonstrated instructor mistake, fraud, bad faith, or incompetence. No other reason is valid. *Students who wish to appeal a grade based on instructor mistake, fraud, bad faith, or incompetence should be aware that they must file a formal grade appeal by October 30 for spring semester grades, November 30 for summer session grades, April 30 for fall semester grades, and May 30 for winter session grades. As soon as possible after receiving the grade, the student should consult with the instructor, and must also see the College Ombudsperson, who will outline the procedure to be followed. Students may schedule an appointment with the Ombudsperson by sending email to [ombuds@smc.edu](mailto:ombuds@smc.edu) or by calling 310-434-3986. Additional details on the procedure for appealing a grade can be found in the Student Complaints, Hearings, & Appeals section of this catalog. However, students must meet with the College Ombudsperson at least 15 days before the deadline to discuss the grade appeal procedure and attempt to resolve the grade dispute informally.*

## UNITS

### Units Enrolled

Santa Monica College defines “units enrolled” (or “enrolled units”) as being all the units of credit for all the classes in which a student was officially enrolled on or after the first census date of an academic term. In other words, “units enrolled” means all the classes a student enrolled in and received a grade of A (4.0), B (3.0), C (2.0), D (1.0), F (0.0), P (Pass), or NP (No Pass), or a notation of I (Incomplete), W (Withdrawal), or MW (Military Withdrawal). Enrolled units are used for purposes of determining progress probation and progress disqualification, and for calculating a student’s grade point average. EW (Excused Withdrawal) grades are excluded from units enrolled.

### Units Attempted

Santa Monica College defines “units attempted” (or “attempted units”) as being all the units of credit for all the classes a student was officially enrolled in on or after the first census date of an academic term, in which the student received a grade of A (4.0), B (3.0), C (2.0), D (1.0), or F (0.0). Units for classes in which a student received a grade of P (Pass) or NP (No Pass), or a notation of I (Incomplete), W (Withdrawal), EW (Excused Withdrawal), or MW (Military Withdrawal) are excluded from units attempted. Attempted

units — sometimes referred to as “graded units” — are used for purposes of determining academic probation and academic disqualification, and for calculating a student’s grade point average.

### Graded Units

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

### Units Completed

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

## CREDIT UNITS

At Santa Monica College, each unit of credit is considered a semester unit that is generally equivalent to a minimum of three hours of student work per week for the duration of a course. One semester 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 or electronically a few days after 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, but only when documents are ordered online.

Transcripts requested through the Admissions Office take two to four weeks to process and are delivered by mail only (no FedEx option available). The Admissions Office provides a student’s first two transcripts at no cost to the student, but the student must make the request in person. Each subsequent transcript costs \$5 (subject to change) plus any processing fees for transcripts ordered electronically.

Please see [smc.edu/transcripts](http://smc.edu/transcripts) for specific details on how to order transcripts.

While enrolled at SMC, students may download an *unofficial* copy of transcripts by going to [smc.edu/cc](http://smc.edu/cc) and following the instructions provided there.

## Independent Studies

Students may apply up to six (6) semester units of Independent Study credit as elective units toward any degree or Certificate of Achievement.

## Internship/Cooperative Work Experience (CWE)

Students may apply up to six (6) semester units of Internship/Cooperative Work Experience credit as elective units toward any degree or Certificate of Achievement.

## Military Service Credit

A US veteran may request up to nine (9) units of credit for military service. Up to four (4) units based on service time (1 unit for each six months of service time)—of which three (3) units may be used to satisfy Area E of the CSUGE requirements—may be granted. An additional five (5) units of elective credit may be granted for basic training alone. These units may NOT be used to meet GPA or subject requirements.

Additional credit may be allowed for specific programs of military training. For details, please consult with the Veterans' Counselor.

## Prerequisites and 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 AND 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 AND 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 education 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 education 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.

## **Religious Observance and Other Accommodations**

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Observance of religious holidays may have an impact on a student's scheduled assignments, tests, or examinations. California State Education Code section 76121 states that an instructor must make a reasonable attempt to accommodate a student without penalty in the case of conflict between a student's religious creed and a scheduled assignment, test, or examination. Affected students should submit a written request to the instructor during the first two weeks of the academic term, or as soon as possible after a particular assignment, test, or examination date is announced by the instructor.

In matters of absence due to other personal necessity such as jury duty or court appearances, accommodation shall be at the discretion of the instructor, subject to verification.

# College Policies, Rules, and Regulations



## College Policies, Rules, and Regulations

This section of the SMC catalog offers a summary overview of selected Santa Monica College policies, rules, regulations, and related procedures. Information was current when this edition of the catalog was published. Santa Monica Community College District administration reserves the right to add, amend, or repeal any of its policies, rules, regulations, and procedures at any time. The information provided in this section is subject to change without notice. Please see the District's Administrative Regulations at [smc.edu/AdminRegulations](http://smc.edu/AdminRegulations) for additional details, as well as information on topics not covered in this or other sections of the catalog.

## 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 AND 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 completion and transfer rates presented here are derived from the most current data available at the time this catalog went to press. Completion rates are calculated by tracking a cohort (group) of first-time students seeking a certificate, degree, or transfer. For the cohort of first-time freshmen entering SMC in fall 2014, 30.69% earned a certificate or degree, transferred to a four-year institution, and/or became transfer-prepared (earned 60 or more transferable units with a GPA of 2.0 or higher) within three years of beginning coursework at SMC.

Transfer rates are calculated by tracking a cohort (group) of first-time students intending to transfer to a four-year institution. For the cohort of first-time freshmen entering SMC in fall 2014, 18.10% transferred to a four-year institution within three years of beginning coursework at SMC.

### 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 ([ope.ed.gov/security](http://ope.ed.gov/security)) and at the SMC Campus Police website ([smc.edu/police](http://smc.edu/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 (310-434-4608) for details.

## Books and 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](http://bookstore.smc.edu) and click on “Textbooks” for details. For other book-related information — including dates for book buybacks — please visit the SMC Bookstore website ([bookstore.smc.edu](http://bookstore.smc.edu)).

## Federal Tax Credit

Selected education 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.

## College Conduct

Santa Monica College has an Honor Code, Code of Academic Conduct, and Rules for Student Conduct, 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 appropriate Appeals Committee will hear student appeals.

### HONOR CODE/HONOR COUNCIL

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

The College has instituted an Honor Code that students are expected to uphold, and has established an Honor Council



responsible for promoting, addressing, and resolving issues pertaining to academic integrity.

General principles that guide the Honor Code and Honor Council include the following:

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

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

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

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

## 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 ([go to smc.edu/AR4000StudentServices](http://smc.edu/AR4000StudentServices)).

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 assault, defined as actual or attempted sexual contact with another person without that person's consent, regardless of the victim's affiliation with the College, including, but not limited to, any of the following:
  - (1) Intentional touching of another person's intimate parts without that person's consent, or other intentional sexual contact with another person without that person's consent;
  - (2) Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent;
  - (3) Rape, which includes penetration, no matter how slight, without the person's consent, of either of the following: (a) the vagina or anus of a person by any body part of another person or by an object, or (b) the mouth of a person by a sex organ of another person;
4. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the College, including, but not limited to, any of the following:
  - (1) Prostituting another person;
  - (2) Recording images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
  - (3) Distributing images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure and objected to the disclosure;
  - (4) Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire;
5. Willful misconduct that results in the injury or death of a student or College personnel or visitors, or which results in cutting, defacing, or other injury to any real or personal property owned by the District;
6. 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;
7. Willful or blatant misuse of e-mail or other inappropriate forms of communication to faculty, staff, or students, including communication by written notes, phone, voicemail, or any form of electronic communication;

8. 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;
9. Smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;
10. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct;
11. Dishonesty of any kind, including academic dishonesty;
12. Forgery, alteration, or misuse of College documents, records, or identification;
13. 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;
14. Unauthorized entry to or use of College facilities, supplies, and/or equipment;
15. 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;
16. 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;
17. Failure to comply with directions from College officials performing their duties;
18. 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;
19. Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at College-sponsored activities or events;
20. Stalking, hate crimes, or hate incidents; and
21. Except as authorized by the College, the sale, purchase, exchange, distribution, or receipt of add codes, class seats, and academic work (lab reports, term papers, exams, extra credit, etc.), including, but not limited to, misconduct described in AR 4411 (Code of Academic Conduct) and AR 4435 (Responsible Use of Computer Resources); and
22. Any other offense set forth in the California Education Code that constitutes “good cause.”

With the exception of response to conduct specified in provisions 3 and 4 above, 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 — including the use of e-cigarettes or vaporizers — is not permitted in any District building, vehicle, or facility, or on District grounds, with the exception of designated outdoor areas on the periphery of all campuses. 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 Center for Wellness & Wellbeing provides short-term psychological counseling, referral, and substance abuse/alcohol abuse information.

### SEXUAL HARASSMENT, SEXUAL ASSAULT, AND MISCONDUCT

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 [smc.edu/AdminRegulations](http://smc.edu/AdminRegulations) for the District’s Administrative Regulations.

## Sexual Misconduct

Sexual misconduct comprises a broad range of unwelcome behaviors focused on sex and/or gender that may or may not be sexual in nature. Sexual misconduct encompasses sexual harassment, sexual assault, sexual exploitation, and gender-based harassment (harassment based on gender identity, gender expression, or non-conformity with gender stereotypes). Therefore, any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault and is a form of sexual misconduct.

Sexual misconduct also encompasses acts of a sexual nature, including acts of sexual stalking, domestic violence, dating violence, intimidation, or retaliation following an incident where an alleged sexual misconduct has occurred.

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.

If you have been a victim of sexual assault, sexual harassment, or sexual misconduct, you have options on how you'd like to proceed.

The most important factor is that you are safe and are not in imminent danger. If you believe you are in danger, please call 911.

### WHAT WOULD YOU LIKE TO DO?

#### Talk to Someone Confidentially

SMC Center for Wellness & Wellbeing

(Psychological Services) .....	310-434-4503
24/7 .....	800-691-6003
SMC Student Health Services.....	310-434-4262
SMC Ombuds Office .....	310-434-3986

#### Talk to Someone On-Campus

Title IX Coordinator .....	310-434-4225
Title IX Deputies .....	smc.edu/SVPE

#### Talk to Someone Off-Campus (24/7 Support Services)

Santa Monica Rape Treatment Center.....	424-259-6000
Additional Support Information.....	smc.edu/SVPE

#### File a Police Report

On Campus .....	310-434-4300
Off Campus.....	911

#### File a Report: The Incident Involved an SMC Student

Student Judicial Affairs.....	310-434-4220
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#### File a Report: The Incident Involved an SMC Employee

Human Resources .....	310-434-4415
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#### File a Report: Electronically

Email.....	hrcomplaints@smc.edu
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#### Respondent: I've been Accused of Sexual Misconduct

Title IX Coordinator .....	310-434-4225
Student Judicial Affairs.....	310-434-4655
Sexual Violence Response and Prevention.....	smc.edu/SVPE

## 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
- Center for Wellness & Wellbeing: 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 [smc.edu/SVPE](http://smc.edu/SVPE) for additional details.

## Rape and 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 Disciplinary 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 (go to [smc.edu/AR4000StudentServices](http://smc.edu/AR4000StudentServices)).

## Written Reprimand

A written reprimand issued by the College Disciplinary 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, and 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 resulting from instructor mistake, bad faith, incompetence, or fraud must meet with the College Ombudsperson to attempt to resolve the grading dispute. Students are urged to meet with the Ombudsperson no later than October 15 for spring semester grades, November 15 for summer session grades, April 15 for fall semester grades, and May 15 for winter session grades.*

For further information, visit the Ombudsperson’s webpage ([smc.edu/ombuds](http://smc.edu/ombuds)), send e-mail to [ombuds@smc.edu](mailto: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 Disciplinarian — 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 [smc.edu/disciplinarian](http://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 grade appeal petition *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. However, students must meet with the College Ombudsperson at least 15 days before the deadline to discuss the grade appeal procedure and attempt to resolve the grade dispute informally.

According to State law, a formal grade appeal can only be pursued in cases where there has been instructor fraud, bad faith, incompetency, or a mistake. Before filing a formal grade appeal petition, a student must first discuss the situation with the College Ombudsperson. The Ombudsperson acts as a source of information, assistance, and referral; encourages informal conciliation between students and instructors; and seeks to resolve the grading dispute informally. The student bears 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. The grade appeal petition must include a statement describing how the grade that was awarded was the result of instructor mistake, bad faith, incompetence, or fraud; no other reason is recognized. The Dean of Enrollment Services, who supervises the grade appeal process, may stop a grade appeal when there is no evidence of instructor mistake, fraud, incompetence, or bad faith. Unsubstantiated claims will be dismissed. Students and faculty are expected to provide a true and accurate account of the grade dispute. The Grade Appeal Committee may initiate disciplinary proceedings when in its judgment the information presented to the Committee was deemed to be fraudulent or fabricated. See [smc.edu/ombuds](http://smc.edu/ombuds) for further information.

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

### APPEAL OF ACADEMIC AND 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 General Counseling & Transfer Services 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 and Progress Probation and Disqualification Policies section of this catalog. To make an appointment to meet with a counselor, visit General Counseling & Transfer Services 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 College Disciplinarian in an effort to resolve the issue informally. The Disciplinarian (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 (go to [smc.edu/AR4000StudentServices](http://smc.edu/AR4000StudentServices)). Please note: The Grade Appeals Committee does not handle appeals pertaining to accusations of academic dishonesty.

### DISCIPLINARY HEARINGS AND 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 (go to [smc.edu/AR4000StudentServices](http://smc.edu/AR4000StudentServices)).

### 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.

### GENERAL SMC COMPLAINT PROCESS NOTICE

Listed below are resources available to persons who wish to file a complaint at SMC. Students who have a complaint should go to the website for the applicable resource below and follow the complaint processes of that area.

RESOURCES	AREAS OF RESPONSIBILITY	CONTACT INFORMATION
<b>Ombuds Office</b>	The Ombudsperson acts as a listening ear, conciliator, mediator, and resource for students with problems involving SMC faculty, administrators/managers, staff, and other issues. The Ombuds Office can maintain confidentiality if requested. Please contact the Ombuds Office regarding: <ul style="list-style-type: none"> <li>• Grade disputes.</li> <li>• Student complaints regarding faculty, administrators/managers, staff, or other issues at SMC.</li> <li>• Sexual harassment or violence.</li> </ul>	smc.edu/ombuds 310-434-3986
<b>Student Judicial Affairs Office</b>	The Student Judicial Affairs Office upholds the Student Conduct Code, the Academic Conduct Code, and the Honor Code to promote a safe learning environment at SMC. Please contact Student Judicial Affairs regarding: <ul style="list-style-type: none"> <li>• The student discipline process or student discipline issues.</li> </ul>	smc.edu/judicialaffairs 310-434-4220
<b>Admissions &amp; Records Office</b>	The Admissions & Records Office oversees matriculation-related processes, student records, and FERPA (the federal law mandating privacy of student information). Please contact the Admissions & Records Office regarding: <ul style="list-style-type: none"> <li>• Complaints about the matriculation process.</li> <li>• Complaints about student records or FERPA-related concerns.</li> <li>• Challenging the content of student records.</li> <li>• Appeals concerning residency determination, loss of priority enrollment, petitions for special consideration.</li> <li>• Formal grade appeal petitions.</li> </ul>	smc.edu/admissions 310-434-4380
<b>Office of Student Life</b>	The Office of Student Life oversees matters related to student life on campus. Please contact the Office of Student Life regarding: <ul style="list-style-type: none"> <li>• Complaints about publicity materials posted around campus that are deemed offensive.</li> </ul>	smc.edu/studentlife 310-434-8101
<b>Campus Police Department</b>	The SMC Campus Police Department provides law enforcement, crime prevention, investigation, security, and parking and traffic control services at SMC. Please contact Campus Police regarding: <ul style="list-style-type: none"> <li>• Complaints about crimes (including sexual violence). Also, Campus Police can provide assistance with situations involving safety and emergencies.</li> </ul>	smc.edu/police 310-434-4300

*continued on next page*

RESOURCES	AREAS OF RESPONSIBILITY	CONTACT INFORMATION
<b>Office of Human Resources</b>	<p>The Office of Human Resources oversees H.R.-related policies and procedures at SMC. Please contact the Office of Human Resources regarding:</p> <ul style="list-style-type: none"> <li>• Unlawful discrimination or harassment, including sexual harassment.</li> <li>• Complaints about violations of the District's policy regarding workplace/campus violence and anti-bullying.</li> <li>• Employee grievances under the District's collective bargaining agreements.</li> <li>• Complaints concerning District personnel.</li> <li>• For general assistance about complaints, information about where to file a complaint, and information about whistleblower complaints.</li> </ul>	<p>smc.edu/humanresources 310-434-4415</p>
<b>Office of Risk Management</b>	<p>The Office of Risk Management oversees environmental compliance, occupational health and safety, and the District's insurance coverage for property, liability, and workers' compensation. Please contact the Office of Risk Management regarding:</p> <ul style="list-style-type: none"> <li>• Work-related injuries.</li> <li>• Student injuries.</li> <li>• Claims against SMC regarding injury or damage to persons or personal property.</li> <li>• Non-crime-related safety concerns.</li> </ul>	<p>smc.edu/riskmanagement 310-434-4102</p>
<b>Confidential Reporting Hotline</b>	<p>Complaints can be made to confidentially to the Confidential Reporting Hotline. Please contact the Confidential Reporting Hotline regarding:</p> <ul style="list-style-type: none"> <li>• Complaints about unethical, illegal, or unsafe situations at SMC.</li> </ul>	<p>reportlineweb.com/smc 800-566-8240</p>
<b>California Community Colleges Chancellor's Office</b> <b>*Non-SMC agency</b>	<p>The Chancellor's Office is the agency that oversees the community colleges in California. SMC employees, SMC students, and members of the public who wish to file unlawful discrimination and harassment complaints, including sexual harassment complaints, can do so directly with the Chancellor's Office.</p>	<p>extranet.cccco.edu/Divisions/Legal/Discrimination.aspx 916-445-8752</p>
<b>Accrediting Commission for Community and Junior Colleges (ACCJC)</b> <b>*Non-SMC organization</b>	<p>ACCJC is the agency that oversees SMC's accreditation. Complaints regarding SMC's compliance with academic program quality and accrediting standards can be filed with ACCJC.</p>	<p>accjc.org/complaint-process</p>
<b>California State Auditor Whistleblower Hotline</b>  <b>California State Attorney General's Whistleblower Hotline</b>  <b>California State Personnel Board</b>  <b>*Non-SMC agency</b>	<p>Reports about suspected improper activities of employers or complaints of retaliation resulting from whistleblower activities may be reported to these state agencies.</p>	<p>auditor.ca.gov/hotline 800-952-5665 oag.ca.gov/contact/whistleblower 800-952-5225 spb.ca.gov/whistleblower/ 800-653-1403</p>



## Student Privacy Rights - Annual Notification

The Family Educational Rights and Privacy Act (FERPA) gives 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 a student's written consent prior to the disclosure of personally identifiable information from the student's education records. However, the College may disclose appropriately designated "directory information" without written consent, unless the student has 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 a student's education records in certain school publications. Examples include:

- A playbill, showing the student's 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 a student's 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.

Students who do not want College to disclose directory information from their education records without their prior written consent 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.

## Campus and 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 and Services section of this catalog, or visit the SMC Police Department website ([smc.edu/police](http://smc.edu/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, AND 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 and Chairs

### SENIOR ADMINISTRATION STAFF

Dr. Kathryn E. Jeffery ..... Superintendent/President  
 Chris Bonvenuto ..... Vice-President, Business and Administration  
 Donald Girard... Senior Director, Government Relations and Institutional Communication  
 Sherri Lee-Lewis ..... Vice-President, Human Resources  
 Dr. Bradley Lane ..... Vice-President, Academic Affairs  
 Teresita Rodriguez ..... Vice-President, Enrollment Development  
 Michael Tuitasi ..... Vice-President, Student Affairs

### ACADEMIC ADMINISTRATORS

Lydia Ayala ..... Assistant Director, Athletics  
 Rob Bailis ..... Artistic Director, The Broad Stage/PAC  
 Lisa Balfus ..... Project Manager, Distance Education (50%)  
 Jason Beardsley ..... Interim Dean, Academic Affairs  
 Nancy Cardenas ..... Project Manager, LA Hi Tech Student Support (50%)  
 Dr. Dione Carter ..... Dean, Academic Affairs  
 Gerald Clark ..... Project Manager, Distance Education (50%)  
 Bonita Cooper ..... Project Manager, Upward Bound  
 Francis (Frank) Dawson ..... Dean, Center for Media and Design  
 Wendi DeMorst ..... Interim Associate Dean, Student Instructional Support  
 Dr. Kiersten Elliott ..... Dean, Academic and Community Relations  
 Reggie Ellis ..... Director, Athletics  
 Jennifer Ferro ..... Director, KCRW Radio Station  
 Dr. Susan Fila ..... Interim Associate Dean, Health and Well-Being  
 Jeffrey Gordon ..... Project Manager, Interaction Design  
 Dr. Tre'Shawn Hall-Baker ..... Dean, Human Resources  
 Jose Hernandez ..... Interim Associate Dean, Outreach, Onboarding and Student Engagement  
 Jose G. Hernandez ..... Supervisor, Admissions and Records  
 Mitchell Heskell ..... Dean, Education Enterprise  
 Steve Hunt ..... Interim Director, Library and Information Services  
 Tracie Hunter ..... Associate Dean, Financial Aid  
 Maral Hyeler ..... Director, Instructional Services and External Programs  
 Regina Ip ..... Manager, Web/Social Media  
 Sasha King ..... Interim Associate Dean, Career Technical Education  
 Denise Kinsella ..... Associate Dean, International Education  
 Dr. Hannah Lawler ..... Dean, Institutional Research  
 Erica LeBlanc ..... Dean, Academic Affairs  
 Maria Leon Vasquez ..... Project Manager, Workforce Development  
 Jeannette Lopez ..... Project Manager, CCAMPIS (25%)  
 Nicholas (Nick) Mata ..... Interim Associate Dean, Special Programs – Student Affairs  
 Ashley Mejia ..... Project Manager, Noncredit (Adult Education) Programs  
 Elizabeth (Lizzy) Moore ..... Dean, Institutional Advancement, SMC Foundation  
 Maria Munoz ..... Interim Dean, Equity, Pathways, and Inclusion  
 Stacy Neal ..... Director, Financial Aid and Scholarships

Mike Newport ..... Operations Manager, KCRW Radio Station  
 Pressian Nicolov ..... Dean, International Education  
 Dr. Patricia Ramos ..... Dean, Academic Affairs  
 Janet Robinson ..... Interim Dean, Counseling  
 Robert Rudolph ..... Production Manager  
 Dr. Scott Silverman ..... Interim Dean, Noncredit and External Programs  
 Linda Sullivan ..... Associate Dean, Facilities Programming  
 Dr. Esau Tovar ..... Dean, Enrollment Services  
 Deirdre Weaver ..... Director, Outreach and Onboarding Initiatives  
 Catherine Weir ..... Director, International Development  
 Dr. Tammara Whitaker ..... Interim Associate Dean, Online Services and Support  
 Dr. Eric Williams ..... Interim Associate Dean, Health Sciences  
 Vanan Yahnian ..... Project Manager, STEM

### DEPARTMENT CHAIRS

Walter Meyer ..... Art  
 Reggie Ellis ..... Athletics  
 Sal Veas ..... Business  
 Nancy Grass ..... Communication and Media Studies  
 Howard Stahl ..... Computer Science and Information Systems  
 Deborah Perret ..... Cosmetology  
 Laurie Guglielmo ..... Counseling  
 Judith Douglas ..... Dance  
 Josephine (Jo) Hao ..... Design Technology  
 Dr. Eric Minzenberg ..... Earth Sciences  
 Gary Huff ..... Education and Early Childhood  
 Elisa Meyer ..... English  
 Judith Marasco ..... ESL  
 Dr. Eric Williams ..... Health Sciences  
 Dr. Sang Chi ..... History  
 Elaine Roque ..... Kinesiology  
 Dr. Alexandra (Alex) Tower ..... Life Sciences  
 Colleen McGraw ..... Mathematics  
 Lourdes Arevalo ..... Modern Languages and Cultures  
 Brian Driscoll ..... Music  
 Dr. Christine Schultz ..... Philosophy and Social Sciences  
 Joshua Sanseri ..... Photography and Fashion  
 Sehat Nauli ..... Physical Sciences  
 Dr. Chante DeLoach ..... Psychology  
 Perviz Sawoski ..... Theatre Arts

### ACADEMIC SENATE 2021-2022

Jamar London ..... President

### GENERAL ADVISORY BOARD 2020-2022

Chris Baca ..... President

### SMC ASSOCIATES 2019-2021

Eddie Guerboian ..... President

### SANTA MONICA COLLEGE FOUNDATION 2020-2022

Margaret Sohagi ..... Chair

## Faculty and Administrators

Adair-Lynch, Terrin..... Theatre Arts El Camino College Los Angeles Harbor Community College California Mesa College	Barham, Clay Allen ..... English B.A., The City College of New York M.A., Queens College
Adams, Jaclyn ..... English B.A., The University of Western Ontario M.A., Bath Spa University	Barnett, Rory ..... Physical Education B.A., Langston University M.A. A & M University, Prairie View
Allen, Leigh ..... Technical Theatre B.A., Alfred University M.A., University of California, Irvine	Bartesaghi, Simone ..... Film Production M.B.A., Universita di Pisa
Allie, Sharon ..... ESL B.A., M.A., University of Buffalo M.A., Azusa Pacific University	Battista, Clare, ..... Economics B.A., SUNY College at Cortland Ph.D., New School for Social Research
Amerian, Stephanie ..... U.S. History B.A., University of California, Berkeley M.A., Ph.D., University of California, Los Angeles	Bautista, Mahealani ..... Chemistry B.A., M.A., California State University. Sacramento Ph.D., University of California, San Diego
Anderson, Jamey ..... Chemistry B.S., Andrews University, Wisconsin Ph.D., University of California, Los Angeles	Beardsley, Jason ..... Interim Dean, Academic Affairs B.A., California Polytechnic University, San Luis Obispo Ph.D., Stoney Brook University
Anderson, Stephanie (Steph) ..... Psychology B.A., Kalamazoo College, Kalamazoo, MI M.A., M.Phil., Ph.D., The Graduate Center University of New York	Bene, Alex, ..... Mathematics B.A., M.S., Ph.D., Cornell University
Andrade, Luis ..... Communication and Media Studies B.A., M.A., California State University, Fullerton	Benitez, Kevin ..... Counselor, Veterans Success Center B.A., California State University, Northridge M.S.W., University of Southern California
Antrim, Brenda ..... Librarian B.S., California State University, Fullerton M.L.S., University of Washington	Bennett, Heather ..... History B.S., University of California, Berkeley Ph.D., University of Pennsylvania
Arevalo, Lourdes ..... Spanish B.A., M.A., University of California, Los Angeles	Bergman, James ..... Music B.M. M.M., The Juilliard School
Arieff, Diane ..... English B.A., University of Wisconsin M.F.A., Warren Wilson College	Berman, Dianne ..... Political Science B.A., University of Southern California M.A., Ph.D., Claremont Graduate School
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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
- Rodriguez, Nuria.....Physics, Emeritus  
B.S., M.S., University of California, Los Angeles
- Rogers, Jon ..... Cosmetology, Emeritus  
Cosmetology Certificate, Vogue Beauty Academy, Ohio
- Rogler, Harold ..... Computer Science, Emeritus  
B.S., University of Kansas  
M.S., Airforce Institute of Technology  
Ph.D., Case Western Reserve University
- Roney, Herbert E. .... Vice President, Community Relations,  
Emeritus  
B.A., M.A., California State University, Los Angeles
- Rose, Guy ..... Mathematics, Emeritus  
B.A., University of California, Los Angeles  
M.A., California State University, Northridge
- Rosenthal, Alvin N. .... Construction Technology, Emeritus  
B.V.Ed., California State University, Los Angeles  
M.A., California State University, Northridge
- Rosentreter, Ella.....Counseling, Emeritus  
A.B., Bradley University, Illinois  
M.S., University of Illinois
- Rowe, Sandra ..... Psychological Services, Emeritus  
B.A., M.A., California state University, Los Angeles  
Ph.D., California School of Professional Psychology
- Rubio, Robert .....Counseling, Emeritus  
B.A., California State University, Los Angeles  
M.A., University of San Francisco  
M.A.,E., California Lutheran College
- Russell, Richard L..... Psychology, Emeritus  
B.A., Occidental College, California  
M.A., University of Kansas  
Ph.D., McGill University, Canada
- Saint-Leon, Shirley K.... Communication and Media Studies,  
Emeritus  
B.A., M.A., University of California, Los Angeles
- Sakai, Walter H..... Biology, Emeritus  
B.S., University of California, Davis  
M.A., University of California, Los Angeles
- Schapa, Eleanor J..... Business, Emeritus  
B.B.A., M.B.A., Loyola Marymount University, 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

- Schwartz, Judith G..... Special Education, Emeritus  
B.A., University of California, Berkeley  
M.A., California State University, Los Angeles  
Ph.D., University of Southern California
- Seidman, Kathryn ..... ESL, Emeritus  
B.A., Pitzer College  
M.A., School for International Training, Vermont
- Selby, William A. .... Geography, Emeritus  
B.A., California State University, Fullerton  
M.A., San Francisco State University
- Semere, Mario G. .... Art, Emeritus  
B.A., University of California, Los Angeles  
M.A., California State University, Dominguez Hills
- Shamey, Katherine L..... Philosophy, Emeritus  
A.B., M.A., University of California, Los Angeles
- Shapiro, Elisha ..... English, Emeritus  
B.A., Westminster College  
M.F.A., University of Southern California  
M.A., California State University, Los Angeles
- Sharp, Shirley I. .... 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
- Shimizu, Jeffery .Vice-President, Academic Affairs, Emeritus  
B.A., California State University, Los Angeles  
M.A., Loyola Marymount University
- Shishido, Lynette K. .... Business-Office Information Systems,  
Emeritus  
B.S., M.S., Minnesota State University, Mankato
- Short, Anntippia D..... Health Sciences, Emeritus
- Simmons, Brenda ..... Counselor, Emeritus  
B.A., Western Connecticut State College  
M.A., University of Connecticut  
Ph.D., Claremont Graduate University
- Simpson, Lantz ..... English, Emeritus  
B.A. University of Oklahoma  
M.F.A. University of Oregon
- Sinclair, Linda D..... Counseling, Emeritus  
B.A., M.A., California State University, Northridge
- Singleton, Eleanor F. .... Library, Emeritus  
B.A., M.L.S., University of California, Los Angeles
- 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
- Sindell, Steven ..... Business Law, Emeritus  
B.A., University of California, Los Angeles  
J.D., Whittier College of Law
- 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, Emeritus  
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
- Stephanou, Mary Lynne ..... Life Sciences, Emeritus  
B.S., M.S., University of California, Los Angeles
- Sterr, Susan D..... English, Emeritus  
B.A., University of Texas  
M.A., Ph.D. Candidate, University of Southern  
California
- 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
- Stramel, James ..... Philosophy, Emeritus  
B.A., University of Kansas  
M.A., Ph.D., University of Southern California
- Strock, Selma S..... Counseling, Emeritus  
B.A., University of California, Los Angeles  
M.S., California State University, Los Angeles
- Stromberg, Harvey L..... History, Emeritus  
B.A., M.A., University of California, Los Angeles
- Svec, Muriel..... Department Chair, Life Sciences, Emeritus  
B.A., M.S., University of Wisconsin  
Ph.D., University of Illinois
- Taka, Gary J. .... Mathematics, Emeritus  
B.A., M.S., M.A.T., University of California, Los Angeles
- Takenaka, Salli ..... Mathematics, Emeritus  
B.S., West Coast Engineering University  
M.A., California Lutheran College
- Tannatt, Lupita .... Psychology/Child Development, Emeritus  
M.S., University of Southern California  
B.A., Ph.D., University of California, Los Angeles
- Tarvyd, Edward S..... Life Sciences, Emeritus  
A.B., M.A., University of California, Los Angeles
- 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
- Thiercof, Holly ..... Nursing, Emeritus  
B.S.N., M.S.N., California State University, Los Angeles
- 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
- Todd, Gary ..... English, Emeritus  
B.A., University of Pittsburgh  
M.A., University of California, Santa Barbara
- 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
- Trives, Toni .....Spanish, Emeritus  
B.A., University of Hawaii  
M.A., Ph.D., University of California, Los Angeles
- Tsang, Chui ..... Superintendent/President, Emeritus  
B.A., M.S., University of California, Berkeley  
Ph.D., Stanford University
- Tucker, Joy ..... Business, Emeritus  
B.A., University of California, Los Angeles  
M.B.A., University of Southern California
- 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
- Vasquez, Albert ..... Dean, Campus Security,  
Student Health and Safety, Emeritus  
B.S., California State University, Los Angeles  
M.A., Chapman University  
Ed.D., University of Southern California
- 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
- Vick, Barbara A. ....Santa Monica Pre-School Collaborative,  
Emeritus  
B.A., M.A., California State University, Los Angeles
- Vidal, Ralph T. .... Physical Education, Emeritus  
B.S., University of California, Los Angeles  
M.A., Azusa Pacific University
- Vlach, Florence J. .... Journalism, Emeritus  
B.J., University of Missouri  
M.Ed., University of California, Los Angeles
- Wade, Marcia .. Vice-President, Human Resources, Emeritus  
B.A., University of California, Los Angeles  
M.P.A., California State University, Dominguez Hills
- Wakefield, S. Sanford ..... Art, Emeritus  
B.F.A., University of California, Los Angeles  
M.A., California State University, Long Beach
- Wall, Phil M. .... Welding, Emeritus  
B.S., California Polytechnic State University, San Louis  
Obispo
- Walters, Paul .....Automotive Technology, Emeritus  
Dayton Technical Institute, Ohio  
University of California, Los Angeles
- Ward, Jeremy P. . Department Chair, Life Sciences, Emeritus  
A.B., M.A., University of California, Los Angeles
- Ware, Robert .....Photography, Emeritus  
B.A., University of California, Berkeley
- Watts, Joseph ..... English, Emeritus  
A.A., Mt. San Antonio College  
B.A., Biola University  
M.A., California State University, Fullerton
- Webster, Linda S. ....Counseling, Emeritus  
B.A., University of Iowa  
M.A., Loyola Marymount University, Los Angeles
- Weil, Mary J. ....Special Education, Emeritus  
B.A., M.A., Chapman College  
M.S., San Francisco State College
- 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
- 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
- Winsryg, Marian ..... Art, Emeritus  
B.A., Arizona State University  
M.F.A., Otis Los Angeles County Art Institute
- Wohlgemuth, Richard W. .... Physics, Chemistry, Emeritus  
B.S., University of Southern California  
M.A., Loyola Marymount University, Los Angeles
- Womack, Carol ..... Librarian, Emeritus  
B.A., Syracuse University  
M.L.S., University of California, Berkeley
- Wong, Betty ..... Mathematics, Emeritus  
B.A., University of the Pacific  
M.S., M.A., University of Southern California
- 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
- Yarrish, Julie ..... Associate Dean, Online Services  
and Support, Emeritus  
B.A., California State University, Northridge  
M.A., Antioch University
- 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  
Zehr, David ..... English, Emeritus  
B.A., M.A., California State University, Los Angeles  
Ph.D., Indiana University  
Zimmerman, William ..... Computer Applications, Emeritus  
B.A., Illinois State University System  
M.A., California State University

## Adjunct Faculty

### (Assigned for Spring as of June 2021)

Abate, Alula ..... Earth Sciences  
Abatemarco, Anthony M. .... Emeritus Program  
Abbani, Mohamad A. .... Physical Sciences  
Abelew, Sheryl D. .... Health Sciences  
Abich, Michelle L. .... Life Sciences  
Abode, Jr, Peter J. .... Design Technology  
Abramyan, Meline ..... Counseling  
Achorn, John C. .... Emeritus Program  
Ackerson, Andrea K. .... Life Sciences  
Adair, Jeffrey S. .... Design Technology  
Adams, Emma E. .... Life Sciences  
Adams, Jeanne-Marie ..... Counseling  
Adams, Lisa K. .... Emeritus Program  
Adams, Ryan J. .... Counseling  
Adelman, Alan ..... Communication and Media Studies  
Adjei, Ashley M. .... Counseling  
Adkins, Linda ..... Counseling  
Adler, Eve ..... Health Sciences  
Aguiar, Joshua A. .... Music  
Ahmadpour, Alireza ..... Art  
Akers, Patricia A. .... Emeritus Program  
Al Rifae, Kinda ..... Modern Languages and Cultures  
Albert, Gloria S. .... Emeritus Program  
Alexander, Jillian S. .... Business  
Alfaro, Smith Emmanuel ..... Athletics  
Allain, Angelique S. .... Modern Languages and Cultures  
Allen, Anne Marie ..... Photography and Fashion  
Allen, Jeremiah R. .... English  
Alvarado, Ricardo ..... Health Sciences  
Alvarez, Brenda ..... Counseling  
Alvarez, Celina ..... Business  
Alvarez Hernandez, Liliana .. Education and Early Childhood  
Alviso, Jesus R. .... Music  
Ambrosio, Edwin Oliver A. .... CSIS  
Anderson, Carl B. .... Theatre Arts  
Anderson, Dale Steven ..... Photography and Fashion  
Anderson, Enoch ..... English  
Andre, James M. .... Business  
Andrews, Charles ..... Athletics  
Andrews, Tamar D. .... Education and Early Childhood  
Ankeny, Krista L. .... Athletics  
Antoine, Ellen R. .... Philosophy and Social Sciences  
Antonio, Angelo ..... English  
Anvari, Sam S. .... Design Technology  
Anzels, Lacey L. .... Theatre Arts  
Apelian, Colette D. .... Art  
Arabi, Masoumeh ..... Physical Sciences  
Arakelian, Arek ..... Business  
Arakelyan, Hasmik ..... Psychology  
Ardell, Jan B. .... Photography and Fashion  
Arias Young, Tersi ..... Earth Sciences

Arms, Emily D. .... English  
Armstrong, Jemi I. .... Photography and Fashion  
Arroyo, Fernando ..... Music  
Arutian, Carol L. .... Art  
Asadyan, Anahit ..... Mathematics  
Askarian, Sohail N. .... Mathematics  
Assadi, Jilla ..... Cosmetology  
Austin, David C. .... Life Sciences  
Avalos, Rebecca ..... Communication and Media Studies  
Axelrod, Lee ..... Counseling  
Aybay Owens, Seda ..... Dance  
Babakanlou, Madlina ..... Physical Science  
Backlar, Nair P. .... Education and Early Childhood  
Bagamaspad, Marian Rose S. .... Counseling  
Balacanao, Darryl ..... English  
Balakin, Andrey G. .... Physical Sciences  
Banks, Charles A. .... Health Sciences  
Banuelos, Maibe ..... Counseling  
Barnard, Eric ..... Counseling  
Barnhart, Eric ..... English  
Barron, Eric A. .... Athletics  
Bartlett, Delland D. .... Physical Sciences  
Baskauskas, Vytas A. .... Mathematics  
Bastian, Maurice ..... Design Technology  
Basurto, Daisy ..... Counseling  
Bauckus, Susan J. .... Modern Languages and Cultures  
Bauer, David ..... Physical Science  
Bautista, Cynthia ..... Library  
Bayssa, Beyene T. .... Mathematics  
Beasley, Fletcher ..... Design Technology  
Beckwith, Sharon E. .... Life Sciences  
Beeler, Marieke ..... Communication and Media Studies  
Bell, Sharon L. .... English  
Belloso, Sergio A. .... Counseling  
Benditson, Aaron ..... Athletics  
Bennet, Sage E. .... Philosophy and Social Sciences  
Bennett, Johanna L. .... Kinesiology/Physical Education  
Benson, Jesse K. .... Emeritus Program  
Berbeo, Asseneth E. .... Life Sciences  
Bergstrom, Lori M. .... Communication and Media Studies  
Bermudez, Jr, Noel A. .... Communication and Media Studies  
Berry, Nyree ..... Phil & Social Science  
Bertell, Meghan Rose ..... Kinesiology/Physical Education  
Besler, Ian H. .... Design Technology  
Bezrati, Sumaya ..... Modern Languages and Cultures  
Billingslea, Niki ..... English  
Birbaum, Michael J. .... Communication and Media Studies  
Blackwood, Karla ..... Art  
Blye, Deyadra M. .... Counseling  
Bolelli, Daniele ..... History  
Bulus, Michael P. .... Communication and Media Studies  
Bonar, Hugh S. .... English  
Boretz, Marianne S. .... English  
Borgardt, Marianne L. .... ESL  
Bostick, Jason D. .... English  
Bostwick, Lois H. .... ESL  
Boyd, Porsha A. .... Counseling  
Boyden, Lynn ..... Design Technology  
Bravo, Nicholas. .... Counseling  
Brewington, Ronald H. .. Communication and Media Studies  
Brickley, Briana ..... Philosophy & Social Sciences  
Briggs, Timothy H. .... Photography and Fashion  
Brinkman, Charles R. .... Counseling  
Bromberg, Terri L. .... Art  
Bronie, Barbara L. .... Mathematics

Bronstein, Michael G. ....	ESL	Chung, Glen G. ....	Physical Sciences
Brown, Bruce C. ....	Philosophy and Social Sciences	Clark, Craig ....	Design Technology
Brown, Maynard W. ....	Business	Clark, Gerald B. ....	CSIS
Brown, Steven S. ....	Design Technology	Clausen, Andrew I. ....	Business
Bryant, William ....	Emeritus Program	Clayborne, Dontraneil ....	History
Buckner, Kenneth D. ....	Emeritus Program	Cliett, Victoria. ....	English
Buderwitz, Tom ....	Theater Arts	Cohen, Martin M. ....	Earth Sciences
Bullock, Jennifer A. ....	Athletics	Cohn-Schneider, Rachelle ....	Counseling
Bumbera, Natalie J. ....	English	Cole, Brian M. ....	Modern Languages and Cultures
Burchman, Jerrold H. ....	Art	Coleman, Darryl Kevin ..	Communication and Media Studies
Burger, Alice ....	Art	Colmer, Ian H. ....	English
Burle, Nathalie. ....	Modern Languages	Combs, Gerald E. ....	Business
Burkhart, Gerard J. ....	Communication and Media Studies	Combs, Jordi B. ....	ESL
Butterworth, Patricia R. ....	Life Sciences	Comrie, Akiko K. ....	Modern Languages and Cultures
Byrd, William ....	Life Science	Conley, Timothy ....	Communication and Media Studies
Byrne, David ....	History	Constantin, George N. ....	English
Cabral, Rebecca ....	Counseling – DSPS	Contarsy, Steven A. ....	Kinesiology/Physical Education
Calderon-Zaks, Michael A. ....	Philosophy and Social Sciences	Cooke, Elna ....	Photography and Fashion
Calzatti, Natasha ....	Photography and Fashion	Cooper, Daniel J. ....	Counseling
Camilleri, Garret ....	Theater Arts	Cooper, Marsha ....	Emeritus Program
Canada, Sue A. ....	CSIS	Cooper, Sylvia A. ....	Photography and Fashion
Candelaria, Candelyn ....	Modern Languages and Cultures	Cope, Jeffrey A. ....	Earth Sciences
Canela, Marisela ....	Counseling	Coplen, Joshua S. ....	Business
Canellias, Laura M. ....	Dance	Cordeiro, Rebekah C. ....	Physical Sciences
Captor, Roxanne ....	Communication and Media Studies	Corea, Imelda O. ....	Health Sciences
Carbajal, Enrique ....	Health Sciences	Corona, Gabriela C. ....	Counseling
Carballo, Pebble S. ....	Business	Cortrite, Michael D. ....	Kinesiology/Physical Education
Cardenas, Nancy ....	Counseling	Courtney, Angela ....	Life Sciences
Cardenas, Troy P. ....	English	Courtio, Lisa ....	Counseling
Carey, Romeo T. ....	Communication and Media Studies	Covitt, Gary S. ....	Life Sciences
Carillo, Oscar ....	Kinesiology/Athletics	Cowan, William ....	History
Carlson, Kevin D. ....	Mathematics	Crawford, Aaron ....	Sociology
Carlucci, Michael A. ....	Communication and Media Studies	Cruz-Araujo, Helder F. ....	Life Sciences
Carpenter, Mary K. ....	Library	Cruz, Jaime S. ....	History
Carroll, Claudia A. ....	Counseling	Cutler, Ellen ....	DSPS
Carson, Jennifer ....	Physical Sciences	Dabagh, Safaa M. ....	Mathematics
Carter, Tanja D. ....	Philosophy and Social Sciences	Dabagh, Hadi. ....	CSIS
Carty, Brian ....	Mathematics	Dahm, Katie ....	Counseling
Cascino, Natalia V. ....	Athletics	Daily, Micah S. ....	Philosophy and Social Sciences
Case, Sarah A. ....	Modern Languages and Cultures	Dana, Mark ....	Modern Languages and Cultures
Casillas, Veronica ....	Counseling	Daniel, Charles V ....	Business
Cass, Kathy ....	Emeritus Program	Daniels, Robin ....	Communication and Media Studies
Castillo, Veronica J. ....	Counseling	Darden, Christopher A. ....	Business
Castro, Elizabeth A. ....	Counseling	Dastin, Elizabeth R. ....	Art
Castro, Lilliana ....	Design Technology	David, Paul A. ....	Mathematics
Ceballos, Bernard A. ....	Dance	Davis-King, Donna T. ....	Psychology
Ceballos, Brandon A. ....	Cosmetology	Davis, Carol V. ....	English
Centanino, Araceli ....	History	Davis, Herlitz A. ....	Life Sciences
Cerda, Jessica ....	Counseling	Davis, James A. ....	Design Technology
Chambers, Christie ....	Psychology	Davis, Linda ....	Counseling
Chan, David ....	Design Technology	Davis, Mia N. ....	Counseling
Chan, Hok Yan J. ....	Mathematics	Davis, Shari L. ....	Philosophy and Social Sciences
Chandler, Meghan M. ....	Art	Davison, Lynn L. ....	Psychology
Chang, Sarah X. ....	Counseling	De Caussin, Jennifer R. ....	Counseling
Chapman, Karen R. ....	Music	De Jong, Onno F. ....	Design Technology
Charles, Victoria H. ....	Earth Sciences	De La Garza, Mariana ....	Counseling
Chau, Evelyn ....	Mathematics	De Villers, Linda C. ....	Psychology
Chavez, Elizabeth C. ....	Kinesiology/Physical Education	Dean, Christopher R. ....	Mathematics
Chen, Aimee H. ....	Communication and Media Studies	Decemvirale, Suzanne ....	Art
Cheng, Tanshee T. ....	Mathematics	Dee, Douglas ....	Kinesiology/Athletics
Cheung, Kwun H. ....	Physical Sciences	Dee, Douglas ....	Emeritus Program
Chicas, Herbert K. ....	Communication and Media Studies	Dell, Maria M. ....	Life Sciences
Chin, Lyanne Huy Yi. ....	Life Science	Dellapasqua, Laila C. ....	ESL
Chitgar, Michael H. ....	Mathematics	Demel, Vivika B. ....	Counseling
Cho, Michael ....	Mathematics	Demirijian, Natalie ....	Life Sciences



Dempsey, Amy L.....	English	Forbes, Junko .....	Math
Denman, John F.....	Earth Sciences	Forde, Ashley J. ....	Education and Early Childhood
Desai, Daven H. ....	English	Foreman, Nancy J.....	Mathematics
Deuel, Erika M.....	Counseling – DSPS	Fouser, David C. ....	History
Dhar, Gautam .....	Physical Sciences	Fouts, Gary A.....	Earth Sciences
Diaz, Camille Y.....	Health Sciences	Fox, Catherine H.....	Life Sciences
Diaz, David.....	English	Fox, Jr, Robert W.....	Emeritus Program
Dicamillo, Nicholas .....	Cosmetology	Fox, Matthew P. ....	Counseling
Dickinson, Lynn M.....	Communication and Media Studies	Frاند, Lois .....	Emeritus Program
Dishman, Wendy H.....	Philosophy and Social Sciences	Frantz, Rebecca .....	Art
Dixon, Michael J. ....	English	Freeman, Daniel .....	Athletics
Do, Minh H. ....	Physical Sciences	Fry, Gregory P.....	Mathematics
Dokos, Pericles .....	Mathematics	Fujii, Allison M.....	Counseling
Donon, Stephanie G. ....	Design Technology	Fujiwara, Melissa.....	Philosophy and Social Sciences
Douglas, Jr, Turhan B.....	Athletics	Funes, Dennis E. ....	Counseling
Douglass, Julie T. ....	ESL	Gabbay, Cecilia C.....	Business
Drake, Vicki.....	Earth Sciences	Gaines, Scott G. ....	Modern Languages and Cultures
Druckman, Christine J. ....	Kinesiology/Physical Education	Gannen, Barbara .....	Emeritus Program
Druker, Stephen L.....	Psychology	Garcia, Amanda K.....	Counseling
Dumitriu, Elena .....	Kinesiology/Physical Education	Garcia, Cristina J.....	Counseling
Dunphy, Barbara E. ....	Design Technology	Garcia, Jessie L. ....	Counseling
Duran, Angelica .....	English	Garcia, Jonathan .....	Design Technology
Dwyer, Francis (Frank) .....	Emeritus Program	Garcia, Kim .....	Art
Eastcott, Merrill B. ....	Kinesiology/Physical Education	Garcia, Mario S.....	English
Easton, Julie A. ....	Noncredit Education	Garcia, Ricardo M.....	History
Ebrahimi, Hossein Pasha .....	Physical Sciences	Garcia, Veronica A. ....	Counseling
Ebrami, Linda .....	Counseling	Gardner, Alexander .....	Modern Languages and Cultures
Edelmann, Catherine .....	English	Gardner, Margaret .....	Modern Languages and Cultures
Edmonds, Mark .....	CSIS	Garnica, Alicia M. ....	English
Edson, Melissa E.....	Counseling	Gaydos, Sophia C.....	Dance
Edwards, Scott .....	Communication and Media Studies	Geddes, Jr, James K.....	CSIS
El-Khoury, Naja R.....	CSIS	Gee, Marissa.....	Kinesiology/Athletics
England, Andrew M.....	Mathematics	Gerds, Eric L.....	Design Technology
Esfandyari, Shaghayegh .....	Theatre Arts	Ghabaei, Bahram (Barry).....	English
Eskridge, Brian M. ....	Athletics	Gharamanians, Jilbert .....	Mathematics
Esmaeili, Akram .....	Mathematics	Gheytanchi, Elham .....	Philosophy and Social Sciences
Espinal, Juliana .....	Modern Languages and Cultures	Gifford, Margaret E. ....	Physical Sciences
Espinoza, Jacqueline N. ....	Counseling	Giggans, James H.....	Communication and Media Studies
Esquivel, Elizabeth.....	Counseling	Gildner, Barbara J.....	English
Estrada, Consuelo .....	Counseling	Gill, Anita M. ....	ESL
Estrella, Donna J.....	Health Sciences	Gizaw, Astatke .....	Mathematics
Evans, Jami R. ....	Counseling	Glenn, Mariah .....	Counseling
Evinyan, Zarik .....	Mathematics	Gliadkovskaya, E.....	Music
Ezirim, Jovita .....	Nursing	Glover, Taylor.....	Kinesiology/Athletics
Farber, Georgia .....	Nursing	Godoy, Nastassia.....	Counseling
Farivar, Djamshid .....	Physical Sciences	Goldbaum, Jesse M. ....	Earth Sciences
Farquharson, Nadine.....	Nursing	Goldenson, Richard M.....	Athletics
Farschman, Kurt V. ....	Communication and Media Studies	Golder, Lauren.....	History
Feinberg, Louise H.....	Emeritus Program	Goldstein, Martin M.....	Communication and Media Studies
Feingold, Hadar Dara.....	DSPS	Gonzalez, Angelica .....	Counseling
Felder, Ronnie D.....	Welcome Center	Gonzalez, Bernice.....	Counseling
Feldmeier, Kenneth.....	Earth Sciences	Gonzalez, Krysten D .....	Counseling
Felix, Felipe .....	Cosmetology	Gonzalez, Sara G.....	English
Fennoy, Sheila L. ....	Life Sciences	Goode, S. S. ....	English
Fetzer, Gail C. ....	Communication and Media Studies	Gordon, Jeffrey C. ....	Counseling
Fickbohm, David J.....	Life Sciences	Gorgie, Frank J.....	Philosophy and Social Sciences
Finch, Leland A .....	Counseling	Gothold, Julia .....	DSPS
Finley, Susan F.....	Counseling	Gougis, Michael J. ....	Communication and Media Studies
Fisher, Jeffery .....	Kinesiology	Gould, Alyson H.....	Counseling – DSPS
Fitzgerald, Ronald L.....	Business	Graves, Lee P.....	Mathematics
Flood, Stephen W.....	Communication and Media Studies	Gray, Gary L.....	Music
Flores, Bonnie B. ....	Health Sciences	Grebler, Gillian .....	Earth Sciences
Flores, Manuel.....	Life Science	Greenfield, Julie .....	Counseling
Floyd, Jason M.....	Theatre Arts	Gregory, Christina M.....	Photography and Fashion
Folland, Thomas F. ....	Art	Gregory, Deborah K.....	Design Technology

Greiner, Katlyn .....	Art	Hludzik, Elizabeth A. ....	Theatre Arts
Grenot, Teresa L. ....	Library	Holmes, Wendy J. ....	ESL
Griffith, Mary. ....	English	Holt, Drewry K. ....	Music
Grippo, Alessandro .....	Earth Sciences	Holtzermann, Charlotte .....	Emeritus Program
Grodsky, Renee .....	English	Horn, Sabena L. ....	Cosmetology
Grollmus, Daniel P. ....	Mathematics	Hotsinpiller, Sira S. ....	CSIS
Groper, Richard P. ....	Philosophy and Social Sciences	Howard, Bonnie .....	Communication and Media Studies
Guild, Laura A. ....	Psychology	Howard, David B. ....	Communication and Media Studies
Gunn, Adrienne C. ....	Education and Early Childhood	Huang, Carrie Y. ....	Mathematics
Gupta, Rishab K. ....	Life Sciences	Hubble, Brittany .....	Communication and Media Studies
Gurjian, Karineh .....	Photography and Fashion	Huerta, Robert .....	Art
Gurrola, Deanna M. ....	Counseling	Huffaker, Phildon .....	Philosophy and Social Sciences
Gurtovoy, Jason .....	Philosophy and Social Sciences	Hughes, Brenden. ....	Theatre Arts
Gutierrez, Cristina .....	Outreach and Recruitment	Hughes, Christina .....	Philosophy and Social Sciences
Gutierrez, Veronica M. ....	Counseling	Hull, Chelesa. ....	English
Hackeling, Joan .....	Earth Sciences	Huls, Jon M. ....	Earth Sciences
Hackett, Cedric D. ....	Counseling	Humphrey, Theodore F. ....	English
Haghighat, Marziyeh .....	Life Sciences	Huner, Karen A. ....	Kinesiology/Physical Education
Haghoo, Majid .....	CSIS	Hunter, Raymond T. ....	Business
Haig, Jeffrey D. ....	Business	Hurd, Christopher M. ....	Counseling
Haig, Jeffrey S. ....	Business	Hurley, Daniel P. ....	CSIS
Hall, Jenney M. ....	Earth Sciences	Ijames, Susan V. ....	Cosmetology
Hall, Joanne E. ....	English	Inabu, Tiffany M. ....	Counseling
Hall, Stephanie .....	Counseling	Inamdar, Niraj K. ....	Physical Sciences
Halliday-Robert, Catherine E. ....	Business	Ireland, Sean P. ....	English
Hallquist, Sommer Lilley. ....	Art	Islas, Veronica I. ....	Health Sciences
Hamada, Mik J. ....	English	Isner-Ball, Dominique R. ....	Modern Languages and Cultures
Hamilton, Kristi N. ....	International Student Center	Jabbari-Kohnehs, Niloufar .....	Health Sciences
Hanounek, Talar H. ....	Business	Jackson, Antonya E. ....	Counseling
Hansen, Natalie C. ....	English	Jackson, Linda R. ....	Emeritus Program
Hanson, Maria P. ....	Business	Jacobs, Reuben E. ....	Design Technology
Haradon, Catherine M. ....	Earth Sciences	Jaeger, James E. ....	Emeritus Program
Hardacredecerqu, Bahiyiyih L. ....	ESL	Jaffe, Adrienne O. ....	Emeritus Program
Harjuno, Thomas .....	Mathematics	Jamalpanah, Saba .....	Health Sciences
Harmon, James M. ....	Music	James, Nicole M. ....	Art
Harrison, Adam B. ....	Art	Janakos, Linda D. ....	English
Harrison, Amanda Marie. ....	English	Janssen, Dirk P. ....	Psychology
Harrison, Hubert L. ....	Cosmetology	Jayachandran, Sanjay .....	Life Sciences
Harriston, Ryan. ....	English	Jefferson, Sherece N. ....	Counseling
Hartmann, Veronica .....	Counseling	Jiang, Jian .....	Mathematics
Harvey, Lynn .....	ESL	Jimenez, Benjamin S. ....	Mathematics
Hashimoto, Yuria .....	Modern Languages and Cultures	Johnson, Destiny Melody A. ....	Counseling
Hassman, Tupelo .....	English	Johnson, Donald J. ....	English
Havener, Jennifer K. ....	English	Johnson, Glenda .....	Counseling
Hawk, Rasheeda .....	Life Sciences	Johnson, Jana J. ....	Life Sciences
He, Fendi Y. ....	Mathematics	Johnson, Jay P. ....	Emeritus Program
Heaton, Warren B. ....	Design Technology	Johnson, KeChaunte. ....	Life Science
Heimann, Roleen Y. ....	Education and Early Childhood	Johnson, Tristan .....	Philosophy and Social Sciences
Henderson, John M. ....	Physical Sciences	Johnston, Sachi K. ....	Modern Languages and Cultures
Here, Baz .....	Photography and Fashion	Joller, Gian-Martin .....	Art
Hermosillo, Angelica M. ....	Counseling	Jones, Susan .....	English
Hernandez-Cabre, Edith .....	Counseling	Jordan, Angela N. ....	Dance
Hernandez, Adrianna .....	English	Jordan, Elizabeth A. ....	Life Sciences
Hernandez, Justin .....	English	Joshi, Kanak .....	Noncredit Education
Hernandez, Sandra E. ....	Counseling	Jung, Doranne .....	Business
Hernandez, Yunior O. ....	Counseling	Junghahn, Lisa .....	Business
Hero, Christopher J. ....	Emeritus Program	Junghahn, Lisa A. ....	Library
Hertz, Uri L. ....	English	Junius, Jermaine A. ....	Communication and Media Studies
Hesser, Martina .....	Art	Kaftan, Jod. ....	Design Technology
Hetz, Matthew L. ....	Emeritus Program	Kahn, Andrea B. ....	ESL
Hickey, Erin. ....	Counseling	Kaimikaua-Green, Charmaine I. ....	Communication and Media Studies
Hicks, Lori E. ....	Business		
Hill, Erin T. ....	Communication and Media Studies	Kalafer, Francine .....	Kinesiology/Physical Education
Hill, Robin L. ....	Design Technology	Kalisch, Nicolai A. ....	CSIS
Hirst, Victoria M. ....	Health Sciences	Kamaga, Carina N. ....	Physical Sciences

Kamin, Gerald .....	Mathematics	Lamarra, Franco .....	Business
Kang, Kyungkook .....	Philosophy and Social Sciences	Lan, Hua .....	Mathematics
Kanjanapangka, Julie .....	Life Sciences	Lantz, Philip D.....	Counseling
Kaplan, Samara.....	Art	Lashgari,Rensel,Mahafarid.....	Modern Languages and Cultures
Karakus, Karina.....	Philosophy & Social Sci	Le, Michelle K. ....	Life Sciences
Karimian, Narineh .....	International Student Center	Le, Tuyen .....	Earth Sciences
Karkafi, Robert H.....	Mathematics	Leaper, Laura E.....	Art
Karol-Crowther, Cathy I.....	Design Technology	Leddy, George .....	Earth Sciences
Karron, Robert .....	English	Lee, Jennifer M.....	Modern Languages and Cultures
Kato, Nina K.....	Modern Languages and Cultures	Lee, Joan.....	Counseling
Kauffman, Sara R.....	English	Lee, Kuen H. ....	Mathematics
Kaufman, Doris .....	Kinesiology/Physical Education	Lee, Oh Mee .....	Art
Kaufman, Steven M.....	Philosophy and Social Sciences	Leech, Marla R.....	Communication and Media Studies
Kay, Benjamin W. ....	Life Sciences	Legrande, Everett .....	English
Kayzakian, Yvette .....	CSIS	Lehman, Daniel N.....	Library
Kearin, Jeffrey L.....	Athletics	Lem, Aimee M. ....	Counseling
Kelley, Michael .....	Design Technology	Lemon, Daryl R. ....	Kinesiology/Physical Education
Kemitch, Francesca A. ....	Modern Languages and Cultures	Lemon, William .....	English
Kemper, Dawna E.....	English	Leong, Jonathan R. ....	Kinesiology/Physical Education
Kennison, Rachel L. ....	Counseling	Lev, Natalya R.....	Physical Sciences
Kent, Max L. ....	History	Leveque, Victoria F.....	ESL
Kepler, Jocelyne M. ....	Cosmetology	Levy, Barrie .....	Kinesiology/Physical Education
Keskinel, Meric .....	Philosophy and Social Sciences	Lewis, Benjamin J. ....	Modern Languages and Cultures
Keville, Thomas J. ....	History	Lewis, Kathlene .....	Photography and Fashion
Khachmany, Sofi .....	Photography and Fashion	Lezo, Alexandra .....	Art
Khokha, Ellen W. ....	Education and Early Childhood	Li, Guangming.....	Modern Languages and Cultures
Kigozi, Jean .....	Life Science	Liao, Guojao .....	Mathematics
Kim, Eunhye .....	ESL	Lichtscheidl, Alehandro G .....	Physical Science
Kim, John S.....	Design Technology	Lieb, Jasmine B.....	Emeritus Program
Kim, Jong-Ho J. ....	Mathematics	Lim, Julie Y.....	Cosmetology
Kim, Julie S. ....	Business	Lim, Winnie Y. ....	Business
Kim, Jungeun .....	Music	Lipman, Lior .....	Athletics
Kim, Michael S.....	Business	Liu, Christopher .....	Physical Sciences
Kim, Soojin .....	Counseling	Livshin, Bella S.....	Kinesiology/Physical Education
Kim, Sungjin .....	Mathematics	Lokeni, Kare'l.....	Counseling
Kim, Timothy J.....	Design Technology	Lopez, Jeanette .....	Education and Early Childhood
King, Ryan.....	Kinesiology/Athletics	Lopez, Jesus E.....	Mathematics
Kinzler, Debilyn.....	English	Lorenzi, Paola .....	Modern Languages and Cultures
Kirk, Angie .....	English	Louis, La Tanya N.....	Photography and Fashion
Kitazono, Yuka .....	Modern Languages and Cultures	Luu, Khanh H. ....	Health Sciences
Klautky, Ewald K.....	Design Technology	Lynch, John J.....	English
Klein, Melanie C. ....	Philosophy and Social Sciences	Lynch, Skye H. ....	History
Klugman, Ellen B.....	Business	MacGillivray, Ian J. ....	Design Technology
Knight, Ridgway B.....	Business	Macias Limon, Carmen.....	Counseling
Knox, Erika .....	Counseling	Macias, Jonathan F.....	Business
Ko, Hyunjin .....	Physical Sciences	Magar, Christine .....	Design Technology
Kocharian, Armen .....	Physical Sciences	Magno, Hector R. ....	Design Technology
Kol, Koda T. ....	CSIS	Maidenberg, Justin D. ....	Athletics
Kolko, Susan R.....	Photography and Fashion	Maier, Lisa S. ....	Business
Kompaneyets, Marc .....	Art	Maiorano, Susan M. ....	Counseling
Kono, Ana .....	Business	Majlessi, Abdolvahab .....	Physical Sciences
Konno, Mamiko K.....	Modern Languages and Cultures	Majstorovic, Mina .....	Art
Kranz, Jack .....	Earth Sciences	Maknouni, Mehrzad .....	Mathematics
Kronsberg, Graeme J.....	Emeritus Program	Maldague, Jean-Michel .....	Mathematics
Kroupa, Richi A. ....	Modern Languages and Cultures	Maldonado, Shauna M.....	Education and Early Childhood
Kugel, Nataliya .....	ESL	Mammarella, Candace J.....	Art
Kumuryan, Arpi .....	Counseling	Man, Sui .....	Mathematics
Kunimoto, Trisha A.....	ESL	Mandia, Christopher P. ....	English
Kurtz, Keith A.....	CSIS	Manoff, Ricky J. ....	History
Kurvink, Steven .....	Philosophy and Social Sciences	Manojlovic, Maja .....	Communication and Media Studies
Kwack, Jessica B. ....	Communication and Media Studies	Manookian, Noel .....	Mathematics
Laffey, Sheila A. ....	Communication and Media Studies	Manseau, Fred J. ....	Emeritus Program
Lai, I-Shen .....	Mathematics	Mantabu, Patricia O. ....	CSIS
Lake, Robin G. ....	Photography and Fashion	Marchand, Kenneth A. ....	CSIS
Lam, Judy .....	Counseling	Mardirosian, Robert .....	Mathematics

Mares, Samuel	Business	Molsing, Jason P.	Athletics
Margolis, Daniel L.	Business	Monteiro, Natalina	Philosophy and Social Sciences
Margolis, Fern S.	Modern Languages and Cultures	Montes, Andrea	Philosophy and Social Sciences
Marino, Jessica M.	History	Montgomery, Laverne R.	Health Sciences
Markey, Deante J.	Health Sciences	Moosa, Laila	Health Sciences
Marquez, Alvaro	Art	Moreno, Diana R.	Counseling
Marquez, Carlos R.	Welcome Center	Morgan, David B.	CSIS
Marschall, Brett A.	Philosophy and Social Sciences	Morgan, Julia S.	ESL
Marsh, Brandi D.	Counseling	Morris, Markell R.	Counseling
Martentung-Palan, Nolito	Counseling	Morris, Sanja	Philosophy and Social Sciences
Martin, Aric F.	Theatre Arts	Morrison, Susan	Nursing
Martin, Ben S.	Communication and Media Studies	Morton, Elaine D.	Counseling
Martinez-Contre, Rosaura	Counseling	Moshiri, Shane S.	Academic Affairs
Martinez-Gil, Cecilia	English	Mosich, Nick W.	Kinesiology/Physical Education
Martinez, Denise M.	Counseling	Mosley, Keena R.	Education and Early Childhood
Martinez, Esmeralda	Counseling	Moulton, Steven A.	Photography and Fashion
Martinez, William	Counseling	Moy, Don N.	Emeritus Program
Martorello, Janet M.	Emeritus Program	Mozafari, Lily	Counseling
Marutyan, Nelli	ESL	Mukai, Moena	ESL
Marx, Jeffrey A.	Emeritus Program	Mumba, Alicia I.	ESL
Masihi, Karineh M.	Design Technology	Murphy, Eugene M.	English
Mason, Jennifer	Earth Sciences	Murphy, Tony J.	Physical Sciences
Massilon, Sharlyne	Counseling	Myers, Alannah M.	Cosmetology
Matheson, Catherine C.	Psychology	Myers, Albert D.	Photography and Fashion
Matthews, Monique N.	Communication and Media Studies	Myers, Bob E.	History
Mattsson, Mikael F.	Theatre Arts	Nagel, Janet G.	Design Technology
Maync, Tania M.	History	Nakao, Patricia	Counseling
Mayorga, Arlyn	Health Sciences	Nalepa, Laura L.	Business
Mazzara, Evemarie	Design Technology	Nam, Victoria S.	ESL
McBride, Kymberlyn R.	Counseling	Nardini, Afrodite S.	Emeritus Program
McCarthy, Tara A.	Counseling	Narrie, Marc L.	Counseling
McDonald, Karen E.	Dance	Nelson, Launa A.	English
McDonald, Sean D.	Photography and Fashion	Nelson, Patricia M.	English
McGee, Nicola	Noncredit Education	Nelson, Robert E.	Life Sciences
McGrath, Marilyn T.	Education and Early Childhood	Newell, Quincy C.	Business
McGuire, Mary C.	Art	Nex, Anthony J.	Photography and Fashion
McHenry, Bart	Theatre Arts	Nguyen, Long V.	CSIS
McKeown, Kevin O.	Music	Nguyen, Thi H.	Physical Sciences
McLaughlin, Diane	Life Sciences	Nieves, Osbaldo	Counseling
McMillen, Ryan	History	Nishijima, Ryoko	Modern Languages and Cultures
Medvedev, Natasha	Art	Nishiyama, Tara K.	Counseling
Meeks, Christopher	English	Noonan, Ian	Design Technology
Meir, Natalie K.	English	Norris, TJ.	Art
Mejia Leiva, Cesar N.	Physical Sciences	Novak, Deborah S.	Life Sciences
Melamed, Niloufar	Communication and Media Studies	Nunez, Maria	Nursing
Melendez-Balles, Nancy	Modern Languages and Cultures	Nunez-Mason, Rebeca E.	Counseling
Mendez Vega, Nancy	Counseling	Nunley, Rosalyn M.	Cosmetology
Mendoza, Barbara	Art	Nweke, Tashume K.	Counseling
Menendez Mata, Rocio J.	Counseling	O'Cain, Kim	Earth Sciences
Menjivar, Michelle I.	Communication and Media Studies	O'Connor, Jim	Photo/Fashion
Meono, Lori T.	Counseling	O'Hara, Dena M.	English
Mercer, Jaime E.	Life Sciences	O'Leary, Bernadette A.	Psychology
Meshkani, Jessica	Counseling	O'Leary, Thomas F.	Art
Metichcchia, Jackson H.	Athletics	O'Neal, Kevin A.	Music
Mihaylovich, Kristin W.	Art	Oates, Simon M.	Business
Mikolajczak, Melissa	Business	Oba, Ryan K.	English
Millan, Brandon A.	Emeritus Program	Obiamiwe, Ofunne D.	Art
Miller, Nicole A.	English	Ocampo, Cihli	Dance
Mireles, Sarina L.	Counseling	Ocampo, Jay M.	Athletics
Mitchell, Robin	Art	Ochoa, Dewi	ECE
Miyano, Emiko	Art	Ochoa, Mayra	Library
Miyoshi, Yosuke	Emeritus Program	Odom, Lucy H.	Mathematics
Mizuki, April H.	Modern Languages and Cultures	Oganesyan, Marianna	Counseling
Mleczo, Jacqueline	Communication and Media Studies	Okonkwo, Natasha N.	Health Sciences
Molnar, Cynthia A.	Dance	Oliver, Gale A.	Music

Oliveri, Joseph S. ....	Business	Preston, Barry L. ....	Communication and Media Studies
Olsen, Bruce D. ....	Life Sciences	Prindle, Mark R. ....	Earth Sciences
Olsen, Susan ....	English	Pullard, Marcy ....	Counseling
Olson, Gene C. ....	Psychology	Qualey, Katelyn N. ....	Kinesiology/Physical Education
Orozco, Cynthia M. ....	Library	Quesada, Donna M. ....	Philosophy and Social Sciences
Orr, Paula L. ....	English	Quintanilla, Johanna V. ....	Counseling
Ortega, Gary R. ....	Philosophy and Social Sciences	Rabkin, Beth L. ....	Design Technology
Ortega, Jorge A. ....	Mathematics	Rados-Cloke, Angie ....	Business
Ortega, Monica M. ....	Health Sciences	Rahmani, Sheida ....	Mathematics
Ortiz, Stuart ....	Counseling	Rahnavard, Mohammad H. ....	Mathematics
Ostorga, Debbie ....	Counseling	Rain, Barbara L. ....	Photography and Fashion
Ota, Nathan T. ....	Art	Ralston, Lynn C. ....	Kinesiology/Physical Education
Overall, Stephen J. ....	English	Ramirez, Raquel V. ....	Dance
Owaka, Emmanuel A. ....	Mathematics	Ramsey, Ernest D. ....	Mathematics
Owens, Karl ....	Kinesiology/Athletics	Rashidi, Jennifer S. ....	Earth Sciences
Padilla, Jesus Javier ....	Counseling	Rattanasook, Hathairat ....	CSIS
Paik, Ranu ....	Business	Ravkic, Irma ....	CSIS
Papazyan, Arno ....	Physical Sciences	Rayford, Valencia R. ....	Counseling
Parise, Wendy A. ....	Education and Early Childhood	Raz, Julia G. ....	Communication and Media Studies
Park, Jihyun ....	Modern Languages and Cultures	Rees, Denise M. ....	Health Sciences
Parker, Juliana C. ....	Counseling	Regalado, Olivia ....	Emeritus Program
Parnell, Dennis J. ....	Music	Reich, Eleanor S. ....	Emeritus Program
Pashaie, William ....	Library	Reich, Sheila L. ....	Emeritus Program
Patel, Anand ....	Life Sciences	Reichle, Robert E. ....	English
Patel, Bhavi. ....	Design Technology	Reiner, Helene G. ....	Photography and Fashion
Patel, Manish ....	CSIS	Reiner, Margot ....	Emeritus Program
Patrich, Jeremy G. ....	Earth Sciences	Remollino, Bernard ....	History
Patugan, Rollence Y. ....	Photography and Fashion	Reveles, Jessica J. ....	Business
Pearce, Michelle ....	Counseling – DSPS	Reyes, Ana C. ....	Emeritus Program
Peeples, Regis A. ....	English	Reynoso, Maria L. ....	Counseling
Pena, Ismaelly ....	Design Technology	Richard, Christine ....	Education and Early Childhood
Pepper, Evan D. ....	Life Sciences	Richards, Charlotte R. ....	Dance
Perez-Fernandez, Lourdes ....	Mathematics	Richwine, Dona R. ....	Life Sciences
Perez, Jesus Z. ....	Emeritus Program	Risinger, Lois A. ....	Health Sciences
Perez, Rex E. ....	Mathematics	Rivas Pineda, Yanira G. ....	Philosophy and Social Sciences
Perez, Walter A. ....	Health Sciences	Robbins, Crystal R. ....	Theatre Arts
Perkins, Karen K. ....	Life Sciences	Roberts, Jr, Paul E. ....	Athletics
Pernisco, Nicolas ....	Communication and Media Studies	Roberts, Kevin ....	Physical Science
Peterson, James D. ....	Emeritus Program	Roberts, Paul S. ....	English
Petikyan, Gohar ....	Mathematics	Robinson, Chelsea M. ....	Earth Sciences
Petrella, Robert J. ....	Communication and Media Studies	Robinson, Kimberly C. ....	Design Technology
Phan, Huan ....	Design Technology	Robinson, Michele R. ....	Library
Phear, Jami ....	English	Robles, Andrew ....	English
Phillips, Barbara S. ....	Emeritus Program	Rocchio, Michael P. ....	Art
Phillips, Kimberly M. ....	Philosophy and Social Sciences	Rockwell, Cassie ....	Business
Phillips, Lana K. ....	English	Roddy, Lytha L. ....	Education and Early Childhood
Phillips, Thaddeus ....	Counseling	Rodman, Spencer L. ....	Athletics
Picarelli, Ronda R. ....	Communication and Media Studies	Rodriguez, Juan Roberto E. ....	Emeritus Program
Picazo, Leslie Ann M. ....	Counseling	Rodriguez, Kaelyn ....	Art
Pierce, Timothy L. ....	Athletics	Rogers, Jr, John ....	Cosmetology
Pillich, Simeon ....	Music	Rogers, Tim A. ....	Business
Pitre, Rhea M. ....	Counseling	Rojas, Randall R. ....	Physical Sciences
Platt, Huch H. ....	Communication and Media Studies	Rolleri, Veronica P. ....	Counseling
Platz, William A. ....	Business	Romero, Albert C. ....	Library
Poirier, Nancy P. ....	Communication and Media Studies	Romero, Rafael ....	Life Sciences
Polin, Mathew ....	Business	Roper-Conley, Carolyn J. ....	Business
Poreba, Janine S. ....	ESL	Roper, Lisa R. ....	Counseling
Porter, Leslie A. ....	Kinesiology/Physical Education	Roseman, Teri ....	Emeritus Program
Pourabedi, Masha ....	Modern Languages and Cultures	Rosenberg, Vivian L. ....	Communication and Media Studies
Pourroy, Debra M. ....	Education and Early Childhood	Rosenblum, Beth T. ....	Art
Pourzangi, Banafsheh ....	Modern Languages and Cultures	Rosenthal, Laurence ....	Communication and Media Studies
Poy, Teresa ....	Nursing	Rosiles, Crystal A. ....	Counseling
Preponis, Andreas ....	Music	Ross, Margaret A. ....	Emeritus Program
Prescott, Patricia N. ....	Communication and Media Studies	Ross, Matthew S. ....	English
Press, Phyllis L. ....	Emeritus Program	Ross, Samantha ....	Counseling

Rosser, Ken.....	Music
Rota, Bruno L.....	Modern Languages and Cultures
Roth, Lea M.....	Athletics
Rowland, Yuki T.....	Counseling
Ruh, Christopher .....	Communication and Media Studies
Ruiz, Jessica .....	Counseling
Russell, Richard L.....	Psychology
Ryan, Melinda .....	Counseling
Ryza, Susan V. ....	Emeritus Program
Sadeghi-Tabrizi, Fariba .	Communication and Media Studies
Sage, Rebecca M.S. ....	Psychology
Said, Asma W. ....	Physical Sciences
Saigusa, Yuko.....	Modern Languages and Cultures
Sakurai, Dorna S.....	Life Sciences
Salama, Ahmed H.....	Earth Sciences
Salerno, Lori A. ....	Life Sciences
Salgado, Guadalupe.....	Emeritus
Samani, Nicole.....	Counseling
Samokhina, Natalya Y.....	ESL
Samplewala, Munir S.....	CSIS
Sanchez, Kristina .....	Counseling
Sanderson, Andrea .....	Music
Sandoval, Amy .....	English
Sandoval, Audrey L.....	Counseling
Sandoval, Christina .....	Counseling
Sandoval, Flor A.....	Counseling
Sanker, Cardinal .....	Counseling
Santiago, Grace .....	Counseling
Santillanes, Albert .....	Business
Santos, Jean Paul.....	Physical Science
Sarkissian, Rostom .....	Emeritus
Sarkssian, Henrik .....	Mathematics
Saso, Mariko .....	Mathematics
Sasu, Samuel .....	Earth Sciences
Saxon, Lisa N. ....	Communication and Media Studies
Scaife, Michele L.....	Philosophy and Social Sciences
Scarlet, Amy .....	Health Sciences
Schmidt, Einhard .....	Physical Sciences
Schneir, Gerald .....	Emeritus Program
Schnitzler, Alexander P.....	English
Schofield, Jennifer E.....	Communication and Media Studies
Schreiner, Gregory .....	Music
Schulman, Jory .....	Music
Schultz, Nicholas .....	Life Science
Schwartz, David N. ....	Theatre Arts
Scott, Jacqueline D.....	CSIS
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Semere, Maria L.....	Counseling
Senarath Gamage, Lakshika .....	Art
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Sewell, Lauren .....	Kinesiology/Physical Education
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Taylor, Valerie .....	Art

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Thomas, Jessica .....	English	Welch, Melvin A. ....	Health Sciences
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Thompson, Chanthy .....	Counseling	Wengeler, William R. ....	Life Sciences
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Tirr, Catherine A. ....	Emeritus Program	Wheat, Natasha R. ....	Art
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Vyor, Justin .....	Office Technology	Zee, Steven L. ....	Dance
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Walker, Cheryl L. ....	Emeritus Program	Zmuda, Lynn M. ....	Design Technology
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Wang, Er Xiang .....	Mathematics		
Wang, Jason D. ....	Mathematics		

## Important Phone Numbers

See [smc.edu/directory](http://smc.edu/directory) for a complete, searchable directory.

Santa Monica College, 1900 Pico Blvd., Santa Monica	310-434-4000	DREAM Program	310-434-4892
Automated Call Center	310-434-4001	Early Childhood/Education	310-434-8109
Academic Senate	310-434-4611	Earth Sciences Department	310-434-4767
Accounts Payable	310-434-4283	Edye, The	310-434-3200
Adelante Program/Latino Center	310-434-4459	Emeritus Program	310-434-4306
Admissions Office	310-434-4380	Employment Information – Academic	310-434-4336
Nonresident Admissions	310-434-4461, 310-434-4595	Employment Information – Non-Teaching	310-434-4415
International Student Admissions	310-434-4217	Employment Information – Student	310-434-4343
Adult Education	310-434-3403, 310-434-4115	Career Services Center	310-434-4337
Airport Arts Campus	310-434-4229	English Department	310-434-4242
Alumni	310-434-8400	Environmental Studies Department	310-434-4901
Art Department	310-434-4230	EOPS (Extended Opportunity Program and Services)	310-434-4268
Art Gallery	310-434-3434	ESL Department	310-434-4260
Exhibit Information	310-434-8204	Events – Information and Tickets	310-434-3005
Associated Students and Student Clubs	310-434-4250	Events – Center for Media and Design	310-434-3777
Associates	310-434-4100	Events – Performing Arts Center	310-434-3200
Athletics	310-434-4310	Events – Business Office	310-434-3005
Auxiliary Services Business Office	310-434-4255	Extension, SMC	310-434-3400
Black Collegians	310-434-4232	Facility Rentals	310-434-3002
Board of Trustees	310-434-4241	Faculty Association	310-434-4394
Bookstore (see Campus Store listings)	310-434-4258	Fashion Design/Merchandising	310-434-4621
Broad Stage, The	310-434-3200	Film Studies Program	310-434-4246
Broadcasting Program	310-434-4583	Financial Aid Office	310-434-4343
Business Education Department	310-434-4295	Fitness Center	310-434-4741
CalWORKs	310-434-4082	Foundation	310-434-4215
Campus Police (Emergency)	310-434-4300	General Advisory Board	310-434-4100
Campus Police (NON-emergency)	310-434-4608	Grants	310-434-3718
Campus Store – Airport Arts Campus	310-434-4637	Graphic Design Program	310-434-3720
Campus Store – Bundy Campus	310-434-3480	Guardian Scholars Program	310-434-4491
Campus Store – Center for Media and Design (CMD)	310-434-3750	Health Sciences Department	310-434-3450
Campus Store – Main Campus	310-434-4258	Health Services – Student	310-434-4262
Campus Store – SMC Performing Arts Center	310-434-3482	High Tech Training Center	310-434-4267
CARE (Cooperative Agencies Resources for Education)	310-434-4449	Human Resources	310-434-4415
Career Services Center	310-434-4337	Interior Design Program	310-434-3720
Cashier's Office	310-434-4664	International Education Center	310-434-4217
Center for Media and Design (CMD)	310-434-3700	Job Placement – Student	310-434-4343
Center for Wellness & Wellbeing	310-434-4503	Journalism Program	310-434-4246
	800-691-6003	KCRW 89.9 FM	310-450-5183
Child Development	310-434-8109	Kinesiology/Physical Education Department	310-434-4310
Children's Services Coordinator	310-434-8526	KWRF	310-434-4583
Communication and Media Studies Department	310-434-4246	Latino Center/Adelante Program	310-434-4459
Communication Studies Program	310-434-4246	Learning Disabilities Program	310-434-4684
Community Education	310-434-3403, 310-434-4115	Library	310-434-4334
Community Relations Office	310-434-4100	Life Sciences Department	310-434-4761
Computer Classes – Business Department	310-434-4295	Maintenance – Operations – Grounds	310-434-4378
Corsair Newspaper	310-434-4340	Mathematics Department	310-434-4274
Cosmetology Department	310-434-4292	Matriculation	310-434-8708
Counseling & Transfer Services	310-434-4210	Media Center	310-434-4352
CSEA Office	310-434-4068	Media Studies Program	310-434-4246
Curriculum Office	310-434-4277	Modern Languages Department	310-434-4248
Custodian's Office	310-434-4366	Music Department	310-434-4323
Dance Department	310-434-3467	Noncredit Initiatives	310-434-3399
Design Technology Department	310-434-3720	Nursing Program	310-434-3450
Disabled Students Center (DSPS)	310-434-4265	Ombudsperson	310-434-3986
Drescher Planetarium	310-434-3005	Outreach and Recruitment	310-434-4189
Distance Education Program	310-434-3761	Parking Enforcement	310-434-4608
		Payroll	310-434-4234
		Personnel Commission	310-434-4410
		Philosophy and Social Sciences Department	310-434-4244
		Photography Department	310-434-3547
		Photography Gallery	310-434-4289
		Physical Education	310-434-4310
		Physical Sciences Department	310-434-4788
		Pico Partnership Program	310-434-4926



Planetarium.....	310-434-3005
Planning and Development.....	310-434-4215
Pool Information .....	310-458-8700
President’s Office .....	310-434-4200
Psychology Department.....	310-434-4276
Public Information Office .....	310-434-4454
Public Policy Institute.....	310-434-3429
Public Programs .....	310-434-4100
Purchasing .....	310-434-4304
Receiving Department.....	310-434-4373
Registration .....	310-434-4380
Reprographics .....	310-434-4828
Scholars Program .....	310-434-4371
24-hour Recorded Information .....	310-434-4059
Scholarships.....	310-434-4343
School Relations Office .....	310-434-4189
Shuttle Information.....	310-434-4608
SMC Extension.....	310-434-3400
Social Sciences Department.....	310-434-4244
Speech (now Communication Studies) Program .....	310-434-4246
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Student Judicial Affairs.....	310-434-4220
Study Abroad Programs .....	310-434-4342
Success & Engagement Center.....	310-434-8040
Superintendent’s Office .....	310-434-4200
Sustainability Center (formerly CEUS).....	310-434-3909
Swim Center (Pool) Information .....	310-458-8700
Telecommunications Services .....	310-434-3010
Theatre Arts Department.....	310-434-4319
Theater Information.....	310-434-4319
Title IX Coordinator .....	310-434-4225
Transcripts.....	310-434-4392
Tutoring – English, Humanities .....	310-434-4682
Tutoring – ESL.....	310-434-4260
Tutoring – Math .....	310-434-4735
Tutoring – Modern Languages .....	310-434-4683
Tutoring – Science.....	310-434-4630
Undocumented Student Ally Program .....	310-434-4491
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*Acknowledgements:* Dr. Kathryn E. Jeffery, Diana Askew, Jason Beardsley, Maria Bonin, Vivian Chu, Jose Cue, Guido Del Piccolo, Rachel Demski, Kiersten Elliott, Fai Fong, Alice Gheorghiu, Don Girard, Dagmar Gorman, James Goodlow, Laurie Guglielmo, Tre'Shawn Hallbaker, Laurie Heyman, Jose Hernandez, Regina Ip, Sherri Lee-Lewis, Estela Narrie, Jonathan Ng, Dawn Noguera, Lee Peterson, Vivian Rankin-Scales, Arnel Reyes, Stephanie Rick, Janet Robinson, Teresita Rodriguez, Scott Silverman, Grace Smith, Rebecca Sprigg, Esau Tovar, Paul Trautwein, and Ming-Yea Wei.

*Photography:* Ben Gibbs, Charles Mark-Walker, and Amy Williams.

# Notes

# Santa Monica College

## SMC Campuses and Program Sites

### SMC CAMPUSES

Main Campus  
1900 Pico Boulevard,  
Santa Monica, CA 90405

Center for Media and Design (CMD)  
1660 Stewart Street  
Santa Monica, CA 90404

District Offices  
2714 Pico Boulevard,  
Santa Monica, CA 90405

Airport Arts Campus (AIR)  
2800 Airport Avenue  
Santa Monica, CA 90405

Bundy Campus (BUNDY)  
3171 S. Bundy Drive,  
Los Angeles, CA 90066

Emeritus Campus  
1227 2nd Street  
Santa Monica, CA 90401

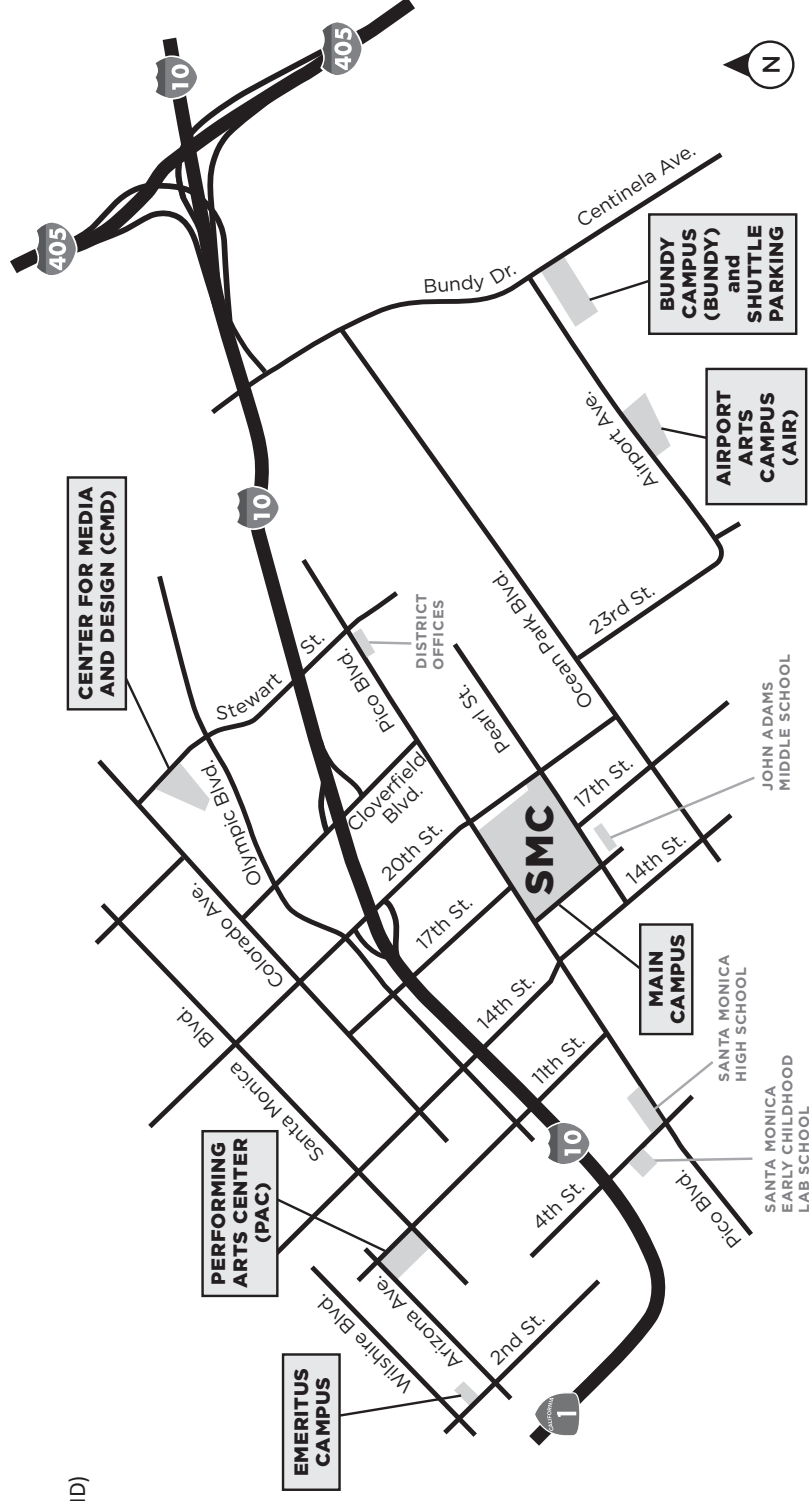
Performing Arts Center (PAC)  
1310 11th Street  
Santa Monica, CA 90401

### ADDITIONAL CLASS LOCATIONS

John Adams Middle School  
2425 16th Street  
Santa Monica, CA 90405

Santa Monica High School  
601 Pico Boulevard  
Santa Monica, CA 90405

Santa Monica Early Childhood Lab School  
1802 4th Street  
Santa Monica, CA 90401



Metro, CMD, PAC

Lot 6 Visitor, Paid Parking, and Staff

## MAIN CAMPUS

- 14 Associated Students Center (2nd floor, Cayton Center)
- 20 Auxiliary Services 1738 Pearl St.
- 3 Board Conference Center (Board of Trustees Meetings)
- 1 Facilities Planning 1510 Pico Blvd.
- 12 Campus Police 1718 Pearl St. 310-434-4300
- 12 Campus Store
- 18 Center for Wellness and Wellbeing
- 7 Events / Ticket Box Office
- 2 Foundation 1516 Pico Blvd.
- 13 Health Services (Nurse's Office)
- 6 Kiosk / Visitors Information
- 9 Main Stage (Theatre Arts)
- 15 Math Lab
- 16 Media Center / Reprographics
- 10 Operations & Maintenance
- 4 Photography Gallery (2nd floor, Drescher Hall)
- 5 Planetarium (2nd floor, Drescher Hall)
- 11 Receiving
- 8 Studio Stage (Theatre Arts)
- 21 Sustainability Center 1744 Pearl St.
- 17 Veterans Success Center (Basement, Cayton Center)

## STUDENT SERVICES CENTER (SSC)

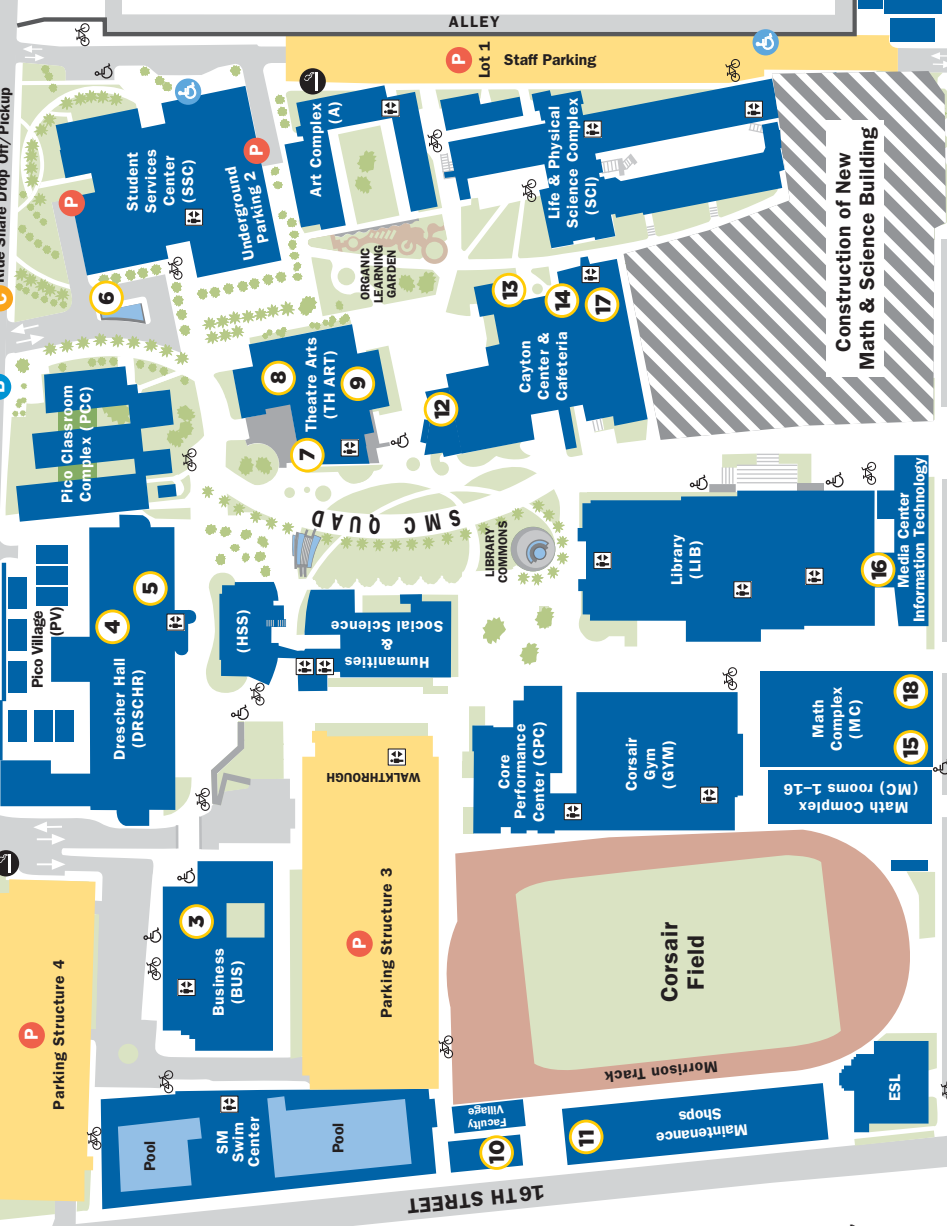
- Academic Affairs
- Admissions & Records
- Care & Prevention Team
- Special Programs:
  - Adelante/Latino Center,
  - Black Collegians, CalWORKs,
  - DREAM Program, EOPS/CARE,
  - Guardian Scholars, Learning Disabilities Program, Pico Partnership, and Scholars Program
- Student Affairs
- Student Judicial Affairs
- Success & Engagement Center
- High Tech Center
- International Education

## SMC CAMPUSES & LOCATIONS

- AIRPORT ARTS CAMPUS (AIR)
  - 2800 Airport Ave.
- BUNDY CAMPUS (BUNDY)
  - 3171 S. Bundy Dr.
  - Noncredit Initiatives / Registration
- CENTER FOR MEDIA AND DESIGN (CMD)
  - 1660 Stewart St.
- DISTRICT OFFICES
  - 2714 Pico Blvd.
  - Business & Payroll Services
  - Human Resources
- EMERITUS CAMPUS (EC)
  - 1227 2nd St.
  - Community Education
  - Emeritus Program for Older Adults
- KCRW
  - 1660 Stewart St.
- PERFORMING ARTS CENTER (PAC)
  - 1310 11th St.
  - Pete and Susan Barrett Art Gallery
  - Music Hall
  - The Edeye
  - The Ell and Edythe Broad Stage

Metro, CMD, PAC

Ride Share Drop Off/Pickup



PEARL STREET

JOHN ADAMS MIDDLE SCHOOL

- PARKING**
- Staff Permit Parking: Lots 1 & 5, Underground 2, Structures 3 & 4
  - Student Permit Parking: Underground 2, Structures 3 & 4
  - Visitor Parking: Underground 2, purchase parking pass at Kiosk
  - Park Free and Shuttle to Main Campus with Student ID Bundy Campus - 3171 S. Bundy Dr.
- Bicycle Parking**
- Elevators**
- Accessible Entrances**  
Entrances in buildings not marked are accessible.  
Accessible parking available in every lot.

**Buses to SMC Campuses**  
BUNDY: #44  
CMD: #16, #43  
PAC: #41, #42

- Bus Stop
- Ride Share
- Paratransit Stop
- Smoking Permitted Areas
- We're a Smoke-Free Campus.
- Parking

