SPECIAL PROGRAMS
and Support Services
Programs & Services

Academy of Entertainment & Technology
academy.smc.edu
1660 Stewart St., Santa Monica (310) 434-3700
Fax (310) 434-3768
E-mail (For Brochure): academy_program@smc.edu
E-mail (General Info): academy_info@smc.edu

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

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

The Entertainment Technology program—already renowned for Animation career certificates that combine strong foundation in story and traditional animation with hands-on experience in animation pre-production and production processes—now offers courses in Game Development (the design and implementation of interactive media for the game industry), Post Production (focusing on the design and implementation of digital audio and video media for the entertainment industry), Visual Effects (the production and project management processes for creating digital effects for the entertainment industry), and Web Design (a thorough grounding in the visual design, information architecture, and audio and video scripting and production techniques for implementing interactive media on the World Wide Web).

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

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

To find out more about the Academy of Entertainment & Technology and our programs, please visit our website, email a request for our brochure, or give us a call.

Adelante Program
www.smc.edu/latino/adelante_program.htm
Counseling Complex
(Latino Center) (310) 434-4452

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

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

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

To join the Adelante Program, students must attend an information session. For more information, please visit the Adelante Program website or call the Latino Center.

African American Collegian Center
www.smc.edu/counseling
Counseling Complex (310) 434-4232

The African American Collegian Center has the mission of promoting, encouraging, and increasing student academic achievement, retention, transfer admission, and graduation. The center’s counseling staff, aides, and office assistants are available to assist students in finding the resources they need to succeed in achieving their educational and personal goals. At the African American Collegian Center, students can learn about campus and community activities and resources, and find comprehensive support services that enhance their educational experience, including:

- Academic, vocational, career, and personal counseling;
- Access to computers to do class assignments; and
- Information on scholarships and internships.

The African American Collegian Center also coordinates the Black Collegians Program, which offers a variety of mentoring and support services that promote academic excellence and guide students through the transfer process.

For more information, please drop by the center or visit the Black Collegians Program website (www.smc.edu/blackcollegians).
Air Force ROTC
Program Overview www.afrotc.com
Loyola Marymount University AFROTC (310) 338-2770
www.lmu.edu/afrotc/home.htm Fax (310) 338-7734
Air Force ROTC Detachment 040
University Hall
One LMU Drive, Suite 3110
Los Angeles, CA 90045-8240
E-mail: det040@lmu.edu

UCLA AFROTC (310) 825-1742
www.ssccnet.ucla.edu/afrotc Fax (310) 825-3055
Air Force ROTC Detachment 055
Hershey Hall, Room 2126
Los Angeles, CA 90024-1611
E-mail: afrotc@ucla.edu

Santa Monica College students interested in obtaining a commission as a second lieutenant in the United States Air Force may begin the process by participating in the first two years of the Air Force Reserve Officer Training Corps (AFROTC) program through arrangements with Loyola Marymount University (LMU) and the University of California at Los Angeles (UCLA). Requirements to receive a commission include completing AFROTC classes for freshmen and sophomores, transferring to a four-year college or university, and earning a bachelor’s degree.

Academic hours earned in AFROTC classes can usually be counted as elective credit toward graduation. Currently, LMU does not charge for AFROTC courses or parking while participating in AFROTC activities.

AFROTC offers a variety of two-, three-, and four-year scholarships—many of which pay full tuition and fees—to full-time students who enter with a 2.5 GPA and maintain a 2.5 cumulative GPA. AFROTC cadets on scholarship also receive a tax-free stipend ranging from $250 per month for freshmen up to $400 per month for seniors. For more information, please visit any of the AFROTC websites listed above, or call or send email or a fax to either of the AFROTC detachments listed.

Art Gallery
events.smc.edu Information (310) 434-8204
1310 11th St., 2nd Floor, Santa Monica (310) 434-3434

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

Associated Students
www.smc.edu/associated_students
Student Life Office: Cayton Center 202 (310) 434-4250
Fax (310) 434-4263

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

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

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

Associated Students Government

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

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

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

Associated Students Membership

AS membership is optional. Students who choose to pay the $10 membership fee each semester not only enrich campus life with concerts, guest speakers, student clubs, and special events, but also enjoy special privileges and benefits such as:

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

For all the details, visit the Associated Students website or ask the Student Life Office.

Athletics
www.smc.edu/athletics
Pavilion, 2nd Floor (310) 434-4310

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

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

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

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

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

Bookstore
www.smc.edu/bookstore
E-mail: bookstore@smc.edu
Main (next to Student Center) (310) 434-4258
Academy (AET) 133 (310) 434-3750
Airport Arts 123A (310) 434-4637
Bundy (next to main entrance) (310) 434-3480
Madison 105 (310) 434-3482

The SMC Bookstore sells new and used textbooks, a selection of current fiction and nonfiction paperbacks, iPods and Mac computers, school and office supplies, campus sweat- and T-shirts, and art and drafting materials. The Bookstore also stocks class schedules and the SMC catalog (which is updated annually).

During the first week and the final exams week of each academic term, the Bookstore branch on SMC’s main campus hosts buyback sessions for many of the textbooks purchased for classes at the College. The agency conducting the buy determines ALL prices offered for buybacks, and estimates are NOT given over the phone.

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

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

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

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

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

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

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

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

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

Career Services Center
www.smc.edu/careercenter
Library Village 161 (310) 434-4337

The Career Services Center provides SMC students with a single, conveniently located source for career exploration and guidance services, an Internship Center, employment advisement, and assistance in finding jobs on and off the campus. To help students plan their careers, we offer a special eight-week class (Counseling 12, Career Planning) that provides an opportunity for students to explore their interests, identify and clarify their core values, and evaluate their skills. To help students learn how to be successful at work, we also offer an eight-week class (Counseling 16, Job Success Skills) that teaches the skills necessary for new employees to survive the initial months on the job, adapt to the company culture, and succeed in remaining employed.
The Career Services Center operates SMC’s Internship Program (see Internship Program, below, for details), which helps students find opportunities for internships. To find out about participating in SMC’s Internship Program, please stop by or call the Career Services Center, or visit the Internship Program’s website at www.smc.edu/internship.

The Career Services Center offers:

• Access to several useful computerized and online career-exploration programs;
• Workshops on resume writing, interview techniques, how to get the most out of a job, and other pre- and post-employment issues;
• An extensive Career Resource Library that includes information on job descriptions, salaries, recommended preparation, and preferred skills;
• Hundreds of job listings, available online at www.MonsterTrak.com; and
• Job search assistance.

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

Center for Environmental & Urban Studies
www.smc.edu/ces
1744 Pearl St., Santa Monica (310) 434-3909

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

CEUS sponsors the Environmental Issues Lectures presented every semester at Santa Monica College. The free lectures are open to the public and offer the opportunity to meet and engage in dialogue with proponents and practitioners of varying points of view with respect to environmental and urban issues.

The campus facility of the Center for Environmental and Urban Studies provides a resource library and information center, video library, demonstration garden, and a variety of other services and activities related to environmental and urban studies. The CEUS facility is also the headquarters for Sustainable Works, a nonprofit organization funded by the City of Santa Monica’s Sustainable City Program and Santa Monica College.

Sustainable Works offers special programs that show individuals and businesses how they can adopt sustainable practices that improve quality of life, reduce impacts on the environment, and reduce costs.

For more information, please see our website, or call or visit our campus facility.
The Santa Monica Preschool Collaborative, operated by Santa Monica Malibu Unified School District, offers:

- State-subsidized preschool for low-income SMC students with children 2-5 years of age;
- Head Start program for low-income SMC students with children 3/-5 years of age; and
- Full-fee preschool for SMC students who do not meet the low-income criteria.

SMC also offers CalWORKs Child Care Services, which are available to SMC students who are currently receiving TANF/CalWORKs benefits.

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

**Computer Labs**

www.smc.edu/acadcomp/

Santa Monica College operates a number of on-campus computer labs for the benefit of its students.

- The SMC Library (434-4254) provides computers in the Computer Commons (near the Reference Desk, 1st Floor North) for student use at any time, plus wired and wireless network connections to access a variety of information resources. Computers are also available in the Library Computer Lab (2nd Floor North).
- The Cayton Associated Students Computer Lab (434-4615), located in Cayton Center 209, provides computers, laser printers, and a variety of software programs for use by any student enrolled at SMC with a valid Associated Students membership.
- The following computer labs, primarily for students enrolled in specific classes, make their equipment and software available to all enrolled SMC students, but ONLY at times when the labs are not in use for instruction or tutoring purposes (check with the lab for available hours):
  - The CSIS Lab—Business 231 (434-4783);
  - The English Labs—Drescher Hall 203 and 204 (434-4738);
  - The Science Lab—Science 240 (434-3548); and
  - The Bundy LRC Lab—Bundy Campus, 3171 S. Bundy Dr., Rm. 116.

The more specialized computer labs listed below, and the labs at the Academy of Entertainment & Technology (AET), are usually only available to students enrolled in specific programs or courses.

- The Art Lab—Art 119—for selected Art and Design classes;
- The Continuing Ed Lab—SM Airport Campus, 3171 S. Bundy Dr., Rm. 127 (434-3492)—for SMC’s Continuing Ed and Adult Ed programs;
- The Counseling Complex Lab—Counseling Complex 124—for students using the African American Collegian Center, Transfer/Counseling Center, Pico Partnership Program, and Latino Center;
- The CSIS Computer Classrooms—Business 203, 250, 253, 255, and 259—for CSIS classes;
- The Digital Photography Lab—Business 131—for selected Digital Photography classes;
- The Earth Sciences Labs—Drescher Hall 128 and 136—for Earth Science classes;
- The Emeritus Lab—1227 Second St., Room 208 (434-4306)—for Emeritus College programs for seniors;
- The High Tech Training Center—Admissions/Student Services Complex 103 (434-4267)—computer access for students with disabilities;
- The Math Lab—Math Complex 84—for Math tutoring;
- The Math Computer Lab—Math Complex 83—for Math classes;
- The Modern Language Lab—Drescher Hall 219 (434-4625)—for Chinese, French, German, Hebrew, Italian, Japanese, Korean, Persian, Russian, and Spanish classes;
- The Music Media Lab—Madison 204 (434-4852)—computers with MIDI interfaces and sequencers for students in Music 2 through Music 8 classes;
- The Reading Lab—Drescher Hall 312—for selected Reading/Writing classes; and
- The Writing Lab—Drescher Hall 308—primarily for English 81 classes.

Students using any campus computers are expected to abide by SMC’s Responsible Computer Use Policy, and to use the campus computers for College-related work only. All files MUST be saved onto removable media such as disks, which students may bring with them to campus or purchase at the SMC Bookstore. Any files not saved to removable media are subject to loss, and a lab’s staff members are NOT responsible for any work lost on a lab’s computers.

SMC remodels, upgrades, and expands its computer labs frequently and adds new labs from time to time. For up-to-date information about campus computer labs and their hours, see the Student Computer Labs webpage (www.smc.edu/acad-comp/labs). To find out more about SMC’s computer system and how to access it from a remote location, see the Technology Resources webpage (www.smc.edu/tech).

**Continuing & Community Education**

commed.smc.edu

SMC Continuing & Community Education

Bundy Campus, Room 112

3171 S. Bundy Dr., Los Angeles (310) 434-3400

SMC Continuing & Community Education meets the lifelong learning needs of the community by providing a choice of more than 450 classes each semester to individuals who wish to enhance their careers or explore their personal interests. Our fee-based professional certificate and continuing education programs and seminars are designed to promote career development, professional training, and certification. Our low-cost, not-for-credit Community Education courses respond to the interests of the community, enriching lives through hands-on workshops and lively classes in art, writing, dance, and many other areas, with special classes for children and teens. Classes on a wide range of topics are also offered online. In addition, we provide free English as a Second Language (ESL) and other non-credit adult education classes. For more information, please call the SMC Continuing & Community Education office or visit our website.
The Corsair, Santa Monica College's student-run newspaper, is published every Wednesday during the Fall and Spring semesters. The newspaper and its online edition have won awards statewide for writing, photography, page design, graphics, and online content.

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

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

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

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

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

**Corsair Newspaper**
corsair.smc.edu

**Letters & Science 172**
(310) 434-4340

The Counseling Center also provides counseling services online (go to [www.smc.edu/onlinecounseling](http://www.smc.edu/onlinecounseling)) for students enrolled in on-campus courses (students enrolled in online courses should consult the information available at [www.smconline.org](http://www.smconline.org)).

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

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

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

**Distance Education**
[www.smconline.org](http://www.smconline.org)

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

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

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

For course offerings, technology requirements, admission and registration procedures, student services, and other information—as well as a free demo course—please visit the SMConline website.

**Emeritus College**
[www.smc.edu/emeritus](http://www.smc.edu/emeritus)

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

E-mail: emeritus@smc.edu

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

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

www.smc.edu/esl

**Corner of 16th St. & Pearl St.,**

**Santa Monica** (310) 434-4260

**Fax (310) 434-2387**

Santa Monica College offers four programs for learners of the English language:

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

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

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

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

**Extended Opportunity Program and Services (EOPS) & Cooperative Agencies Resources for Education (CARE)**

www.smc.edu/eops

**Admissions/Student Services**

**Complex 104G-P** (310) 434-4268

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

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

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

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

**Financial Aid & Scholarships**

**Financial Aid:**

www.smc.edu/financialaid

**Admissions/Student Services**

**Complex 104** (310) 434-4343

**Scholarships:**

www.smc.edu/scholarships

1738 Pearl St., Santa Monica (310) 434-4290

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

Detailed information on the process of applying for and receiving financial aid is published each semester in the Schedule of Classes. Applications and the SMC Student Financial Aid Handbook are available in the Financial Aid Office, where students can also find help with their individual financial aid questions. For hours and more information, see the Financial Aid Office’s website or drop by our office.

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

**Food Services**

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

**Health Insurance**

The Health Services fee SMC students pay at the time they enroll in classes covers a number of services (see Health Services Center, below, for details). Any expenses a student incurs for medical services outside the scope of those covered by the Health Services fee, however, are the sole responsibility of the student and not the Santa Monica Community College District.
Students can find written information about optional health and dental insurance programs in an informative packet available at the front desk in the Health Services Center.

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

**Health Services Center**

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

Adjacent to Cafeteria  (310) 434-4262

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

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

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

Additional services such as vaccinations are available at minimal cost.

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

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

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

**International Education Center**

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

Amphitheater (next to Events office)  (310) 434-4217

Fax (310) 434-3651

E-mail: intled@smc.edu

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

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

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

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

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

International Programs oversees special international programs, the Intensive ESL Program, Overseas Programs (Study Abroad), and Special Programs, including the Summer Bridge Program and the Semester Abroad Program at SMC.

**International Education Counseling Center**

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

The Internship Program at Santa Monica College provides means to students to enhance their classroom learning by working in on- and off-campus internships/jobs and earning college credit for their work experience. The program is a joint effort of SMC and the community to give students the chance to acquire the knowledge, skills, and attitudes necessary to enter or progress in a chosen occupation by combining work-based learning and experience with classroom instruction. To qualify,
a student must be employed in an internship/job related to his or her educational or career goal.

Internship-related courses are offered on a credit/no credit basis. SMC students may enroll in internship courses for a maximum of 4 (four) units per semester. Up to 8 (eight) units of internship credit may be applied as elective credit toward a certificate or an Associate in Arts degree. Students earn credit based on the number of hours of work experience. Each unit of credit requires a student to work a minimum of 5 hours per week (4 hours if unpaid) throughout the semester, and accumulate a minimum of 75 hours of paid work or 60 hours of unpaid (volunteer) work. Students must also be enrolled in a minimum of 7 (seven) units (including the internship course) during the Fall and Spring semesters, and concurrent enrollment in another course in the student's major may also be required.

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

**Latino Center**  
www.smc.edu/latino  
Counseling Complex (310) 434-4452

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

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

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

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

**Library**  
library.smc.edu  
Information (310) 434-4334  
Reference Service (310) 434-4254

With more than 95,000 volumes and access to over 2,400 full-text periodicals, SMC’s library is home to one of the largest collections of materials in the California Community College system. The library offers a comfortable, studious atmosphere, with highly trained professional librarians available to assist—person or by email—with research and study needs.

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

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

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

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

**Mentor Program in the Arts**

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

**Music Performance Groups**  
www.smc.edu/music  
Music Complex 118B (310) 434-4323

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

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

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

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

The SMC Outreach Program conducts application workshops for seniors at the high schools in the spring to expedite the admission and enrollment processes. The program sponsors trips to the SMC campus so seniors can take the math and English assessments and tour the campus. Students also participate in an orientation session that covers topics like SMC’s academic, transfer, and career-preparation programs, on-campus cultural and social opportunities, and the types of financial assistance and student support services available to help them with their education. The program also provides SMC counselors and counseling aides for more than 200 college fairs, career days, campus tours, and other special events each year.

For more information, browse the Counseling webpage and click on the “Outreach Program” link, or call or drop by SMC’s Office of School Relations.

Overseas Study Programs
www.smc.edu/international/overseas
Amphitheater
(next to Events Office) (310) 434-4342

Santa Monica College is a member and sponsoring institution of the College Consortium for International Studies (CCIS), a 150-member organization of colleges and universities working cooperatively to send their students to quality academic programs worldwide. SMC offers approximately 30 overseas study programs through CCIS at locations around the world. Argentina, China, Czech Republic, Ecuador, England, Greece, Hungary, Ireland, Italy, Korea, Mexico, Morocco, New Zealand, Russia, and Spain are just a handful of the many destinations with programs available.

Most programs do not require students to study a foreign language before departing for their overseas destination, although they are certainly encouraged to do so. Students in semester-length programs at locations where English is not an official language, however, will be required to study the language of their host country after arriving for their overseas study.

Overseas study programs are offered in the Fall, Spring, and Summer, and the semester schedule for the programs is roughly equivalent to the SMC semester calendar. Costs vary, depending on the program, and financial aid is available for students who qualify.

From time to time, Santa Monica College also offers short-term study tours. These programs are led by SMC faculty members and tailored to make the most of the destination’s resources. These programs, when offered, are usually held during school breaks and the Winter and Summer sessions.

For more information, please call the Overseas Program Office or visit our website.

Pico Partnership On The Move (PPOTM)
www.smc.edu/picopartnership
Counseling Complex (310) 434-4926

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

- Enrolling at SMC and registering for classes;
- Setting academic, career, and personal goals;
- Gaining financial aid for college expenses;
- Receiving scholarships for textbooks;
- Receiving referrals for childcare and, in some cases, covering the cost of day care for young children ages 0 to 36 months; and
- Finding part-time jobs on the SMC campus.

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

- Using a computer lab with Internet access,
- Having a tutor for English and math,
- Touring four-year colleges and universities in California at no expense, and
- Participating in free cultural activities at theaters and museums.

Students are eligible to participate in Pico Partnership On The Move if they are 18 to 24 years of age, are a former student at a high school in the Santa Monica-Malibu Unified School District, and have a strong desire to refocus their lives with a positive outlook on their future. Program participants are encouraged to serve as role models for other young adults, inviting them to consider the opportunities and benefits that a college education can offer. Applications for the program are available in our office. To apply, visit the PPOTM desk in the Counseling Complex.

Photography Gallery
events.smc.edu
Drescher Hall, 2nd Floor (310) 434-4289

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

Planetarium
www.smc.edu/planetarium
Drescher Hall, 2nd Floor (310) 434-4223
Advance Ticket Sales (310) 434-3000

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

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

For show dates and topics, ticket prices, or other information—or to arrange a special group presentation—please visit the planetarium’s webpage or call the planetarium. Planetarium shows and lectures sell out quickly. Advance tickets may be purchased online at events.smc.edu ($2/ticket service charge), by phone at (310) 434-3000, or in person at the SMC Events Office (Amphitheater building, SMC Main Campus).

Psychological Services
www.smc.edu/healthcenter
Adjacent to Cafeteria
(Health Services Center) (310) 434-4262

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

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

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

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

Scholars Program
www.smc.edu/scholars
24-hour recorded information (310) 434-4959
Library Village 117 (310) 434-4371
E-mail: scholars@smc.edu

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

Student Clubs & Inter-Club Council (ICC)
www.smc.edu/clubs
Cayton Center 202 (310) 434-4250
Fax (310) 434-4263

Student Clubs

One of the best ways to get involved in campus life is to join one of SMC’s more than 60 student clubs. The clubs reflect the wide range of interests SMC students have in areas such as academic achievement, science, sports, creative arts, business and industry, social awareness, and service. Club activities—which include field trips, business meetings, concerts, guest lectures, and social events—enhance the educational and social experiences students have on campus and in the community. To find out about student clubs, see the Student Clubs website or visit the Student Life Office.

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

Inter-Club Council (ICC)

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

Student Employment Program
www.smc.edu/studentemployment
Admissions/Student Services Complex 104 (Financial Aid Office) (310) 434-4343

The Student Employment Program offered through the Financial Aid Office assists SMC students seeking part-time jobs at Santa Monica College, and offers students information on the skills and characteristics of a successful employee. On-campus jobs are available in many departments and programs on SMC’s Main and satellite campuses.
Students may be employed at SMC under two special budget programs: Student Help (SH) and Federal Work-Study (FWS). SH pays students to work on campus through department and program budgets. FWS is a Financial Aid award that pays a student wages for employment. The award is funded through the Federal Work-Study Program, a Federal financial aid program that requires that the student apply for Federal financial aid, meet specific eligibility requirements, and be awarded FWS funds by the Financial Aid Office.

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

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

### Student/Staff Escort Service

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

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

### Theatre Arts Productions

**www.smc.edu/theatre**

**Theatre Arts Complex (310) 434-4319**

Students at Santa Monica College may participate in full-scale productions offered to the community and receive training in all aspects of theater productions, from intense classes specifically for the training of the actor (including acting classes in Modern Realism and various historical styles, vocal production for the stage, and stage movement) to training in the technical aspects of theater production (including stagecraft, costuming, make-up, sound, and lighting).

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

Advance tickets for stage productions at SMC may be purchased online at events.smc.edu ($2/ticket service charge), by phone at (310) 434-3000, or in person at the SMC Events Office (Amphitheater building, SMC Main Campus).

### Transfer/Counseling Center

**www.smc.edu/counseling**

**Counseling Complex (310) 434-4210**

Santa Monica College is a state leader in transferring students to four-year institutions, including all campuses within the UC and CSU systems, independent or private colleges in California, and out-of-state institutions. As a result of our transfer record, many students choose to attend Santa Monica College to complete their first two years of a four-year college plan.

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

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

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

- Providing information and counseling on transferring to colleges and universities;
- Coordinating visits by campus representatives from more than 100 colleges and universities, including regular visits from UCLA, CSUN, USC, LMU, and UC Berkeley;
- Providing workshops each semester on transfer planning, filing a UC/CSU application, and completing the financial aid process;
- Arranging tours of California colleges and universities;
- Resolving transfer admission problems;
- Providing a complete library on CD-ROM of two- and four-year college catalogs.

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- Arranging tours of California colleges and universities;
- Resolving transfer admission problems;
- Providing a complete library on CD-ROM of two- and four-year college catalogs;
• Identifying general education classes needed to transfer; and
• Helping students select classes that meet requirements for a particular major.

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

TRIO: Student Support Services
www.smc.edu/trioss
Counseling Annex 101 (310) 434-4347

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

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

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

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

• Low income,
• First-generation college student, and/or
• Student with a disability.

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

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

Tutoring Services
library.smc.edu/tutoring

Santa Monica College provides free tutoring services in selected subjects for all students through a number of on-campus tutoring centers. Special tutoring sessions are also offered through the Center for Students with Disabilities (434-4265 or TDD 434-4273), EOPS/CARE (434-4268), TRIO Student Support Services (434-4347), the Scholars Program (434-4371), and the International Education Center (434-4217). For general tutoring information and the hours of the tutoring centers listed below, visit the Tutoring Services webpage.

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English/Humanities Tutoring Center
www.smc.edu/tutoring/english_humanities/
Drescher Hall 313 (310) 434-4682

The English/Humanities Tutoring Center offers tutoring to support students in English/ESL and liberal arts classes, including economics, history, logic, philosophy, political science, psychology, and sociology. Tutoring is by appointment only, and must be scheduled IN PERSON in the English/Humanities Tutoring Center.

Math Lab
tutoring
library.smc.edu/tutoring

Math Complex 84 (310) 434-4735

The Math Lab provides tutoring and other services to support students in all math classes offered at Santa Monica College. Drop-in tutoring is available. One-hour tutoring sessions are by appointment only, and must be scheduled IN PERSON in the Math Lab.

Modern Language Tutoring Center
library.smc.edu/tutoring/mltutoring.html

Drescher Hall 219 (310) 434-4683

The Modern Language Tutoring Center provides tutoring in all languages taught at Santa Monica College, including Chinese, French, German, Hebrew, Italian, Japanese, Korean, Persian (Farsi), Russian, and Spanish. No appointments are necessary. The tutoring schedule is posted in the Modern Languages Tutoring Center and online.

Science Tutoring Center
library.smc.edu/tutoring

Science 245 (310) 434-4630

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

ESL Tutoring Center
library.smc.edu/tutoring

ESL 106 (at Pearl and 16th) (310) 434-4260

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

Reading Lab
homepage.smc.edu/reading_lab

Drescher Hall 312

The Reading Lab provides tutoring and other services for students enrolled in Reading and Vocabulary classes (English 23, English 48, English 80, English 83, and English 84). For information, please consult with your instructor or visit the Reading Lab’s webpage.
English 81 Lab
Drescher Hall 308

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

Universal Access ID Card

The Universal Access ID Card provides SMC students with a photo ID, enhanced access features, and improved campus security. The card:

- Provides special access privileges to campus computer labs and tutoring centers;
- Helps track student attendance credit automatically at campus tutoring centers and course-related labs;
- Allows students to add and drop classes;
- Allows students to request and obtain their transcripts; and
- Is used when scheduling counseling appointments.

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

Welcome Center

www.smc.edu/welcomecenter
Adjacent to Health Services (310) 434-8101

The Welcome Center is a convenient "one-stop shop" where new students can find the information, services, and support they need to make a smooth transition to SMC. During enrollment periods, the Welcome Center has academic and financial aid counselors, staff from the Admissions Office, and trained student ambassadors on hand to answer questions and assist new students with admission and enrollment processes. At the Welcome Center, new students can:

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

The Welcome Center also provides new students (along with their parents, if they wish) with guided tours of the campus so that when their classes begin, the students will know where the buildings with their classrooms are located, how to find the many different types of student services available at SMC, where to buy their books and supplies, and where they can go to meet other students or just relax.

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

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

Workforce & Economic Development (W&ED)

www.smc.edu/workforcedevelopment
Bundy Campus, Room 112C
3171 S. Bundy Dr., Los Angeles (310) 434-3311
Contact: F.L. Cajayon

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

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

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

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

Honors & Awards

Alpha Gamma Sigma

Membership in Alpha Gamma Sigma is one of the highest honors a student may attain. A student is eligible for temporary membership in Alpha Gamma Sigma the semester after achieving a 3.0 or higher grade point average in a program of at least 12 units (exclusive of physical education). All life members of the California Scholarship Federation are eligible for associate membership their first semester at Santa Monica College. Permanent membership in Alpha Gamma Sigma is restricted to graduating students who have been temporary members for at least three of the four preceding semesters and achieved a grade point average of 3.3 or higher.
**Alpha Mu Gamma**

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

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

**Phi Theta Kappa**

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

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

**Sigma Chi Eta**

Sigma Chi Eta is the official community college honor society of the National Communication Association (NCA). The goals of Sigma Chi Eta are to recognize, foster, and reward outstanding scholastic achievement; stimulate interest in the field of communication; promote and encourage professional development among communication majors; provide an opportunity to discuss and exchange ideas about the field; establish and maintain close relationships and understanding between faculty and students; and explore options for further undergraduate/graduate studies. To be inducted as a member of Sigma Chi Eta, students must have completed nine units in any of the Communication department classes, must have a 3.25 GPA in those classes, and must have an overall 3.00 GPA in all classes.

**Dean’s Honor List**

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

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

**Graduation with Honors**

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

To be eligible for honors at graduation, students must not only have a 3.0 or higher cumulative GPA (including coursework from other colleges), but also meet all of SMC’s basic graduation requirements, including the completion of a minimum of 12 units of coursework while attending SMC. Students must also be in good academic standing (i.e., not on academic or progress probation) at the time they graduate.

A student’s cumulative grade point average must match the narrow range specified below for the student to be awarded one of the following honors with the Associate in Arts degree:

- **Graduation with Highest Honors**—requires a student to have attained a cumulative GPA of 4.0 (including coursework from other colleges) and completed a minimum of 12 units of coursework while attending SMC;
- **Graduation with High Honors**—requires a student to have attained a cumulative GPA ranging from 3.70 to 3.99 (including coursework from other colleges) and completed a minimum of 12 units of coursework while attending SMC; and
- **Graduation with Honors**—requires a student to have attained a cumulative GPA ranging from 3.0 to 3.69 (including coursework from other colleges) and completed a minimum of 12 units of coursework while attending SMC.

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

**Scholarships**

Monetary awards of various kinds—and in various amounts—are given in recognition of academic excellence and potential for success. Information on the requirements for awards can be obtained from the Scholarship Office. Students must have completed 12 units at Santa Monica College to be eligible to apply for scholarships.
COLLEGE POLICIES, Rules, and Regulations
College Policies, Rules, & Regulations

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

Matriculation Rights & Responsibilities

MATRICULATION RIGHTS

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

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

STUDENT MATRICULATION RESPONSIBILITIES

General student matriculation responsibilities include an obligation to:

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

SPECIAL MATRICULATION RESPONSIBILITIES

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

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

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

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

STUDENT MATRICULATION COMPLAINTS

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

FEES

Enrollment Fee

The state-mandated student enrollment fee is $20 per unit. The fee is subject to change without notice.

Nonresident Tuition Fee

All students enrolled in a California Community College are classified either as residents or as nonresidents. There are no tuition fees for students classified as residents. The mandatory tuition fee is $185 per unit for students classified as nonresidents (including students who are citizens of a foreign country and hold only temporary US resident status), and $158 per unit for other students who do not meet State of California residency requirements.

Health Services Fee

The mandatory fee of $14 during the Fall and Spring semesters ($11 during Winter and Summer sessions) provides a variety of health services to students. See the “Health Services Center” listing in the Programs & Services section of this catalog for details. Students who are exempt from paying the Health Services fee are:

- Students enrolled exclusively in noncredit courses, and
- Students who declare through a personally-signed statement that they depend exclusively on prayer for healing in accordance with the teachings of a bonafide religious sect (documentation of such an affiliation is required).

Students verified as eligible for financial aid through the Financial Aid Office should contact the Financial Aid Office if assistance is needed to pay this fee.

Student ID Card & Activities Fee

The optional $18 fee includes a fee of $8, which covers the cost of the Universal Access ID Card, and an Associated Students membership fee of $10, which funds activities and services for SMC’s entire student body. See the Programs & Services section of this catalog for details on the range of benefits the Universal Access ID Card and AS membership provide. Both fees are optional. Students who do not wish to pay one or both of these fees should contact the Admissions Office at time of enrollment.

On-Campus Parking Decal Fee

A parking decal is required for students who wish to use the on-campus parking facilities at SMC’s main campus. Parking is FREE at satellite campuses and the SMC Olympic shuttle lot, but a decal is required (see www.smc.edu/parking for details). Fees for on-campus parking permits vary, and discount permits are available for students who receive a BOG A Fee Waiver because they or their family receive benefits under Temporary Aid to Needy Families (TANF/CalWORKs), SSI/SSP (Supplemental Security Income), or General Assistance/General Relief. Parking permit fees are subject to change. For current details, please see the information at www.smc.edu/parking or consult the College Policies section of the Schedule of Classes.

Returned Payments/Outstanding Balances

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

Withdrawal Refund Schedule

Enrollment Fee

No refunds of enrollment fees are available to students who withdraw after the first two weeks of the academic term. Students who withdraw prior to this deadline will receive a 100% refund of enrollment fees, minus a processing charge of $10. Refunds will be processed and mailed to eligible students within 45 days of the start of the term. See the SMC website (www.smc.edu) for more information on withdrawal refunds.

Nonresident Tuition

Nonresident students who withdraw from Santa Monica College during the first two weeks of the semester will receive a 100% refund of their tuition, minus any relevant processing fees. Students should apply for tuition refunds with the nonresident specialist in the Admissions Office. Refunds will be processed and mailed to eligible students within 45 days of the start of the semester.

Health Services, Student ID Card, & Activities Fees

Students who withdraw from Santa Monica College during the first two weeks of the academic term will receive a 100% refund of the $14 Health Services fee for Fall or Spring semesters ($11 for Winter or Summer sessions); however, the $8 Universal Access ID Card fee and $2 of the AS membership fee are nonrefundable.

On-Campus Parking Decal Fee

No refunds of parking decal fees are available after the first three weeks of the of the Fall or Spring semester or the first two weeks of the Winter or Summer session or of any short-term class. To obtain the refund, a student must present the parking decal and the receipt for it at the Bursar's Office.
 Auditing Classes

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

Course Repetition & Re-Enrollment

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

Course Repetition

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

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

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

A student who wishes to repeat a course that is not designated as repeatable may re-enroll ONE TIME without the need to request prior permission to do so from a counselor. Any subsequent attempts to re-enroll require authorization from a counselor BEFORE ENROLLING, and will most likely NOT be granted.

Repeating a course that a student completed with an unsatisfactory grade the first time can potentially lead to an improved SMC grade point average. If a student repeats a course and earns a better grade than the one originally earned, the new grade will be used to recalculate the student’s GPA (the original grade will remain in the student’s permanent record, as required by Title 5 §55762, but will have a notation to indicate that the course was repeated). For example, if a student takes English 1 for the first time and earns a D (1.0), then repeats the course and earns a C (2.0), the original D will be disregarded (although it will still appear on the student’s transcript, noted to show the course repetition), and the C (2.0) will be used to recalculate the student’s GPA. Please note that the only grade that may be used for recalculation and improvement of a student’s GPA is the grade the student earns upon repeating a course the first time, and only if both attempts at taking the course were made at Santa Monica College. This policy does NOT apply to courses taken at other colleges or universities. If the student earns an unsatisfactory grade upon repeating a course—which is to say, the student completes the same course with an unsatisfactory grade for a second time—then even if the student receives special permission to repeat the course a second—or even a third—time (i.e., take the course a third or a fourth time), recalculation of the student’s GPA with the most recently earned grade will not be permitted.

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

RE-ENROLLMENT IN COURSE AFTER RECEIVING A “W”

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

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

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

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

**Prerequisites & Corequisites**

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

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

**Establishment of Prerequisites & Corequisites**

All prerequisites and corequisites for SMC classes are established by Santa Monica Community College District administration under the standards set out in California Code of Regulations Title 5 §§55200-55202. Prerequisite(s) or corequisite(s) for a class are established whenever:

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

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

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

**Procedure for Challenging Prerequisites & Corequisites**

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

Students who have not completed a prerequisite or corequisite course at Santa Monica College (or at another college or university) and believe they should be exempted from it may submit a Prerequisite Challenge Petition to the appropriate academic department. Prerequisites may be challenged under one or more of the following grounds, and the student bears the initial burden of proof to show that grounds exist for the challenge.

1. The prerequisite has not been established in accordance with the District's process for establishing prerequisites.
2. The prerequisite is in violation of California Code of Regulations Title 5 §55201.
3. The prerequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
4. The student will be subject to undue delay in attaining the goal of his/her educational plan because the prerequisite course has not been made reasonably available.
5. The student has the ability or knowledge to succeed in the course despite not meeting the prerequisite.
6. The course has specific limitations on enrollment due to being a course that involves intercollegiate competition or public performance, or a course limited to a cohort of students who meet specific qualifications (for example, the qualifications required for participation in the Nursing Program), if no equivalent section is offered, the student would be delayed by a semester or more in attaining the degree or certificate specified in his or her Student Educational Plan, and the course in question is required to complete the degree or certificate.
7. The student seeks to enroll in a course which has a prerequisite established to protect health and safety, and the student demonstrates that he/she does not pose a threat to himself/herself or others.

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

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

**ATTENDANCE & INSTRUCTOR REQUEST TO DROP A STUDENT**

A student enrolled in any class at SMC who does not attend all of the sessions for that class that meet during the FIRST WEEK of the class RISKS BEING DROPPED from the class by the instructor.

To make room for other students who wish to enroll in a class, an instructor will FREQUENTLY DROP a student who does not attend the FIRST SESSION of the class, AND MAY ALSO CHOOSE TO DROP a student who does not attend all of the class sessions that meet during the FIRST WEEK of the class.

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

A student who is dropped by an instructor from a semester-length class during the first eight weeks of the class will receive a grade of W (Withdrawal), and units for the class will be included in the student's enrolled units.

If the last date of a student's attendance occurs after the eighth week and the student was earning less than a C (2.0), an instructor may assign a grade of F (0.0). However, in the event of extenuating circumstances—as determined by the instructor and documented by the student—an instructor may assign a grade of W for the student through the online class roster if the student was earning a C (2.0) or higher grade at the last day of attendance.

The last day an instructor may assign a W grade is the Friday of the twelfth week of a semester-length class. (For Summer session classes and Winter session classes, as well as classes of six weeks or shorter duration, this deadline is the Wednesday of the fifth week.) Instructors will assign students who have not officially withdrawn from a class by the deadline a grade of A (4.0), B (3.0), C (2.0), D (1.0), F (0.0), or—if they are enrolled in courses offered on a credit/no credit basis or have petitioned to take a course on a credit/no credit basis—a grade of CR (Credit) or NC (No Credit).

**Deadlines differ for short-term courses.** See the information at [www.smc.edu/admissions/enrollment_dates_deadlines.htm](http://www.smc.edu/admissions/enrollment_dates_deadlines.htm) for details.

**ATTENDANCE & STUDENT REQUEST TO WITHDRAW FROM CLASSES**

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

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

**First Three Weeks:** To avoid a W on the transcript, a student must withdraw from one or all classes during the first three weeks of the class. (For the Summer session, Winter session, and classes of six weeks or shorter duration, a student must withdraw during the first week of class.) Transcripts will include no indication of such enrollments or withdrawals, and units for the class will not be included in the student's enrolled units.

**Fourth through Eighth Week:** Students who withdraw during this period will have a grade of W appear on their transcripts, and units for the class will be included in the student's enrolled units. (For Summer session classes, Winter session classes, and classes of six weeks or shorter duration, this period is the first three weeks of the class.) **Students are responsible for withdrawing from a class and must not expect faculty to initiate withdrawal procedures for them. Failure to observe this procedure can result in a grade of F (0.0).**

**Ninth through Twelfth Week:** A student may petition for withdrawal from one or all classes by communicating with his or her instructor(s). An instructor may issue a withdrawal and grade of W for a student through the online class roster if: (1) in the instructor's judgment, there are extenuating circumstances (e.g., a verified case of an accident, illness, required military service, or other circumstances beyond the student's control) that make withdrawal necessary; AND (2) the instructor certifies that the student was earning a C (2.0) or higher grade at the time of the student's last attendance. All other students who cease to attend a class without notifying the instructor or the Admissions Office may receive a grade of F (0.0).

**After the Twelfth Week:** Friday of the twelfth week is the last day a student may request to withdraw. (For Summer session classes and Winter session classes, as well as classes of six weeks or shorter duration, this deadline is the Wednesday of the fifth week.) All students who have not withdrawn by this deadline will receive a grade of A (4.0), B (3.0), C (2.0), D (1.0), F (0.0), or—if they are enrolled in courses offered on a credit/no credit basis or have petitioned to take a course on a credit/no credit basis—a grade of CR (Credit) or NC (No Credit).

A student may petition for late withdrawal after the twelfth week (after the fifth week, for Summer and Winter session classes, as well as classes of six weeks or shorter duration) due to extenuating circumstances, such as verified cases of an accident, illness, military obligation, or other circumstances beyond the control of the student. The student must be earning a C (2.0) or better, file a Petition for Late Withdrawal in the Admissions Office, and obtain the approval of the faculty members involved and the Associate Dean of Enrollment Services.
Requests for Retroactive Withdrawal: Retroactive withdrawals from classes are normally not permitted. However, these may be granted under certain limited circumstances. To be eligible for a retroactive withdrawal, a student must have been passing the course at the time he or she attended. In addition, the student must have extenuating, documented, and verifiable circumstances to justify withdrawal from a class—and to justify requesting such a withdrawal retroactively—in order for a retroactive withdrawal request to be considered. A retroactive withdrawal cannot be used as a way to remedy poor academic performance in a class. Students must file a petition for retroactive withdrawal in the Admissions Office no more than 90 calendar days after the end of the term in which they were enrolled in the course.

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

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

1. The student must not be on academic or progress probation or on disqualified status.
2. Part-time students (those enrolled in fewer than 12 units) are limited to 5 units of credit/no credit enrollment per semester. Full-time students (those enrolled in 12 or more units) are limited to 6 units of credit/no credit enrollment per semester. Exceptions for enrollment in a single course that awards more than 5 units may be authorized by the Dean of Enrollment Services or designee.
3. Course units taken under the option of credit/no credit may not exceed a total of 12 units at Santa Monica College.
4. Students who have already received a Bachelor of Arts or Bachelor of Science degree from an accredited college or university may take an unlimited number of units on a credit/no credit basis.

Students who wish to take courses on a credit/no credit basis must file a request in the Admissions Office no later than Friday of the fourth week of the semester for full-semester courses. Friday of the third week for 12-week courses, Friday of the second week for 6- to 8-week courses, and Friday of the first week for 4- and 5-week courses. Courses that are 2 weeks or less in length may not be taken on a CR/NC basis. Once the deadline has passed, the decision to take a course on a credit/no credit basis is irrevocable.

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

"Incomplete" ("I") Grade Policies

"Incomplete" is a temporary grade status available to a student who is doing C (2.0) or better work prior to the final exam or final project, but who is unable to complete the final requirements of a class because of illness, accident, emergency, or other circumstances beyond the student's control. An Incomplete may NOT be used to extend deadlines the student might reasonably be expected to meet for coursework.

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

An Incomplete for a class may be requested during the final 
week of the class or the final test period. Appropriate documen-
tation may be required.

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

The conditions necessary for removing an Incomplete will 
be stated in writing by the instructor and recorded in the 
Admissions Office, and a copy will be provided to the student.
The statement will also list the grade (A through F, or 4.0 
through 0.0) that will be assigned if the conditions are not met.
This statement must be filed by the instructor in the Admissions 
Office.

An Incomplete must be made up no later than one year 
from the end of the semester it was assigned, and the actual date 
by which the student must complete the required coursework 
will be determined by the course instructor. Upon approval 
from the instructor, students may petition the Dean of 
Enrollment Services or designee for an extension due to unusu-
al circumstances.

Units for classes in which a student receives an Incomplete 
will be counted as part of a student’s units enrolled, but will not 
be included in the student’s units attempted or units complet-
ed, and no grade points will be assigned. An Incomplete, when 
properly made up, will receive the appropriate grade points for 
the grade finally earned.

"Withdrawal" ("W") Grade Policies

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

Grade Point Average (GPA)

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

At Santa Monica College, units for classes in which a stu-
dent is assigned a notation of W (Withdrawal), I (Incomplete), 
or IP (In Progress) are specifically excluded from “all units 
attempted.” Units for classes taken on a credit/no credit basis 
are also excluded from “all units attempted,” and are disregarded 
when calculating a student’s grade point average. In addition, 
grades earned in courses that may not be applied toward earn-
ing a degree are excluded from a student’s grade point average.

In other words, only the units of credit for classes in which a stu-
dent received a grade of A (4.0), B (3.0), C (2.0), D (1.0), or F 
(0.0) are included in “all units attempted” and used when cal-
culating the student’s grade point average.

Grade Changes

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

UNITS

Units Attempted

Santa Monica College defines “units enrolled” (or 
"enrolled units") as being all the units of credit for all the class-
es in which a student was officially enrolled on or after the first 
census date of an academic term. In other words, “units 
enrolled” means all the classes a student enrolled in and 
received a grade of A (4.0), B (3.0), C (2.0), D (1.0), F (0.0), CR 
(Credit), or NC (No Credit), or a notation of I (Incomplete) or 
W (Withdrawal). Enrolled units are used for purposes of deter-
mining progress probation and progress disqualification, and 
for calculating a student’s grade point average.

Units Attempted

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

Graded Units

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

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

TRANSCRIPTS

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

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

Transcripts requested through the Admissions Office take two to four weeks to process and are delivered by mail only. The Admissions Office provides a student's first two transcripts at no cost to the student. Each subsequent transcript costs $3 (subject to change).

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

While enrolled at SMC, students may also download an unofficial copy of their transcripts by going to www.smc.edu/admissions.html, clicking on the “Student Self-service System” link, and following the instructions provided there.

Academic & Progress Probation & Disqualification Policies

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

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

Timely Progress is defined as completing the required percentage of units in which you have enrolled. Each for-credit course at SMC awards a specified number of units upon satisfactory completion of the course. When you enroll in such courses, the units are referred to as “enrolled units” and “attempted units” if the course is taken for a letter grade. Your number of enrolled units includes the units for all the courses in which you received a grade of A (4.0), B (3.0), C (2.0), D (1.0), F (0.0), W (Withdrawal), I (Incomplete), CR (Credit), or NC (No Credit). To receive credit for a course’s units, however, the units must be “completed units.” Your completed units include the units for all the courses in which you earned a grade of A (4.0), B (3.0), C (2.0), D (1.0), or CR (Credit). The percentage of completed units required for you to meet the Timely Progress standard is determined by your overall (cumulative) number of enrolled units.

• If you have enrolled in 12-59 units, you must complete at least 50% of those units.
• If you have enrolled in 60-79 units, you must complete at least 60% of those units.
• If you have enrolled in 80 or more units, you must complete at least 75% of those units.

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

ACADEMIC PROBATION

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

Students will be placed on academic probation if they:

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

Students on academic probation are limited to enrolling in a maximum of 9 units in a Spring or Fall semester and 6 units in a Winter or Summer session.

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

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

STUDENT ATHLETES IN SEASON OF COMPETITION (Spring/Fall) PLEASE NOTE: To compete in a given sport at SMC, you must be enrolled in and actively attending 12 units (a maximum of 3 of those units can be for KIN PE courses) during the season of competition, regardless of academic status. If there is any possibility that you may be placed on academic probation or disqualified from attending SMC due to poor academic performance, IMMEDIATELY arrange to discuss your situation with an athletic counselor by calling (310) 434-8017.

ACADEMIC DISQUALIFICATION

A student who begins the Fall or Spring semester on academic probation status will be disqualified if the student fails to achieve a semester GPA of 2.0 or higher at the end of the semester.

For further information, please stop by the Transfer/Counseling Center or call (310) 434-4210.

PROGRESS PROBATION

To remain in good standing at Santa Monica College, students must complete a required percentage of the units in which they have enrolled.

Students will be placed on progress probation if:

• After enrolling in 12-59 units, they complete less than 50% of units enrolled;
• After enrolling in 60-79 units, they complete less than 60% of units enrolled; or
• After enrolling in 80 or more units, they complete less than 75% of units enrolled.

Students on progress probation are limited to enrolling in a maximum of 9 units in a Spring or Fall semester and 6 units in a Winter or Summer session.

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

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

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

PROGRESS DISQUALIFICATION

A student who is placed on progress probation at the end of a Fall or Spring semester and fails to complete the required percentage of units with a grade of D (1.0) or better (or a CR) by the end of the subsequent semester will be disqualified from Santa Monica College for unsatisfactory progress.

For further information, please stop by the Transfer/Counseling Center or call (310) 434-4210.

REINSTATEMENT OF DISQUALIFIED STUDENTS

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

Other requirements for reinstatement at SMC include:

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

ADMISSION/READMISSION OF DISQUALIFIED STUDENTS

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

• File an SMC Admission Application and a Petition for Readmission either:
  • Online by going to www.smc.edu and clicking on the “New Students Apply Online” link, then following the instructions provided there; or
  • In person by filing an SMC Admission Application in the Admissions Office and filing a Petition for Readmission in the Transfer/Counseling Center;
  • Arrange for all transcripts (official or unofficial) from previous colleges or universities attended to be sent directly by the institution to the Transfer/Counseling Center, ATTN: Readmission Committee, Santa Monica College, 1900 Pico Blvd., Santa Monica, CA 90405.
The decision on the student’s reinstatement, along with any further instructions, will be sent to the student by mail.

**Academic & Progress Renewal**

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

**ACADEMIC RENEWAL**

Academic Renewal is a process designed to facilitate a student’s completion of a degree or certificate program and/or the student’s removal from academic probation by disregarding up to a maximum of 30 semester units of the student’s previous coursework. To qualify for academic renewal, the student must meet the following criteria:

1. The student’s educational objectives have changed to the extent that repetition of earlier coursework is no longer appropriate; and
2. The coursework to be disregarded is limited to classes where the student received a grade of D (1.0) or F (0.0); and
3. At least two years have passed since the student’s completion of the most recent coursework to be disregarded; and
4. The student has completed a minimum of:
   - 36 consecutive semester units with a 2.0 GPA, or
   - 24 consecutive semester units with a 2.5 GPA, or
   - 15 consecutive semester units with a 3.0 GPA
   at an accredited college or university after having completed the coursework to be disregarded.

The student must discuss his or her situation with a counselor and file a petition for academic renewal in the Counseling Office.

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

**PROGRESS RENEWAL**

Progress Renewal is a process designed to facilitate a student’s completion of a degree or certificate program and/or the student’s removal from progress probation by disregarding up to a maximum of 30 semester units of the student’s previous coursework. To qualify for progress renewal, the student must meet the following criteria:

1. The student’s educational objectives have changed to the extent that repetition of earlier coursework is no longer appropriate; and
2. The coursework to be disregarded is limited to classes where the student received a grade of NC (No Credit) or W (Withdrawal); and
3. At least two years have passed since the student’s completion of the most recent coursework to be disregarded; and
4. The student has completed—without receiving a grade of NC (No Credit), W (Withdrawal), or I (Incomplete)—a minimum of:
   - 36 consecutive semester units with a 2.0 GPA, or
   - 24 consecutive semester units with a 2.5 GPA, or
   - 15 consecutive semester units with a 3.0 GPA
   at an accredited college or university after having completed the coursework to be disregarded.

The student must discuss his or her situation with a counselor and file a petition for progress renewal in the Counseling Office.

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

**Graduation Requirements**

Santa Monica College grants the Associate in Arts (AA) degree to students who have successfully completed sixty (60) units—consisting of courses that meet State and local general education (GE) requirements, courses that fulfill requirements for a major, and elective courses—with a cumulative grade point average of C (2.0) or higher. In order to graduate from Santa Monica College, students who have studied elsewhere must enroll in and successfully complete a minimum of twelve (12) units at SMC, and have official transcripts from all other institutions attended on file at SMC. All college-level work (except some religion courses) taken in accredited two-year colleges (including Santa Monica College) and/or in the lower division of accredited four-year colleges is counted when calculating the cumulative GPA.

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

- For Spring semester graduation—Start of Spring semester through April 30
- For Summer session graduation—Start of Summer session through July 31
- For Fall semester graduation—Start of Fall semester through December 1
Students who will complete their requirements for graduation during a Winter session will graduate the following Spring. The Petition for Graduation form is available online at www.smc.edu/admissions/forms.htm (click on the “Graduation Petition” link). Petitions are also available in the Admissions Office during the filing periods.

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

For many students, the successful completion of a program leading to an AA degree is a final educational goal, providing them with preparation to enter an occupation. For others, the Transfer Studies AA is a significant step toward continuing their education elsewhere and earning a baccalaureate degree. Students at SMC may graduate with either a Liberal Studies AA degree or a Transfer Studies AA degree, but not both. For details about the two types of AA degrees and their requirements, see the Academics section of this catalog or visit the Transfer/Counseling Center.

**Student Right-to-Know Statement**

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

**COMPLETION & TRANSFER RATES**

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

The student success rates published here are based on tracking a group (cohort) of first-time, full-time students seeking certificates, degrees, or transfer for a three-year period that begins with the Fall semester of the year the students first enroll in college. The completion and transfer rates presented here are derived from the most current data available at the time this catalog went to press, and the student success rates apply only to those students who entered SMC in Fall 2002.

Of the Fall 2002 cohort, 55.3% of the first-time, full-time students earned a degree or certificate at Santa Monica College, or transferred from SMC to a University of California or California State University campus, or to another California Community College.

Within that group, 64.8% of the students earned a degree or certificate or became transfer-prepared at SMC between Fall 2002 and Spring 2005; and 35.2% transferred to a UC or CSU campus or to another California Community College between Spring 2003 and Spring 2005 before attaining a degree, certificate, or becoming transfer-prepared at SMC.

**CRIME STATISTICS FOR THE COLLEGE COMMUNITY**

The SMC Police Department compiles and publishes an annual Campus Crime and Security Report, which discloses information about on-campus crimes and describes campus safety policies and procedures.

The following chart is derived from that annual report and reflects the number of crimes on SMC’s main and satellite campuses for the years 2004-2006:

<table>
<thead>
<tr>
<th>Crimes</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homicide</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>2</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>8</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>(Non-aggravated)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burglary</td>
<td>5</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Auto Burglary</td>
<td>6</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>4</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Alcohol Violations</td>
<td>7</td>
<td>6</td>
<td>14</td>
</tr>
<tr>
<td>Drug Violations</td>
<td>1</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Weapons Violations</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Arson</td>
<td>4</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>(trash cans)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

SMC’s Campus Crime and Security Report is available for all current and prospective SMC students, faculty, and staff to review at Campus Police headquarters (1718 Pearl St., Santa Monica). For additional information, please stop by Campus Police headquarters or call (310) 434-4608 (weekdays) or (310) 434-4300 (evenings and weekends).

**College Conduct**

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

HONOR CODE/HONOR COUNCIL

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

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

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

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

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

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

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

ACADEMIC CONDUCT

Code of Academic Conduct

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

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

Academic Dishonesty Defined

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

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

Consequences for Violating Academic Conduct

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

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

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

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

Faculty Responsibilities

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

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

Reporting a Violation

If an incident of academic dishonesty occurs, a faculty member should adhere to the following procedures:

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

Appeal Procedure

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

STUDENT CONDUCT

Student Conduct Code

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

Some examples of offenses and misconduct that are considered “good cause” for imposing disciplinary sanctions on a student are:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of College personnel, or persistent abuse of College personnel;
2. Assault, battery, or any threat of force or violence upon anyone on the College campus;
3. Sexual harassment, sexual assault (including, but not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery), or threat of sexual assault;
4. Willful misconduct that results in the injury or death of a student or College personnel or visitors;
5. Theft or willful misconduct that results in cutting, defacing, or other injury or damage to property of the College or a member of the College community or a campus visitor;
6. Willful or blatant misuse of e-mail or other inappropriate forms of communication to faculty, staff, or students, including communication by written notes, phone, voice-mail, or any form of electronic communication;
7. Possession, use, sale, or being under the influence of any controlled substance or any poison classified as such by Schedule D in section 4160 of the California Business and Professions Code;
8. Smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;
9. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct;
10. Dishonesty of any kind, including academic dishonesty;
11. Forgery, alteration, or misuse of College documents, records, or identification;
12. Obstruction or disruption of any teaching, research, administration, disciplinary procedures, or other College activities, including, but not limited to, community events or other authorized activities on College premises;
13. Unauthorized entry to or use of College facilities, supplies, and/or equipment;

14. Violation of College policies or of campus regulations, including, but not limited to, campus regulations concerning student organizations; the use of College facilities; the time, place, and manner of public expression; library procedures; College bills and debts; or residence;

15. Disorderly conduct or lewd, indecent, or obscene conduct or expression on property owned or controlled by the College or at activities or events sponsored or supervised by the College;

16. Failure to comply with directions from College officials performing their duties;

17. Possession or use of alcoholic beverages on campus property or at any College-sponsored event, or presence on campus or at any College-sponsored event while under the influence of alcohol;

18. Stalking, hate crimes, or hate incidents; and

19. Any other offense set forth in the California Education Code that constitutes “good cause.”

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

**Alcohol & Drugs**

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

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

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

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

**Sexual Harassment**

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

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

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

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

**Rape & Date Rape**

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

**DISCIPLINARY SANCTIONS**

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

**Written Reprimand**

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

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

Disciplinary Probation

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

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

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

Removal from Class

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

Removal from Extracurricular Activities

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

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

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

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

Suspension

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

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

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

Expulsion

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

Student Complaints, Hearings, & Appeals

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

COLLEGE OMBUDSPERSON

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

For further information, please visit the Ombudsperson’s webpage at www.smc.edu/ombuds, send e-mail to ombuds@smc.edu, or call (310) 434-3986. The office of the Ombudsperson is located in Room 140 of the Letters and Science building. Office hours are posted on the door and available on the Ombudsperson’s webpage. If the times are inconvenient, a special appointment can be arranged by leaving a voicemail message or sending e-mail to the Ombudsperson.

STUDENT JUDICIAL AFFAIRS

Santa Monica College students and faculty can turn to the Office of Student Judicial Affairs for due process in having problems solved, working out agreements, refuting false allegations, and resolving disputes fairly. The College Disciplinarian, counselors, and administrative support take a positive, comprehensive, and proactive approach to resolving problems, and provide a place for students and faculty to go for information and training in the areas of student conduct, academic honesty, behavior/anger management, and conflict resolution.
It is crucial for students to feel that their concerns are being addressed in a timely manner, before those concerns become disciplinary problems. It is just as crucial for members of the faculty to feel that they have support in dealing with extremely challenging and often disruptive students. The Office of Student Judicial Affairs works to strike a balance between the College’s community standards and individual behavior. When appropriate, the Office of Student Judicial Affairs provides referrals to other programs on the SMC campus.

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

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

MATRICULATION COMPLAINTS

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

GRADE APPEALS

A student who wishes to appeal a grade must file a formal Petition for Review of Grade no later than October 30 for Spring semester grades, November 30 for Summer session grades, April 30 for Fall semester grades, and May 30 for Winter session grades.

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

After discussing a grade appeal with the College Ombudsperson, if there is no informal resolution satisfactory to the student and the student wishes to continue the appeal, the Ombudsperson will outline the procedure to be followed.

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

APPEAL OF ACADEMIC & PROGRESS DISQUALIFICATION

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

ACADEMIC CONDUCT APPEALS

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

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

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

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

DISCIPLINARY HEARINGS & APPEALS

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

PROGRAM REMOVAL APPEALS

Due process procedures exist to assist faculty and departments in removing a student from a program in which the student is unable to profit and/or a program in which the student’s behavior is determined to be unsafe. In general, the overall process for determining whether a student meets the specific standards of a particular program may include up to three levels of intervention: the instructor level, the program or department level, and the College level (joint administration-faculty committee).
Any student who wishes to appeal dismissal from a program may file the appeal with the Chair of the Program Standards Appeals Committee. The student will be able to present his or her case within ten (10) school days of filing. The committee hearings will be closed to the public.

**Student Privacy Rights**

The Family Education Rights and Privacy Act of 1974 (FERPA) requires educational institutions to protect a student’s privacy by developing policies and implementing procedures for maintaining the student’s records—as print or electronic documents—to prevent unauthorized access to them, and limit the types and levels of access that are permitted. FERPA grants selected access to student records, but limits how and what kind of information in those records can be shared with others. Students have the right under FERPA to inspect their own student records, request to have errors in the records corrected, and request that certain types of information in their records not be disclosed.

To comply with FERPA, Santa Monica College has developed policies governing student records and procedures for safeguarding those records, sharing student information with individuals and organizations, and maintaining a record of persons and organizations who request or receive information from student records.

**STUDENT RECORDS**

In general, Santa Monica College does not permit access to a student’s records or disclose information in them to anyone (including a student’s parents) without the student’s written consent, aside from exceptions that FERPA authorizes. Exceptions include access to selected records by official agencies, groups, or individuals specifically mentioned in FERPA, and the sharing of “directory information.”

The College classifies the following as “student records”: scholastic records, test scores, registration cards, admissions cards, transfer transcripts, change of record notices, petitions and official evaluations for graduation and career certificates, general education certifications, Incomplete (“I”) verifications, high school forfeiture notices, verification of attendance requests, veteran folders, health services folders, employment office folders, and College police department files.

Under FERPA, students have the right to inspect and review their own student records. All requests must be made in writing and filed with the Admissions Office.

For a detailed description of SMC’s policies and procedures regarding student records, please contact the Admissions Office.

**DIRECTORY INFORMATION**

Santa Monica College limits the information from student records that it shares with outside agencies and individuals (including parents of enrolled students) to directory information, unless a student gives written permission to share additional information.

The College classifies the following as “directory information” that may be disclosed without student consent: the student’s name and address, telephone number, e-mail address, date of birth, enrollment status, class, major, degrees/certificates and other honors awarded; names of students who participate in activities and sports officially recognized by SMC; height and weight of members of SMC athletic teams, and previous dates of attendance and previously attended colleges or universities for purposes of determining athletic eligibility. Students who do not wish to have their directory information disclosed should make this designation online via the Student Self-service System.

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

**Residency**

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

- Each person applying for admission to, or enrolled in, a California Community College is classified for tuition purposes as either a “resident” or a “nonresident” of the State of California.
- A “resident” is defined as a citizen of the United States or a person who holds a status that allows him or her to establish residency in the United States for a minimum of one year and one day, who has proof of physical presence in the State of California for one year and one day, and who presents evidence of intention to make California his or her permanent home. Dates on any documentary evidence should correspond to dates of physical presence in California.
- A “nonresident” is a person who does not meet the residency requirements of the State of California or who is a citizen of a foreign country and holds only temporary status in the US.
- A student classified as a resident will be admitted to the College without tuition. Enrollment fees ($20 per unit) still apply.
- A student classified as a nonresident is required to pay a tuition fee of $185 or $158 per semester unit.
- A nonresident continuing student between the ages of 19 and 23 (inclusive) requesting reclassification to resident status must submit a petition for change of residency status (Recategorization Form), show proof of financial independence, and present evidence of intent to establish California as his or her place of residence.
RESIDENCE OF AN ADULT

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

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

A student who is 19 years of age or older applying for admission who has less than two years, but more than one year, of residence in California should be prepared to show proof of residence. Exceptions to the above guidelines will be made under certain circumstances. If a student would otherwise be classified as a nonresident, but fits within one of the following exceptions, he or she may be granted resident classification, provided he or she has resided in California for one year with the intent of establishing residence (documentation required):

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

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

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

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

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

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

RESIDENCE OF A MINOR

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

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

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

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

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

EXCEPTIONS

Exceptions to the above guidelines will be made under certain circumstances. If a student would otherwise be classi-
3. **If you do not have lawful immigration status**, file an affidavit with the College that indicates you have applied for legalization, or will do so as soon as you are eligible to do so. The affidavit form is available online and may be downloaded at [www.smc.edu/admissions/forms.htm](http://www.smc.edu/admissions/forms.htm) (requires Acrobat Reader).

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

- A signed affidavit indicating you have either applied for lawful immigration status or intend to apply as soon as you are eligible; and
- Your “official” California high school transcript (in a sealed envelope) showing your attendance for three or more years and date of graduation. NOTE: Adult School does not count toward years of attendance, and AB 540 does not recognize graduation from Adult School as an acceptable qualification.
- If you did not graduate from a California high school, but obtained instead a GED or California High School Proficiency Certificate, you must also submit your official GED certificate or California High School Proficiency certificate.

This benefit is available to all US citizens, permanent residents of the US, and aliens (including those who are undocumented) who are not categorized as nonimmigrants, who meet all of the above criteria. AB 540 does **not** grant residency, however.

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

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### SMC POLICE DEPARTMENT (CAMPUS POLICE)

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

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

The SMC Police Department receives reports for all incidents occurring on SMC campuses and is responsible for investigating all campus crime. For more information about the services the SMC Police Department provides, see the Campus Police listing in the Programs & Services section of this catalog.

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

### Protecting Your Personal Property

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

### Making Yourself Less Vulnerable

- Attackers prefer passive victims. Project a positive, assertive body language. Know where you are going, and walk confidently. Take a good look at people around you and passing alongside you. Be alert.
- At night, walk with a friend or in a group, or use the campus escort service. To request an escort, call Campus Police.
- Choose well-lighted, well-traveled streets and walkways. If followed, walk or run to a safe place. Avoid isolated and poorly lighted areas. If you must walk alone, be alert and aware of your surroundings. If you...
sense a dangerous situation, avoid it or leave it.
- Never hitchhike or accept a ride from a stranger. Never give a ride to a stranger or casual acquaintance. If you use a bus, sit near the driver. Know your schedule in advance. Use well-lighted and well-used bus stops.
- If you walk or bike regularly to campus, choose well-lighted and populated areas. Vary your routes so that you are not predictable. Be aware of businesses that are open and other potentially safe places.

**BICYCLES, MOTORCYCLES, MOPEDS, SKATEBOARDS, & SKATES**

In the interests of campus security, safety, and noise control:
1. Bicycles, motorcycles, and mopeds must be parked in designated areas.
2. Bicycles parked outside the designated areas may not be parked in any area that would interfere with pedestrian safety, handicapped access, or the performance of duties by the College’s gardeners and/or custodians.
3. Bicycles, motorcycles, and mopeds may not be taken inside of buildings.
4. Riding motorcycles, mopeds, and bicycles on pedestrian walkways is strictly prohibited.
5. The use of skateboards, roller skates, and roller blades is prohibited on campus.
THE COLLEGE Community
Administration & Chairs

SENIOR ADMINISTRATION STAFF
Dr. Chui Tsang ..................................................Superintendent/President
Don Girard ..................................................Senior Director, Government Relations and Institutional Communication
Brenda Johnson .........Interim Vice-President, Student Affairs
Randal Lawson .................Executive Vice President
Marvin Martinez ......................Vice-President, Planning and Development
Teresita Rodriguez .................Vice-President, Enrollment Services
Jeffrey Shimizu ......................Vice-President, Academic Affairs
Marcia Wade ......................Vice-President, Human Resources

ACADEMIC ADMINISTRATORS
Dr. Patricia Brown ............................................Dean, Human Resources
Felicit0 Cajayon .................Acting Dean, Workforce Development
Jocelyn Chong ............................................Dean, Information Technology
Leonard Crawford ......................Director, EOPS
Ida Danzey ............................................Associate Dean, Health Sciences
Al DeSalles ......................Acting Director, International Programs
Kiersten Elliott ......................Associate Dean, Enrollment Services
Dale Franzen ......................Director, Special Projects Development
Darrell Goode ......................Director, TRIO
Marilyn "Maggie" Hall ............Associate Dean, Emeritus College
Deyna Hearne ......................Associate Dean, Student Life
Erica LeBlanc ............................................Dean, Academic Affairs
Sherri Lee-Lewis ......................Dean, Human Resources
Dr. Georgia Lorenz ......................Associate Dean, Instructional Services
Mona Martin ......................Dean, Learning Resources
Laurel McQuay-Peninger ............Director, Grants
Katharine Muller ......................Dean, External Programs
Steve Myrow ......................Director, Financial Aid
Judy Neveu ......................Director, Community Relations
Joann Ortiz ......................Director, Institutional Advancement
Judith Penchansky ......................Dean, Student Services
Adams Phillipson ............Assistant Director, Madison Theater
Patricia Ramos ......................Acting Director, Small Business Development Center
Julie Yarrish .............................Director, Online Services and Support

DEPARTMENT CHAIRS
Ronn Davis ..................................................Art
Robert Taylor ..................................................Athletics
Fran Chandler ..................................................Business
Barbara Baird ..................................................Communication
Gina Jerry ......................Computer Science and Information Systems
Helen LeDonne ......................Cosmetology
Laurie Guglielmo ......................Counseling
Zeny Baduel ..................................................Design Technology
Vicki Drake ..................................................Earth Sciences
Laura Manson ......................Education and Public Affairs
Susan Stert ..................................................English
Janet Harclerode ..............................................ESL
Dr. Kenneth Mason ......................History
Anna Collier ......................Kinesiology/Dance/Recreation
Douglas Allan ......................Life Sciences
Fran Manion ..................................................Mathematics
Dr. Toni Trives ......................Modern Languages

Dr. Jim Smith ..................................................Music
Robert L. Jones ..................................................Photography and Fashion
Dr. Jennifer Merlic .............................................Physical Sciences
Dr. Dorothy Chin ..................................................Psychology
Dr. Christine Schultz .............................................Social Science
Perviz Sawoski ..................................................Theatre Arts

ACADEMIC SENATE 2007-2008
Dr. Richard Tahvidaran-Jesswein ..................................................President
Dr. Lesley Kawaguchi ..................................................Past-President

GENERAL ADVISORY BOARD 2007-2008
Cheri Orgell ..................................................President

SMC ASSOCIATES 2007-2008
Alan Glick ..................................................President

SANTA MONICA COLLEGE FOUNDATION 2007-2008
Herb Katz ..................................................President

Faculty

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

Adler, Marilyn .............................................Nursing
B.S.N., M.S.N., A.B.D., New York University
Allan, Douglas M. .............................................General Biology
B.S., University of California, Irvine
M.S., California State University, Fullerton

Allen, Claudia A. ..................................................Mathematics
B.A., State University College New York at New Paltz
M.S., State University College New York at Fredonia
Alvarado, Maria G. ..................................................Counseling
B.A., M.A., California State University, Fresno

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

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

Angel, Vini ..................................................Nursing
B.S.N., M.S.N., Azusa Pacific University, California

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

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

Austin, Lavada .............................................Coordinator, Psychological Services
B.A., University of California, Irvine
M.A., Ph.D., Southern Illinois University at Carbondale
Azuma, Kay K ..................................................Anatomy/Physiology
B.S., University of Southern California
Ph.D., University of Southern California

Baduel, Zenaida ..................................................Graphic Design
B.A., University of Philippines
A.A.S., Mercer County College
M.A., Angeles University
Baghdasarian, Garen ..................................................Biology
B.A., Ph.D., University of California, Los Angeles

Baird, Barbara T. ..........................................................Journalism
B.S., Cornell University
M.A., Loyola Marymount University, Los Angeles

Baker, Ellen ..............................................................Life Science
B.S., M.S., West Texas State University, Canyon, Texas
Ph.D., University of California, Davis

Balm, Simon ..............................................................Astronomy
B.S., University of Durham
Ph.D., University of Sussex

Barker, Johanna C. ......................................................Anthropology
B.A., M.A., California State University, Northridge
Ph.D., University of California, Los Angeles

Barnett, Rory ...............................................................Physical Education
B.A., Langston University
M.A. A & M University, Prairie View

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

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

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

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

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

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

Booshari, Sara ..............................................................Mathematics
B.A., Shiraz University

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

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

Bradford, Sherrill ..........................................................Counseling
B.A., University of California, Los Angeles

Brederlove, Karen ........................................................French
B.S., M.A., North Texas State University
Ph.D., University of Texas at Austin

Bresloff, Jeffrey ..........................................................Physics
B.S., The Cooper Union
Ph.D., Yale University

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

Bridgell, Patricia ..........................................................Nursing
B.S.N., Holy Name University

M.S.N., Mount Saint Mary's College

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

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

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

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

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

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

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

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

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

Cajayon, Felicito ......................................................Acting Dean, Workforce Development
B.A., California State University, Long Beach
M.P.A., California State University, Dominguez Hills

Carroll, Ann ............................................................Mathematics
B.A., M.A., University of California, Los Angeles

Casillas, Lydia ...........................................................Counseling
B.A., California State University, Northridge
M.A., California State University, Northridge

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

Celestial, Claudia ........................................Disabled Students
B.S., California Polytechnic University, San Luis Obispo
M.A., University of Southern California

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

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

Chan, Anthony ..........................................................Economics
B.A., M.A., California State University, Los Angeles
M.A., Claremont Graduate School

Chandler, Frances G. ...............................................Business
A.A., B.A., M.A., Eastern New Mexico University

Chen, Thomas ...........................................................Biology
B.S., Fu Jen University, Taiwan
M.S., Ph.D., University of Florida

Childress, Cary .......................................................Interior Architectural Design
B.A., California State University, Northridge
M.F.A., Mills College

Chin, Dorothy ..........................................................Psychology
B.A., Stanford University
M.A., Ph.D., University of Hawaii

Chong, Jocelyn .......................................................Dean, Information Technology
B.A., Fu Jen Catholic University, Taiwan
M.A., California State University, Chico

Colavito, Mary C. ......................................................Life Science
B.S., William Smith

Collier, Anna B. ......................................................Physical Education
B.A., University of Southern California
M.A., Azusa Pacific University, California

Contarsy, Steven .....................................................Physical Education
B.A., M.A., California State University, Northridge
Ph.D., University of Southern California

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

Cramer, Timothy ........................................................English
B.A., North Park College
B.S., M.A., Ph.D., University of Nebraska
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<td>Director, Special Projects Development</td>
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<td>History</td>
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The College Community
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<td>Fukuhara, Gail M.T.</td>
<td>Counseling</td>
<td>M.A., University of Hawaii-Manoa</td>
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<td>B.S., University of Connecticut</td>
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Jaffe, Sharon ..................................................................................ESL
B.A., City University of New York
M.A., Ph.D., University of California, Los Angeles
James, Kimberly .............................................................................Reading
B.A., Ohio University
M.A., Lesley University, Massachusetts
Javelosa, David ............................................................................Interactive Media
B.A., San Jose State University
M.F.A., California Institute of the Arts
Kerr, Gina ........................................................................................Computer Info System
B.A., University of California, Los Angeles
M.A., California State University, Los Angeles
Jimenez, Benjamin .........................................................................Mathematics
B.A., San Diego State University
Johnson, Brenda K. .........................................................Dean, Counseling/Retention
B.A., Scripps College
M.A., University of California, Los Angeles
Jones, Janie ................................................................................Theatre Arts
B.A., M.A., Whitier College, California
Ph.D., University of South Carolina
Jones, Robert L. ............................................................................Photography
A.A., El Camino College
Photography Schools, U.S. Navel
B.V.E, California State University, Long Beach
Kanin, Josh .....................................................................................Cinema
B.A., M.A., University of Southern California
Karlsten, Anne Marie ................................................................Art
B.F.A., Michigan State University
M.A., M.F.A., University of Wisconsin, Madison
Katherine, Amber .............................................................................Philosophy
B.A., University of Illinois
M.A., Ph.D., Michigan State University
Kawaguchi, Lesley ...........................................................................History
B.A., University of California, Berkeley
M.A., Ph.D., University of California, Los Angeles
Keenan, Charles E. .......................................................................District Physician
M.D., University of Minnesota
Keeshen, Jim ................................................................................Computer Animation
B.A., University of California, Los Angeles
Kelly, Marce ...................................................................................Business
B.A., Carleton College, Minnesota
M.B.A., University of California, Los Angeles
Kennedy, John R. ............................................................................Mathematics
B.A., University of California, Santa Barbara
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Kim-Rajab, Oriana .............................................Comparative Anatomy/General Biology
B.A., University of California, Berkeley
M.S., California State University, Long Beach
Kline, Peggy ...................................................................................Chemistry
B.A., University of California, Irvine
Ph.D., Broun University
Kluckhohn-Jones, Lucy W. ..............................................................Life Science
A.B., Bryn Mawr College, Pennsylvania
M.S., California State University, Northridge
Konya, William ................................................................................Mathematics
B.S., Harvey Mudd College
M.S., Rensselaer Polytechnic Institute
Kraut, Deborah .............................................................................Speech
B.A., M.A., The City University of New York
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B.A. University of California, Irvine
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Krusoe, James A. ..........................................................................English
B.A., M.A., Occidental College
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Lancaster, William ..........................................................................Graphic Design
B.A., Reed College
M.F.A. Syracuse University
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B.A., M.A., University of California, Los Angeles
Lanum, Jackie C. .............................................................................Psychology
B.A., Stetson University
M.A., University of Florida
Ph.D., Florida State University
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Lewis, Brandon ...........................................................................Anthropology
B.A., Indiana University (2)
M.A., University of California, Los Angeles
Ph.D., University of California, Los Angeles
Livings, Gail S. ..........................................................................Sociology
B.A., University of Georgia
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Cosmetology Certificate, Santa Monica College
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Murphy, James ..............................................Chemistry
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B.S., M.S., University of Illinois
Myrow, Steven ..............................................Director, Financial Aid
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B.A., Loyola Marymount University
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B.A., M.A., Ph.D., University of California, Los Angeles
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B.A., Pomona College
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Neveu, Judy .........................................................Director, Community Relations
B.A., University of California, Riverside
M.A., University of California, Los Angeles
Nichols, Lyle .......................................................Life Science
B.A., M.A., California State University, Northridge
Ph.D., Arizona State University
Nightingale, Melody D. ........................................ESL
B.A., James Madison University
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Ed.D. Candidate, University of Southern California
Nishikawa, Makoto ........................................Modern Languages
B.A., Kobe City University of Foreign Studies, Kobe, Japan
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Ogata, Darryl-Keith ........................................Communication
B.A., M.A., University of Hawaii, Manoa
Ortiz, Joann .....................................................Director, Institutional Advancement
B.A., Pepperdine University,
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Pacchioli, James .......................................................English
B.A., Villanova University
M.A., University of Southern California
Padilla, Ernest .......................................................English/Math
B.A., California State University, Sacramento
M.A., Ph.D., University of California, San Diego
Padilla, Mario .......................................................English
B.S., Ohio State University
M.A., Loyola Marymount University, Los Angeles
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Parise, Marina .......................................................Library
B.A., Florida International University
M.S., University of Maryland
Parise, Wendy ...................................................Early Childhood Education
B.S., University of Maryland
M.A., California State University, Dominguez Hills
Penmansky, Judith S ..........Assistant Dean, Special Programs
B.A., California State University, Northridge
M.A., Loyola Marymount University, Los Angeles
Phillips, David M. ........................................................Psychology
B.A., M.S., Arizona State University
M.S., Ph.D., University of Illinois
Phillips, Frank ..........................................................Art
B.A., University of California, Santa Barbara
M.A., University of California, Los Angeles
Phillipson, Adam ...........Assistant Director, Madison Theater
B.A. University of California, Los Angeles
Powers, Anne L. ........................................................Librarian
B.A., Howard University
Certificate, Sorbonne
M.A., M.L.S., University of California, Los Angeles
Preciado, Christina ..................................................Sociology
B.A., University of California, Riverside
M.A., California State University, Fullerton
Quevedo, John ......................................................Mathematics
B.S., M.S., California State University, Northridge
Quevedo, Juan B. ......................................................Spanish
B.A., M.A., California State University, Fresno
Rabach, Eileen .......................................................Economics
B.A., University of Delaware
M.A., Ph.D., University of Southern California
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M.A., University of Southern California
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Randall, Toni .........................................................ESL
B.A., M.A., California State University, Fullerton
M.A., University of California, Los Angeles
Raveling, Delores ..................................................Counseling
B.A., M.S., Illinois State University
Ph.D., University of Southern California
Remmes, Judith ......................................................English
B.A., M.A., Ph.D., University of California, Berkeley
Resnick, Wai-Peng "Jenny" ..................Accounting
B.A., International Christian University
M.A., University of California, Los Angeles
M.B.A., University of Southern California
Robinson, Richard C. ..................................................Geology
B.S., San Jose State University
M.S., University of Arizona
Rodas, Brian .......................................................Mathematics
B.S., Loyola Marymount University
M.A., University of Maryland
Rodriguez, Nuria .........................................................Physics
B.S., M.S., University of California, Los Angeles
Rodriguez, Teresita ..................Dean, Enrollment Services
B.A., Humboldt State University
M.B.A., Pepperdine University
Rogers, Jon ..........................................................Cosmetology
Cosmetology Certificate, Vogue Beauty Academy, Ohio
Rogler, Harold ..................................................Computer Science
B.S., University of Kansas
M.S., Airforce Institute of Technology
Ph.D., Case Western Reserve University
Roque, Elaine ......................................................Physical Education
B.A., Utah State University
M.A., University of California, Santa Barbara
Rothaupt, Brenda .......................Computer Applications
B.A., Lehigh University, Pennsylvania
M.B.A., Arizona State University
Rothman, Victoria ..................................................Counselor
B.A., University of California, Los Angeles
M.S., California State University, Northridge
Rubin, Saul .........................................................Journalism
B.A., M.A., University of California, Berkeley
Sakai, Walter H. ...................................................Biology
B.S., University of California, Davis
M.A., University of California, Los Angeles
Sawoski, Perviz ..................................................Theatre Arts
B.A., University of Bombay
M.A., California State University, Los Angeles
Schapa, Eleanor J. ..................................................Business
B.B.A., M.B.A., Loyola Marymount University, Los Angeles
Schapa, Michael ..................................................Business
B.B.A., Bernard Baruch College, New York
M.B.A., Golden Gate University, San Francisco
Scholefield, Michelle ........................................Chemistry
B.S., Boston College
Ph.D., University of Southern California
Schulze, Christine K. ........................................Political Science
B.A., University of Southern California
M.A., Ph.D., University of California, Los Angeles
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<td>Political Science</td>
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<td>Mathematics</td>
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<td>Psychology/Child Development</td>
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<td>B.A., University of California, Los Angeles</td>
<td>Business Law</td>
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<td>B.A., M.L.S., University of California, Los Angeles</td>
<td>Library</td>
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<td>Business</td>
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<td>B.A., M.A., San Francisco State University</td>
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<td>Smith, James E. E.</td>
<td>B.A., Oberlin College, Ohio</td>
<td>Music</td>
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<td>B.A., University of the Pacific</td>
<td>Counseling</td>
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<td>Spain, Edith</td>
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<td>Computer Science</td>
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<td>History</td>
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<td>Music</td>
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<td>Mathematics</td>
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<td>B.A., California State University, Northridge</td>
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<td>Travis, Denise A.</td>
<td>B.A., Holy Names College, California</td>
<td>International Architectural Design</td>
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<td>Business</td>
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<td>Vick, Barbara A.</td>
<td>B.A., University of California, Los Angeles</td>
<td>Santa Monica Pre-School Collaborative</td>
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<td>English</td>
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Instructional Staff, Emeritus

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Swee, Muriel .........................Department Chair, Life Sciences, Emeritus
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Stevenson, Lyle G. .............................Automotive Technology
B.S., West Coast Engineering University

Stiles, Martin L. ...............................Dean, Counseling and Matriculation, Emeritus
M.A., M.A., University of California, Los Angeles

Theiss, Nina Louise .................................Student Services, Emeritus
B.S., M.A., Southern Illinois University

Tholen, Beverly .................................Counseling, Emeritus
B.A., California State University, Northridge

Thomas, Chris E. ......................................Political Science, Emeritus
M.A., California State University Los Angeles

Thayer, Leo O ..............................Chairman, Automotive Technology, Emeritus
B.A., University of California, Los Angeles

Thayer, William J. .....................................History, Emeritus
B.A., M.A., California State University Los Angeles

Theiss, Nina Louise .................................Dean, Counseling and Matriculation, Emeritus
B.S., M.A., University of California, Los Angeles

Thomason, William J. ...............................Art, Emeritus
B.A., M.F.A., University of California, Los Angeles

Vance, Elizabeth E. .......................................Sociology, Emeritus
B.A., Woodbury College

Vance, Elizabeth E. .......................................Sociology, Emeritus
B.A., California State University, Los Angeles

Vaughn, Catherine L. ...............................Cosmetology
A.A., San Joaquin Delta College

Verge, Arthur C. ...........................................Registrar, Emeritus
B.A., St. Mary's College, Moraga

Vidal, Ralph T. ......................................Physical Education, Emeritus
B.S., University of California, Los Angeles

Walters, Paul ..............................Automotive Technology
M.A., University of Southern California

Ward, Jeremy P. ................................Life Sciences, Emeritus
A.B., M.A., University of California, Los Angeles

White, Richard J. ......................................Mathematics, Emeritus
B.S., Muskingum College, Ohio

Wilson, Virginia ......................................Physical Education, Emeritus
M.A., California State University, Los Angeles

Wohlgemuth, Richard W. .......................Physics, Chemistry, Emeritus
B.S., University of Southern California

Wray, Jennette S. ......................................Cosmetology, Emeritus
B.S., University of Southern California

Wright, Jack ...........................................Counseling, Emeritus
B.A., Ft. Hays Kansas State

Wynkoop, Garrett A. .................................History, Emeritus
A.B., Occidental College, California

Yackson, William J. ...............................Art, Emeritus
B.A., M.A., University of California, Los Angeles

Zavitkovsky, Docia ....................................Childhood Education, Emeritus
B.A., M.A., University of California, Los Angeles

Zavitzkovsky, Docia ....................................Childhood Education, Emeritus
B.A., M.A., University of California, Los Angeles

B.A., Illinois State University System
M.A., California State University
Adjunct Faculty

(Assigned for Fall as of March 2007)

Abate, Alula ...........................................Earth Science
Abatemonaco, Anthony M...............................Emeritus
Abbani, Mohamad A ........................................Personal
Abdel-Rahman, Ahmad A..............................Philosophy/Sociology
Abode Jr., Peter J ......................................Design Technology
Achorn, John C ...........................................Emeritus
Adair, Jeffrey S ..............................................Design Technology
Adams, Jeanne-Marie ............................................Disabled Students Center
Afable, Elaine C .............................................Noncredit Education
Afrasiabi, Javid ..................................................Physical Science
Aghabegian, Diana E ...........................................English
Aka, Daniel O ..................................................Mathematics
Akers, Patricia A .............................................Emeritus
Al-Sabea, Taha .............................................Philosophy/Sociology
Albert, Gloria S ...........................................Emeritus
Alcorace, Linda M ...................................................English
Aldred, Stephen J ...................................................English
Altmire, Matthew ..............................................Music
Alviso, Jesus R ..................................................Music
Amadio, Richard F .............................................Athletics
Amir, Raymonde ..............................................Noncredit Education
Anagnost, Karen E ..............................................Art
Anang-Koletty, Yuhani A ........................................Counseling
Anaya, Stephen R ...................................................Art
Anderson, Frederick D ................................................Communications
Anderson, Harold W ................................................Counseling
Andre, James M ..................................................Business
Andrews, Michael D .............................................Athletics
Anstead, Neil L ......................................................Music
Antoine, Ellen R .....................................................Philosophy/Sociology
Apostolos, James P ..............................................ESL
Arch, Anthony V .....................................................Philosophy/Sociology
Ardell, Jan B .........................................................Photography – Fashion
Armstrong, Jemi I .........................................................Photography – Fashion
Armstrong, Julie A ..................................................Psychological Services
Arutian, Carol L ......................................................Art
Askarian, Sohail N ..................................................Mathematics
Assadi-Ghazvin, Jilla ................................................Cosmetology
Avci, Tugrul .........................................................Philosophy/Sociology
Axelrod, Lee .........................................................Disabled Students Center
Babcock, Linda G ..................................................Business
Bailey, Holly E .....................................................English
Baker, Barry T .........................................................Counseling
Banuelos, David .............................................Kinesiology/Dance/Recreation
Barkan, Hershel A .............................................Emeritus
Barker, Bonnie L .....................................................Communications
Barnard, Eric .........................................................Counseling
Barriot de Mendoza, Maria ..........................................Modern Language
Barron, Eric A ....................................................Kinesiology/Dance/Recreation
Baskauskas, Vyta A ................................................Mathematics
Battaglia, Lisa J .........................................................Counseling
Beans, Toia L .....................................................Education/Early Childhood Education
Beauy, Tony J .........................................................Art
Beebe, Fred J .........................................................Philosophy/Sociology
Bell, Sharon L .........................................................English
Bellini, Kelly .........................................................Communications
Bender, Mary M .............................................Kinesiology/Dance/Recreation
Bendtson, Aaron ...................................................Athletics
Benson, Jesse K .........................................................Art
Berk, Ron .........................................................Philosophy/Sociology
Berk, Elizabeth ......................................................History
Berg, Denise S ......................................................Psychology
Bergman, James F ......................................................Music
Bergstrom, Lori M .....................................................Communications
Bezdick, Michael .....................................................English
Bibian, Debbie D .....................................................History
Blair, Margot M .............................................Emeritus
Blits, Henri J .........................................................ESL
Bock, Sylvia M .....................................................English
Bogert, Suzanne ......................................................Life Science
Bolletti, Daniele .........................................................History
Boller, Sophie .........................................................Athletics
Boone, Danelle K .....................................................Counseling
Borez, Marianne S .....................................................English
Bostick, Jason D .....................................................ESL
Bostwick, Lois H .........................................................ESL
Bothe, Britta .........................................................Modern Language
Bourque, Michelle L .....................................................Music
Bourquin, Cindy .........................................................Music
Box, Debra S .........................................................Emeritus
Boyadzhyan, Marine ................................................Photography – Fashion
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Bregman, Arly .........................................................English
Breitling, Ronald H .....................................................Communications
Brindell, Patricia A .....................................................Health Science
Brinkman, Charles R .....................................................Counseling
Bromberg, Terri L .........................................................Art
Bronie, Barbara L .......................................................Mathematics
Brown, Bruce C .....................................................Philosophy/Sociology
Brown, Ronald E .........................................................Athletics
Brown, Steven S .....................................................Design Technology
Brown, Wendi .........................................................Art
Bruce, Paula E ......................................................Psychological Services
Brutsche, Jacquelyn .....................................................Emeritus
Bryant, William .........................................................Emeritus
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Buckner, Kenneth D .....................................................Emeritus
Bullock, Jennifer A .........................................................Athletics
Burak, C.D .........................................................English
Burchman, Jerrold H .........................................................Art
Burkard, Gerard J .....................................................Communications
Burnett, Mark T .........................................................Earth Science
Byrne, David .........................................................History
Cacares, Tricia M .........................................................Counseling
Cain, Cassie D .........................................................Mathematics
Cajayon, Monica .....................................................Noncredit Education
Camimeti, Michael .....................................................Design Technology
Campbell, Daniel A .....................................................Theatre Arts
Campbell, Laura A .........................................................English
Canada, Sue A .........................................................CSIS
Canali, Lydia M .........................................................Physical Science
Canellas, Laura M .............................................Kinesiology/Dance/Recreation
Cannon, Robert L .......................................................Business
Cardenas, Troy P .........................................................English
Carlson, Mark C .........................................................Music
Carr, Karen J .........................................................ESL
Carr, Sherita E .........................................................Counseling
Carroll, Robert J .............................................Kinesiology/Dance/Recreation
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The College Community

Graziadei, Keith N. ...............................................................ESL
Graves, Lee P...........................................................Mathematics
Grant-Dixon, Pamela T. ..................Office of School Relations
Gougis, Michael J...........................................Communications
Goueth, Pierre Y. ..............................................Physical Science

Gordon, Gail R..................................................................Music
Goodman, Todd...............................................Physical Science
Goodin, Mary L. ...........................................................Emeritus
Goode, S.S. ......................................................................English

Gonzalez, Marina R. ................................................Counseling
Goto, Avalon...............................................................ESL
Gould, Carol.................................................................English

Graf, Daniel.................................................................Mathematics
Grafstein, Ray.............................................................Engineering
Gray, Judy E. ...............................................................ESL
Greco, John.................................................................Art
Green, Charles B.........................................................Emeritus
Green, Toby L. ............................................................Psychology
Greenfield, Julie .........................................................Counseling
Gregory, Christina M. .................................................ESL
Grippa, Alessandro.......................................................English
Grollmus, Joanna............................................................ESL
Gromova, Irina M. ..........................................................Mathematics
Guidi, Laura A. ..........................................................Psychology
Gunn, Adrienne C. .......................................................Mathematics
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Habel, Lowell W.........................................................English
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Janakos, Linda D...........................................................English
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Jenkins, Thomas W....................................................Art
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Acknowledgements: Chui L. Tsang, Georgia Lorenz, Maria Bonin, Sheryl Bowman, Jose Cue, Linda Davis, Kiersten Elliott, Don Girard, Brenda Benson, Randal Lawson, Sherri Lee-Lewis, Charles Mark-Walker, Dan Nannini, Estela Narrie, Stephanie Rick, Carol Ring, Teresita Rodriguez, Jeff Shimizu, Christine Tobey, Esau Tovar, Marni Washington, and Ming-Yea Wei.

Cover: SMC is a major partner in regional transportation initiatives that address sustainable transit in a number of ways. As one of the leading California community colleges in transfer and program services, SMC is committed to making alternative transportation an ongoing educational endeavor. SMC is funding three new public bus routes, at no cost to ride for SMC students, that connect directly to the College campus. SMC is training transit company employees in new environmentally-superior hybrid fuel technologies. SMC is among state leaders in providing online classes and services. SMC is providing improved parking options, to reduce travel time and congestion. And SMC is a proponent of the Santa Monica extension of the Exposition Light Rail line, as over 6,700 SMC students and staff live within communities to be served by this proposed improvement.
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