

Clovis Community College 2021-2022 Class Schedule

10309 North Willow Avenue • Fresno, CA 93730 • (559) 325-5200 • cloviscollege.edu
State Center Community College District

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Congratulations!

By choosing Clovis Community College, you have taken the first step toward building a successful future. The college offers a wide range of educational programs, all designed to offer you the necessary skills to make your educational goals a reality.

Vision Statement

Clovis Community College is the college of choice for academic excellence, innovation, and student achievement.

Mission Statement

Creating Opportunities – One Student at a Time:

- We honor diversity and serve all students of our community.
- We promote opportunities for success and wellness through full access to programs and services, and we provide comprehensive student support to achieve equity.
- We foster critical, creative, and engaged thinking through education based on integrity, generosity, and accountability.
- We support student success along pathways to certificates, degrees, and transfer programs, preparing students for thriving futures.
- We build community partnerships to enhance student learning and success, thereby advancing economic vitality in the community.
- We engage in reflective research and innovation focused on learning and student success.

Philosophy

At Clovis Community College, we believe that people's lives are enriched in an atmosphere of intellectual curiosity, personal integrity, and individual accomplishment. The college furnishes experiences designed to promote critical thinking, enhance cultural literacy, and foster an awareness of the interdependence of all persons and their environment.

Clovis Community College is committed to maintaining a highly qualified staff of educators and support personnel who reflect the diversity of our unique community. We embrace a flexible attitude toward change and encourage the spirit of innovation.

The goal of the college is to develop each student's full potential as well as respect for self and others. To this end, the college provides comprehensive curriculum offerings, lifelong learning opportunities, counseling, and educational services.

Institutional Learning Outcomes

- 1) Communication & Literacy
 - a) Interpret various types of written, visual, and verbal information.
 - b) Organize ideas and communicate precisely and clearly to express complex thoughts both orally and in writing.
 - c) Synthesize researched information obtained from accurate, credible, and relevant sources to support, advance, or rebut an opinion.
- 2) Critical Thinking
 - a) Analyze quantitative and qualitative information and apply scientific methodologies.
 - b) Use critical and creative modes of inquiry to solve problems, explore alternatives, and make decisions.
 - c) Integrate and apply knowledge, skills, and abilities gained in a variety of courses to new situations.
- 3) Global Awareness
 - a) Use cultural, historic, or aesthetic perspectives to analyze the fine arts, humanities, and social sciences.
 - b) Recognize and practice civic, environmental, and social responsibility.

- c) Demonstrate understanding and respectful treatment of diverse cultures of the world.
- 4) Personal Responsibility and Professional Development
 - a) Use physical and psychological principles to make healthy lifestyle choices.
 - b) Use theoretical and practical knowledge to make ethical personal and professional decisions.
 - c) Use effective collaboration tactics when working with others.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS TABLE

	Program	Type	Major Code
1	Accounting	AS	C.2010.AS
2	Accounting	CA	C.2010.CA
3	Administration of Justice	AS-T	C.8880.AS-T
4	Anthropology	AA-T	C.7150.AA-T
5	Art History	AA-T	C.5204.AA-T
6	Art: Two-Dimensional	AA	C.520A.AA
7	Biology	AS-T	C.6101.AS-T
8	Business Administration	AS-T	C.2050.AS-T
9	Business Administration: Accounting	AS	C.205A.AS
10	Business Administration: Entrepreneur	AS	C.205B.AS
11	Business Administration: General Business	AS	C.205C.AS
12	Business Administration: Information Systems Management	AS	C.205D.AS
13	Business Administration: Management	AS	C.205F.AS
14	Business Administration: Managerial Assistant	CA	C.2180.CA
15	Business Administration: Marketing	AS	C.205G.AS
16	Business Intern	CA	C.204E.CA
17	Business Intern	CN	C.2042.CN
18	California State University General Education (CSU-GE) Breadth	CA	C.5800.CA
19	Career Exploration (noncredit)	CC	C.206A.CC
20	Chemistry	UCTP	C.6400.UCTP
21	Child Development	AS	C.5610.AS
22	Child Development	CA	C.5610.CA
23	Child Development Associate Teacher	CA	C.561Q.CA
24	Child Development Early Childhood Education	AS-T	C.5605.AS-T
25	Child Development Early Intervention Assistant	CA	C.561R.CA
26	Child Development Elementary Teacher Education	AA-T	C.5891.AA-T
27	Child Development/Teacher	CA	C.561S.CA
28	Civil Engineering	AS	C.3011.AS
29	Civil Engineering	CA	C.3011.CA
30	Communicating in the Workplace (noncredit)	CC	C.206C.CC
31	Communication	AA	C5342.AA
32	Communication Studies	CA	C.5343.CA
33	Communication Studies	AA-T	C.5345.AA-T
34	Computer or Software Engineering	AS	C.3013.AS
35	Computer or Software Engineering	CA	C.3013.CA
36	Computer Science	AS	C.6920.AS
37	Criminal Justice: Law Enforcement	AS	C.888A.AS
38	Criminology: Corrections	AS	C.888B.AS
39	Criminology: Corrections	CA	C.888B.CA
40	Criminology: Law Enforcement	CA	C.888A.CA
41	Cyber Security	CA	C.6932.CA
42	Drinking Water Treatment and Distribution	CA	C.8401.CA
43	Economics	AA-T	C.7200.AA-T
44	Electrical Engineering	AS	C.3012.AS
45	Electrical Engineering	CA	C.3012.CA
46	English	AA	C.5300.AA
47	English	AA-T	C.5301.AA-T
48	Entry Level Management	CN	C.2180.CN
49	Environmental Science	AS-T	C.6000.AS-T
50	Food Safety and Quality Technician	CA	C.5690.CA
51	Foreign Language	AA	C.5500.AA
52	Geography	AA-T	C.7300.AA-T
53	Getting Ready for Employment (noncredit)	CC	C.206B.CC

	Program	Type	Major Code
54	Health Care Administration	AS	C.4501.AS
55	Health Care Interpreter	CN	C.4501.CN
56	History	AA-T	C.7380.AA-T
57	Information Systems	CA	C.6930.CA
58	Information Systems: Networking	AS	C.693B.AS
59	Information Systems: Networking	CA	C.693B.CA
60	Information Systems: Programming for the Web	AS	C.693C.AS
61	Information Systems: Programming for the Web	CA	C.693C.CA
62	Information Systems: Web Design	AS	C.693D.AS
63	Information Systems: Web Design	CA	C.693D.CA
64	Information Technician Support	CA	C.693F.CA
65	Information Technology Support Technician	CA	C.6931.CA
66	Intersegmental General Education Transfer Curriculum (IGETC)	CA	C.5801.CA
67	Kinesiology	AA-T	C.1270.AA-T
68	Liberal Arts & Sciences: Arts & Humanities	AA	C.5120.AA
69	Liberal Arts & Sciences: Natural Sciences	AA	C.5130.AA
70	Liberal Studies	AA	C.5890.AA
71	Life Science	AS	C.6102.AS
72	Management	AS	C.2180.AS
73	Mathematics	AS	C.6200.AS
74	Mathematics	AS-T	C.6200.AS-T
75	Mechanical, Aerospace, or Manufacturing Engineering	AS	C.3014.AS
76	Mechanical, Aerospace, or Manufacturing Engineering	CA	C.3014.CA
77	Mechatronics Advanced PLC Job Skills Certificate	CN	C.8391.CN
78	Mechatronics Electronic Job Skills Certificate	CN	C.8392.CN
79	Mechatronics/Industrial Automation	AS	C.8391.AS
80	Mechatronics/Industrial Automation	CA	C.8391.CA
81	Medical Office Administration	CA	C.4502.CA
82	Occupational Therapy Assistant	AS	C.4502.AS
83	Philosophy	AA-T	C.5710.AA-T
84	Physical Education	AA	C.4200.AA
85	Physical Science	AS	C.6300.AS
86	Physics	AS-T	C.3664.AS-T
87	Political Science	AA-T	C.7450.AA-T
88	Psychology	AA-T	C.7550.AA-T
89	Rehabilitation Aide	CA	C.4500.CA
90	Small Business Management	AS	C.2030.AS
91	Small Business Management	CA	C.2030.CA
92	Social Justice Studies	AA-T	C.7611.AA-T
93	Social Science	AA	C.7410.AA
94	Sociology	AA-T	C.7610.AA-T
95	Spanish	AA-T	C.5550.AA-T
96	Studio Arts	AA-T	C.5203.AA-T
97	Wastewater Treatment	CA	C.8400.CA

AA-T: Associate in Arts for Transfer Degree	AS-T: Associate in Science for Transfer Degree
AA: Associate in Arts Degree	AS: Associate in Science Degree
CA: Certificate of Achievement	CC: Certificate of Completion (noncredit)
CN: Certificate In (not transcribed)	UCTP: Associate in Science for UC Transfer Degree

Academic Calendar – Summer and Fall 2021; Spring 2022

March 1	(M)	Deadline to apply for graduation for Spring 2021 completion.
March 24	(W)	Summer and fall 2021 priority registration begins for continuing students (by assigned date)
April 30	(F)	Summer 2021 open registration begins for all students
May 11	(T)	Fall 2021 open registration begins for all students
May 17-21	(M-F)	Spring 2021 final exams week
May 21	(F)	End of Spring 2021 semester/commencement
May 24	(M)	Start of 4-week and 10-week Summer Sessions
May 31	(M)	Memorial Day holiday (campus closed)
June 7	(M)	Start of 8-week Summer Session
June 18	(F)	End of 4-week Summer Session
June 21	(M)	Start of 6-week Summer Session
July 1	(TH)	Deadline to apply for graduation for Summer 2021 completion
July 5	(M)	Independence Day holiday observed (no classes held, campus closed)
July 30	(F)	End of 6, 8, and 10-week Summer Sessions
August 6	(F)	Last day to add a full-term Fall 2021 class in person or online through WebAdvisor 5:00 p.m.
August 9	(M)	Start of Fall 2021 semester
Aug 9 - Oct 8	(M-F)	Short-term classes, first nine weeks
August 20	(F)	Last day to drop a Fall 2021 full-term class for full refund
August 27	(F)	Last day to register for a Fall 2021 full-term class in person
August 27	(F)	Last day to drop a Fall 2021 full-term class to avoid a “W” in person
August 29	(Su)	Last day to drop a Fall 2021 full-term class to avoid a “W” on WebAdvisor
August 29	(Su)	Last day to add a Fall 2021 full-term class with an authorization code on WebAdvisor
September 6	(M)	Labor Day Holiday (no classes held, campus closed)
September 10	(F)	Last day to change a Fall 2021 class to/from Pass/No-Pass grading basis
October 1	(F)	Deadline to apply for graduation for Fall 2021 completion
October 8	(F)	Last Day to drop a full-term class (letter grades assigned after this date)
Oct 11 - Dec 10	(M-F)	Short-Term classes, second nine weeks
November 11	(TH)	Veterans Day observed (no classes held, campus closed)
November 25-26	(Th-F)	Thanksgiving holiday (no classes held, campus closed)
December 6-10	(M-F)	Fall 2021 final exams week
December 10	(F)	End of Fall 2021 semester
Dec 13 – 31	(M-F)	Winter Recess (campus is open December 13-24; campus closed December 25-January 2)
January 3	(M)	Campus re-opens after Winter Break
January 7	(F)	Last day to add a full-term Spring 2022 class in person or online through WebAdvisor 5:00 p.m.
January 10	(M)	Start of Spring 2022 semester
Jan 10 - Mar 11	(M-F)	Short-term classes, first nine weeks
January 17	(M)	Martin Luther King, Jr. Day observed (no classes held, campus closed)
January 21	(F)	Last day to drop a Spring 2022 full-term class for full refund
January 28	(F)	Last day to register for a Spring 2022 full-term class in person w/ authorization code
January 28	(F)	Last day to drop a Spring 2022 full-term class to avoid a “W” in person
January 30	(Su)	Last day to drop a Spring 2022 full-term class to avoid a “W” on WebAdvisor
January 30	(Su)	Last day to add a Spring 2022 full-term class with an authorization code on WebAdvisor
February 18	(F)	Lincoln Day observance (no classes held, campus closed)
February 21	(M)	Washington Day observance (no classes held, campus closed)
February 11	(F)	Last day to change a Spring 2022 class to/from Pass/No-Pass grading basis
March 1	(T)	Deadline to apply for graduation for Spring 2022 completion
March 11	(F)	Last Day to drop a full-term class (letter grades assigned after this date)
Mar 14 - May 20	(M-F)	Short-term classes, second nine weeks
Apr 11 – April 15	(M-Th)	Spring recess (no classes held, campus open)
April 15	(F)	Good Friday observance (no classes held, campus closed) (classes reconvene April 18)
May 16-20	(M-F)	Spring 2022 final exams week
May 20	(F)	End of Spring 2022 semester/commencement
May 30	(M)	Memorial Day holiday (campus closed)

Admissions and Registration

Admission of Students

Any graduate of an accredited high school may be admitted to Clovis Community College. Also, any person having successfully completed the California High School Proficiency Exam (CHSPE) or the General Education Development test (GED) with scores of 45 overall and with no subtest lower than 35 may be admitted.

Upon completion of applicable admission requirements, registration materials are issued by the Admissions and Records Office. For dates relating to registration, check the calendars in this catalog or inquire at the college's Admissions and Records Office in Academic Center 2, room 130 (AC2-130).

Students should complete all plans for entrance as early as possible and be familiar with the following: (1) general requirements of the college, (2) special requirements in the major field of study, (3) the general requirements of the college or university they may wish to attend in the future, and (4) the most desirable electives.

General Admission

Admission to Clovis Community College is open to anyone (subject to residency requirements listed on page 12) who is at least 18 years old, or has a high school diploma, or the equivalent (such as the California High School Proficiency Examination).

Readmission

Former students of Clovis Community College returning after an absence of two or more semesters must make formal application for readmission. An official transcript of work taken at any other institution (including summer session and extension or correspondence courses) since the date of last enrollment at Clovis Community College must be sent from the previous schools to Clovis Community College, 10309 N. Willow Ave., Fresno, CA 93730.

Transfer Admission

Students who have previously attended another college are eligible to enroll at Clovis Community College, subject to residence requirements. Records

for transfer students are evaluated with regard to the scholastic status system in use at Clovis Community College at the time of enrollment. It is important to note that transcripts received with "work in progress" are not considered complete.

International Admission

SEVIS Certification in process.

Community College

Dual Enrollment Program

Current high school students may be admitted to the college through the Community College Dual Enrollment Program. High school students can obtain information from their high school counselor or from the college's Counseling Center. Call (559) 325-5230 for details.

In addition to the regular semesters, high school students are eligible for the summer session prior to their sophomore year and the summer session between their junior and senior years. The same first day attendance and enrollment applies for the summer classes.

Summary of Admission Requirements

Any person who intends to enroll at Clovis Community College shall be required to:

1. File a completed admission application.
2. Request the last high school attended to send one transcript of work completed or attempted if high school was attended in the last two years. Transcript is to be an official copy sent directly from the previous school to:
Clovis Community College
Admissions and Records Office
10309 N. Willow Avenue
Fresno, CA 93730
3. Have the GED scores or a copy of the CHSPE Certificate sent to the Admissions and Records Office.
4. Request each college of attendance to send a complete transcript of work attempted whether or not credit was earned. Transcripts are to be official copies sent directly from the previous college to Clovis Community College.

Application

Clovis Community College is one of multiple colleges and centers within the State Center Community College District (SCCCD). Students need only submit one application for admission to any of SCCCD's colleges/centers.

Apply online at <http://www.cloviscollege.edu/admissions-and-aid/admissions/getting-started.html> for greatest convenience.

Who Needs to Apply?

If you have never attended (first time college or transfer student) a college or center within the State Center Community College District (SCCCD); If you previously attended (returning student) a college or center within SCCCD and have been away for two or more consecutive primary semesters (fall to spring or spring to fall); if you previously attended a college or center within the SCCCD as a high school student (enrichment or dual enrollment) and are a high school graduate, you must complete the SCCCD online admissions application.

High school students who wish to enroll in college courses before graduating high school, must complete a SCCCD online Enrichment/Dual Enrollment admissions application as well as the college's required Enrichment or Dual Enrollment program packet.

Residency

By law, every student must file a statement declaring student's residence status. The form for such a statement is included in the application process.

A maintenance allowance is available for students attending Clovis Community College whose permanent residence is in a California non-district territory (district without a community college) and who live more than 60 miles from the "nearest community college attendance center." For further information, contact the Admissions and Records Office in room AC2-130. (Title 5 section 54200) 5CA ADC§ 54200.

It is recommended that all students whose legal residence is outside of the State Center Community College District have a health and accident insurance policy while attending Clovis Community College.

In-State

In-state students are those who have established residency in California for at least one year and one day prior to the beginning of the term in which they enroll.

Out-of-State/International

Students who have not resided in California for at least one year and one day prior to the beginning of the term in which they enroll.

Exemption from Nonresident Tuition

(AB-540)

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at all public colleges and universities in California:

Requirements:

Requirement 1: Attendance at California schools. This requirement may be met in either of the following two ways:

- Total attendance (or attainment of credits earned) in California equivalent to three or more years of full-time attendance at California high schools, California high schools established by the State Board of Education, California adult schools (established by a county office of education, a unified school district or high school district, or the Department of Corrections and Rehabilitation), campuses of the California Community Colleges, or a combination of these; or
- Three or more years of full-time California high school coursework, and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools. (Ed. Code, § 68130.5, subd. (a)(1).)

Full-time attendance at a California community college means either 12 units of credit per semester (or quarter equivalent per year) or a minimum of 420 class hours per year (or semester or quarter equivalent per year) in non-credit courses authorized by Education Code section 84757. Attendance in credit courses at a California community college counted towards this requirement shall not exceed a total of two years of full-time attendance. (Ed. Code, § 68130.5, subd. (a)(1)(C)(i), (a)(1)(C)(ii).)

Full-time attendance at a California adult school means a minimum of 420 class hours of attendance for each school year in classes or courses authorized by Education Code section 41976, of Penal Codes sections 2053 or 2054.2 (Ed. Code, § 68130.5, subd. (a)(1)(C)(i).)

Requirement 2: Completion of a course of study. This requirement may be met in any of the following ways:

- Graduation from a California high school or equivalent.
- Attainment of an associate degree from a California community college.
- Fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a California community college. (Ed. Code, § 68130.5, subd. (a)(2).)

Requirement 3: Registration. Requires registration as an entering student at, or current enrollment at, an accredited institution of higher education in California. (Ed. Code, § 68130.5, subd. (a)(3).)

- An alien student who is without lawful immigration status must file an affidavit with the college or university stating that an application to legalize immigration status has been filed, or will file an application as soon as student is eligible to do so.
- Students who are non-immigrants [for example, those who hold F (student) visas, B (visitor) visas, etc. are not eligible for this exemption.
- The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
- Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
- Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be “nonresidents.”

- AB540 allows undocumented students who meet certain requirements to pay in-state tuition instead of out-of-state tuition in California’s higher institutions, such as the University of California, California State Universities and California Community Colleges.

Reclassification

A student previously classified as a non-resident may request reclassification by completing a Residency Questionnaire available at the Admissions and Records Office. The request for reclassification must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a nonresident tuition refund after two primary terms. Written documentation, evidence of both physical presence and intent, may be required of the student in support of the residence reclassification.

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by student's parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of student's parent during the calendar year the reclassification application is made.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022 and 54024. Determination of financial independence is not required for students who were classified as nonresidents by the University of California, the California State University, or another community college district. (Education Code Section 68044) The Admissions and Records Office will make a determination based on the evidence and notify the student no later than 14 days after receipt of the request for reclassification. Students have the right to appeal according to the procedures below.

Appeal Procedure

The appeal is to be submitted to the Admissions and Records Office which must forward the appeal to the Vice President of Student Services within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The Vice President of Student Services shall review all the records and have the right to request additional information from either the student or the Admissions and Records Office. Within 30 calendar days of receipt, the Vice President of Student Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Matriculation and Student Success

Clovis Community College strives to make students aware of the varied educational programs that are offered and to provide smooth access to these programs. Once enrolled, the college provides many services to ensure success.

Matriculation is the process that brings Clovis Community College and each student into an agreement for the purpose of realizing the student's educational objectives. All new first-time college students may choose to matriculate. Clovis Community College provides the following matriculation services:

- Admission processing
- Orientation to college programs, services, college email address, and procedures
- Individual counseling to develop a Student Educational Plan
- Continuous follow-up on student progress with referral to support services as necessary

As for their part of the matriculation process, students agree to:

- Declare a specific educational objective within a reasonable period of enrollment
- Complete online orientation
- Attend counseling sessions to develop a Student Educational Plan for the first two semesters.

Matriculation Exemptions

Students may be exempt from or seek to waive various matriculation components including assessment, orientation, and academic counseling. Visit the Counseling Center for more information.

The exemptions are as follows:

Assessment exemption:

- 1) the student has submitted evidence (e.g., official grade report or transcript) which provides verification of satisfactory completion of the college level pre-requisite course; or
- 2) the student chooses not to participate.

Orientation and/or counseling/advising exemption:

- 1) the student chooses not to participate;
- 2) the student has completed twelve or more acceptable transferable units;
- 3) the student has completed an associate degree or higher;
- 4) the student has certain educational goals;
 - a. to maintain a certificate or license;
 - b. personal development (intellectual, cultural); or
 - c. to complete credits for a high school diploma or G.E.D.

Appeals Procedure

Students may request, in writing, to waive orientation, counseling, and assessment. Students will meet with a counselor to discuss the student's request for exemption. If a disagreement ensues, the student will be allowed to appeal to the Dean of Student Services, and the student will discuss the student's request and resolve it during this meeting. In every case, the student has the right to be exempted from matriculation components, although the counselor and/or vice president may believe that participation is in the student's best interest and would be beneficial in helping the student to select appropriate classes. Any matriculation service that is waived or not completed will result in the loss of enrollment priorities.

Student Success Checklist

- o APPLICATION/ADMISSION
I have completed and submitted a Clovis Community College admissions application.
- o STUDENT EMAIL
I have activated my student email account.
- o FINANCIAL AID (optional)
I have completed the FAFSA (Free Application for Federal Student Aid) and submitted it to the Clovis Community College Financial Aid Office, located in Academic Center 2, Room 141 (AC2-141).
- o ORIENTATION
I have completed the online orientation.
- o ACADEMIC COUNSELING
I have met with a counselor to discuss appropriate courses to meet my educational goals.
- o STUDENT EDUCATIONAL PLAN (SEP)
I have met with an academic counselor to develop a semester-by-semester student educational plan based on my educational and individual circumstances.
- o REGISTRATION
I have registered for classes through WebAdvisor, or in person in Admissions and Records (AC2-130).
- o FOLLOW-UP
I have scheduled a follow-up appointment with an academic counselor to discuss my educational goals or to develop, revise, or complete an SEP.

Academic Counseling

Academic counselors are available to assist students with their educational endeavors each semester. Students may obtain counseling assistance by contacting the Counseling Center (AC2-133) at (559) 325-5230. Online counseling is also available via the Clovis Community College website at <http://www.cloviscollege.edu/student-services/academic-counseling/online-academic-counseling.html>.

Undocumented students attending Clovis Community College are served through the academic counseling department. Students served may be undocumented, “Dreamers”, Deferred Action for Childhood Arrivals (DACA), or students seeking AB540 status. For more information, visit our website at <https://www.cloviscollege.edu/student-services/academic-counseling/dreamers.html>.

AB705 & AB1805 for Course Placement

Multiple Measure Placement Process

In alignment with AB705/AB1805, Clovis Community College ensures our students’ right to access transfer-level coursework in English and Math. CCC utilizes a process that includes measure criteria for initial course placement.

How to Complete Placement

New Students

Drop in to meet with a counselor to determine your initial course placement. Bring an unofficial copy of any documents that can be reviewed for appropriate placement into coursework which may include:

- High school transcript (strongly recommended if you have graduated within the last 10 years)
- AP/IB Exam Scores
- Transcript of any college coursework completed outside of State Center Community College District

Continuing or Returning Students:

If you are a current or returning student and have already started our former English or Math sequence, you might receive a higher placement using the new placement criteria and updated course offerings. Please see a counselor for additional information.

Multiple Measure Placement Criteria

Criteria that may be used to place students into courses may include:

- High school coursework
- High school grades
- High school grade point average
- AP/IB Exam Scores
- College coursework completed at another college/university
- Guided Self Placement

Based on a review of these multiple measures, students will be eligible to enroll in transfer level English or math courses. A co-requisite course is available to students who desire additional instructional support in English and/or math.

Registration

Following the application process, a student receives approval for registration. Registration dates are assigned per the District’s Enrollment Priorities Policy.

Registration is the act of officially enrolling in one or more courses at one or more of the State Center Community College District locations.

Students may register for courses at any college within the district. In any given semester, a student may register for courses at one college or be concurrently registered for courses at multiple colleges/campus locations. Notice: Although courses may have the same title or name, how a course is counted for a requirement may differ based on the location of course completion. The college the course is completed at determines how the course is counted towards general education, major, degree, or transfer requirements. Please see a counselor for more details.

Registration

Tier	Priority Group	Requirements
1	Active Military/Veterans, CalWORKs, Disabled Student Programs and Services (DSPS), Foster Youth, Extended Opportunity Programs and Services (EOPS), verified homeless, Tribal TANF,. Based upon Quality Points	<ul style="list-style-type: none"> Do not Exceed 90 SCCC degree applicable units Fully Matriculated Good Academic Standing (not req. for Foster Youth or homeless)
2	Students entering last semester for completion of degree, certificate, or transfer. Based upon a one-time appeal	<ul style="list-style-type: none"> Appeal reviewed and approved by a counselor
	District approved groups based upon AR 5055: ASG, Athletics, DSPS Note takers, Future Nurses, Honors, Middle College High Schools, ROTC, TRIO, Student Ambassadors	<ul style="list-style-type: none"> Good Academic Standing Continuing students must have an SEP* by published deadline Do not exceed 90 SCCC degree applicable units First-time college students MUST be fully matriculated
3	Continuing students who have completed a Student Education Plan (SEP)*. Based upon Quality Points	<ul style="list-style-type: none"> Good Academic Standing Do not exceed 90 SCCC degree applicable units
ALL	SUMMER OPEN ENROLLMENT. Students not in GOOD standing, over 90 SCCC degree applicable units as well as High School Enrichment students.	N/A
4a	First-time college students – from SCCC feeder High Schools	<ul style="list-style-type: none"> Fully Matriculated by published deadline
4b	First-time college students- from non-feeder high schools	<ul style="list-style-type: none"> Fully Matriculated by published deadline
4c	First-time college students – Home Schooled within the SCCC service area	<ul style="list-style-type: none"> Fully Matriculated by published deadline
5	Continuing students without a Student Education Plan (SEP)*. Based upon Quality Points	<ul style="list-style-type: none"> Good Academic Standing Do not exceed 90 SCCC degree applicable units
6a	First-time college students who are not fully matriculated, College Advancement Program	N/A
6b	Returning students with a Student Education Plan (SEP)*	<ul style="list-style-type: none"> SEP* on file by published deadline Good Academic Standing Do not exceed 90 SCCC degree applicable units
6c	Returning students without a Student Education Plan (SEP)* and transfer students	<ul style="list-style-type: none"> Good Academic Standing Do not exceed 90 SCCC degree applicable units
7	FALL OPEN ENROLLMENT. Students not in GOOD standing, over 90 SCCC degree applicable units as well as High School Enrichment students	N/A

Definitions:

First-time students: Students who are attending college for the first time, excluding high school enrichment students.

Continuing students: Students who are continuously enrolled from one primary (fall or spring) term to the next.

Returning students: Students who previously attended that stopped out for at least one primary (fall or spring) term.

Good Academic Standing: A student who is not on academic or progress probation, or whose most recent term was successful, is in Good standing for enrollment priority only.

Academic Probation: After attempting 12 units, student's cumulative GPA falls below 2.0.

Progress Probation: After attempting 12 units, student does not complete more than 50% of units attempted.

***SEP:** Student Educational Plan. The plan outlines suggested courses for students based on degree, certificate, or transfer plans. SEPC: Comprehensive Student Education Plan. Students who complete an SEPC may have their registration date advanced by 1 day within the student's current tier. SEPU does not satisfy this requirement.

Fully Matriculated: Students who complete the college orientation, assessment/placement test, and student educational plan.

90 Degree Applicable Units: Based on units earned at SCCCD. Excludes units earned from basic skills and special courses.

Student Fees

Enrollment Fees*

The state of California mandates an enrollment fee be charged to all students. Each student pays this enrollment fee based upon the number of units the student registers for each semester. California residents are charged \$46 per unit. Fees are due on the date indicated in the schedule and as posted on the college website. Beginning the first day of the semester, however, fees are due the same day of registration. California residents are encouraged to apply for the Promise Grant through the Financial Aid Office.

** Fees are subject to change without notice.*

Nonresident and International Tuition

Nonresident and international students are charged tuition fees as follows (Education Code 76140):

Regular and Summer Sessions Each full unit taken:	Summer 2021	Fall 2021
Nonresident Student Tuition	\$290	\$300
International Student Tuition	\$290	\$300
Plus Enrollment Fee per unit	\$46	\$46

Note: Nonresident tuition is computed each year in accordance with a state-mandated formula and is therefore subject to change. Contact the Business Office for current information. Fees are subject to change without notice.

A “nonresident” student is a student who has not resided in the state for more than one year immediately preceding the first day of the regular semester/summer session (Title 5, Section 54002), and has not demonstrated evidence of intent to be a California resident. Check with the Admissions and Records Office for details regarding residency requirements.

All international students must also have proof of domestic health insurance coverage in the amount prescribed by Board policy (which includes repatriation). Contact the Admissions and Records/International Students Office for details.

Authorized apprenticeship students are exempt from nonresident tuition fees for apprenticeship courses only.

Instructional Materials Fee*

In accordance with Title 5, Section 59404(b) and Title IV, State Center Community College District may require students to provide certain instructional and other materials. These may include, but are not limited to, textbooks, tools, equipment, and clothing (e.g. uniforms).

Such material may be required if:

1. The materials are used in the production of a course-related project or “end project” that has a continuing value to the students outside of the classroom setting; or
2. The materials required for the class have continuing value to the students outside the classroom setting.

Health Fees*

The health fee provides students with a variety of health care services. In accordance with Board policy, students are required to pay a health fee, regardless of the units taken. For on-campus classes the health fee is \$21 for each semester (fall and spring terms) and \$18 for the summer term. For off-campus and online classes, students are required to pay a \$13 health fee each term (fall, spring, and summer). For students enrolled at both on-campus and off-campus sites, the health fee is charged at the on-campus rate. On-campus sites include Clovis Community College, Fresno City College, Reedley College, Madera Community College, Herndon Campus, and Oakhurst Community College Center. This fee is not waived by the Promise Grant. The use of on-campus labs or the on-campus tutorial center will result in an on-campus health fee.

In accordance with California Educational Code Section 76355, an exemption/waiver from the health fee is available to the following students:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending a community college under an approved apprenticeship training program.

The Health Fee Waiver Form is available at Clovis Community College in Admissions and Records and the Business Office.

Parking Fee*

Students who choose to use an approved on-campus parking area must purchase a district parking permit. The permit must be displayed in the vehicle and must be visible at all times. Fall and spring permits are \$30 per semester. Summer session permits are \$20. Student semester permits may be purchased in the Admissions and Records Office (AC2-130) and the Bookstore. Staff parking permits are available for purchase in Admissions and Records only. One-day permits are available in vending machines at parking lot entrances for a fee of \$1 (quarters only). Metered and handicap parking are also available. Copies of campus parking regulations are available at the Admissions and Records office or the campus Police Department.

Transcript Fee*

Requests for transcripts of courses taken at Clovis Community College or within the State Center Community College District must, by provision of State and Federal law, be accompanied by authorization of the student. Students are entitled to obtain two official copies of their transcript free of charge; each additional copy is \$5. Payment must be received before the request will be processed.

Normally, transcripts are available within five working days except during periods which involve holidays or at the beginning or end of each semester. At those times, students should allow 10 working days for processing. When requesting transcripts by mail, address the request to the Admissions and Records Office, 10309 N. Willow Ave., Fresno, CA 93730. Transcripts from other institutions become a part of the student's permanent file and are not duplicated and forwarded with the Clovis Community College transcript.

Associated Student Body Identification Card Fee*

Students have the option of purchasing an ASB identification card for \$10 for the academic year which begins each fall term. ASB cardholders receive discounts at numerous local businesses, amongst other perks and incentives. For more information, contact the Clovis Community College Student Activities Office at (559) 325-5391.

Clovis Community College Associated Student Government Representation Fee*

A student representation fee of \$2 is charged each semester, excluding summer sessions, to all students taking classes at Clovis Community College, Reedley College, Fresno City College, and Madera Community College, including the community campus locations. The fee is charged at each location a student attends, so students attending all four locations would be charged a total of \$8. This fee is used for student advocacy at the local, state, and national levels. A waiver of this fee can be obtained by filling out the Student Representation Fee Waiver Form found on the Clovis Community College website at https://www.cloviscollege.edu/_uploaded-files/_documents/faculty-and-staff/staff-forms-online/student-representation-fee-waiver-form.pdf. For more information, contact the Clovis Community College Student Activities Office at (559) 325-5391.

Credit by Exam Fee

Application for Credit by Examination is available in the Admissions Office. If the application for the credit by exam is approved, the student must pay the credit by exam fees to the Admissions and Records Office (AC2-130), no later than the end of the ninth week of the semester in the amount of \$46 per unit for each course on credit by examination. The receipt for payment must be presented to the instructor before the exam will be administered. Financial Aid will not cover Credit by Exam fees.

Those students otherwise required to pay non-resident fees will also be required to pay the non-resident unit fee for each unit of a course challenged.

***Refund Fee Processing**

It is the student's responsibility, not the instructor's responsibility, to drop a class by the refund/fee reversal deadline. A refund or reversal of enrollment, tuition, and class material fees shall be made in accordance with the district refund policy. Students are required to submit a refund request form to the College Business Office. Requests may also be submitted online at <http://www.cloviscollege.edu/admissions-and-aid/business-office/refunds-and-fee-reversals.html> by selecting the "Request fee Refunds" option. Please ensure that all class(es) are dropped before submitting your request. The refund process may

take up to eight weeks to process. If fees were paid with a credit card the refund will be applied to that credit card. If paid by check or cash, a refund check will be made payable to the student and is mailed to the student's official address on record with the college.

*Refund of Enrollment Fees and Tuition

Refund or reversal of enrollment fees and tuition shall be made following cancellation or withdrawal from class(es) in accordance with the following schedule. Refunds shall be initiated upon receipt of a written request to the Business Office. Requests may also be made online.

Refund requests are subject to an audit of the student's record to verify balance. Credit balances may be carried forward to the new term in lieu of a refund. Balances greater than or equal to \$15 will remain on the books for three years and amounts less than \$15 will remain on the books for one year.

Primary Term-Length (Full Semester) Classes

- Withdrawal during the first two weeks of the semester: 100% refund
- Withdrawal after the second week of the semester: no refund

Summer/Short-Term Classes

State code defines the drop deadlines to qualify for fee refund/reversals for short-term classes as on or before 10 percent of the duration of the class.

- A 100% refund is given upon withdrawal by the 10 percent point.
- No refund is given after withdrawal beyond the 10 percent point.

*Number of actual class meetings:	10% Point (rounded down)	100% refund if withdrawal is on or before:
8	0.8 = 0	1st day of class
16	1.6 = 1	1st day of class
24	2.4 = 2	2nd day of class
38	3.8 = 3	3rd day of class

*Do NOT count holidays, weekends, or any other day the class is not scheduled to meet.

Refund of Health Fee

Students receive a refund upon complete withdrawal from all classes in accordance with the enrollment and tuition fee refund schedule.

Refund of Parking Fee

Full refunds for parking permits will be made during the first two weeks for the fall/spring semesters and the first week of the summer session upon proof of complete withdrawal from school. The parking permits must be attached to a Request for Refund form and returned to the Business Office in order to obtain the refund. There is no refund for limited-term parking permits.

Refund of Associated Student Body Identification Card

Students must request a refund from the Student Activities Office Academic Center 1, room 160 (AC1-160). A 100% refund will be given during the first week and a 50% refund during the second week of the semester. No refunds will be given after the second week of the semester.

Academic Regulations

Units of Academic Credit

The standard quantity for measurement of college work is a unit. One unit equals one hour of classroom lecture per week plus two hours of study outside of class. Using this formula, a lecture class that meets three times a week for one hour will be worth three units. This college operates on the semester system and all references to units of academic credit in this catalog are to semester units. Quarter units from other colleges may be converted to semester units by decreasing the number of quarter units by one-third.

Course Load

Students enrolled in 12 or more units are considered full-time students. Students with regular admission status who are not on academic probation may take as many as 18 units. Students on academic probation may be limited to fewer units.

Permission to enroll in excess of 18 units is granted only when unusually high scholarship and urgent need prevail. Counselors can approve a student request to take 19 to 21 units. Students who wish to take 22 or more units may obtain a petition for this purpose in the Counseling Department.

A student who wishes to enroll in more than 18 units must receive approval from a counselor. Students who wish to enroll in more than 21 units must receive approval from the Dean of Student Services.

Students are urged to keep in mind their study time, employment, and other personal responsibilities when planning their class load.

Summer Units Allowed

All students are limited to 18 units in all summer sessions, with no more than 8 units allowed in a four-week session. Disqualified students and students on probation are required to have a counselor's approval before registering for any summer session(s). Disqualified students and students on probation who have obtained a counselor's approval to register for any summer session(s) must also have a counselor's approval before adding any class(es) in any summer session(s).

Attendance

Students are expected to attend all sessions of classes in which they are enrolled. Excessive absence will jeopardize a student's satisfactory progress in a class. Students may be dropped from class if they fail to attend the first class session of the semester. There are no institutionally approved excused absences for any reason. Only the instructor may excuse an absence.

The faculty places strong emphasis on attendance in all classes. Students are expected to be in the classroom at the time the class begins. Instructors are required to take attendance at each class session and to report any student who is absent for two successive weeks of instruction. Unless there are significant extenuating circumstances, that student will be immediately dropped from class by the instructor if the absences are occurring before 50 percent of the class is expired. Lack of regular attendance after the 50 percent drop deadline may result in an unsatisfactory grade.

Once dropped, should a student believe there is just cause for reinstatement, the student may petition through the Office of Admissions and Records. Reinstatement will be granted only if the student had been doing satisfactory work immediately prior to the excessive absence and if it is the judgment of the instructor that the student has a reasonable chance of passing the course.

It is the students' responsibility to drop any classes they no longer wish to continue. They must not merely stop attending and must not rely on being dropped by others. Students must complete the drop process for themselves.

2021-2022 College Catalog and Class Schedule

Please consult the college catalog for general information, course descriptions, and requirements for graduation, general education, certificates and transfer to other institutions. The catalog is available online. Clovis Community College is a public two-year college of the State Center Community College District. This institution does not discriminate on the basis of race, gender, sexual orientation, disability, religion or age. Upon request, versions of accessible class schedules are available in alternative formats through DSP&S services. The class schedule is subject to change without prior notice. Clovis Community

College reserves the right to cancel scheduled classes due to availability, or for other reasons. The Clovis Community College Catalog and Class Schedule are official publications of the college.

Illness

Students who have a communicable disease or any illness or injury which will cause an absence of one week or more may notify the Health Service Office. In these circumstances, the Health Service Office will transmit messages to instructors. Students may call the Health Services Office at (559) 325-5318. The Health Service Office may exclude any student from campus who is infected with any contagious or infectious disease (Ed. Code Sec. 76020). The student will be permitted to return when school authorities are satisfied that any contagious disease does not exist (Education Code §49451).

Makeup Work

Makeup work, when allowed, is subject to the instructor's class policy as stated in the class syllabi.

Dean's List

Placement on the Dean's List requires a 3.5 semester GPA in 12 or more units. Students are individually notified by the College President or designee.

Grading System

Grades are earned in each course and are recorded on the student's permanent record. Grades represent the evaluation of student achievement of course objectives and learning outcomes. The college uses a five-letter grading system. A, B, C, and P are passing grades, satisfactory or better. D is passing but less than satisfactory grade. F is a failing grade. NP is a less than satisfactory or failing grade; it is not a passing grade. Units of credit are earned for all passing grades (A, B, C, D, and P). Grade symbols are defined and grade points are earned for units of credit as follows:

Evaluative Symbols		Grade points per unit
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
*D	Passing, less than satisfactory	1.0
F	Failing	0.0
P	Pass	0.0
NP	No Pass (Not a passing grade, less than satisfactory or failing)	0.0
X	Completion of non-credit class	0.0

*The D grade is passing but is not considered satisfactory for meeting many of the college graduation/degree/major requirements or course prerequisite requirements. Also, the D grade may not satisfy transfer requirements to four-year institutions.

In addition to the evaluative symbols listed above, non-evaluative symbols may be assigned to students' permanent records in specified conditions. No units of credit are earned for courses to which these non-evaluative symbols are assigned. The non-evaluative symbols are defined as follows:

Non-evaluation Symbols		Grade points per unit
I	Incomplete	0.0
W	Withdrawal	0.0
MW	Military Withdrawal	0.0
IP	In Progress	0.0
RD	Report Delayed	0.0
P	Pass	0.0
EW	Excused Withdrawal	0.0

I, Incomplete

The I, Incomplete, symbol may be assigned in a course only by approval of the course instructor if all of the following conditions are met:

- The student has completed all but the final examination or other minimal amount of course work required for a final semester grade.
- The student has a serious and verifiable reason for not completing the required course work.
- The student has a passing grade in the course at the time the incomplete, I, grade is assigned.
- The student requires no additional class time for completion of the course.

In assigning an incomplete, I, grade, an instructor will specify, on the appropriate grade report form, a list of conditions necessary for the removal of the incomplete grade, the time period allotted to the student to satisfy these conditions, and the evaluative grade symbol to be assigned if the listed conditions are not satisfied within the allotted time period.

An incomplete, I, grade will not affect the academic status of a student, but it will affect the progress status. An incomplete, I, grade must be replaced by the appropriate evaluative grade symbol no later than one full semester after it has been assigned, though an earlier limit may be specified by the course instructor. Students may not re-enroll in a course for which they have received an incomplete, I, grade during the time that the incomplete, I, grade is in effect.

W, Withdrawal

(as per Title 5 Section 55024)

Withdrawal from a course or courses shall be authorized through the last day of the ninth week of instruction (or 50 percent of the course, whichever is less).

EW, Excused Withdrawal

The Excused Withdrawal will not be used in calculating a student's grade point average, progress probation, or dismissal calculations. EW shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. A student who remains in a course beyond the withdrawal deadline must be assigned an evaluative or non-evaluative symbol other than EW.

MW, Military Withdrawal

The military withdrawal symbol is authorized at any time a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. The MW symbol is assigned by the registrar upon verification of such orders. Military withdrawals shall not be counted in progress probation and dismissal procedures.

IP, In Progress

IP is assigned only in a course which extends beyond the normal end of an academic term. It indicates that course work is in progress and an evaluative grade symbol will be assigned when that work is completed. The IP is assigned to a student's permanent record to satisfy enrollment documentation, and the appropriate evaluative grade symbol will be assigned and appear on the student's permanent record for the term in which the course is completed.

RD, Report Delayed

The RD symbol may be assigned only by the registrar and is used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. RD shall not be used in calculating grade point averages.

P/NP, Pass/No Pass

Most college courses allow students the option of a final course grade of P, Pass, or NP, No Pass, instead of traditional letter grades (A, B, C, D, or F). Some courses are graded only on a Pass/No Pass basis. In courses graded only on the Pass/No Pass basis or when a student elects this grading option, the grade of P, Pass, will be assigned if the student has passed the course with a grade equivalent of A, B, or C, and credit will be awarded for the unit value of the course. The grade of NP, No Pass, will be assigned if the student earns the grade equivalent of D or F, and no units of credit will be awarded for the course. Neither the P, Pass, grade nor the NP, No Pass grade is included in the calculation of the grade point average.

A maximum of 15 units of credit may be earned on a Pass/No Pass grading basis in degree-applicable or transferable courses. The Pass/No Pass option is not recommended for any course in a student's major.

Not all courses graded on a Pass/No Pass basis are accepted for transfer by other institutions. Students planning to transfer to another college or university should be aware of the policy of that institution regarding Pass/No Pass grades.

Students may elect the Pass/No Pass grading option in courses in which it is available by notifying the college Office of Admissions and Records, using the appropriate form, which is available at the Office of Admissions and Records, no later than the end of the fifth week of full-term course or within the first 30 percent of a shorter-term course. Students who have elected the Pass/No Pass grading option may reverse this decision only within these same deadlines.

Deadlines for selecting (or reversing) the Pass/No Pass grading option:

For a regular 18-week class	By end of the fifth week
For a 9-week class	By end of the third week
For a 8-week class	By end of the second week
For a 6-week class	By end of the second week
For a 2-week class	By the third day
For a class less than two week	At time of class registration

Grade Point Average (GPA)

A student's grade point average (GPA) is computed by dividing the total number of grade points earned by the total number of units attempted. Units for which a grade or other symbol, of CR, NC, P, NP, W, EW, I, IP, MW, RD or X is assigned are not counted as units attempted in the calculation of a grade point average.

Student Grade Review Petition

If a student is of the opinion that a grade received for a particular course is improper, the student may take action as follows:

1. Discuss the grade received with the instructor involved, or
2. Obtain a Student Grade Review Petition from Admissions and Records or the Counseling Office. Complete the form for processing no later than the last day of the semester (excluding summer sessions) following the semester for which the grade was received. The petition will go to the instructor for review, and to determine whether a grade change is appropriate. Once the petition has been signed by the Dean of Instruction, the original will be forwarded to Admissions and Records. A copy of the results will be digitally archived in the student's record, and the student will be notified of the results via student email by Admissions and Records.
3. If a student wishes to appeal the decision, the student may submit a written grievance. See Grievance and Complaint Policy for Students on page 59 and follow the three steps listed.

Non-Credit Classes

Non-credit classes are classes in which the student receives neither units nor a grade; however, at the completion of the course the registrar will record on the transcript that such a course was completed.

Students will be governed by the same attendance policies and responsibilities as those students taking credit classes. (A student may not attend a class without enrolling.)

Note: Credit status is required for pursuit of Associate Degrees and Certificates.

Final Examinations

Class examinations on a semester's work are given at the close of each semester. Failure to attend the examination may result in a grade of "F" for the examination. Arrangements for emergencies may be made with approval of the individual instructor.

Earning Course and Unit Credit

In addition to earning credits in residence by attending classes, a student may also earn credits in the following ways:

Advanced Placement Program Credit (AP) Clovis Community College shall award general education credit to any student who passes a College Board AP examination with a minimum score of three in the subjects listed on the following chart. The college will award elective credit for AP examinations in subjects that are not included in the general education patterns designated on the following chart.

The college will also award associate degree general education credit for passing grades on IB and CLEP external exams. Students should consult with a counselor for information on IB and CLEP general

education credit if they plan to transfer to a CSU or UC.

This policy does not apply to course-to-course credit for AP/CLEP/IB exams. Course-to-course equivalency is determined by the discipline faculty at Clovis Community College. Please meet with a counselor at Clovis Community College to discuss the course-to-course equivalency process. The AP/CLEP/IB credit will count according to how the SCCC campus you are graduating from articulates the AP/CLEP/IB exam.

A residency of 12 units of satisfactory work ("C" average) must be completed at Clovis Community College prior to allowance of credit under this program. Currently, AP credit is granted for grades "3," "4," or "5."

Clovis Community College Advanced Placement Credit

Students who earn scores of 3, 4, or 5 on Advanced Placement (AP) Examinations can earn credit toward Clovis Community College (CCC) AA/AS degree general education, CSU GE-Breadth and IGETC. Duplicate credit will not be granted to students who have AP scores and take the equivalent college course at CCC. GE credits and units granted at CCC may differ from course credit and units granted by a transfer institution. To determine how AP credits will be used at the four-year school for major preparation, please consult the catalog of the transfer school or see a CCC counselor. Students must have the College Board send AP exam results to Clovis Community College (hand carried copies will not be accepted).

College Board Advanced Placement (AP) Test	CLOVIS CC GE Area (Semester Units)	Clovis CC Total Semester Units Awarded	CSU GE Area and/or American Institutions (Semester Units)	CSU Semester Units Earned Toward Transfer	IGETC GE AREA (Semester Units)	UC Semester Units Earned Toward Transfer
Art History	C (3)	6	C1 or C2 (3)	6	3A or 3B (3)	5.3
Biology	A (4)	6	B2 and B3 (4)	6	5B and 5C (4)	5.3
Calculus AB	D2 and Math Competency (3)	3	B4 (3)	3 See note: 1	2A (3)	2.6 See note: 2
*Calculus BC	D2 and Math Competency (3)	6	B4 (3)	6 See note: 1	2A (3)	2.6 See note: 2
*Calculus BC/AB Subscore	D2 and Math Competency (3)	3	B4 (3)	3 See note: 1	2A (3)	2.6 See note: 3
Chemistry	A (4)	6	B1 and B3 (4)	6	5A and 5C (4)	5.3
Chinese Language and Culture	C (3)	6	C2 (3)	6	3B and 6 (3) See note: 4	5.3
Comparative Government & Politics	B (3)	3	D (3)	3	4(3)	2.6
Computer Science A	N/A	3	N/A (0)	3	N/A (0)	5.3 See note: 7
Computer Science Principles	D2 and Math Competency (3)	6	B4 (3)	6	N/A (0)	5.3
Economics: Macro	B (3)	3	D (3)	3	4 (3)	2.6
Economics: Micro	B (3)	3	D (3)	3	4 (3)	2.6
English Language and Composition	D1 and English Competency (3)	6	A2 (3)	6 See Note: 5a	1A (3)	5.3 See Note: 5b
English Literature and Composition	D2 and C (3)	6	A2 and C2 (6)	6 See Note: 5a	1A or 3B (3)	5.3 See Note: 5b
Environmental Science	A (4)	4	B1 and B3 (4) See Note: 6	4	5A and 5C (3)	2.6
French Language and Culture	C (3)	6	C2 (3)	6	3B and 6 (3) See note: 4	5.3
German Language and Culture	C (3)	6	C2 (3)	6	3B and 6 (3) See note: 4	5.3

College Board Advanced Placement (AP) Test	CLOVIS CC GE Area (Semester Units)	Clovis CC Total Semester Units Awarded	CSU GE Area and/or American Institutions (Semester Units)	CSU Semester Units Earned Toward Transfer	IGETC GE AREA (Semester Units)	UC Semester Units Earned Toward Transfer
History: European	B or C (3)	6	C2 or D (3)	6	3B or 4 (3)	5.3
History: United States History	B or C (3)	6	C2 or D & U.S.-1 (3)	6	3B or 4 and US-1(3)	5.3
History: World History	B or C (3)	6	C2 or D (3)	6	3B or 4 (3)	5.3
History: World History-Modern	B or C (3)	3	C2 or D (3)	3	3B or 4 (3)	2.6
Human Geography	B (3)	3	D (3)	3	4 (3)	2.6
Italian Language and Culture	C (3)	6	C2 (3)	6	3B and 6 (3) See note: 4	5.3
Japanese Language and Culture	C (3)	6	C2 (3)	6	3B and 6 (3) See note: 4	5.3
Latin	C (3)	6	C2 (3)	6	3B and 6 (3) See note: 4	5.3
Music Theory	C (3)	3	N/A (0)	3	N/A (0)	5.3
*Physics 1	A (4)	4	B1 and B3 (4)	4	5A and 5C (4)	5.3
*Physics 2	A (4)	4	B1 and B3 (4)	4	5A and 5C (4)	5.3
*Physics C (Mechanics)	A (4)	4	B1 and B3 (4)	4	5A and 5C (3)	2.6
*Physics C (Electricity/Magnetism)	A (4)	4	B1 and B3 (4)	4	5A and 5C (3)	2.6
Psychology	B (3)	3	D (3)	3	4 (3)	2.6
Spanish Language and Culture	C (3)	6	C2 (3)	6	3B and 6A (3) See note: 4	5.3
Spanish Literature and Culture	C (3)	6	C2 (3)	6	3B and 6A (3) See note: 4	5.3
Statistics	D2 and Math Competency (3)	3	B4 (3)	3	2A (3)	2.6
Studio Art – 2D Design	C (3)	3	N/A (0)	3	N/A (0)	5.3
Studio Art – 3D Design	C (3)	3	N/A (0)	3	N/A (0)	5.3
Studio Art – Drawing	C (3)	3	N/A (0)	3	N/A (0)	5.3
U.S. Government & Politics	B (3)	3	D and US-2 (3)	3	4 and US-2 (3)	2.6

Notes:

- 1 If a student passes more than one AP exam in calculus only one examination may be applied to the baccalaureate degree.
 - 2 Maximum credit 5.3sem/8qtr. units for AB and BC exams; 2.6 sem./4 qtr. units for both the AB and AB subscore exams.
 - 3 Students who take the Calculus BC examination and earn a subscore of 3 or higher on the Calculus AB portion will receive 4 quarter units for the Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination.
 - 4 Foreign Language AP Exam(s) satisfy One Intersegmental General Education Transfer Curriculum (IGETC) Area 3B and Area 6A Language other than English (LOTE) proficiency level. Please note that LOTE is required for students completing the IGETC for UC transfer.
 - 5a CSU total semester units earned: 9 semester units for both English Language and Composition and English Literature and Composition.
 - 5b UC Maximum credit: 8 quarter/5.3 semester units for both English Language and Composition and English Literature and Composition exams.
 - 6 Environmental Science CSU GE Area B1 and B3 (regardless of when completed) 4 semester units. Tests prior to Fall 2009 may apply to either B1+B3 or B2+B3 of GE Breadth.
 - 7 UC Maximum credit: 4 quarter/2.6 semester units for both Computer Science A and Computer Science AB exams. Computer Science AB no longer offered. Computer Science A 5.3 semester units effective FALL 2018 and after. Computer Science A prior to 2018 2.6 semester units.
- * Physics CSU maximum 6 semester units toward transfer.
 - * Physics UC Maximum credit for three exams is 8 quarter/ 5.3 semester units.
 - Clovis Community College's AA/AS and Certificates: Course equivalency credit given (if any) for AA/AS or certificate CA, CC, CN major requirements must be determined by appropriate subject faculty.
 - Associate Degrees for Transfer (ADT): Major course credit substitutions (if any) is determined subject to the Associate Degree for Transfer (ADT) Reciprocity Guidelines.
 - AP credit for CSU GE or IGETC is determined by CSU and UC policies referenced below.

The University of California Advanced Placement Policy can be found on their website:

<https://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetc-req.pdf>

The California State University Advanced Placement Policy can be found on their website:

<https://www2.calstate.edu/apply/transfer/Pages/advanced-placement-ap.aspx>

CSU GE: The Advanced Placement examinations may be used towards certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breadth requirements. Complete details of the official CSU AP Policy can be found on CSU Chancellor's website:

<https://calstate.policystat.com/policy/7800250/latest/>

IGETC: AP exams must be applied in the subject area indicated regardless of the certifying CCC's corresponding discipline. Complete details of the official IGETC AP Policy can be found in the IGETC

Standards:<https://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetc-req.pdf>

Cooperative Work Experience

Work experience and field work credit may be earned in some designated courses.

Credit for Prior Learning (CPL)

Definition

Credit for prior learning is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom.

This CPL definition does not include knowledge and skills already assessed and awarded credit through formal education at regionally accredited in-state and out-of-state institutions.

Credit for Prior Learning Categories

Students may demonstrate proficiency in a course eligible for CPL and receive college credit through the approved alternative methods for awarding credit listed below:

- Advanced Placement (AP) Examination
- International Baccalaureate (IB)
- College Level Examination Program (CLEP)
- Military Transcripts (may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.)
- Examination administered by other agencies
- Industry-recognized credential documentation
- Student-created portfolios
- Credit by examination

CPL Assessment Methods

Qualified discipline faculty shall determine the CPL assessment that is appropriate for the student based on their experiences, and credit should be

determined by qualified faculty who conduct the CPL assessment.

Examination: Credit by examination is a process whereby discipline faculty administer a locally-developed exam to determine whether a student can demonstrate sufficient mastery of the learning outcomes of that class. The college may charge a fee.

Assessment: This type of assessment can include a student developing a portfolio or completing a skills demonstration that is evaluated by faculty. This can also include faculty evaluating a Joint Services Transcript, or developing a "cross-walk" in which they assess the competencies a student achieved in a prior learning experience and determine whether they match the student learning outcomes of a designated course. College faculty can consult credit recommendations made by the American Council on Education (ACE) in assessing prior learning experiences. Once a faculty member has assessed a standard/common training, the credit recommendation can be made available for other faculty to consider for other students with identical credentials to prevent duplication of assessment and encourage consistency in credit for identical experiences. Students cannot be charged a fee for these types of assessments (this includes standardized tests, such as Advanced Placement (AP), International Baccalaureate (IB), CLEP, Defense Language Proficiency Test, and others).

Credit for Prior Learning Process

Step 1

In consultation with a counselor, student determines eligibility for CPL through an intake process.

Step 2

Student is referred to discipline faculty.

Step 3

Discipline faculty conduct appropriate assessment.

Eligibility for CPL

- Current students must have an education plan on file.
- The course for which the student is seeking credit is listed in the current college catalog.
- The student is not currently enrolled in the course to be challenged past census date.
- Credit by Examination:

- o The student is registered in the district and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department).
- o The student must be in good academic standing in the District.
- o The course can only be challenged once within the district unless the College Vice President of Instruction determines that there are extenuating circumstances that justify a subsequent retake.

Credits acquired by prior learning are not applicable to meeting such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits. Credit acquired by prior learning shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

Transcript

The student's academic record shall be clearly annotated to reflect that credit was earned by an assessment for prior learning in lieu of a specific course.

Credit by Examination

1. To be eligible for course credit by examination, a student must be enrolled at the college and be in good standing during the semester in which student applies for credit by examination. Credit by examination will not be allowed if the student has received previous college credit for the course, or if the student previously enrolled and received a grade of W, or is currently enrolled in a course for which the course to be taken by exam is a prerequisite. The college reserves the right to deny credit by examination to any student.
2. The faculty of each department determines which courses may or may not be challenged for credit by examination. See the appropriate Department Chair or Dean of Instruction to learn which courses may be taken for credit by examination and to ascertain the proper procedure for credit by examination.
3. Application for credit by examination approved by the discipline faculty, the Department Chair, and the appropriate Dean of Instruction must be filed with the Admissions and Records Office no

later than the end of the sixth week of the semester.

4. Units earned from credit by examination courses are not counted for financial aid or veterans benefits eligibility. No financial aid of any kind is available for credit by exam.
5. An appropriate fee for expense of this special service is charged for each course challenged and is payable by the end of the ninth week of the semester. Student must make arrangements with the instructor to take the examination prior to the fifteenth week of the semester.
6. The letter grade (A-F) earned on the examination will be awarded at the time grades are submitted to the Admissions and Records by the instructor giving the examination and will be entered on the student's transcript in a manner which clearly indicated that the course grade and credit were earned by examination. A student who fails the credit by examination may not attempt the course again by credit by examination.
7. A student planning to transfer to another college or university should be aware of the policy of that institution regarding transferability of courses.

Credit for Military Service

Clovis Community College will grant course credit to a Veteran or Active Duty Reservist student who has completed basic military training verified by form DD-214 (Separation Document), Joint Services Transcripts, or other official forms submitted to the Veterans Counselor. The documentation must delineate completion of basic military training or credit earned in a military school. Clovis Community College will award 5 units of credit toward the local associate degree or 3 units of credit in CSU General Education Area E (Lifelong Learning and Self-Development) and 2 units general elective credit.

Additional credit **may be** granted according to the recommendations in the guide published by the American Council on Education **and** discipline faculty review.*

**Students with military credit should consult with their intended transfer institution to determine acceptance of military credit awarded by Clovis Community College.*

Travel-Study Credit

Credit granted by accredited colleges and universities for travel-study programs sponsored by these institutions will be accepted by Clovis Community College. For college-level travel-study programs credit up to 12 semester units (at the maximum rate of one unit per week) may be granted upon the evaluation of official transcripts sent to Clovis Community College by the institution through which the units are earned.

Withdrawal/Dropping

Dropping (Withdrawal from) a Class

In registering for a class, a student assumes the responsibility of meeting class standards of attendance and progress. This obligation remains until such time as the course is officially dropped. Errors in registration should be rectified during the first week of instruction.

If a student is no longer planning to attend a currently enrolled class(es), it is the student's responsibility to drop the class(es). A student may drop a class by obtaining, completing, and filing an add/drop card from/with the Admissions and Records Office. The student may also drop a class via the district's WebAdvisor per instructions outlined in the college schedule of classes or the student may request to be dropped from class(es) by mailing a signed letter of request to the college. Students are encouraged to discuss program drops with the course instructor or an academic counselor before filing the drop. A student may drop a full-length (18-week) class through the last day of the ninth week of instruction (or 50 percent of a term*, whichever is less). A grade of "W" will not be recorded on the student's transcript for drops occurring during the first three weeks of instruction (or 20 percent of a term*, whichever is less). A grade of "W" will be recorded on the student's transcript for drops occurring between the fourth and ninth week of instruction (or 50 percent of a term*, whichever is less). The "W" will not be used in calculating grade point averages, but excessive "Ws" will be used as factors in progress probation and dismissal procedures.

*See "Fees" for policy on refund.

Withdrawal from College

A student may withdraw from all courses in a current semester, thereby withdrawing from the college, through the last day of the ninth week of instruction (or 50 percent of a term*, whichever is less) through WebAdvisor or in person at the Admissions and Records Office. The student may also mail a signed letter of request postmarked by the 50% point to completely withdraw from classes to the Admissions and Records Office (please include student identification and date of birth). Students are encouraged to discuss complete class withdrawals with an academic counselor before filing the withdrawal. Upon submission of a withdrawal form, the student will be withdrawn from all classes and an entry of "W" will be recorded for each class in which the student was enrolled. The "Ws" will not be used in calculating grade point averages, but excessive "Ws" will be used as factors in progress probation and dismissal procedures.

*Term in this context means the duration of a class, which may differ from the length of the 18-Week semester.

Excused Withdrawal

Withdrawal from a class or classes will be authorized through the last day of the ninth week of instruction (or 50 percent of a term*, whichever is less). Exceptions to the 50 percent drop deadline may apply due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, death in the immediate family, jury duty, declaration of war, natural calamity, military conscription, family or job displacement, instructor error, or other circumstances beyond the control of the student which are justifiable in the judgment of the college president or designee. (California Code of Regulations, Title 5, Section 55024).

Petitions for withdrawals due to extenuating circumstances are available from the Counseling Department.

- The extenuating circumstances must be fully documented and verified. Petitions for medical withdrawals must be submitted through the Counseling Department.
- The petition for withdrawal may be submitted during the current term, but no later than the

end of the semester immediately following (summer excluded).

- The student must petition to withdraw from all courses enrolled in during the semester being petitioned (consult with a counselor for certain exceptions that may apply).
- The student's instructor(s) will be consulted concerning the request for withdrawal.
- Approved class withdrawals due to extenuating circumstances shall be recorded as a "EW." The "EWs" will not be used in calculating grade point averages, progress probation or dismissal. "EWs" shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.
- Exceptions may be considered on a case-by-case basis upon appeal to the college's Academic Standards Committee.

Reports to Students

Early Alert Report

An early alert referral may be issued for students who are not making satisfactory progress. Students who are not making satisfactory progress will be notified by email of the referral made by the instructor. For early intervention, counseling and support services such as tutorial services, counseling courses, psychological services, and learning strategies are available. Students are encouraged to participate in these special programs designed to assist students to overcome barriers that interfere with their academic success.

Final Grade Reports

Final grade reports are mailed only by request to the student's address on file with the college. Grades are available on WebAdvisor. Grades of students who fail to return school equipment or who have any unpaid accounts will be withheld until the record is cleared.

Certifications of Enrollment

Certifications of enrollment shall be requested in writing at the Admissions and Records Office or via email at ccaandr@sccd.edu. A minimum of three working days for the preparation of certifications is required.

The following definitions are used by Clovis Community College when certifying the enrollment of our students to outside agencies such as the Veterans

Administration, lending institutions, the Social Security Administration, insurance companies, and the California Student Aid Commission:

Full-time	12 units or more
Three quarter-time	9 to 11.5 units
Half-time	6 to 8.5 units
Limited	fewer than 6 units

Satisfactory Scholarship

Students must achieve at least a "C" average each semester and maintain a 2.0 cumulative grade point average. This means that a student must have at least twice as many grade points as units attempted. See Placement on Academic Probation.

Course Repetition

For the purpose of course repetition and all other grade-related issues;

- Substandard grades or marks shall be defined as meaning course work for which the student has earned a "D" "F" "NP" "NC" or "W".
- Satisfactory grades shall be defined as meaning course work for which the student has earned a "C" or better, "P" or "CR" grade.
- A mark of "W" is recorded for a withdrawal from a course on or after the census point or 30% of the semester (whichever is less) and before the end of the ninth week or 50% of the class meeting dates.

For the purpose of this policy AR 4225, "extenuating circumstances" are taken to mean verified cases of accidents, illness, jury duty, military conscription, declaration of war, family or job displacement, instructor error, or other circumstances beyond the control of the student which are justifiable in the judgment of the college president or designee as defined by California Code of Regulations, Title 5, 55045.

Repetition of Courses Designated as Non-Repeatable

For the benefit of a better grade, students may repeat a course for which they have received substandard grades or marks. Students may repeat a course one time without petitioning (2nd attempt). Students must meet with an academic counselor and file a petition to repeat a course for which two or more

substandard grades or marks (3rd attempt) have been earned. To repeat a course after three substandard grades or marks (4th attempt), students must file a petition with the Academic Standards Committee.

The first two substandard grades will be excluded in computing the GPA if the student repeats the course two or more times. The student's academic record will be marked so that all grades remain legible, ensuring a true and complete academic history.

A student who has earned a substandard grade in a course at Clovis Community College and repeats the equivalent course successfully ("C" or better) at another accredited college or university, can petition through the Admissions and Records Office for an Alleviation of Substandard Grade.

A student who has completed a course with a substandard grade at another accredited college or university may repeat the equivalent course in the State Center Community College District (SCCCD). Upon completion of the Clovis Community College course, the student must request an official transcript be sent to the college or university where the substandard grade was earned.

Petition to Repeat Courses for Alleviation of Substandard Grades

Students who wish to petition to repeat a course for which two or more substandard grades or marks have been recorded, may do so through the Counseling Office.

Upon petitioning to repeat a course for a third attempt, Clovis Community College students are required to meet with a counselor before any action will be taken. Only the first two substandard grades will be excluded in computing the GPA.

Upon petitioning to repeat a course for a fourth or more attempt, Clovis Community College students are required to meet with a counselor and complete or update a student education plan (SEP) and provide statements as to;

1. Why you have been unable to complete the course work successfully, supporting documentation may be provided as well.
2. Why you will be able to be successful in college in the future. What will be different now and in the future?

If the petition is approved by the academic standards committee, the grade earned in the fourth or more attempts will be averaged with the third grade earned in computing the cumulative grade point average.

Repetition of Courses with a Satisfactory Grade

The college catalog designates certain courses as repeatable for a specific number of times; otherwise courses in which a student has received satisfactory grades, i.e., A, B, C or CR/P, may not be repeated unless the student petitions the Academic Standards Committee through the counseling department for permission to repeat the course. The Academic Standards Committee may grant permission for the student to repeat the course if one or more of the following conditions apply:

1. There has been a significant lapse of time since the course was last taken.
2. The previous grade was due, at least in part, to the result of verified extenuating circumstances beyond the student's control.

In the case of repetition of courses successfully completed, the grade earned when the course is repeated will not be counted in a student's units or grade point average.

Repetition of courses successfully completed is permitted without petition in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses may be repeated any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included in the calculation of the student's grade point average. Students wishing to repeat courses under this condition must present written documentation or certification to the Counseling Office to verify that such course repetition is necessary to complete legally mandated training requirements.

Legally Mandated Training

Course repetition is allowed when it is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Clovis Community College students must petition and present documentation

that the course is necessary to the Academic Standards Committee for approval.

Such courses may be repeated for credit any number of times, regardless of whether or not substandard grades were previously recorded, and the grade and units received each time shall be included for purposes of calculating the student's grade point average.

Repetition of Courses Designated as Repeatable

Repeatable courses are progressive in nature and provide an expanded education experience when repeated. These courses are identified in the college catalog indicating the maximum allowable repetitions. If a student repeats a course designated as repeatable in which a substandard grade has been recorded, the District will exclude no more than two previous substandard grades.

Alleviation of Substandard Grades without Repetition

Substandard work, i.e., grades of D, F or NC/NP not reflective of the student's present scholastic level of performance, may be alleviated without repetition only if the courses in which the substandard grades were earned are no longer appropriate for the student's present educational objectives or if the courses in which the substandard grades were earned or their equivalents are no longer available for repetition. Course work inappropriate for repetition may be considered for alleviation by the student making formal application to the college Academic Standards Committee through the Counseling Office.

In this case, a student will be eligible for consideration for alleviation of substandard work without repetition when the student has met each of the following conditions:

1. A period of at least two years has elapsed since the work to be alleviated was recorded.
2. A student is pursuing an established program (associate degree or certificate program within the district).
3. A student has completed twelve or more semester units with at least a 3.00 GPA or 24 or more semester units with at least a 2.50 GPA or completed a total program with at least a 2.00 GPA. In determining eligibility for this provision, the college will consider the most recently completed semester first and then look to the

total GPA of previous semesters in descending chronological order.

4. The amount of work to be alleviated shall not exceed the amount of work the student has successfully completed since the substandard work was recorded.

Probation and Dismissal

State law requires students to maintain satisfactory progress while enrolled at a community college. Students who do not make satisfactory progress by completing courses and/or achieving satisfactory grades will be affected in the following ways:

Placement on Progress Probation

A student who has attempted and accumulated a total of 12 or more semester units shall be placed on progress probation when the number of units for which entries of "W," "I," "NP" and "NC" are recorded reaches or exceeds fifty percent (50%).

Removal from Progress Probation

A student on progress probation because of an excess number of units for which entries of "W," "I," "NP" and "NC" are recorded shall be removed from progress probation when the percentage of units in this category drops below fifty percent (50%).

Placement on Academic Probation

A student shall be placed on academic probation when the cumulative grade point average for a student who has attempted an accumulated total of 12 or more semester units falls below 2.0 in all units which were graded on the basis of letter grades.

Removal from Academic Probation

A student shall be removed from academic probation when the student's cumulative grade point average becomes 2.0 ("C") or better.

Counseling for Probationary Students

Each student on probation will be provided with the appropriate support service to help the student succeed. Depending on the level of probation, the student may be required to meet with a counselor and discuss and appropriate unit load prior to registration.

Academic/Progress Dismissal

For purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment exclusive of summer session.

A student who has attempted at least 12 semester units shall be dismissed for one semester, exclusive of summer session, if during each of three consecutive semesters the student's performance meets one or both of the following two conditions:

1. The student's cumulative grade point average reached less than 2.0.
2. The percentage of units in which the student was enrolled for which entries of "W," "I," "NP" and "NC" were recorded reached or exceeded fifty percent (50%).

Academic/Progress Dismissal Appeal

Students who are on academic or progress dismissal for reasons beyond the control of the student may meet with a counselor and obtain an Academic/Progress Dismissal Appeal form. Appeal forms must be completed and submitted to a counselor prior to the first primary semester (i.e., Fall or Spring) the student is dismissed. All appeals are reviewed by the Academic Standards Committee.

Readmission Following Academic/Progress Dismissal

A student who has been dismissed because of the district's academic/progress dismissal policy must petition to be readmitted.

For a first dismissal, a student will not be admitted to a district college until one semester has elapsed. If the student fails to maintain a grade point average of at least 2.0, or fails to complete more than fifty percent (50%) of the units in which the student enrolled during the first semester of attendance following student's initial dismissal, the student shall be dismissed for a period of one year (second dismissal). If the student fails to meet with these academic and progress standards during the next semester in which student enrolls, the student will be dismissed again. A third dismissal requires the student to sit out of the district for 4 semesters. Students are encouraged to improve their record by attending summer session. Petitions for readmission are available in the Counseling Department.

Unit limitations and course selection will be set for readmitted students by the counseling faculty.

Honors and Awards

Leon S. Peters Honors Program

The Leon S. Peters Honors Program is designed to challenge students with a customized curriculum and reward their efforts through priority registration and scholarship opportunities. Students may also qualify for transfer admission guarantees. The Honors Program offers an enhanced educational experience designed to challenge students with a specially selected curriculum. The focus of the honors curriculum is on preparation for transfer to a four-year institution. For more information, call (559) 325-5230.

Students will demonstrate ability to discuss interdisciplinary topics. Students will complete all transfer paperwork, including personal essay.

24 units from the following required to graduate "with Honors"

Course #	Course Name	Units
ART 6H	Honors Art History 2	3
COMM 1H	Honors Public Speaking	3
ENGL 1AH	Honors Reading and Composition	4
ENGL 1BH	Honors Literature	3
ENGL 3H	Honors Critical Reading and Writing	3
HIST 12H	Honors History of the US since 1865	3
HONORS 2A	Honors Seminar	1
PHIL 1CH	Honors Ethics	3
POLSCI 2H	Honors American Government	3
PSY 2H	Honors General Psychology	3
	Total Units	29

Honors at Graduation

Summa Cum Laude

This academic achievement is awarded to students who have earned a 4.0 cumulative grade point average.

Magna Cum Laude

This academic achievement is awarded to students who have earned a 3.50 through 3.99 cumulative grade point average.

Cum Laude

This academic achievement is awarded to students who have earned a 3.00 to 3.49 cumulative grade point average.

The designation of honors in the commencement program is based on the grades earned during all semesters preceding a student's graduation.

Leon S. Peters Honors Program

Students in the Leon S. Peters Honors Program at Clovis Community College who successfully complete 24 units of honors courses and graduate with a 3.0 grade point average or better are given distinct recognition during the commencement ceremony.

Alpha Gamma Sigma, an Honors Society

Outstanding scholars are eligible for membership in the Alpha Omega Chapter of Alpha Gamma Sigma, the honors society for California Community Colleges.

Students enrolled at Clovis Community College also have an opportunity for membership in California Community Colleges' honors society. Students meeting eligibility criteria can join the chapter of Alpha Gamma Sigma known as Sigma Gamma.

Students who earn at least a B average (3.0) for 12 units of college work (with no D or F grade) are eligible to join Alpha Gamma Sigma. Active membership in the Alpha Omega Chapter requires an application for membership, payment of dues, possession of a student body card, and earning of service points through participation in chapter activities and service to the college or community. Life members of the California Scholarship Federation may apply for associate membership during their first semester at the college.

AGS members meet to hear speakers, plan activities, make friends, raise funds for scholarships and conference attendance, take part in college activities, enjoy excursions, and serve the college. Permanent membership and recognition is granted at graduation to members active for at least two semesters who have earned a 3.25 cumulative grade point average or to members active for one semester who have earned a 3.5 or higher cumulative grade point average.

Log into your WebAdvisor and SCCCD Email

WebAdvisor:

WebAdvisor is the system where you will complete your online orientation, add and drop classes, and see your financial and academic profile. Your WebAdvisor login is your seven digit student ID number.

SCCCD Student Email:

Your SCCCD student email account is where you will receive enrollment, financial aid, fee payment due dates, and other college/ student updates and information. To log into your email go to www.office.com and sign-in using your SCCCD ID number + "@my.sccd.edu" as your username.

If you need help with logging on to Canvas, WebAdvisor, or Email, call the Student Systems Support Call Center. Help is available 24/7. (Please note that password reset services are available during normal business hours - 8 am to 5pm, Monday through Friday.) Phone: 1.844.887.2223

Online Registration Available Using WebAdvisor

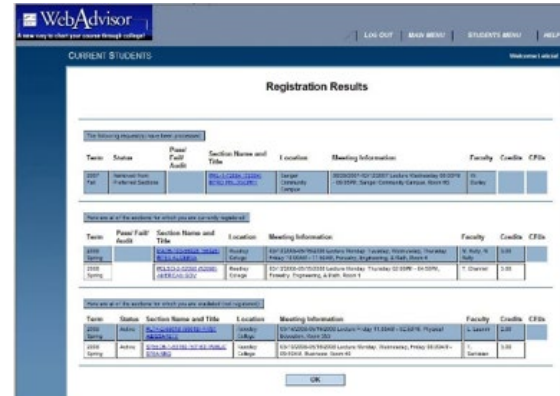
Building and Location Codes

- AC1 – Academic Center 1
- AC2 – Academic Center 2
- ARR – Location to be arranged
- CC-FIELD – Athletic Field
- CDC – Child Development Center
- HC – Herndon Campus
- WEB – Online class
- CNHS POOL – Clovis North HS Swimming Pool

WebAdvisor is available for registration. Students in good standing may access the WebAdvisor registration system at www.cloviscollege.edu by clicking on the WebAdvisor link. Users will be asked to enter their WebAdvisor login (student Id number) and password (same password used for Office 365 & Canvas). Online assistance is available to help you if you do not remember your password or navigate WebAdvisor by calling (559) 499-6072.

Note: Students who use WebAdvisor to register for or add/drop classes will not be mailed a student schedule and statement of fees printout. Please be sure to print your schedule and fees statement and

refer to the payment due chart to determine your payment due date before logging off WebAdvisor.

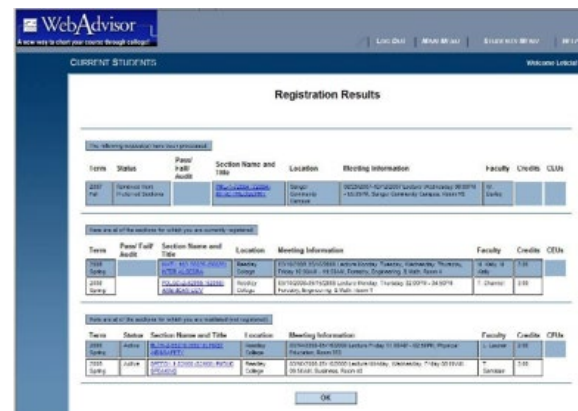


Register Online

NEW AND IMPROVED selections to make your registration faster and easier.

- Go to either Express Registration or Search and Register for classes
- A shopping cart of Preferred Sections will be created for you
- You can register or add your name on a wait list
- You must take an action and submit your request(s)
- You may also drop a class from your Preferred Sections or your Registered Sections
- All registration rules will apply to wait listed courses
- You can only be placed on one wait list per class
- If you have a time conflict you cannot be registered for a class

Time conflicts between registered classes and wait listed classes will result in a student being dropped from the wait listed class.



New Features to help you with managing Wait lists

- View your wait listed classes anytime with Manage My Wait list
- Drop wait listed classes anytime by selecting REMOVE from the Action Box
- You may also drop a class from your registered sections

Important Notice: You must wait list all corequisites classes to be considered for registration.

Step-by-Step Registration Instructions Using WebAdvisor

To register for courses, complete the following steps.

Step 1: Log into WebAdvisor

Step 2: Click the Students tab

Step 3: Under the Registration section, click Search/Register for Sections

Step 4: Enter the following information:

Example: English 1A

- Term: Fall 20_
- Subject: Engl
- Course Number: 1A
- Location: Clovis, Herndon, Online

Once information is entered, CLICK SUBMIT.

Step 5: Check mark the course you would like to enroll into. CLICK SUBMIT.

Step 6: Choose the Action from the drop down menu (register or waitlist). CLICK SUBMIT.

Prerequisite/Corequisite Challenge Procedures

A prerequisite/corequisite challenge requires written documentation, explanation of alternative course work, background or abilities which adequately prepare the student for the course. A Prerequisite/Corequisite Challenge Form may be obtained from the Counseling Office and should be returned to the Counseling Office. Reasons for filing a prerequisite/corequisite challenge may include one or more of the following:

- 1) A prerequisite/corequisite is not available.
- 2) The prerequisite/corequisite was met at another institution.
- 3) The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite/corequisite.
- 4) The student believes the prerequisite/corequisite is discriminatory or being applied in a discriminatory manner.

- 5) The prerequisite/corequisite is not necessary for success in the course.

Registration Holds

All holds must be cleared prior to registration.

CODE	WHERE TO CLEAR HOLD
AR	Admissions & Records Office
BCBKS	Business Office /Bookstore
CENR	Business Office/Enrollments
BCFAD	Business Office/Financial Aid
BCHLD	Business Office/Misc.
BCLAB	Business Office/Child Lab
BCLON	Business Office/Loan
BCNSF	Business Office/NSF CK
BCLIB	Business Office/Library
DEAN	Dean's Office
DSPS	Disabled Students Programs & Services
EOPS	EOPS/OASIS
CALW	CalWORKs Office
INTL	International Students Office
O	Counseling

Class WAIT LIST Requirements

When unable to find an open section of a course, students may have the option of being placed on a WAIT LIST for a specific section of the course. Please note that the following rules apply:

1. Students may add their name to any available WAIT LIST up to the last day of registration prior to the beginning of the class.
2. Students will be added to a WAIT LIST on a first come, first-serve basis.
3. Students cannot be placed on a WAIT LIST prior to their registration appointment date.
4. Students on a WAIT LIST will have first priority for any seats in a "full" class that may subsequently become available during the first 20% of the course PROVIDED that they attend each and every class meeting (for 18 week semester courses, this is the first 3 weeks of class).
5. A WAIT LIST will be available only for current class sections that are "full" (that is, the class has reached its "maximum class size"). No WAIT LISTS will be available for "canceled" class sections or class sections that are not yet "full." Not all classes have wait lists.
6. Students cannot be placed on a WAIT LIST for a section of a course when already enrolled in another section of that same course.
7. Students cannot be on more than one WAIT LIST for the same course.
8. The Admissions and Records Office will regularly monitor all classes with existing WAIT LISTS up to the start of the semester. When an open seat becomes available, the top student on the wait list will receive "PERMISSION TO REGISTER" and be notified by email.
9. On the first day of class, instructors will determine the number of openings available in the class, and then offer spaces to students who are on the WAIT LIST (providing they are present in the class) in the order in which their names appear on the list. The student is responsible for officially adding the class within published registration dates.
10. After the WAIT LIST for the class is exhausted, additional openings, if any, will be filled by the instructor in accordance with existing college and district policy.
11. Any and all other registration rules (conflicts, overload, administrative or student holds) may prevent the student from enrolling in a class.
12. Visit www.sccd.edu/waitlist for details.

Ways to Register

Students may register online using WebAdvisor () or in person at the Admissions & Records Office.

Proxy Registration

The federal Family Education Rights and Privacy Act (FERPA) makes it illegal for the college to release a student's confidential educational records, including registration information, to anyone without the written permission of the student. Therefore, if you are unable to register for yourself, you may either register at a later date or have someone else substitute for you provided the following procedure is observed.

A PROXY must have a written statement signed by you authorizing him/her to register on your behalf. If you prepare your own statement, it must contain certain specific information. Contact the Admissions and Records Office for details at (559) 325-5200.

A PROXY should also have your registration permit, a list of classes you wish to take (including several alternatives) and sufficient funds to pay the necessary fees listed under "Enrollment Fees".

Accuracy of Student's Schedule

Clovis Community College does not keep your registration forms on file. Once your transaction has been processed and completed, all of your documents will be returned to you.

It is your responsibility to keep all registration materials in a safe place and to bring them with you if you have a question or concern about your schedule. We will be unable to help you without your documents.

Please be sure to:

1. Double-check all the information on your class schedule before you leave the registration area.
2. Make sure that your materials have been date-stamped and initialed by an Admissions and Records staff member.
3. Prepare a personal file in which to keep all of your processed forms.
4. Should you discover an error after you leave our office, bring your date-stamped documents with you to the registration desk for review and assistance.

Zero Cost Textbook Program



In September of 2017, the governor signed Senate Bill 1359, which requires all community colleges and CSUs to highlight course sections in the schedule of classes that have no textbook costs for students. Zero-Textbook-Cost (ZTC) courses are identified by this logo.

Academic/Progress Probation Assistance

Counseling Hours:

Monday - Thursday 8:00 a.m. - 6:00 p.m. and Friday 8:00 a.m. - 5:00 p.m., occasional Saturdays.

COUNSELING IS REQUIRED IF YOU ARE ON ACADEMIC/PROGRESS PROBATION.

CODE	DESCRIPTION OF CODE
P1	Progress Probation Level 1 — you must complete the online probation workshop.
P2	Progress Probation Level 2 — you must meet with an academic counselor.
PD	Progress Dismissal — You may be required to sit out of all SCCCD colleges and center and/or petition for readmission. There is also an appeal process. Please contact the Counseling Office for more information.
A1	Academic Probation Level 1 — you must complete the online probation workshop.
A2	Academic Probation Level 2 — you must meet with an academic counselor.
AD	Academic Dismissal — You may be required to sit out of all SCCCD colleges and center and/or petition for readmission. There is also an appeal process. Please contact the Counseling Office for more information.
P1A1	Progress Probation Level 1 & Academic Probation Level 1 — you must complete the online probation workshop.
P1A2	Progress Probation Level 1 & Academic Probation Level 2 — you must meet with an academic counselor.
P1AD	Progress Probation Level 1 & Academic Dismissal — You may be required to sit

CODE	DESCRIPTION OF CODE
	out of all SCCCD colleges and center and/or petition for readmission. There is also an appeal process. Please contact the Counseling Office for more information.
P2A1	Progress Probation Level 2 & Academic Probation Level 1 — you must meet with an academic counselor.
P2A2	Progress Probation Level 2 & Academic Probation Level 2 — you must meet with an academic counselor.
P2AD	Progress Probation Level 2 & Academic Dismissal — You may be required to sit out of all SCCCD colleges and center and/or petition for readmission. There is also an appeal process. Please contact the Counseling Office for more information.
PDA1	Progress Dismissal & Academic Probation Level 1 — You may be required to sit out of all SCCCD colleges and center and/or petition for readmission. There is also an appeal process. Please contact the Counseling Office for more information.
PDA2	Progress Dismissal & Academic Probation Level 2 — You may be required to sit out of all SCCCD colleges and center and/or petition for readmission. There is also an appeal process. Please contact the Counseling Office for more information.
PDAD	Progress Dismissal & Academic Dismissal — You may be required to sit out of all SCCCD colleges and center and/or petition for readmission. There is also an appeal process. Please contact the Counseling Office for more information.

Student Expenses

Based on Fall 2021/Spring 2022 Rates

The following budgets have been put together to help you plan your expenses. Fees change each academic year. If you have questions, please call the Admissions and Records Office at (559) 325-5200.

Summer 2021

Academic Expenses - California Resident

\$46 per unit (per semester)

Enrollment Fee (example: \$46 x 6 units)	\$276.00
Health Fee	\$18.00
Books & Supplies	\$500.00
Instructional Material Fees	\$50.00
Parking Permit	\$20.00
ASG Card (full-year)	\$10.00
Total	\$874.00

Academic Expenses - Non-Resident Student

\$336 per unit (\$290 tuition plus \$46 enrollment fee) (per semester)

Tuition (\$290 x 6 units)	\$1,740.00
Enrollment Fee (\$46 x 6 units)	\$276.00
Health Fee	\$18.00
Books & Supplies	\$500.00
Instructional Material Fees	\$50.00
Parking Permit	\$20.00
ASG Card (full-year)	\$10.00
Total	\$2,614.00

Academic Expenses - International Student

\$336 per unit (\$290 tuition plus \$46 enrollment fee) (per semester)

Tuition (\$290 x 6 units)	\$1,740.00
Enrollment Fee (\$46 x 6 units)	\$276.00
Health Fee	\$18.00
Health Insurance**	\$375.00
Books & Supplies	\$500.00
Instructional Material Fees	\$50.00
Parking Permit	\$20.00
ASG Card (full-year)	\$10.00
Total	\$2,989.00

Fall 2021

Academic Expenses - California Resident

\$46 per unit (per semester)

Enrollment Fee (example: \$46 x 12 units)	\$552.00
Health Fee	\$21.00
Student Representation	\$2.00
Books & Supplies	\$500.00
Instructional Material Fees	\$50.00
Parking Permit	\$30.00
ASG Card (full-year)	\$10.00
Total	\$1,165.00

Academic Expenses - Non-Resident Student

\$346 per unit (\$300 tuition plus \$46 enrollment fee) (per semester)

Tuition (\$300 x 12 units)	\$3,600.00
Enrollment Fee (\$46 x 12 units)	\$552.00
Health Fee	\$21.00
Student Representation	\$2.00
Books & Supplies	\$500.00
Instructional Material Fees	\$50.00
Parking Permit	\$30.00
ASG Card (full-year)	\$10.00
Total	\$4,765.00

Academic Expenses - International Student

\$346 per unit (\$300 tuition plus \$46 enrollment fee) (per semester)

Tuition (\$300 x 12 units)	\$3,600.00
Enrollment Fee (\$46 x 12 units)	\$552.00
Health Fee	\$21.00
Student Representation	\$2.00
Health Insurance**	\$812.00
Books & Supplies	\$500.00
Instructional Material Fees	\$50.00
Parking Permit	\$30.00
ASG Card (full-year)	\$10.00
Total	\$5,577.00

Spring 2022

Academic Expenses - California Resident

\$46 per unit (per semester)

Enrollment Fee (example: \$46 x 12 units)	\$552.00
Health Fee	\$21.00
Student Representation	\$2.00
Books & Supplies	\$500.00
Instructional Material Fees	\$50.00
Parking Permit	\$30.00
ASG Card (full-year)	\$10.00
Total	\$1,165.00

Academic Expenses - Non-Resident Student

\$346 per unit (\$300 tuition plus \$46 enrollment fee)
(per semester)

Tuition (\$300 x 12 units)	\$3,600.00
Enrollment Fee (\$46 x 12 units)	\$552.00
Health Fee	\$21.00
Student Representation	\$2.00
Books & Supplies	\$500.00
Instructional Material Fees	\$50.00
Parking Permit	\$30.00
ASG Card (full-year)	\$10.00
Total	\$4,765.00

Academic Expenses - International Student

\$346 per unit (\$300 tuition plus \$46 enrollment fee)
(per semester)

Tuition (\$300 x 12 units)	\$3,600.00
Enrollment Fee (\$46 x 12 units)	\$552.00
Health Fee	\$21.00
Student Representation	\$2.00
Health Insurance**	\$812.00
Books & Supplies	\$500.00
Instructional Material Fees	\$50.00
Parking Permit	\$30.00
ASG Card (full-year)	\$10.00
Total	\$5,577.00

*All fees are subject to change. Changes may result from California legislation or SCCCD Board of Trustee actions. Actual amounts for instructional material fees, health fees, and books and supplies will vary depending on the student's enrollment.

**International students must have health insurance to attend college. Students must provide proof of health insurance to the Admissions and Records Office or purchase a policy through Student Insurance at www.studentinsurance.com.

Enrollment Fee Waivers

To be considered for a fee waiver, you must be a California resident as determined by the Admissions and Records Office.

There are two ways to apply for a Promise grant:

1. U.S. citizens and eligible non-citizens need to file the Free Application for Student Aid (FAFSA), while AB540 eligible non-citizens and permanent residents need to file the California Dream Act Application (CADAA). Do not file both. The FAFSA is available at www.fafsa.ed.gov, and the CADAA is available at www.caldreamact.org. List Clovis Community College's school code (042534) on your application. Listing Clovis Community College's school code on your application will cause it to be automatically reviewed for eligibility for a California College Promise Grant (CCPG), previously known as the Board of Governors Fee Waiver, which waives the cost of tuition. We encourage all students to file either the FAFSA or CADAA as appropriate, because the application will be processed for federal and state aid as applicable.
2. If you have not completed a FAFSA or CADAA, you may submit a California College Promise Grant (CCPG) application. We encourage all students to file either the FAFSA or CADAA as appropriate, because the application will be processed for federal and state aid as applicable, which could assist with the cost of books, supplies, or other college expenses.

California Dream Act: If you are eligible for in-state tuition under AB540, you may qualify for the CCPG and state grants if you meet certain qualifications. For more information and to apply, log on to www.caldreamact.org.

State Financial Assistance

The California Student Aid Commission (CSAC) offers qualified California residents competitive and entitlement grants through the Cal Grant program. To apply for a Cal Grant, students must fill out either the FAFSA or CADAA, as appropriate, and a Cal Grant GPA Verification Form by the deadline dates. The deadline dates for the Cal Grant programs ONLY are March 2 for the entitlement grants and September 2 for competitive grants. Clovis Community College submits GPAs electronically for current students who

meet certain eligibility criteria. For additional Cal Grant information, go to www.csac.ca.gov.

Scholarships

Clovis Community College offers many scholarship awards throughout the year based on academic excellence, leadership, community service, and program of study. Scholarship funds are donated by the State Center Community College Foundation, Clovis Community College faculty and staff, private companies, individuals, and other organizations. Awards range from \$250 to \$1,500. The Clovis Community College Scholarship Application, which is one application for all scholarships, is available from October 1, 2021 to March 2, 2022 for the 2022-2023 school year. You may apply online.

Important Information and Reminders

- Keep your address and phone number updated through WebAdvisor.
- Fee waivers do not cover the \$21 health fee.
- Apply for a fee waiver BEFORE you register for classes. If you don't qualify for a fee waiver, you'll know exactly how long you have to pay your enrollment and other fees.

Summer 2021 Session Dates

First four-week session	May 24 to June 18
Ten-week session	May 24 to July 30
Six-week session	June 21 to July 30
Second four-week session	July 6 to July 30

Fall 2021 Session Dates

Eighteen-week session (full-term)	August 9 to December 10
First nine-week session	August 9 to October 8
Second nine-week session	October 11 to December 10

Spring 2022 Session Dates

Eighteen-week session (full-term)	January 10 to May 20
First nine-week session	January 10 to March 11
Second nine-week session	March 14 to May 20

Work Experience

Earn college credits through your job or an internship!

- When applying for financial aid and/or a fee waiver, read all instructions carefully.
- Check for submission deadline dates and class drop-dates.
- Submit all requested documents and forms to the Financial Aid Office as soon as possible.
- If you qualify for a Promise grant after you paid your enrollment fees, you can apply for a refund at the Business Office or online.
- If you are awarded a Promise grant, it will cover all classes within the State Center Community College District - Clovis Community College, Fresno City College, Reedley College, Madera Community College, and Madera Community College at Oakhurst.
- You cannot receive federal or state monies at more than one school, BUT you may receive a California College Promise Grant at more than one community college. Make sure you list all schools you plan to attend on your FAFSA so you will be reviewed for fee waiver eligibility.

For more information on any of these topics, contact the Financial Aid Office.

Clovis Community College
www.cloviscollege.edu
10309 N. Willow Avenue
Fresno, CA 93730 (559) 325-5239

Students earn units using the following formula: for paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit.

Note: Repetition of Cooperative Work Experience courses is allowable under Title 5, §55253.

Cooperative Work Experience, General (19G)

- 1-6 units in one enrollment period.
- Supervised employment, not directly related to the student's major.
- Students must attend an orientation and the employer must agree to evaluate the student's performance

Cooperative Work Experience, Vocational (19V)

- 1-8 units in one enrollment period.
- Supervised employment, not directly related to the student's major.
- Students must attend an orientation and the employer must agree to evaluate the student's performance

Specific Occupational Programs (19V)

Any student can take COTR 19G and COTR 19V, but some Clovis Community College programs have their own occupational classes. These courses provide supervised employment, directly related to student's major in the following areas. Students may enroll for a maximum of 8 units per semester. Students may earn a total of 16 units in work experience of which only 6 may be in COTR-19G. Students earn units using the following formula: for paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Please look to register for these classes under their department.

Business Administration 19V – Page 17, 58, 155, 212

Early Childhood Education 19V– Page 170

Child Development is changing to Early Childhood Education effective Fall 2021.

Cooperative Work Experience 19G – Page 4, 37, 70, 163, 213

Cooperative Work Experience 19V – Page 71

Criminology 19V - No class offerings

Information Systems 19V – Page 187, 217

Mechatronics 19V – Page 38, 142, 219

Symbols and Abbreviations

A - Course description designation for those courses which are associate degree applicable.

P-NP - Course description designation for courses available on a credit/no credit grading basis as well as a letter grading basis.

P-NP Only - Course description designation for courses not available on a letter grading basis.

Grading Scale Only - Course descriptions that do not indicate a grading basis are offered on a grading scale only.

CSU - Transferable to the California State University system.

CSU-GE - Meets the general education requirements for California State University transfer certification. Completion of all courses in the California State University General Education transfer certification pattern will permit a student to transfer to a campus in the California State University system without having to complete additional lower division general education courses after transfer.

I - Meets the requirements of the Intersegmental General Education Transfer Curriculum (IGETC). Completion of all IGETC requirements will permit a student to transfer to a campus in either the California State University or

University of California system without having to complete additional lower division general education courses after transfer.

UC - Transferable to the University of California system.

Course Abbreviations

Abbreviation	Full Name
ACCTG	Accounting
ANTHRO	Anthropology
ART	Art
ASL	American Sign Language
BA	Business Administration
BIOL	Biology
CHDEV	Child Development
CHEM	Chemistry
CHIN	Chinese
COMM	Communication
COTR	Cooperative Work Experience Education
COUN	Counseling
CRIM	Criminology
CSCI	Computer Science
DANCE	Dance
ECON	Economics
EDUC	Education
ENGL	English
ENGR	Engineering
FILM	Film
FN	Foods and Nutrition
FRENCH	French
FSAP	Food Safety and Processing
GEOG	Geography
GEOL	Geology
GERMAN	German
HCA	Health Care Ancillaries
HONORS	Honors
HIST	History
HLTH	Health Science
INTDS	Interdisciplinary Studies
IS	Information Systems
KINES	Kinesiology
LIBSKL	Library Skills
LING	Linguistics
MATH	Mathematics
MECH	Mechatronics
MKTG	Marketing
MUS	Music
MUSCO	Commercial Music
OT	Office Technology
OTA	Occupational Therapy Assistant
PE	Physical Education

Abbreviation	Full Name
PHIL	Philosophy
PHOTO	Photography
PHYS	Physics
POLSCI	Political Science
PSY	Psychology
REHT	Rehabilitation Technician
SCI	Science
SOC	Sociology
SPAN	Spanish
STAT	Statistics
WTD	Water Treatment and Distribution

Course Number Extensions

Letter Designation	Definition
H	Honors
I	Intensive
L	Lab
LS	Language Skills
NS	Native Speakers
R	Reading
W	Writing

Course Numbering

Number	Designation
1-99	Associate degree applicable, transferable
100-199	Associate degree applicable, non-transferable
200-299	Non-degree, non-transferable
300-399	Non-credit

Changes in the Schedule

This class schedule is subject to change without prior notice. Clovis Community College reserves the right to cancel scheduled classes due to availability, or for other reasons.

The schedule of classes generally runs from 7:00 a.m. to 10:00 p.m., Monday through Friday. Courses are also available in communities throughout our district. Students may complete work toward the Associate Degrees and Certificates either during the day, evening, or Saturday sessions, or by a combination.

Summer Session: summer sessions are part of the instructional program and are offered during the day in four- and six-week formats and in the evening in an eight-week format.

Administrative Policies

Student Conduct Standards

Students are expected to conduct themselves as responsible citizens whenever they are on the campus or representing Clovis Community College in any activity. The Board of Trustees has adopted specific rules and regulations governing student behavior along with applicable penalties for violations. The student conduct standards and discipline policy (Board Policy No. 5500) is cited below, and students consequently are held responsible for familiarizing themselves with these rules and regulations (Education Code 66300). All campus activities must have the prior approval of the administration of the college.

State Center Community College District (SCCD) Policy Statement

Once a student enrolls in courses on a campus of the State Center Community College District, that individual accepts both the rights and responsibilities associated with that enrollment. The State Center Community College District exists to educate individuals in our community. All other considerations are secondary. The district will not infringe on anyone's constitutional rights and the right to dissent and to protest will be supported. However, the right to dissent and to protest must not be construed as a right to disrupt operation of the institution. No individual or group can be permitted to infringe on the rights of others to secure an education.

These conduct standards, and Administrative Regulation 5520 which defines discipline procedures, apply to all students who are enrolled in courses offered by either college of the State Center Community College District. Any student will be subject to discipline who, in any way:

1. prevents other students from pursuing their authorized curricular or co-curricular interests;
2. interferes with or disrupts faculty and administrators who are fulfilling their professional responsibilities;
3. prevents classified employees from fulfilling their prescribed duties;
4. disrupts presentations by authorized guests; or

5. deliberately endangers the safety of persons, or the security of college property.

Student Assembly

In accordance with state law, the district recognizes the right of peaceful assembly and will make facilities available for recognized staff and student groups when such assembly does not obstruct free movement of persons about the campus, the normal use of classroom buildings and facilities, and normal operations of the college or the instructional program, and when it does not jeopardize the safety of persons, lead to the destruction of property, or violate the laws of the district, state, or nation. Persons who are not members of the student body or the college and who violate this policy shall be subject to the control of public authorities.

Exercise of Free Expression

In stating its policy on the distribution of materials, the governing board of this district has assumed that each student is responsible for individual actions, even when acting as a member of an organization, and that no student, by following district or college policies, regulations or procedures, escapes individual responsibility for observing laws relating to such matters as libel, copyright violation, and obscenity.

Bulletins, circulars, publications, or articles of any character prepared by a student currently enrolled in an institution of this district, or by a campus organization officially recognized by a college of this district may be distributed on a college campus of this district only when such distribution is in accordance with established regulations.

With the exception of publications and materials sold or circulated by offices or agencies of this district and of district colleges, all publications and materials to be circulated on campuses of the district shall be subject to the foregoing policy provisions.

This policy is not intended to limit the use of sectarian, partisan, or denominational materials for legitimate library and classroom use.

Student Protests and Demonstration

The students, faculty, and administration of the community college district are expected to respect the rights of the minority just as much as they respect those of the majority. Every individual, operating

within the law, is guaranteed the basic freedoms. Students may participate in demonstrations or protests as long as they do not interfere with the main job of the college - education. Picketing, demonstrations, or other forms of protest are not to be carried on so as to interfere with instructional activities or the normal flow of student traffic in and out of buildings.

Each college has the right to make and enforce reasonable regulations relating to the time, place, and manner of the exercise of these rights, in order to prevent interference with college programs and services.

Student Publications

Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and in intellectual exploration. They serve as a means of bringing student concerns to the attention of the college community and the public and of formulating student opinion on various issues.

The editorial freedom of student editors and managers entails corresponding responsibilities to be governed by the canons of responsible journalism such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions shall apply:

1. Editors and managers of student publications shall be protected from arbitrary suspension and be removed only for proper cause through orderly procedures.
2. All college published and financed student publications shall state explicitly on the editorial page that the opinions there expressed are not necessarily those of the college or the student body.

Computer/Network Equipment Use Policy

Every State Center Community College District (SCCCD) student is permitted to use a District owned computer/network. As a condition of this use, each student agrees to:

- use the computer/network for educational purposes only and not for any commercial purpose or financial gain;

- use the computer and software in an ethical manner; this means student will respect the security of the District's computer system and will not gain or attempt to gain unauthorized access to any network, hardware or software;
- not take or copy any copyrighted or patented software or any part of such software; further, student agrees not to install/uninstall any program or software, including shareware programs, on the computer;
- not use the electronic mail system for any illegal or illicit purpose, including solicitation; the District reserves the right to monitor all computer activities on its computers; the student agrees to abide by the rules of any other computer system that student may contact through the Internet;
- not transmit any communication in which the meaning of the message or its transmission or distribution would violate any applicable law or regulation or be offensive to the recipient or recipients; and
- not search, view or download pornographic material through any means.

It is understood that information, programs, or data a student obtains from the Internet are used at student's own risk. The student is responsible for any damage caused by malicious programs, commonly known as viruses, received from the internet.

Each student is expected to abide by the District's Acceptable Use Policy (<http://www.sccd.edu/departments/information-systems/sccd-use-policy.html>). The District is the sole determiner of the interpretation and application of the Acceptable Use Policy. It is understood that if a student violates any of the above rules, the student is subject to removal from the computer facility as well as discipline as a student.

No Smoking on Campus

In order to provide a healthier climate for teaching, learning, and study, smoking and use of tobacco products are prohibited on all Clovis Community College campuses.

Drug- and Alcohol-Free Campus

Clovis Community College is committed to maintaining a drug- and alcohol-free campus. To that end, the college prohibits the unlawful manufacture,

distribution, dispensing, possession, or use of controlled substances (as defined in Schedules I through V of the Controlled Substances Act {21U.S.C812} and as further defined by Regulations 21 CFR 1308.15 in the workplace). Behavior which violates this policy will be subject to disciplinary action in accordance with campus policies and regulations (BP 5500). Persons who seek information and/or resolution of alleged violations are directed to the Vice President of Student Services (559) 325-5214 in room AC1-260, the Deans of Student Services (559) 325-5285 or (559) 325-5265, in room AC2-235, or campus police at (559) 244-5911.

Clery Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The report is located at <http://scccdpolice.com/clery-report>.

Academic Freedom

General Principles

The State Center Community College District is unequivocally and unalterably committed to the principle of academic freedom in its true sense which includes freedom to study, freedom to learn and freedom to teach and provide educational professional services to students.

Academic freedom encompasses the right of an instructor to discuss pertinent subjects within instructor's field of professional competency in the classroom, consistent with course objectives, and for counselors, librarians, and other academic employees to provide appropriate student services within their fields of professional competency and consistent with sound educational principles.

Neither District officials nor outside individuals or groups may interfere with or censure an academic employee because of the employee's proper treatment of pertinent subjects, or provision of proper educational professional services to students is precluded by the principle of academic freedom.

Faculty must, however, accept the responsibility that accompanies academic freedom. The right to exercise

any liberty implies a duty to use it responsibly. Academic freedom does not give faculty freedom to engage in indoctrination. Nor can faculty invoke the principle of academic freedom to justify non-professional conduct.

An essential point that pertains to academic freedom and that must be considered in relation to subject matter or to professional services to the student is the criterion of suitability. The subject matter, material to be studied, or educational professional services to the student must contribute to the attainment of course objectives or achievement of an educational principle. The special interests of faculty or the opinion of a person or persons in a class should not supersede the right of other students to be protected against irrelevant or obscene materials or presentations.

Textbook Selection

Each campus shall develop a procedure for the selection of textbooks that recognizes the basic right and duty of the faculty to be the primary agent in the process. Since students in most instances must purchase books, the procedure should take cognizance of the financial consideration that may be imposed upon the student.

Public Forums

In keeping with the philosophy of intellectual freedom and the responsibility of the Community College District for services to its community, public forums presenting speakers with varying points of view may be offered to the local community as part of the educational program.

All proposals for special programs and projects, involving requests for financial assistance from outside funding sources such as governmental agencies, foundations or special organizations, shall be presented to the Board of Trustees for approval prior to the submission of a formal application to such outside groups.

Academic Dishonesty

Students at Clovis Community College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in

dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

Cheating

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

Plagiarism

Plagiarism is a specific form of cheating, the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights. Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may include failing grade on the particular examination, paper, project, or assignment in question, at the discretion of the instructor and depending on the severity and frequency of the incidents.

Authority and Disciplinary Actions

Instructors shall be in charge of their classes and students are under obligation to respect the authority of each instructor.

Clovis Community College seeks to develop responsible, democratic citizenship among the students enrolled. Students are responsible for their conduct. Failure to adhere to the college's standards will result in disciplinary action. The college reserves

the right to exclude at any time a student who violates student conduct standards and/or is not taking proper advantage of the opportunities offered. (See Student Right to Know on page 12).

Clovis Community College reserves the right to exclude at any time a student who, in the judgment of the administration, is not taking proper advantage of the opportunities offered.

Student Rights

Student rights are protected by federal and state laws, and by policies established by the trustees of the State Center Community College District. It is therefore essential for the protection of students' rights that procedures be established and followed which would identify violations of student conduct standards and the resolutions of such violations. Students have a right to an oral or written notice (reasons for disciplinary action), an opportunity for a review, and a decision given orally or in writing. For more information contact the Dean of Student Services. (Board Policy 5500, Administrative Regulation 5520)

Removal from Class by Instructor

Clovis Community College's Student Code of Conduct Policy (Administrative Regulation 5520 and Educational Code 76032) authorizes an instructor to remove a disruptive student from the instructor's class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Dean of Student Services. During the period of removal, a student shall not be returned to the class from which student was removed without the concurrence of the instructor of the class.

Grievance and Complaint Policy for Students

Any complaint concerning an alleged unauthorized or unjustified act or decision by any staff member, involving sexual harassment and/or discrimination, which adversely affects the grades, status, rights, or privileges of a student is the concern of the Clovis Community College administration.

Individuals seeking information and/or resolution of alleged acts of sexual harassment and/or discrimination are directed to contact the Dean of Student Services. See Administrative Regulation (AR)

5530 which is available in the President's office and on the district's website at <http://www.scccd.edu/accreditation/administrative-regulations.html>.

A student who has a complaint that does not involve sexual harassment and/or discrimination may take action in the following sequence:

1. Discuss the problem with the individual involved.
2. If a mutually satisfactory understanding has not been reached at step one, the student may complete a Clovis Community College Student Appeal/Complaint Form and return it to the Office of the Deans suite (AC2-235). The appropriate dean will review the complaint and will forward the complaint to a Department Chair when applicable. The Department Chair will review and attempt to address/resolve the complaint.
3. If the student's concerns remain unresolved after steps one and two, the student may make an appointment with an administrator. The following lists the appropriate administrator to make an appointment with:

If your complaint is against:	Contact:
Faculty	Dean of Instruction (AC2-235 or 325-5285)
Student Support Services	Dean of Student Services (AC2-235 or 325-5265)
Another Student or Counselor	Dean of Student Services (AC2-235 or 325-5265)
All other complaints	Vice President of Instruction (AC1-260 or 325-5214) and Vice President of Student Services (AC1-260 or 325-5289)

4. If the student is not satisfied with the outcome at step three, as a final step, the student may petition to the Clovis Community College Vice President of Instruction and Vice President of Student Services.

Student Appeal/Complaint forms are available online <https://www.cloviscollege.edu/uploaded-files/documents/current-students/student-complaint-form-508.pdf> or in the Office of

Administration (AC1-260), Admissions and Records (AC2-130) and the Deans Office (AC2-235).

Rights and Responsibilities

Open Enrollment

It is the policy of this district that, unless specifically exempted by statute or regulation, every course, section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Subchapter 1, Chapter 6, Division 6, Title 5 of the California Code of Regulations, commencing with Section 55000.

Student Enrollment Responsibilities

It is the responsibility of all students to be aware of and observe all college policies regarding class enrollment and attendance, including dropping classes.

Parking Regulations

Student vehicles must display a SCCCD parking permit to park in campus parking lots.

Students are expected to observe parking regulations with regard to red no-parking zones, private driveways, double parking, handicapped zones, restricted lots, etc., and are reminded that parking in these areas could result in a citation or the vehicle being towed away at the student's expense.

The State Center Community College District Police Department will strictly enforce these regulations. Students are advised to arrive early enough for their first class to allow time for them to obtain a parking space, which may be some distance from the classroom, and to arrive in the classroom on time.

Students may pick up a copy of the complete parking regulations at Campus Police, Monday - Friday between 7:00 a.m. and 4:00 p.m. or at the campus Business Office.

Statement of Nondiscriminatory Policy and Obligations

Non-Discrimination Statement

The State Center Community College District does not discriminate nor harass on the basis of race, color, national origin, gender, sexual orientation, disability, or age in any of its policies, procedures, or practices, nor does it tolerate sexual harassment, in compliance with the Americans with Disabilities Act of 1991, Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education.

Inquiries regarding the equal opportunity policies, the filing of complaints, or to request a copy of the complaint procedures covering discrimination complaints at Clovis Community College may be directed to: Dean of Student Services and Title IX Officer/Section 504/ADA Coordinator Kira Tippins, in the Office of the Deans, 10309 N. Willow Ave., Fresno, CA 93730, Room AC2-235, (559) 325-5265.

The college recognizes its obligation to provide overall program accessibility throughout Clovis Community College for handicapped persons. Contact the Clovis Community College Section 504 and ADA Coordinator Kira Tippins, AC2-235, (559) 325-5265 to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

The lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs.

Inquiries regarding Federal laws and regulations about nondiscrimination in education or the District's compliance with those provisions may also be directed to the Office for Civil Rights, U.S. Department of Education, 50 United Nations Plaza, Mail Box 1200, Room 1545, San Francisco, CA 94102.

Declaración: Póliza Contra la Discriminación y las Obligaciones

El Distrito State Center Community College (Clovis Community College) no discrimina ni acosa por razones de raza, color, nacionalidad, género, orientación sexual, inhabilidad, o edad, en ninguno de sus reglamentos, procedimientos, o acciones, de acuerdo con los siguientes códigos: el Artículo VI del Código de Derechos Civiles (Civil Rights Act) de 1964, el cual prohíbe la discriminación por razones de raza, origen, o nacionalidad y color; el Artículo IX de las Enmiendas al Código Educativo (Education Amendments) del año 1972 (género); la sección 504 del Código de Rehabilitación de 1973 (inhabilidad); y el Código Antidiscriminatorio de 1975 (edad); y tampoco tolera ninguna acción asociada con el acoso sexual (sexual harassment), en cumplimiento con el Código que cubre a los Americanos Inhabilitados de 1991 (Americans with Disabilities Act of 1991). Dichos reglamentos y leyes abarcan y rigen todos los programas y actividades de Clovis Community College, incluyendo el Programa de Educación Vocacional (Vocational Education), e incluyen el derecho de no ser discriminado en ninguno de los programas y actividades del colegio, y ser tratado en una forma igual y equitativa.

Las preguntas al respecto a la oportunidad igual, las quejas, o solicitar una copia de las reglas para hacer una queja de discriminación contra Clovis Community College se pueden dirigir a: sobre este asunto se dirigen al vice presidente de instrucción y servicios de estudiante. La oficina del Vice-Presidente de instrucción y del Dean servicios de estudiante se encuentra en el centro de 10309 N. Willow Ave., Fresno, CA 93730.

El Colegio de Clovis Community College acepta y reconoce la obligación que tiene con las personas inhabilitadas (handicapped) de proveerles y facilitarles el acceso a todos sus programas y actividades. Para mayor información al respecto, comuníquese con el Coordinador de la Sección 504 quien le informará sobre la ubicación de los diversos servicios y actividades, así como sobre los lugares accesibles y disponibles para los inhabilitados.

La falta de conocimiento del idioma inglés no es un obstáculo para ser admitido a los programas técnicos y vocacionales del Clovis Community College.

Puede obtener más información sobre las leyes y reglamentos antidiscriminatorios, dirigiéndose a la Oficina de Derechos Civiles: Office for Civil Rights, U.S. Department of Education, 50 United Nations Plaza, Mailbox 1200, Room 1545 San Francisco, CA 94102

Yog xav paub txog Tsoom Fwv tej cai tswj txog qhov tsis pub muaj kev ntxub-ntxaug nyob rau hauv tej tsev kawm ntawv los yog saib lub District ntawd puas ua raws li txoj cai, mus cuag tau rau: Office for Civil Rights, U.S. Department of Education, 50 United Nations Plaza, Mailbox 1200, Room 1545 San Francisco, CA 94102

Tsab Cai Tsis Pub Muaj Kev Ntxub-ntxaug Thiab Tej Uas Yuav Tsum Tau Ua

Clovis Community College yuav tsis pub muaj kev ntxub ntxaug rau tej kev sib txawv ntawm haiv neeg, ntawm nqaij-tawv, tuaj txawv tej chaws tuaj, poj-niam, txiv-neej, neeg xiam oos qhab, laus-hluas, los yog qhov kev xaiv ntawm tej kev nkauj nraug li cas nyob rau hauv nws txoj cai, kev khiav dej-num, los yog kev coj, kom raws li txoj cai Title VI ntawm Civil Rights Act ntawm 1964 (uas hais txog ntawm haiv neeg, nqaij-tawv, thiab tuaj txawv teb chaws tuaj), Title IX ntawm qhov Education Amendments ntawm xyoo 1972 (hais txog poj niam-txiv neej), Section 504 ntawm Rehabilitation Act ntawm xyoo 1973 (hais txog neeg xiam oos qhab), qhov Americans with Disability Act thiab qhov Age Discrimination Act ntawm xyoo 1975 (hais txog laus-hluas), thiab Xeev California Txoj Cai. Tsab cai tsis pub muaj kev ntxub-ntxaug no muaj vaj-huam sib luag thiab ncaj ncees rau kev tuaj nkag kawm ntawv thiab kev ua hauj-lwm nyob hauv college tej programs thiab lwm yam rau txhua tus, nrog rau kev kawm hauj lwm nyob hauv tsev kawm ntawv. Yog xav paub txog txoj cai vaj-huam sib luag no, muaj kev tsis txaus siab los sis xav tau ib daim ntawv qhia txog txoj cai ntawm kev tawm suab txog tej kev tsis txaus siab thaum raug neeg ntxub ntxaug ntawd no, mus cuag tau rau: Clovis Community College Dean of Student Services at (559) 325-5214 located at the Clovis Community College at 10309 N. Willow Ave., Fresno, CA 93730.

Lub tsev kawm ntawv paub txog nws lub luag dej num hais tias yuav tsum tau muaj program nyob thoob plaws hauv tsev kawm ntawv rau cov neeg xiam oos qhab. Vice President of Instruction and Dean of Student Services, rau tej kev pab thiab tej chaw pab, uas muaj rau cov neeg xiam oos qhab.

Tus ho tsis paub lus As-kiv zoo los yeej tsis muaj teeb meem li cas rau nws tuaj mus kawm ntawv thiab kawm hauj lwm nyob rau hauv tsev kawm ntawv nqib siab no li.

Family Education Rights and Privacy Act (California State and Federal Legislation)

The Family Education Rights and Privacy Act (FERPA) outlines certain rights students have concerning access to and release of their educational records. Copies of District Administration Regulations implementing this act may be obtained from <https://www.scccd.edu/about/board-of-trustees/policies-and-regulations.html>. Each student is encouraged to obtain a copy.

The act ensures that the students will have access to their educational records and that the college will not release their records to anyone, including any parents, who is not designated by the student to receive them, except as provided by the law itself.

The law authorizes the release of directory information in the absence of student objection. Directory information includes: name, address, date and place of birth, major field of study, current class schedule, participation in activities, dates of attendance, degrees and awards received, and last institution attended. Objection, if any, to the release of this information may be made at the time the student applies for admission or at registration.

Sexual Harassment Policy

It is the policy of the governing board that the State Center Community College District shall maintain a working and learning environment free from sexual harassment of its students, employees, and those who apply for student or employee status. All students and employees should be aware that Clovis Community College, Fresno City College, Reedley College, and the State Center Community College District are concerned and will take action to eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act, which is enforced by the Equal Employment Opportunity Commission. Sexual harassment is included among legal prohibitions against discrimination. Title IX of the Educational Amendments of 1972 also establishes sexual harassment as discriminatory and unlawful.

Sexual harassment includes such behavior as sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student, or applicant when one or more of the following circumstances are present:

1. Submission to or toleration of the conduct is an explicit or implicit term or condition of employment, appointment, admission, or academic evaluation.
2. Submission to or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation affecting an individual.
3. The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive, or otherwise adverse working environment.
4. The conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive, or otherwise adverse learning environment, or adversely affecting any student.

In determining whether conduct constitutes sexual harassment, the circumstances surrounding the conduct will be considered.

Persons who seek information and/or resolution of alleged acts of sexual harassment are directed to contact the Dean of Student Services at Clovis Community College Title IX Officer and Section 504/ADA Coordinator, Kira Tippins, Dean of Student Services, at 10309 N. Willow Ave., Fresno, CA 93730, (559) 325-5265.

Change of Address or Telephone Number

Students who have a change of address or telephone number are required to officially notify the college by clicking "Update Address, Telephone" on WebAdvisor.

Social Security

Students receiving benefits from Social Security must be enrolled as full-time students (12 units for regular semester and 4 units for summer session). Students who drop below the required number of units must notify the Social Security Office; payments will cease as of the month reported.

Other Policies

Additional policies are included in the State Center Community College District policy manual. Manuals are on file and may be consulted in the Clovis Community College Library, and the offices of the President, the Vice President of Instruction, Vice President of Student Services, and the Vice President of Administrative Services.

Pending VA Payment Compliance

In accordance with Title 38 US Code 3679 (e) Clovis Community College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I.Bill® or Veteran Readiness Employment (Ch. 31) benefits, while payment to the institution is pending from VA. Clovis Community College will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities available to other students who have satisfied their tuition and fee bills to the institution

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE);
- Submit completed certification request packet;
- Provide additional information needed to properly certify the enrollment as determined by School Certifying Official.

Veteran Exceptions to Out-Of-State Tuition

- If you are an active duty member of the United States Military stationed in California, or are their dependent and can show the required documentation, you may qualify for a tuition exemption even if you do not otherwise qualify for California Resident status

Or

- AB13 and VACA Act: You may qualify for a tuition exemption for non-resident fees even if you do not otherwise qualify for California Resident status if:
 - o You are discharged member of the United States Military eligible for benefits under the Montgomery GI Bill® or Post-9/11 GI Bill®.
 - Or their spouse or child
 - Or the spouse or child of a deceased member of the United States Military using benefits under the Marine Gunnery Sergeant John David Fry Scholarship
 - o And the service member's last active duty period lasted 90 days or longer
 - o And it is within three years of the service member's last day of active duty.
 - o And you live in California.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Student Support Services

Bookstore

The Clovis Community College Bookstore carries course materials, school and testing supplies, apparel, snacks and gift items for sale. Normal business hours for the Clovis Community College Bookstore are Monday through Thursday, 7:45 a.m. to 6:00 p.m., and Fridays from 7:45 a.m. to 1:00 p.m. Hours are extended at the start of Fall and Spring sessions and are reduced during Summer sessions. Please refer to the Clovis Community College Bookstore's website for current store hours. The bookstore can be reached at (559) 325-5253.

The Bookstore accepts VISA, MasterCard, Discover and American Express credit cards, debit cards, checks and cash.

Refund & Return Policy

1. A valid ID and receipt are required for all returns, exchanges, and refunds. Non-textbook items may be returned within 30 days of purchase. Textbook returns may be accepted if within the posted deadline. All gift card sales are final. Other restrictions may apply, see store for complete details.
2. All textbook returns in salable condition may be refunded with receipt within seven (7) calendar days from start of classes, within in two (2) days of purchase thereafter. Wrapped textbooks such as loose-leaf and bundles are non-refundable if opened or if codes are exposed.
3. Refunds will be issued in the same manner as paid (if paid with a credit/debit card – refund will be made back to credit/debit card).
4. Textbook condition: New textbooks must be in new condition. They must be clean, free of all marks and erasures. Soiled, creased or marked books will be considered a “used” book and may be refunded at the used price. Wrapped, loose-leaf textbooks, e-books, books with exposed or open access codes or boxed merchandise are non-refundable once opened. Used textbooks are sold “as is.” Because these books have been used by other customers prior to sale, the Bookstore cannot guarantee the life expectancy of any used books. Used textbooks must be returned in salable condition. Any books damaged by liquids are not returnable.

5. No refunds on textbooks/e-texts/codes will be given on purchases during the last four weeks of instruction of any term.
6. In all cases, the Bookstore reserves the right to make the decision on the condition or salability of the merchandise.

For textbook rental return information, refer to your rental agreement.

Business Office

The Clovis Community College Business Office is responsible for inquiries regarding student accounts, clearing of Business Office holds, processing student refunds, sponsor billing, and disbursement of payroll checks. The Business Office is located in AC1-260.

Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Telephone (559) 325-5319.

Cafe

The campus cafe provides appetizing food in pleasant surroundings to staff and students. Meals and snacks are available throughout the day. During fall and spring semesters, the cafe is open 7:30 a.m. to 6:30 p.m. Monday through Thursday, and Fridays 8:00 a.m. to 3:00 p.m. Summer hours will vary. For further information, call (559) 325-5302.

CalWORKs Program

The Clovis Community College CalWORKs program operates as a joint venture of the college and the Fresno County Department of Social Services to provide career and vocational training, as well as supportive services, to students who are public assistance recipients. The program's goal is to assist students in transitioning from public assistance to self-sufficiency. Some of the supportive services include academic, career, and personal counseling, financial assistance with child care, transportation, and books, CalWORKs Work Study, initial school supplies, and referral for additional supportive services.

If you are interested in the CalWORKs program or want to inquire about eligibility for CalWORKs services, call the CalWORKs Office at (559) 325-5230.

Extended Opportunity Programs and Services (EOPS)

EOPS is a state-funded, student assistance program designed to help students with financial and academic disadvantages. The goal of EOPS is to help students succeed academically by providing services that are over, above and in addition to those that traditional students receive. These additional services can include: book vouchers, priority registration, personalized academic counseling, career guidance, transfer assistance and cash aid. EOPS has two additional components: CARE and NextUp.

1. CARE (Cooperative Agencies Resources for Education) is a specialized program within EOPS that provides additional services for students who are single heads of household (as Determined by the Department of Social Services) and are receiving CalWORKs/TANF for themselves or their child. This program is designed to provide financial assistance and extra supportive services to help these students meet their academic goals. Students must be at least 18 years when accepted into the program.
2. NextUp is a support program for current or former foster youth who were in care at the age of 16 or later. Students must have verification of foster youth status from the Department of Social Services to be accepted into the program. The program provides financial assistance and academic monitoring. The program supports students until they are 26 years old.

If you are interested in these programs or want to inquire about eligibility for EOPS/CARE/NextUp, call (559) 325-5230.

Child Care Center

The Clovis Community College Child Development Center opened in the fall of 2007. The six-million dollar facility was funded through a collaboration with the State Department of Education, Clovis Unified School District, State Center Community College District, and First Five of Fresno and serves a dual role: providing high quality child development and child-care services for children and as a model demonstration site for students studying child development. The center is accredited by the National Association for the Education of Young

Children and serves children between the ages of 18 months and five years. The center opens at 7:30 a.m., Monday through Friday, and closes at 5:30 p.m. every day but Monday, which closes at 4:00 p.m. for weekly center staff meetings. We offer full-day care for toddlers and preschoolers. We offer a half-day program only for children 3 to 5 years of age. Applications are available at the Child Development Center. Once the center is full, a waitlist is maintained. Applications must be resubmitted each March to remain on the waitlist.

Child development students and instructors use the program in three different ways:

1. Students observe teacher/child interactions, play, and use of materials and the environment for course work.
2. Students act as teacher assistants while taking practicum courses working under the supervision of the instructor of the course and the Early Childhood Specialist. Student teachers guide and interact with the children, and plan and implement curriculum.
3. Child Development interns work part time in the Child Development Center to gain the hours needed to apply for a California Child Development Permit through the Department of Education Teacher Credentialing Department.

Academic Counseling

The Counseling Department provides comprehensive counseling services to assist students toward a successful college experience. Counselors help promote student development and success by coordinating quality services and programs that are focused on students' needs. The programs are designed to provide each student with individualized help in assessing personal interests and abilities, along with resolving personal issues and adjusting to college life.

The goal of Counseling Department programs is to facilitate the process by which students choose the appropriate courses and programs of study in order to earn a degree or certificate, transfer to a four-year university, and/or complete a vocational program. Counselors provide academic counseling and assist students in the selection of courses and majors, along with developing a student education plan to achieve their educational goals. Counselors are available by appointment, on a walk-in basis, and online. The

Counseling Department is located in Academic Center 2, Room 133 (AC2-133). For more information, call (559) 325-5230.

Transfer Services

Transfer services assist students with the transition from Clovis Community College to a baccalaureate level college or university. These services provide a variety of informational resources for students about the Universities of California, California State Universities, California private colleges, and many out of state colleges. Additionally, special programs offer field trips to visit baccalaureate level colleges within California. Transfer services are available within the Counseling Department in AC2-133. For more information, call (559) 325-5230.

Career Services

The Career Resource Center is located in AC2-174. Career Services are available free of charge to all Clovis Community College students. A variety of computerized and paper assessments are subscribed to by the college to aid in personalized exploration of interests, skills, aptitudes, personality, and values that influence career choice. Career resources are available in the Career Center. All Clovis Community College counselors are qualified to help you select appropriate assessments, explore your selected career pathways, and create a Student Educational Plan (SEP) to help you achieve your career goal. For more information or to make a counseling appointment, call (559) 325-5230.

Disabled Student Programs and Services (DSP&S)

DSP&S facilitates access through academic adjustments and auxiliary aids (accommodations) for students with disabilities (SWD) enrolled at Clovis Community College (CCC). A student with a disability is a person enrolled at CCC who has a verified disability, which limits one or more major life activities resulting in an educational limitation. Student participation in the DSP&S program is voluntary, and SWD need to self-identify with the CCC DSP&S office to receive DSP&S services. A CCC DSP&S counselor will conduct an intake with the SWD and through interactive discussion develop an individualized Academic Accommodation Plan (AAP).

Academic adjustments and auxiliary aids may include, but are not limited to, priority registration, note taking support, alternate format text material,

reduced distraction test taking environment and extended time for test taking. If SWD request a specific academic adjustment or auxiliary aid that their current verification does not support, additional documentation and discussion with a DSP&S counselor may be needed. Academic adjustments or auxiliary aids may not fundamentally alter course curriculum.

More information can be found by calling (559) 325-5050, visiting www.cloviscollege.edu/dsps or emailing dsps@cloviscollege.edu.

Learning Disability Services

If you have a learning disability or suspect that you might have one, contact Disabled Student Programs and Services for more information about what Learning Disability Services (LDS) are available to help you. LDS may provide learning strategies, resources, and Learning Disability assessments. Contact Disabled Student Programs and Services at (559) 325-5050.

District Police

The State Center Community College District maintains a college police department at the District Office for the protection and safety of all people and property of the college district. All officers are certified by the California Peace Officer Standards and Training Commission and have the same powers and restrictions as any other law enforcement officer.

Furthermore, the SCCCD Police Department will investigate any incidents that may hinder or obstruct the educational and administrative process of the college. To report suspicious activities or ask for police assistance, call the District Police at (559) 244-5911.

Financial Aid

Financial Aid and Scholarships

The college provides financial assistance to as many students as possible through scholarships, grants, loans and job opportunities. The following programs are available to qualified students:

- Federal PELL Grants
- Federal Work Study
- Federal Supplemental Educational Opportunity Grants
- California College Promise Grant
- Cal Grants

- Bureau of Indian Affairs Scholarships
- Other Institutional and Noninstitutional Scholarships
- Student Support Service Grants
- Federal Direct Student Loans

In order to be considered for financial aid, U.S. citizens and eligible non-citizens must complete the Free Application for Federal Student Aid (FAFSA), while AB540 eligible non-citizens must file the California Dream Act Application (CADAA). Do not file both. The FAFSA is available at www.fafsa.ed.gov, and the CADAA is available at www.caldreamact.org. For information on how to apply, visit the Clovis Community College Financial Aid website at <http://www.cloviscollege.edu/admissions-and-aid/financial-aid/index.html>.

The Financial Aid Office at Clovis Community College is located in AC2-141, or you may call (559) 325-5239.

Return of Federal Financial Aid Based Upon Total Withdrawal

Students who withdraw from all their classes within 60% of a semester will be reviewed by the Financial Aid Office to determine if all or part of any federal financial aid received must be returned to the federal government.

Satisfactory Progress for Financial Aid

To be eligible to receive federal and state financial aid, Clovis Community College students must be enrolled in an eligible program for the purpose of completing an AA/AS degree, transfer requirements, or an approved certificate program.

Students must maintain a minimum cumulative grade point average (GPA) of 2.0 and complete at least 67 percent of their units attempted. Students may not continue to participate in financial aid programs after they have attempted 90 units (excluding up to 30 remedial units and all ESL units).

Students who received less than the minimum GPA requirement or fail to complete at least 67 percent of the cumulative units attempted, will lose their financial aid eligibility until they reestablish satisfactory progress. Financial Aid Progress standards are separate and apart from the institutional academic satisfactory progress standards.

Students may submit a written appeal to the Financial Aid Office to continue their financial aid eligibility. The Financial Aid Appeals Committee reviews all appeals. Appeals require a Student Education Plan (SEP) signed by an academic counselor and an explanation of why the minimum requirements were not met. You can view the SAP policy on our website http://www.cloviscollege.edu/_uploaded-files/_documents/admissions-and-aid/satisfactory-academic-progress-policy.pdf.

Ayuda Financiera

Ayuda Financiera y Becas

Clovis Community College provee ayuda financiera al mayor número posible de estudiantes a través de becas, préstamos y oportunidades de trabajo. Los siguientes programas están disponibles para los estudiantes que califiquen:

- Becas Federales Pell
- Programas de Estudio y Trabajo
- Becas Federales Complementarias para la Oportunidad Educativa
- Exención de cuotas de inscripción de la Junta de Gobernadores (BOG)
- Becas Cal de California (Cal Grant)
- Departamento de Becas en Asuntos Indios
- Otras becas Institucionales y no-Institucionales
- Becas de Programas de Servicios para Estudiantes
- Préstamos Federales Directamente para Estudiantes

Para ser considerados para ayuda financiera, estudiantes deben completar la Solicitud Gratuita de Ayuda Federal para Estudiantes (FAFSA).

Avance Satisfactorio de la Ayuda Financiera

Para ser elegible para recibir ayuda financiera federal y estatal, estudiantes tienen que estar matriculados en un programa elegible, un AA/AS certificado, o transferible a una institución de 4 años.

Estudiantes deben mantener un promedio acumulado mínimo (GPA) de 2.0 y completar al menos el 67 por-ciento de unidades. Estudiantes no pueden continuar recibiendo en programas de ayuda financiera después de que han intentado 90 unidades (excluyendo hasta 30 unidades correctivas y ESL). Los estudiantes que recibieron menos que el requisito

mínimo de GPA o fallan en completar al menos el 67 por ciento de las unidades intentadas, perderá su elegibilidad de ayuda financiera hasta restablecer el progreso satisfactorio.

Normas de progreso de ayuda financiera están separadas y aparte de las normas de progreso satisfactorio académico institucional debido a las regulaciones federales. Los estudiantes que están a prueba de progreso de ayuda financiera no son elegibles para solicitar un préstamo, incluso si son aún o elegibles para recibir asistencia de becas.

Si los estudiantes tuvieron una situación que los impidió de cumplir el año con buen rendimiento académico los estudiantes pueden presentar una apelación por escrito a la oficina de ayuda financiera. El comité de apelación revisa todas las apelaciones. Las apelaciones requieren un Plan de Educación para el Estudiante (SEP) firmado por el consejero y una explicación de por qué no se cumplieron los requisitos mínimos. Dependiendo de que información ha sido previsto determinara el comité determinara re-integrado para recibir ayuda financiera.

Food Pantry

Clovis Community College's main Food Pantry is located at our Herndon Campus (390 W. Fir Ave., Clovis, CA 93611). The Pantry at Herndon is open Monday through Friday from 11:00 a.m. to 2:00 p.m. Food items are also available in our Health Services Office at the Main Campus - Academic Center 2, Room 274 West. The hours for that office are Monday through Friday 8:00 - 11:30 a.m. and 12:30 - 4:00 p.m. Items at both locations are available to registered students.

Health and Psychological Services

Health Services and Psychological Services are integrated programs at Clovis Community College. We believe in a holistic approach to health. Our mission is to improve the physical, mental, and social health of our students and to strengthen and inspire the well-being of the entire college community. We know that good health is essential to success. Our goal is to provide students with the information and services they need to maintain wellness, not only throughout their academic career, but for a lifetime.

Health Services

Health Services supports student success through a variety of services and activities that promote health and wellness. Information is provided to students in a variety of methods including personal consultations with the registered nurse, handouts and brochures available at the health office, classroom presentations on a variety of college health topics, online college health resource information, and outreach events. Health Services provides health and mental health services including, but not limited to, health screenings for vision, hearing, blood pressure, and diabetes; depression screenings; stress, sleep, and self-care counseling; referrals to psychological services; illness and injury evaluation, care and referral; birth control counseling; Tuberculosis (TB) skin testing; and Flu Shots. In addition, free condoms, over-the-counter medications and personal care items are available at the Health Office. The Health Services Office is located in AC2-274 West. Office hours are Mon-Fri 8:00 a.m. - 4:00 p.m. They are closed 11:30 a.m. - 12:30 p.m. for lunch. Appointments are available for Zoom consultations as well as in-office visits. To schedule an appointment with the registered nurse, call (559) 325-5318.

Psychological Services

Psychological Services is an integrated program within Health Services designed to serve students who are experiencing stress or other emotional difficulties. Frequently, these difficulties can affect a student's ability to function effectively in social, academic, or work settings. To assist students in overcoming these challenges, they offer individual brief therapy, as well as group therapy. They provide assistance and/or appropriate referral for various issues such as anxiety, depression, grief, loss, identity struggles, relationship difficulties, substance abuse, stress and/or test anxiety. Psychological Services strives to offer a safe and positive place for students to address these difficulties. In order to access services, you must complete a "Request for Psychological Services" form available in the Health Services Office, AC2-274 West or online at https://scccd.az1.qualtrics.com/jfe/form/SV_9ESj5b4txY8hxOd. The Psychological Services Office is located in AC2-278B. General office hours are Monday through Wednesday 8:00 a.m. - 5:00 p.m.; Thursday 1:00 - 5:00 p.m.; and Friday 8:00 a.m. - 5:00 p.m., however, hours may vary. For the most up-to-date information on Psychological Services office hours, please contact Health Services at (559) 325-5318.

Job Placement Information

Current job openings from local employers are available in the Career Resource Center, (AC2-174). Listed jobs include full-time, part-time, and seasonal employment. For general information or providing employment listings, call (559) 325-5398.

Library

The Clovis Community College Library is located in AC2-148 and offers a wide array of resources and services to students, faculty, and staff both on campus and remotely. When the library is open, study rooms with whiteboards are available for individual or group study sessions and a large reading area provides comfortable seating and work tables. A course reserve collection offers students access to a selection of course materials in the library. Also available for use in the library are 23 desktop computers, 10 tablets, 2 accessible tables and 1 accessible computer station, study carrels, headphones, personal-sized whiteboards, and charging stations. In addition, 42 laptops and dozens of calculators can be checked out. Over 18,000 print books, 9 print magazines and newspapers, and 800 audiobooks and DVDs are available in the library. Librarians are available for face-to-face research and reference help whenever the library is open.

The library also provides remote access to 300,000 eBooks, 49 research databases, 13 digital magazines, streaming music, videos, and audiobooks, magazines, and the full-text New York Times. The online library catalog allows users to search and request print circulating materials from all four libraries in the State Center Community College District and Interlibrary Loan services provide access to print resources from participating libraries outside the district. Students can obtain one-on-one research and reference services remotely via phone (during open hours), email, or through the 24/7 reference service available on the library's webpage. Extended one-on-one research sessions can be scheduled through Book-a-Librarian on the library's webpage. Visit our library website at <https://www.cloviscollege.edu/student-services/library/index.html>.

Lost and Found

Lost and found items are kept in two locations: Student Activities (AC1-160), and Admissions and Records (AC2-130). Students should be prepared to show identification and must sign for their items.

Student Insurance

All students are provided with an accident insurance policy that covers them while on campus. HEALTH INSURANCE IS MANDATORY FOR ALL INTERNATIONAL STUDENTS.

Students participating in intercollegiate competition are covered by a special college-paid athletic insurance plan for athletic related injuries.

Public Information Office

The Public Information Office provides on- and off-campus public relations, marketing, and promotion for the college. All advertising, media relations, and sports information are the responsibility of the Public Information Office. Brochures, class schedules, the college catalog, press releases, videos, sports programs, the college website, and the campus newsletter are all produced by the Public Information Office, using the most advanced techniques in multimedia and graphic design. The Public Information Office also reviews all publications produced by other Clovis Community College campus offices prior to on- or off-campus printing. Contact (559) 325-5242.

Photo and Videotape Policy

Clovis Community College takes photos and videos of students throughout the year. These images often include students in classrooms, study areas, athletic events, etc. Clovis Community College reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at Clovis Community College do so with the understanding that these photographs might include them and might be used in college publications, both printed and electronic, and for publicity. Contact the Public Information Office at (559) 325-5242.

Shuttle Express

Clovis Community College operates two shuttles that transport students to campus. One transports students to and from our Herndon Campus and the other transports students to and from the River Park Shopping Center. The shuttles are free to ride for current students with a valid Student ID Card from Clovis Community College, Fresno City College, Reedley College, Madera Community College, or Madera Community College at Oakhurst. The full transportation schedule can be found on Clovis Community College's website.

TRIO Programs: SSS & STEM

Students Support Services (SSS) and Science Technology Engineering and Mathematics (STEM) are federally funded through the U.S. Department of Education. SSS & STEM are designed to increase persistence, retention, and transfer from the community college to a four-year institution for first-generation, low-income students and students with disabilities. TRIO counselors provide in-depth academic advising, educational and career planning, transfer preparation, and assistance with financial aid, scholarships, and college applications. In addition, SSS & STEM students have access to services such as: tutoring, academic field trips, priority registration, and grant aid opportunities. Program participants are required to participate in an orientation and three counseling appointments per semester.

If you are interested in the TRIO Programs or have questions regarding eligibility, please call (559) 325-5230.

Tutorial Services

The Clovis Community College Tutorial Center offers free peer tutoring in most academic subjects. Qualified, trained peer tutors are available to students with course-specific assignments, concepts, essays, and speeches, as well as help with general study strategies that will serve students throughout their education. Students may make one-on-one appointments for writing; all other subjects are offered on a drop-in basis. Hours may vary by subject. The Tutorial Center also offers additional services such as Comm lab, V.E.T.S. (Veterans Educational Tutoring Services), online tutoring, and extended hours during PowerUp Week. Please visit the Tutorial

Center on the main campus in AC1-137, on the Herndon Campus in Rm 10, online at Zoom ID: 559 325 5248, or call 325-5248 for more information.

Veterans Services

Clovis Community College administers a variety of educational programs for eligible veterans. In addition, there may be educational benefits for dependents (spouses and/or children) of veterans. More information about education benefits offered by VA is available at the official website at <https://www.benefits.va.gov/gibill/>. A veteran's counselor is also available in the Counseling Office in the Academic Center 2 (AC2-133). The following students may be eligible for veteran's educational benefits:

Eligibility criteria are complex. The following statements are general snippets about eligibility criteria. Students should file an application at www.va.gov so that the Regional Processing Office can determine eligibility.

1. Chapter 30 Montgomery GI Bill® Active Duty (MGIB-AD)-For active duty members who enroll and contribute \$1,200 are then entitled to receive a monthly education benefit once they have completed a minimum service obligation.
2. Chapter 33 Post 9/11-At least 90 days of aggregate active duty service after Sept 10, 2001, and are still on active duty, or if you are an honorably discharged Veteran or were discharged with a service-connected disability after 30 days, you may be eligible. Purple Heart recipients, regardless of length of service are qualified for Post 9/11 benefits at the 100% level. Certain members of the Reserves who lost education benefits when REAP was sunset in November 2015, may also be eligible to receive restored benefits under the Post 9/11 GI Bill®.
3. Chapter 1606 Montgomery GI Bill® Selected Reserve (MGIB-SR)-For Reservists with a six-year obligation in the Selected Reserve who are actively drilling.

Chapter 31 Veteran Readiness and Employment (VR&E)-Designed to assist Veterans with service connected disabilities to obtain suitable employment and/or achieve independent living goals. It is comprised of several phases, involving tasks for both VR&E staff and Veterans to complete. For more information on the VR&E process, please contact Fresno VR&E Office (559) 443-4213 or <https://www.benefits.va.gov/vocrehab/>.

1. Spouses and/or children of the following categories of veterans may be eligible for Chapter 35 Survivors and Dependents Assistance (DEA) program:
 - a. A Veteran who died or is permanently and totally disabled as the result of a service-connected disability. The disability must arise out of active service in the armed forces.
 - b. A Veteran who died from any cause while such permanent and total service-connected disability was in existence.
 - c. A Servicemember forcibly detained or interned in line of duty by a foreign government power.
 - d. A Servicemember who is hospitalized or receiving outpatient treatment for a service connected permanent and total disability and is likely to be discharged for that disability. This change is effective Dec 23, 2006.

Standards of Progress, CFR S21.4253 (d) (1) (ii)

A Veteran or eligible person must meet the academic requirements detailed within the Academic Regulations sections of this Catalog. Academic/progress dismissal will result in the interruption of training and VA certification.

Veterans Dependent Fee Waiver

Dependents of Veterans with a service connected disability (spouses and/or children) may be eligible to receive a college fee waiver at any California post-secondary educational institution (community college, state universities, and/or university.) Additional information may be obtained from the Veterans Resource Center AC2-121 or local Veterans Service office 1320 E. Shaw Ave., Ste. 105, Fresno, CA 93710 (559) 600-5436.

Approved Majors

For VA approved majors at Clovis Community College please refer to the Web Enabled Management System (WEAMS) at <https://inquiry.vba.va.gov/weamspub/searchInst.do>. Additionally, articulated transfer programs to the CSU and UC systems as well as private institutions have been approved. Students should inquire about their particular major at the time of the application.

Evaluation of Previous Education/Training, CFR S21.4253 (d) (3)

As required by federal law Clovis Community College will conduct an evaluation of previous education and training, grant appropriate credit, and notify the student of transfer credit granted. Students applying for veterans benefits must submit transcripts from all prior college and universities attended as well as military training transcripts PRIOR to having their benefits processed regardless of whether or not the student, counselor, or certifying official believe that any transfer credit will be granted.

Student Activities

Student Government/Associated Students

The Associated Student Government (ASG) is the student government of the college.

The legislative power of the Associated Students is vested in an executive senate whose members are elected by the student body. This senate is composed of student body officers and student representatives. Officers must meet the grade and unit requirements as stated in the constitution as well as California Education Code.

The student representation fee, collected at the time of registration, supports advocacy efforts by the ASG. The ASG's executives exert budgetary control and determine management policy for all operations, services, and activities sponsored by the ASG. The Student Senate meets every Wednesday at 3:00 p.m. in AC2-276. All interested persons are encouraged to attend. For further information, please contact the Student Activities Office at (559) 325-5243.

Clubs and Organizations

The college's many clubs and organizations provide opportunities for personal development, leadership training, and enrichment of college life. The various organizations include service organizations, religious affiliations, professional interests, athletics, and other special interest clubs. New clubs are formed to meet the needs and special interests of students.

For information on how to start a campus club and/or a current list of campus organizations, stop by the Student Activities Office located in the Student Center, Academic Center 1, Room 160 (AC1-160).

Establishing New Clubs

To be officially recognized, a club must have a minimum of seven participating members, a program of approved activities, regular meetings, an approved constitution, and a full-time faculty sponsor. Those considering organizing a new club must consult and plan with the Coordinator of Student Activities.

Crush Card

The Crush Card is the Student ID Card of Clovis Community College. Crush Card holders receive discounts at select businesses, can be a part of the Associated Student Government, and ride our Express Shuttles for free. It costs \$10 per academic year. Students can pay for their Crush Card at Admissions and Records or via WebAdvisor. Once a student has paid, the Crush Card will be made in the Student Center - Academic Center 1, Room 160 (AC1-160). Crush Cards are for currently registered students.

Publications

Students have the opportunity to work on the Write Now newsletter, which is published by students working in the Clovis Community College Tutorial Center. The Review magazine, a collaboration between the Art and English Departments, is published during the spring semester and showcases exemplary student writing and art work.

Music Activities

The music program at Clovis Community College is designed to allow all students access to the magic of music at any level of experience. From popular GE offerings like our new Hip Hop Music and Culture course to performing ensembles like Concert Choir and Global Drumming, students who love music can find their place on our campus, with no prior experience necessary.

Built around the most innovative music production facility in the Central Valley, our digital music courses prepare students to write, record, produce, and release commercially competitive singles, EPs and albums to major streaming platforms. In our 32-seat iMac computer lab, students have access to professional instruments, microphones, equipment, and experience as they perfect their songs, mixes, and even non-musical audio like video game sound design and podcasts. Our courses are designed to foster creativity in collaboration with like-minded, forward-thinking musicians, no matter what style.

It is never too late to begin (or continue) a personal journey with music, and our goal is to help you reach yours. For more information about our Music (MUS) and Commercial Music (MUSCO) courses, please contact music instructor Max Hembd, max.hembd@cloviscollege.edu.

Athletics

As the 113th California Community College and keeping with the mission statement of “Creating Opportunities One Student at a Time”, Clovis Community College has created an Athletic Program that offers an opportunity for Athletic participation both the Fall and Spring semesters. Clovis Community College offers both men’s and women’s programs in the sports of soccer, cross country, and swim/dive.

Clovis Community College is a member of the Central Valley Conference comprised of 10 colleges. Clovis Community College is also a member of the California Community College Athletic Association (CCCAA) comprised of 108 colleges. Clovis Community College competes against members of our conference, but also competes with colleges throughout the state in preseason competition. This college is committed to meeting the requirements of Title IX when deciding on program offerings and resource allocation.

The student-athletes are held to a standard of academics, through our student-athlete academic success program called the Crush Academy. This program monitors student progress as well as assists with transfer and other goals, established by the student-athlete in their first semester of participation at Clovis Community College. The student-athletes are also prescreened by our athletic trainer and team physician to ensure the student-athlete is also physically capable of enduring the rigors of participation on an intercollegiate team.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS TABLE

	Program	Type	Major Code
1	Accounting	AS	C.2010.AS
2	Accounting	CA	C.2010.CA
3	Administration of Justice	AS-T	C.8880.AS-T
4	Anthropology	AA-T	C.7150.AA-T
5	Art History	AA-T	C.5204.AA-T
6	Art: Two-Dimensional	AA	C.520A.AA
7	Biology	AS-T	C.6101.AS-T
8	Business Administration	AS-T	C.2050.AS-T
9	Business Administration: Accounting	AS	C.205A.AS
10	Business Administration: Entrepreneur	AS	C.205B.AS
11	Business Administration: General Business	AS	C.205C.AS
12	Business Administration: Information Systems Management	AS	C.205D.AS
13	Business Administration: Management	AS	C.205F.AS
14	Business Administration: Managerial Assistant	CA	C.2180.CA
15	Business Administration: Marketing	AS	C.205G.AS
16	Business Intern	CA	C.204E.CA
17	Business Intern	CN	C.2042.CN
18	California State University General Education (CSU-GE) Breadth	CA	C.5800.CA
19	Career Exploration (noncredit)	CC	C.206A.CC
20	Chemistry	UCTP	C.6400.UCTP
21	Child Development	AS	C.5610.AS
22	Child Development	CA	C.5610.CA
23	Child Development Associate Teacher	CA	C.561Q.CA
24	Child Development Early Childhood Education	AS-T	C.5605.AS-T
25	Child Development Early Intervention Assistant	CA	C.561R.CA
26	Child Development Elementary Teacher Education	AA-T	C.5892.AA-T
27	Child Development/Teacher	CA	C.561S.CA
28	Civil Engineering	AS	C.3011.AS
29	Civil Engineering	CA	C.3011.CA
30	Communicating in the Workplace (noncredit)	CC	C.206C.CC
31	Communication	AA	C5342.AA
32	Communication Studies	CA	C.5343.CA
33	Communication Studies	AA-T	C.5345.AA-T
34	Computer or Software Engineering	AS	C.3013.AS
35	Computer or Software Engineering	CA	C.3013.CA
36	Computer Science	AS	C.6920.AS
37	Criminal Justice: Law Enforcement	AS	C.888A.AS
38	Criminology: Corrections	AS	C.888B.AS
39	Criminology: Corrections	CA	C.888B.CA
40	Criminology: Law Enforcement	CA	C.888A.CA
41	Cyber Security	CA	C.6932.CA
42	Drinking Water Treatment and Distribution	CA	C.8401.CA
43	Economics	AA-T	C.7200.AA-T
44	Electrical Engineering	AS	C.3012.AS
45	Electrical Engineering	CA	C.3012.CA
46	English	AA	C.5300.AA
47	English	AA-T	C.5301.AA-T
48	Entry Level Management	CN	C.2180.CN
49	Environmental Science	AS-T	C.6000.AS-T
50	Food Safety and Quality Technician	CA	C.5690.CA
51	Foreign Language	AA	C.5500.AA
52	Geography	AA-T	C.7300.AA-T
53	Getting Ready for Employment (noncredit)	CC	C.206B.CC

	Program	Type	Major Code
54	Health Care Administration	AS	C.4501.AS
55	Health Care Interpreter	CN	C.4501.CN
56	History	AA-T	C.7380.AA-T
57	Information Systems	CA	C.6930.CA
58	Information Systems: Networking	AS	C.693B.AS
59	Information Systems: Networking	CA	C.693B.CA
60	Information Systems: Programming for the Web	AS	C.693C.AS
61	Information Systems: Programming for the Web	CA	C.693C.CA
62	Information Systems: Web Design	AS	C.693D.AS
63	Information Systems: Web Design	CA	C.693D.CA
64	Information Technician Support	CA	C.693F.CA
65	Information Technology Support Technician	CA	C.6931.CA
66	Intersegmental General Education Transfer Curriculum (IGETC)	CA	C.5801.CA
67	Kinesiology	AA-T	C.1270.AA-T
68	Liberal Arts & Sciences: Arts & Humanities	AA	C.5120.AA
69	Liberal Arts & Sciences: Natural Sciences	AA	C.5130.AA
70	Liberal Studies	AA	C.5890.AA
71	Life Science	AS	C.6102.AS
72	Management	AS	C.2180.AS
73	Mathematics	AS	C.6200.AS
74	Mathematics	AS-T	C.6200.AS-T
75	Mechanical, Aerospace, or Manufacturing Engineering	AS	C.3014.AS
76	Mechanical, Aerospace, or Manufacturing Engineering	CA	C.3014.CA
77	Mechatronics Advanced PLC Job Skills Certificate	CN	C.8391.CN
78	Mechatronics Electronic Job Skills Certificate	CN	C.8392.CN
79	Mechatronics/Industrial Automation	AS	C.8391.AS
80	Mechatronics/Industrial Automation	CA	C.8391.CA
81	Medical Office Administration	CA	C.4502.CA
82	Occupational Therapy Assistant	AS	C.4502.AS
83	Philosophy	AA-T	C.5710.AA-T
84	Physical Education	AA	C.4200.AA
85	Physical Science	AS	C.6300.AS
86	Physics	AS-T	C.3664.AS-T
87	Political Science	AA-T	C.7450.AA-T
88	Psychology	AA-T	C.7550.AA-T
89	Rehabilitation Aide	CA	C.4500.CA
90	Small Business Management	AS	C.2030.AS
91	Small Business Management	CA	C.2030.CA
92	Social Justice Studies	AA-T	C.7611.AA-T
93	Social Science	AA	C.7410.AA
94	Sociology	AA-T	C.7610.AA-T
95	Spanish	AA-T	C.5550.AA-T
96	Studio Arts	AA-T	C.5203.AA-T
97	Wastewater Treatment	CA	C.8400.CA

AA-T: Associate in Arts for Transfer Degree	AS-T: Associate in Science for Transfer Degree
AA: Associate in Arts Degree	AS: Associate in Science Degree
CA: Certificate of Achievement	CC: Certificate of Completion (noncredit)
CN: Certificate In (not transcribed)	UCTP: Associate in Science for UC Transfer Degree

Special Areas of Study

Evening, Saturday, and Online Classes

The purpose of evening, Saturday, and online classes is to assist students to develop vocationally, to prepare students for employment, to satisfy requirements for a college degree and/or transfer, and to provide opportunity for cultural enrichment. Course content, time necessary for preparation of assignments, textbooks, attendance, and regulations parallel day class requirements.

Students must assume the responsibilities of attending classes regularly and of spending adequate time outside the classroom for preparation.

Clovis Community College offices are open from 8:00 a.m. to 6:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday, when classes are in session.

Leon S. Peters Honors Program

High-achieving students are encouraged to apply for admission to the Clovis Community College Leon S. Peters Honors Program. The Honors Program Advisory Committee reviews applications and recommends the students who are to be accepted into the Honors Program. The following admissions requirements are considered in determining acceptance into the Honors Program:

- Cumulative GPA of 3.5 or higher and
- Students must have earned a high school diploma or GED at the time of starting the Honors Program.

For details regarding the Honors Program, please refer to page 34 in this catalog or consult with the Honors Program Counselor by calling (559) 325-5230.

Application Process

To apply for any of these benefits students must complete an application packet and submit all required documentation. Honors application packets are available in the Counseling Department and on the college website.

College & District Personnel

Board of Trustees

President Annalisa Perea
Vice President Magdalena Gomez
Secretary Nasreen Michelle Johnson
Trustee Richard M. Caglia
Trustee Deborah J. Ikeda
Trustee Bobby Kahn
Trustee Danielle Parra

State Center Community College District Administration

Interim Chancellor
Dr. Douglas B. Houston

Vice Chancellor, Educational Services & Institutional Effectiveness
Mr. Jerome Countee

Vice Chancellor, Finance & Administration
Ms. Cheryl Sullivan

Vice Chancellor, Human Resources
Ms. Julianna Mosier

Vice Chancellor, Operations and Information Systems
Ms. Christine Miktarian

Executive Director, Public & Legislative Relations
Ms. Lucy Ruiz

Executive Director, State Center Community College Foundation
Mr. Rico Guerrero

General Counsel
Mr. Matthew Besmer

Chief Technology Officer
Mr. Ben Seaberry

Clovis Community College Administration

President

Dr. Lori Bennett

Vice President of Administrative Services

Ms. Lorrie Hopper

Vice President of Instruction

Ms. Monica Chahal

Vice President of Student Services

Mr. Marco J. De La Garza

Interim Dean of Instruction, Career Technical Education, Library, & Child Development

Ms. Pamm Zierfuss-Hubbard

Dean of Instruction, Humanities, Social Science, and Athletics

Dr. James Ortez

Dean of Instruction, Science, Technology, Engineering, Math (STEM)

Dr. John Forbes

Dean of Student Services, Admissions & Records, TRIO, Counseling, Categorical Programs, & Student Conduct

Ms. Kira J. Tippins

Dean of Student Services, Outreach, Student Success, Student Activities & Welcome Center

Ms. Gurdeep S. Hébert

Director of Athletics

Ms. Pamm Zierfuss-Hubbard

Director, College Technology Services

Mr. Teng Her

Director, Disabled Student Programs & Services

Dr. Jacquelyn Rubalcaba

Director of Financial Aid

Mr. Matthew Levine

Director of Institutional Research, Evaluation, and Planning

Dr. Alex Adams

Director of Marketing & Communications

Ms. Stephanie Babb

Director, Valley Community Small Business Development Center

Mr. Rich Mostert

Manager, Admissions and Records

Ms. Reynani Chappel

Manager, Child Development Lab School

Ms. Monica Marquez

Manager, Custodial Services

Mr. Sergio Salinas

Clovis Community College Services Personnel

Admissions and Records/General Information

(559) 325-5200

ccaandr@scccd.edu

Articulation Officer

Stacy McArron - (559) 325-5333

stacy.mcarron@cloviscollege.edu

Athletics

Pamm Zierfuss-Hubbard - (559) 325-5340

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Bookstore

Blanca Torres - (559) 325-5253

b.torres@follett.com

Business Office

(559) 325-5288

Café

Sarah Abwini - (559) 325-5302

sara.el-farra@cloviscollege.edu

CalWORKs/NEXTUP

Laura Gonzales - (559) 325-5293

laura.gonzales@cloviscollege.edu

Career Resource Center

Dianna Whaley - (559) 325-5338

dianna.whaley@cloviscollege.edu

Child Development Lab School

Monica Marquez - (559) 325-5257

monica.marquez@cloviscollege.edu

Counseling Office

(559) 325-5230

Custodial Services

Sergio Salinas - (559) 325-5231

sergio.salinas@cloviscollege.edu

Deans' Office

(559) 325-5285

Disabled Student Programs & Services (DSP&S)

Dr. Jacquelyn Rubalcaba - (559) 325-5050

jacquelyn.rubalcaba@cloviscollege.edu

District Chief of Police

Jose Flores - (559) 244-5911

jose.flores@scccd.edu

Extended Opportunity Programs & Service (EOPS)/CARE

Kelly Tabay - (559) 325-5358

kelly.tabay@cloviscollege.edu

Financial Aid and Scholarships

Matthew Levine - (559) 325-5239

matt.levine@cloviscollege.edu

Health Services Coordinator

Naomi Forey - (559) 325-5318

naomi.forey@cloviscollege.edu

High School Enrichment

Brandon Huebert - (559) 325-5227

brandon.huebert@cloviscollege.edu

Institutional Research

Alex Adams - (559) 325-5363

alex.adams@cloviscollege.edu

Leon S. Peters Honors Program

Tasha Hutchings - (559) 325-5304

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Jeff Burdick - (559) 325-5245

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Library

Alicia Diaz Wrest - (559) 325-5353

alicia.diaz-wrest@cloviscollege.edu

Brooke Ramos - (559) 325-5380

brooke.ramos@cloviscollege.edu

Marketing & Communications

Stephanie Babb - (559) 325-5242

stephanie.babb@cloviscollege.edu

Outreach

(559) 325-5267

Psychological Services

(559) 325-5377

Registration

(559) 325-5200

Foundation

Rico Guerrero - (559) 243-7503
rico.guerrero@sccd.edu

Student Activities

Patrick Stumpf - (559) 325-5243
patrick.stumpf@cloviscollege.edu

Student Success, Equity, & Outreach

Gurdeep Hébert - (559) 325-5378
gurdeep.hebert@cloviscollege.edu

Technology/Open Computer Lab

(559) 325-5294

Testing

(559) 325-5230

Transcripts

Nanci Sumaya - (559) 325-5287
nanci.sumaya@cloviscollege.edu

Transfer Services

(559) 325-5230

Tutorial Center

Stacy Ross - (559) 325-5248
stacy.ross@cloviscollege.edu

Veteran's Services

Ralph Munoz - (559) 325-5232
ralph.munoz@cloviscollege.edu

Faculty and Administration

Numbers in parenthesis indicate year of appointment at Clovis Community College.

ABBOTT, ANTHONY (1991)

Physics

B.S., M.S., Ph.D., University of California, Riverside

ADAMS, ALEX (2018)

Director, Institutional Research, Planning, and Effectiveness

B.A., M.A., Ph.D., University of New Mexico

ALANIS, MATTHEW (2011)

Business

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

ALBERTSON, CJ (2020)

Cross Country/Track Coach, Kinesiology

B.S., M.S., Arizona State University

ALCAZAR, ROSA (2017)

Biology

A.S., Pasadena Community College
B.S., University of California, Riverside
Ph.D., Johns Hopkins University

ALLEN, BECKY (2000)

Health/Physical Education

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

ANDERSON, JORDAN M. (2017)

Chemistry

B.S., California State University, Fresno
Ph.D., University of Central Florida

BABB, STEPHANIE N. (2015)

College Director of Marketing and Communications

A.S., Fresno City College
B.A., California State University, Fresno

BENNETT, LORI A. (2016)

President

B.S., University of Southern California
M.B.A., University of Chicago
Ed.D., California State University, Northridge

BENNETT, MEGAN (2015)

Reading

B.A., Multiple Subject Teaching Credential and Ed.D., California State University, Fresno
M.A., Santa Clara University
Administrative Services Credential, Fresno Pacific University

BOGOSIAN, CHAD (2015)

Philosophy

M.A. Biblical Studies, Central Baptist Seminary
M.A. Philosophy, Biola University
M.A. Ethics, Religion,
Ph.D. University of Arkansas

BOYNTON, HEATHER (2019)

Child Development

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

BRANDON, ANN (2007)

English and Reading

B.A., M.A., California State University, Fresno
Reading Specialist Credential, California State University, Fresno

BRANNON, COLLEEN A. (2015)

DSP&S Counselor Coordinator

B.A., M.A., Fresno Pacific University

BRIONES, STEPHANIE R. (2016)

Communication

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

BROWN, LEE (2008)

Political Science

B.A., University of California, Los Angeles
M.P.A., California State University, Fresno

BURDICK, JEFF (2005)

English

B.A., M.A., California State University, Long Beach

CASTANEDA, JOSE (2001)

Business

B.S., M.B.A., California State University, Fresno
Ed.D., University of California, Davis

CHAHAL, MONICA (2019)

Vice President of Instruction

B.A., University of California, Davis
M.A., California State University, Sacramento

CHAPPEL, REYNANI (2015)

Admissions & Records Manager

B.A., Fresno Pacific University

CHAVERO, NANCY R. (2014)

Counseling

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

CHOATE, COURTNIIE (2011)

Mathematics

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

COFFMAN, STEFANIE (2020)

Biology

B.S., California State University, Fresno
Ph.D., University of California, Riverside

DAVIS, MAYA (2000)

Evening Coordinator

B.S., California State University, Long Beach
Teaching Credential, California State University, Long Beach

DE LA GARZA, MARCO J. (2018)

Vice President of Student Services

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

DENT, GALIN (2015)**English**

B.A., University of California
Berkeley
Graduate Certificate and M.A.,
San Francisco University

DENT, STEPHEN D. (2006)**Art**

B.A., M.Ed., University of San
Diego

DIAZ WREST, ALICIA (2019)**Librarian**

B.A., The Pennsylvania State
University
M.L.I.S., The University of Arizona
J.D., San Joaquin College of Law

DOLIN, ERIN (2019)**Occupational Therapy Assistant
Instructor/Coordinator**

B.S., California State University,
Fresno
Master of Occupational Therapy,
Samuel Merritt University
Ed.D., California State University,
Fresno

DORMEDY, DEREK (2015)**Chemistry**

B.S. Cal Poly University
Ph.D. University of Nebraska,
Lincoln

ELLIOTT, CYNTHIA (1999)**English**

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

ELLIOTT, GARRY C. (2001)**Criminology**

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

FALLON, ANN (2014)**Biology**

B.A., Washington and Jefferson
College
M.P.H., M.D., Uniformed Services
University of the
Health Sciences

FLEMING, SHAWN (2001)**Chemistry**

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

FONTES, GEORGE (2019)**History**

B.A., M.A., California State
University, Fresno
Ph.D., Stanford University

FORBES, JOHN (2016)**Dean of Instruction, STEM**

B.S., Taylor University, Indiana
M.A., California State University,
Fresno
Ed.D., University of California,
Davis

FOREY, NAOMI (2006)**Health Services Coordinator**

B.S.N., M.S.N., California State
University, Fresno

FRITZ, ERIK (2014)**English**

B.A., California State
University, Fresno
M.F.A., University of Montana

GARDNER, JASON (2005)**Mathematics**

B.A., California State University,
Fresno
M.S., University of Oregon

GLAVES, CHRISTOPHER (1989)**Engineering/Mathematics**

B.S., Stanford University
M.S., The University of New
Mexico

GONZALES, LAURA (2016)**Counseling**

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

GRAFF, MATTHEW S. (2017)**Mechatronics**

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

GUTIERREZ, DANIEL (2016)**Spanish**

B.A., M.A., and Ed.D., California
State
University, Fresno

HANNIGAN, KARIE A. (2016)**Counseling**

B.S., California State University,
Fresno
M.S./P.P.S. Credential, National
University

HANSON, JENNIFER (2014)**History**

B.A., California State University,
Fresno
M.A., University of California,
Riverside
M.A., Ph.D., University of
California, Santa Cruz

HART, DAWN (2020)**Art 3D**

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

HÉBERT, GURDEEP (2014)**Dean of Student Services,
Outreach, Student Success, &
Student Activities**

A.A. Fresno City College
B.A., California State University,
Fresno
M.O.B., California School of
Professional Psychology, Fresno

HEMBD, MAX (2015)**Music**

B.A., M.M., University of
California, Los Angeles

HER, TENG (2016)**Director of Technology**

B.S., University of Southern
California

HICKEY, RUSSELL (2000)**Mathematics**

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

HILE, ARLA (2008)**Biology**

B.A., M.A., California State
University, Northridge
Ph.D., Northern Arizona University

HIRATA, RYEN (2002)

Counseling

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

HITCHCOCK, ROGER (1998)

Mathematics

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

HOOVER, CODY (2019)

English

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

HOPPER, LORRIE (2006)

Vice President of Administrative Services

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

HUEBERT, BRANDON (2013)

Counseling

B.S., Fresno Pacific University
M.S., California State University, Fresno

HUIGEN, ROBIN (2007)

Sociology

A.A., Los Angeles Valley College
B.A., University of California, Santa Cruz
M.A., California State University, Humboldt

HURTADO, GIZELLE (2019)

Environmental Science

B.S., California State University, San Jose
M.S., Ph.D., New Mexico State University

HUTCHINGS, TASHA M. (2006)

Counseling

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

INAN, NADER (2018)

Physics

B.S., California State University, Long Beach
M.S., California State University, Fresno
Ph.D., University of California, Merced

IRISH, SPENCER (2019)

Psychology

B.A., Point Loma Nazarene University
M.A., California State University, Fresno

ISHIGAKI, TERESA A. (2015)

English

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

JACKSON-YBARRA, SHAWON (2016)

Political Science

B.A., Grove City College, Pennsylvania
Master of Politics, University of Dallas

JOHNSON, ERICA (1997)

Counseling

B.A., M.A., P.P.S. Credential, California State University, Fresno
Ed.D., California State University, Fresno
and University of California, Davis

JOHNSON, PHILLIP (2016)

Art History

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

KERNEY, WILLIAM (2015)

Computer Science

B.S., M.S., University of California, San Diego

KING, KIRTLEY (2000)

Art, Photography

B.A., California State University, Humboldt
M.F.A., Cranbrook Art Academy

LEDGERWOOD, JANICE C. (2005)

Digital Art

B.F.A., Mount Saint Mary's University, Los Angeles
M.F.A., California State University, Fullerton

LEVINE, MATTHEW (2017)

Director of Financial Aid

B.A., National University

LIBBY, JOSEPH E. (2000)

History

A.A., Los Angeles Valley College
B.A., M.A., California State University, Northridge
Ph.D., University of California, Riverside

MARQUEZ, MONICA G. (2016)

Child Development Lab

School Manager

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

MARTINEZ, ANNA (1999)

Communication

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

MCARRON, STACY L. (2015)

Articulation Officer/Counseling

A.A., Reedley College
B.A., Vanguard University
M.A., National University

MCPHEE, JON (2006)

Geography

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

MORING-GARCIA, RACHEL (2011)

Counseling

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

MUÑOZ, RALPH (2001)

Counseling

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

NABORS, BRENT (1998)

Information Systems

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

NEARN, ROBYN M. (2017)

Biology

B.S., D.V.M., University of California, Davis

- NICHOLS, LAWTON (2020)**
Computer Science
B.S., California State University, Fresno
M.S., Ph.D., University of California, Santa Barbara
- ORTEZ, JAMES R. (2017)**
Dean of Instruction, Humanities, Social Science, and Athletics
B.A., Columbia University
M.P.A., Ph.D., University of Washington
- PETERSON, AMY (2019)**
Mathematics
B.A., M.A., California State University, Fresno
- PFEIFFER-TURPEN, SALLIE (2002)**
Child Development
B.S., San Diego State University
M.A., California State University, Los Angeles
- PHILLIPS, SCOTT E. (2016)**
Geography
B.A., M.A., California State University, Fresno
- PIPER, VIKKI (2005)**
Economics
B.A., M.B.A., California State University, Northridge
- RAMIREZ, ORLANDO J. (2016)**
Women's Soccer Coach/Physical Education
B.A., Fresno Pacific University
M.A., Brandman University, Hanford
- RAMOS, BROOKE R. (2016)**
Librarian
B.A., University of California, Los Angeles
M.L.I.S., Drexel University, Philadelphia
- RANGANATHAN, SHILPA (2019)**
Sociology
B.A., Stella Maris College, India
M.A., M.Phil, Jawaharlal Nehru University, India
Ph.D., Texas A&M University
- RENWICK, JON C. (1996)**
Mathematics
B.A., M.A., California State University, Fresno
- ROMERO, ELIZABETH (2007)**
Child Development
B.A., M.A., California State University, Fresno
- ROSS, STACY (2015)**
*Coordinator of Tutorial Services
Basic Skills Coordinator*
B.A., Whitworth University
M.A., Arizona State University
- ROWLEY, JACLYN M. (2016)**
English
B.A., California State University, Fresno
M.A., San Francisco State University
- RUBALCABA, JACQUELYN (2019)**
Director, Disabled Student Programs & Services
B.A., M.A., Ed.D., California State University, Fresno
- RUIZ-TREJO, OMAR (2019)**
American Sign Language
B.A., M.A., California State University, Fresno
- RUTLEDGE, ELIZABETH (2019)**
Disabled Student Programs and Services
B.A., M.A., Fresno Pacific University
- RUTLEDGE, JARED (2016)**
Biology
B.A., Fresno Pacific University
Ph.D., Walden University, Minnesota
- SALINAS, SERGIO (2016)**
Custodial Manager
- SAMUELS, CHARLOTTE (2020)**
Political Science
B.A., M.A., California State University, Fullerton
- SANWO, MELANIE (2008)**
English
B.A., Brigham Young University
M.A., California State University, Fresno
- SARKISIAN, TIFFANY (2015)**
Communication
A.A., Reedley College
B.A., Fresno Pacific University
M.A., California State University, Fresno
Ed.D., George Fox University
- SCHOENBURG, DIANE L. (2010)**
Psychology
B.A., University of California, Santa Barbara
M.Ed., University of California, Los Angeles
Ph.D., University of California, Irvine
- SELVANS, MICHELLE (2019)**
Geology
B.A., University of Colorado at Boulder
M.S., Ph.D., California Institute of Technology, Pasadena
- SHAMP, BRIAN (2014)**
Chemistry
B.A., M.S., California State University, Fresno
- SHEPHERD, JAMIE L. (2016)**
Mathematics
B.S., M.A., California State University, Fresno
- SIMONSON, JENNIFER A. (2010)**
English
B.A., M.A., California State University, Fullerton
- SOMAYAJULU, RAVI B. (2016)**
Mathematics
B.Sc., St. Xavier's College, India
M.A., Bowling Green State University, Kentucky
Ph.D., Ohio State University

STANNARD, MICHAEL (2007)

Philosophy

B.A., University of California,
Berkeley
M.A., California State University,
Los Angeles
M.A., Tufts University
Ph.D., University of California,
Riverside

STONER-BRITO, CARLA (2012)

Counseling

A.A., Fresno City College
B.A., San Francisco State
University
M.A., San Jose State University

STUNTZ, TRACY E. (2016)

Title V Instructional Designer

B.A., M.A., California State
University, Fresno
M.S., California State University,
Fullerton
Ed.D., California State University,
Fresno

SULLIVAN, CAROLE (2014)

Math

B.A., M.A., Brigham Young
University, Provo, Utah

TABAY, KELLY K. (2016)

Counseling

B.S., University of California, San
Diego
M.S.W., California State
University, Fresno
L.C.S.W., California Board of
Behavioral Sciences

TAGUE, JENNA (2019)

Mathematics

B.S., Bucknell University,
Pennsylvania
M.S., Colorado State University
M.Ed., Ph.D., The Ohio State
University

TAYLOR, LAURIE (2018)

Anthropology

B.A., Southern Methodist
University
M.A., Ph.D., University of
California, Riverside

TIPPINS, KIRA J. (2011)

Dean of Student Services,

***Admissions & Records,
Counseling, Categorical***

Programs, & Student Conduct

A.A., West Hills College
B.A., California State University,
Chico
M.S., University of Phoenix

**TORRES, MAYNARD VON P.
(2015)**

English

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

TRANG, VI (2018)

Mathematics

B.S., M.S., California State
University, San Diego

WALKER, CINDY L. (2016)

Psychology

A.A., Fresno City College
B.A., California State University,
Fresno
M.A., Psy.D., California School of
Professional Psychology, Fresno

WELLS, CHRISTINA (2020)

Communication

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

WHALEY, DIANNA L. (2016)

Career Counseling

B.A., M.A., Fresno Pacific
University

ZARAGOZA, ANGELITA (2019)

Counseling

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

**ZIERFUSS-HUBBARD, PAMM
(2020)**

Director of Athletics

***Interim Dean of Instruction,
Career Technical Education,
Library, & Child Development***

B.A., California State University,
Sacramento
M.A., University of San Francisco
M.B.A., University of Alaska
Fairbanks

Emeritus Faculty

ALLEN, BILL

2018 Emeritus Honoree
1984 – 2017
Mathematics Instructor

HAMMER, KAREN

2019 Emeritus Honoree
1999 – 2017
Spanish Instructor

KELLAM, BECKY

2020 Emeritus Honoree
1984 – 2010
Business Instructor

MESTER, THOMAS C.

2017 Emeritus Honoree
2001 – 2016
Biology Instructor 2001-2011;
2015-2016
Dean of Instruction 2011-2015

MOUSSEAU, DEDE

2020 Emeritus Honoree
1997 - 2014
English, French Instructor

TJAHJADI, RAY

2018 Emeritus Honoree
2000 – 2016
Information Systems Instructor

Retired Administration,
Faculty, and Staff

CANNON, CANDACE

1991 – 2017
Campus Financial Aid Manager

CURTIS, DEBRA

1988 – 2017
Office Assistant III

DI PINTO, VALERIE

2001 – 2016
Office Assistant III

FRANCIS, CHARLES

1997 – 2017
Director, Herndon Campus

GAFFORD, ROBERT

2001 – 2015
Micro-Computer Resource
Technician

GRIFFIN, DORIS

2010 – 2017
Dean of Students
Admissions and Records Manager

HANSEN, SUSAN

1996 – 2016
Library Services Assistant

**HRYNIEWICZ-YARBROUGH,
EWA**

1996 – 2009
English Instructor

IKEDA, DEBORAH J.

1981 – 2016
Founding President,
Clovis Community College (2015)

JOHNSEN, JAMES C.

2001 – 2008
Political Science Instructor

KERSHAW, TERRAL W.

1976 – 2012
Vice Chancellor/Campus
President,
Willow International Community
College Center & Clovis
Community College Center

LITTLE, LINDA

1995 – 2016
Secretary to the President

MASTERSON, CRISTINA R.

1974 – 2008
Dean of Students, Willow
International Community College
Center

MENDOZA, JANELL M.

1988 – 2012
Associate College Business
Manager, Willow International
Community College Center

MacDONALD, CYNTHIA

2007 – 2019
Librarian

OKI, GAYLE

2015 – 2019
Office Specialist

REDMOND, KENNETH

2006 – 2014
Custodian

SAMUELIAN, LYNN M.

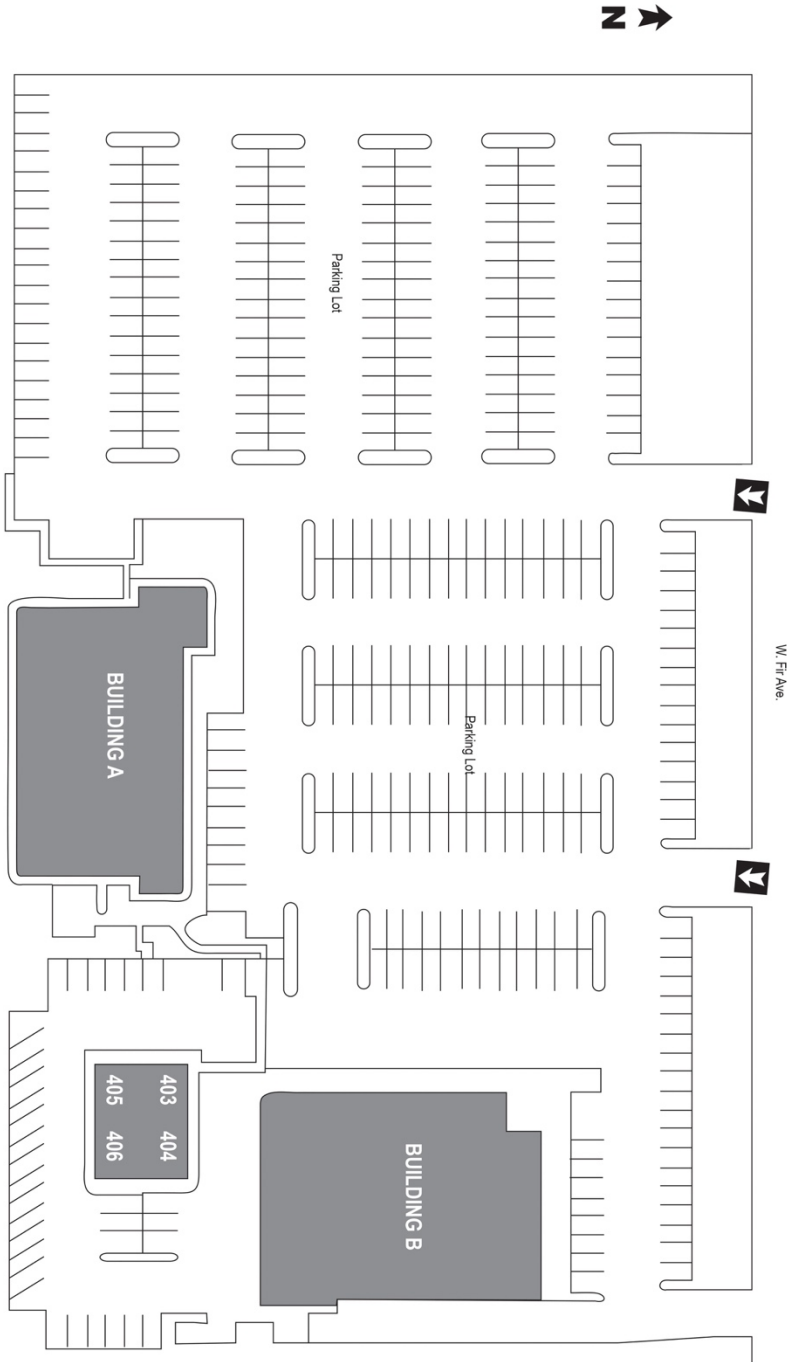
1975 – 2012
Director, Disabled Student
Programs and Services

VAGIM, NANCY

2001 – 2020
Communication Instructor



Clovis Community College
 10309 North Willow Avenue | Fresno, CA 93730 | 559-325-5200
www.cloviscollege.edu



W. Herndon Ave.

HERNDON CAMPUS
 390 West Fir Avenue
 Clovis, CA 93611

BUILDING A:
 103-106 Classrooms
 103B Testing Room
 104B Office
 107 Student Lounge
 108-111 Classrooms

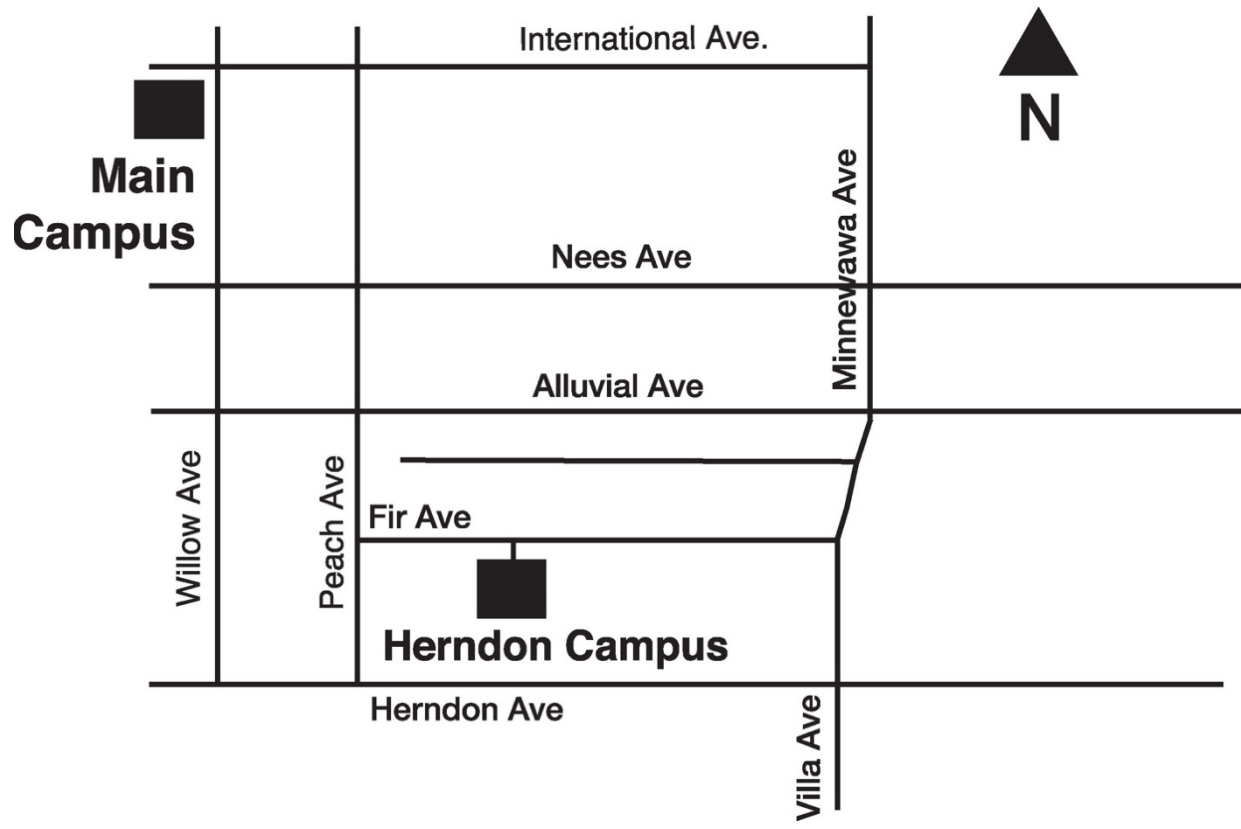
203-205 Offices
 210-217 Classrooms
 208 Student Lounge
BUILDING B:
 State Center Community College Foundation



Handicapped Parking



Entrance



FALL 2021 FINAL EXAM SCHEDULE

IF CLASS MEETS	GROUP	CLASS TIME/GROUP	FINAL DAY	FINAL TIME	
DAILY	A	All Saturday Classes	Saturday, December 4	Normal Class Time	
MWF		7:00 am/A	Friday, December 10	7:00 am - 8:50 am	
M		7:00 am/B	Tuesday, December 7	7:00 am - 8:50 am	
W **		8:00 am/A	Wednesday, December 8	8:00 am - 9:50 am	
F **		8:00 am/B	Thursday, December 9	8:00 am - 9:50 am	
MT		9:00 am/A	Monday, December 6	9:00 am - 10:50 am	
MW		9:00 am/B	Tuesday, December 7	9:00 am - 10:50 am	
MTh		10:00 am/A	Wednesday, December 8	10:00 am - 11:50 am	
MF		10:00 am/B	Thursday, December 9	10:00 am - 11:50 am	
WTh**		11:00 am/A	Monday, December 6	11:00 am - 12:50 pm	
WF **		11:00 am/B	Tuesday, December 7	11:00 am - 12: 50 pm	
MTW		12:00 pm/A	Wednesday, December 8	12:00 pm - 1:50 pm	
MTTh		12:00 pm/B	Thursday, December 9	12:00 pm - 1:50 pm	
MTF		1:00 pm/A	Monday, December 6	1:00 pm - 2: 50 pm	
MWTh		1:00 pm/B	Tuesday, December 7	1:00 pm - 2:50 pm	
MThF		2:00 pm/A	Wednesday, December 8	2:00 pm - 3:50 pm	
WThF**		2:00 pm/B	Thursday, December 9	2:00 pm - 3:50 pm	
MTWTh		3:00 pm/A	Monday, December 6	3:00 pm - 4: 50 pm	
MTWF		3:00 pm/B	Tuesday, December 7	3:00 pm - 4: 50 pm	
MTThF		4:00 pm/A	Wednesday, December 8	4:00 pm - 5:50 pm	
MWThF		4:00 pm/B	Thursday, December 9	4:00 pm - 5:50 pm	
TTh		Night M	Night M	Monday, December 6	Normal Class Time
T		Night T	Night T	Tuesday, December 7	Normal Class Time
Th **		Night W	Night W	Wednesday, December 8	Normal Class Time
TW	Night Th	Night Th	Thursday, December 9	Normal Class Time	
TF	Night F	Night F	Friday, December 10	Normal Class Time	
ThF **	Night M	Exam Conflicts, Makeup Exams, or Exam by Special Arrangement*	Monday, December 6	7:00 am - 9:00 a.m.	
TWTh					
TWF					
TThF					
TWThF	Night T				
After 4:30 pm on:					
M	Night W				
MW					
After 4:30 pm on:	Night Th				
T					
Th	Night Th				
After 4:30 pm on:					
W	Night F				
After 4:30 pm on:					
Th					
After 4:30 pm on:					
F					

DAY CLASSES

- If your class does not start on the hour, please assume that it starts at the beginning of the hour in order to determine on which day and at what time your final exam will be. (For example: If you have a 9:30 a.m. Tuesday/Thursday class, your class will then fall into group 9:00 B.)
- Classes which meet two days a week and which have different starting times for those two days will have a final exam determined by the first class meeting of the week. (For example: A class which meets at 9 a.m. on Monday and 10 a.m. on Wednesday will fall into group 9:00 A.)
- Examinations calling for special arrangements and/or approved makeup exams must be scheduled through the class instructor. Final examinations not adhering to this schedule may be made by the instructor and are subject to approval by the division dean.
- Students who have three final examinations scheduled on the same day may seek to have one final exam moved to another day by contacting the individual instructors BEFORE the start of the final exam week.

EXTENDED DAY

(Classes beginning at or after 4:30 p.m. and Saturday classes.)

- Final exams will be given during the final exam week using the above schedule.
 - Classes which meet more than once during a week will meet only once during the final exam week, with the class meeting devoted to the final examination. Unless approved by the division dean, such classes will meet on the first normally scheduled night.
- NOTE: Instructors must submit their final grades in the Student Services Building, no later than noon on Monday, December 13, 2021.
- * Open periods are for final exam conflicts, makeup exams, and exam by special arrangement.
- ** Classes falling into these groups are possibly in conflict with other classes. If so, the other classes have priority for the rooms. The instructor will choose an open period for the final exam.
- § For night classes, the instructor should begin the final exam at the time the class usually begins.

SPRING 2022 FINAL EXAM SCHEDULE

IF CLASS MEETS	GROUP	CLASS TIME/GROUP	FINAL DAY	FINAL TIME	
DAILY	A	All Saturday Classes	Saturday, May 14	Normal Class Time	
MWF		7:00 am/A	Friday, May 20	7:00 am - 8:50 am	
M		7:00 am/B	Thursday, May 19	7:00 am - 8:50 am	
W **		8:00 am/A	Monday, May 16	8:00 am - 9:50 am	
F **		8:00 am/B	Tuesday, May 17	8:00 am - 9:50 am	
MT		9:00 am/A	Wednesday, May 18	9:00 am - 10:50 am	
MW		9:00 am/B	Thursday, May 19	9:00 am - 10:50 am	
MTh		10:00 am/A	Monday, May 16	10:00 am - 11:50 am	
MF		10:00 am/B	Tuesday, May 17	10:00 am - 11:50 am	
WTh**		11:00 am/A	Wednesday, May 18	11:00 am - 12:50 pm	
WF **		11:00 am/B	Thursday, May 19	11:00 am - 12: 50 pm	
MTW		12:00 pm/A	Monday, May 16	12:00 pm - 1:50 pm	
MTTh		12:00 pm/B	Tuesday, May 17	12:00 pm - 1:50 pm	
MTF		1:00 pm/A	Wednesday, May 18	1:00 pm - 2: 50 pm	
MWTh		1:00 pm/B	Thursday, May 19	1:00 pm - 2:50 pm	
MThF		2:00 pm/A	Monday, May 16	2:00 pm - 3:50 pm	
WThF**		2:00 pm/B	Tuesday, May 17	2:00 pm - 3:50 pm	
MTWTh		3:00 pm/A	Wednesday, May 18	3:00 pm - 4:50 pm	
MTWF		3:00 pm/B	Thursday, May 19	3:00 pm - 4: 50 pm	
MTThF		4:00 pm/A	Monday, May 16	4:00 pm - 5:50 pm	
MWThF		4:00 pm/B	Tuesday, May 17	4:00 pm - 5:50 pm	
TTh	B	Night M	Monday, May 16	Normal Class Time	
T		Night T	Tuesday, May 17	Normal Class Time	
Th **		Night W	Wednesday, May 18	Normal Class Time	
TW		Night Th	Thursday, May 19	Normal Class Time	
TF		Night F	Friday, May 20	Normal Class Time	
ThF **		Night M	Exam Conflicts, Makeup Exams, or Exam by Special Arrangement*	Wednesday, May 18	7:00 am - 9:00 a.m.
TWTh					
TWF					
TThF					
TWThF					
After 4:30 pm on:					
M	Night T				
MW					
After 4:30 pm on:	Night W				
T					
TTh	Night Th				
After 4:30 pm on:					
W	Night F				
After 4:30 pm on:					
Th					
After 4:30 pm on:					
F					

DAY CLASSES

1. If your class does not start on the hour, please assume that it starts at the beginning of the hour in order to determine on which day and at what time your final exam will be. (For example: If you have a 9:30 a.m. Tuesday/Thursday class, your class will then fall into group 9:00 B.)
2. Classes which meet two days a week and which have different starting times for those two days will have a final exam determined by the first class meeting of the week. (For example: A class which meets at 9 a.m. on Monday and 10 a.m. on Wednesday will fall into group 9:00 A.)
3. Examinations calling for special arrangements and/or approved makeup exams must be scheduled through the class instructor. Final examinations not adhering to this schedule may be made by the instructor and are subject to approval by the division dean.
4. Students who have three final examinations scheduled on the same day may seek to have one final exam moved to another day by contacting the individual instructors BEFORE the start of the final exam week.

EXTENDED DAY

(Classes beginning at or after 4:30 p.m. and Saturday classes.)

1. Final exams will be given during the final exam week using the above schedule.
2. Classes which meet more than once during a week will meet only once during the final exam week, with the class meeting devoted to the final examination. Unless approved by the division dean, such classes will meet on the first normally scheduled night.

NOTE: Instructors must submit their final grades in the Student Services Building, no later than noon on Monday, May 23, 2022..

* Open periods are for final exam conflicts, makeup exams, and exam by special arrangement.

** Classes falling into these groups are possibly in conflict with other classes. If so, the other classes have priority for the rooms. The instructor will choose an open period for the final exam.

§ For night classes, the instructor should begin the final exam at the time the class usually begins.

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