

Butte College

2009-2010

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Welcome to the 2009-2010 Butte College academic year!



I hope you find this academic planner useful in keeping you on track this year. It contains valuable information, so keep it handy. In it you'll find an academic calendar, campus maps, and information about student services and how to get involved on campus. If you don't find what you need here, be sure to check the college website or stop in to any campus office. We care about you and your success, and are proud to provide you with a quality education and services -- all in a great environment.

Enjoy your year! I hope it is productive and successful, and filled with new ideas and challenges.

Sincerely,

Dr. Diana Van Der Ploeg
President

QUICK GUIDE TO BUTTE COLLEGE PHONE NUMBERS:

COLLEGE CAMPUS AND CENTERS

Main Campus Information Office.....	530) 895-2511
Chico Center	530) 895-1352
Glenn County Center (Orland.....)	530) 865-9728

STUDENT SERVICES

Vice President of Student Services	530) 895-2239
Admissions and Records.....	530) 895-2361
Assessment Office.....	530) 895-2350
Campus Police	530) 895-2351
CATS.....	530) 895-2246
Career Center	530) 895-2340
Center for Academic Success (CAS	530) 895-2386
Counseling/Advising.....	530) 895-2378
Disabled Student Programs and Services	530) 895-2455
EOPS.....	530) 895-2555
Financial Aid.....	530) 895-2311
Health Services	530) 895-2441
Job Placement/Work Experience	530) 895-2334
Library (Reference desk.....)	530) 879-4024
Orientation	530) 895-2416
Registrar	530) 895-2361
Service Learning and Volunteerism	530) 895-2509
Student Activities.....	530) 895-2427
Transfer Center	530) 895-2264
TRiO Student Support Services.....	530) 879-4346
Veterans Affairs.....	530) 895-2566

DEPARTMENT OFFICES

Administration of Justice.....	530) 895-2401
Agriculture	530) 895-2551
Allied Health	530) 879-4310
Athletics	530) 895-2521
Automotive Technology	530) 879-6103
Biological Sciences	530) 895-2589
Business Education	530) 895-2371
Cosmetology	530) 895-9018
Drafting	530) 895-2864
Drama	530) 895-2994
Engineering	530) 895-2864
Family & Consumer Sciences	530) 895-2542
Fine Arts	530) 895-2404
Language Arts.....	530) 895-2251
Manufacturing Technology.....	530) 895-2551

Mathematics	530) 895-2451
Multimedia Studies	530) 895-2404
Nursing	530) 895-2328
Performing Arts	530) 895-2994
Physical Sciences	530) 895-2840
Public Safety Education & Training Ctr.	530) 895-2401
Social and Behavioral Sciences	530) 895-2471
Tourism & Travel	530) 895-2396
Welding/Construction/Technology	530) 895-2551

CAMPUS LIFE

Associated Students	530) 895-2392
Athletics Office	530) 895-2521
BCTV (telecourses)	530) 895-2862
Bookstore, Chico Center	530) 879-4370
Bookstore Main	530) 895-2331
Bus Transportation	530) 895-2352
Clubs	530) 895-2392
Food Service	530) 895-2327
Library	530) 879-4017
Performing Arts	530) 895-2994
Student Activities and Events	530) 895-2427

BUSINESS SERVICES

Facilities Planning & Management	530) 895-2381
Payroll	530) 895-2501

OTHER AREAS

TeleReg	530) 895-5060
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STUDENT SERVICES AND RESOURCES

OFFICE OF ADMISSIONS AND RECORDS

(530) 895-2361 - located on the lower level of the Campus Center

This office handles all enrollment and registration duties, and maintains student records as they pertain to residency, admission and enrollment matters, copies of petitions, applications, correspondence, academic test results, and counseling information. The Main Campus Office of Admissions and Records is open Monday through Friday from 8:00 a.m. to 5 p.m. Students should contact the Chico Center, (530) 895-1352, and/or Glenn County Center, (530) 865-9728, to determine when they are open for registration.

ASSESSMENT OFFICE

(530) 895-2350 - located in Quad 1, adjacent to the Campus Center

This office provides students with an assessment of their basic educational skills and establishes their course placement levels, necessary for most students prior to enrollment. The Assessment Office administers the Basic Skills Assessment (BSA) test, held throughout the year at various times and locations, and maintains the Exempt Class List, which lists courses exempt from the START and/or BSA requirements. Evaluations of test scores and transcripts from other colleges that are to be used for placement purposes are also conducted by this office.

BOOKSTORE

www.buttecollegebookstore.com

(530) 895-2331 - located on the lower level of the Campus Center

(530) 879-4370 - Chico Center Bookstore in lobby

Textbooks for college courses are sold through the campus Bookstore, which also sells academic supplies, clothing, gifts, greeting cards, snack foods and other items. The bookstore is open Monday through Friday from 7:15 a.m. to 4:30 p.m., but for student convenience maintains special extended hours during the first two weeks of the semester.

Visit the bookstore's website at <http://www.buttecollegebookstore.com>. Students may order textbooks, course materials, and school supplies on-line from the comfort of their homes. The bookstore always has the right textbook for Butte College courses, in the right edition, at competitive prices. Textbooks may also be purchased at the Glenn County Center in Orland and at our bookstore located in the Chico Center on Forest Avenue in Chico. If students change classes and need to exchange books or need help, the staff at the bookstore is happy to help. Shopping the college bookstore or website saves time, money, and -- most of all -- mistakes and aggravation. A full refund will be given during the first two weeks of the current semester on textbooks purchased for full-semester classes. Short-term classes have a three-day return-for-refund period from the first day of class. A textbook must be returned in the same condition as when purchased. Students must present the cash register receipt with any books, along with a picture ID and schedule of classes, or student activity card. At the end of the semester, the bookstore will buy textbooks back. The best prices are paid at the Bookstore during Finals Week. Visit the Bookstore on the web at www.buttecollegebookstore.com.

BUS TRANSPORTATION

(530) 895-2352 - Buses load and drop off in front of the Administration Building

Bus transportation is available to most students attending Butte College. Buses run regularly with scheduled routes from all the major cities in the two-county district and Glenn County Center. Bus schedules are available in the Campus Information Office located in the Campus Quad, and the Job Placement Center, Counseling Center, Office of Admissions and Records, and the Bookstore — all located on the lower level of the Campus Center. The schedule is also available on the Facilities web page at www.butte.edu/bus. A bus schedule for each semester, including Summer Session, is published three times a year in the *Semester Class Schedule*. The College is committed to providing transportation to disabled students through an integrated transportation system accessible to all students. For your safety, bus drivers check student identification. If you choose not to have a student activity card, any other picture ID and a current class schedule will be accepted.

BUTTE COLLEGE DINING SERVICES

(530) 895-2327 - located on the main level of the Campus Center

The Dining Services and Wired Café offer a variety of food choices like:

- Daily **Smoothie & Coffee Bar** service in the **Wired Cafe** - Internet access, too!
- Lower-level Campus Center: Out Door service at the **Coffee Cart**
- Breakfast and lunch meals cooked to order from our **Grill**
- A variety of menu options from our lunch time **Daily Specials**
- Fresh baked pizza from our **Pizza Station**
- Sandwiches, wraps and other items prepared fresh in our **Deli**
- **Salads, Snacks** and **Grab & Go** items available all day long

CAMPUS INFORMATION

(530) 895-2511 - located in the Welcome Center, adjacent to the Campus Center

The Campus Information Office, in partnership with the Orientation and Recruitment and Outreach offices, assists people with information regarding Butte College. Assistance is provided by phone or in person.

Information and Services found within Campus Information:

- Campus Maps
- Campus Tours
- Fax Services (for a fee)
- Housing bulletin board
- Information regarding Craig Hall (private dorm)
- Information regarding other housing options
- Late starting classes information
- Lost and found inquiries
- Sports schedules
- Butte College Information Packets

Located in the Welcome Center, the Campus Information Office is open Monday through Friday from 8 a.m. to 5 p.m. During summer months, the office is open Monday through Thursday from 7 a.m. to 5 p.m., and closed Fridays.

CAREER CENTER

(530) 895-2340 - located on the lower level of the Campus Center

The Career Center offers a variety of career-related services and activities. Services include career counseling, career planning workshops, classes and vocational assessments, major, college and labor market information. The Career Center's library includes books, publications, videos a computer based career guidance system. The Career Center is open Monday through Friday from 8 a.m. to 5 p.m., mid-August through May. Summer hours are 7 a.m. to 5 p.m., Monday through Thursday. Career counseling is available by appointment. Call 895-2340 for appointments and information.

CENTER FOR ACADEMIC SUCCESS (CAS)

www.butte.edu/services/student/cas - located on the main level of the LRC

CAS provides many services that enable students to take maximum advantage of Butte College's instructional programs, offering a friendly, supportive atmosphere and study space. The Center's goal is to enhance the academic success of the student. Tutors in a variety of subjects are available on a drop in basis and by appointment. Some tutoring is also available at the Chico Center (879-4366) and the Glenn County Center (865-9728). Study space can be scheduled for group study sessions or teacher/student conferences. Services include a Reading and Writing Center, complete with TIP sheets on a variety of subjects and trained tutors who support students throughout the writing process. CAS also offers Critical Skills Workshops on a variety of subjects to help students succeed. The Critical Skills Study Hour course is taught by CAS faculty and involves attendance at Critical Skills Workshops (see EDUC 10, 110, & 210). CAS staff oversee the student drop-in computer labs (PC only) located in LRC 143 and LRC 224. Computer tutors are specifically trained to support students working on word processing,

Internet research, WebCT, etc. Printing in CAS labs is available at a charge of 10 cents per page. Students must purchase a print card in the Bookstore to print in CAS labs. LRC 224 is open 8 a.m. - 4:45 p.m.. LRC 143 hours are posted at the lab. Check-in is required. Check with the CAS Coordinator or Learning Resource Specialist for more information on tutoring, workshops, Critical Skills Study Hour courses, and other services offered by CAS (895-2386).

COUNSELING/ADVISING CENTER

(530) 895-2378 - located on the lower level of the Campus Center

Counselors at the center are available to provide students valuable counseling and guidance regarding their individual interests and abilities, schedule planning, transfer requirements, educational and vocational choices, resolution of personal issues, and adjustment to college life.

Counselors can assist students by providing essential information concerning Associate Degree and Certificate requirements, college policies and procedures, and by facilitating the student's transfer to four-year colleges and universities. They specialize in obtaining information about course equivalencies, requirements at other colleges, program requirements and course prerequisites. The Counseling Center also offers a variety of services and resources designed to aid students in choosing, changing, or confirming career goals and taking appropriate steps to reach those goals. Unless exempted, all new students meet with a counselor during Orientation, prior to enrollment. The primary goal of this meeting is to assist students with appropriate course selection. It is essential that some form of Basic Skills Assessment be made before the meeting with a counselor prior to enrollment. Students are not required to have a counselor's approval to enroll in a course; however, they are strongly advised to review their plans with a counselor prior to enrollment each semester. Counselors are also available for personal counseling: to assist students explore concerns and situations which may affect their learning and personal growth. Every effort will be made to help students resolve their difficulties and derive the maximum benefit from their educational experience. Personal counseling is available on a limited basis, and may include referral to other appropriate resources.

DISABLED STUDENT PROGRAMS & SERVICES (DSPS)

(530) 895-2455 / (530) 895-2308 (TDD) - located in Quad 2, adjacent to the Campus Center

The office of Disabled Student Programs and Services (DSPS) provides assistance to Butte College students who have either permanent or temporary disabilities. Although students with documented disabilities are encouraged to contact the office of DSPS for assistance, students with disabilities are not required to register with the office and may request accommodations directly from any instructor or college office. In either instance, students are responsible for identifying themselves as an individual with a disability, and providing appropriate documentation. Accommodations may include, but are not limited to, specialized programs and instruction, assistive technology, or modifications to existing procedures, programs or facilities. Requests for accommodations require the student to meet timelines or procedural requirements established by the office of DSPS.

EARLY ALERT

(530) 895-2378 - located on the lower level of the Campus Center

Having a hard time catching up in your class?

Are your personal problems affecting your studies?

Worrying about your assignments and grades?

Thinking of dropping out?

Don't know where to get help?

Get an **EARLY ALERT VIP PASS** from any instructor or staff.

Early Alert is a referral service for students with challenges that may prevent them from success at Butte College. A VIP PASS will allow you to receive priority services.

Not sure where to start? Ask for a VIP Pass to Counseling.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

(530) 895-2555 - located in Quad 1, adjacent to the Campus Center

This office provides a comprehensive array of services to full-time, low income, under-represented, and under-prepared students. These services include early outreach, recruitment, priority registration, orientation, personal, academic and career counseling, free copier service, loan of calculators, tape recorders and word processors, book vouchers, financial aid/loans, financial aid for child care expenses (for eligible students), UC and CSU application fee waivers, low-cost PC purchase program, and one-to-one tutoring through the POWER Center. Interested students should visit the EOPS Office for more information.

THE FINANCIAL AID OFFICE

Students seeking information regarding financial assistance should check with the Butte College Financial Aid Office, located on the lower level of the Campus Center. Brochures describing financial aid programs and application materials are available at this office, the Chico and Glenn County centers, and Butte and Glenn County high schools. Students may also complete an application on-line at <http://www.fafsa.ed.gov>. Applications and all requested materials should be submitted to the Financial Aid Office by May 1 for priority consideration, however, applications are accepted throughout the year. Funds are limited, and the full financial need of late applicants cannot be met. Even if they do qualify for financial aid, students should be prepared to pay for books and other expenses, as it may take some time before their aid comes through. There are also many local, state and federal scholarship and grant programs which are not operated by the College. High school seniors should contact their high school counselors as to the availability and requirements of other programs.

TYPES OF FINANCIAL AID

Several types of financial aid are available to students, including grants, loans, Work Study, and scholarships. Distribution of money is based on financial need and the amount of funds available. For more information and applications, visit the Financial Aid Office, visit the Financial Aid Information page at <http://www.finaid.org>, or call (530) 895-2311.

Grants, Loans, Work Study, and Scholarships

Grants: Cash awards which do not have to be repaid.

Loans: Cash awards which are repaid according to a determined schedule.

Work Study: Provides payment for work a student performs while in school.

Scholarships: Cash awards which do not have to be repaid. Scholarships are granted for different reasons, including financial need, grade point average, career goals, or residency. Several scholarships are available through the Butte College Foundation. Call (530) 895-2359 for more information.

Fee Waivers

Board of Governors Fee Waiver: Waives an eligible student's enrollment fees, and part of the transportation fee. Call the Financial Aid Office at (530) 895-2311.

Remedial Course Fee Waiver: Waives enrollment and service fees for students enrolled in Butte College remedial courses offered on a California State University system campus. Refer to Education Code Section 76300(e)(2). Call Admissions and Records at (530) 895-2361.

Part-time Special High School Student Fee Waiver: Waives enrollment fees and some service fees for special part-time high school students enrolled in Butte College classes. Refer to Education Code Section 76001. Call the Office of School and College Relations at (530) 895-2453.

Board of Governors Fee Waiver (BOGFW)

The Board of Governors Fee Waiver is open to all students who are California residents. Many students qualify due to their low income level. Students who qualify for financial aid, general or public assistance, SSI or who are dependents of disabled veterans should also qualify for the BOGFW.

The BOGFW Program waives the student's per unit enrollment fees, and a portion of the transportation fee. The student must still pay the health fee, part of the transportation fee (full-time \$40/part-time \$35), any materials fees required, a \$2 TeleReg fee if they register by phone, and the \$12 fee for a student ID card if they choose to purchase one.

QUALIFYING FOR THE BOGFW

To qualify for the BOGFW, students must meet any one of the following criteria:

1. The student is a TANF/CalWorks (AFDC), SSI or general assistance recipient at the time of their enrollment. Dependent students are eligible if TANF/CalWorks (AFDC) is the only source of parental income, even if the student is not on the CalWorks grant.
2. The student is a dependent of a deceased or disabled veteran or National Guardsperson.
3. The student is eligible for any state or federal need-based aid, such as EOPS, Pell, FSEOG, BIA, Cal-Grant, subsidized GSL, or Work-Study.
4. The student is income eligible per state regulations. Students interested in applying should contact the Financial Aid Office for an application or complete the free application for Federal Student Aid (FAFSA). The FAFSA can be completed on-line at www.fafsa.ed.gov. For more information on the BOGFW, call the Financial Aid Office at (530) 895-2311.

JOB PLACEMENT AND COOPERATIVE EDUCATION OFFICE

(530) 895-2334 - located in the Career Center, on the lower level of the Campus Center

The Job Placement and Cooperative Education office provides services to help students get jobs. We assist with part-time, temporary, on-campus, internships and full-time jobs. Our job board lists new local jobs daily. We focus on career-related jobs when possible and offer workshops and individual assistance with resume writing, cover letter writing, interview preparation and the job application process. Students can get assistance with Financial Aid Work-Study programs and Cooperative Work Experience Education programs. Students interested in seeking employment are encouraged to visit the Job Placement and Cooperative Education Office.

LIBRARY

(530) 879-4024 - www.butte.edu/information/library

The Butte College Library on the Main Campus is located in the newly renovated three-level Frederick Montgomery Library building. The Library holds a print collection of more than 70,000 books and over 160 journals, magazines, and newspapers. In addition, the Library provides access to 72 online databases with full-text articles from over 18,000 periodicals and owns over 15,000 e-Books. All of the Library's online resources are accessible 24/7 via the Internet for Butte College students, faculty, and staff. An interlibrary loan service is available if materials need to be borrowed from other libraries. All library users must have a photo ID to borrow library materials. Students have access to the Library's electronic and online resources via 73 computer workstations located in the Reference Service area on the second floor. A Bibliographic Instruction room with 40 computer workstations is available for library instruction. Six group study rooms are available on the third floor for students to use. Reference staff is available to assist students with research. The Library offers scheduled bibliographic instruction sessions, library orientations and drop-in workshops, and a one-credit LIS II Research Strategies course. An online reference chat is available 24/7 to provide reference assistance. The Main Campus Library is open Monday through Thursday from 8:00 a.m. to 6 p.m. On Friday the Library remains open until 5:00 p.m.

The Chico Center Library is located in room 219 – Academic Support Services Center (ASSC) at the Butte College Chico Center. The Library provides library instruction, drop-in workshops, reference service, reserve book circulation, and a reference collection. Circulating books from the Main Campus can be requested online to be sent to the Chico Center for check out. For more information, please call the reference desk (530) 879-4398. A reference librarian is on duty Monday through Thursday (Monday and Tuesday 12 to 5 p.m., Wednesday and Thursday 1 to 6 p.m.). The Library is open from Monday- Thursday 8 a.m. to 9:45 p.m. and Friday 8 a.m. to 4:45 p.m. during the ASSC hours. Library hours are subject to change. For more information, please call (530) 879-4017.

MEDIA SERVICES FOR DISTANCE LEARNING CENTER

(530) 879-4055 - located in the Library on the bottom floor.

This department offers a variety of media materials and equipment for use by faculty and students. The Media Library houses video tape and DVDs. A limited variety of equipment, including VHS and DVD players, LCD projectors, slide projectors, and overhead projectors are available for classroom use. Students have access to the video library via MSDL. Media carrels in MSDL permit students to view VHS and DVD's upon demand. MSDL also provides coordination and guidance to students taking distance learning courses.

OFFICE OF SERVICE LEARNING AND VOLUNTEERISM

(530) 895-2509 - located in the Career Center, on the lower level of the Campus Center

Service Learning combines learning with action in real life situations outside of the classroom. Students have the opportunity to learn and develop as leaders through active participation in their own communities in a way that 1) meets important community needs; 2) provides time to think, talk, and write about new experiences; 3) brings enthusiasm to school work and enhances critical thinking skills; and 4) opens avenues for career exploration and promotes civic responsibility and sustainability awareness.

SKILLS LAB

(530) 879-3684 - located at the Butte Community Employment Center, Cypress Room, 2445 Carmichael Drive (at Park), Chico

The Skills Lab (CS 351) offers basic skills instruction in Keyboarding, Microsoft Office (MS Word, Excel, Power Point, Access) and GED test preparation.

GED ON-LINE OPTION

Students enrolled in CS 351, Specific Skill Development, may now access GED in the classroom via internet and can be set up to utilize the internet off campus. This is an exciting, versatile new program with great flexibility for those who wish to study for the GED test. Start working towards your GED now! Call 879-3684 for class and enrollment information.

STUDENT HEALTH SERVICES

**(530) 895-2441 - www.butte.edu/services/student/shs
located in Quad 3 - Rm 103, adjacent to the Campus Center**

SH Clinic offers low-cost/no cost medical evaluation, diagnosis, and treatment of illnesses and injuries. Reproductive health screening, including sexually transmitted infections, pregnancy testing, and limited forms of contraception are provided for a fee. Wellness services include immunizations, screening for tuberculosis, cardiac risk, anemia, breast and testicular cancer, diabetes, and other disorders. Limited psychological and habit or behavior modification counseling referrals are available. We can provide your DMV, pre-admission, and pre-employment physicals and assistance in obtaining immunization documentation. All services are strictly confidential. Eligibility for services requires course enrollment and paid Health fee.

Optional, self-purchase medical and dental student insurance plans through private insurance companies are available in the SHC lobby or by request. SHC encourages the purchase of student health insurance and does not endorse any specific insurance plan. Claims involving accidents and injuries that occur on campus or during college sponsored activities must be filed through the Student Health Clinic. SHC hours are from 7:30 a.m. to 12:30 p.m., and 1:30 to 4 p.m. Monday through Friday. Two nurse practitioners are available daily by appointment. A physician is available by appointment from 8 a.m. to 4 p.m. on Thursday. Students are seen based on medical need and clinician availability. Triage emergencies take precedence over scheduled appointments, and walk-ins may be seen when scheduled appointments fail to show.

The aim of the Student Health Clinic is to help students get well and stay well so that they may meet their academic and personal goals. SHC is dedicated to promoting the knowledge, skills, self development, and individual responsibility necessary to attend classes at an optimal level of physical, mental, and emotional wellness.

STUDENT TECHNICAL SUPPORT

(530) 895-2925

Butte College *Student Technical Support* assists students with access to: Student Portal Access, E-mail, Wireless Access to the College Network, WebAdvisor, and Blackboard. Help is available for students during regular business hours, Monday through Friday, 8 am to 5 pm. Call 895-2925, email studenttechsupport@butte.edu or visit us on the MyBC Portal

THE TRANSFER CENTER (TC)

(530) 895-2264 - located inside the Counseling Center, down the hall under our sign

Did you know that California State Universities (CSUs) and Universities of California (UCs) require electronically filed university admission applications to be submitted one-year in advance of transfer and Independent universities have their own timeline for admission? Did you know that priority goes to students who submit an online admission application within the priority filing period? It's true, and the Transfer Counseling Center can help!

The Transfer Counseling Center strives to make your transfer to the University as smooth and seamless as possible. The Transfer Counseling Center provides major/university specific academic counseling, transitional services, workshops and various transfer-specific programs to all Butte College students who plan to continue their education through transfer to a four-year university. Transfer Counseling Center services are designed to provide assistance to students from the day they start taking classes to the time the student is ready to transfer to a four-year university. The Transfer Counseling Center specializes in providing major/university specific academic counseling and Student Educational Plans (SEPs) focused on the university and major of the student's choice. Each semester the Transfer Counseling Center conducts Admission Application Workshops to assist students with completing the online CSU and UC admission applications during the priority filing periods. The Transfer Counseling Center hosts twenty-minute On-The-Spot-Admissions (OTSA) appointments with Admission Evaluators from CSU, Chico, CSU, Sacramento and Humboldt State University on Butte's campus. The Transfer Counseling Center provides UC-bound students the opportunity to complete a Transfer Admission Guarantee (TAG) – TAGs are available with seven of the nine UC campuses. The Transfer Counseling Center also provides students the opportunity to participate in the Dual Admission Program (DAP) with Chico State, allowing students to take a class at Chico State while attending Butte – free of charge! Students who wish to participate in an Admission Application Workshop, an OTSA appointment, Dual Admission, or complete a TAG written with a UC must SIGN UP IN ADVANCE with the Transfer Counseling Center.

In collaboration with the Career Center, the Transfer Counseling Center also co-hosts the Transfer Day/Career Fair each fall semester. At the fall 2007 Transfer Day/Career Fair over forty public, private, and out-of-state universities representing 7 states were on-hand to answer student's transfer questions. In fall 2008, Transfer Day/Career Fair will be held September 25th from 9 am to 1 pm on the main campus. Additionally, the Transfer Counseling Center hosts university representative visits on campus year round, giving students the opportunity to meet, one-on-one, with a university representative from different colleges to inquire about admission requirements, major-specific information, financial aid, housing, etc. The Transfer Counseling Center also provides Intersegmental General Education Transfer Course (IGETC) Certification - a university admission requirement for those following the Intersegmental General Education Transfer Course (IGETC) Sheet. The Transfer Counseling Center provides an updated TRANSFER TALK newsletter every semester. Packed with information to keep you on track of your transfer goals, the Transfer Talk Newsletter keeps you informed of transfer news, such as university priority filing dates, Admission Application workshop schedules, OTSA appointment schedules, DAP and UC TAG deadlines. Whether you plan to transfer to a CSU, UC, independent college, or an out-of-state university the Transfer Counseling Center is here to help you experience a smooth and seamless transfer to the University of your Choice! Stop by and set an appointment with a transfer counselor in the Transfer Counseling Center today! To find the Transfer Center, enter the Counseling department and go down the hall (past the front reception desk for the Counseling Department) and turn right, under Transfer Counseling Center sign - or call us at (530) 895-2264 for more information!

TRIO STUDENT SUPPORT SERVICES

(530) 879-4346 – located in Quad 1-118

Student Support Services (SSS) is a federally funded TRiO Program. The program is designed to provide a supportive environment for participants that are first generation college students, low income, or have a disability. The program goal is to have a student finish his/her General Education here at Butte College and then to transfer to a 4-year university. Services include help with completing the Free Application for Federal Student Aid, scholarship searches, academic support, tutoring, educational workshops, cultural activities, and field trips to universities. A student needs to fill out an application form and meet with a TRiO staff member to determine if they are eligible for the program. Applications can be obtained by visiting the TRiO office.

VETERANS RESOURCE CENTER

(530) 893-7580 - located in Quad 2 – Rm 103

The Veterans Resource Center staff is here to help student Veterans cut through the red tape and overcome the challenges of returning to education. The VRC staff connects Veterans with existing community services and advocates for the development of new services to meet the growing need. Services provided by the Veterans Resource Center include:

- Veterans educational benefits information
- Disabled Veterans compensation information
- Peer support, mentoring, and textbook exchange
- Free printing, copying, & faxing
- Referrals to the on-campus Mental Health Specialist
- Financial aid information & application assistance
- Relaxation area with T.V., couches, movies, internet, coffee, and study tables
- Alternative-learning tools for the non-traditional learner, such as Kurzweil and Inspiration Technology
- Bi-monthly workshops on Campus and Veterans Services
- Veteran's Emergency and Book Loan
- Veteran-specific academic counselor

Services we hope to provide in the future:

- Vet-to-Vet tutoring
- Sensitivity and awareness training for faculty and staff

The Veterans Resource Center is located on the Butte College main campus, Quad 2 Room 103, and is open Monday-Friday, 8:00 a.m. to 5:00 p.m. and our staff consists of Veterans who can treat their fellows with an empathy and respect born of shared experiences.

OFFICE OF VETERANS AFFAIRS

(530) 895-2566 - located in Quad 3 - Rm 101

The Office of Veterans Affairs serves students who have served in the U.S. Armed Forces, and their dependents, and receive special registration priority. Students wishing to apply for any of the VA's educational benefits should contact this office. Veterans Administration regulations pertaining to educational benefits do change occasionally, and students should periodically check with the office to ensure they are aware of and are following the latest regulations.

This office also handles the VA Work Study Program, which is not related to the college Work Study program. If a veteran is at least 3/4-time, taking 9 or more units, and is collecting VA Educational Benefits, he/she is eligible to participate in the VA Work Study Program providing that jobs are available. Federal minimum wage applies to VA Work Study, and employment will have a maximum of 425 hours per semester, and/or 1,300 hours per year.

WORK EXPERIENCE

(530) 895-2334 - located in the Career Center, lower level of the Campus Center

Career Work Experience is a learning partnership between a student, an employer, and an instructor from the student's major department. Through the Cooperative Work Experience Education Program, students may earn transferable credit for learning while working.

Students learning in a job which is directly related to their major may earn from .5 to 8 Career Work Experience units each semester, up to a maximum of 16 units. Enrollment in Career Work Experience is limited to students who have received the approval of an instructor in the student's major. Students new to the workforce or who are in jobs which are not directly related to their major may earn .5 to 6 units of General Work Experience units each semester to a maximum of 6. Work Experience, whether paid or unpaid, is a great way to break into an entry-level position, and is looked upon very favorably by employers. Interested students may pick up Work Experience packets in the Cooperative Education Office, located in the Main Campus Career Center.





**The Butte College
Associated
Students Present**

The AS Share Board

Do you ever need a ride to school or have an empty passenger's seat? Is there ever a book you need that you just can't find or need to get rid of? And we all know we have tons of stuff taking up all sorts of space!



LOCATED IN THE
CAFETERIA!
COME CHECK IT
OUT!

Book for Sale, Book Needed, Stuff for Sale, Room to Rent, Stuff I Need, Ride Offered, Ride Needed and Carpooling!

Post all your wants and needs right on campus!

Interested? Come to
the Associated Students Office in
Swing Space A to pick up a form!

 **Butte College**
ASSOCIATED STUDENTS

ASSOCIATED STUDENTS

www.butte.edu/as

The A.S. is your real-life opportunity to make a meaningful difference with your time at Butte College. The mission of the Associated Students (AS) is to effectively represent student needs, keep students informed of student related issues, and promote cultural, social, and leadership opportunities for all students. The AS has 6 core functions:

1. Represent Students
2. Keep Students Informed
3. Manage AS Funds (Student Activity Fee and Student Representation Fee)
4. Respond to College Issues / Needs
5. Coordinate Campus Events
6. Encourage Student Leadership Development

You can be a voice and an active participant, as an A.S. Executive Board member, committee member, or volunteer and get the opportunity to make decisions that affect the college budget, programs and campus policies, fund diverse social and educational programs and events, and help encourage student leadership development. Leadership positions include:

Officer Positions:

President	Legislative Analyst
Vice President	Parliamentarian
Academic Affairs Director	Publicity Director
Student Trustee	Social Director
Business Affairs Director	Cultural Affairs Director
Community Relations Director	ICC Representative
Environmental Affairs Director	Student Ambassador Program Director
Health & Wellness Director	

\$ Officers receive semester stipends.

The Associated Students Executive Board meets weekly on Tuesdays from 2 to 3:30 in SSA (ICC Lounge). To get an item on the agenda, contact the Associated Students at 530-895-2392 or secretaryas@butte.edu.

CLUBS/INTERCLUB COUNCIL (ICC)

www.butte.edu/departments/associatedstudents/inter-clubcouncil

Students have the opportunity to participate in one of the many social, cultural, religious, or political clubs on campus including. Call 895-2428 for information on any of the following clubs:

American Medical Student Association	Anthropology Club
Applied Science Club	Asian Student Association
Black Student Union	Butte College Ag Ambassadors
Butte College Bio-Fuels Club	Butte College Conservative Club
Butte College Disc Golf	Butte College Games Association
Butte College Investor's Club	Butte College Society of Engineers
Butte College Sports Medicine Club	Butte College SVO (Student Veterans Organization)
Ceramic Art Club	Cultures and Civilizations
Drama Club	Environmental Horticulture Club
Friends of the Refuge	Gay-Straight Alliance
International Association of Administrative Professionals (IAAP)	International Club
Latter-Day Saints Student Association (L.D.S.S.A.)	MESA Club
National Student Nursing Association	Phi Theta Kappa (Beta Theta Chapter)
Student Alliance for Sustainability	Wake-Up Club (Substance Abuse Education)

* If you would like to start a new club, pick up a “**How to Start a New Club**” packet in the Student Activities Office. For more information, contact Student Activities at 530-895-2428 or tibbitsdo@butte.edu.

The Interclub Council (ICC) is a governing group that promotes club collaboration, club events & fundraising, and also provides funding for clubs. The ICC meets on the 1st and 3rd Tuesdays from 11-12:30 in the ICC Lounge (SSA).

The ICC Lounge is a student focused space located in Swing Space A, that is available to all current club members and advisors.

STUDENT ACTIVITIES

The Office of Student Activities supports clubs, leadership programming and social, cultural and educational events. Campus events often take place on the Campus Center Lawn, Wired Café, the AS Free Speech Area, and various other classrooms and outdoor spaces. Some of the campus event supported by the Office of Student Activities include:

Welcome Week	Women's History Month
International Education Week	Black History Month
Harvest Festival	Earth Day Festival
Wellness Week	And more!

If you are interested in getting involved in a club, attend a leadership training or are wondering what is going on at Butte College, visit our office in Swing Space A or contact us at 530-895-2428 or tibbitsdo@butte.edu.

COYOTE ART GALLERY

The Coyote Gallery, located in Arts 106, generally focuses on local and regional contemporary art. Displays feature media as varied as sculpture, painting, drawing, prints, ceramics, photography, fiber, mixed media, participatory installations and video. In addition, an Annual Juried Student Exhibition and Awards Ceremony honors some of the College's most talented art students. Lectures and demonstrations are often coordinated with exhibitions. All of the shows are curated, directed, and publicized by the gallery director with the assistance of students in Art 70, Gallery Production. In addition, The Lobby Gallery on the Main Campus in the Campus Center features rotating displays on art and other interesting subjects. For more information, call Art and Digital Art and Design Chair Alexandra O'Neil at (530) 895-2397.

ATHLETICS AND INTERCOLLEGIATE COMPETITION

A wide variety of men and women's sports and intercollegiate athletics are available at Butte College. Intercollegiate sports for men include football, basketball, baseball, track, golf, cross country, and tennis. For women, there's volleyball, cross country, softball, track, golf, soccer, and basketball. Butte College is a member of three intercollegiate conferences: Bay Valley, Golden Valley and the Northern California Football Alliance. Freshman students are eligible for varsity competition. The College offers a selection of facilities for both training and competition. The John B. Cowan Sports Complex includes a stadium which hosts track and football activities, an indoor gym, and volleyball courts, baseball and softball diamonds, an archery range, and groomed athletic fields for various sports. All of Butte College's athletic events are open to the public. Admission is charged for football, basketball, and baseball. Coverage of events is occasionally broadcast on local cable television channels. A schedule of televised athletic events is available through BCTV. For more information on the athletics program, call the Director of Athletics at (530) 895-2521.

FORENSICS PROGRAM

The Butte College Forensics Program (CMST 12) offers a 1 to 4 unit open entry/open exit format, and options for individuals interested in intercollegiate speech and debate competition. It is also a great place for those students who are interested in developing communication, critical thinking, and socialization skills. For more information on the Forensics Program, call David Payne at (530) 895-2236 or Stacey Bartlett at (530) 895-2243.

INTERNET ACCESS

Students can access the Internet in the free CAS (Center for Academic Success) labs (LRC 143 and LRC 224) on a drop-in basis. Students are limited to an hour on the web, with academic research the primary use. Internet access is not provided for non-study sessions. Students using lab machines for social networking, shopping, or games will be asked to leave the lab. Use of the web is on a first-come, first served basis. Printing from the internet is available at a cost of \$.10 per page in the CAS labs. Purchase a print card at the Bookstore if you need to print in this lab. There are several other labs on campus that offer drop-in Internet access; ask at CAS for more information.

PERFORMING ARTS PROGRAM

Students who enjoy the performing arts will find plenty to keep them occupied at Butte College. The Music and Drama departments regularly stage musical and theater productions which allow students to showcase their talents. Auditions for these productions are open to both students and community members, making it a true community theater experience. For more information, call the Music and Drama departments at (530) 895-2994.

LEADERSHIP PROGRAMMING

CLASSES

POS/CSL 92: Exploring Leadership (3 units)

IDST 93: Civic Engagement – Practicum in Project Leadership (3 units)

IDST 94: Service Learning (1 unit)

AG 110/111: Ag Leadership (.5 to 1 unit)

STUDENT LEADERSHIP & CIVIC ENGAGEMENT CONFERENCE

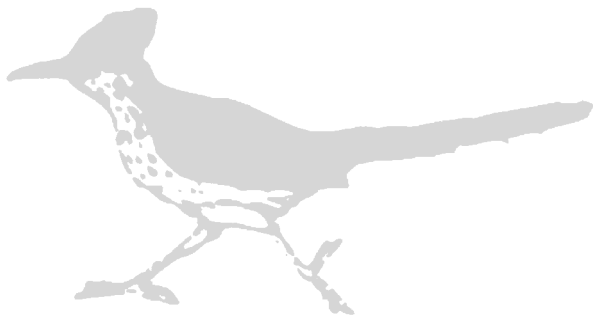
This exciting student conference is sponsored by the Associated Students and held at Butte College every fall semester. Students from high schools and colleges around Northern California participate in workshops, hear keynote speakers, network with other students, and have fun! For more information, contact the AS/Student Activities Advisor at 530-895—2945 or munsonke@butte.edu.

ASSOCIATED STUDENTS

The mission of the Associated Students (A.S.) is to effectively represent student needs, keep students informed of student related issues, and promote cultural, social, and leadership opportunities for all students. You can be a voice and an active participant, as an A.S. Executive Board member, committee member, or volunteer and get the opportunity to make decisions that affect the college budget, programs and campus policies, fund diverse social and educational programs and events, and help encourage student leadership development. The A.S. is your real-life opportunity to make a meaningful difference with your time at Butte College. For more information, contact the Associated Students at 530-895-2392 or secretaryas@butte.edu.

LEADERSHIP ACADEMY

This program includes four days of leadership training and campus orientation for AS Officers, Orientation Leaders, International Orientation Leaders, and Club Leaders. The program is held at Butte College during the summer. For more information, contact the Orientation Office at 530-895—2511.



PHI THETA KAPPA

Phi Theta Kappa is the international honor society for community college students. Our local chapter, Beta Theta Kappa, is engaged in a number of activities under the four hallmarks of “Leadership, Service, Fellowship and Scholarship.” To be eligible for Phi Theta Kappa, a student must have completed at least twelve associate-degree applicable units (numbered from 1 to 199) here at Butte College, with a cumulative GPA of no less than 3.5. He or she is then invited to affiliate with Phi Theta Kappa. Although many members of Beta Theta Kappa are also enrolled in Butte College’s Honors Program, this is not a requirement. For more information, contact JoAnna Birdsall at 530-893-7546 or birdsalljo@butte.edu.

LEADERSHIP AND CIVIC ENGAGEMENT CERTIFICATE

The Leadership & Civic Engagement Certificate will give students a foundation and hands-on experience in leadership theory and civic engagement activities. The courses focus on the themes of understanding self, understanding others, working in teams, civic engagement, and social and global responsibility and are applicable to all areas of study and careers. Students will have the opportunity to seek out and perform in leadership positions throughout the program and will participate in a monthly cohort. The certificate is 16 units. For more information, contact Kelly Munson at 530-895-2945 or munsonke@butte.edu

CAMPUS COMMITTEES

Students are encouraged to participate in decision-making committees on the campus. Students may receive financial stipends for representing students on one or more of the following Butte College committees:

Academic Council	Academic Senate
Accreditation	Art & Signage
Board of Trustees	Budget Development
Classified Senate	Council of the Presidents
Curriculum	Community Youth and Alcohol Committee
Distance Learning	Diversity
Early Alert	Facilities Master Planning
Financial Aid Appeals	Foundation
Graduation	Judicial Council
Land Use	Library Committee
Make a Difference Day	Measure A: Citizens’ Oversight
Public Events	Safety Committee
Sustainability Steering	Technology/Student E-mail
Technology Council	Textbooks
Town and Gown	Web Committee
Violence Prevention	

If you are interested in participating on one of the above committees, contact the Associated Students at 530-895-2392 or secretaryas@butte.edu.

STUDENT ACTIVITY CARDS

www.butte.edu/departments/associatedstudents/studentactivitycard

Each semester when you pay your \$12 Student Activity Fee, you are eligible for a FREE student activity card. Your student activity card benefits you in the following ways:

- Butte College Buses
 - Library
 - Theater
 - Community business discounts
- ❖ For a list of current discounts go to:
www.butte.edu/departments/associatedstudents/studentactivitycard

After you receive your first card, each following semester you may pick up a validation sticker to add onto your card. If you lose the card you may be charge a \$5 replacement fee. Cards can be picked up in Swing Space A.

Top 6 Questions asked about the Student Activities Card:

Q: Do I really need a Student Activities Card?

A: The Activity card is not a mandatory card but there are many benefits to getting a Card.

Q: When can I get the my Student Activity card or new validation sticker?

A: The soonest you can receive your new validation sticker is the first day of the new semester.

Q: What is the Student Activities Card good for?

A: You can receive discounts at Butte College and around Butte County with your card. The card is also used to ride the Butte College buses, check out books at the library, receive discounts for CSUC and Butte College theater productions, and also can be used as a second form of ID. When you pick up your card, you will receive a coupon booklet with discounts for the Butte College Bookstore and Food Services while supplies last.

Q: How much is the Student Activities Card?

A: The Activity card is a \$12 Student Activities Fee. This fee needs to be paid at Admissions & Records before you can pick up your card.

Q: But didn't I already pay for a Student Activities card?

A: It depends. If you take at least one daytime Main Campus or Chico Center class, then you will be automatically charge the \$12 Student Activity Fee. If you do not have any daytime Main Campus or Chico Center classes, then you will not be charged. This fee would then be an additional fee you can pay through Admissions & Records before receiving a card.

Q: Can I get a new Student Activities Card?

A: The only way you can receive a new Activity card is if you have lost it or have a name change. After two cards you will have to receive permission from the A.S. advisor and may be charged.

For Student Activity Cards and questions, contact 895-2391 or visit the Student Activities Office in Swing Space A.

STUDENT INVOLVEMENT WITH SUSTAINABILITY AT BUTTE COLLEGE

www.butte.edu/sustainability

GET INVOLVED:

Campus Sustainability Committee

Contact: Gail Peters, 893-7536, petersga@butte.edu

Campus wide committee to help establish a campus culture of sustainability.

A.S. Environmental Affairs

Contact: Associated Students, 895-2392, environmentalas@butte.edu

Student Alliance for Sustainability Club

Contact: Mimi Riley, 895-2497, rileyme@butte.edu

Social networking, events, fieldtrips, workshops & conference attendance for students.

RESOURCES & PROJECTS:

Sustainability Resource Center (SRC)

sustainability@butte.edu

LRC 141, 530-879-6143

The Sustainability Resource Center (SRC) contains books, DVDs, magazines, journals, and brochures on a variety of sustainability related topics. The SRC is staffed 20 hours a week with knowledgeable student assistants that can help direct you to information and resources to support your class assignments or your general awareness of social, economic and environmental issues.

Graduation Pledge for Social and Environmental Responsibility

Contact: A.S. Sustainability Resource Center (LRC 141), 879-6143, sustainability@butte.edu

CLASSES FOR CREDIT:

BIO7: Sustaining Life on Earth

ECON35: Environmental Economics

PHIL5: Environmental Ethics

SOC5: Our Sustainable Future

PSYCH11: Peace Psychology

PSC10: Environmental Science (Lab)

AGR10: World Food and Hunger Issues

IDST 93: Civic Engagement – Practicum in Project Leadership

* And more, Contact Mimi Riley, 530-895-2497, rileyme@butte.edu for more information

EVENTS:

- Focus the Nation
- Energy Awareness Fair
- Campus Sustainability Day
- Earth Day Festival
- This Way to Sustainability Conference
- Greendance Film Festival

* Contact Kelly Munson, munsonke@butte.edu / 895-2945 for event details

POSTING OF PRINTED MATERIALS ON CAMPUS

All printed material to be displayed on the Butte College campus must be **APPROVED** with a stamp by the Student Activities Office, prior to posting. (Printed materials originating out of Instructional Programs, Student Activities, Athletics or any other college office does not need to be stamped. Those who post them are responsible for removing them once the event/activity is over).

Permission to distribute or post printed materials will be denied if materials are:

- Disruptive of the educational process because they incite students, faculty, staff or public to commit unlawful acts.
- Prejudicial to an ethnic, religious, racial or other delineated group.
- Libelous against any specific person or persons.
- Promote any specific religious sect or denomination.
- Disruptive or offensive.

Printed materials must include a name and contact number for the individual, business and/or organization responsible for the content of the flyer.

A maximum of **25 COPIES** are allowed to be posted in a 1 month period.

Flyer size will not exceed 8.5" X 14" in size.

DO NOT cover, remove or deface exiting flyers.

DO NOT post on:

- Glass/Windows
- Program specific bulletin boards (i.e. Financial Aid Board, Fine Arts Board).
- Walls (both inside and outside building)
- Doors

For questions about posting, contact Donna Tibbitts, 530-895-2427 or tibbittsdo@butte.edu



STUDENT RIGHTS AND CONDUCT

3.21 Student Rights and Conduct

Disciplinary action involving students is primarily the responsibility of the Dean of Student Services. Disciplining students is a means of protecting the rights and privileges of each member of the campus community, as well as protecting College property.

The procedures described herein are designed to protect students from the imposition of unfair disciplinary action. It is the right of every student to request due process. In order to file an appeal against disciplinary action, the individual must be currently enrolled or must have been enrolled at the time of the alleged violation.

1. Grounds for Disciplinary Action:

As legally required, students are advised that the following categories of behavior will constitute good and sufficient cause for disciplinary action to be initiated. Also listed are the types of action which may result as a consequence of the misbehavior. Inappropriate behavior includes but is not limited to the following categories.

A. DISHONESTY: Such as cheating, plagiarism, or knowingly furnishing false information to the College.

- 1) Removal from class
- 2) "F" grade on the assignment
- 3) "F" in the class(es)
- 4) Expulsion

B. FORGERY: Altering or issuing College documents, records, or identification.

- 1) Expulsion
- 2) Suspension
- 3) Reprimand

C. OBSTRUCTION OR DISRUPTION of teaching, research, computing services, administration, disciplinary procedures or other college activities, including its public service functions or other college-authorized activities.

- 1) Admonishment
- 2) Reprimand
- 3) Probation
- 4) Expulsion
- 5) Suspension
- 6) Social Probation
- 7) Summary Suspension

D. PHYSICAL ABUSE OF ANY PERSON on College-owned or controlled property or at College-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.

- 1) Expulsion
- 2) Suspension
- 3) Summary Suspension

E. THEFT OF OR DAMAGE TO PROPERTY including printed or software materials of the College, a member of the College community, or a campus visitor.

- 1) Restitution
- 2) Suspension
- 3) Expulsion
- 4) Probation

- F. VIOLATION OF COLLEGE POLICIES OR CAMPUS REGULATIONS, including campus regulations concerning the registration of student organizations, the use of college facilities, or the time, place, and manner of public expression.
 - 1) Reprimand
 - 2) Probation
 - 3) Suspension
 - 4) Expulsion
 - 5) Restitution
 - G. USE, POSSESSION, OR DISTRIBUTION of narcotics or other restricted drugs and alcoholic beverages on campus.
 - 1) Suspension
 - 2) Expulsion
 - H. UNAUTHORIZED ENTRY TO OR USE OF COLLEGE FACILITIES
 - 1) Suspension
 - 2) Expulsion
 - 3) Probation
 - 4) Restitution
 - I. DISORDERLY CONDUCT OR LEWD, INDECENT OR OBSCENE CONDUCT OR EXPRESSION on College-owned or controlled property or at College-sponsored or supervised activities
 - 1) Reprimand
 - 2) Probation
 - 3) Suspension
 - 4) Expulsion
 - J. OTHER ACTS OR OMISSIONS defined as illegal under civil or criminal law.
2. Types of Disciplinary Actions:

The types of discipline which are imposed by the College for violation of its rules or the laws of the State of California include, but are not necessarily limited to, the following:

- A. REPRIMAND officially recognizes a violation of conduct and admonishes the offender to avoid future infractions.
- B. PROBATION continues the student in the College community on the condition of appropriate future behavior.
- C. SOCIAL PROBATION includes the condition “probation,” but excludes the student from participation in cocurricular and extracurricular activities.
- D. SUSPENSION is defined as exclusion from the College for an indefinite period. This action is authorized by the Dean of Student Services, and the Superintendent/President must be informed. This action is noted in the student file.
- E. SUMMARY SUSPENSION is an authorized emergency action taken by the College when, in the opinion of its agents, the safety or good order of the College is in immediate jeopardy.
- F. EXPULSION is an action by the Board of Trustees to permanently exclude the offender from the College and is noted in the student file.

- G. SUSPENSION FROM A SPECIFIC CLASS is an action which authorizes an instructor to remove a student from his or her class for the day of the removal and the next class meeting. This action must be immediately reported to the Dean of Student Services and the academic administrator responsible for the area, and the student should be instructed not to return to class until authorized by the Dean of Student Services or designee.

The faculty/staff should complete an Incident Report which can be obtained in the Division Office or the Student Services Office.

During the period of removal, a student may not be returned to the class from which he or she was removed without the concurrence of the instructor of the class.

3. Preliminary Procedure:

The following procedures will be taken to inform the student of the violation:

- A. An initial counseling session with the Dean of Students or designee. The student is permitted to have a representative present at this meeting. This meeting will cover:
- 1) A review of the allegations
 - 2) A review of the appeals procedures
 - 3) A discussion of the circumstances, allowing the student to present his or her defense against the allegations.
- B. After the counseling session, the Dean of Student Services or designee will determine the sanction(s), if any, the College will impose and will notify the student, instructor/staff of the decision.

4. Non-Academic Grievances:

Grievance action may be initiated by a student against another student, an instructor, or administrator, or any other District employee, and the College may initiate a grievance against a student. The following list indicates acts that are grounds for grievance.

- a) Violation of student rights
- b) Act or threat of intimidation or harassment by a District employee
- c) Act or threat of intimidation or harassment by a student
- d) Act or threat of physical aggression by a District employee
- e) Act or threat of physical violence by a student
- f) Appeal of Dean of Student Services or designee's disciplinary action

All grievances will be presented to the Dean of Student Services or the Dean's designee who will attempt to resolve the issue. If the Dean of Student Services or the Dean's designee is unable to resolve the grievance, he/she will refer the grievance to the appropriate person(s) or committee for resolution. Failure to appeal the Dean's resolution no more than five school days after being informed in writing of said resolution will constitute acceptance of the decision. All suspensions, dismissals, and expulsions will be preceded by a Judicial Council hearing, except where immediate suspension is necessary to protect lives or property or to insure order.

In addition, if in the opinion of the Dean of Student Services or the instructor, the presence of the student causes a continuing danger to the physical safety of the students, faculty, staff, or others, and if the student makes threatening remarks, the student may be suspended for a period of up to ten (10) days of instruction from that class and/or the college pending the outcome of the hearing before the Judicial Council.

The courts have set forth the following requisites of Due Process for students:

- a) Written charges ten (10) days in advance of scheduled hearing.

- b) Each party has the right to inspect in advance the College's pertinent affidavits or exhibits.
- c) Each party has the right to call witnesses and introduce affidavits or exhibits.
- d) Each party has the right to legal counsel at her/his own expense.
- e) Each party has the right to confront and cross-examine witnesses.
- f) Each party has the right to determination by the hearing body based solely on evidence in the record.
- g) Each party has the right to have written findings and disposition.
- h) Each party has the right to make a verbatim record at her/his own expense.
- i) Each party has the right to appeal to the President of the institution, thence to the governing board.

5. Appeal Procedures:

The Judicial Council will be the Appeals Committee:

A. Composition: The Judicial Council will be comprised as follows:

- 1) Two students selected by the President of the Associated Students
- 2) Two faculty selected by the President of the Academic Senate
- 3) One administrator, other than the Dean of Student Services or any member of the Dean's staff, selected by the College President
- 4) The Judicial Council will select one of its members as Chairperson.

B. Hearing Procedure: The Judicial Council will conduct its proceedings as follows:

- 1) Grievances must be submitted in writing to the Dean of Student Services or the Dean's designee no later than five (5) school days after the alleged act or violation.
- 2) The Dean of Student Services or the Dean's designee will convene the Judicial Council no later than ten (10) school days after a hearing is requested.
- 3) Each party will have the right to examine all evidence and/or affidavits in advance of the hearing.
- 4) A summary of the evidence in possession of the Dean of Student Services or the Dean's designee will be provided to the Judicial Council by the Dean or the Dean's designee.
- 5) The Council will discuss issues, hear testimony, examine witnesses, and consider all available evidence pertaining to the charge.
- 6) The Judicial Council will judge the relevancy and weight of testimony and evidence and make its findings of facts, limiting its investigation to the formal charge. The Judicial Council will also make recommendations to the College President for the disposition of the charge.
- 7) The Judicial Council will submit its findings of facts and recommendation(s) to the College President, with a copy to each party and the Dean of Student Services or the Dean's designee.
- 8) Unless the respondent notifies the Dean of Student Services or the Dean's designee, in writing, forty-eight (48) hours in advance, that she/he desires that the hearing be public, the hearing will be closed to the public.
- 9) A summary record of the proceedings will be kept in a confidential file by the Dean of Student Services.
- 10) The Judicial Council may recommend to the College President:
 - a. Dismissal of all charges
 - b. Expulsion
 - c. Suspension

- d. Probation
 - e. Reprimand
 - f. Restitution
 - g. Such other penalties as the Council may deem appropriate to the case
- C. Final Action
- 1) The College President, or the President's designee, upon receiving the findings of facts and recommendations of the Judicial Council, will, within five school days render a decision and transmit it in writing to the respondent, the Judicial Council, the Dean of Student Services or the Dean's designee, and the other party(ies) involved in the case. The President may review the proceedings, conduct such investigations as are deemed necessary and take one of the following actions:
 - a. Dismiss the charge(s)
 - b. Concur with the Judicial Council's recommendations
 - c. Reduce the recommended sanctions
 - d. Initiate other action
 - 2) The respondent or the complainant may submit a written appeal of the President's decision to the Butte College Board of Trustees within forty-eight (48) hours of notification of the President's action. Upon receipt of the appeal, the Board of Trustees will review the proceedings, conduct such investigations as are deemed necessary and take one of the following actions:
 - a. Dismiss the charge(s)
 - b. Concur with the College President's recommendations
 - c. Modify the recommended sanctions
 - d. Initiate other action
 - 3) The decision rendered by the Butte College Board of Trustees is final.

Last Council of Presidents Review: Summer 1995