Welcome to the School of Continuing Education

The North Orange County Community College District’s (NOCCCD) School of Continuing Education (SCE) is proud to offer high quality programs designed to assist a diverse group of learners. As a student-centered institution of higher learning, we respond to the ever-changing needs of our community through important instruction and student services designed to help our students achieve success. Our faculty and staff are committed to guiding students as they pursue their academic, career, and personal goals.

School of Continuing Education (SCE)
Who is SCE?
The School of Continuing Education (SCE) offers noncredit programs including high school diploma completion, basic skills, and vocational certificates tuition-free to students. SCE also provides self-development courses through the Lifeskills Education Advancement Program (LEAP), many of which are offered at a modest fee.

In addition to three on-site locations in Anaheim, Cypress, and Fullerton, SCE offers classes at over 100 off-site facilities throughout north Orange County. All off-site locations can be found in the current back of the class schedule.

SCE has a strong presence in the community and is recognized for excellence. SCE embraces diversity and is committed to providing educational opportunities that prepare students for useful community involvement. SCE is an effective and affordable option for students who are gaining personal, academic, and career skills and is open to ever-evolving community needs.

What is the Goal of SCE?
While enrolled, and even after completing an SCE course, group of courses, or entire certificate program, our goal for students is to further their skills and knowledge for the purpose of being lifelong learners. At SCE, we pride ourselves in providing our students with the support, services, resources, and dedication needed to build the confidence and courage to learn, as well as to develop skills in research, study, inquiry, and goal-setting that will provide benefits for years to come.

SCE Student Learning Outcomes
We strive to help our students gain the ability to successfully thrive within their community through the use of effective interpersonal communication, critical thinking, and problem solving skills as well as an understanding of the value of diversity.
Registration Costs
Registration Fees and Costs

The following information describes all of the fees associated with the different SCE programs and courses available, as well as how and where to register for them.

Registration Locations
No matter where the class is held, students can register at any of our three SCE Center locations:
SCE Anaheim Campus: 2nd Floor
SCE Cypress Center: Parking lot 4; Building 100
SCE Wilshire Center: Building 300

At each of these locations there are computers available for SCE students to use for online registration.

Registration is also available online through MyGateway at the following link:
MyGateway
http://mygateway.nocccd.edu

Apportionment Classes
These classes appear as tuition-free but are actually funded by the state. Funding is received for each hour of student attendance. The cost of offering the class is covered by these funds. The class may be cancelled if attendance falls below the level needed to cover the costs of the class. SCE offers noncredit classes in the following areas:

- Citizenship for Immigrants
- Disability Support Services
- Elementary and Secondary Basic Skills (including High School Diploma GED)
- English as a Second Language
- Health and Safety
- Older Adults
- Parenting
- Short-Term Vocational Training

Community Services Class Fees
Classes NOT funded by the state are supported by student tuition and fees may vary. Students must cover the cost of the class. Additional instructional material or supply fees may be required. These classes will not be cancelled if attendance falls low during the term. While late registration is allowed in most classes, full payment of tuition fees is always required.

Paying for Classes
Full payment is required at the time of registration. Cash, check, money order, and credit cards (MasterCard and Visa) are accepted. $25 will be charged to any students’ account where a check is returned for non-sufficient funds.
HSDP Program Costs
The High School Diploma program is offered free of charge, at no cost to you.

Holds
- A Hold on your account means that you have outstanding fees/fines.
- You may have a hold on your account if you owe fees at either SCE or at Cypress College or Fullerton College.
- Holds MUST BE cleared prior to registration for an Assessment Session.
- Visit the Admissions and Registration counter at any SCE Center for assistance.

Program of Study
Before students can begin courses with SCE, a program of study must be selected. To begin this process, the “Application for Admission” form is to be filled out and submitted to SCE. On the back of the form, a specific program of study is to be indicated.

The following are some examples of programs of study offered through SCE:
- Administrative Assistant
- Early Childhood Education
- English as a Second Language
- High School Diploma
- Medical Assistant
- Pharmacy Technician

SCE makes every effort to provide a current list of approved programs of study; however, the programs offered and the courses scheduled are subject to change without notice.

Tips for Registering for Term Classes
Once you have completed the Online Orientation and passed your Assessment Session you may register for term courses.

Helpful Tips for Registering:
- Do not wait until Registration day to learn how to register.
- First time registration online? Visit www.sce.edu/registration for a tutorial and a handy worksheet.
- For further help, you can attend an Online Registration Workshop located at the SCE Anaheim Campus. Please see the current SCE Class Schedule for Registration Workshop times and room locations.
- You may also view the Registration Tutorial Video for instructions on “How to Register” via the SCE webpage link that is provided below:
  SCE Registration Tutorial Video
  https://www.youtube.com/watch?v=lHtY2FXDPS4
Accreditation
SCE is proudly accredited by the Accrediting Commission for Schools of the Western Association of Schools and Colleges (WASC). For more information regarding SCE’s accreditation, please contact WASC at the following address:

Western Association of Schools and Colleges
Accrediting Commission for Schools
533 Airport Blvd., Suite 200
Burlingame, California 90410
650.696.1060

Catalog Rights
SCE issues a new catalog each academic year beginning in the fall term, and if needed, addendums are added for the winter, spring, and summer terms. The information published in the catalog or catalog addendums are in effect for the academic year beginning with the fall term and concluding with the summer term.

The courses required by a specific certificate may change from one annual catalog to the next and may change during the period of time that a student attends SCE. Catalog rights protect the student from being held to any additional program requirements that may be added to a later catalog while they are enrolled.

Students maintain their catalog rights by maintaining continuous enrollment in one or more of the following courses at SCE: Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language. Continuous enrollment is enrollment in any two of the previous four consecutive terms, including summer, resulting in an academic record symbol of A, B, C, D, F, P (Pass), NP (No Pass), or W (Withdrawn). Missing more than two consecutive terms will result in loss of catalog rights due to a break in continuous enrollment.

If continuous enrollment is broken, the student must adhere to the catalog requirements in effect at the time continuous enrollment is re-established and continued.
Please note: The lab enrollment in CCTR/100, keyboarding exams, and required certifications (e.g. CPR card) cannot be used to maintain catalog rights. Course substitution and course challenges do not maintain catalog rights as well. This policy supersedes all previous catalog rights provisions and applies only to programs at SCE.

To print a copy of the current Catalog Rights Policy please click on the link provided below:

**SCE Catalog Rights Policy Handout**

**Academic Progress and Calendar**
Students are encouraged to familiarize themselves with probation, dismissal, and readmission policies, which can be found through the following link:


**SCE Academic Calendar**
The following is a list of holidays that SCE and NOCCCD observe throughout the academic year:

- Independence Day
- Labor Day
- Veterans’ Day
- Thanksgiving
- Winter Holiday Break
- Martin Luther King Day
- Lincoln’s Birthday
- President’s Day
- Spring Holiday Break
- Memorial Day

For a complete list of all holiday dates and other important term dates for the current academic year, click on the link provided below. For all dates specifically related to SCE students on the academic calendar, refer to the column titled Academic Non-Credit:

**NOCCCD Academic Calendar**
http://www.nocccd.edu/CalendarEvents/20152016AcademicYrCalendar.htm

**Student Success and Support Program (SSSP)**

**What is SSSP?**
The Student Success and Support Program (SSSP) enhances student access to California Community Colleges and helps sustain the efforts of students to be successful in their educational activities. The goals of SSSP are to ensure that students complete necessary coursework, progress to the next academic term, and achieve educational goals
through the help of student-direct services, such as orientation, assessment, counseling and advisement, education planning, and goal setting.

SSSP’s purpose is to help students be as successful as possible in reaching their academic goals and furthering their personal skills and abilities for lifelong learning.

For more information about the policies and requirements SCE and SSSP are dedicated to providing, use the following link to the NOCCCD website:

**Student Success and Support Program Policy**

**The Purpose of SCE Orientation and Assessment**
Before enrolling into an SCE program or course(s), most new students will need to participate in both an online orientation and basic assessment of their current level of learning and skills. Both the online orientation and assessment are designed for the purpose of informing students about SCE, SSSP, and the program they are interested in enrolling, as well as notifying students of the support and assistance available to them.

**Orientation**
All first-time, non-exempt students are required to participate in the orientation process (which you are doing now). The online orientation introduces students to the SCE, program requirements, student support services, and tips for being successful. The orientation is designed with the goal of informing students of what important program policies, expectations, and range of services are available and required.

**Assessment**
Upon completion of the online orientation, you will be eligible to register for an assessment session. The purpose of the assessment process is to provide information regarding basic skill levels that will be necessary for a successful academic experience. Registration for assessment sessions are done through the MyGateway portal. Assessment sessions can fill up quickly and registration is available on a first-come, first-serve basis.

**Student Success Tips**
**Tips for Success**
Now let’s look at a few tips to help promote success while attending classes at SCE.

- Make use of the academic resources on campus. Utilizing these available resources can strengthen learning skills. Be sure to look into our Learning Center and Student Support Services.
- Carry and use a calendar/planner to manage your time between school, work, and other activities.
- Check with the instructor when unsure of the material; ask for help when falling behind.
SSSP Counseling Services
Counseling and Advisement
SSSP understands the value of providing resources and knowledge for students through interaction that can be personalized to a student's specific needs. For this purpose, academic counseling and advisement are available to all of our students. Counselors are available to discuss course offerings, career counseling, transfer counseling, and personal counseling.

There are counselors at each SCE Center available to meet with students by appointment or walk-in. Students are encouraged to see a counselor as soon as they have a concern. A student’s Banner ID number is needed for making an appointment with a counselor at all three of the following locations:

**SCE Anaheim Campus:**
1830 W. Romneya Drive
Anaheim, CA 92801
2nd Floor, Room 215
714.808.4682

**SCE Cypress Center:**
9200 Valley View Street
Cypress, CA 90630
Bldg TE2, Room 207
714.484.7440

**SCE Wilshire Center:**
315 E. Wilshire Avenue
Fullerton, CA 92832
Bldg 100, Room 112
714.992.9565

**Our SSSP counselors provide the following support:**
**Education Planning**
A noncredit student education plan (NSEP) provides students with a plan of required classes needed in order to complete their program of study. Students are encouraged to see a counselor for help with planning their courses prior to registration. Counselors can assist with identifying electives and program requirements as well as tracking academic progress toward program completion.

**Career Counseling**
Counselors are available to give referrals for work and employment opportunities to students who are in need of assistance in these areas.

**College Information**
Students who wish to attend college or university can meet with an SCE counselor to discuss options and prepare for transition once their noncredit courses and program of study are completed.

**Adult College Career Transition (ACCT) Program**
The Adult Career and College Transition (ACCT) Program is designed for currently-enrolled SCE students who are interested in pursuing employment or are planning to continue their education after completing their studies at
SCE. ACCT services are specifically for students enrolled in the High School Diploma Program (HSDP), English as a Second Language (ESL) Program, and Career Technical Education (CTE) Program. ACCT provides special events, support, and resources to assist students with successfully making their transition to college or career. For more information about ACCT, call 714.808.4682.

**Goal Setting**
SSSP provides support to students while completing their educational goals. In general, a student goal is defined as a diploma, certification, employment or career development, ESL, or transfer to credit. All counselors, faculty, and SSSP staff strive to help students set and successfully complete these important academic and personal goals.

**Referral to Disability Support Services**
Students with a verified disability that could impact their ability to do well in a course may be referred to Disability Support Services (DSS). DSS provides students with disabilities with a variety of accommodations and support services to help reduce the impact of their disabilities on their academic performance. If you feel DSS could assist you in your studies at SCE, meet with a counselor to further discuss this service and how it can help meet your individual needs.

**Personal Counseling and Community Referrals**
SCE counselors are available to discuss personal concerns and issues affecting a student’s academic progress.

**Other Resources and Locations**

**Learning Centers and Labs**
SCE wants all of its students to be successful in all their academic goals. To help provide as much support as possible, SCE has on-site Learning Centers at each of our three locations.

**About the Learning Centers**
At the Learning Center, students receive assistance in gaining skills to attain academic and employment goals by working with faculty and tutors in small groups or one-on-one settings in a variety of subjects such as math, grammar, and reading. The Learning Center allows students to work at their own pace to complete their educational goals.

Computers are available in the center for online instruction and assessment. All instructional materials, including textbooks, are provided at no cost to students. These instructional materials are to remain in the center as they are shared by all students. At this time, programs are unable to purchase textbooks and other materials that are taken outside of the center.

The Learning Center is open-entry and funded by the state of California based on student attendance. While attending the center students must clock in and out using their Banner ID to log time spent using these provided services.

If GED/HiSet preparation is needed, this service is currently only offered at the Learning Center located at the SCE Wilshire Center (315 E. Wilshire Ave, Fullerton CA 92832, Room 105). For more information about the GED preparation program, call 714.992.9535.
Learning Center Hours & Locations

Students can set their own schedule to attend and of the SCE Learning Centers during these hours:

*Please note: days and hours are subject to change at any time*

Anaheim Campus: Rooms 138, 140, and 142:
* M-Th: 8:30 a.m.—2:45 p.m.
* M-Th: 5 p.m.—8 p.m.

SCE Cypress Center: Room SCE/TE2-209:
* M-Th: 8:30 a.m.—2:45 p.m.

SCE-Cypress College Math Co-Lab: Room SCE/TE2-211:
For Cypress College students referred to Math 10 and 15 only.
* M-Th: 8:30 a.m.—4 p.m.
* F: 8:30 a.m.—4 p.m.
* W-Th: 5:30 p.m.—8:30 p.m.

SCE Wilshire Center (Fullerton): Room 105
* M-Th: 8:30 a.m.—2:45 p.m.
* M-Th: 5 p.m.—7 p.m.

Disability Support Services

SCE is committed to providing reasonable accommodations for individuals with disabilities through Disability Support Services (DSS). DSS offers a variety of services and accommodations for students who are enrolled in SCE classes, and who have a verified disability including: learning, intellectual, autism, hearing, visual, mobility, psychological, acquired brain injury, and other medical conditions. Services include academic, vocational and personal advisement, test-taking assistance, advocacy and referral services, registration assistance, assessment and evaluation, interpreters for the deaf and adaptive technology. Accommodations and services are personalized to the student’s individual needs in compliance with state and federal legislation.

If a student has a verified disability that may impact their ability to do well in a course, we encourage them to book an appointment with a SSSP counselor to further discuss these accommodations.

To learn more about DSS, please use the following link:

Disabled Student Programs and Services Policy

211oc.org

Another resource available to students is 211oc.org. By dialing 2-1-1 on any telephone, a caller can reach a free 24-hour information and referral helpline linking to thousands of local health and human service programs in the Orange County area. This service is staffed 24-hours a day by caring, experienced and trained specialists. 2-1-1 Orange County can help connect students with resources for food, transportation, shelter, government assistance programs, housing and utilities, physical and mental health services, prenatal care, medical, dental and vision care and many other services.
For more information on 2-1-1 Orange County, please use the following link:

**211 Orange County**
http://www.211oc.org/

**Bookstore**

SCE students at each Center location have access to a bookstore. All three bookstores offer textbooks and supplies available for purchase, as well as supplemental education materials and supplies. If a program of study or course being taken through SCE requires a textbook, we encourage that these books be purchased early to ensure there is no delay or issue with textbook availability.

Because bookstore hours vary, we recommend that students call and confirm the hours of operation to make sure the bookstore at the desired Center location is open during the time intended for making a visit/purchases. Books and supplies can be purchased at the following campus bookstores:

**Anaheim Campus Bookstore**

- **Bookstore Location:**
  1830 W. Romneya Dr
  Anaheim, CA 92801
  2nd Floor, Room 201
- **Phone:** 714.808.4675
- **Regular Hours:**
  Monday 8 a.m. – 1 p.m.
  Thursday 2 p.m. – 7 p.m.

*The Anaheim Bookstore is closed during spring break.*

**SCE Cypress Center- Students should visit the Cypress College Bookstore**

- **Bookstore Location:**
  9200 Valley View Street
  Cypress, CA 90630
  BK Building 20
- **Phone:** 714.484.7336
- **Regular Hours:**
  Monday-Thursday 7:45 a.m. - 6 p.m.
  Friday 7:45 a.m. – 12 p.m.
  Closed: Saturday & Sunday
- **Summer Hours:**
  Monday – Thursday 7:45 a.m. – 6 p.m.
Closed Friday, Saturday, Sunday

*Summer hours are in effect from: 6/1 - 8/13*

**Website:** Cypress College Bookstore
( www.cypresscollegebookstore.com )

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**SCE Wilshire Center- Students should visit the Fullerton College Bookstore**

**Bookstore Location:**
330 E Chapman Ave 1830
Fullerton, CA 92832
Student Services 2000 Bldg, 1st Floor
**Phone:** 714.992.7008

**Regular Hours:** Monday–Thursday 7:30 a.m. – 6 p.m., Fri 7:30 a.m. – 5 p.m.
**Summer Hours, June 1– August 14:** Monday–Thursday 7:30 a.m. – 7 p.m.
Closed: Friday, Saturday, Sunday

*Hours vary for holidays, campus closings, and other events and will be posted at the Bookstore and on Bookstore voicemail.*

**Website:** Fullerton College Bookstore
( http://bookstore.fullcoll.edu/ )

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**Student Areas**

At all three SCE Center locations there are several areas students can use for studying, eating, and purchasing beverage and snack items. The following three slides will show specific information about where to find these student areas and resources at each Center.

**Student Areas - Anaheim Campus**

**Outdoor Sitting Areas**
At the Anaheim Campus, there are outside picnic tables with umbrellas for student use. These are located on the south end of the first floor, near the first floor entrance and the parking lot.

**Student Center and Vending Machines**
A Student Center is available on the first Floor near the elevators by the first floor entrance. This area has several tables and chairs set up inside to provide a place for students to study and relax in between their classes. Down the hallway from the Student Center, toward the south end of the campus, various Vending machines are available for students to purchase snacks and drinks. There is also an ATM machine available.
SCE Anaheim Campus Map
For the SCE Anaheim campus map, use the link below:


Student Areas – SCE Cypress Center
At the SCE Cypress Center, there are several lounge and seating areas that students can enjoy.

Sitting Areas Near the SCE Building
Outside the Technical Education (TE2) Building, there are several areas with benches and tables, some with umbrellas, for student use. There are also vending machines at the base of the stairs leading to the second floor where drinks and snack items can be purchased.

Cypress College Student Center
Just north of the SCE building, students can visit the Cypress College Student Center. Meals are available for purchase here at the Charger Café and cafeteria, which offers a variety of fresh and tasty meal options for students and the local community. Tables are available in the shade for outdoor seating along with indoor cafeteria seating. Hours and availability for the Charger Café and cafeteria vary per term.

Cypress College Student Store
Located next to the Bookstore in the Cypress College BK Building, there is a small student store where assorted snack items and beverages can be purchased. The store is open during all terms for the school year. Hours will vary per term.

Cypress College Student Activities Center
There is a Student Activities Center in the Cypress College SAC Building that SCE students can access by using their Banner ID card. In the Student Activities Center, there are pool tables, ping-pong tables, a TV, and tables and chairs for studying or gathering. Outside of the building is an announcement board where current events that are being held on campus will be promoted. Current SCE students can attend most of these events by showing their ID card. Around the corner on the outside of the SAC Building, more vending machines can be found for purchasing drinks and snacks.

Cypress College Campus Map
For a full Cypress College campus map, use the link below. Please note that the SCE Cypress Center is located in the TE2 12 Building, Student Activities Center in the SAC 8 Building, and Student Center/Cafeteria in the SC 19 Building on the campus map:

Cypress College/SCE Cypress Center Map
http://www.cypresscollege.edu/Media/Website%20Resources/PDFs/pio/CC-campus-map.pdf
**Student Areas – SCE Wilshire Center**

**Outdoor Sitting Areas**
At the SCE Wilshire Center there are student gathering areas in two locations. The first is located outside between the 100 and 200 Buildings. Students can utilize picnic tables, benches, and a vending machine for purchasing drinks. The tables in this area are located in the courtyard as well as under the shade of several trees in the nearby grass area.

The second student area is attached to the Fullerton College 2000 Building, adjacent to Parking Lot 10. Here there is a small, partly-shaded courtyard with tables as well as several snack and beverage vending machines and microwaves for student use.

**Fullerton College Cafeteria**
SCE Wilshire Center students are welcome to use the cafeteria on the Fullerton College campus, located across the street on Chapman Avenue in the 200 College Center. The cafeteria and large indoor seating area is available for students to purchase and eat food. There is outdoor seating available in this area as well. A Jamba Juice is also located inside this cafeteria area. The hours for the cafeteria and Jamba Juice vary per term.

**Fullerton College Campus Map**
For the Fullerton College campus map, use the link below. Please note that the SCE Wilshire Center is located on the bottom left hand corner of the campus map:

**Fullerton College/SCE Wilshire Center Map**
[http://www.fullcoll.edu/sites/all/userfiles/FC%20SPRING%202015%20Map%20withPhones_0.pdf](http://www.fullcoll.edu/sites/all/userfiles/FC%20SPRING%202015%20Map%20withPhones_0.pdf)

**Admissions & Records**

**Student Records**
Students can review their academic records at any time. All SCE student records are located at the SCE Wilshire Center Records Office. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, student records may not be released to a third party without prior written consent from the student.

The SCE Wilshire Center Records Office is located at:

315 E. Wilshire Street, Fullerton, CA, 92832
Building 300
Phone: 714.992.9500
Fax: 714.992.9599

**Enrollment Verification**
Students can request verification of their enrollment and attendance in their SCE program courses. Inquiries for an enrollment/attendance verification is handled by the Admission and Registration office at all three SCE Centers.
The A&R can provide students with an “Enrollment/Attendance Verification Request” form, determine if there will be any applicable fees that need to be paid for receiving the verification, collect any fees that are owed, and route the request to the SCE Wilshire Center on behalf of the student. A PDF version of the request form is available for print using the link provided below:

**Enrollment/Attendance Verification Request From**

**Transcripts**
If a student would like a copy of their *official* transcripts they can also be found at the SCE Wilshire Center Records Office. This is the only Center that can issue official transcripts.

For further information on how to order transcripts, please follow the detailed instructions provided in the following link:

**SCE Records Office: Transcripts Information**
http://sce.edu/news/index.php/sce/docs/

Students can view and download an *unofficial* transcript through the NOCCCD MyGateway portal, as long as the student has attended SCE from the 1989 Fall Term or after. Transcripts prior to the 1989 Fall Term can only be obtained through request for an official transcript.

**Updating Contact Information**
If at any time a student needs to update their personal contact information, they can do so by contacting the A&R office at any SCE Center where they will be provided with the correct form.

Students can also update their personal information online through MyGateway:
1. Log on to MyGateway with a Banner ID and PIN (6-digit Personal Identification Number)
2. Click on the "Student" tab at the top of the page.
3. Go to the Personal Information section on the top right,
4. Click on the desired link and enter new information as needed.

**Student Records Continued**

**Graduation Checks**
Once a student has completed a program with SCE and are ready for graduation, they will need to make an appointment with their SCE counselor for an exit interview. During this meeting all completion information for graduation will be explained and the student will submit a “Graduation Check” application.

**Who to Contact:**
To complete a graduation application/exit interview, call the SSSP offices at Anaheim (714.808.4682), Cypress (714.484.7440), or Wilshire (714.992.9565).
Standards of Student Conduct and Discipline Policy

Student Code of Conduct

While attending classes in any SCE program, students are expected to uphold the NOCCCD Student Code of Conduct, respecting and obeying all civil and criminal law and will be subject to legal penalties for violation of the city, county, state, and national laws. Under the State Education Code, student conduct must conform to Board Policy, college regulations, and procedures. A student who breaks the standards of student conduct will face disciplinary action including, but not limited to, the removal, suspension, or expulsion of the student.

For a full explanation of misconduct which is considered "good cause" for disciplinary action, please see the Student Code of Conduct section on the NOCCCD website through the following link:

**NOCCCD Standards of Student Conduct and Discipline Policy**
http://www.nocccd.edu/Policies/documents/5500.BP.final.revisedC-Staff11-26-14_000.pdf

Attendance

Class Attendance and Cancellations

SCE students are expected to attend all classes. If attendance falls below a certain number, classes may be cancelled. Tuition-free classes may be discontinued during the term if attendance drops. Tuition classes will continue according to schedule once they have started. Regular attendance is expected of every student.

For further information on attendance policies and course cancellations, please use the following link to view the current SCE Course Catalog under “Absences” in the Academic Policies section on page 5, as well as “Class Attendance/Cancellation” in the Admissions/Registration Procedures section on page 9:

**Current SCE Catalog**

Absences

By the direction of the Chancellor of Community Colleges of California, attendance shall be taken at all class sessions. Regular attendance is expected of every SCE student. Attendance at the first class meeting is strongly recommended because of enrollment demand. Any student not attending the first class meeting may be dropped by the instructor.

**RECOMMENDED:** All students are encouraged to refer to their class schedule and the course syllabus for specific class cancellation and attendance requirements.

Sexual Assault and Misconduct

Sexual Assault and Misconduct Defined

SCE wants students to be aware of the different kinds of misbehavior that falls under sexual assault and misconduct, all of which are strictly illegal and should be reported immediately if a student finds him or herself a victim of these types of crimes and incidents on campus or at a District-run facility.
Dating Violence

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence

Domestic violence includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse of the victim
- by a person with whom the victim shares a child in common
- by a person who is cohabitating with or has cohabitated with the victim as a spouse
- by a person similarly situated to a spouse of the victim under California law
- by any other person against an adult or youth victim who is protected from that person’s acts under California law.

Stalking

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or to suffer significant emotional distress.

Affirmative Consent

Affirmative consent means positive, aware, and intentional agreement to engage in sexual activity. An affirmative consent standard is the determination of whether consent was given by both parties to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he/she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or restraint does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout the sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never be assumed to be an sign of consent.

For more information on stalking and affirmative consent please view the links to the following videos:

Stalking Video

https://www.youtube.com/watch?v=1ZBj69NtN7I&list=PLEoefJJTH2noWLyLxG-Jeyio-Ebu-M5NXt&index=3

Yes means Yes: Affirmative Consent

https://www.youtube.com/watch?v=qhaehTB6r4U&index=2&list=PLEoefJJTH2noWLyLxG-Jeyio-Ebu-M5NXt

Tips for Preventing Sexual Assault and Misconduct

Tips for Preventing Sexual Violence

Being aware that most sexual assaults involve acquaintances is very important for helping prevent sexual assault incidents. Another important prevention method is to avoid extreme use of alcohol and to not use illegal drugs, as alcohol and drugs interfere with clear thinking and effective communication. The following are more tips to help prevent incidents of sexual assault and misconduct.
Be safe while you’re on campus
- Walk in well-lit, public areas
- Walk confidently and at a steady, brisk pace
- Travel with a friend or call the night escort service (number listed under Campus Resources)
- Walk close to the curb, avoid bushes, doorways, and alleys where someone could hide
- Carry your keys ready at all times (they can be used as a weapon if necessary)

Make sure home and vehicle are secure
- Lock all doors and windows when you leave and lock the doors when you are inside
- Leave lights on in your home if you plan to return after dark
- Check inside and around your car before getting inside and after entering, then immediately lock the doors

Be alert when on a date or at a party
- Know your alcohol tolerance level and don’t exceed it
- Never let your drink out of your sight
- Use a buddy system and watch out for each other
- Decide now what your sexual and relationship boundaries are and communicate your feelings and sexual expectations clearly
- If you are attacked, fight back as hard as you can (you have a better chance of getting away if you fight.) Yell “FIRE” if in danger; do not yell “HELP” or “RAPE”. People are more likely to respond to a general emergency than one involving assault.

How to Report a Sexual Assault or Misconduct Incident

Reporting Sexual Assault or Misconduct

If you or someone you know needs to report sexual misconduct or sexual assault please contact NOCCCD Title IX Coordinator, District Director, Human Resources: 714.808.8416

For more contact information, see the list below:

SCE/Anaheim Campus
- Title IX Coordinator-Office of Provost of the School of Continuing Education: 714.808.4670
- Campus Public Safety: 714.808.4111
- SCE Dean, Instruction and Student Services, School of Continuing Education: 714.808.4660

Cypress College
- Title IX Coordinator -Executive Vice President, Educational Programs and Support Services: 714.484.7330
- Director of Campus Public Safety: 714.484.7387
- SCE Dean, Instruction and Student Support Services, School of Continuing Education: 714.484.7038
- Director of College Health Services: 714.484.7361 or 714.484.7045
Fullerton College
- Title IX Coordinator-Vice President of Student Services: 714.992.7073
- Director of Campus Safety: 714.992.7777
- SCE Dean, Instruction and Student Services: 714.992.9501
- Director of College Heath Services: 714.992.7093 or 714.992.7094

Please click on the following links to download a PDF of hotlines for additional reporting and receiving help for all sexual assault and misconduct incidents:

Sexual Assault and Misconduct Hotlines: Handout 1

Sexual Assault and Misconduct Hotlines: Handout 2

Title IX- Sexual Assault and Violence

Definition of Title IX
The School of Continuing Education is dedicated to the protection and wellbeing of its students. It is the policy of SCE to provide an educational, employment, and business environment in which no person shall be unlawfully exposed to discrimination, sexual harassment and/or sexual assault.

Sexual Assault
Sexual assault is a term that refers to an unwanted sexual act against or without a person’s consent. This type of assault includes more than violent physical events—sexual assault refers to any sexual, physical, verbal or visual act that forces a person against their will to join in unwanted sexual contact or attention.

How to Report a Sexual Assault Incident at SCE
Students who find themselves a victim of sexual assault occurring on District property or at an off-campus site or facility maintained by the District, or who would like information or assistance regarding a sexual assault, should contact the SCE Title IX Coordinator or the Campus Safety and/or Security Offices.

SCE Title IX Coordinator
Provost, School of Continuing Education, 714.808.4670

Campus Safety/Security Offices
- Anaheim Campus Security: 714.808.4911
- SCE Cypress Center (Cypress College Campus Safety): 714.484.7387
- SCE Wilshire Center (Fullerton College Campus Safety): 714.992.7777
**Sexual Harassment**

Sexual harassment occurs when unwelcome sexual advances are made, sexual favors are requested, or other verbal/physical conduct of a sexual nature is made as either openly or indirectly a term or condition of an individual's educational or employment status and has the purpose or effect of unjustly interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational or working environment.

**How to Report a Sexual Harassment Incident**

Individuals who believe they are a victim of sexual harassment, or have questions, may contact the NOCCCD Director of Equity and Diversity:

Kenneth Robinson  
1830 W. Romneya Drive, 9th Floor  
Anaheim, CA  92801  
714.808.4830.  
krobinson@nocccd.edu

For more information about these policies please use the links provided below:

**The Office of Equity and Diversity**  
http://www.nocccd.edu/Departments/EquityAndDiversity.htm

**Filing a Sexual Harassment Complaint**  

**Prohibition of Harassment Policy**  

**Unlawful Discrimination**

**Definition**

The North Orange County Community College District is committed to equal opportunity in educational programs and all access to institutional programs and activities. Students or other persons acting on behalf of the District who engage in unlawful discrimination or harassment may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

**SCE Non-Discrimination Statement**

No SCE student shall be unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by State and Federal statutes. Any student who engages in unlawful discrimination or sexual harassment in violation of this policy will be subject to disciplinary action, which may include suspension or expulsion.
**Reporting an Unlawful Discrimination Incident**

**How to Report an Unlawful Discrimination Incident**

The Vice Chancellor of Human Resources is designated by the North Orange County Community College District as the Responsible Officer for receiving and coordinating the investigation of all unlawful discrimination complaints filed.

To print a copy of the unlawful discrimination complaint form please use the following link:

Unlawful Discrimination Complaint Form
http://www.nocccd.edu/Departments/documents/Discrimination_Complaint_Form.pdf

The address for sending all incident claim forms is:

The Vice Chancellor of Human Resources  
1830 W. Romneya Drive  
Anaheim, CA  92801  
Telephone: 714.808.4822

For more information concerning unlawful discrimination please use the following links:

Unlawful Discrimination Policy

Unlawful Discrimination NOCCCD

**SCE High School Diploma Program**

**Returning Student**

Did you ever work on course work towards a high school diploma in the SCE High School Lab before? If you answered yes, you are considered a returning student. Please follow the below instructions:

- You do not need to repeat an Orientation or an Assessment Session
- Contact the SCE Counseling office for the campus that you had previously attended and schedule an appointment to meet with an SCE Counselor
- Once you meet with a Counselor and update your Student Education Plan, you can then return to your studies in the High School Lab
High School Diploma or GED
The High School Diploma is earned by completing subject and elective requirements through an accredited program, such as SCE.

The General Education Development (GED) certificate is a test given by the State of California. You must choose one to obtain, either a diploma or GED.

The High School Diploma Program
The SCE High School Diploma Program is very popular in our community and is one of a few programs like it in North Orange County available for adults to complete their diploma studies.

The High School Diploma Program issues diplomas to adult students, 18 years of age or older, who earn 160 credits by completing the required course of study and demonstrate proficiency in basic skills.

To participate in the High School Diploma Program you must be:
- An adult (18 years or older)
- Have not completed high school
- Need credits to earn a high school diploma

Getting Started
Step 1 – Transcripts
Step 1: Obtain officially sealed transcripts from ALL previously attended high schools.

- Bring officially-sealed transcripts to the assessment session or you will NOT be admitted to the session.
- Officially-sealed means that the envelope from the institution CANNOT be opened. Any opened transcripts WILL NOT be accepted.

Foreign Transcripts
If you have already received your high school diploma from another country, you may not need to complete a high school diploma in the United States. Please meet with an SCE Counselor to discuss your career and educational goals.

If you did receive your high school diploma, but would still like to pursue a high school diploma in the United States, or you may have partial credits, you will need to have your foreign transcript translated AND evaluated. Bring the translated AND evaluated document to the Assessment Session.

NOTE: An SCE Counselor will be able to translate and evaluate foreign transcripts from Mexico or any Latin American country. Please bring the original document to the Assessment Session. The document will be copied and the original document will be returned to you.

Step 2 – Banner ID
Step 2: Apply for an SCE Banner ID (student ID) number. You have already completed this step in order to access the orientation.

Be sure to save your Banner ID number.
You will need the Banner ID number in order to register for the Assessment Session and to enter/exit the high school lab.

**Step 3 – Online Orientation**
Step 3: Complete the Online Orientation quizzes at end of each section.

The purpose of the Online Orientation is to familiarize and acquaint students with important program policies, expectations, and the range of services available.

You must pass the orientation quizzes at the end of each session.

If you do not complete the Online Orientation and pass the quizzes, you will not be able to register for an Assessment Session. You may repeat the Online Orientation and re-take the quizzes as many times as you need.

**Step 4 – Assessment Session**
Step 4: Register for a High School Diploma Program Assessment Session

At the Assessment Session, we will be using a Reading Skills Assessment as an advising tool to determine your readiness for the high school course work. Reading is the most critical academic skill you will need to successfully complete your diploma studies. The assessment also helps determine when students need tutoring or other academic support.

- After successfully completing the online orientation, register for an Assessment Session via myGateway.
- Choose the SCE Campus you wish to attend an Assessment Session (see a current SCE Class Schedule for registration dates).
- Select the DATE
- Register for an Assessment Session by entering the appropriate CRN (Course Reference Number).
- Registration for Assessment Sessions opens at 7:00 a.m. on the first day of each registration period noted in the class schedule.
- Assessment Sessions fill quickly; registration is available on a first-come, first-served basis.
- If the CRN is full, you must wait for the next registration timeframe and register for the next available Assessment Session.
- You will not need to retake the online orientation.

**Assessment Session**

- Students must attend the Assessment Session that they register for in myGateway and CANNOT switch SCE Center locations, times, or dates. If a student shows up to an Assessment Session that they have not registered for, they will be turned away.
- Students should not show up to the Assessment Session if they are not registered to inquire about vacant seats.
- Students MUST complete the High School Diploma Program online orientation AND register themselves online for an Assessment Session. Staff cannot bypass the orientation requirement and register students at the registration offices.
• Students will NOT be admitted to an Assessment Session if they do not bring an officially-sealed transcript. Transcripts MUST be official and NOT OPENED; opened transcripts will not be accepted and the student will not be admitted to the Assessment Session and will have to re-register for the next available Assessment Session, which may not be until the next term.

• Please arrive 10-15 minutes before the Assessment Session; all testing will begin promptly at the scheduled time.

• Latecomers will NOT be admitted to the Assessment Sessions. Students arriving late will be directed to re-register for the next available Assessment Session, which may not be until the next term.

• After registering, if you are unable to attend the Assessment Session, you must drop the course via myGateway immediately.

**Counseling & Educational Plan**

**Counseling**

You are required to meet with an SCE Counselor before you begin your studies in the High School Lab.

Upon completion of your Assessment Session, you will receive an appointment date and time to meet with an SCE Counselor. During this meeting, the Counselor will review how many credits you need to complete your diploma with SCE, review your assessment results, and help you set up your Educational Plan.

After meeting with a Counselor, you will begin your studies in the High School Lab.

**Counseling & Support Services**

SCE Counselors provide the following support:

• Educational and Career Planning
• Personal Support
• Community Referrals
• College Information
• Referral to the Disabled Student Programs Services (when needed)

There is an SCE Counselor at each SCE Campus. See a Counselor as soon as you have a concern.

Counselors are available by appointment or walk-in. You must have your Banner ID number when making an appointment and meeting with a counselor.

**Campus Safety/ Security**

SCE is committed to providing a safe campus environment for its students, faculty, staff, and visitors. SCE is supported by the Security Office at the Anaheim Campus and the Campus Safety Offices at Cypress College (for the SCE Cypress Center) and Fullerton College (for the SCE Wilshire Center). These departments’ duties include, but are not limited to, protecting persons or property, preventing theft and vandalism of District property, and reporting any unlawful activity to the District and local law enforcement. However, safety is a shared responsibility and is important to all of us.

For any emergency situation, dial 9-1-1. To reach Campus Safety/Security, call the following numbers by campus:
Security Offices

- SCE Anaheim Campus Security: 714.808.4911
- SCE Cypress Center (Cypress College Campus Safety): 714.484.7387
- SCE Wilshire Center (Fullerton College Campus Safety): 714.992.7777

Except as may otherwise be required by law, all inquiries will be maintained in confidence.

For more information on policies and of all Campus Safety Officers please use the following link from the NOCCCD website:

Campus Safety Officer Policy
http://www.nocccd.edu/Policies/documents/7600.BP.CCLrevised.C-Staff05-06-09.pdf

Parking Information

Important Information about Parking

- A parking permit is required to park in marked spaces at all three SCE Continuing Education Centers.
- A purchased parking permit does not guarantee a parking space.
- Not having a parking permit for a vehicle will result in it being ticketed.
- An SCE parking permit applies to any space that is marked for students, or any unmarked space.
- Student permits are not allowed in clearly marked spaces that say “staff”, “visitor”, or “30-minute”; students parking in these spaces will be ticketed.
- Parking permits are refundable prior to the first class meeting only and must be returned to receive a refund.
- Students should not back into parking spaces. All cars are to be parked forward facing only. Cars facing the wrong way will be ticketed.
- DMV disabled persons placard holders are permitted to park in disabled parking, or any other student or staff space, but must also purchase and post an SCE parking permit.

Parking Fees

- The cost of a vehicle parking permit is $35
- The cost of a motorcycle parking permit is $20
- These half-year parking permits are available from January 1–June 30, or July 1–December 31 (not six months from purchase date) and are available at all three SCE Center Admissions and Registration offices.
- Daily one-day use passes are also available for $2 at the parking pass kiosks located throughout the parking area at each campus. Students can also purchase the one-day parking permits at all three SCE Center Admissions and Registration offices.