

# student handbook

2011-2013

Once you **go here,**  
you can **go anywhere**™



WEST  
HILLS  
COLLEGE

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COALINGA

## **West Hills College Coalinga**

300 Cherry Lane  
Coalinga, CA 93210  
559.934.2000

## **North District Center, Firebaugh**

1511 Ninth Street  
Firebaugh, CA 93622  
559.659.1473

**www.westhillscollge.com**

### **Vision Statement**

West Hills College Coalinga strives to become a premiere interactive learner-centered community college recognized for its contribution to educational, social, cultural, and economic vitality.

### **Mission Statement**

West Hills College Coalinga is committed to achieving student learning through the provision of educational, cultural, and economic development opportunities to our current and future students and the local and global communities that we serve.

### **Goals**

1. We will maintain our focus on improving student success, improving customer service, and on being learner-centered.
2. We will develop and strengthen college and community interactions to improve access to education opportunities.
3. We will demonstrate academic quality, leadership, engagement, innovation, and creative thought.
4. We will effectively utilize existing resources and pursue additional resources to achieve the mission of the college.

### **Accreditation**

West Hills College Coalinga is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415.506.0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. This is an institutional accrediting body recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education. It is listed in the Directory of the Western Association of Schools and Colleges and in the Accredited Institutions of Postsecondary Organizations, 1990-91, a publication of the American Council on Education.

West Hills College Coalinga is a member of the California Association of Community and Junior Colleges and the American Association of Community and Junior Colleges. The college is approved by the United States Immigration and Naturalization Service to accept international students.

### **Board of Trustees**

*President* Mark McKean, *Vice President* Bill Henry,  
*Clerk* Nina Oxborrow,  
Steve Cantu, Edna L. Ivans, Jeff Levinson, Jack Minnite

### **West Hills College Coalinga**

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*Vice President of Student Services* Dr. Marlon Hall  
*Vice President of Educational Services* Jill Stearns  
*Associate Dean of Student Learning* Raquel Rodriguez  
*Associate Dean of Student Services* Mark Gritton

### **North District Center**

*Director* Dr. Marcel Hetu

### **West Hills Community College District Administration**

*Chancellor* Dr. Frank Gornick  
*Vice Chancellor of Business Services* Ken Stoppenbrink  
*Vice Chancellor, Institutional Effectiveness and Enrollment Management* Pedro Avila  
*Vice Chancellor, Educational Services and Workforce Development* Dr. Carole Goldsmith  
*Associate Vice Chancellor, Academic and Information Services/Registrar* Keith Stearns

### **WHCC Academic Senate**

*President* Dr. Mike Burke  
*First Vice President* Cal Tincher  
*Secretary* Brandy Wilds  
*Arts/Letters* Jim Grant  
*Ag/CIS/Business* Cindy Hauki  
*Health Careers* Hector Dam-Mikkelsen  
*Science/Math/PE* Staci Mosher  
*Social Science/ Public Services* Cal Tincher  
*Non-Teaching Faculty* Dr. Martha Rodriguez

### **Compliance Statement**

West Hills College does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title V of the Civil Rights Act of 1964 pertaining to race, color, and national origin; and Title IX of the Educational Amendments of 1972. Section 504 of the American Disabilities Act of 1990 pertaining to handicap; and the Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances, or grievance procedures covering discrimination complaints may be directed to: Ken Stoppenbrink, Equal Opportunity Officer, West Hills College, 9900 Cody Avenue Coalinga, CA 93210 1.800.266.1114 ext. 2157.

The lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs. West Hills College recognizes its obligation to provide overall program accessibility throughout the college for handicapped persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to: Office for Civil Rights, U.S. Department of Education, 221 Main Street, Suite 1020, San Francisco, California 94105.

West Hills College is an Equal Opportunity Employer.

### **Declaracion de Cumplimiento**

West Hills College no discrimina por razones de raza, color, origen de nacionalidad, sexo (incluso hostigamiento sexual), desventajas físicas, o edad en ninguna de sus pólizas, o procedimientos conforme a las leyes del Título V del Acta de Derechos Civiles de 1964 que incluye raza, color, y país de origen; El título IX de la Enmienda de la Ley de Educación de 1972. La Sección 504 del Acta de Deshabilites Americanos de 1990 (que se refiere a personas incapacitadas) y el Acta Contra la Discriminación por Razones de Edad de 1975. Esta póliza contra la discriminación abarca la entrada y el acceso al colegio, el trato y el empleo en los programas y actividades de WHC, incluyendo la educación vocacional. Preguntas sobre la póliza de oportunidad equitativa en el empleo, quejas, y procedimientos sobre las quejas en cuanto a la discriminación, deben ser dirigidas a: Ken Stoppenbrink, Affirmative Action Officer, West Hills College, 9900 Cody Avenue, Coalinga, CA 93210 (559) 935-0801 ó 1.800.266.1114 ext. 2157.

El hecho de no hablar o escribir inglés no le impide participar en los programas vocacionales de WHC. WHC reconoce su obligación de ofrecer todo el acceso y toda la ayuda que sea necesaria a las personas incapacitadas. Favor de Contactar al coordinador de la Sección 504 para obtener información acerca de la existencia y el lugar de servicios, actividades, e instalaciones a las cuales tienen acceso y pueden ser empleadas por personas incapacitadas.

Dirija sus preguntas acerca de las leyes y los reglamentos federales antidiscriminatorios en la educación. O acerca del cumplimiento del distrito con esas provisiones a: Office for Civil Rights U.S. Department of Education 221 Main Street, Suite 1020 San Francisco, California 94105.

West Hills College Ofrece Empleo En Forma Equitativa Y Cumple Con Las Leyes Y Reglamentos.



## ***President's Message***

On behalf of the West Hills College Coalinga faculty, staff, and administration, I welcome you to our community of learning excellence. We are proud to provide students with a wide array of courses and programs that will enable you to achieve your academic and career goals. Our academic programs will prepare you for transfer to a four-year college or university and our vocational / technical programs will prepare you to enter a variety of occupations in the workforce of today and tomorrow. While at West Hills College Coalinga you may participate in personal enrichment, artistic and cultural events, athletic programs, and student leadership activities. This is your community college. We are committed to your personal and professional development.

The central focus of West Hills College Coalinga is student learning and we strive to create a stimulating learning environment. With a spirit of innovation and creativity, the faculty and staff constantly engage in activities designed to enhance the learning environment and to provide for the ever-changing needs of the communities we serve. At West Hills College Coalinga you will find instructional excellence coupled with comprehensive and accessible learning support services.

West Hills College Coalinga is appreciated and admired by the communities it serves for its high quality academics, excellent facilities, forward thinking faculty and staff, outstanding support systems and effective management of resources. West Hills College Coalinga has a history of success and a future of unlimited possibilities. We look forward to adding you to our list of success stories.

See you on the campus...

Willard Clark Lewallen, Ph.D.  
President

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Welcome to the newly redesigned college catalog and student handbook. Designed to be your first stop for information, you will find helpful hints, resources, and how-to guides throughout. WHCC is committed to student success – have a question or a problem? Can't find the answer? Contact the helpdesk at 559.934.2002 or email [helpdesk@whccd.edu](mailto:helpdesk@whccd.edu) for a quick response.

## phone numbers

Area code 559

Admissions and records.....	934.2300	Library .....	934.2420
Advising.....	934.2300	Maintenance and Operations.....	934.2250
Athletics.....	934.2450	Media Services .....	934.2406
Bookstore.....	934.2360	North District Center .....	659.1473
Child Development Center .....	934.2392	President’s Office.....	934.2200
Community Education .....	934.2348	Residence Halls.....	934.2374
Counseling.....	934.2300	Student Services .....	934.2300
Farm of the Future .....	934.2700	Transcripts .....	934.2227
Financial Aid.....	934.2310	Tutoring .....	934.2420
Fitness Lab.....	934.2450	VP Educational Services.....	934.2222
Food Services .....	934.2368	VP Student Services .....	934.2300
Health Careers .....	934.2760		
Helpdesk .....	934.2002		

# ***Instructional Calendars***

## **2011-2012**

### **2011 SUMMER SESSION**

May 31–August 10, 2011 . . . . . Instruction Begins/Ends  
 July 4 . . . . . Independence Day Observed

### **2011 FALL SEMESTER**

August 11 . . . . . Th . . . . . Faculty Flex Day, No Classes  
 August 12 . . . . . F . . . . . Duty Day, No Classes  
 August 15 . . . . . M . . . . . Instruction Begins  
 September 5 . . . . . M . . . . . Labor Day, No Classes  
 October 14 . . . . . F . . . . . Last Day to Petition to Graduate  
 October 17 . . . . . M . . . . . Second 9-week Classes Begin  
 November 11 . . . . . F . . . . . Veteran’s Day Observed, No Classes  
 November 14 . . . . . M . . . . . Last Day to Withdraw with a W  
 November 24-25 . . . . . Th-F . . . . . Thanksgiving, No Classes  
 December 12-16 . . . . . M-F . . . . . Finals Week  
 December 16 . . . . . F . . . . . End of Fall Semester  
 Total Instructional Days: 87

### **2012 SPRING SEMESTER**

January 12 . . . . . Th . . . . . Faculty Flex Day, No Classes  
 January 13 . . . . . F . . . . . Duty Day, No Classes  
 January 16 . . . . . M . . . . . Martin Luther King Day, No Classes  
 January 17 . . . . . T . . . . . Instruction Begins  
 February 17 . . . . . F . . . . . Lincoln’s Day Observed, No Classes  
 February 20 . . . . . M . . . . . Washington’s Day Observed, No Classes  
 March 16 . . . . . F . . . . . Last Day to Petition to Graduate  
 March 19 . . . . . M . . . . . Second 9-week Classes Begin  
 April 2-6 . . . . . M-F . . . . . Spring Recess  
 April 20 . . . . . F . . . . . Last Day to Withdraw with a W  
 May 21-25 . . . . . M-F . . . . . Finals Week  
 May 24 . . . . . Th . . . . . Lemoore Commencement  
 May 25 . . . . . F . . . . . Coalinga Commencement  
 May 25 . . . . . F . . . . . End of Spring Semester  
 Total Instructional Days: 88

Approved by the Board of Trustees April 20, 2010

# 2012-2013

## 2012 SUMMER SESSION

May 29– August 8, 2012 ..... Instruction Begins/Ends  
July 4 ..... Independence Day Observed

## 2012 FALL SEMESTER

August 9 ..... Th ..... Faculty Flex Day, No Classes  
August 10 ..... F ..... Duty Day, No Classes  
August 13 ..... M ..... Instruction Begins  
September 3 ..... M ..... Labor Day, No Classes  
October 12 ..... F ..... Last Day to Petition to Graduate  
October 15 ..... M ..... Second 9-week Classes Begin  
November 12 ..... M ..... Veteran’s Day Observed, No Classes  
November 9 ..... F ..... Last Day to Withdraw with a W  
November 22-23 ..... Th-F ..... Thanksgiving, No Classes  
December 10-14 ..... M-F ..... Finals Week  
December 14 ..... F ..... End of Fall Semester  
Total Instructional Days: 87

## 2013 SPRING SEMESTER

January 10 ..... Th ..... Faculty Flex Day, No Classes  
January 11 ..... F ..... Duty Day, No Classes  
January 14 ..... M ..... Instruction Begins  
January 21 ..... M ..... Martin Luther King Day, No Classes  
February 8 ..... F ..... Lincoln’s Day Observed, No Classes  
February 18 ..... M ..... Washington’s Day Observed, No Classes  
March 15 ..... F ..... Last Day to Petition to Graduate  
March 18 ..... M ..... Second 9-week Classes Begin  
March 25-29 ..... M-F ..... Spring Recess  
April 19 ..... F ..... Last Day to Withdraw with a W  
May 20-24 ..... M-F ..... Finals Week  
May 23 ..... Th ..... Lemoore Commencement  
May 24 ..... F ..... Coalinga Commencement  
May 24 ..... F ..... End of Spring Semester  
Total Instructional Days: 88  
Approved by the Board of Trustees April 20, 2010

# ***General Information***

## **WHCC History**

The establishment of a college for the Coalinga Union High School District was proposed in the spring of 1932. The official beginning of the Coalinga Extension Center of Fresno State College dates from October 3, 1932. In September 1941, Coalinga Junior College became an independent unit under the direction of the Governing Board of the Coalinga Union High School District. Construction of a new campus on Cherry Lane near the northern limit of the City of Coalinga was begun on October 3, 1955, and the buildings were occupied on September 13, 1956.

In November of 1961, the voters of Coalinga Union High School District approved the formation of a separate junior college district, and in June of 1962, the voters of Lemoore High School District voted to annex to the college district, as did voters of Riverdale and Tranquillity High School Districts in December of 1962. Effective July 1, 1969, the official name of the college was changed to West Hills College in keeping with the nature of the expanded district.

In order to effectively serve the college district, West Hills opened the North District Center in the city of Firebaugh in 1971. Today the North District Center is part of West Hills College Coalinga.

In 1979 the District purchased land in the City of Lemoore, and in 1981 a classroom building and an office were erected. This was the Kings County Center until January 12, 2002, when the 555 College Avenue campus of West Hills College Lemoore opened. A generous donation of land from Robert and Mardell Pedersen and Lionel and Lola Simas made the campus possible.

In 2004 West Hills College became a multi-college district with two colleges: West Hills College Coalinga and West Hills College Lemoore, and a center, North District Center in Firebaugh.

## **Academic Freedom**

The Board believes that academic freedom is an essential right arising from the nature and function of education. The aims and objectives of the West Hills Community College District point to the unreserved and unqualified obligation of the instructor to pursue his/her subject and the program area surrounding it in a manner consistent with standards of scholarly objectivity as defined by academic tradition and practice.

The West Hills Community College District holds that academic freedom involves inherently the following rights and responsibilities:

1. The right to explore to the limit of competence and training, the assigned teaching area and its references.
2. The responsibility within the teaching area to weigh studiously serious intellectual differences, when applicable, which rise from historical context and perspective.
3. The right to present the democratic process with its freedoms, rights, and safeguards as the sole way in which the academic community and nation can exist and establish the means for progress and the greater fulfillment of man.
4. The responsibility in solving problems to appeal only to those criteria sanctioned historically by reason as confirmed through objective discussion.
5. The right to survey, probe, and question the condition of man within the guidelines of accepted research techniques and intelligent discussion.
6. The responsibility of avoiding the intellectual error of assuming absolute answers for complex problems and presenting these answers as unquestionable truth.
7. The responsibility to introduce within the assigned teaching areas, controversial concepts, issues and systems, subjecting these ideas to the test of objective reasoning.
8. The responsibility of recognizing, respecting, and discussing fairly those areas of human activity not amenable as such to the scientific method.
9. The right to create unhampered and clear intellectual atmosphere, maintained, encouraged, and supported by staff, administration and trustees.
10. The responsibility of avoiding any teaching method, which relies on rigid authority or implied infallibility.

11. The responsibility in challenging students, notwithstanding their ability or program, to develop a spirit of inquiry regarding all academic areas and to seek logical answers.

The West Hills Community College District considers academic freedom defined by its attendant rights and responsibilities as a vital, primary force in the achievement of the aims and objectives of the institution.

West Hills College Coalinga will provide:

1. A transfer program;
2. Occupational courses and programs to meet the immediate and projected needs of students;
3. A procedure by which learning disabilities can be detected and remedial help made available;
4. Instructional and support services for students with special needs, to include but not limited to, the physically and educationally handicapped, the senior citizen, and the re-entry student;
5. Educational opportunities and learning experiences for all residents of the college district;
6. General education in those areas that is required for everyday living, such as communications and the humanities;
7. Courses and programs that will enhance the physical and emotional well-being of the members of its service community;
8. Courses and programs that will familiarize students with a wide cultural base so that they may become aware of their humanity and become effective members of society;
9. Courses that will enable students and community members to acquire the knowledge, skill, and experience in recreational activities for the enrichment of their lives;
10. Support services for instructional courses and programs offered throughout the District;
11. Experiences that will develop in students a sense of pride in themselves, their community, their nation, and West Hills College Coalinga.
- 12.

# ***student handbook***

## **start here!**

to apply [www.westhillscollge.com/coalinga](http://www.westhillscollge.com/coalinga)

select Admission Instructions from Quicklinks in the center of the page.

your short online admission application is just a click away. You will receive an email response providing your new West Hills College username and password at the email address you provide on the application form.

next, check your student email. You now have an [@my.whccd.edu](mailto:@my.whccd.edu) email account that is easily accessed through the portal myWestHills. Information regarding financial aid, account balances, class schedule updates, support services, clubs and activities will be sent via email. Direct your email questions to the helpdesk at [helpdesk@whccd.edu](mailto:helpdesk@whccd.edu) or 559.934.2002

then, login to myWestHills. The portal is your link to your educational record, registration, account payment, financial aid information, and your campus activities. Manage your calendar and catch up with campus happenings through the myWestHills. Login details are available from the helpdesk at [helpdesk@whccd.edu](mailto:helpdesk@whccd.edu) or by phone at 559.934.2002.

register for classes Registration is an easy online activity using myWestHills. Select Registration from the My Services area, then choose Search and Register for Classes. You can also use the Search for Classes link in this area for quick searches without the registration option.

payment of fees Payments may be made online from the My Services area of myWestHills or on campus at the student services counter. You can begin the financial aid application process by following the instructions and links on the Admissions Instructions page of the West Hills College website or directly at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**Need Help?** Got a question or problem? Contact us at [helpdesk@whccd.edu](mailto:helpdesk@whccd.edu) or call 559.934.2002 or toll free at 800.266.1114 ext. 2002.

## **Helpdesk**

The helpdesk is available to assist you 24/7 via email to [helpdesk@whccd.edu](mailto:helpdesk@whccd.edu) phone 800.266.1114 ext. 2002 or locally 559.934.2002. Technical and student service assistance is available.

# college terms

The following terms or phrases are ones with which you may not be familiar, but are part of the academic world. Students may encounter them in conversations with faculty and staff, in this catalog, or in other publications.

**Academic probation:** A state-mandated process to identify a student whose cumulative grade point average falls below 2.00.

**Academic unit: (or credit hours, or unit):** Credit for courses offered by WHCC is awarded in terms of semester units. The value of a course is computed on the basis of one unit of credit for each hour of lecture or discussion, three hours of laboratory or activity per week, for an 18 week semester. Courses meeting for fewer than 18 weeks will require an equivalent number of hours prorated on a per week basis.

**Academic year:** Two semesters, fall and spring, plus summer semester and examination periods.

**Accredited:** Quality of academic programs has been approved by an outside rating agency. WHCC is accredited by ACCJC.

**Admission:** Your acceptance for enrollment.

**Advisor:** College staff who offers academic advice.

**Advisory:** A suggested condition of enrollment that a student meet before enrolling in a course.

**Associate Degree:** Awarded for completing an area of study. The typical amount of coursework to complete an Associate Degree in two years is 14-16 units per semester, for a total of 60 semester units, if a student begins coursework at the degree applicable level of English and math.

**Bachelor's Degree:** (baccalaureate degree): Awarded for a four-year degree.

**Basic Skills:** Classes at a pre-collegiate level that prepare students for college level coursework.

**Calendar:** See "Instructional Calendar" in this catalog. It includes important dates of the academic year.

**Catalog:** The catalog is your comprehensive guide and contract with West Hills College Coalinga Catalog rights: refers to the catalog determining a student's graduation requirements

**Certificate of Achievement:** A document that verifies completion of a specific area of study which is notated on your transcript.

**Class Schedule:** Published for the registration period for each semester and includes course details (when, where) and scheduling procedures.

**Co-requisite:** Course you must take concurrently with, or prior to, another course.

**Courses:** Listed in the Course Descriptions section of this catalog, they are classes notated by the course number, title, description, and units.

**Credit:** See "Academic Unit"

**Curriculum:** Courses required for a specific degree or certificate.

**Cut:** Deliberately missing a class without prior approval.

**Distance Learning:** Instruction provided with the student and instructor separated physically by distance.

**Drop & add:** You may change your schedule by dropping or adding classes. Check the Academic Calendar for the drop/add deadlines for each term.

**Elective:** An optional course to complete a program or degree, it is not required.

**Financial aid:** Various types of financial help including scholarships, workstudy jobs, loans, or grants to eligible students.

**Full-time student:** A student enrolled in 12 or more units in one semester.

**GED (General Education Development examination):** An examination of high school diploma equivalency.

**General Education requirement:** A group of courses required to earn a degree; provides a broadly based education.

**Grade Point Average (GPA):** Number of grade points earned divided by the total units attempted.

**Local Certificate:** A program comprised of less than 18 units and not notated on a transcript.

**Major:** A concentration of courses in a specific educational area leading to a degree or transfer.

**Matriculation:** A process bringing the College and student into an agreement designed to achieve the student's educational goal(s).

**Online:** Distance education courses delivered via the Internet.

**Part-time student:** A student taking less than 12 units in a semester.

**Petition to Graduate:** Process of applying for graduation. Begin by meeting with a counselor.

**Pass/No Pass:** Some courses are offered on a pass/no pass (satisfactory/fail) grading basis as indicated in the Course Description section of this catalog.

**Professor:** General term for all faculty. If your professor has a doctoral degree, you may also refer to him/her as a doctor.

**Progress probation:** A state-mandated process to identify a student who has more than one third of their grads posted as W, I or NP.

**Prerequisite:** Specific courses you must successfully complete with a "C" or better before you can enroll for another specific course. Students must satisfy prerequisites and any other stated conditions before enrolling in a course.

**Registration:** Each semester you must register in specific classes for the next semester, pay tuition and fees, etc.

**Syllabus:** Written description of course content distributed by instructors to students.

**Term:** Semester at WHCC, 18 weeks in length.

**Transcript:** Written record of all of your coursework maintained by the college.

# matriculation

Matriculation is a process which enhances student success through admissions, orientation, assessment and testing, counseling, and student follow-up. Matriculation assists students in selecting and achieving educational goals. Counselors meet with students to develop personal student educational plans (SEP) which map a path to successful completion.

## Matriculation = Keys to Success

# student

rights and responsibilities in matriculation

- Student educational plan
- Students must express at least a broad educational goal at admission
- Students are strongly encouraged to participate in orientation
- Students must declare a specific major or program goal after completion of 12 units
- Students are required to participate in counseling or advisement
- Students must diligently attend class and complete assigned coursework
- Students must maintain progress toward their educational goal according to WHCCD standards
- Students must meet with a counselor to develop a student educational plan (SEP) within 90 days of declaring a program or major

Failure to fulfill these responsibilities or to cooperate with the district may be suspended, or services may be terminated as authorized in Section 55520 of the California Educational Code, provided that the district does not suspend or terminate any service to which a student is otherwise entitled under any other provision of law.

West Hills College Coalinga works hard to ensure the matriculation process is efficient, so that students are not discouraged from participating in college programs. Whenever possible, students will not be required to retest when scores on recently taken tests are provided to WHCC.

Information obtained from the matriculation process is considered a student record and subject to the requirements of district policy in accordance with the Family Education Rights and Privacy Act of 1974.

# students

meeting any of the following requirements are exempt from the WHCC matriculation plan:

## matriculation exemptions

If you meet any one or more of the following conditions, you can choose not to participate in the matriculation activities of assessment testing and orientation. Those students who do not meet any of these exemptions must complete assessment testing and an orientation to the college. All students, regardless of their exemption status for matriculation services are required to complete an **educational plan** to facilitate successful completion of the students' academic goals.

## assessment exemptions

Students who have:

- completed an Associate's Degree or higher from an accredited college.
- have placement recommendations from an assessment taken within 2 years at another California Community College.
- enroll exclusively in physical education activity courses or other courses with no basic skills or prerequisite/corequisite required.

## orientation and counseling exemptions

- completed an associate or higher degree from an accredited college.
- enrolled exclusively in physical education activity courses or other courses with no basic skills or prerequisite/corequisite required.
- enrolled in courses for which only high school credit will be awarded (student will still need to meet course prerequisite/corequisite requirements).

K-12 students may be considered for concurrent enrollment provided they meet course prerequisites, obtain parental approval and the recommendation of their high school principal/counselor, and satisfy the criteria for concurrent enrollment. WHC Coalinga is an adult-oriented learning environment and materials and content in some courses may be unsuitable for younger age groups.

# **admissions**

## **eligibility requirements**

**admission** to West Hills College Coalinga requires one of the following:

1. High school graduation.
2. Successful completion of the California High School Equivalency Examination or G.E.D.
3. Attainment of adult status, 18 years of age.
4. Recommendation of the principal of the high school the student is attending and parental permission.

## **admission procedure**

Students may apply using our online application available at [www.westhillscollge.com/coalinga](http://www.westhillscollge.com/coalinga) or by visiting the student services office.

## **international student admission**

West Hills College Coalinga will accept properly qualified international students for admission. Application deadlines are as follows: July 15 for fall semester courses and November 15 for spring semester courses.

In addition to the standard application form, the international student must meet the following requirements:

1. Be a graduate of an educational institution comparable to U.S. high schools;
2. Submit a letter of financial responsibility from a correspondent sponsor, from the student's home country or a sponsor in the US. A bank statement must provide evidence that the student will meet all of his/her financial obligations while studying in the US;
3. Be able to use the English language with a degree of proficiency that will enable the student to profit from instruction;
4. Give a reasonable guarantee that the student will not become a public charge, either for health or financial reasons; (Proof of health insurance will be required upon registration);
5. Submit a complete transcript of previous secondary and college or university schooling. The transcript(s) must be an English translation;
6. Enroll in a minimum of twelve (12) semester units at West Hills College Coalinga. The student will be allowed five (5) semesters to complete his/her objectives;
7. Tuition: International students are required to pay non-resident tuition fees during their entire attendance even though they may have lived in the State of California for one year or more.

For additional international student admission information email [internationalstudent@whccd.edu](mailto:internationalstudent@whccd.edu) or phone 559.934.2433 and request an information package and application.

## **servicemen's opportunity college**

West Hills College Coalinga is a Servicemen's Opportunity College and actively supports the philosophy and concepts of this designation as established by the American Association of Community Colleges.

# transcript requirements

Transcripts from your high school and from other colleges attended must be on file with West Hills College Coalinga. International transcripts must also be provided, call 559.934.2303 for information on transcript evaluation. Students must request official transcripts be mailed directly to the Admissions and Records Office at 300 Cherry Lane, Coalinga, CA 93210.

# orientation

Orientation provides you with the tools and skills to navigate your first semester at West Hills College Coalinga. Recommended for all new and returning students, orientation is conveniently scheduled with placement testing so you can take the assessment test for placement and receive your results in one campus visit. Orientation is also available online. View the schedule and details at [www.westhillscollge.com/coalinga](http://www.westhillscollge.com/coalinga) select Admission & Financial Aid, Placement Test & Orientation.

# assessment and testing

Accurate placement into English and math courses will help you be successful in reaching your educational goal. Placement tests are scheduled year round allowing you to complete this step in the matriculation process before your first classes are scheduled to begin. View the schedule and details at [www.westhillscollge.com/coalinga](http://www.westhillscollge.com/coalinga) select Admission & Financial Aid, Placement Test & Orientation or phone 934.2300 for more information.

# placement testing exemption policy

Students who have met the prerequisites for a course they intend to enroll in by earning a grade of C or higher in a lower level course at West Hills College Coalinga or in an equivalent course from another educational institution may be exempt from placement testing. This requires official transcripts be provided to Admissions and Records before registration. Call 559.934.2300 for more information.

# counseling

Counseling faculty are committed to assisting students to make thoughtful, independent decisions in their vocational and educational goals. Whether you wish to take one course, earn a certificate or an associate degree, or transfer to a four-year college or university, counselors are available to help identify and plan your academic and career goals. Students are encouraged to meet with a counselor to develop their student educational plan (SEP) during the first semester of attendance.

West Hills College Coalinga counseling services include the following:

1. Academic counseling, in which the student is assisted in assessing, planning and implementing immediate and long-range academic goals;
2. Career counseling, in which the student is assisted in assessing his/her aptitudes, abilities, and interests; the student is advised concerning the current and future employment outlook, and how to best prepare for an occupation;
3. Personal counseling, in which the student is assisted with personal, family, or other social concerns when the assistance is related to the student's education.

All students should consult a counselor to develop or update their Student Educational Plan when they:

1. Plan to pursue a certificate, associate degree or transfer program; or
2. Need to update their Student Education Plan to change or correct the major and/or educational goal; or
3. Need a current Student Educational Plan for other programs such as financial aid or veterans' services.

# registration and course schedule class

schedules are available online at [www.westhillscollge.com/coalinga](http://www.westhillscollge.com/coalinga).

Click Search to generate a list based on your keywords.

Use the Advanced Search to search specific areas within the class schedule.

Type text for what you want to see. An example is provided for your reference.

Physical Education 23-C02 Weight Training  
Physical Education 23 is designed for physical conditioning, with emphasis on power, strength, endurance and cardiovascular fitness. May be taken four times for credit. (AA, CSU, UC)

Section Name: PE-23-C02  
Departments:  
Prerequisites:  
Academic Le  
Course Type:  
Credits: 1  
CEUs:  
Comments:

WHCCD has multiple locations, make sure to check here!

Provides dates, times and room locations

This class has no more seats available. The class limit is 25 students and 5 students are on the waitlist.

Title	Name	Location	Faculty	Dates	Meeting Info	Available/Capacity/Waitlist
Weight Training	PE-23-C02	Coalinga Campus	S. Wright	8/15/2011 - 12/16/2011	T TH 9:00 AM - 10:20 AM, Classrooms, U, U-7	0/25/5

Will display after the course has been added to the Preferred List. SUCCESSFULLY ADDED!

ADD TO PREFERRED LIST

Adds to a list for registration at a later time.

VIEW YOUR PREFERRED LIST

## late registration

When seats are available, students may add a course section in the second week of a semester class with the instructor's approval. Short term classes must be added during the first 10% of the course.

## auditing courses

Students may audit a class for \$15 per unit. Course audits require instructor permission and designation of audit status by the second week of instruction. Audited courses do not appear on a student transcript and no credit is granted. Students may not change their enrollment status from audit to credit. Enrollment priority is given to students taking the course for credit toward a degree or certificate.

# adding or dropping a class

Students may change their schedule during the first week using myWestHills or through the Student Services office without instructor permission as long as prerequisites have been met for the desired course.

Important note - A course may be dropped during the first three weeks of instruction without a notation appearing on the transcript. A grade of W will be assigned from the fourth week through the end of the 13th week. If the student remains enrolled in a class through the beginning of the 14th week, then a letter grade other than W must be assigned. It is the student's responsibility to drop a class in which he/she no longer wishes to be enrolled.

# class cancellations

Courses listed in the schedule of classes may be cancelled due to low enrollment. If a class is cancelled, fees will automatically be refunded and credited to the students' account. Every effort will be made to schedule students into other classes. Early registration and attendance at first class meetings will help prevent scheduled classes from being cancelled.

# residency

Determining Residency for Tuition Purposes

Each student enrolled or applying for admission to any California community college will provide information and evidence deemed necessary by the district governing board to determine his or her classification. An oath of affirmation may be required in connection with taking testimony necessary to ascertain a student's classification.

The determination of a student's classification will be made in accordance with the provisions of residence policies and the residence determination date for the semester which the student proposes to attend.

Each person enrolled in or applying for admission to a California Community College is, for the purposes of admission and/or tuition, classified as a resident or a non-resident.

resident a student who has resided in California for more than one year immediately preceding the residence determination date, coupled with the intent to remain in California.

non-resident a student who has not established residence in California for one year as of the residence determination date.

Residence determination date: the day immediately proceeding the first day of instruction of the semester that the student proposes to attend.

Generally, residence requires actual physical presence in California and the intent to make one's home here. The requirements necessary to demonstrate intent to become a California resident are available in the Admissions Office. Continuing students seeking California residency must apply in the Admissions and Records Office 559.934.2303

## residency exceptions

Active military personnel stationed in California are considered residents for enrollment fee purposes.

Undocumented students who have attended a California high school for three years and graduated from a California high school may be eligible for a non-resident tuition fee waiver. Details available in Admissions and Records 934.2303

# money matters

## enrollment fees

california residents..... \$36 per unit

### non-resident fees and tuition:

Enrollment fees (per unit) ..... \$36

Tuition (per unit) ..... \$176

Total cost per unit for non-resident students academic year 2011/12 ..... \$212

### international fees and tuition:

Enrollment fees (per unit) ..... \$36

Tuition (per unit) ..... \$176

Capital outlay (per unit) ..... \$43

Total cost per unit for international students academic year 2011/12 ..... \$255

Non-refundable processing fee (per semester) ..... \$100

United States health insurance coverage is required (per semester)..... \$466

Waivers available with proof of insurance submitted to West Hills Community College District, 9800 Cody Street, Coal-  
inga, CA 93210. Contact the International Students Program at 5593.934.2432 for details or to enroll.

## other fees and costs

class audit fee ..... \$15 per unit

residence hall rent ..... \$1,560 per semester

meal plan (19 meals/week) ..... \$2,343 per semester

ASB card ..... \$7.50 per semester

### Transcripts

First two ..... No charge

More than two ..... \$2 each

Rush processing ..... \$10

Parking ..... No charge

### books & supplies

A full-time student can expect to spend \$400-500 on textbooks and supplies. Save money by purchasing used text-  
books at the college bookstore or save up to 50% through textbook rental!

### materials fees

Select courses may require materials that are of lasting value beyond the term of the course. The materials are essential  
to satisfaction of course objectives, have value to the student outside the classroom, belong to the student, and may be  
taken home. Students must pay these fees at the time of registration. Materials fees will be refunded if the class is can-  
celled or if the student withdraws according to the refund policy.

### military personnel active and veterans

Special financial assistance may be available call 559.925.3352 for more information

# payment

Payment may be submitted online through myWestHills. Click Student Financial Information, Make a Payment. You may also make a payment at student services.

# refunds

Refunds may be requested through myWestHills. Click Student Resources, Request Refund, complete the form and submit.

Enrollment fee refunds for semester classes (18 weeks)

- 100% refund if you withdraw during the first two weeks of instruction
- No refund if you withdraw after the second week of instruction

Short-term classes

- 100% refund if you withdraw during the first 10% of the class
- No refund if you withdraw after 10% of the course

Refunds must be requested, withdrawal from a course does not automatically trigger a refund of fees.

# financial aid

West Hills College Coalinga recognizes that many students need financial assistance in order to continue their education. Every effort is made to help as many students as possible through the various financial aid programs administered by the college.

Priority application deadlines are established each year, and students are encouraged to apply in advance of these deadlines. Any student who can demonstrate a degree of need qualifies for financial assistance and can, therefore, expect help depending upon the availability of funds.

Start here [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by filing your free application for federal student aid. You can reach the financial aid office at 559.934.2310

# repayment

When a student withdraws, drops out, or is expelled on or after the first day of class of a payment period, the institution will determine whether the student received an overpayment of financial aid funds for non-institutional expenses. The overpayment is the difference between the amount of financial aid received as cash disbursements and the amount incurred for non-institutional costs during the portion of the payment period that the student was actually enrolled. Federal Workstudy and Federal Student Loans are not included in the calculation for overpayment.

The calculated refund will be credited to the Title IV programs in the following order:

1. Outstanding balances of any FFELP, or Federal Direct Student Loans;
2. Federal Pell Grant Program;
3. Federal SEOG
4. State Grant

A student who owes a repayment is ineligible for further Federal Title IV assistance until the repayment is made. This information will be reported to the national student aid database and will be reflected on future student aid reports until paid.

The institution takes the following steps to contact students and request overpayments:

1. A hold is placed, preventing registration and release of student records.
2. A written request for repayment is mailed to the student.
3. The overpayment is submitted for state tax offset.
4. The overpayment may be referred to the Department of Education for collection.

# federal programs

- pell grants Federal Pell Grants are financial awards to help undergraduates pay for their college education. For many students, these grants provide a foundation of financial aid to which aid from other federal and non federal sources may be added. Unlike loans, grants do not have to be repaid. Fill out the application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) The maximum Pell Grant for 2011/12 is \$5,500.
- federal supplemental educational opportunity grant The Federal Supplemental Educational Opportunity Grant (FSEOG) program is available to qualified undergraduate students with the greatest financial need and does not have to be repaid. Priority is given to Pell Grant recipients. All undergraduate students who apply for financial aid are automatically considered for FSEOG.
- federal work-study The Federal Work-Study Program (FWSP) provides jobs for eligible students with an opportunity to earn money to help pay educational expenses. The hourly pay is at least the current minimum wage. The total FWSP award depends on the student's need, the amount of money the college has for the program, and the amount of aid awarded from other programs. West Hills College Coalinga students may work up to 19 hours per week with a schedule that does not conflict with their courses.
- federal direct loans Low interest rate loans are made by the Department of Education. A student may borrow up to the annual limit determined by class standing each school year. Repayment begins six months after the borrower ceases to be enrolled at least 6 units.
- PLUS Loans for parents Parents of dependent students may apply for a Direct PLUS Loan to help pay their child's education expenses as long as certain eligibility requirements are met. Contact the financial aid office at 934.2310

# state programs

- board of governors fee waiver (BOG) This waives the enrollment fee required by the State of California. The fee waiver can be processed quickly allowing students fast access to registration. To be eligible for the BOG fee waiver, a student must be a California resident, have completed the FAFSA, and meet income eligibility requirements.
- cal grant b program College Opportunity Grants are available through the California Student Aid Commission for entering college students who come from low income families and who are not necessarily able to obtain scholarships by the use of conventional selection methods. A minimum 2.00 GPA is required for acceptance into this program; however, preference is given to high potential students. Applications and further information are available at all California high school counseling offices.
- cal grant c program For students enrolled in an occupational or vocational course of study, grants are based on the student's need and cover the cost of fees, books, supplies, tools, and special clothing.
- chafee grant Youth who are or were in foster care may qualify for up to \$5,000 a year for college. To qualify, students must attend college at least half-time and their course of study must be at least one year long. To apply, students must submit both the FAFSA and the California Chafee Grant Application, which is available online at [www.csac.ca.gov](http://www.csac.ca.gov)

# local programs

- emergency student loan program Short-term loans may be made to students who need a small sum to tide them over for a brief period of time. Students may borrow up to \$100.00 from West Hills Community College District. Larger amounts may be borrowed under certain conditions, but all loans must be repaid within 30 days of receipt.
- scholarships West Hills College Coalinga offers a variety of local scholarships. Applications are available in student services and due by April 15th. See the list below.

# scholarships

A number of scholarships are available for West Hills College Coalinga students including those attending both full and part time. Additional scholarship information, applications, deadlines, and details are available online at [www.westhillscollege.com/foundation/scholarships](http://www.westhillscollege.com/foundation/scholarships).

## available scholarships:

- associated student body scholarships are awarded by the students of WHCC to both continuing and transfer students.
- chevron offers a scholarship for math and engineering majors with a minimum 2.0 GPA. This scholarship is offered to students at all WHCCD locations.
- estela cranston memorial scholarship is given in memory of a former WHCC employee and life-long Coalinga resident. This scholarship is awarded to a graduating Coalinga High School student with a 2.5 GPA who enrolls at WHC in 12 or more units.
- barbara devine memorial scholarship is given in memory of WHCC Foundation founding member Barbara Devine to a Coalinga High, Faith Christian or Pleasant Valley High School graduating senior from Coalinga who plans to attend WHCC.
- wakefield v everett memorial scholarship honors an instructor of English, humanities and philosophy at WHCC from 1956 to 1980. A 3.75 or higher GPA is required along with a humanities major and plans for attendance at a university following graduation from WHCC.
- fellowship of christian athletes scholarship book voucher is awarded to a second year student who is enrolled in 12 or more units.
- marlon r. hall, jr. memorial scholarship honors a former student, the son of long-time WHCC employee Dr. Marlon Hall. This scholarship is open to students with financial need who are involved in selected student activities with a minimum 2.7 GPA. This scholarship is offered to students at all WHCCD locations. In-state but of district applicants have preferred status.
- ann lee harris scholarship given in memory of the late actress, restaurateur and wife of Harris Ranch founder Jack Harris. Applicants must be full time continuing students with a minimum 3.0 GPA, theatre majors preferred.
- nick & edna ivans scholarship is supported by long-time WHCCD trustee Edna Ivans and her husband, Nick, both retired Avenal pharmacists. Full time students in business or science are eligible. They must plan to transfer to a four-year university. This scholarship is offered to students at all WHCCD locations.
- j.d. johnson memorial rodeo scholarship is awarded to entering freshman with possibility for renewal upon application. The scholarship honors a life-long Coalinga resident and trucking company owner. Students applying for this scholarship must be participants in the WHCC rodeo program and must be enrolled full time with a minimum 3.0 GPA.

robert & collette keller scholarship	is available to students at all WHCCD locations who attended high school in Coalinga, Lemoore, Riverdale, Avenal or Hanford. A 3.0 GPA and full-time enrollment are required. Preference is given to student with a parent/guardian employed in the auto industry.
teresa anne mendes memorial scholarship	honors a former WHCC student who was from Riverdale. It is awarded to a graduating Riverdale High School student with a 3.2 or higher GPA who will be attending WHC full time. It is renewable upon application and is open to students who plan to attend any WHCCD location.
henry mayo newhall foundation scholarships	up to \$1,000 each are available to four students who are incoming freshmen at WHCC or current WHCC freshmen with a minimum 2.5 GPA. Both part (6+ units) and full (12+units) time students will be considered for awards with preference given to agriculture or ag related majors who are from Firebaugh, Merced, Santa Maria or King City. Preference is also given to students demonstrating financial need. This scholarship is renewable upon application.
north district center, firebaugh scholarships	available for students attending class at NDC. Both part and full time students are eligible. Scholarships may be awarded to continuing students who to students entering from area feeder high schools.
norine oliver memorial scholarship	honors a long-time faculty member and is awarded to full-time students who are planning to transfer to a four-year university. A minimum 2.5 GPA is required and students must be an education, political science, history or social science major. Preference is given to students with financial need. Scholarship is open to students at all WHCCD locations.
stephen orradre memorial scholarship	honors a former WHCC student. Scholarships are available for both continuing and transferring full time students with a minimum 2.5 GPA.
bernard osher foundation /whccd foundation scholarships	More than 15 scholarships are available to WHCC/NDC students in amounts up to \$1,000 per year. Applicants must have completed 24 college units and be enrolled in a minimum of six units. These scholarships are renewable upon application.
padilla family scholarship	was established by long-time WHCCD employee Delia Padilla and her family with preference going to an Avenal High School graduate who is enrolled full time with a minimum 3.0 GPA. This scholarship is offered to students at all WHCCD locations.
president's scholars program	offers free tuition up to 60 units and up to \$250 a semester in books for four semesters for graduating high school seniors who plan to attend any WHCCD location. They must have been a member of California Scholarship Federation for four semesters.
phyllis roberts endowed scholarship	was established by a retired Coalinga teacher for full-time students attending WHCC who have a 2.5 or higher GPA and have no more than 24 units at any college. Students must be enrolled in degree-applicable units. Preference is given to students demonstrating financial need.
j & r rodriguez enterprise scholarship	is awarded to full time, university bound students at WHCC with a minimum 2.5 GPA and full time enrollment. This scholarship was established by WHCC Associate Dean Raquel Rodriguez and her family.

sawyers endowed scholarship	is given in honor of Charlotte Sawyer, a WHC alumnae who graduated in the first class at Coalinga College. She was a teacher and a librarian. To be eligible the applicant must be a full-time, university-bound WHCC student (majoring in education preferred) with a minimum 2.7 GPA.
single parent scholarship	has been established to honor single fathers who are enrolled in six or more units and have a 3.0 GPA.
bob viets agri studies endowed scholarship	honors a retired Coalinga-area farmer. Applicant must be a full-time student enrolled in a minimum of six ag or ag related courses at WHCC with a 2.5 GPA. Preference is given to students demonstrating financial need and those whose parents/guardians are employed in the California ag industry.
watts family scholarship	was established by long-time WHCCD Child Development Center Director Kathy Watts and her family. Full time students majoring in child development with a minimum 3.0 GPA and plans to attend a university are eligible. This scholarship is open to students at all WHCCD locations.
west hills college rodeo boosters scholarships	of varying amounts are offered to rodeo students enrolled in 12 or more units with a minimum 2.5 GPA.
whc faculty association	awards a scholarship to a full time student with a minimum 3.0 GPA. Immediate family members of WHCCD employees receive preference.
whcc farm of the future scholarships	are available to full-time students in the Precision Agriculture Program.
whccd foundation	general book voucher scholarship is awarded a full time students with a 2.5 or higher GPA. It is renewable upon application.
woodson memorial scholarship	honors life sciences faculty member Richard Woodson who taught at WHCC from 1949-1984. Students must be enrolled in 12 or more units and maintain a 3.0 or higher GPA. Preference is given to science students.

# academics

## transcripts and grades

A transcript is your official record of all work completed and attempted. Students must supply copies of their high school and previous college transcripts to West Hills College Coalinga upon admission. These transcripts become the property of WHCC and cannot be forwarded to other institutions.

### request a transcript

Two transcripts are furnished free upon request via myWestHills. Select Academic Profile, Transcript Request. Additional transcripts can be ordered online for \$2 each.

In a hurry? Rush transcripts are available for \$10 each at student services as a walk up service.

## classification of students

**freshmen** Students who have completed fewer than 30 semester units.

**sophomores** Students who have completed 30 or more semester units, but who have not yet been awarded an associate degree or higher degree.

**full-time** Students enrolled for 12 or more semester units of college credit.

**part-time** Students enrolled for fewer than 12 semester units of college credit.

**special admit** Student currently attending a K-12 school or under 18 years of age and who desires to enroll for college credit. Information is available from student services at 934.2300

## honors

**president's citation** A student will receive the President's Citation when twelve units or more are completed with a G.P.A. of 4.0 in one semester.

**dean's list** A student's name will be placed on the Dean's List for the semester when the student completes twelve units or more achieves a G.P.A. of 3.0 or above receives no grade below C.

**Note:** pe activity classes and P/NP classes are not considered in computing G.P.A. for eligibility for the Dean's List and President's Citation. Incomplete grades or credit-by-examination classes are not computed for eligibility.

## grading standards

Pursuant to Section 51306 of Title 5, the grading practices of West Hills College Coalinga shall be as follows:

Grade Symbol	Definition	Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0

**P-Pass** At least satisfactory-units awarded; not counted in grade point average

**NP-No Pass** Less than satisfactory or failing-units not counted in grade point averages

**I-Incomplete** Shall not be used in calculating units attempted nor for grade point averages

**IP-In Progress** A student may receive an IP grade when the class extends beyond the normal end of the semester. An appropriate evaluation grade shall be assigned when all course work has been completed within the following college semester

**RD-Report Delayed** Shall be assigned only by the Associate Vice Chancellor of Information and Academic Services/Registrar and will not be used in calculating grade point averages

**W-Withdrawal** Shall not be used in calculating grade point averages

**MW-Military Withdrawal** requires copy of military orders for processing

## **guide to grades**

### **pass/no pass p/np option**

1. P indicates grade of C or better.
2. P is not included in computing the student's GPA.
3. P/NP grading must be declared during the first 22% of the class (by the end of week 4 in an 18 week class)
4. Maximum of 15 units allowed as P/NP for an AA or AS degree. Only 12 units allowed for CIS/BUS majors. In Progress (IP) Grades
5. P/NP is an option on select courses only as noted in the catalog.
6. Students must select the P/NP option by week four of a semester length class, this is prorated for short term classes.
7. P/NP grades are not eligible for change to a letter grade.
8. P/NP is not recommended for students planning to transfer to a university.

### **in progress (IP)**

Instructors assign an In Progress (IP) grade in the rare instance that a course occurs over more than one semester. The final course grade will be recorded in the term the course ends.

### **incomplete grade (I)**

In the case of unforeseeable emergency and justifiable reasons discussed with the instructor prior to the end of the term an incomplete (I) grade may be entered in the student's record.

Requirements for removal of the I grade are provided by the instructor on the Notice of Incomplete Grade which is mailed to the student. This includes any projects, assignments, papers, or exams the student must complete.

Students may be granted no more than 12 months time in which to complete the coursework.

To be eligible for an I, a student must have completed at least 75% of the coursework required.

A final grade is assigned when the conditions have been completed and evaluated by the instructor, or when the time limit for completing the work has passed.

Students are not allowed to re-enroll in the class the in which I grade was issued.

A student may petition in writing to the Curriculum Academic Review Committee for a time extension up to one semester, due to unusual circumstances.

### **withdrawal grade (W)**

A student may withdraw from a class or classes prior to the end of the thirteenth week or prior to attending 70% of the class sessions of a short term course and receive a grade of withdrawal (W). If a student remains enrolled in a class through the beginning of the fourteenth week, then a grade other than a W must be assigned.

## **military withdrawal (MW)**

Military withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders requiring a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the Governing Board of West Hills Community College District during which no notation is made for withdrawals. The withdrawal symbol so assigned will be MW. Military withdrawals are not counted in progress probation and dismissal calculations. In all cases, verification of orders compelling a student to withdraw from courses must be filed in the Office of Admissions and Records before the MW symbol will be assigned.

## **grade point average (GPA)**

To graduate from West Hills College Coalinga a student must attain a 2.0, or C grade point average. GPA is determined by dividing grade points by the number of units attempted. A GPA of 2.0 must be maintained within the major.

## **grade changes**

The grade issued by the instructor is final in absence of mistake, fraud, bad faith, or incompetence. (Section 55025 of the California Administrative Code, Title 5)The following policies apply to changes of grades except for changes of Incomplete (I) and Withdrawal (W) grades.

1. All course grades are final when filed by the instructor at the end of the term and they become part of the student's transcript or permanent record.
2. A change of grade may not be based on acceptance of additional work or re-examination beyond the specified course requirements.
3. A request for a grade change may be initiated by the student affected through an appeal or by the instructor within the next regular semester following the award of the original grade. If the instructor determines that there is a valid basis for the grade change, a grade change form shall be completed and sent to the Office of Instruction. If the instructor determines that there is not a valid basis for the change and denies the student's request, the instructor's decision, subject to the Student Grievance Procedure, is final.
4. The change of grade form must be completed by the instructor, signed by the VP of Educational Services, then supplied to the Registrar for posting. Once the change of grade is processed, students may view the grade via myWestHills.

## **course information**

### **open enrollment**

It is the policy of West Hills College Coalinga, unless specifically exempted by statute, every course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Chapter 11, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 41820.

### **unit or credit value**

Each course carries a certain credit or unit value. The amount is indicated in parentheses at the right of the title in the course description section of the catalog. A lecture class requires 18 academic hours, (50 minutes = academic hour) for each unit conferred. Laboratory classes require 54 academic hours for each unit conferred.

**prerequisites** are prescribed courses covering skills and or knowledge that are normally expected to be acquired prior to enrolling in another course. The intent of prerequisites is to ensure that any student enrolling in a course in which specific information is required will have the necessary background so that every opportunity exists to experience success. Therefore, any course with a prerequisite presumes that subject matter will be acquired in a sequential way.

**corequisites** are courses that a student is required to take simultaneously in order to enroll in another course. successful completion is defined as a grade C or better for the minimum prerequisite/corequisite requirement. Students enrolling in courses without the appropriate prerequisite may find that they are ill-prepared to continue their studies in that course. Prerequisites are designed to enhance success. Please refer to the West Hills College Coalinga prerequisite policy in the Academic Regulations portion of this catalog.

**Tip** – Expect to spend two hours outside of class as preparation for each hour of lecture.

## **class hours**

The number of class hours required is indicated in the course description. The schedule of classes will indicate which periods of the day and which days of the week the class is scheduled to meet.

Courses are classified by subjects as they exist at West Hills College Coalinga. All courses within an area usually count toward a major in that area. Other institutions may classify their courses differently. Transfer students should consult the catalog of the four-year college to which they intend to transfer for its classification of identical or comparable courses.

**courses** numbered 1-49 are baccalaureate level (transfer) courses. Courses thus numbered are transferable to four-year institutions. Agriculture courses are designed to parallel the work taught in similar courses at California Polytechnic State University or at California State University, Fresno but may not carry the same number.

**courses** numbered 50-99 are associate degree level courses. Courses thus numbered are primarily for the student who does not plan to continue his/her education beyond the community college level; however, occupational education courses may transfer according to articulation agreements. Complete information on articulation is available through the Counseling Center.

**courses** Numbered 100-199 are non-transfer and are non-degree applicable; they are skill building or remedial.

## **abbreviations for degree, non-degree, and transfer courses**

The following abbreviations designate degree applicable, transfer, and non-degree applicable courses:

**AA** ..... Associate Degree

**CSU** ..... Transferable to California State University System

**UC** ..... Transferable to University of California System

**NDA**..... Non-Degree Applicable

## **distance learning**

West Hills College Coalinga is committed to meeting the student needs of the five counties that it serves. An emphasis has been placed on distance learning courses in order to make a college education available to students who live in the remote areas of the district or are otherwise unable to attend traditional classes. West Hills College Coalinga offers online courses that can be completed from any location with an internet connection. We also offer video conference courses that allow students on multiple campuses to participate in class together.

## **online**

Online courses at West Hills College Coalinga do not have a campus attendance requirement; instead, students and faculty communicate using West Hills College email, discussion boards, group chats and the online classroom. These classes are fully asynchronous and serve students worldwide. A pioneer in online education, WHCC began offering online instruction in 1998. There are currently six AA degrees available online in the areas of Administration of Justice - Law Enforcement, Administration of Justice – Correctional Science, Liberal Arts – Math & Science, Liberal Arts – Arts & Humanities, Psychology, and Social Science. The Certificate of Achievement in Child Development is also available in a fully online format. The district physical education requirement can be waived for students over 21.

Online courses are available in the following subject areas: Administration of Justice, Biology, Business, Computer Information Systems, Economics, English, Geography, Health Education, History, Mathematics, Music, Physical Science, Political Science, Psychology and Sociology. We expect to add more subjects to our offerings in the future.

## **videoconference**

Videoconference courses allow the full breadth of academic curricula to be available to each campus. The technology of multi-conferencing brings together students and instructors throughout the district to optimize the interaction and learning experience of students at each site.

# ***student services and support programs***

## **support programs**

**calWORKs** Program provides support services to students receiving cash aid from any county welfare agency. The main focus of CalWORKs is to provide the student with academic and vocational planning, childcare assistance, employment opportunities through work study, and referrals to on and off campus resources. Contact 934.2174 for more information.

**career center** provides a variety of services and resources for students planning their careers. College catalogs, career resources, job search manuals, and the COIN Career Guidance program are available to help students with the career development process. You can reach the Career Center at 934.2174 or NDC at 659.2967.

**CAMP** (College Assistance Migrant Program) provides academic support services and financial assistance to eligible migrant students who are admitted and enrolled on a full-time basis within the first academic year. Students with a migrant educational identification number or those who are migrant seasonal farm workers may qualify for the CAMP program. Students with a parent who has worked at least 75 days in the past two years as a migrant seasonal farm worker are also eligible to apply. Contact the CAMP office at 934.2981.

**CARE** (Cooperative Agencies Resources for Education) focuses of the CARE Program is to assist single parents on AFDC via supplemental grants and workshops that will provide necessary support for their academic success and retention. The CARE Coordinator can be reached at 934.2333 or at NDC call 934.2950.

**CWEE** (Cooperative Work Experience Education) develops workforce readiness by integrating classroom study with planned, supervised work experience. Through structured experiences, the students enrich their college study, which enhances their personal and professional development.

There are two types of work experience programs:

- 1 General Work Experience Education. This program is designed to aid the student in developing desirable work habits and need not be related to the college major or career intents. Students may earn up to 6 units per semester or a maximum of 16 units of total credit in general work experience for paid or voluntary work. General Work Experience is not a payable class under VA benefits;
- 2 Occupational Work Experience Education. This program is designed to extend occupational work opportunities through work, paid or voluntary, in the occupation of the student's major. Students may earn up to 8 units of credit during a term, up to a total of 16 credits. Occupational work experience is offered in the following majors: Administration of Justice, Agriculture Science and Technology, Business, Computer Information Systems, Child Development, Educational Assistant, Health Science and Welding Technology, Counseling and Advising Students are encouraged to access academic counseling for assistance in developing and implementing long range academic goals, career counseling for assistance in exploring careers and preparation pathways, and personal counseling related to educational success. Advisors are available to assist with schedule development and course selection by calling 934. 2320.

**DSPS** (Disabled Students Programs and Services) WHCC is committed to providing equal access to education for disabled persons. The DSPS office provides services to those persons with physical, learning, and psychological disabilities including: individual, academic and vocational counseling; priority registration; note takers/readers; diagnostic testing; alternative testing services; mobility assistance; liaison with the State Department of Rehabilitation and other agencies; assistive technology; and alternative media. Our learning skills program provides individual and small group instruction for students with learning disabilities in a high-tech lab setting. For more information, please contact the DSPS office at West Hills College Coalinga at 934.2331.

**EOPS** (Extended Opportunity Program & Services) is a state funded program that provides supplemental support services and priority registration to students with financial and educational needs. Eligibility is determined by income level and demonstration of need. Contact EOPS at 934.2330 for more information.

## library

The Rodney B. Fitch Library Learning Resource Center provides a variety of resources and support services to the college community. In addition to the growing collection of books, magazines and newspapers, videos, and electronic research databases, the library also includes special collections of ESL materials, children's literature, course reserves, and books on controversial topics. The library staff is available to assist with research questions, give class orientations, and help in the location of materials and use of the library. Intra-library loan provides access to material from the North District Center and Lemoore campus libraries.

During the fall and spring semesters the library is open from:

7:30 a.m. – 8:00 p.m. Monday – Thursday

7:30 a.m. – 4:00 p.m. Friday

Summer hours may vary. Many library resources are available 24 hours a day, seven days a week on the library's Web site at <http://www.westhillscollge.com/coalinga/academics/library/>.

For further information check the Web site or call 934.2420.

North District Center Library

The library at the North District Center offers a full range of academic library service. This branch of the West Hills College library provides an area for students to read, browse, and to check out books, videos, and laptops. Other available services include: tutoring, class orientations and instructor reserves. Intra-library loan provides access to material from the Coalinga and Lemoore campus libraries.

The library at the North District Center is open Monday to Friday from 1 p.m. to 5 p.m. For more information call 934.2976.

**re-entry** services are designed to support and encourage for students who are returning to school after an absence of two or more years through pre-admission advising, individual academic, career, and personal counseling, and referrals to on-campus and community resources. Please contact a counselor at 934.2320.

**SSS** (Student Support Services) TRiO SSS Program is federally funded and designed to retain and transfer students to four year colleges. Eligibility requirements include low income, first generation college students, and students with disabilities. Include: academic, career, and personal counseling, priority registration, educational planning, college, community, and social service referrals, and much more. Details are available at 934.2356.

**transfer center** has resources for students who are transferring to the California State University system (CSU), the University of California system (UC), private, and out-of-state colleges and universities including; college catalogs, directories and transfer publications, articulation agreements; contact with representatives from four-year institutions, applications to four-year institutions, transfer planning assistance, and workshops on transfer issues. You can reach the center at 934.2174 or NDC at 659.2967.

**upward bound** Program is another of the TRiO programs specifically offered to high school students in Coalinga, Mendota, and Tranquillity. Eligible students include those who are low income, potential first generation college students, demonstrate an academic need, and individuals with disabilities. The focus of Upward Bound is to provide encouragement, preparation and support high school students attending college after high school. For more information, please contact program staff at 934.2496.

**UBMS** (Upward Bound Math & Science) is a federally funded program designed provide opportunities for students to explore the world of science, math, and technology. We currently serve three high schools in our area and recruit students who are freshmen and sophomores in the communities of Coalinga, Mendota, and Tranquillity. Participants must be United States citizens or be permanent residents, be economically disadvantaged, and be a first generation college bound student. Students must also have an interest in the field of math or science. For more information on this program please call 934.2495.

**veterans** WHCC is proud to be approved for training of veterans, dependents of deceased veterans, and children of disabled veterans under applicable federal and state laws administered by the Veterans' Administration and the State Department of Veterans' Affairs. Eligibility for benefits under any of these programs is determined by the appropriate federal or state agency. The college will make certifications of enrollment and progress for such eligible students and will provide any desirable or necessary counseling and planning of programs of study.

Individuals may apply to have military credit posted on their WHCCD transcript after completion of 12 units at WHCC. (A maximum of 12 units can be awarded based on recommendations by the ACE Guide.) A petition for Health Ed 35 must be completed. An evaluation of all the student's prior credits (military, transfer, cumulative total) in relation to the student's declared major should be applied for before or upon completion of two semesters. A student may only receive benefits for units fulfilling an AA/AS degree, an approved transfer program or a certificate of achievement.

Non-payable courses include physical education (except for dependents and P.E. majors), health education (except for dependents, HE majors and future teachers), NC (non-credit reported as a drop at the end of the semester), an F grade as the result of non-attendance, or general work experience classes.

The VA will allow two semesters of academic probation (grades below 2.0). Students will not receive benefits for the third consecutive semester of academic probation. (Students are recommended to make an appointment with the VA counselor for student options.)

Students enrolled in short-term classes should be aware they will only be paid for those units during the time of actual class time.

The VA will only pay for classes that have been completed. If a student must drop a class, "Mitigating Circumstances" must be shown or a large overpayment may result. The student is required to repay all benefits received for a dropped class from the beginning of the term when no mitigating circumstances (as determined by the VA) exist. Students are responsible for dropping a class and must advise the college immediately. Students should also report any changes in classes, units, address or program to the West Hills College Coalinga staff. Contact the VA counselor at 559. 925.3320.

**tutoring** Located in the Rodney B. Fitch Library Learning Resource Center, the West Hills College Coalinga Tutorial Center provides individualized and group tutoring for students who need additional academic assistance outside the classroom. Students have the option of receiving help on a walk-in basis or scheduling appointments to fit their needs. The tutoring center encourages students with high grades to apply to become part of our certified tutoring team. For more information or to arrange an appointment, call 934.2402.

# student life

**ASB** (Associated Student Body) is the official student organization of West Hills College Coalinga and all students are encouraged to join.

ASB council members are elected and appointed student officers who serve as the voice of students to the college administration. The council works to improve the relationship between the student and the college through open communications with the student population and college staff, representation on college committees, and activities designed to enhance the collegiate experience. The council meets weekly and all students are encouraged to attend. For only \$7.50 per semester an ASB card entitles students to reduced or free admission to home games, ASB events, and club events.

**bookstore** the WHCC bookstore is the place to go for all of your textbooks and class supplies. The store also carries t-shirts, art supplies, snacks, and more. The bookstore is available online at [www.westhillscollge.com/coalinga](http://www.westhillscollge.com/coalinga).

**cheer** Squad Students interested in cheering for Falcon athletics are encouraged to tryout. Watch the website and bulletin boards for information in the spring for next year's cheer squad.

## off campus meetings and field trips

**student transportation** – Some classes may meet at off campus locations. The college does not provide transportation to these sites and all transportation arrangements are the responsibility of each student enrolled in the class. Although college staff may assist in coordinating transportation and/or may recommend travel time, routes, caravan, etc., these recommendations are not mandatory. WHCC is in no way responsible nor does West Hills College Coalinga assume responsibility for any injuries or losses resulting from this non-college sponsored transportation. If you ride with another student, that student is not an agent of, or driving on behalf of, the college.

**voluntary field trips** - Throughout the school year West Hills College Coalinga may sponsor voluntary field trips and excursions in which students may want to participate. Be advised as stated in the California Code of Regulations, Sub-Chapter 5, Section 55450, if you participate in a voluntary field trip or excursion you are deemed to have held harmless the district, its officer, agents and employees from all liability or claims which may arise out of or in connection with your participation in this activity.

**parking** No permit is required for campus parking. You must park in a marked space. Vehicles in a red zone or handicapped spot are subject to California law.

**smoking** is permitted only at a minimum distance of 25 feet from any door or window on campus.

**student lounge** Memorable and valuable college experiences expand beyond classroom instruction. To this end, the Student Lounge is designed as social and study space where students can spend their free time on campus. Located next to the bookstore the lounge features video game systems, tables, and comfy furniture.

**student organizations** Clubs and organizations offer students the opportunity to participate in areas of specific interest. Check your email and campus bulletin boards for club events and information.

## falcon athletics

West Hills College Coalinga is a participating member of men's intercollegiate football, baseball, and basketball and women's intercollegiate volleyball and softball. Athletics are open to all full-time students who meet eligibility criteria. West Hills College Coalinga is also home to the nationally ranked West Hills College Rodeo Team for men and women.

**baseball** The program plays in the Central Valley Conference - one of the best conferences in the nation. The ultimate goal of the Falcon baseball program is to place their players at the four year level as both student and athlete.

**basketball** also plays in the Central Valley Conference - one of the highest rated conferences in California and the team boasts one of the top graduation rates in the state. The WHCC Falcons are known for their fast action and exciting finishes.

**football** team focuses on player success through self discipline on the field and in the classroom. The team recently joined the Northern California Football Association and already has a number of athletes recognized for performance as Golden Gate All Conference players.

**rodeo** has over a quarter of a century as a top NIRA program regularly earning team and individual championships at the regional and national level. Alumni have gone on to the professional ranks of the PRCA and the PBR, qualifying for the finals while crediting West Hills for their successes.

**softball** offers players a college experience where you will be appreciated and treated with respect. If transferring to a university program is your goal, WHC is the smart choice. With helpful, supportive, and caring coaches and faculty dedicated to academic success, WHC is a perfect fit for those looking to compete at the next level.

**volleyball** provides the perfect blend of athletics and academics in a safe environment that is dedicated to the student athlete. The coaches bring a wealth of experience ranging from high school to Division I to national and international competition. In addition to the great volleyball experience, players will get a great education.

### **wellness center and fitness lab**

The new Wellness Center houses a fitness center, athletic offices, and the athletic trainer treatment center. The fitness lab is available to students taking strength and conditioning classes and to those who purchase a fitness lab pass. Contact the athletic department at 934.2452 for more information.

### **residence halls**

West Hills College Coalinga offers students campus living in its 121 bed Gordon Hall for men and the 56 bed Ivans Hall for women. Residence halls include high speed wireless Internet and the opportunity to make friendships that will last a lifetime. Many international students and athletes choose to live on campus creating a diverse and inclusive campus community. Additional information is available on the college website or by calling 559.934.2373.

### **campus dining**

Students can enjoy a hearty meal or a simple snack and everything in between at the residential dining hall in Coalinga. It is open to the public for breakfast, lunch, and dinner M-F, for brunch and dinner on the weekends.

# ***student rights & responsibilities***

## **code of conduct**

West Hills College Coalinga is committed to maintaining an environment that encourages and supports student success. To ensure that students have opportunity for achievement, a code of conduct has been adopted by the Board of Trustees as Board Policy 5500.

The following conduct shall constitute good cause for discipline including, but not limited to, the removal, suspension or expulsion of a student:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Open contempt for any safety rules and regulations.
3. Disruption or obstruction of teaching; research; administration; disciplinary proceedings; other West Hills Community College District (WHCCD) activities, including its public service functions on or off campus; or other authorized non-WHCCD activities when the act occurs on WHCCD premises.
4. 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 concurred in by the College President.
5. Unlawful possession, use, sale, offer to sell, 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, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, offering, arranging or negotiating the sale of any drug paraphernalia as defined in California Health and Safety Code Section 11014.5.
6. Committing or attempting to commit robbery or extortion.
7. Causing or attempting to cause damage to district property or to private property on campus.
8. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
9. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the district.
10. Committing sexual harassment as defined by law or by district policies and procedures.
11. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability, or any other status protected by law.
12. 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.
13. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
14. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty. The term "cheating" includes, but is not limited to:
  - Use of any unauthorized assistance in taking quizzes, tests, or examinations;
  - Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or acquisition, without permission, of tests or other academic material belonging to a member of the WHCCD faculty or staff.
  - 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 buying or selling of term papers or other academic materials.

15. Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the district.
16. Unauthorized entry upon or use of college or district facilities.
17. Lewd, indecent or obscene conduct on district-owned or controlled property, or at district sponsored or supervised functions.
18. 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 or district premises, or 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. Violation of published WHCCD policies, rules or regulations, including those concerning student organization and the use of college facilities or the time, place and manner of public expression or distribution of materials.
21. Violation of federal, state or local law on WHCCD premises or at WHCCD sponsored or supervised activities.
22. Participation in a campus demonstration which disrupts the normal operations of WHCCD and infringes on the rights of other members of the WHCCD community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on WHCCD premises or at WHCCD sponsored or supervised activities.
23. 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.
24. Theft or other abuse of phones, electronic devices or computer time, including but not limited to:
  - a. Unauthorized entry into a WHCCD system file to use, read, or change the contents or for any other purpose.
  - b. Unauthorized or illegal transfer or downloading of files
  - c. Unauthorized use of another individual's identification and password.
  - d. Unauthorized use of electronic devices in the classroom including, but not limited to, head phones, cellular phones, and pagers.
  - e. Use of computing facilities to interfere with the work of another student, faculty member, or WHCCD staff member.
  - f. Use of computing facilities to download or view material deemed to be lewd, indecent and/or obscene matter that is not education related.
  - g. Use of computing facilities to send obscene or abusive threatening messages.
  - h. Use of computing facilities to interfere with normal operation of WHCCD computing systems.
25. Abuse of the Standards of Student Conduct including, but not limited to:
  - a. Failure to obey the summons of a Student Conduct Hearing Panel or WHCCD official.
  - b. Falsification, distortion, or misrepresentation of information.
  - c. Disruption or interference with the orderly conduct of a judicial proceeding or Student Conduct Hearing Panel.
  - d. Institution of a judicial proceeding or Student Conduct Hearing Panel knowingly without cause.
  - e. Attempting to discourage an individual's proper participation in, or use of, the WHCCD judicial system.
  - f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding or Student Conduct Hearing Panel.
  - g. Failure to comply with the sanctions imposed under the Student Code of Conduct and/or Education Code.
  - h. Influencing or attempting to influence another person or commit an abuse of the judicial system

## **drug abuse policy**

For the protection of other students at West Hills College Coalinga and in compliance with Section 10603 of the California Education Code, the VP of Student Services is authorized to expel or suspend a student whenever it has been established to the satisfaction of the Governing Board of West Hills Community College District, and the Chancellor, as the case may be, that the student has on college premises used, sold, or been in possession of alcohol, narcotic, or other hallucinogenic drugs or substances, or has on college premises inhaled, or breathed the fume of, or ingested any poison.

## **policies prohibiting discrimination in education**

It is the policy of West Hills Community College District not to discriminate on the basis of race, sex, color, religion, age, national origin, disability, marital status, Vietnam-era veteran status, or sexual orientation. This policy extends to all programs and activities, as required by Federal Law, including Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Readjustment Assistance Act of 1974, and the Americans with Disabilities Act of 1990. The Vice President of Student Services is the Section 504 Coordinator. The Vice Chancellor of Business Services and Human Resources/Affirmative Action Officer is the Title IX Coordinator and the ADA Coordinator.

## **sexual harassment policy**

It is the policy of West Hills Community College District to prohibit sexual harassment in the workplace and in all programs and activities of the district. The Board of Trustees declares that it intends to act promptly, visibly, and vigorously in demonstrating a strong disapproval of sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the district.

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

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

A copy of the district's sexual harassment policy and procedures may be obtained from the district's Human Resources Office, 9900 Cody Street, Coalinga, CA 93210 or via the website at [www.westhillscollge.com](http://www.westhillscollge.com)

## **student grievance procedure**

In order to protect the rights of individual students, the Board of Trustees of the West Hills Community College District has adopted certain due process procedures. If a student feels that they have been subjected to unjust action or denied their rights by a member of the academic community, the student can seek redress according to the West Hills College grievance procedure. The grievance form may be obtained by any student from student services staff during office hours or via the website at [http://www.westhillscollge.com/district/about/board\\_trustees/policies/documents/AP5530StudentsRightsandGrievances.pdf](http://www.westhillscollge.com/district/about/board_trustees/policies/documents/AP5530StudentsRightsandGrievances.pdf)

Most complaints, grievances or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues involving a California Community College (CCC). You are encouraged to work through the WHCC complaint process first before escalating issues to any of the following resources. Issues that are not resolved at the campus level may be presented:

- To the Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process> if your complaint is associated with the institution's compliance with academic program quality and accrediting stan-

dards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.

- To the CCC Chancellor's Office by completing the web form below if your complaint does not concern CCC's compliance with academic program quality and accrediting standards.
- If your complaint involves unlawful discrimination, to the Chancellor's Office website at <http://www.cccco.edu/ChancellorsOffice/Divisions/Legal/Discrimination/tabid/294/Default.aspx>

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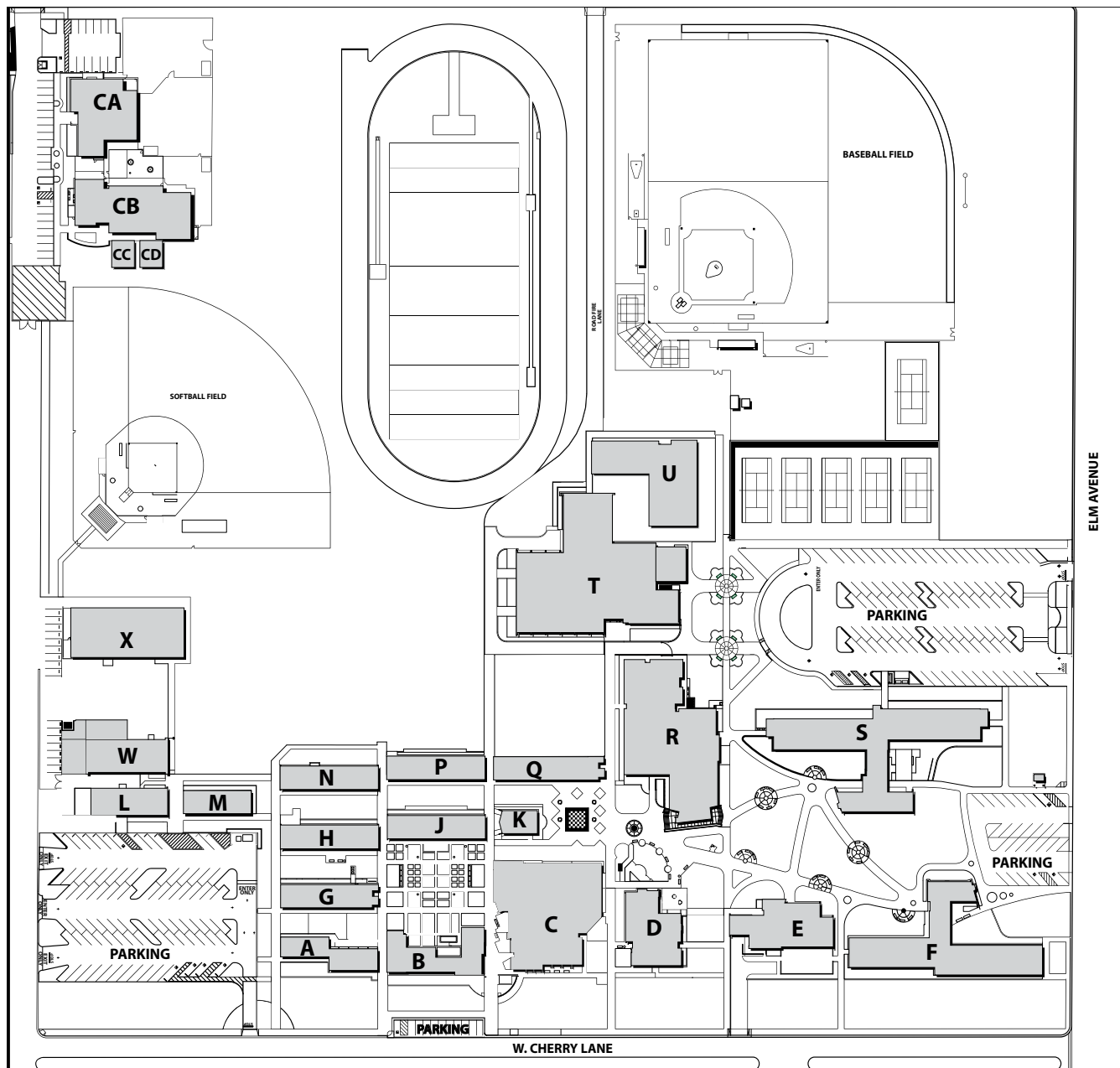
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