



College of the Siskiyous 2011-2012

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FALL SEMESTER 2011 CALENDAR

Instruction Begins	August 15
Last Day to Add a Class Without Instructor Approval	August 19
Last Day to Drop & Receive Enrollment Fee Refund	August 26
Late Add Permit Required	September 2
Labor Day (Holiday).....	September 5
Last Day to Drop w/o Posting of a “W” on Transcript.....	September 9
First Progress Check Posted.....	September 19
Last Day to Petition for Pass/No Pass Option	September 23
Campus Planning Day (Campus Closed).....	October 11
Second Progress Check Posted.....	October 14
Veteran’s Day (Holiday)	November 11
Registration Begins for Spring 2012 Semester.....	November 14
Last Day to Drop Without Receiving an “A-F” Grade.....	November 18
No Evening Classes	November 23
Thanksgiving Holidays	November 24-25
Final Exams	December 12-15
Instruction Ends	December 15

SPRING SEMESTER 2012 CALENDAR

Registration begins for Spring Session 2011	November 14
Instruction Begins	January 17
Last Day to Add a Class Without Instructor Approval	January 23
Martin Luther King, Jr. Holiday	January 16
Last Day to Drop & Receive Enrollment Fee Refund	January 30
Late Add Permit Required	January 27
Last Day to Drop w/o Posting of a “W” on Transcript.....	February 13
Lincoln’s Day (Holiday)	February 17
Washington’s Day (Holiday)	February 20
First Progress Check Posted.....	February 21
Last Day to Petition for Pass/No Pass Option	February 24
Second Progress Check Posted.....	March 19
Spring Break (Holiday)	March 26-30
Registration Begins for Summer/Fall 2011 Semesters	April 23
Campus Planning Day (Campus Closed)	April 24
Last Day to Drop Without Receiving an “A-F” Grade.....	April 27
Commencement	May 18
Final Exams	May 21-24
Instruction Ends	May 24



Dear COS Student:

Welcome to a new academic year!

A new year brings with it the excitement of a new beginning. The faculty and staff of College of the Siskiyous are here to help insure that your new beginning is a successful one. They are dedicated to being partners in your success. But for any partnership to work well there must be equal participation from all the partners. That means that for the partnership to work you need to be a knowledgeable and willing participant.

This handbook will help you become more knowledgeable. However, as hard as we try, not every possible question is answered in this document. That is where your willingness to participate comes in; I encourage you to ask questions! Our faculty and staff are always willing to respond to your inquires. If the person you ask does not have the appropriate answer, he or she will direct you to someone who does.

We are happy that you have chosen to attend College of the Siskiyous. If there is anything my office or I can do to make your time with us more valuable to you please contact me.

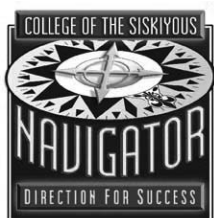


Sincerely,

A handwritten signature in cursive script that reads "Randall C. Lawrence". The signature is written in dark ink on a light background.

Randall C. Lawrence
Superintendent/President

THE NAVIGATOR PROGRAM



The faculty and staff at College of the Siskiyous are your partners as you find your direction in life. When you begin your learning here, you will interact with the Counseling Staff during orientation, advising appointments, follow-up activities, and you will receive extra assistance when you first arrive. As you gain more experience with the College, we expect you to become increasingly self-sufficient in implementing your career and college goals, ultimately directing your learning process.

The process might be illustrated as shown below, where “A” stands for the advisor/faculty/staff member and “S” stands for you, the student. We provide additional support during your first semester, and as you become more knowledgeable about college, you increase your ability to direct your learning process.



NAVIGATOR is the College of the Siskiyous' program to assist you in being a successful college student. A variety of NAVIGATOR services will be provided throughout your educational experience including admissions, assessment, orientation, counseling and advising, registration and follow-up.

WHAT WE WANT YOU TO LEARN

College of the Siskiyous is dedicated to helping you achieve your career and life goals, and assisting you in becoming a responsible citizen and positive contributor to society. Specifically, as part of your education, we would like you to be able to do the following:

How to Become a Successful Student

- Demonstrate your ability to develop and implement educational, career and life plans and know how to enter your chosen profession.
- Become self-sufficient in navigating complicated processes and systems, and be responsible for your success.
- Become a positive contributor to society and embrace the values of the College: learning, achievement, innovation, environment, collaboration, diversity, accessibility, and people.

How to Become a Successful Student

Demonstrate your ability to develop and implement educational, career and life plans and know how to enter your chosen profession.

Become self-sufficient in navigating complicated processes and systems, and be responsible for your success.

Become a positive contributor to society and embrace the values of the College: learning, achievement, innovation, environment, collaboration, diversity, accessibility, and people.

Student Services Learning Outcomes

- Demonstrate your ability to develop and implement educational, career and life plans and know how to enter your chosen profession.
- Become self-sufficient in navigating complicated processes and systems, and be responsible for your success.
- Become a positive contributor to society and embrace the values of the College: learning, achievement, innovation, environment, collaboration, diversity, accessibility, and people.

To get started right and stay on track, the NAVIGATOR process begins with the following steps to success. You can access myNavigator from the COS home page by clicking on “NAVIGATOR”.

STEP 1: Apply to Attend

- a) **Apply:** Go to the COS home page at www.siskiyous.edu, click on Apply to Attend and follow the instructions to create a myNavigator account. If you do not have internet access, call us at 530-938-5555.
- b) **Transcripts:** Send official college transcripts from previous colleges to COS Admissions & Records, College of the Siskiyous, 800 College Ave, Weed, CA 96094.

STEP 2: Apply for Financial Aid and Housing

- a) **Financial Aid:** Every student, regardless of income, who intends to complete a degree, a certificate or transfer to a four-year college or university, should complete the FAFSA, the Free Application for Federal Student Aid that is available at <http://www.fafsa.ed.gov/>. You may qualify for a waiver of registration fees, grants, scholarships, on-campus work-study jobs, and low interest student loans. To visit the COS Financial Aid office website click on the Navigator logo at www.siskiyous.edu then click on Financial Aid under NAVIGATOR Resources.
- b) **Housing:** COS offers student housing in the on-campus lodges. To visit the COS housing website, click on the Navigator logo at www.siskiyous.edu then click on On-Campus Housing under Navigator Resources.

STEP 3: Schedule an appointment to attend a SOAR (Siskiyous Orientation, Advising, and Registration) Session.

SOAR Sessions are held at the Weed Campus and are specifically geared towards all incoming College of the Siskiyous students pursuing a certificate, Associate Degree, or transfer requirements for a Bachelor’s Degree. At SOAR students will receive orientation, assessment, advising, their class schedule, and education plan, and a campus tour.

- a) **Contact:** Counseling Services (530-938-5353) with any questions or to sign up for SOAR.
- b) **Assessment:** The required COMPASS assessment can be taken at COS Weed, COS Yreka, Etna, Happy Camp, and Tulelake high schools and at many community colleges throughout the country, prior to attending the SOAR Day. The results recommend appropriate math, reading, and writing courses.
 - 1) **Prepare for COMPASS:** Click on the NAVIGATOR logo at www.siskiyous.edu. Then click on Prepare for COMPASS assessment under NAVIGATOR Tools.
 - 2) **Assessment options:** Assessments are done prior to the SOAR Session. If you cannot locate a COMPASS site near you, we will accept any community college assessment results. Have the college send the assessment scores and course recommendations from other colleges to College of the Siskiyous, Counseling Services, Weed, CA 96094.
- c) **Register:** You will be able to register online or in person during the SOAR Session. You will also have a tentative education plan that you will be able to give to Financial Aid for their records.

Register early for the best course selection.

Step 4. Attend all of your classes...that is one of the most important element of being a successful student.

Students must be in class by the end of the first hour of the first class meeting or their name may be deleted from the roll. Students on the wait-list must be in attendance at the beginning of the first class meeting in order to be considered for enrollment, if they did not receive electronic permission to add the class prior to the first day. Check your @siskiyous.edu email daily.

It is very important that you attend class to be a successful student. The faculty recognizes there are circumstances that prevent students from attending class; however, the student is responsible for making up all missed work. The faculty supports student involvement in extra-curricular activities. The faculty also believes that class participation is crucial to the learning process.

Absence due to illness—Students should notify the instructor if they will be unable to attend class/es due to illness.

Students are responsible for making arrangements with their instructor(s) to complete all coursework they have missed.

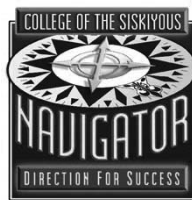
Step 5. Utilize Support Services that include tutoring, advising, and counseling to help you be successful. There are many support service programs on campus to help you be successful. EOPS (Extended Opportunity Programs & Services) and DSPS (Disabled Student Programs and Services) are located in Eddy Hall and these programs offer advising, counseling, and many other services.

Step 6. Seek help if you experience academic difficulty. Don't delay, talk to your instructor(s), meet with your Counselor, get a tutor, and seek assistance in the Academic Success Center located in the Learning Resource Center, where tutoring help with math, reading, writing, and other subjects is available.

NOTE: Students may challenge NAVIGATOR requirements by filing a waiver with Admissions and Records. If the matter is not resolved, it may be appealed to the College President.

You can access your College information anytime on the web
with myNAVIGATOR, the COS on-line portal.
With myNAVIGATOR you can:

- **Register for Classes**
- **View & print your class schedule**
- **Review your unofficial transcript**
- **View and print your progress report**
- **Access your student account information**
- **Access financial aid information and more!**



TIPS FOR SUCCESS

Develop a plan to complete your education and meet your goals.

1. Develop a plan for learning using NAVIGATOR resources.
2. Get to know faculty, staff and other students. They are your best resources for navigating the system.
3. Plan ahead. In general, the College operates on first-come, first-served basis. There are deadlines, class assignments, financial aid applications and adding or dropping classes, and more to remember.
4. Use a calendar, like the one in this handbook, to list important dates for COS events. List your assignments, test dates, appointments and work schedule. Refer to it daily to keep yourself on track.
5. Learn success tips. While it may seem overwhelming at first, there are things you can do to be successful. Ask your instructors or the “A” students in your classes for ideas on how to succeed.

WHAT ARE YOUR LIFE AND CAREER GOALS?

What do you want to be when you grow up? It's a question we've all been asked over and over. The answer was probably clearer when you were younger. A kindergarten student seems to know right away – “A fire fighter, pilot, football player, nurse, doctor, or teacher.” But, as you get older, life gets more complicated and it may be difficult to know what you really want to do.

While it's difficult to think about your life goals at this time, it is important for your success in college to have a few general ideas about what you want to do. Decisions about your education should flow from your career and life goals.

Generally, we all want to be happy, successful and satisfied with our lives. One of the most important things you can do as a student is to think about what you want to do with your life and create a career and academic plan that will help you get there. Consider enrolling in GUID 2, Career and Life Planning.

STEPS TO CHOOSING COURSES

It's up to you to know your educational program requirements. You will use them as guidelines for selecting courses. There are other considerations when selecting courses for your program.

Ask yourself these questions:

- Have I met all the prerequisites of the course I want to take?*
- Must I plan for any course sequences?
- Is there a particular course in my major that I must take as soon as possible because it is a prerequisite to other courses?
- Are the courses transferable to my chosen campus?
- Considering my academic preparation, strengths, weaknesses and my interests, does this combination of classes appear to be a reasonable, balanced workload?
- Am I attempting too many difficult classes in one semester?

* Refer to the College Catalog

ACADEMIC PROGRAM

An academic program is made up of the following:

GENERAL EDUCATION COURSES

The foundation of a college education, designed to provide you with knowledge in a variety of topics. You are required to take courses from natural sciences, humanities, social sciences, English and math.

MAJOR COURSES

Major courses are in your chosen field of study which applies toward your career goal. You study a particular area in-depth through a prescribed set of courses.

SPECIAL REQUIREMENTS

Some colleges have special requirements particular to them which all students are required to take.

ELECTIVE COURSES

These are taken purely for your own interest. They are not part of general education, your major, or other requirements. Elective courses can help you meet the minimum number of units required for your degree. Courses for your major and general education may or may not be related. You may decide to take general education courses which compliment your major. On the other hand, you may select general education courses which have nothing to do with your major. In some cases, a single course may fulfill a major and a general education requirement. This is called "double-counting," but you will receive the unit credit for the course only once. How you put your courses together depends on your goals, interests and other commitments in your life.



EDUCATIONAL PLANNING

Diagram of an Associate Degree

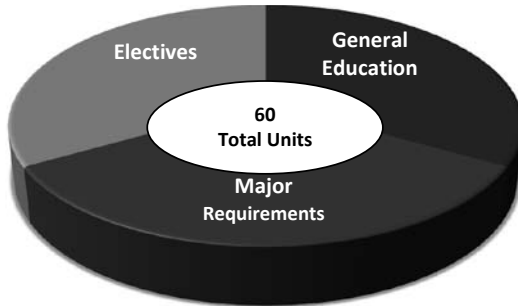
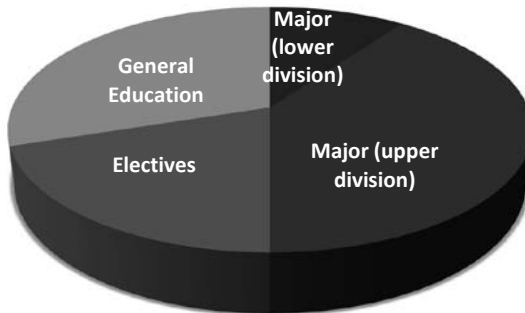


Diagram of a Bachelor's Degree



ATTENDANCE IN CLASS

There are no excused absences, but the faculty recognizes there may be circumstances that prevent you from attending every class. However, you are responsible for making up all missed work. The faculty believes that class participation is crucial to the learning process. The faculty also supports student involvement in extracurricular activities. You, the student, have the responsibility to:

- **Notify your instructor of absences in advance for all scheduled activities. In the case of an emergency, notify your instructor as soon as possible.**
- **Meet with your instructor to discuss alternate assignments or make-up exams.**

You must recognize that it is not possible to re-create certain class activities and therefore it may be impossible for some, such as class discussion, to be made up. Your first day handouts will state your instructor's policy.

WHERE TO GO FOR HELP ON CAMPUS

Area	First Step for Assistance	Next contact if resolution cannot be reached
Academic Probation or Dismissal	Counseling Services	Supervisor
Attendance	Instructor	Dean
Campus Gift & Book Shop	Bookstore Supervisor	VP, Administrative/Tech Services
Classroom Facilities	Maintenance Staff	Director of Maintenance
Computer Labs	Computer Lab Staff	Dean
Counseling/Advising	Counseling Services	Supervisor
Course Challenge	Enrollment Services Office (form)	Supervisor
Disabled Students	Learning Services, DSPS	Supervisor
Discipline	Conduct Board/ Designated Administrator	Superintendent/President, Appeals Process
Discovery Children's Center	Center Director	VP, Administrative/Tech Services
Fee Payments & Refunds	Cashier	Director of Accounting
Financial Aid	Asst. Director Enrollment Services/Financial Aid	Supervisor
Health Services	Health Clinic Staff	Supervisor
Grounds	Director of Maintenance	VP, Administrative/Tech Services
Library	Library Director	Supervisor
Lodges	Lodge Staff	Lodge Manager
Instruction: Grades, Testing, Class Content, Disruption & Assignments	Instructor	Department Chair or Dean
Matriculation: Advising, Assessment, Orientation	Counseling Services	Supervisor
Parking & Traffic	Director of Maintenance	VP, Administrative/ Tech Services
Registration Procedures & Residency	Director of Enrollment Services	Supervisor
Safety (non-emergency)*	Campus Safety	VP, Administrative/ Tech Services
Sexual Harassment	Director of Human Resources	Superintendent/President
Student Dining Services	Dining Services Manager	VP, Administrative/ Tech Services

Student Govt. & Clubs	ASB Advisor	Supervisor
Student Records	Director of Enrollment Services	Supervisor
Veterans Services	Veterans Coordinator	Asst. Director Enrollment Services/Financial Aid
Waivers: Prerequisite	Counseling Services	Dean & Faculty
Waivers: AA Degree or Certificate Requirement	Counseling Services (form)	Program Coordinator or Dean

HOW CAN YOU BE SUCCESSFUL?

“Success is not the result of spontaneous combustion. You must set yourself on fire.”

Reggie Leach

At College of the Siskiyous, we want you to be successful! The GUID courses will help you set a course to be successful in college and beyond. Becoming a successful student is a lifelong process and we want to help you cultivate the skills, values and attitudes you need. Here are some tips to help you.

- 1. Read and understand the course syllabus and first day handout.** The course syllabus is the guide for what your instructor expects from you - what assignments are due and when, priorities for learning and how grades are determined.
- 2. Get to know your instructor.** Use time before and after class, or the instructor’s office hours, to discuss difficulties you are having with your class. Your instructor will work with you and help you be successful.
- 3. Don’t skip class – EVER!** Unless you are really sick or have an emergency. Actor/Director, Woody Allen said, “80% of success in life is showing up.” It’s the foundation for success in life and in college. For college students, we might restate Woody Allen’s quote to read, “80% of being a successful college student is showing up. The other 20% is hard work, persistence, striving for excellence and knowing which thing to click on your computer.”
- 4. Do all readings and assignments on schedule and turn them in.** Falling behind is self-perpetuating. Coming to class unprepared makes you less able to understand the new material or ask questions.
- 5. Ask about and investigate student support services.** COS offers many of them - tutoring; labs for reading, writing, math and computers; advising and counseling services; library and career center - all are free of charge! Use them often to help with your work.
- 6. Don’t drop a course before talking to your instructor or an advisor.** Although you may experience difficulties in a course, there may be solutions to your problems. So talk to COS staff members and get their help. We want you to be successful!
- 7. Set measurable academic and personal goals each semester.** A key difference between students who succeed and those who don’t is that successful students have clearly defined goals.
- 8. Accept personal responsibility to succeed.** “Always bear in mind that your own resolution to succeed is more important than any one thing.” Successful students tend to be realistic and recognize that their success or failure is primarily determined by their efforts.
- 9. Get to know other students and participate in activities.** Forming study groups is one of the best ways to be successful. Get to know others by attending campus events.
- 10. Build a master calendar.** With all of your life activities scheduled (work, classes, study time, practice) you will be able to see in advance and plan accordingly – like taking two tests on one day, for example. You can be proactive rather than reactive in approaching your academic assignments and other activities.

SKILLS FOR SUCCESS

There are no secrets to success. Successful students manage their time, budget their money, study, prepare for tests, take notes, set goals, make plans, remember material, read textbooks and handle their relationships. It's a lot to do and a lot to remember - and it takes responsibility from you.

- **Time Management** - There are 168 hours in a week. How well you use them can determine how successful you will be.
- **Goal Planning and Evaluation** - To be successful you should understand where you are and where you want to be.
- **Listen and Process Information** - You must be able to listen and process information. You must also be able to decide what information is important to your success, and filter out the rest.
- **Communicate Your Needs** - You must be able to communicate effectively in writing and in speaking with individuals and groups.
- **Take Action and Responsibility** - Make educated decisions for yourself realizing that these decisions can affect others. Understand your core values and how they relate to the values of your community.

FINANCIAL AID

Regardless of your income, you should apply for financial aid. The gateway to the process is the Free Application for Federal Student Aid (FAFSA) which you should file. File the FAFSA in the spring prior to the fall you will be attending. Get the on-line version at www.fafsa.gov. Financial Aid may seem confusing, but COS financial aid representatives will help you through the process. Let them make it easy for you.

1. SUBMIT ALL OF YOUR PAPERWORK ON TIME.

If you have problems with paperwork, or are unsure if it is complete, contact the Financial Aid Office at (530) 938-5209. They will be glad to help you.

2. CHECK YOUR PAPERWORK.

Make sure that the Financial Aid Office has everything they need from you to process your file. You can check the status of required documents in your myNavigator.

3. APPLY EARLY.

Some funds are limited. Be sure all application materials are completed and in the Financial Aid Office by March 2nd, before your fall semester. You may apply later, but you will be placed on a waiting list for certain funds.

4. UPDATE YOUR EDUCATIONAL PLAN EVERY YEAR.

Complete your educational plan during your initial registration advising appointment, or you'll need to make a second appointment.

5. INFORM THE FINANCIAL AID OFFICE OF ANY CHANGES.

Notify the office of changes in your unit load, financial status, address, phone number, or if you decide to withdraw your application.

For more information and answers
to your Financial Aid questions, refer to the
COS Financial Aid web site at
www.siskiyous.edu/financialaid

STUDENT ACTIVITIES

There are many ways for students to get involved on campus. Clubs, ASB and the COS Lodges (on-campus housing) all have unique opportunities to enrich your experience at College of the Siskiyous. The Lodges host many activities for all students on campus.

STUDENT CLUBS

Student clubs are a great way to meet new people and become involved with the College. Joining a club can be beneficial to your career by developing your skills in a variety of areas. For more information about Student Clubs, check the web site www.siskiyous.edu/organizations, or call the Associated Student Board office at (530) 938-5280.

ASSOCIATED STUDENT BOARD

ORIGIN & PHILOSOPHY

The Associated Student Board (ASB) provides students with self-government opportunities in a learning environment. It is an ideal laboratory for gaining experience in the responsibilities of leadership.

THE GOAL OF STUDENT GOVERNMENT

Through due process as provided in a constitution, student associations shall have capable elected and appointed officials who will efficiently and effectively initiate and carry out a well balanced program to meet the needs of the total student body. Student government cooperates with and compliments the ever important fundamental purpose of college education. ASB members are the student representative group for campus governance and actively represent COS at the region and state level.

HOW TO GET INVOLVED

To be a part of the Student Government you must be elected into this office as “Representatives at Large”. All COS students are eligible to run for office. The basic minimum qualification for office is to have and maintain a cumulative 2.0 grade point average. Students must carry an academic load of at least 6 units.

STUDENT BODY CARDS

Students are encouraged to join the Associated Student Body at the time of registration by paying an Associated Student fee. Students who join are eligible for several local discounts. Among the benefits of Associated Student membership are the following:

- Discounts at selected COS student events
- Discounts on theatre/music productions
- Eligibility for free legal consultation service (must be a full-time student)
- Card is honored at a variety of high school events
- Card is useful when obtaining a library card
- Eligibility for campus club memberships
- Eligibility for free community concert tickets
- Discounts at a number of local businesses, restaurants and recreational establishments

Contact the Associated Student Board Office for more information about clubs and activities at 938-5280. The ASB office is located in the Welcome Center.

CAMPUS GIFT AND BOOKSTORE

College of the Siskiyous Campus Gift and Bookstore sells Required Textbooks for Courses at College of the Siskiyous. A list of Required Textbooks is available at the time of registration. Textbooks for courses taught at the Yreka Campus, Distance Learning, and Internet are also available for sale at the Yreka Main Office.

The Campus Gift and Bookstore accepts returns of Textbooks in exchange for a refund within 7 days of the date that the Textbook was initially purchased. The final deadlines for textbook returns are **August 26th** for the Fall Semester, **January 27th** for the Spring Semester, and **June 15th** for the Summer Semester. A receipt is required to process a return for a Textbook. New Books must be in New Condition with no markings, writing, or highlighting with all

pages intact. Books purchased in shrink wrap must be returned as such. If paying by check, you must have proof the check has cleared the bank in order to receive a refund.

The Campus Gift and Bookstore holds a Textbook Buyback event at the end of the Fall and Spring Semesters. Textbooks can be sold at your own convenience anytime through a link on the Bookstore's website (<http://www.siskiyous.edu/bookstore/>).

2011-2012 Bookstore Calendar

Monday, August 15th – Start of Fall Semester

Friday, August 26th – Final Day to return Fall Semester Textbooks

December 12th-16th 8am-4pm – Fall Textbook Buyback

Monday, January 17th – Start of Spring Semester

Friday, January 27th – Final Day to return Spring Semester Textbooks

May 21th-25th – Spring Textbook Buyback

Monday, June 11th – Start of the Summer Semester

Friday, June 15th – Final Day to return Summer Semester Textbooks

IMPORTANT COLLEGE TERMS

ACADEMIC DISMISSAL

Academic dismissal occurs when the student's cumulative grade point average falls below 2.0 for three consecutive semesters.

ACADEMIC HOLD

This hold will appear when you register if you have been placed on Academic Dismissal (see description above). You must meet with a counselor before you will be able to register, add or drop a course.

ACADEMIC PROBATION

Academic probation occurs when the student attempted 12 or more cumulative units and earned a grade a grade point average below 2.0 in all A-F graded units.

ACADEMIC REINSTATEMENT

Academic reinstatement is the process by which a student who has been academically dismissed meets with a counselor to be readmitted for the next semester.

ACADEMIC RENEWAL

Academic renewal is the process by which a student can petition to eliminate previous substandard work from grade point calculation and credit. See the College catalog and your advisor for more information.

ADDING COURSES

This process takes place when a student wishes to add units when they are already enrolled. This is done by completing an add/drop form that a student may pick up from Admissions and Records or Counseling Services. The form must be completely filled out, then submitted to Admissions and Records.

ASSOCIATE DEGREE

The Associate of Arts/Science Degree (A.A./A.S.) is awarded by the community college upon satisfactory completion of a structured program usually two years of full-time study in a career major. At COS, the Associate Degree requires 60 semester units, including requirements in general education, a major, and electives. A minimum grade point average of 2.00 is required for an Associate Degree.

BACHELOR'S DEGREE (B.A., A.B., B.S.)

The Bachelor's Degree is awarded by a university after satisfactory completion of a structured program of study, including breadth requirements as well as requirements in the major field of study. A Bachelor's Degree usually requires two additional years after an Associate Degree. Since not all community college courses are transferable, you should check your catalog when selecting classes.

CERTIFICATE PROGRAMS

Certificate Programs are career and technical programs requiring fewer units of course work to complete; they concentrate only on those courses that are essential to prepare you for employment. Certificate programs typically take one to four semesters to complete.

COLLEGE CATALOG

The College catalog is a publication issued by the College describing the course requirements, regulations, grade point system and policies. ***PLEASE NOTE: THE COS 2009-11 CATALOG WILL BE EXTENDED THROUGH SPRING 2012. PLEASE KEEP YOUR 2009-11 CATALOG. A CATALOG ADDENDUM IS AVAILABLE.***

COMMUNITY COLLEGE

A community college is a post-secondary educational institution providing courses for transfer to a university; courses in technical, occupational fields of study; and courses for continuing education.

CO-REQUISITE

A co-requisite is a required course that must be taken concurrently with another course.

CSUGE/IGETC CERTIFICATION

A Certification is verification by COS that you have completed the lower division general education requirements for the CSU or the UC. Students who are transferring to CSU or UC are encouraged to have the Transfer Center certify completion of their General Education.

CURRICULUM

Curriculum refers to the classes offered by a college or classes offered in a particular subject.

DROPPING COURSES

When students wish to stop taking a class that they are currently enrolled in, they “drop” the course. To drop a course, pick up an Add/Drop form from Admissions and Records. Be sure to consult with your advisor to ensure that it will not adversely affect your Financial Aid, Lodge status or athletic eligibility. Please note that not attending a course does not result in an automatic drop. You will receive a grade if you do not submit a drop form.

EDUCATIONAL PLAN

You and your counselor will develop a student educational plan that outlines your educational goals and lists courses and suggests support services to help you achieve your goal. An educational plan is recommended for all students and is a Financial Aid requirement and other special programs. Each semester, students are required to update their education plans with their advisor.

ELECTIVES

Electives are courses that are not required for general education or the major. You may take electives in subjects of personal interest.

FEES

All applicable fees are due at the time of registration. Information about enrollment fee waivers is available in Admissions and Records or Financial Aid. You can find a detailed description of state-mandated enrollment fees, non-resident fees and the refund policy in the class schedule.

GENERAL EDUCATION REQUIREMENTS

General education requirements-sometimes called breadth requirements include a specific group of courses required for the Associate Degree or the Bachelor’s Degree. Some courses are required in the general education pattern by state law; others are added by individual colleges. Because of this, requirements for each college/university will vary. COS general education requirements are listed in the College catalog.

GRADE POINT

A grade point is the numerical value assigned to the letter grade you receive for a course. A= 4, B= 3 C= 2, D= 1, F= 0 Your grade point average (GPA) is used to determine your academic standing.

HEALTH FEE

The health fee paid at the time of registration provides secondary student accident insurance for injuries incurred in class-related activities. It also allows currently registered students to receive free services at the once a week health clinic held on campus.

INCOMPLETE GRADE

Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an “I” symbol on a student’s transcript. For more information, please refer to the Academic Regulation section of the College catalog.

IP (IN PROGRESS)

This IP symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is in progress, but that assignment of a substantive grade must await its completion.

LOAD

The term “load” describes the amount of college work you undertake each semester. Total load includes the unit load plus the study load. To complete an Associate Degree program in two years, you will need to carry an average unit load of 15 units per semester. Study load is the number of hours of study required to complete the units undertaken. A general rule is that one unit equals one hour of class attendance plus two-three hours of additional study per week. If you carry a 15-unit load, you will need approximately 45 hours per week to complete coursework successfully.

MAJOR

Beginning Fall 2009 students seeking a degree, certificate, or transfer must declare a major. A major is an educational objective in a specific course of study such as Business or History.

ORIENTATION

Orientation introduces new students to the campus, its facilities, staff, programs, and student support services. It is offered at the beginning of each registration period during the semester. Orientation services are provided in SOAR Sessions, individual appointments and Guidance classes.

PASS/NO NO PASS (P/NP)

The pass/no pass (formerly credit/no credit) grading option gives you the opportunity to take a course and earn credit without having an A-F letter grade on your transcript. If the course is in your major or minor, do not use this option. Refer to the COS catalog for additional information.

PLAGIARISM

Plagiarism is an act of theft committed by a person who is stealing someone else’s intellectual property. Plagiarism is an act of dishonesty. Refer to “Plagiarism” in the table of contents of this handbook for more information.

PREREQUISITE

A prerequisite is a requirement you must meet before enrolling in a particular course (usually completing a more basic course or obtaining a minimum score on an assessment test). Course prerequisites are listed in the College catalog.

PREREQUISITE PERMIT

This permit must be presented to Admissions and Records in order to register for all Associate degree and Transfer-level math, English Composition, and other courses that have prerequisites. To qualify, you must take the COS math and English assessment, be currently enrolled in or have completed a math or English composition course or meet other published prerequisites. A prerequisite permit can be obtained from your advisor or counselor.

PROGRESS DISMISSAL

A student who fails to satisfactorily complete 50% of the units attempted for three consecutive semesters will be placed on progress dismissal.

PROGRESS PROBATION

A student who fails to complete 50% of the cumulative units for which they registered will be placed on progress probation. The criteria for non-completion are entries of “W” (withdrawal), “I” (incomplete), or “NC” (no credit) on the official academic record.

QUARTER

Colleges divide their academic year into quarters or semesters. COS is on the semester system. Colleges on the quarter system divide their academic year into four quarters, with most colleges offering three quarters during the normal school year plus a semester session. Quarters start in September, January and April. A unit earned under the quarter system equals two-thirds of a unit earned under the semester system.

“RD” GRADING SYMBOL

The “RD” (Report Delayed) notation on your transcripts indicates a grade is missing or not reported at the time grades are posted. Check with the registrar in the admissions office if you have a question.

SCHEDULE OF CLASSES

The Schedule of Classes is available prior to registration. This is your reference to plan your classes.

SECTION

When a course is offered more than one time in the same semester, each class is given a section number. The content of each section of a course is the same, but the time, place, and instructor will differ.

SEMESTER

Colleges on the semester system divide their school year into two semesters-one starting in August or September and the other starting in January or February. A unit earned under the semester system equals one and one-half quarter units.

TIME MANAGEMENT

The ability to use your time as effectively as possible to meet a specified number of tasks.

TRANSCRIPT

A transcript is a copy of your academic record at college, including units completed and grades earned in all terms of attendance.

TRANSCRIPT EVALUATION

A transcript evaluation is required when a student transferring into College of the Siskiyous from another college needs to find out what classes will count toward their educational goal.

TRANSFER COURSES

Transfer courses are classes accepted for credit toward a Bachelor’s degree at four-year colleges and universities. The California State University, University of California, private colleges and universities have different policies regarding which courses are acceptable for transfer credit. Your advisor can provide this information.

TRANSFER MAJOR

If you plan to transfer to a four-year institution, you will pursue a transfer major. This consists of lower division requirements for that major at a particular four-year college. Your advisor can help you with these individual requirements.

UNITS

A unit is a value that indicates the amount of college credit given to a course. In general, one hour of lecture per week equals a unit of credit. For example, a course that is scheduled for three hours of lecture per week equals three units. The unit value for each course is shown in the course description in the College catalog and in the course listings in the class schedule.

UNSATISFACTORY PROGRESS LETTER

Twice during each semester Admissions & Records may send you a letter to inform you of unsatisfactory progress in one or more of your classes. This letter is a service to students to promote communication between student and instructor.

“W” AND “FW” GRADING SYMBOLS

The “W” grading symbol indicates that you were enrolled in a course and subsequently dropped the course after the fourth week of instruction. The “W” mark has no effect on your GPA. The “FW” symbol indicates that you have ceased attending a class and have failed the course for that reason. Although the grade point value of an “FW” grade is zero like an “F” grade, the “FW” grade recognizes that a student ceased attending and that this action resulted in a failing grade. The use of this grade is at the discretion of the instructor.

WITHDRAWAL

Withdrawal is the process by which you officially drop all classes. Consult the catalog for withdrawal procedures and deadlines.

SEVERE WEATHER PROCEDURES

DETERMINING CLOSURE OF THE COLLEGE OF THE SISKIYOU

The College staff uses a variety of sources - police departments, highway patrol, CalTrans and the National Weather Service – to monitor severe weather conditions and communicates with them.

Questions we ask include: Is Interstate 5 open?

Can the campus roads and parking lots be cleared?

Is it safe for students and staff?

The Superintendent/President will then make the decision about whether the campus will be open or not.

NOTIFYING STUDENTS

Several key media are used to notify students of campus closure:

RADIO/TV STATION ANNOUNCEMENTS

KSYC – 92.1 FM, 99.9 FM, 103.9 FM, 1490 AM

KTNK – 102.3 FM, 101.7 FM, 99.3 FM

KZRO – Z100 100.1 FM

KRCR TV – Channel 7 Redding

KTVL – Channel 10 Redding

KDRV – Channel 12 Medford

KOBI – Channel 5 Medford

KMVU – Channel 26 Medford

FLYERS

Flyers will be posted on the Weed campus and/or Yreka campuses. If one campus is closed, we normally close the other as we have students who commute between the two areas of the county.

TELEPHONE RECORDINGS

Call (530)938-5555 for a recorded message about campus closings.

INTERNET POSTING

Find campus closure information on the homepage of the COS website (www.siskiyous.edu)

ALERT U

Students who have signed up for Alert U will receive a text message regarding campus closures and any other critical COS announcements. Go to the COS Homepage (www.siskiyous.edu) to get information on how you can sign up.

GETTING TO CAMPUS

If you can't attend class due to severe weather and the College is still open, you must decide if it is safe to travel. If the College is open and you cannot make it to class, notify your instructor(s) to obtain the work you missed.

RETURNING HOME

If you ride the STAGE to campus and it is not operating due to road closures, or if your ride cannot make it to campus due to severe weather, go to the Student Center. You may find someone who can drive you home, or you may need to remain on campus. The College is approved to be a Red Cross Shelter and in severe weather we may receive that designation.

EXPECTATIONS OF STUDENTS

Academic freedom for students is essential to encourage you in your search for knowledge, clear thinking and critical judgment. This freedom consists of certain basic rights which are just claims upon the academic community. Rights become a reality only when all members of a society exercise responsibility in honoring the rights of others. Therefore, to preserve your rights, you must assume your share of the responsibility.

STUDENT RESPONSIBILITIES

You have the responsibility to:

- A. Respect and support the rights of faculty, staff and other students.
- B. Speak and act in a manner compatible with the College purpose.
- C. Speak and act in a manner that will not offend standards of common decency.
- D. Exercise care in the use of College equipment and property.
- E. Abide by all the rules and regulations of the College.
- F. Abide by local, state and federal laws.
- G. Become informed regarding curriculum requirements.
- H. Become informed regarding course assignments.
- I. Prepare course assignments in the time and manner prescribed by the instructor.
- J. Pursue the basic goal of learning.

ACADEMIC PROBATION/DISMISSAL PROCEDURE

If you do not make satisfactory progress or receive satisfactory grades, you may be placed on probation or dismissal status. If you attempt at least 12 cumulative units as shown on the transcript, you are subject to either Academic or Progress Probation.

The following procedures are used to determine probation/dismissal:

Academic Probation: You will be placed on Academic Probation if you earned a grade point average below 2.0 in all A-F graded units. If you attain a cumulative grade point average of 2.0 or greater, you will be removed from Academic Probation.

Progress Probation: You will be placed on Progress Probation if you failed to complete at least 50% of the cumulative units for which you registered. The criteria for non-completion are entries of "W" (withdrawal), "I" (incomplete), "F" or "FW" (Fail/Withdraw), or "NP" (no-pass) on the transcript. If you successfully complete at least 50% of your cumulative units, you will be removed from Progress Probation.

Academic Dismissal: For Academic Dismissal, your cumulative grade point average must be below 2.0 for three consecutive semesters. If you attain a grade point average of 2.0 or above, you will be removed from Academic Dismissal status.

Progress Dismissal: For Progress Dismissal, you must fail to complete 50% of the units attempted satisfactorily for three consecutive semesters. If you successfully complete over 50% of the cumulative units, you will be removed from Progress Dismissal.

STUDENT GRIEVANCE PROCEDURE (AP 5530)

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student.

Step 1. Informal Resolution

Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

Contact Information for Deans and Directors:

Area	Name	Office	Phone
Liberal Arts, & Sciences	Dean	Instruction Office	938-5375
Career & Technical Education	Dean	ESTC	938-5512
Athletics	Director	Gym Annex	938-5313
Yreka Campus	Director	Yreka Welcome Center	842-1245

Step 2. Filing a Grievance

Any student who believes he or she has a grievance shall file a Statement of Grievance with the Designated Administrator within one year of the incident on which the grievance is based.

Step 3. Review of Grievance

Within 10 days of the receipt of the Statement of Grievance the Designated Administrator will determine if a hearing is required. For grievances that meet the hearing criteria listed in Administrative Procedure 5520 a hearing will be scheduled. Participants will be notified at least 1 day prior to the hearing.

Step 4. The Grievance Hearing Committee

There are three types of Grievance Hearing Committee used to respond to the formal grievances:

1. Academic – Three Faculty members
2. Financial Aid Appeals – Four Faculty members
3. General - (1) faculty member, one (1) student, and one (1) staff member.

Step 5. Hearing Procedure

Each party will present their information to the Hearing Committee following the process outlined in Administrative Procedure 5530. The Committee's recommendation will be reviewed by the Designated Administrator and the outcome will be delivered in writing within 10 of the completion of the hearing.

Step 6. Appeal

Within two (2) days of notice of the hearing outcome, appeal of the decision can be made in writing to the College Superintendent/President. The appeal will be reviewed using the following conditions:

- The student was not given due process
- New relevant information has surfaced since the hearing

If you need assistance or have questions, please contact Student Services at 938-5374.

INTERNET CODE OF CONDUCT

The Internet services provided by the Siskiyou Joint College District are intended for use in accordance with the mission and goals of the College, and are to be used in a manner conducive to a learning environment. You bear the responsibility for the material that you choose to access, send or display. Internet services may not be used in any manner that contravenes the above intention.

- The Board encourages faculty, staff and students to use the Internet for teaching, research, learning and administrative purposes.
- Internet services may not be used to conduct any activity that is in violation of any federal or state laws or regulations.
- Internet services must not be used for commercial purposes or for running private businesses.
- To ensure that information technology is used appropriately, the District reserves the right to monitor the use of the Internet and take appropriate measures to enforce this policy.
- Additional specific policies and procedures for Internet use may be developed.

COMPUTER USER AGREEMENT

All use of computers at College of the Siskiyous must be:

- Consistent with the Mission of the College of the Siskiyous
- Non-disruptive to the learning environment
- Non-commercial

TOBACCO (AP 3570), ALCOHOL (AP 3560) AND DRUG POLICY (AP 3550)

TOBACCO

All buildings and grounds of the College are designated “clean air” facilities. Smoking and the use of smokeless tobacco are, therefore, prohibited in all campus buildings. Smoking is allowed inside personal vehicles and in designated smoking areas only.

TOBACCO USE IN LODGES

Smoking or use of smokeless tobacco is NOT permitted anywhere in the Lodges.

ENCLOSED OFFICES

Smoking is prohibited in all common areas and enclosed offices. Use of smokeless tobacco is prohibited in all common areas and all offices.

DISPOSAL OF SMOKELESS TOBACCO

In areas where smokeless tobacco is permitted, disposal of smokeless tobacco in any receptacle which is emptied by a College employee is permitted only if the substance is enclosed and tied-off in a sealed plastic bag.

ALCOHOL

In accordance with the California Education Code, alcohol is not allowed on community college campuses at any time. Any student found under the influence of, consuming, or in possession of alcoholic beverages on the campus or at any College sponsored function is subject to disciplinary action.

DRUGS

According to the California Education Code, the use, sale or possession on campus of, or your presence on campus under the influence of any controlled substance or illegal drug is forbidden. Anyone committing such an offense is subject to disciplinary action.

STUDENT EMAIL ADDRESS POLICY

It is your responsibility to frequently check your COS email. (ins.siskiyous.edu)

STUDENT RIGHTS

As a student of College of the Siskiyous, you have the right to:

- A. Obtain comprehensive information about College regulations, procedures, programs and services available.
- B. Propose changes in College regulations and procedures and have such proposals considered with reasonable promptness and receptivity.
- C. Read, hear, express ideas and points of view within the limits of common decency and law on any matter and in any manner which does not interfere with the College program.
- D. Distribute printed materials or petitions, wear buttons, badges, or other insignia which are within the limits of common decency and law. The College Administration may specify the time, place and manner of the use of the bulletin boards and the distribution of printed materials or petitions.
- E. Form organizations to promote any lawful purpose or point of view.
- F. Receive unbiased and balanced coverage of student ideas and activities in student body publications.
- G. Take reasonable exception to opinion in any course.
- H. Be taught by instructors who know their subjects well and are competent teachers.
- I. Be evaluated solely on course achievement based on an objective and systematic method that is clearly stated and uniformly applied.
- J. Request and receive a full explanation of grades substantiated by accurate records.
- K. Have instructors available for specified weekly conference hours.
- L. Insist that course content be reasonable and consistent with the course description presented in the College Catalog.

PRIVACY RIGHTS OF STUDENTS

College of the Siskiyous observes the provisions of the Family Education Rights and Privacy Act (FERPA) as amended in 1974 as follows:

Educational records are not released to any individual or agency without written consent of the student.

The College Registrar has been designated "Records Officer" as required by the Act.

Students have a right to review their educational records to determine accuracy. Official requests for such review should be made, in writing, to the Admissions & Records Office at least three working days in advance.

Students have a right to challenge the accuracy of their educational records. There is a process established to resolve issues related to the accuracy of educational records.

The College may release certain types of "Directory Information" unless the student requests in writing to the "Records Officer" that certain or all such information not be released without his/her consent.

"Directory Information" at College of the Siskiyous includes:

- 1) Student name and address
- 2) Student schedule of classes
- 3) Participation in officially recognized activities and sports

In addition to the above stated "Directory Information," the College may also report student name, address, telephone number, date of birth, level of education and major to the Federal

government, including military recruiting agencies in accordance with Public Law 104-206 and 104-208 (Solomon Amendment).

Student consent is needed for the release of any non-directory information/records covered by the Act to outside parties. College officials and faculty, with a legitimate interest in the student, have access under the law to the educational records of students.

PLAGIARISM

Definition: Plagiarism is an act of theft committed by a person who is stealing someone else's intellectual property. Plagiarism is an act of dishonesty. Whether intentionally or unintentionally, a writer is misrepresenting someone else's words or ideas as his or her own.

EXAMPLES

Intentional plagiarism exists when you list sources that you have not used; when you copy from a source but fail to cite it, thereby misrepresenting the original source's ideas as your own; when you copy material from another student's work without giving that other student credit; when you buy or borrow a whole paper or portions of a paper from another student or from the World Wide Web; when you copy another artist's music or work of art and try to submit it as your own.

Unintentional plagiarism, which is also punishable, may exist when you attempt to paraphrase or summarize a source but copy too much from the source instead of re writing the ideas in your own words; when you inadvertently fail to include a parenthetical reference to a source, although the source is listed among the citations at the end of the paper; when you fail to put quotation marks around quoted material; when you rely too heavily on external sources, thus expressing few or none of your own ideas. These examples are not all inclusive of every form of plagiarism and should not be considered as such.

SEXUAL HARASSMENT POLICY

Sexual harassment is an illegal form of sexual discrimination and a violation of professional ethics. Harassment is defined as verbal or physical conduct that has the intent or effect of unreasonably interfering with a student's or employee's educational or work performance. It is also defined as the creation of an intimidating, hostile, or offensive environment.

Sexual harassment, whether subtle or blatant, is unacceptable at College of the Siskiyous. It is in violation of both District policy and civil law and will be addressed with quick and decisive action. College of the Siskiyous, in order to ensure an environment free from harassment, encourages any individual who believes that he or she has been sexually harassed to raise the issue and/or file a complaint according to established procedures. Allegations of inappropriate behavior will be handled confidentially and thoroughly, protecting the rights of all concerned. The Director of Personnel will investigate all allegations of sexual harassment when staff or faculty are involved. The Designated Administrator will investigate allegations when the harassment involves students only.

For a complete copy of the Policy Prohibiting Sexual Harassment, please contact:

Nancy Miller

Director of Human Resources

(530) 938-5317

SEXUAL ASSAULT

POLICY STATEMENT

The Siskiyou Joint Community College District prohibits sexual assault by students against other students or District employees (AP 3540). The District will ensure that students are aware of their rights and responsibilities pertaining to sexual assault. The District will provide educational programs and support services to prevent student rape and sexual assault. Incidents of rape or sexual assault will be reported to the appropriate authorities.

POLICY ELEMENTS

I. Statement of Student Rights

Each student has a right to:

- A. Engage in a variety of academic, cultural, social, recreational and personal activities on campus without fear of sexual assault.
- B. Develop a variety of social and personal friendships and relationships on campus without the expectation that in return sexual intimacy will be required, either with or without consent.
- C. Occupy a residence in Ponderosa Lodge or Juniper Lodge without fear of sexual assault.
- D. Physical settings which are free of vulgar, sexually explicit or oppressive language.
- E. Report inappropriate behavior or language involving sexual content to College authorities without fear of intimidation, harassment, reprisals, or exploitation.
- F. Receive a prompt hearing by College authorities in incidents of sexual assault.

II. Statement of Student Responsibilities

Each student has the responsibility to:

- A. Ensure that his or her actions do not involve the use or threat of sexual assault.
- B. Ensure that social and personal relationships do not operate with the expectation that sexual intimacy will be the required outcome.
- C. Ensure that campus lodges are not utilized in an opportunistic manner to promote or encourage sexual assault.
- D. Ensure that he or she refrains from the use of vulgar, sexually explicit, or oppressive language which is clearly inappropriate
- E. Report inappropriate behavior or language involving sexual content to appropriate counseling and guidance staff.

III. EDUCATIONAL PROGRAM

The College shall develop an ongoing educational program to provide information and assistance on issues related to sexual assault. Such a program shall give particular emphasis to the development of student sensitivities and the provision of information on prevention of situations which are likely to result in sexual assault.

IV. STATEMENT OF SUPPORT SERVICES

Counseling will be available for any student involved in an incident of sexual assault.

V. STATISTICAL RECORDS

Statistical records will be kept by the Designated Administrator and the counseling staff on the sexual assault incidents, and these statistics will be made available to the campus community and the public as required by law.

VI. DEFINITION OF SEXUAL ASSAULT

Sexual assault includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

VII. CAMPUS DISCIPLINE

Campus discipline for incidents of student rape and sexual assault will be handled according to Board Policy 3.9.

REPORTING

If you have been a victim of rape or sexual assault, here are numbers to call for help:

- Emergency 911
- Rape Crisis Line (877) 842-4068
- Siskiyou Domestic Violence & Crisis Center (530) 842-6629 or (877) 842-4068
- Designated Administrator (530) 938-5374
- Counseling (530) 938-5353

CAMPUS SECURITY ACT OF 1990

The Campus Security Act of 1990 (Public Law 101-542) requires that all colleges and universities receiving Title IV student aid assistance prepare and distribute an annual report which sets forth its policies on crime prevention issues and gives statistics on the number of arrests on campus for liquor law violations, drug abuse violations, and weapon possessions.

In addition, the act requires colleges and universities to provide timely warnings to the campus community of certain crimes reported to campus security by local law enforcement which may be considered a threat to other students and employees. On an annual basis, this information is disseminated to students, faculty, and staff in the Schedule of Classes.

POLICY

The Board of Trustees of College of the Siskiyous has established the following policy with respect to campus security and crime awareness:

1. To provide an environment which ensures the safety and security of all members of the campus community.
2. To make the campus community aware of the nature of any criminal activity which occurs on campus.
3. To assist the campus community in taking appropriate measures to prevent crimes.

CAMPUS CRIME STATISTICS

Campus Crime Statistics: No arrests on campus were reported by Weed and Yreka Police for 2009. Incidents on campus were as follows: Weed campus: 6 drug violations, 10 alcohol violations; Yreka campus: none. Statistics for 2010 will be available after October 2011.

Check the campus crime statistics for COS at the U. S. Dept. of Education Campus Security Web site <http://ope.ed.gov/security/search.asp>.

This report provides on-campus and off-campus crime statistics for the past three years. You may request a paper copy from the Student Services Office at (530) 938-5374.

The COS Weed campus has a 24 hour Campus Safety Staff. The office is located in Ponderosa Lodge and the staff can be reached at (530) 938-5237 or (530) 938-5395.

REGISTERED SEX OFFENDER INFORMATION

Sex offenders are required to register with the police in the jurisdiction in which they reside and at institutions of higher learning if they are students there or if they work there as employees, contractors, or volunteers. The website containing a list of registered sex offenders in Siskiyou County may be found on the Megan's Law Website at <http://meganslaw.ca.gov/>.

IN AN EMERGENCY DIAL 911!

The Weed and Yreka Police Departments are on-call for assistance and all emergencies.

DISCIPLINARY MEASURES (AP 5520)

As a result of misconduct, you may be subject to disciplinary measures. These measures range from a reprimand (warning) to expulsion from the College.

Reprimand: A reprimand is a warning that continued conduct of the type described in the reprimand may result in a subsequent formal action against a student by the District. Records of reprimand are destroyed two years after the last entry has been made relative to any disciplinary action against the student. Reprimands are considered a part of a student's official record. Individual responsible: The Designated Administrator

Removal From A Class Or Program: Removal of a student from class or program for the day of an incident and the next class meeting is an action that may be taken by an instructor. A student may be removed from a class or program for the remainder of the school term. Individuals responsible: Instructor and Dean/Area Director.

Disciplinary Probation: A disciplinary probation is a formal action of the District against a student for misconduct. The action may result in the student being removed from all College

organization offices and being denied the privilege of participating in all College or student-sponsored activities, including public performances. Disciplinary probation may be imposed for a period not to exceed one year. Individual responsible: Designated Administrator or Superintendent/President.

Suspension: Suspension is a formal action of the District against a student, and the action denies the student the right to occupy any portion of the campus, to attend any class and/or to participate in any of the activities of the College for one or more terms. Individual responsible: Designated Administrator or Superintendent/President.

Summary Suspension: A single student, or a group of students, may be summarily suspended by the President of the College when, in his or her judgment, such action is the most appropriate means available for alleviating the threat of a disorder which could prevent the continued normal conduct of the affairs of the academic community. Summary suspension imposes the same penalty as does the regular suspension, except the summary suspension is limited to only that period of time necessary to ensure that the purposes of the summary suspension are accomplished, and in any case, for not more than a maximum of ten (10) school days. Should it appear necessary for a summary suspension to continue in effect over an extended period, steps must be taken promptly and not later than two (2) school days after the effective date of the summary suspension. Individual responsible: Designated Administrator or Superintendent/President.

Expulsion: Expulsion is a formal action of the District against a student and the action denies the student the right to occupy any portion of the campus, to attend any class, and/or to participate in any activities of the College indefinitely. Individual responsible: Designated Administrator or Superintendent/President. The act of expulsion must be reported to and approved by the Board of Trustees.

STUDENT CODE OF CONDUCT (AP 5500)

When you enroll in the College you assume an obligation to conduct yourself in a manner compatible with the College's function as an educational institution. You may be subject to disciplinary action for any of the following categories:

1. Assault, battery, or attempted assault or battery, or any threat of force or violence upon a student or District personnel. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is in concurrence with the College President.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, or an intoxicant of any kind; or any poison defined in Business and Professions Code section 4240, or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Possession or under the influence of an alcoholic beverage.
5. Committing or attempting to commit robbery or extortion.
6. Causing or attempting to cause damage to district property or to private property on campus.
7. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.

10. Engaging in harassing or discriminatory behavior based on ethnic group identification, race, color, ancestry, sex, (i.e., gender), sexual orientation, religion, age, national origin, physical or mental disability, or on the basis of these perceived characteristics or based on an association with persons with one or more of these actual or perceived characteristics.
11. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
12. Disruptive behavior, willful disobedience, regular profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty. For purposes of this provision, the term “cheating” includes, but is not limited to:
 - Use of any unauthorized assistance in taking quizzes, tests, or examinations;
 - Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - The acquisition, without permission, of tests or other academic material belonging to the College. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
14. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
15. Unauthorized entry upon or use of college facilities.
16. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
17. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises.
18. The violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
19. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
20. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
21. Violation of the District’s computer use policy or any conduct that constitutes a computer-related crime under Penal Code, section 502.
22. The use by a student of any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic adjustments or accommodations to a student with a disability.
23. Solicitation or acceptance of money or other thing of value as an inducement, encouragement, or reward for intercollegiate participation in violation of Education Code, section 67361 or false declarations regarding eligibility for participation in intercollegiate athletics under Education Code, section 67362.

STUDENT CONDUCT PROCEDURE (AP 5520)

When addressing the incidents of misconduct by students, the following steps will be followed:

Step 1. Misconduct reported to the Designated Administrator

When the Designated Administrator or their designee receives a report of misconduct it is reviewed and determined whether the incident should be directed to the Student Conduct Board. If a conduct hearing is needed, the student will be notified of the date, time and place of the conduct hearing with at least 24 hours notice of the scheduled hearing. (The only exception to this procedure is when a summary suspension is imposed by the Superintendent/President on a student or upon a group of students.)

Step 2. A preliminary hearing is held with the Student Conduct Board

The Student Conduct Board will make known to the student the specific charges of misconduct. This may include testimony from College staff and witnesses. The student will be given the opportunity to answer the charges in person and call witnesses, as appropriate. If the student does not attend the hearing, he/she waives the right to alter any decision made in his/her absence. The Student Conduct Board will hear all sides and then submit their recommendation regarding responsibility and sanctions to the Designated Administrator. After the hearing and review by the Designated Administrator, the student shall be informed in writing of the disciplinary action to be taken. The student has the choice to either accept the disciplinary action (Step 3), or file a request to the Superintendent/President for an Appeals Board hearing (Step 4).

Step 3. Disciplinary action is taken

The disciplinary action noted in the letter is then taken. The Designated Administrator shall report the disciplinary action to the Superintendent/President. If at the end of 48 hours (2 school days), the student does not file an appeal with the Superintendent/President, the student will have waived his/her right to an appeal.

Step 4. An appeal is made to the Appeals Board

When a student does not accept the decision made at the preliminary hearing, he/she may file an appeal to have his/her case considered by the Appeals Board of the College. The steps involved in the appeal process are:

- A. Within 48 hours (2 school days), a written Notice of Appeal must be filed with the College Superintendent/President. The Notice indicates that the student would like to appeal the disciplinary action. This notice must identify the reason(s) for the appeal based on one or both of the following criteria:
 1. The student was not given due process
 2. New relevant information has surfaced since the hearing.
- B. The student must clearly explain how his/her case meets the above criteria.
- C. If the College President determines that the accused student has met the standard of (1) or (2) above, the President shall order the Student Conduct Administrator to remedy the problem identified by the student. If the problem cannot be remedied the President may order a new hearing following the same process as described for the Student Conduct.
- D. If an appeal is not upheld, the president shall proceed with their review and decision (see section VIII of this procedure).
- E. The decision on appeal shall be reached within five (5) days after receipt of the appeal documents. Copies of the President's appeal decision shall be sent to the student and the presiding officer of the Student Conduct Board or to the College Hearing Officer who conducted the Student Conduct Hearing.

Step 5. The Superintendent/President makes the final decision

The President shall accept, modify or reject the findings and recommendations of the Student Conduct Board or College Hearing Officer. If the President modifies or rejects the findings or recommendations, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The President's decision shall be final except as to expulsions or revoking degrees.

REMOVAL FROM A CLASS OR PROGRAM

An instructor is authorized to remove a student from class on the day of the incident and the next class meeting. A student may be removed from a class or program for the remainder of the term following the process described below. The types of reasons for removal include violations of the Student Code of Conduct (see “Student Code of Conduct” in this handbook).

Steps involved if you are removed from a class:

1. The instructor will inform you that you are removed from the class or program. If you refuse to leave, the police may be called.
2. A report will be submitted to the Designated Administrator
3. The instructor and the Designated Administrator will discuss the situation and determine appropriate action. Action may include removal for up to two class meetings or the remainder of the term.
4. If permanent removal is recommended, a Student Conduct Hearing will be scheduled (see “Student Conduct Procedure” in this handbook). Until the process is completed:
 - You may not attend class
 - The instructor may not drop you from the class

EOPS/CARE PROGRAM

EOPS (Extended Opportunity Programs & Services) is a student support program for educationally and economically disadvantaged students, funded by the State of California and Siskiyou Joint Community College District. It is designed to provide opportunities in higher education for students with academic potential who, without the EOPS assistance, may not have chosen a college education.

CARE (Cooperative Agencies Resources for Education) is a student program to assist single parents on CalWORKs or TANF to become successful students and find meaningful employment.

EOPS Eligibility requirements:

- You must be a California resident.
- You must be enrolled as a full-time student.
- You must not have completed more than 70-degree applicable units of college-level course work.
- You must qualify for the BOGG fee waiver.
- You must be educationally disadvantaged (one of the following must apply):
 - o You do not qualify for college-level math, reading or writing courses.
 - o You did not graduate from high school or obtain the G.E.D.
 - o You graduated from high school with less than a 2.5 GPA.
 - o You were previously enrolled in remedial education courses.

EOPS Services:

- Academic Advising/Counseling
- Book Service
- Semester Starter kits
- Bus Passes
- Miscellaneous

How to apply for EOPS:

- Complete EOPS application and submit to the EOPS Office in Eddy Hall. Applications are available beginning the first day of registration for the following semester. Applications are only accepted for Fall and Spring semesters. Apply early because there is a limit to how many students EOPS can accept each semester.

CARE Eligibility requirements:

- You must first qualify for services from EOPS.
- You must be at least 18 years old.
- You must be single head of household parent.
- You must be receiving benefits through the CalWORKs or TANF program.
- You must have at least one child under 14 years old.

CARE Services:

- Assistance with childcare costs while attending school or school related activities.
- Textbooks to supplement the EOPS book voucher.
- Course/major required materials.
- Gas vouchers.
- Personal support and encouragement to succeed.
- Special programs and workshops.

How to apply for CARE:

- Complete CARE application along with EOPS application and submit to the EOPS Office in Eddy Hall.

EOPS/CARE Staff:

Kim Lopez, Director/Counselor

Stacey Westrum, EOPS/CARE Coordinator- Advisor

Cindy Smith, Administrative Services- Eligibility Technician

EOPS Office:

Located in Eddy Hall

Phone: 530-938-5309

Fax: 530-938-5379

**EOPS MUTUAL RESPONSIBILITY AGREEMENT
(BETWEEN EOPS PARTICIPANT AND THE EOPS PROGRAM AT COS)**

1. I understand that I must attend an EOPS Orientation at the beginning of each semester in order to receive EOPS services for the current semester.
2. I understand that I must meet with a counselor a minimum of two (2) times each semester. The first counseling contact can be up to 2 weeks prior to the first day of classes of the semester, and the second contact must be done before the last day of the semester. **Required Contacts (2)**
3. I understand that I must be registered full time (at least 12 units unless approved by DSPS) for the following semester by a given date (check the date with the EOPS office) to receive a book voucher in the following semester.
4. I understand that I must check my progress report **at least once** during the semester (*first and second census office check-ins*). **Required Contact (1)**
5. I will complete the program evaluation and exit interview forms at the end of the semester.
6. I understand the chart below are the book voucher funding levels I will receive the following semester based on my fulfillment of the program required contacts:

Contacts	% of book voucher amount I will receive
2 counseling + 2 (or 1) progress	100%
1 counseling + 2 (or 1) progress	50%
0 counseling + 2 progress	50%
0 counseling + 1(or 0) progress	0%

7. I understand I must be enrolled in counselor approved general education and major courses every semester until I have fulfilled the requirements for my educational goal. Thus I will maintain enrollment in a Math and/or English course each semester until I have completed the requirements for my degree and/or certificate.
8. I understand I must have an updated Student Educational Plan on file every semester.
9. I will maintain a semester GPA of 2.0 and complete at least 50% of my attempted semester units. I understand if I do not comply I will be subject to EOPS probationary conditions in order to maintain my EOPS eligibility.
10. I will notify the EOPS Office if I plan to withdraw from College of the Siskiyous.
11. I understand that I cannot receive funding for the same services (i.e. book, transportation and/or childcare services) from another program (***no double funding***). I authorize EOPS to discuss the services I receive with other campus programs and county agencies.

I understand that EOPS is a voluntary program and that failure to adhere to the above requirements may result in disciplinary action up to and including dismissal from the program. If I am not willing to comply with these requirements, I may choose to withdraw from the program. I am also aware if I am found abusing EOPS services and/or staff, I may be dismissed from the program.

If you fulfill the above requirements, the EOPS Program agrees to provide you with the following services until you have completed 70 degree applicable college units, or been served by EOPS for six consecutive semesters, whichever comes first:

1. Counseling services assisting you with your educational plan, registering, academic advising, financial aid, career and personal concerns while pursuing your academic goals
2. Book voucher and semester starter kit (subject to available funding)
3. Miscellaneous services – loan of calculator or mini-recorder each semester, payment of the PTK membership fee, and payment of the commencement fee (subject to available funding)
4. EOPS will monitor your academic progress and notify you when you are not fulfilling program requirements.

Important Dates for EOPS participants:

Fall 2011

- August* 1– EOPS orientations begin this week; check for dates & times with EOPS
- September* 9– Last day to use EOPS book voucher
- September* 19-30 – EOPS First Progress Report check-in
- October* 17– EOPS students should have at least one counselor contact completed
- October* 17-28– EOPS Second Progress Report Check-in
- November 28 - December* 15– EOPS End of Semester Check-in
- August 1 - December 15* – EOPS students must meet with a counselor at least twice throughout the semester

CARE child care timesheets due the first Friday of each month and the last day of the semester (*September 2, October 7, November 4, December 2, December 15*)

Spring 2012

- January* 9 – EOPS orientations begin this week; check for dates & times with EOPS
- February* 10– Last day to use EOPS book voucher
- February* 21-March 2– EOPS First Progress Report Check-in
- March* 19– EOPS students should have at least one counselor contact completed
- March* 19-23– EOPS Second Progress Report Check-in
- May* 7-24 – EOPS End of Semester Check-in
- January 3 - May 24* – EOPS students must meet with a counselor at least twice throughout the semester

CARE child care timesheets due the first Friday of each month and the last day of the semester (*February 3, March 2, April 6, May 4, May 24*)

STUDENT SUPPORT SERVICES PROGRAM (SSS)

SSS (Student Support Services Program) is a Federal TRIO program funded by the U.S. Department of Education to provide services to economically and educationally disadvantaged students. All participants must be either a first-generation college student, and/or low-income, and/or physically or learning disabled. The College of the Siskiyous' SSS program is designed to ensure the academic success and transfer of its' participants to a four-year college or university.

SSS Services:

- Individualized academic and transfer advising
- Personal, career, and financial aid counseling
- Field trips to four-year college campuses (transportation and meals provided)
- Cultural activities (transportation and meals provided)
- Financial aid, scholarship, and four-year college application assistance
- Workshops related to student success

How to apply: Submit a completed application and needs assessment form to the SSS office in Eddy Hall. Application packets may be available throughout each semester in our office or online on our web page (www.siskiyous.edu/sss).

Important SSS Dates and Deadlines to Remember:

Fall 2011

August, 1st week: SSS orientations begin this week; students are notified of dates

September 19th – 30th: First progress report check-in

October 17th: Students should have at least one counseling contact completed

October 17th – 28th: Second progress report check-in

November 28th – December 15th: End of semester check-in/program evaluation

August 1st – December 15th: Students must have at least two counseling contacts completed before the end of the semester

NOTE: Students will be notified of planned trips and activities at each orientation

Spring 2012

January 9th: SSS orientations begin this week; students are notified of dates

February 21st – March 2nd: First progress report check-in

March 19th: Students should have at least one counseling contact completed

March 19th – 23rd: Second progress report check-in

May 7th – 24th: End of semester check-in/program evaluation

January 3rd – May 24th: Students must have at least two counseling contacts completed before the end of the semester

NOTE: Students will be notified of planned trips and activities at orientation

SSS Staff:

Kim Lopez: Director/Counselor

Pat Chavez Kushwara: Coordinator/Advisor

Cynthia Smith: Administrative/Eligibility Technician

SSS Office: Located in

Eddy Hall

Phone: 530- 938-5309

Fax: 530-938-5379

Website: www.siskiyous.edu/sss