2016 – 2017

Student Planner

Directory of Services to Students

Academic Advising, Assessment and Counseling	(530) 938-5353
Academic Success Center	(530) 938-5830
Admissions and Records	(530) 938-5500
Americans with Disabilities Act Coordinator	(530) 938-5220
Campus Gift & Book Shop	(530) 938-5236
Computer Lab	(530) 938-5324
Disabled Students Programs & Services (DSPS)	(530) 938-5297
Discovery Child Development Center (Head Start)	(530) 938-5352
Enrollment Services (Admissions, Financial Aid)	(530) 938-5500
Extended Opportunity Programs and Services (EOPS), Cooperative Agencies Resources for Education (CARE), Foster Youth Success Program, Student & Support Services (SSS), CalWORKS	(530) 938-5309
Financial Aid	(530)938-5209
Foster and Kinship Care Education	(530) 938-5290
Health Education/Health Clinic	(530) 938-5502 or (530) 938-5374
International Student Program	(530) 938-5374
Math Lab	(530) 938-5365
Reading Lab	(530) 938-5300
Residence Lodges	(530) 938-5237
Student Learning Office	(530) 938-5375
Toll Free Number	1-888-397-4339
Transfer Center	(530) 938-5353
Veterans' Services	(530) 938-5509
Writing Lab	(530) 938-5325
Yreka Campus	(530) 841-5550

Other Problems or Concerns?
Contact the Student Life Office (530) 938-5374

Accuracy Statement

The College of the Siskiyous has made every effort to insure the accuracy of this handbook. The provisions of this handbook are not to be construed as substitutes for, or in place of, municipal, State or Federal laws that may apply to its contents. Provisions or requirements may be subject to change after printing. Students are responsible for understanding and knowing the contents of this handbook.

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College of the Siskiyous

2016–2017
Student Planner

This handbook belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

EMAIL _____

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Fall Semester 2016 ACADEMIC Calendar

Last Day to Add a Class Without Instructor Approval . . . . . August 14

Instruction Begins . . . . . August 15

Last Day to Withdraw & Receive Enrollment Fee Refund . . . . . August 26

Last Day to Drop w/o Posting of a “W” on Transcript . . . . . September 2

Labor Day (Holiday-Campus Closed) . . . . . September 5

Census Day . . . . . September 6

Late Add Permit Required . . . . . September 6

Last Day to Petition for Pass/No Pass Option . . . . . September 23

Planning Day (Campus Closed) . . . . . October 7

Priority Registration begins for Spring 2017 . . . . . November 7

Veteran’s Day (Holiday-Campus Closed) . . . . . November 11

Open Registration Begins for Spring 2017 Semester . . . . . November 14

Last Day to Drop Without Receiving an “A-F” Grade . . . . . November 18

Special Admit Registration Begins for Spring 2017 Semester . . . . . November 21

No Evening Classes (Thanksgiving Holiday) . . . . . November 23

Thanksgiving Holiday (Campus Closed) . . . . . November 24-25

Final Exams* . . . . . December 12-15

Instruction Ends . . . . . December 15

Spring Semester 2017 ACADEMIC Calendar

New Year’s Day Holiday (Campus Closed) . . . . . January 2

Planning Day (Campus Closed) . . . . . January 12

Martin Luther King, Jr. Holiday (Campus Closed) . . . . . January 16

Last Day to Add a Class Without Instructor Approval . . . . . January 16

Instruction Begins . . . . . January 17

Last Day to Drop & Receive Enrollment Fee Refund	January 27
Last Day to Drop w/o Posting of a “W” on Transcript	February 3
Census Day	February 6
Late Add Permit Required	February 6
Lincoln’s Day (Holiday-Campus Closed)	February 10
President’s Day (Holiday-Campus Closed)	February 20
Last Day to Petition for Pass/No Pass Option	February 24
Spring Break (No Classes)	March 27-31
Priority Registration begins for Summer/Fall 2017	April 24
Last Day to Drop Without Receiving an “A-F” Grade	April 28
Open Registration Begins for Summer/Fall 2017 Semesters	May 1
Special Admit Registration Begins for Summer/Fall 2017 Semesters	May 8
Commencement	May 19
Final Exams*	May 22-25
Instruction Ends	May 25

The above dates apply to Fall 2016 and Spring 2017 full semester classes only. **For late-start and irregularly scheduled class dates, please contact Admissions and Records for appropriate dates 530.938.5500.**

FIRST DAY ATTENDANCE

Students must be in class by the end of the first hour of the first class meeting or the instructor may drop them from the class.

Students on the Wait List must be in attendance at the beginning of the first meeting in order to be considered for enrollment.

*COS students are not permitted to take early final examinations except in rare cases of a documented emergency or sanctioned extra-curricular/co-curricular activity. In those instances, the student must obtain an “Early Final Request” form from the appropriate Dean’s Office. The student will give the completed form and their documentation substantiating the need for the early final to their Instructor. Once the Instructor approves the “Early Final Request,” the student will take the endorsed request back to the Dean for final approval. These actions must be completed no later than two weeks prior to the start of Finals Week.

Dear COS Student:
Welcome to the 2016–2017 academic year!

Congratulations on your decision to take classes from College of the Siskiyous! We believe that you have made an excellent decision and we welcome you to the COS Family!

For over 50 years, College of the Siskiyous has provided outstanding higher education programs to Northern Californians as well as students from other states and around the world.

The faculty, administration and staff of College of the Siskiyous are here to help ensure that your college career is a success. According to the Student Success Scorecard, our completion rate on transfers/degrees is 39% and the CTE (Career and Technical Education) rate is 28%, which are very good percentages for a college our size. Our students transfer to colleges and universities throughout California and the nation. Your counselors, faculty, and the many learning support staff are dedicated to being partners in your success. But for any partnership to work, there must be equal participation from all members.

From our experience with past students, time management may be one of your greatest challenges in college, but it is central to your success. For that reason we have included a planner/calendar in this handbook. Be sure to use it!

This handbook will help you become more knowledgeable about college requirements, processes, and your rights and responsibilities as a student. However, as hard as we try, not every possible question is answered within these pages. That is where your willingness to participate comes in; we encourage you to ask questions!

Research over many years has shown that college students who are thoroughly engaged in their college's learning environments are far more likely to stay in college, complete a certificate or degree, and successfully transfer to a university. All of us want our students to get involved, focus on your learning and career goals, and stay in school until you have reached your goals.

Our faculty and staff are always willing to help. We encourage you to seek help and ask questions.

If there is anything we can do to make your time with us more valuable to you, please contact us!

Sincerely,

Scotty Thomason
Superintendent/President

COLLEGE OF THE SISKIYOUS MISSION

College of the Siskiyous promotes learning and provides academic excellence for the students of Siskiyou County, the State of California, the nation and the world. COS provides accessible, flexible, affordable, and innovative education leading to associate degrees, certificates, university transfer, career and technical education, workforce training, and basic skills preparation.

Becoming a Successful Student

The faculty and staff at College of the Siskiyous will work closely with you as you begin your experience here. You will interact with the Counseling and Student Support Programs Office staff during orientation, counseling and advising appointments, and follow-up activities. We provide additional support during your first semester, and as you become more knowledgeable about college and you gain more experience, we expect you to become increasingly self-sufficient in achieving your career and college goals. Ultimately, you will direct your own learning process.

A variety of services will be provided throughout your educational experience including admissions, assessment, orientation, counseling and advising, registration and follow-up. Be sure to set up and use your COS email account. It is the only way instructors, admissions, financial aid and other staff will contact you. **THIS IS VERY IMPORTANT.**

You can access your College information at any time on the web with Navigator, the College of the Siskiyous student online portal.

With Navigator you can:

- ✔ Access your COS email
- ✔ Register for classes
- ✔ View and print your class schedule
- ✔ Review your unofficial transcript
- ✔ View and print your progress report
- ✔ Access your student information
- ✔ Access your financial aid information
- ✔ And much more!!!

What We Want You To Learn

College of the Siskiyous is dedicated to helping you achieve your career and life goals, and assisting you in becoming a responsible citizen and positive contributor to society. Specifically, as part of your education, you should plan to:

STEP 1. Attend all of your classes...that is one of the most important elements of being a successful student.

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

Learning Outcomes

- Demonstrate your ability to develop and implement educational, career and life plans and know how to enter your chosen profession.
- Become self-sufficient in navigating complicated processes and systems, and be responsible for your success.
- Become a positive contributor to society and embrace the values of the College: Integrity, Excellance, and Openness.

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

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

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

Instructors may drop students who do not attend the first class meeting or when the number of unexcused absences equals the number of times the class meets each week.

STEP 2. Utilize support services that include tutoring, advising, and counseling to help you be successful. There are many support service programs on campus to help you be successful. Check with Counseling and Student Support Programs staff learn more about what is available.

STEP 3. Seek help if you experience academic difficulty. Talk to your instructor(s), meet with your Counselor, get a tutor, and seek assistance in the Academic Success Center (ASC). To access the services in the ASC, each semester you need to enroll in EDUC 0670 which is a zero unit course.

Tips for Success

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

1. Develop a plan for learning using Navigator resources.
2. Get to know faculty, staff and other students. They are your best resources for navigating the system.
3. Plan ahead and ask questions! There are deadlines, class assignments, financial aid applications and dates for adding or dropping classes, and more to remember.
4. Use a calendar, like the one in this handbook, to list important dates for COS events. List your assignments, test dates, appointments and work schedule. Refer to it daily to keep yourself on track.
5. Learn success tips. While it may seem overwhelming at first, there are things you can do to be successful. Ask your instructors or the successful students in your classes for ideas on how to succeed.
6. Use the Academic Success Center. To have access, you must enroll the a zero unit course, EDUC 0670 each semester. Benefits include tutoring, use of the computer, math, and reading labs with help from support staff, weekly success seminars, printing up to 20 copies per day and much more!
7 The Library is another great resource. There are almost 40,000 books in the Library and over 60,000 online ebooks. You can also turn to the Library for online streaming videos, an interactive language learning program, thousands of research articles, and more! Your free library card gives you access to all online materials from off-campus. Can't find what you need? The great Library staff is there to help.

What are your life and career goals?

What do you want to do for a career? It's a question we've all been asked many times and it may be difficult to know what you really want to do.

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

Generally, we all want to be happy, successful and satisfied with our lives. One of the most important things you can do as a student is to think about what you want to do with your life and create a career and academic plan that will help you get there. Your counselor, advisor, and instructors can help with career ideas and counselors and advisors will help you develop an acadmic plan to support your career goals.

Steps to Choosing Courses

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

- Have you met all the prerequisites of the course you want to take? (Refer to the College Catalog)
- Do you need to plan for any course sequences?
- Is there a particular course in your major that you must take as soon as possible because it is a prerequisite to other courses?
- Are the courses transferable to your chosen campus if you are pursuing a Bachelor's Degree or higher?
- Considering your academic preparation, strengths, weaknesses and interests, does this combination of classes appear to be a reasonable, balanced workload?
- Are you attempting too many difficult classes in one semester?

Advisors and Counselors are available and ready to help you answer these questions.

Academic Program

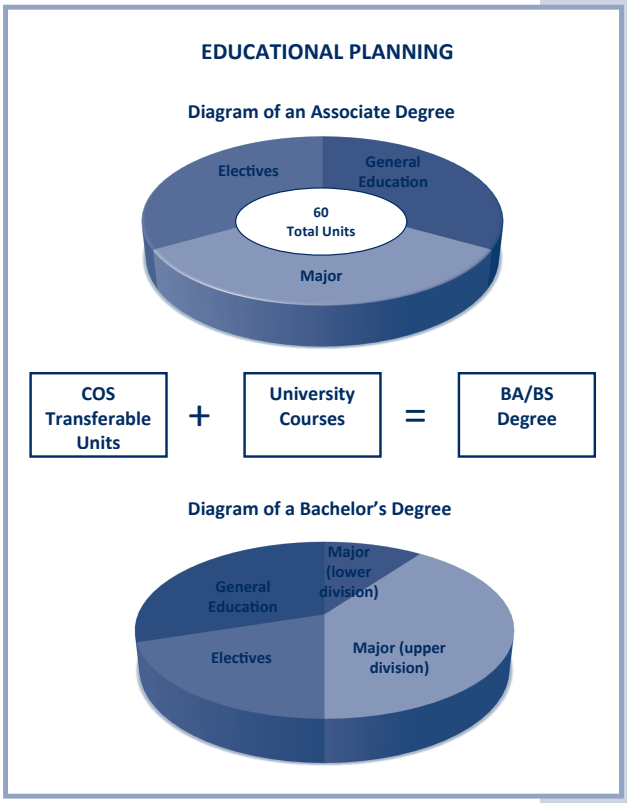
An academic program is made up of the following:

General Education Courses

General education courses are the foundation of a college education designed to provide you with knowledge in a variety of topics. You are required to take courses from natural sciences, humanities, social sciences, English and math. In some cases, a single course may fulfill a major and a general education requirement. This is called "double-counting," but you will receive the unit credit for the course only once.

Major Courses

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



Elective Courses

These are taken purely for your own interest. They may or may not be part of general education, your major, or other requirements. Elective courses can help you meet the minimum number of units required for your degree.

You may decide to take elective courses which compliment your major. On the other hand, you may select elective courses which have nothing to do with your major. How you put your courses together depends on your goals, interests and other commitments in your life.

Where to Go for Help on Campus

Academic Probation or Dismissal	Counseling and Student Support Progams	Associate Dean of Student Success
Attendance	Instructor	Appropriate Dean
Campus Gift & Book Shop	Bookstore Supervisor	VP, Administrative Services
Classroom Facilities	Maintenance Staff	Director of Maintenance
Complaints	Student Services Office	Vice President, Student Services
Computer Labs	Computer Lab Staff	Assistant Dean of Learning Resources & Technology
Counseling/Advising	Counseling Services	Associate Dean of Student Success
Course Challenge	Admissions and Records Office (form)	Vice President of Instruction
Disabled Students	Learning Services, DSPS	Director, DSPS
Discipline	Conduct Board/ Designated Administrator	Superintendent/President, Appeals Process
Discovery Children's Center	Center Director	VP, Administrative Services
Distance Learning	Distance Learning Staff	Assistant Dean of Learning Resources & Technology
Fee Payments & Refunds	Cashier	Controller
Financial Aid	Financial Aid Office	Director of Financial Aid
Health Services	Health Clinic Staff	Vice President, Student Services
Grounds	Director of Maintenance	VP, Administrative Services
Library	Library Staff	Assistant Dean of Learning Resources & Technology
Lodges	Director of Housing	Vice President, Student Services
Instruction: Grades, Testing, Class Content, Disruption & Assignments	Instructor	Appropriate Dean
Matriculation: Advising, Assessment, Orientation	Counseling and Student Support Progams	Associate Dean of Student Success
Navigator Help	navigator.help@ siskiyous.edu	530-938-5523

Parking & Traffic	Director of Maintenance	VP, Administrative Services
Registration Procedures & Residency	Admissions and Records	Director of Admissions
Safety (non-emergency)	Administrative Services	VP, Administrative Services
Sexual Assault and Harassment	Director of Human Resources/Title IX Coordinator	Superintendent/President
Student Dining Services	Dining Services Manager	VP, Administrative Services
Student Govt. & Clubs	ASB Advisor	Vice President, Student Services
Student Records	Admissions and Records	Director of Admissions
Veterans Services	Veterans Coordinator	Vice President, Student Services
Waivers: Prerequisite	Counseling and Student Support Progams	Dean & Faculty
Waivers: AA Degree or Certificate Requirement	Counseling and Student Support Progams	Program Coordinator or Dean
Yreka Campus	Welcome Center	Dean of Career and Technical Education

Attendance

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

Instructors may drop students who do not attend the first class meeting or when the number of unexcused absences equals the number of times the class meets each week. HOWEVER, DO NOT ASSUME YOU WILL BE DROPPED BY THE INSTRUCTOR IF YOU DO NOT SHOW UP FOR THE FIRST CLASS MEETING. IT IS YOUR RESPONSIBILITY TO DROP AND YOU WILL BE CHARGED FOR THE COURSE EVEN IF YOU DID NOT ATTEND.

Each student has the responsibility to:

Notify the instructor of absences in advance for all scheduled activities. In the case of an emergency notify your instructor as soon as possible.

Meet with your instructor to discuss alternate assignments or make-up exams.

The student must recognize that it is not possible to re-create certain class activities and therefore it may be impossible for some activities, such as class discussion, to be made up.

How Can You Be Successful?

> "Success is not the result of spontaneous combustion. You must set yourself on fire."
>
> *Reggie Leach*

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

Attend the first day of class. And if you are in an online class, you must log into ETUDES on the first day. Students not showing up in the class or online on the first day can be dropped from the course. However, do not assume you will be dropped. It is the student's responsibility to drop their courses. If you remain on the class roster, even if you never attended, you will be responsible for the fees owed and not eligible for a refund after the refund deadlines.

Use your COS email. All College related communication with students is done through your COS email account. You may have your COS email set up to forward to your personal email – ask for help in the ASC if needed.

Read and understand the course syllabus and first day handout. The course syllabus is the guide for what your instructor expects from you - what assignments are due and when, priorities for learning and how grades are determined.

Get to know your instructor. Use time before and after class, and during the instructor's office hours to discuss difficulties you are having with your class. Your instructor will work with you and help you be successful.

Don't skip class. Unless you are sick or have an emergency you should attend your classes.

Do all readings and assignments on schedule and turn them in. Falling behind is self- perpetuating. Coming to class unprepared makes you less able to understand the new material or ask questions. Be ready to participate!

Ask about and investigate support services. COS offers many of them - tutoring; labs for reading, writing, math and computers; advising and counseling services; library and career center - all are free of charge! Use them often to help with your work.

Don't drop a course before talking to your instructor, advisor, or counselor. Although you may experience difficulties in a course, there may be solutions to your problems. Talk to COS staff members and get their help. We want you to be successful!

Set measurable academic and personal goals each semester. A key difference between students who succeed and those who don't is that successful students have clearly defined goals.

Accept personal responsibility to succeed. Successful students tend to be realistic and recognize that their success or failure is primarily determined by their efforts and responses to Life's situations.

Get to know other students and participate in activities. Forming study groups is one of the best ways to be successful. Get to know others by attending campus events.

Build a master calendar. With all of your life activities scheduled (work, classes, study time, practice) you will be able to see in advance and plan accordingly – like taking two tests on one day, for example. You can be proactive rather than reactive in approaching your academic assignments and other activities.

Skills for Success

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

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

Financial Aid

Regardless of your income, you should apply for financial aid. The gateway to the process is the Free Application for Federal Student Aid (FAFSA). Apply early, some funds are limited. In order to be considered for all types of financial aid, complete your FAFSA by March 2nd prior to your fall semester. You may apply later, but you will be placed on a waiting list for certain funds. You can access the online application at www.fafsa.gov. The process may seem confusing, but COS financial aid representatives will help you – let them make it easy for you.

Step 1. Log onto your Navigator Portal located at www.siskiyous.edu.

Step 2. Click on the “Financial Aid” tab.

Step 3. Review “Requirements”. Anything with a red flag will connect to the corresponding form.

Step 4. Print and complete any forms listed and submit to the Financial Aid Office.

Step 5. Once all flags are changed to Green Checks your file is complete.

Step 6. Log onto your Navigator frequently for any updates or additional requirements.

Be sure to update your educational plan every year. Contact Counseling Services to make an appointment with your advisor. It is very important to inform the Admissions and Records Office of any changes in your unit load, financial status, address, phone number, or if you decide to withdraw your application. For more information and answers to your financial aid questions, refer to the Financial Aid page of our website at www.siskiyous.edu/financialaid.

Remember to submit all of your paperwork on time. If you have questions regarding the required paperwork, call Admissions and Records at (530) 938-5209. The will be glad to help you!

Veterans Services

The College has Veterans services through Counseling Services. Contact the office at 530-938-5353. You can also contact the Siskiyou County Veterans Services Office at 530-842-8010. You can also contact the Siskiyou County Veterans Services Office at 530-842-8010. Check our Veterans’ page on the website for more detailed information.
http://www.siskiyous.edu/financialaid/veterans.htm

Disabled Students Programs & Services

The Disabled Students Programs & Services (DSPS) Office is dedicated to meeting the academic needs of students with permanent or temporary disabilities. The goal of DSPS is to assist students to overcome physical and educational barriers to allow access to the College’s regular programs and activities.

Any COS student who has a documented disability and demonstrates a need for

a service that is directly related to his/her educational limitations qualifies for the program's services.

Please see the DSPS handbook and homepage at www.siskiyous.edu/dsps or call the DSPS Office at 530-938-5297.

Student Activities

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

STUDENT CLUBS

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

Associated Student Board

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

THE GOAL OF STUDENT GOVERNMENT

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

HOW TO GET INVOLVED

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

STUDENT CENTER FEE/ STUDENT BODY CARDS

Students are charged a Student Center fee at the time of registration. The $1 unit charge (up to a maximum of $5 per semester) can be waived for:

Students who qualify for BOGW Part A.

Students enrolled in non-credit courses only.

Students will receive a Student Center Card which will identify them as a COS student for the current term and entitles them to the benefits of the Student Center Program.

Benefits include:

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

Non-credit students may purchase a Student Center Card for $10.

Contact the Associated Student Board Office for more information about clubs and activities at (530)938-5280. The ASB office is located in the Student Center.

2016–2017 Bookstore Calendar	
Friday, August 5th	Deadline to Return Summer Textbook Rentals
Monday, August 15th	Start of Fall Semester
Friday, August 26th	Final Day to Return Fall Semester Textbooks
December 12th–16th 8am–5pm	Fall Textbook Buyback
Friday, December 16th	Deadline to Return Fall Textbook Rentals
Tuesday, January 17th	Start of Spring Semester
Friday, January 27th	Final Day to Return Spring Semester Textbooks
May 22nd–26th 8am–5pm	Spring Textbook Buyback
Monday, June 5th	Start of the Summer Semester
Friday, June 9th	Final Day to Return Summer Semester Textbooks

CAMPUS GIFT AND BOOKSTORE

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

The Campus Gift and Bookstore accepts returns of Textbooks in exchange for a refund within 7 days of the date that the Textbook was initially purchased. The final deadlines for textbook returns are August 26th for the Fall Semester, January 27th for the Spring Semester, and June 9th for the Summer Semester. A receipt is required to process a return for a Textbook. New Books must be in New Condition with no markings, writing, or highlighting with all pages intact. Books purchased in shrink wrap must be returned as such. If paying by check, you must have proof the check has cleared the bank in order to receive a refund.

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

Important College Terms

AA-T and AS-T

California Community Colleges are offering Associate Degrees for Transfer (ADT) to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who earn and are awarded an AA-T or AS-T degree are guaranteed admission with junior standing at one of the CSU campuses and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

ACADEMIC DISMISSAL

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

ACADEMIC HOLD

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

ACADEMIC PROBATION

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

ACADEMIC REINSTATEMENT

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

ACADEMIC RENEWAL

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

ADDING COURSES

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

ASSOCIATE DEGREE

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

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

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

CERTIFICATE OF ACHIEVEMENT (COA)

This is a certificate program that has been approved by the Chancellor's Office and is an eligible program for Financial Aid. Earned Certificates of Achievement (are documented on transcripts.

CERTIFICATE

This is a certificate program that has been approved by College of the Siskiyous but it is not an eligible program for Financial Aid. Earned Certificates are mailed to the student but are not documented on transcripts. See your advisor or counselor if you have questions.

COLLEGE CATALOG

The College catalog is a publication issued by the College describing the course requirements, regulations, grade point system and policies. You may access the COS catalog on our website, in the Library, Counseling, and Student Support Programs Office.

COMMUNITY COLLEGE

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

CO-REQUISITE

A co-requisite is a required course that must be taken concurrently, or at the same time, with another course.

COURSE REPEAT

See "Three Enrollments Law"

CSUGE/IGETC CERTIFICATION

A Certification is verification by COS that you have completed the lower division general

education requirements for the CSU or the UC. Students who are transferring to CSU or UC are encouraged to have the Transfer Center certify completion of their General Education.

CURRICULUM

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

DROPPING COURSES

When students wish to stop taking a class that they are currently enrolled in, they "drop" the course. To drop a course, pick up an Add/Drop form from Admissions and Records or drop online from your Navigator account. NOTE: When dropping courses online the final course must be dropped by using a Complete Withdrawal Form. Be sure to consult with your advisor to ensure that it will not adversely affect your Financial Aid, Lodge status or athletic eligibility. Please note that not attending a course does not result in an automatic drop. You will receive a grade if you do not submit a drop form.

EDUCATIONAL PLAN

You and your counselor or advisor will develop a student educational plan that outlines your educational goals and lists courses and suggests support services to help you achieve your goal. An educational plan is recommended for all students who are transferring, seeking a degree and/or certificate of achievement. Students are required to update their education plans with their advisor each year.

ELECTIVES

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

FEES

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

GAINFUL EMPLOYMENT

To be eligible for funding under federal Title IV Programs, an educational program must lead to a degree or prepare students for "gainful employment in a recognized occupation." The U.S. Department of Education requires that we disclose information about our occupation degrees and certificates that lead to Gainful Employment (GE) in a recognized occupation. They also require that we report certain information about our students who enroll in Title IV-eligible educational programs. Information about these programs is available at the website listed below where you will find some of the occupations this degree/certificate may lead to, how long it might take, and how much it might cost to complete the program. We will continue to provide more information, such as job placement rates, as it becomes available. The U.S. Department of Education suggests that you visit O*NET online at www.onetonline.org for more information on occupations. O*NET is provided by the U.S. Department of Labor. Please go to http://www.siskiyous.edu/apply/gainfulemployment.htm to find which programs qualify at College of the Siskiyous.

GENERAL EDUCATION REQUIREMENTS

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

GRADE POINT AVERAGE

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

HEALTH FEE

The health fee, paid at the time of registration, provides secondary student accident insurance for injuries incurred in class-related activities. It also allows currently registered students to receive free services at the once a week health clinic held on campus and also provides personal counseling. The health fee is not refundable after the fist day of classes.

INCOMPLETE GRADE

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

IP (IN PROGRESS)

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

LOAD

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

MAJOR (COURSE OF STUDY)

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

ORIENTATION

Orientation introduces new students to the campus, its facilities, staff, programs, and student support services. It is offered at the beginning of each registration period during the semester. Orientation services are provided in SOAR (Siskiyous Orientation, Advising and Registration) sessions and Guidance classes. Online orientation is provided for distance students – contact Counseling and Student Support Programs Office for information.

PASS/NO NO PASS (P/NP)

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

PLAGIARISM

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

PREREQUISITE

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

PREREQUISITE CLEARANCE

If a student has satisfied the required prerequisite at another college and if his/her transcript or assessment score has not been entered into the registration system, the

student must obtain a prerequisite clearance from Counseling Services. The clearance must also be obtained if the student has successfully challenged the prerequisite to the course.

PROGRESS DISMISSAL

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

PROGRESS PROBATION

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

"RD" GRADING SYMBOL

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

SCHEDULE OF CLASSES

The online Schedule of Classes is available prior to registration and is updated throughout the semester. This is your reference to plan your classes.

SECTION

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

THREE ENROLLMENTS LAW (effective 2012)

Students may enroll in the same course a maximum of three times. An "enrollment" is any attempt to pass a course in which a grade symbol, including "W", is earned. When a student attempts to register for a course a third and final time, the student must obtain an Enrollment Limit Petition from Counseling Services and submit it to Admissions and Records when registering for the course. The new enrollment rule applies retroactively to students' COS enrollment history. There is no exemption from the new "3 enrollments" rule for students who already have three enrollments. Students may enroll in a different community college district after three enrollments at COS; the "3 enrollments rule" currently only applies to three enrollments in the same community college district. However, students should be aware that this rule may be applied differently by other colleges.

TRANSCRIPT

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

TRANSCRIPT EVALUATION

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

TRANSFER COURSES

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

TRANSFER MAJOR

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

UNITS

A unit is a value that indicates the amount of college credit given to a course. In general, one hour of lecture per week equals a unit of

credit. For example, a course that is scheduled for three hours of lecture per week equals three units. The unit value for each course is shown in the course description in the College Catalog and in the course listings in the class schedule.

UNSATISFACTORY PROGRESS LETTER

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

WAITLIST

When a class fills to capacity, it is considered "closed". A computerized waitlist will be established to determine the sequence in which students will be added to the class if space becomes available. Students who request to be waitlisted will only be notified by their COS email if a space opens. They then have 48 hours to register or will be passed over to the next person on the list. This procedure ends on the first day of classes. Students must then attend the first day of class to receive permission from the instructor to add the class. Refer to the waitlist procedure on the Admissions and Records home page for the complete procedure.

"W" AND "FW" GRADING SYMBOLS

The "W" grading symbol indicates that you were enrolled in a course and subsequently dropped the course after 20%the fourth week of instruction. The "W" mark has no effect on your GPA (although it may affect your financial aid - check with Admissions and Records). The "FW" symbol indicates that you have ceased attending a class and have failed the course for that reason. Although the grade point value of an "FW" grade is zero like an "F" grade, the "FW" grade recognizes that a student ceased attending and that this action resulted in a failing grade. The use of this grade is at the discretion of the instructor.

WITHDRAWAL

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

Severe Weather Procedures

Determining Closure of the College of the Siskiyous

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

Questions we ask include:

Is Interstate 5 open?

Can the campus roads and parking lots be cleared?

Is it safe for students and staff?

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

Notifying Students

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

Radio/TV Station Announcements

KSYC – 92.1 FM, 98.9 FM, 103.9 FM, 1490 AM

KSIZ – 102.3 FM, 101.7 FM, 99.3 FM

KZRO – Z100 100.1 FM

KRCR TV – Channel 7 Redding

KTVL – Channel 10 Redding

KDRV – Channel 12 Medford

KOBI – Channel 5 Medford

KMVU – Channel 26 Medford

Flyers

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

Telephone Recordings

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

Internet Posting

Find campus closure information on the homepage of the COS website (www.siskiyous.edu) or in your Navigator account.

Everbridge – College Text Messaging

Students who have signed up for Everbridge will receive a text message regarding campus closures and any other critical COS announcements. To sign up, go to the COS Homepage (www.siskiyous.edu) and click on the Everbridge icon.

Getting to Campus

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

Returning Home

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

Expectations of Students

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

Student Responsibilities

You have the responsibility to:

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

Academic Probation/Dismissal Procedure (AP 4220)

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

The following procedures are used to determine probation/dismissal:

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

Progress Probation: You will be placed on Progress Probation if you failed to complete at least 50% of the cumulative units for which you registered. The criteria for non-completion are entries of "W" (withdrawal), "I" (incomplete), "F"

or “FW” (Fail/Withdraw), or “NP” (no-pass) on the transcript. If you successfully complete at least 50% of your cumulative units, you will be removed from Progress Probation.

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

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

Contact Information for Deans and Directors:

Area	Name	Office	Phone
Athletics, Fire, EMS, ADJ, BUS, Computer Science	Assoc. Dean	Gym Annex Building 11	938-5313
Yreka Campus and Career and Technical Education	Asst. Dean	Yreka Campus	841-5550
Learning Resources	Assoc. Dean	LRC Building 2	938-5331
Liberal Arts & Science	Dean	John Mantle Student Center Building 1	938-5375
Counseling and Student Support Programs	Assoc. Dean	Eddy Hall Building 94	938-5353

Student Grievance Procedure (AP 5530)

The purpose of this procedure is to provide a prompt an equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student. A Grievance Hearing request must be made within one year of the situation being grieved.

Step 1. Informal Resolution

Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing by attempting to solve the problem with the person with whom the student has the grievance, that person’s immediate supervisor, or the local college administration. If these efforts fail a grievance hearing may be requested.

Step 2. Filing a Grievance

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

Step 3. Review of Grievance

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

Step 4. The Grievance Hearing Committee

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

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

Step 5. Hearing Procedure

Each party will present their information to the Hearing Committee following the process outlined in Administrative Procedure 5530. The

Committee's recommendation will be reviewed by the Designated Administrator and the outcome will be delivered in writing within ten (10) of the completion of the hearing.

Step 6. Appeal

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

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

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

Parking on Campus

Parking on campus is permitted in designated areas, as indicated by a white stripe. Overnight parking is allowed for residence hall students and students or employees on overnight college sponsored trips in the following areas only:

The two Lodge parking lots. Strips in front of I-Tech, Athletic Weight Room, Maintenance Building, and south side of Gymnasium.

The speed limit on campus is 10 mph.

Enforcement of parking and traffic regulations is by the Weed Police Department. Appeals of citations issued should be directed to the Administrative Services Office.

Computer and Network Use (AP 3720)

The District and Network systems are the sole property of the Siskious Joint Community College District. They may not be use by any person without the proper authoriztion of the District. The Computer and Network systems are for District instructional and work related purposes only.

- The Board encourages students to use the Network and Internet for research and learning purposes.
  Users must not attempt to modify, relocate or remove computer equipment, software, or peripherals.
- Internet services may not be used to conduct any activity that is in violation of any federal or state laws or regulations or violation of copyrights and licenses.
- Internet services must not be used for commercial purposes or for running private businesses.
- To ensure that information technology is used appropriately, the District reserves the right to monitor the use of the Internet and take appropriate measures to enforce this policy.
- Additional specific policies and procedures for Internet and Nework use may be developed.

Computer User Agreement

Students must agree to abide by the standards set in the Procedures for the duration of their enrollment. Violations may result in the revocation of network accounts and may include prosecution for violation of State and/or Federal law.

Tobacco (AP 3570), Alcohol (AP 3560) and Drug Policy (AP 3550)

TOBACCO

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

TOBACCO USE IN LODGES

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

ENCLOSED OFFICES

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

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

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

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

Student email address policy

It is your responsibility to frequently check your COS email. (@ins.siskiyous.edu). If you need assistance call the Help Desk – 530-938-5523 or email navigator.help@siskiyous.edu.

Student Rights

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

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

Privacy Rights of Students

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

- Educational records are not released to any individual or agency without written consent of the student.
- The College Registrar has been designated “Records Officer” as required by the FERPA Act.
- Students have a right to review their educational records to determine accuracy. Official requests for such review should be made, in writing, to the Admissions & Records Office at least three working days in advance.

- Students have a right to challenge the accuracy of their educational records. There is a process established to resolve issues related to the accuracy of educational records.
- The College may release certain types of "Directory Information" unless the student requests in writing to the "Records Officer" that certain or all such information not be released without his/her consent.

"Directory Information" at College of the Siskiyous includes:

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

In addition to the above stated "Directory Information," the College may also report student name, address, telephone number, date of birth, level of education and major to the Federal government, including military recruiting agencies in accordance with Public Law 104-206 and 104-208 (Solomon Amendment).

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

Plagiarism

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

Examples:

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

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

Sexual Harassment Policy

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

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

investigate all allegations of sexual harassment when staff or faculty are involved. A Designated Administrator will investigate allegations when the harassment involves students only.

For a complete copy of the Policy Prohibiting Sexual Harassment, please contact:
Title IX Coordinator/Director of Human Resources - (530) 938-5317

Sexual Assault

Policy Statement

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

POLICY ELEMENTS

I. Statement of Student Rights
Each student has a right to:

A. Engage in a variety of academic, cultural, social, recreational and personal activities on campus without fear of sexual assault.

B. Develop a variety of social and personal friendships and relationships on campus without the expectation that in return sexual intimacy will be required, either with or without consent.

D. Physical settings which are free of vulgar, sexually explicit or oppressive language.

E. Report inappropriate behavior or language involving sexual content to College authorities without fear of intimidation, harassment, reprisals, or exploitation.

F. Receive a prompt hearing by College authorities in incidents of sexual assault.

II. Statement of Student Responsibilities
Each student has the responsibility to:

A. Ensure that his or her actions do not involve the use or threat of sexual assault.

B. Ensure that social and personal relationships do not operate with the expectation that sexual intimacy will be the required outcome.

D. Ensure that he or she refrains from the use of vulgar, sexually explicit, or oppressive language which is clearly inappropriate

E. Report inappropriate behavior or language involving sexual content to appropriate counseling and guidance staff.

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

IV. STATEMENT OF SUPPORT SERVICES
Counseling will be available for any student involved in an incident of sexual assault.

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

VI. DEFINITION OF SEXUAL ASSAULT
Sexual assault includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault, stalking, date violence.

VII. CAMPUS DISCIPLINE
Campus discipline for incidents of student rape and sexual assault will be handled according to Board Policy 3540.

Reporting

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

- Emergency 911
- Rape Crisis Line (877) 842-4068
- Siskiyou Domestic Violence & Crisis Center (530) 842-6629 or (877) 842-4068
- Designated Administrator (530) 938-5374
- Counseling (530) 938-5353
- Title IX Coordinator (530) 938-5317

Campus Security Act of 1990

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

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

POLICY

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

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

Campus Crime Statistics

Campus Crime Statistics: No arrests on campus were reported by Weed and Yreka Police for 2014. Incidents on campus were as follows: Weed campus: 17 drug violations, 9 liquor law violations, 1 stalking, 1 burglary; Yreka campus: none. Statistics for 2015 will be available after October 2016.

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

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

Registered Sex Offender Information

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

IN AN EMERGENCY DIAL 911!

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

Student Code of Conduct (AP 5500)

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

1. Assault, battery, or attempted assault or battery, or any threat of force or violence upon a student or District personnel.

Causing, attempting to cause, or threatening to cause physical injury to another person.

2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is in concurrence with the College President.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, or an intoxicant of any kind; or any poison defined in Business and Professions Code section 4240, or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Possession or under the influence of an alcoholic beverage.
5. Committing or attempting to commit robbery or extortion.
6. Causing or attempting to cause damage to district property or to private property on campus.Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on ethnic group identification, race, color, ancestry, sex, (i.e., gender), sexual orientation, religion, age, national origin, physical or mental disability, or on the basis of these perceived characteristics or based on an association with persons with one or more of these actual or perceived characteristics.
10. 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.
11. Engaging in intimidating conduct of bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
12. Disruptive behavior, willful disobedience, regular profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty. For purposes of this provision, the term “cheating” includes, but is not limited to:
    - Use of any unauthorized assistance in taking quizzes, tests, or examinations;
    - Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
    - The acquisition, without permission, of tests or other academic material belonging to the College. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged

use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

14. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
15. Unauthorized entry upon or use of college facilities.
16. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
17. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises.
18. The violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
19. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
20. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
21. Violation of the District's computer use policy or any conduct that constitutes a computer-related crime under Penal Code, section 502.
22. The use by a student of any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic adjustments or accommodations to a student with a disability.
23. Solicitation or acceptance of money or other thing of value as an inducement, encouragement, or reward for intercollegiate participation in violation of Education Code, section 67361 or false declarations regarding eligibility for participation in intercollegiate athletics under Education Code, section 67362.

Student Conduct Procedure (AP 5520)

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

Step 1. Misconduct reported to the Designated Administrator

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

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

The Student Conduct Board will make known to the student the specific charges of misconduct. This may include testimony from College staff and witnesses. The student will be given the opportunity to answer the charges in person and call witnesses, as appropriate. If the student does not attend the hearing, he/she waives the right to alter any decision made in his/her absence. The Student Conduct Board will hear all sides and then submit their recommendation regarding responsibility and sanctions to the Designated Administrator. After the hearing and review by

the Designated Administrator, the student shall be informed in writing of the disciplinary action to be taken. The student has the choice to either accept the disciplinary action (Step 3), or file a request to the Superintendent/President for an Appeals Board hearing (Step 4).

Step 3. Disciplinary action is taken

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

Step 4. An appeal is made to the Appeals Board

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

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

Step 5. The Superintendent/President makes the final decision

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

Disciplinary Measures (AP 5520)

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

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

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

Disciplinary Probation: A disciplinary probation is a formal action of the District against a student for misconduct. The action may result in the student being removed from all College organization offices and being denied the privilege of participating in all College or student-sponsored activities, including public performances. Disciplinary probation may be imposed for a period not to exceed one year. Individual responsible: Designated Administrator or Superintendent/President.

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

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

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

Removal from a Class or Program

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

Steps involved if you are removed from a class:

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

EOPS/CARE Programs

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

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

EOPS Eligibility requirements:

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

EOPS Services:

- Academic advising, educational, career, and personal counseling
- Book vouchers
- Semester starter kits
- Bus passes and gas vouchers
- Other educational assistance as needed and allowable by program policies

How to apply for EOPS:

- Complete EOPS application and submit to the EOPS Office. Applications are available beginning the first day of registration for the following semester. Applications are only accepted for Fall and Spring semesters. Apply early because there is a limit to the number of accepted students.

CARE Eligibility requirements:

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

CARE Services (in addition to EOPS program services):

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

How to apply for CARE:

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

EOPS Office:

http://www.siskiyous.edu/eopscare

Phone: 530-938-5309

Fax: 530-938-5379

Important Dates for EOPS Participants:

Fall 2016

August 8: EOPS orientations begin this week; check for dates & times with EOPS

September 12-23: EOPS First Progress Report check-in.

September 30: Last day to use EOPS book voucher.

October 28: EOPS students should have at least one counselor contact completed.

October 24-28: EOPS Second Progress Report Check-in.

November 28 – December 15: EOPS End of Semester Check-in.

August 8 – December 15: EOPS students must meet with a counselor at least twice throughout the semester.

CARE: Child care timesheets due the first Friday of each month and the last day of the semester (September 2, October 6, November 4, December 2, December 16).

Spring 2017

January 9: EOPS orientations begin this week; check for dates & times with EOPS

February 24: Last day to use EOPS book voucher

February 13-24: EOPS First Progress Report Check-in

March 20-24: EOPS Second Progress Report Check-in

April 7: EOPS students should have at least one counselor contact completed

May 1-25: EOPS End of Semester Check-in

January 9 – May 25: EOPS students must meet with a counselor at least twice throughout the semester

CARE: Child care timesheets due the first Friday of each month and the last day of the semester (February 3, March 3, April 7, May 5, May 25).

STUDENT SUPPORT SERVICES PROGRAM (SSS)

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

SSS Services:

- Individualized academic, career, financial aid and transfer counseling/advising.
- Personal counseling.
- Field trips to four-year college campuses (meals & transportation provided).
- Cultural activities (meals & transportation provided).
- Financial aid, scholarship, and four-year college application assistance.
- Workshops – financial aid/literacy and career.

How to apply to the SSS Program: Submit completed application and needs assessment forms to the SSS office in Eddy Hall. Application packets are available and accepted throughout each semester.

SSS Office:
www.siskiyous.edu/sss
Phone: 530- 938-5309
Fax: 530-938-5379

Important SSS Dates and Deadlines to Remember:

Fall 2016

August 8: Program orientations begin this week

September 12–23: First progress report check-in

October 24–28: Second progress report check-in

October 28: SSS students should have at least one counseling contact completed

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

August 8 – December 15: SSS students must have at least two counseling contacts completed during the semester

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

Spring 2017

January 9: Program orientations begin this week

February 13–24: First progress report check-in

March 20–24: Second progress report check-in

April 7: SSS Students should have at least one counseling contact completed

May 1-25: End of semester check-in and program evaluation

January 9 – May 25: SSS Students must have at least two counseling contacts completed during the semester

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

NOTES

August 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5 • Summer Textbook Rentals Due	6
7	8 • EOPS Orientations Begin • SSS Orientations Begin	9	10 • Lodges Open at Noon	11 • Staff Orientation Day	12	13
14	15 • FALL SEMESTER BEGINS	16	17	18	19	20
21	22	23	24	25	26 • Last Day to Drop With a Refund	27
28	29	30	31			

September 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 • Last Day to Drop Without a "W" on Record • CARE Childcare Timesheets Due	3 • Football vs. Chabot (H) 1 pm
4	5 **Labor Day** • CAMPUS CLOSED	6 • First Census • Late Add Permit Required	7	8	9	10 • Football vs. San Francisco (A) 1pm
11	12 • SSS First Progress Check-ins • EOPS First Progress Check-ins	13 • SSS First Progress Check-ins • EOPS First Progress Check-ins	14 • SSS First Progress Check-ins • EOPS First Progress Check-ins	15 • SSS First Progress Check-ins • EOPS First Progress Check-ins	16 • SSS First Progress Check-ins • EOPS First Progress Check-ins	17 • Football vs. De Anza (H) 1pm
18	19 • SSS First Progress Check-ins • EOPS First Progress Check-ins	20 • SSS First Progress Check-ins • EOPS First Progress Check-ins	21 • SSS First Progress Check-ins • EOPS First Progress Check-ins	22 • SSS First Progress Check-ins • EOPS First Progress Check-ins	23 • Last Day to Petition Pass/ No Pass • SSS First Progress Check-ins • EOPS First Progress Check-ins	24 • Football vs. Delta (A) 1pm
25	26	27	28	29	30 • Last Day to Use EOPS Book Voucher	

October 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 • Football vs. Modesto (H) 1pm
2 **Rosh Hashanah** *(Begins at sundown)*	**3**	**4**	**5**	**6** • CARE Childcare Timesheets Due	**7** • Planning Day - CAMPUS CLOSED	**8**
9	**10** **Columbus Day** *(Observed)*	**11** **Yom Kippur** *(Begins at sundown)*	**12**	**13**	**14**	**15** • Football vs. American River (H) 1pm
16	**17**	**18**	**19**	**20**	**21**	**22** • Football vs. Butte (A) 1pm
23 **30**	**24** • SSS Second Progress Check-ins • EOPS Second Progress Check-ins **31** **Halloween**	**25** • SSS Second Progress Check-ins • EOPS Second Progress Check-ins	**26** • SSS Second Progress Check-ins • EOPS Second Progress Check-ins	**27** • SSS Second Progress Check-ins • EOPS Second Progress Check-ins	**28** • SSS Second Progress Check-ins • EOPS Second Progress Check-ins • EOPS One Counselor Contact Deadline • SSS One Counselor Contact Deadline	**29** • Football vs. Sacramento City (A) 4pm

November 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 • CARE Childcare Timesheets Due	5 • Football vs. Sierra (H) 1pm
6	7 • Priority Registration-Spring 2017	8	9	10	11 **Veterans Day** • CAMPUS CLOSED	12 • Football vs. Feather River (A) 1pm
13	14 • Open Registration - Spring 2017	15	16	17	18 • Last Day to Drop Without a Grade	19
20	21 • Special Admit Registration Begins for Spring 2017	22	23 • No Evening Classes • Lodges Close at 5:30	24 **Thanksgiving Day** • CAMPUS CLOSED	25 • CAMPUS CLOSED	26
27 • Lodges Open at Noon	28 • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	29 • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	30 • SSS Check-in/Evaluation • EOPS Check-in/Evaluation			

December 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**2** • SSS Check-in/Evaluation • EOPS Check-in/Evaluation • CARE Childcare Timesheets Due	**3**
4	**5** • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**6** • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**7** • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**8** • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**9** • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**10**
11	**12** • FINALS • Fall Textbook Buyback • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**13** • FINALS • Fall Textbook Buyback • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**14** • FINALS • Fall Textbook Buyback • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**15** • FINALS • FALL SEMESTER ENDS • Fall Textbook Buyback • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**16** • Fall Textbook Buyback - Textbook Rentals Due • Lodges Close at Noon • CARE Childcare Timesheets Due	**17**
18	**19**	**20**	**21**	**22**	**23** • CAMPUS CLOSED	**24** **Chanukah** *(Begins at sundown)*
25 **Christmas Day**	**26** **Kwanzaa** *(Begins)* • CAMPUS CLOSED	**27** • CAMPUS CLOSED	**28** • CAMPUS CLOSED	**29** • CAMPUS CLOSED	**30** • CAMPUS CLOSED	**31**

January 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 **New Year's Day**	2 • CAMPUS CLOSED	3	4	5	6	7
8	9 • SSS Orientations Begin • EOPS Orientations Begin	10	11	12 • Planning Day - CAMPUS CLOSED	13 • Lodges Open at Noon	14
15	16 **Martin Luther King, Jr. Day** • CAMPUS CLOSED	17 • SPRING SEMESTER BEGINS	18	19	20	21
22	23	24	25	26	27 • Last Day to Drop With a Refund	28
29	30	31				

February 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 **Groundhog Day**	3 • Last Day to Drop Without a "W" on Record • CARE Childcare Timesheets Due	4
5	6 • First Census • Late Add Permit Required	7	8	9	10 • Lincoln Holiday - CAMPUS CLOSED	11
12 **Lincoln's Birthday**	13 • SSS First Progress Check-ins • EOPS First Progress Check-ins	14 **Valentine's Day** • SSS First Progress Check-ins • EOPS First Progress Check-ins	15 • SSS First Progress Check-ins • EOPS First Progress Check-ins	16 • SSS First Progress Check-ins • EOPS First Progress Check-ins	17 • SSS First Progress Check-ins • EOPS First Progress Check-ins	18
19	20 **Presidents' Day** • CAMPUS CLOSED	21 • SSS First Progress Check-ins • EOPS First Progress Check-ins	22 **Washington's Birthday** • SSS First Progress Check-ins • EOPS First Progress Check-ins	23 • SSS First Progress Check-ins • EOPS First Progress Check-ins	24 • Last Day to Petition Pass/ No Pass • SSS First Progress Check-ins • EOPS First Progress Check-ins • Last Day to Use EOPS Book Voucher	25
26	27	28				

March 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 **Ash Wednesday**	**2**	**3** • CARE Childcare Timesheets Due	**4**
5	**6**	**7**	**8**	**9**	**10**	**11** **Purim** *(Begins at sundown)*
12	**13**	**14**	**15**	**16**	**17** **St. Patrick's Day**	**18**
19	**20** • SSS Second Progress Check-ins • EOPS Second Progress Check-ins	**21** • SSS Second Progress Check-ins • EOPS Second Progress Check-ins	**22** • SSS Second Progress Check-ins • EOPS Second Progress Check-ins	**23** • SSS Second Progress Check-ins • EOPS Second Progress Check-ins	**24** • Lodges Close at 5:30 • SSS Second Progress Check-ins • EOPS Second Progress Check-ins	**25**
26	**27** • Spring Break - No Classes	**28** • Spring Break - No Classes	**29** • Spring Break - No Classes	**30** • Spring Break - No Classes	**31** • Spring Break - No Classes	

April 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 **April Fool's Day**
2 • Lodges Open at Noon	**3**	**4**	**5**	**6**	**7** • SSS One Counselor Contact Deadline • EOPS One Counselor Contact Deadline • CARE Childcare Timesheets Due	**8**
9 **Palm Sunday**	**10** **Passover** *(Begins at sundown)*	**11**	**12**	**13**	**14** **Good Friday**	**15**
16 **Easter**	**17**	**18**	**19**	**20**	**21**	**22**
23 **30**	**24** • Priority Registration-Summer/ Fall 2017	**25**	**26**	**27**	**28** • Last Day to Drop Without a Grade	**29**

May 2017

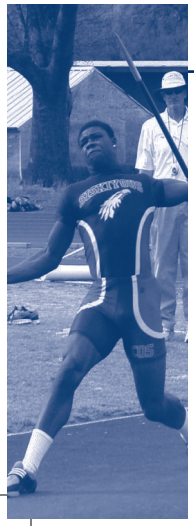
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 • Open Registration - Summer/ Fall 2017 • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**2** • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**3** • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**4** • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**5** • SSS Check-in/Evaluation • EOPS Check-in/Evaluation • CARE Childcare Timesheets Due	**6**
7	**8** • Special Admit Registration Begins for Summer/Fall 2017 • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**9** • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**10** • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**11** • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**12** • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**13**
14 **Mother's Day**	**15** • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**16** • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**17** • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**18** • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**19** • Commencement • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**20**
21	**22** • FINALS	**23** • FINALS • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**24** • FINALS • SSS Check-in/Evaluation • EOPS Check-in/Evaluation	**25** • FINALS - SPRING SEMESTER ENDS • SSS Check-in/Evaluation • EOPS Check-in/Evaluation • CARE Childcare Timesheets Due	**26** **Ramadan** *(Begins at sundown)* • Lodges close at Noon	**27**
28	**29** **Memorial Day** • CAMPUS CLOSED	**30**	**31**			

June 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 • SUMMER CLASSES BEGIN	6	7	8	9	10
11	12	13	14 Flag Day	15	16	17
18 Father's Day	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 **Independence Day** • CAMPUS CLOSED	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29



WEEKLY NOTES

AUGUST 2016

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21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2016

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18	19	20	21	22	23	24
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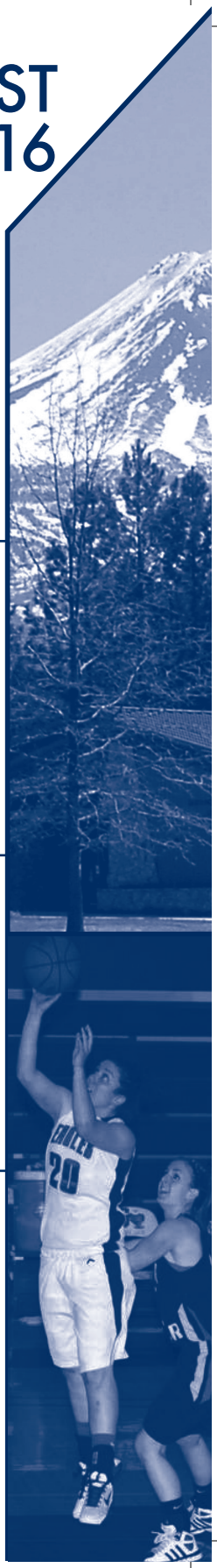
MONDAY
1
August

TUESDAY
2
August

WEDNESDAY
3
August

AUGUST 2016



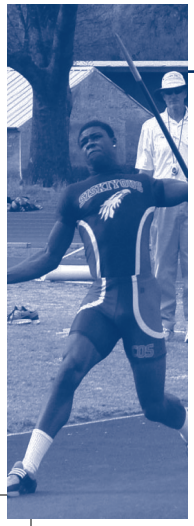
THURSDAY
4
August

- Summer Textbook Rentals Due

FRIDAY
5
August

SATURDAY
6
August

SUNDAY
7
August



WEEKLY NOTES

AUGUST 2016

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SEPTEMBER 2016

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18	19	20	21	22	23	24
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MONDAY
8
August

- EOPS Orientations Begin
- SSS Orientations Begin

TUESDAY
9
August

WEDNESDAY
10
August

- Lodges Open at Noon

AUGUST 2016

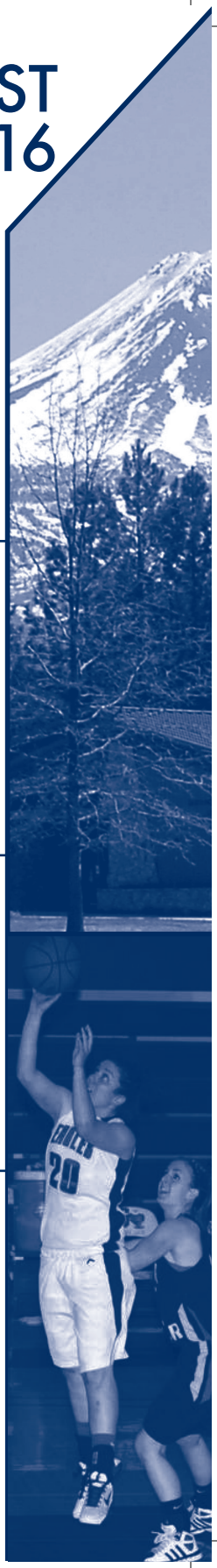
- Staff Orientation Day

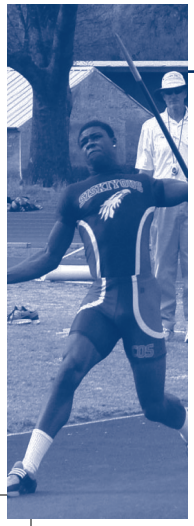
THURSDAY
11
August

FRIDAY
12
August

SATURDAY
13
August

SUNDAY
14
August





WEEKLY NOTES

AUGUST 2016						
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SEPTEMBER 2016						
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25	26	27	28	29	30	

- FALL SEMESTER BEGINS

MONDAY
15
August

TUESDAY
16
August

WEDNESDAY
17
August

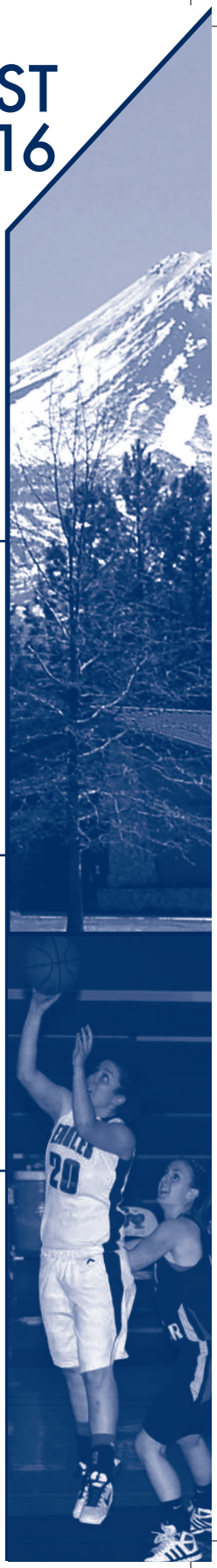
AUGUST 2016

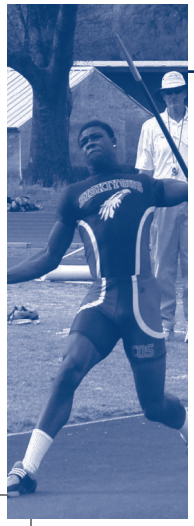
THURSDAY
18
August

FRIDAY
19
August

SATURDAY
20
August

SUNDAY
21
August





WEEKLY NOTES

AUGUST 2016

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SEPTEMBER 2016

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18	19	20	21	22	23	24
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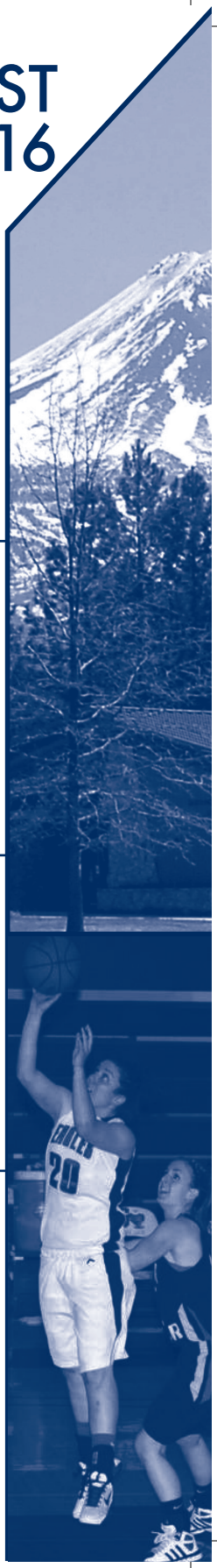
MONDAY
22
August

TUESDAY
23
August

WEDNESDAY
24
August

AUGUST 2016



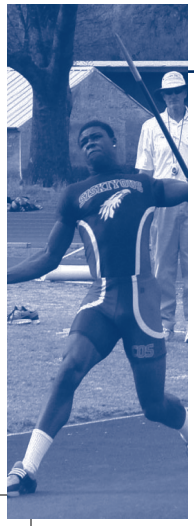
THURSDAY
25
August

- Last Day to Drop With a Refund

FRIDAY
26
August

SATURDAY
27
August

SUNDAY
28
August



WEEKLY NOTES

SEPTEMBER 2016

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OCTOBER 2016

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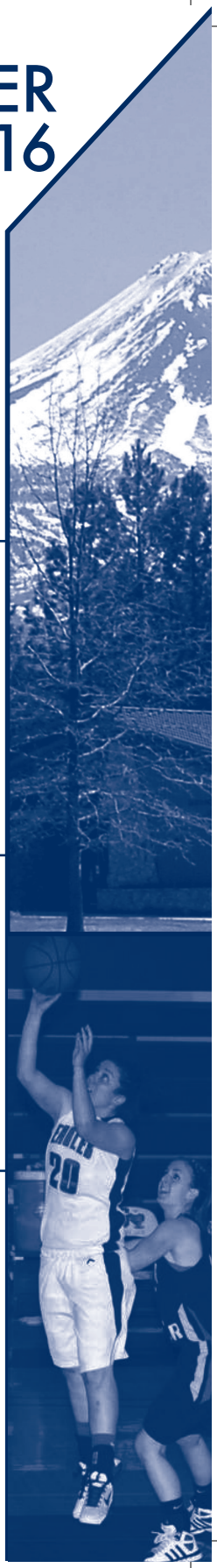
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY
29
August

TUESDAY
30
August

WEDNESDAY
31
August

SEPTEMBER 2016



THURSDAY
1
September

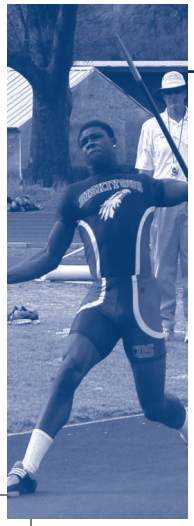
- Last Day to Drop Without a "W" on Record
- CARE Childcare Timesheets Due

FRIDAY
2
September

- Football vs. Chabot (H) 1 pm

SATURDAY
3
September

SUNDAY
4
September



WEEKLY NOTES

SEPTEMBER 2016

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OCTOBER 2016

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23	24	25	26	27	28	29
30	31					

MONDAY
5
September

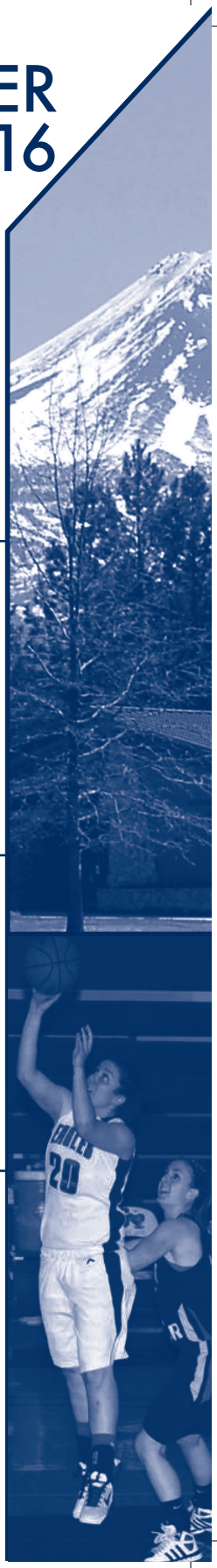
Labor Day
- CAMPUS CLOSED

TUESDAY
6
September

- First Census
- Late Add Permit Required

WEDNESDAY
7
September

SEPTEMBER 2016



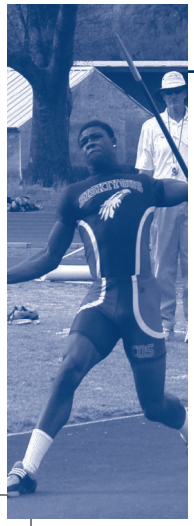
THURSDAY
8
September

FRIDAY
9
September

- Football vs. San Francisco (A) 1pm

SATURDAY
10
September

SUNDAY
11
September



WEEKLY NOTES

SEPTEMBER 2016

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OCTOBER 2016

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY
12
September

- SSS First Progress Check-ins
- EOPS First Progress Check-ins

TUESDAY
13
September

- SSS First Progress Check-ins
- EOPS First Progress Check-ins

WEDNESDAY
14
September

- SSS First Progress Check-ins
- EOPS First Progress Check-ins

SEPTEMBER 2016

- SSS First Progress Check-ins
- EOPS First Progress Check-ins

THURSDAY
15
September

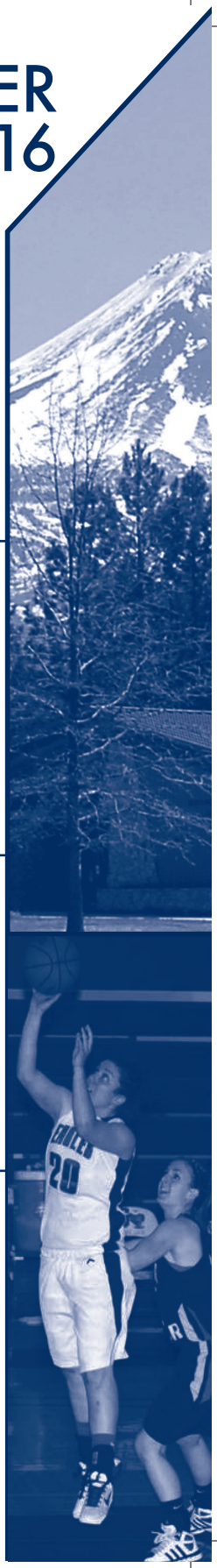
- SSS First Progress Check-ins
- EOPS First Progress Check-ins

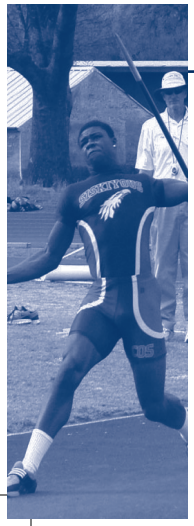
FRIDAY
16
September

- Football vs. De Anza (H) 1pm

SATURDAY
17
September

SUNDAY
18
September





WEEKLY NOTES

SEPTEMBER 2016

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OCTOBER 2016

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY
19
September

- SSS First Progress Check-ins
- EOPS First Progress Check-ins

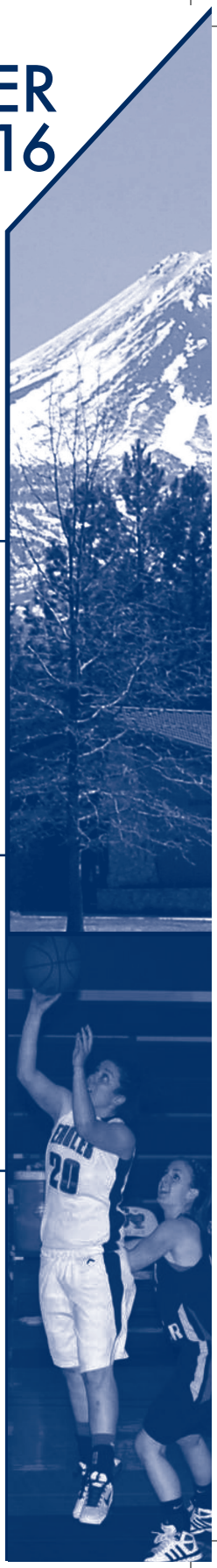
TUESDAY
20
September

- SSS First Progress Check-ins
- EOPS First Progress Check-ins

WEDNESDAY
21
September

- SSS First Progress Check-ins
- EOPS First Progress Check-ins

SEPTEMBER 2016



THURSDAY
22
September

- SSS First Progress Check-ins
- EOPS First Progress Check-ins

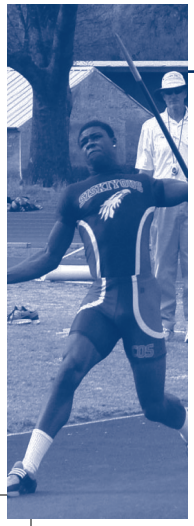
FRIDAY
23
September

- Last Day to Petition Pass/ No Pass
- SSS First Progress Check-ins
- EOPS First Progress Check-ins

SATURDAY
24
September

- Football vs. Delta (A) 1pm

SUNDAY
25
September



WEEKLY NOTES

SEPTEMBER 2016

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OCTOBER 2016

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30	31					

MONDAY
26
September

TUESDAY
27
September

WEDNESDAY
28
September

SEPTEMBER 2016

THURSDAY
29
September

FRIDAY
30
September

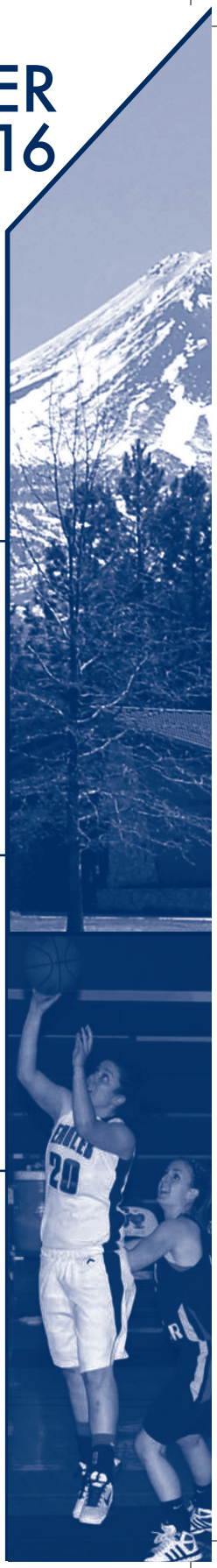
- Last Day to Use EOPS Book Voucher

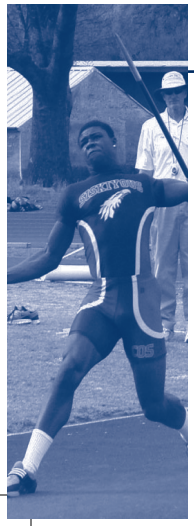
SATURDAY
1
October

- Football vs. Modesto (H) 1pm

SUNDAY
2
October

Rosh Hashanah
(Begins at sundown)





WEEKLY NOTES

OCTOBER 2016						
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NOVEMBER 2016						
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MONDAY
3
October

TUESDAY
4
October

WEDNESDAY
5
October

OCTOBER 2016

- CARE Childcare Timesheets Due

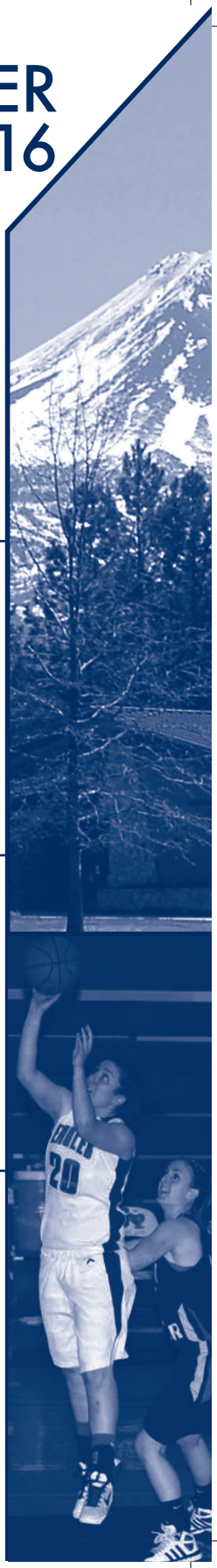
THURSDAY
6
October

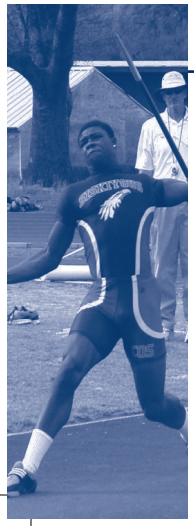
- Planning Day - CAMPUS CLOSED

FRIDAY
7
October

SATURDAY
8
October

SUNDAY
9
October





WEEKLY NOTES

OCTOBER 2016

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NOVEMBER 2016

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20	21	22	23	24	25	26
27	28	29	30			

MONDAY
10
October

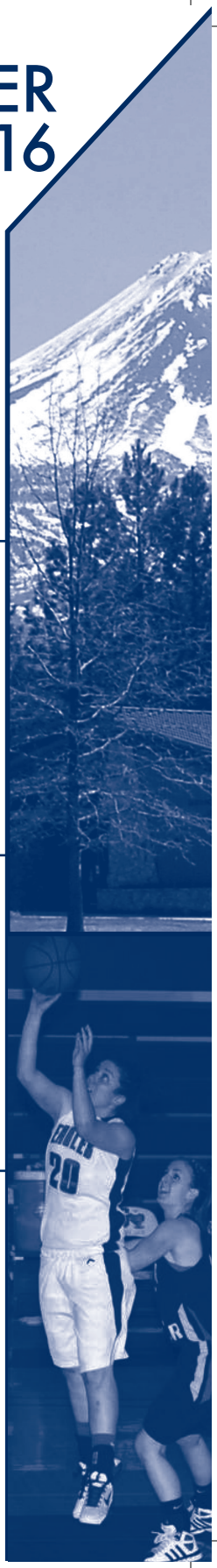
Columbus Day *(Observed)*

TUESDAY
11
October

Yom Kippur
(Begins at sundown)

WEDNESDAY
12
October

OCTOBER 2016



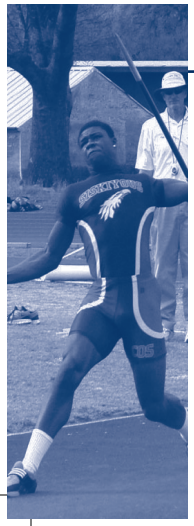
THURSDAY
13
October

FRIDAY
14
October

- Football vs. American River (H) 1pm

SATURDAY
15
October

SUNDAY
16
October



WEEKLY NOTES

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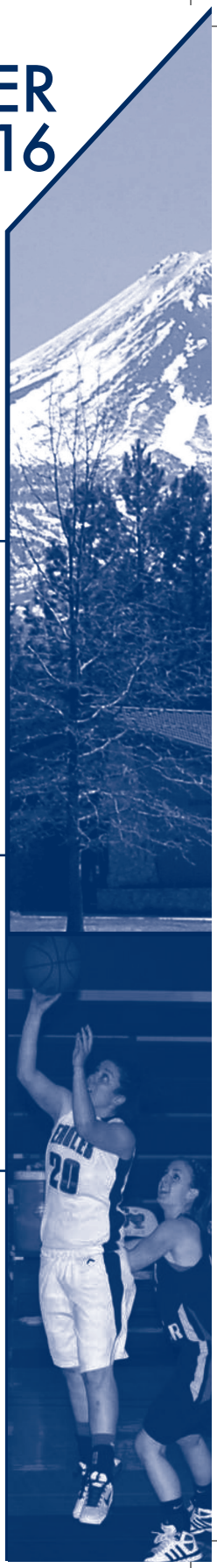
MONDAY
17
October

TUESDAY
18
October

WEDNESDAY
19
October

OCTOBER 2016



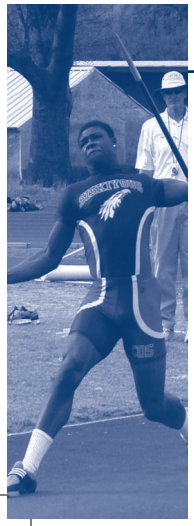
THURSDAY
20
October

FRIDAY
21
October

- Football vs. Butte (A) 1pm

SATURDAY
22
October

SUNDAY
23
October



WEEKLY NOTES

OCTOBER 2016

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23	24	25	26	27	28	29
30	31					

NOVEMBER 2016

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MONDAY
24
October

- SSS Second Progress Check-ins
- EOPS Second Progress Check-ins

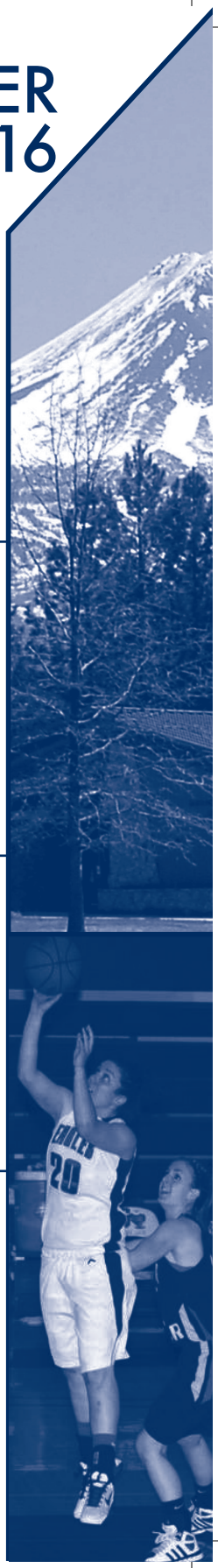
TUESDAY
25
October

- SSS Second Progress Check-ins
- EOPS Second Progress Check-ins

WEDNESDAY
26
October

- SSS Second Progress Check-ins
- EOPS Second Progress Check-ins

OCTOBER 2016



THURSDAY
27
October

- SSS Second Progress Check-ins
- EOPS Second Progress Check-ins

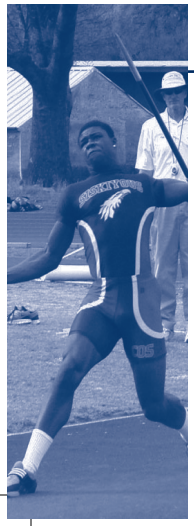
FRIDAY
28
October

- SSS Second Progress Check-ins
- SSS One Counselor Contact Deadline
- EOPS Second Progress Check-ins
- EOPS One Counselor Contact Deadline

SATURDAY
29
October

- Football vs. Sacramento City (A) 4pm

SUNDAY
30
October



WEEKLY NOTES

NOVEMBER 2016						
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27	28	29	30			

DECEMBER 2016						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

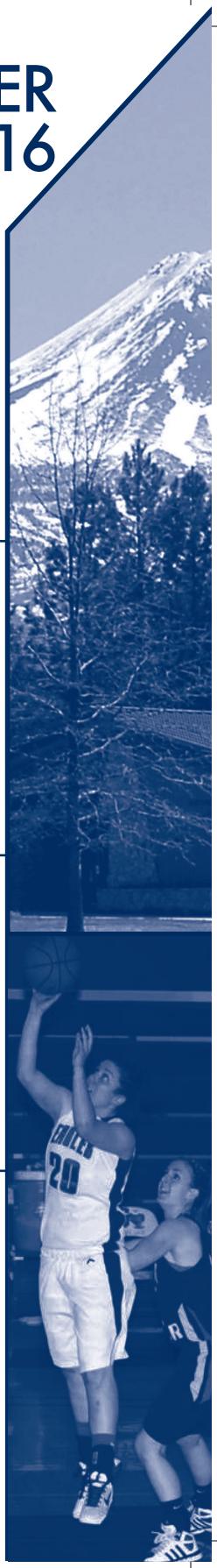
MONDAY
31
October

Halloween

TUESDAY
1
November

WEDNESDAY
2
November

NOVEMBER 2016



THURSDAY
3
November

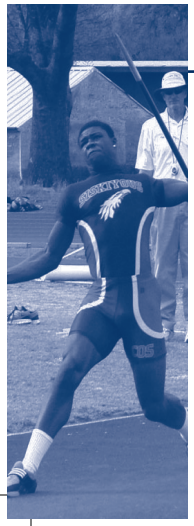
- CARE Childcare Timesheets Due

FRIDAY
4
November

- Football vs. Sierra (H) 1pm

SATURDAY
5
November

SUNDAY
6
November



WEEKLY NOTES

NOVEMBER 2016						
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27	28	29	30			

DECEMBER 2016						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

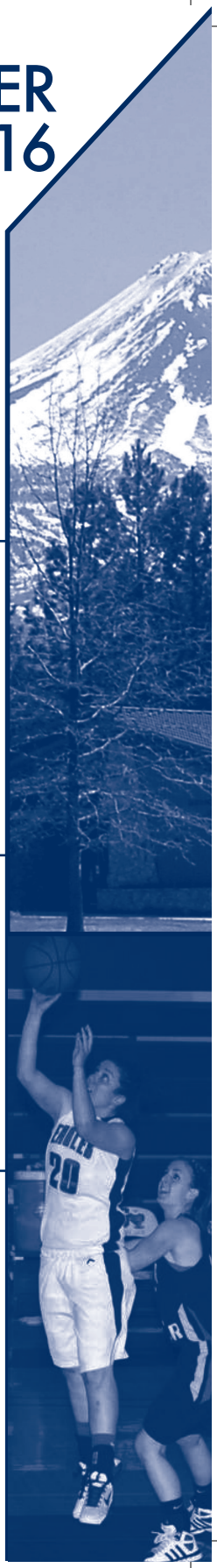
MONDAY
7
November

- Priority Registration-Spring 2017

TUESDAY
8
November

WEDNESDAY
9
November

NOVEMBER 2016



THURSDAY
10
November

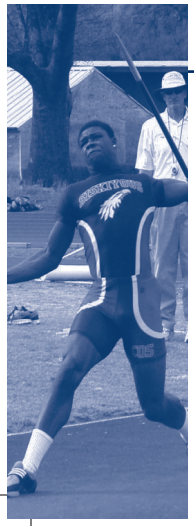
Veterans Day
- CAMPUS CLOSED

FRIDAY
11
November

- Football vs. Feather River (A) 1pm

SATURDAY
12
November

SUNDAY
13
November



WEEKLY NOTES

NOVEMBER 2016

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20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

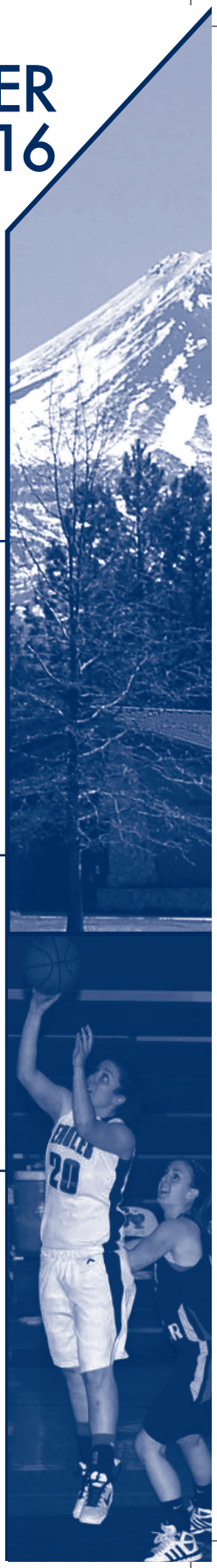
- Open Registration - Spring 2017

MONDAY
14
November

TUESDAY
15
November

WEDNESDAY
16
November

NOVEMBER 2016



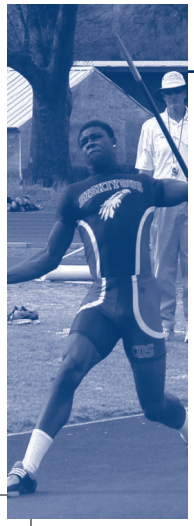
THURSDAY
17
November

- Last Day to Drop Without a Grade

FRIDAY
18
November

SATURDAY
19
November

SUNDAY
20
November



WEEKLY NOTES

NOVEMBER 2016						
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20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MONDAY
21
November

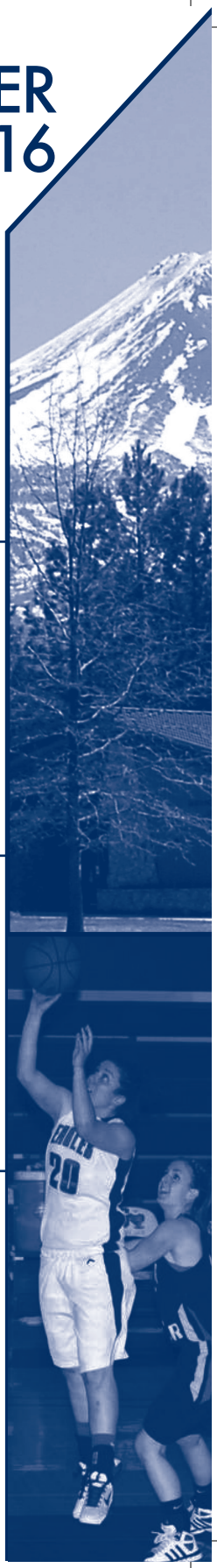
- Special Admit Registration Begins for Spring 2017

TUESDAY
22
November

WEDNESDAY
23
November

- No Evening Classes
- Lodges Close at 5:30

NOVEMBER 2016



Thanksgiving Day
- CAMPUS CLOSED

THURSDAY
24
November

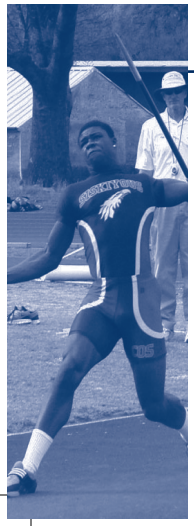
- CAMPUS CLOSED

FRIDAY
25
November

SATURDAY
26
November

- Lodges Open at Noon

SUNDAY
27
November



WEEKLY NOTES

DECEMBER 2016

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JANUARY 2017

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MONDAY
28
November

- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

TUESDAY
29
November

- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

WEDNESDAY
30
November

- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

DECEMBER 2016

- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

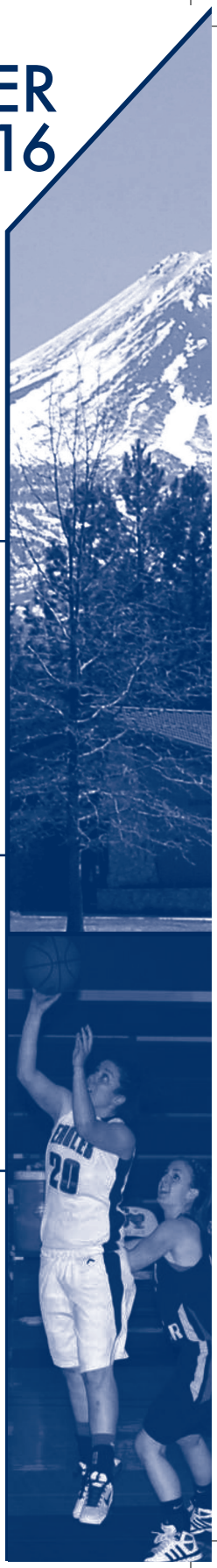
THURSDAY
1
December

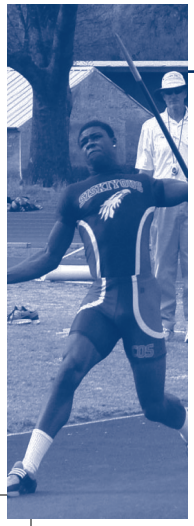
- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation
- CARE Childcare Timesheets Due

FRIDAY
2
December

SATURDAY
3
December

SUNDAY
4
December





WEEKLY NOTES

DECEMBER 2016

S	M	T	W	T	F	S
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JANUARY 2017

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MONDAY
5
December

- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

TUESDAY
6
December

- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

WEDNESDAY
7
December

- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

DECEMBER 2016

- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

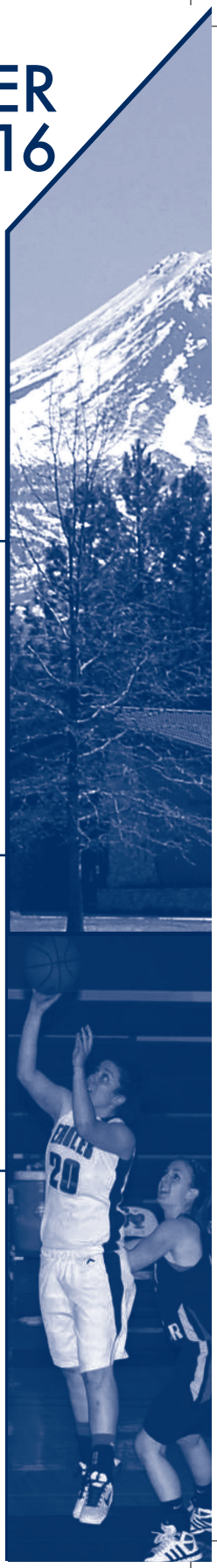
THURSDAY
8
December

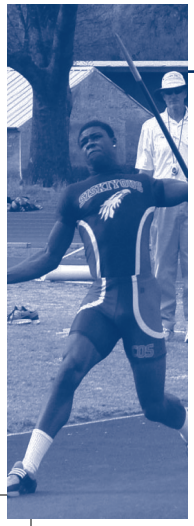
- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

FRIDAY
9
December

SATURDAY
10
December

SUNDAY
11
December





WEEKLY NOTES

DECEMBER 2016

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2017

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MONDAY
12
December

- FINALS
- Fall Textbook Buyback
- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

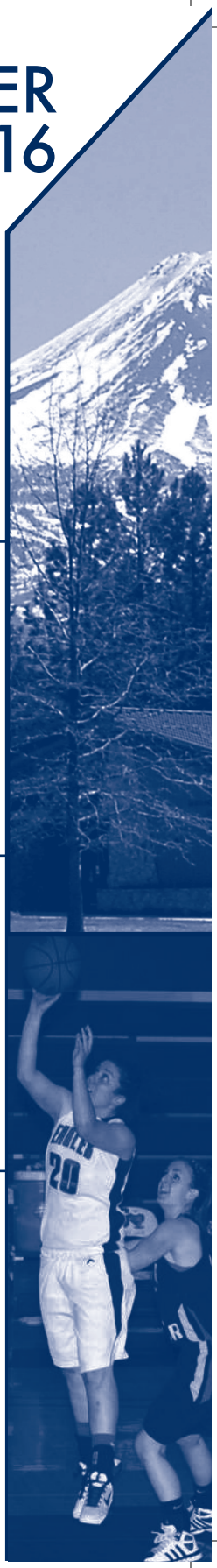
TUESDAY
13
December

- FINALS
- Fall Textbook Buyback
- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

WEDNESDAY
14
December

- FINALS
- Fall Textbook Buyback
- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

DECEMBER 2016



- FINALS
- FALL SEMESTER ENDS
- Fall Textbook Buyback
- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

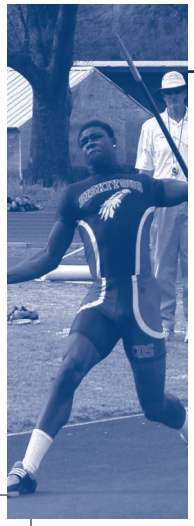
THURSDAY
15
December

- Fall Textbook Buyback - Textbook Rentals Due
- Lodges Close at Noon
- CARE Childcare Timesheets Due

FRIDAY
16
December

SATURDAY
17
December

SUNDAY
18
December



WEEKLY NOTES

DECEMBER 2016

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JANUARY 2017

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MONDAY
19
December

TUESDAY
20
December

WEDNESDAY
21
December

DECEMBER 2016

THURSDAY
22
December

• CAMPUS CLOSED

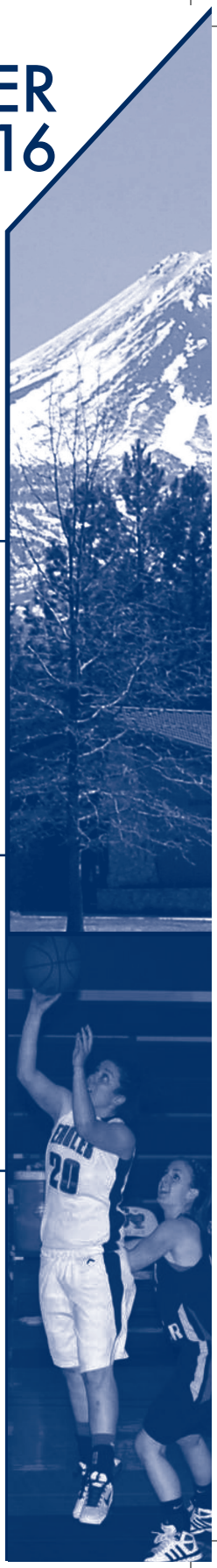
FRIDAY
23
December

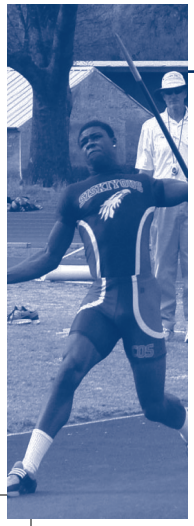
Chanukah
(Begins at sundown)

SATURDAY
24
December

Christmas Day

SUNDAY
25
December





WEEKLY NOTES

DECEMBER 2016

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JANUARY 2017

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MONDAY
26
December

Kwanzaa *(Begins)*
- CAMPUS CLOSED

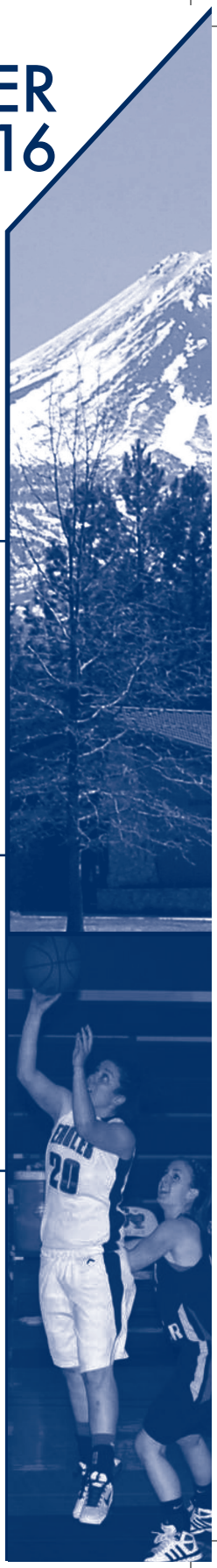
TUESDAY
27
December

- CAMPUS CLOSED

WEDNESDAY
28
December

- CAMPUS CLOSED

DECEMBER 2016



- CAMPUS CLOSED

THURSDAY
29
December

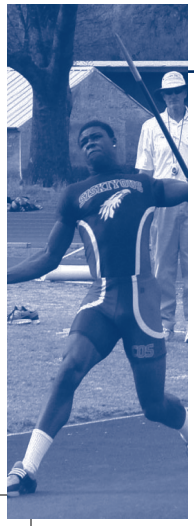
- CAMPUS CLOSED

FRIDAY
30
December

SATURDAY
31
December

New Year's Day

SUNDAY
1
January



WEEKLY NOTES

JANUARY 2017

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22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

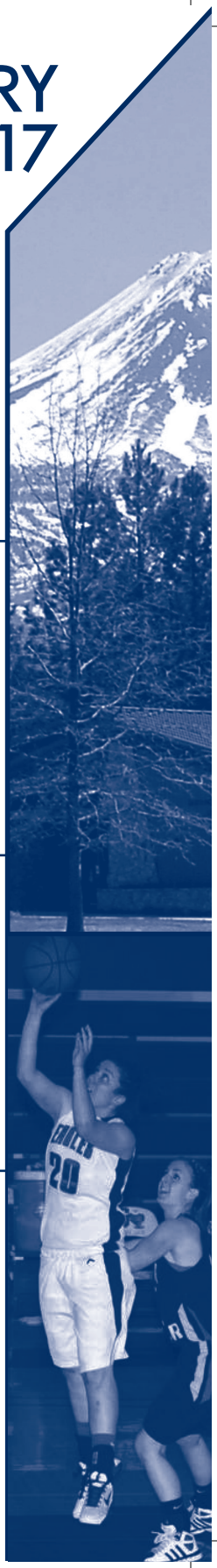
- CAMPUS CLOSED

MONDAY
2
January

TUESDAY
3
January

WEDNESDAY
4
January

JANUARY 2017

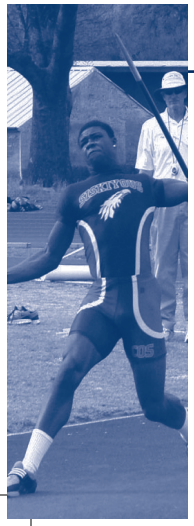


THURSDAY
5
January

FRIDAY
6
January

SATURDAY
7
January

SUNDAY
8
January



WEEKLY NOTES

JANUARY 2017						
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29	30	31				

FEBRUARY 2017						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

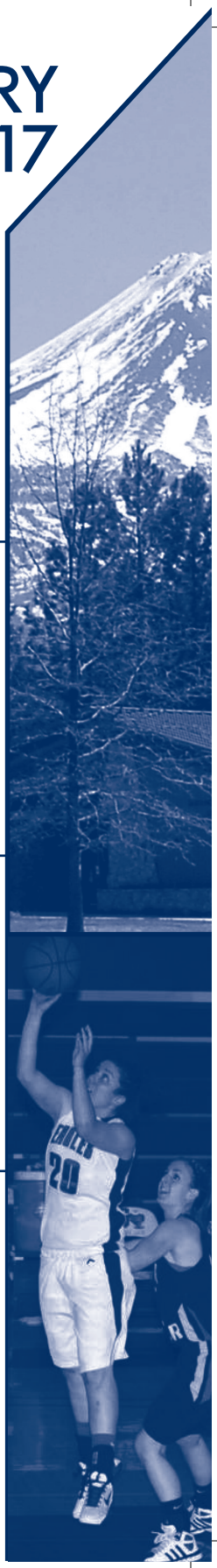
- SSS Orientations Begin
- EOPS Orientations Begin

MONDAY
9
January

TUESDAY
10
January

WEDNESDAY
11
January

JANUARY 2017



- Planning Day - CAMPUS CLOSED

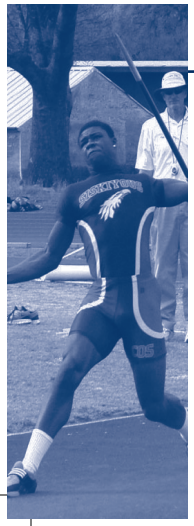
THURSDAY
12
January

- Lodges Open at Noon

FRIDAY
13
January

SATURDAY
14
January

SUNDAY
15
January



WEEKLY NOTES

JANUARY 2017						
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22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MONDAY
16
January

Martin Luther King, Jr. Day
- CAMPUS CLOSED

TUESDAY
17
January

- SPRING SEMESTER BEGINS

WEDNESDAY
18
January

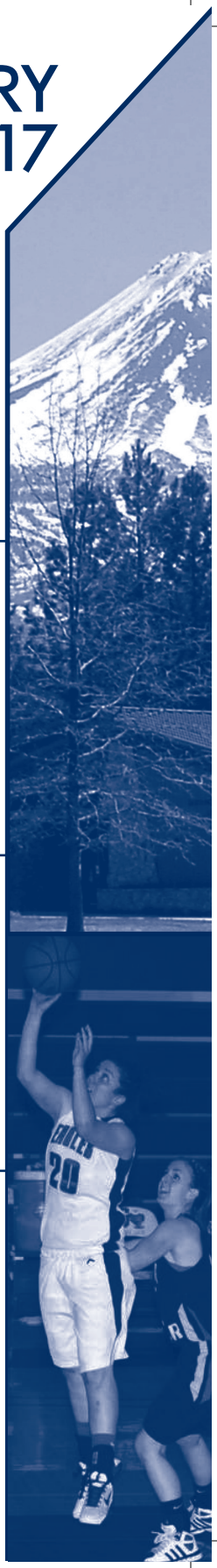
JANUARY 2017

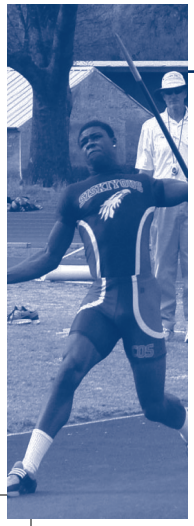
THURSDAY
19
January

FRIDAY
20
January

SATURDAY
21
January

SUNDAY
22
January





WEEKLY NOTES

JANUARY 2017

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22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017

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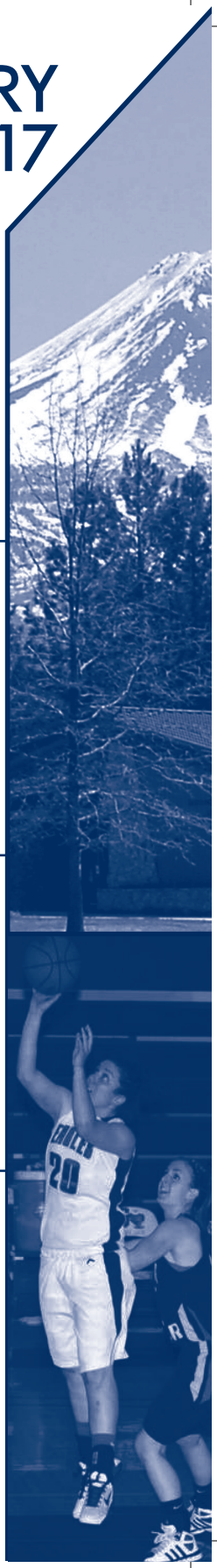
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MONDAY
23
January

TUESDAY
24
January

WEDNESDAY
25
January

JANUARY 2017



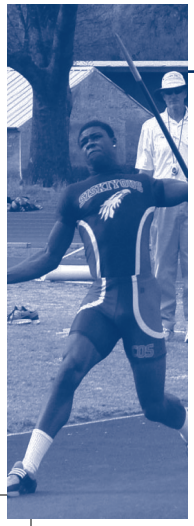
THURSDAY
26
January

- Last Day to Drop With a Refund

FRIDAY
27
January

SATURDAY
28
January

SUNDAY
29
January



WEEKLY NOTES

FEBRUARY 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MONDAY
30
January

TUESDAY
31
January

WEDNESDAY
1
February

FEBRUARY 2017

Groundhog Day

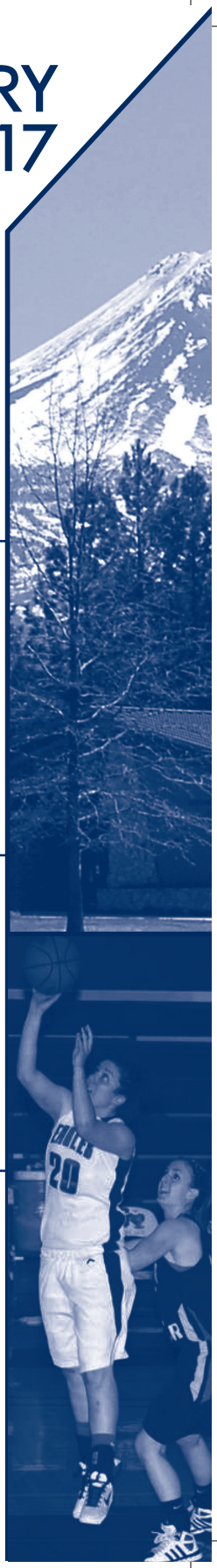
THURSDAY
2
February

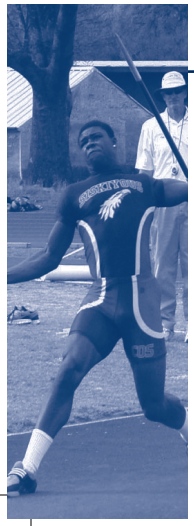
- Last Day to Drop Without a "W" on Record
- CARE Childcare Timesheets Due

FRIDAY
3
February

SATURDAY
4
February

SUNDAY
5
February





WEEKLY NOTES

FEBRUARY 2017						
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19	20	21	22	23	24	25
26	27	28				

MARCH 2017						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

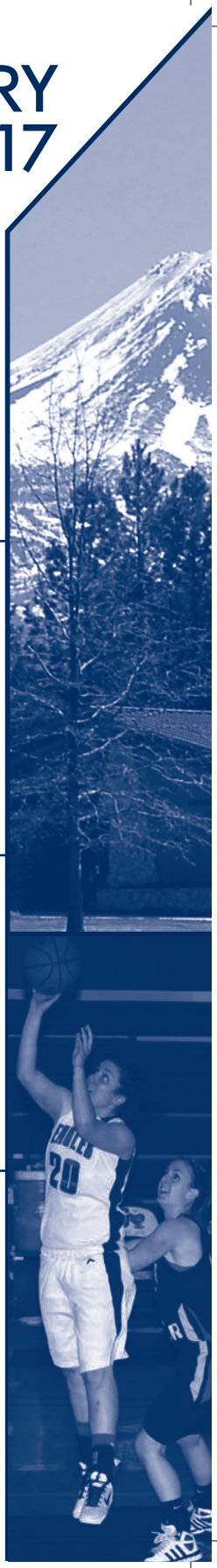
- First Census
- Late Add Permit Required

MONDAY
6
February

TUESDAY
7
February

WEDNESDAY
8
February

FEBRUARY 2017



THURSDAY
9
February

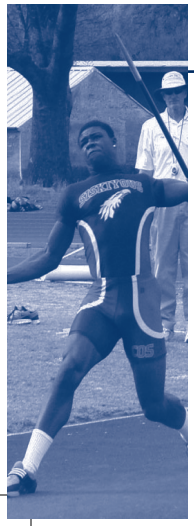
- Lincoln Holiday - CAMPUS CLOSED

FRIDAY
10
February

SATURDAY
11
February

Lincoln's Birthday

SUNDAY
12
February



WEEKLY NOTES

FEBRUARY 2017

S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28				

MARCH 2017

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MONDAY
13
February

- SSS First Progress Check-ins
- EOPS First Progress Check-ins

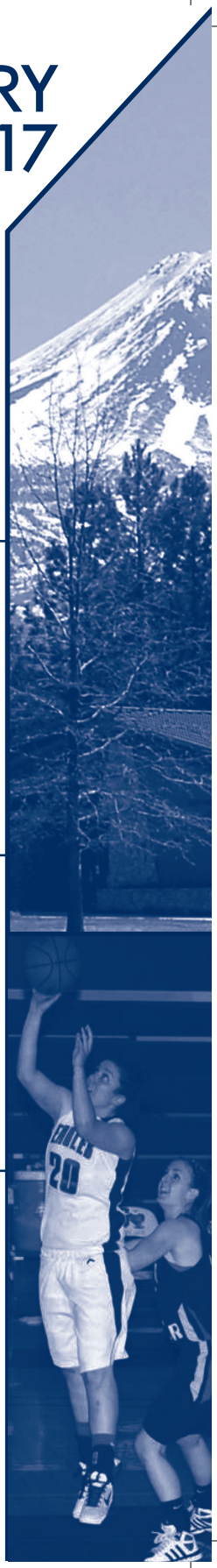
TUESDAY
14
February

Valentine's Day
- SSS First Progress Check-ins
- EOPS First Progress Check-ins

WEDNESDAY
15
February

- SSS First Progress Check-ins
- EOPS First Progress Check-ins

FEBRUARY 2017



- SSS First Progress Check-ins
- EOPS First Progress Check-ins

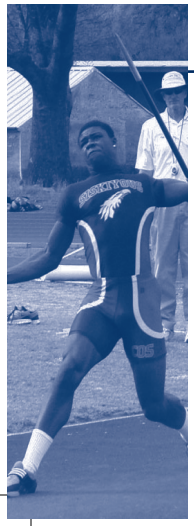
THURSDAY
16
February

- SSS First Progress Check-ins
- EOPS First Progress Check-ins

FRIDAY
17
February

SATURDAY
18
February

SUNDAY
19
February



WEEKLY NOTES

FEBRUARY 2017

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MARCH 2017

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MONDAY
20
February

Presidents' Day
- CAMPUS CLOSED

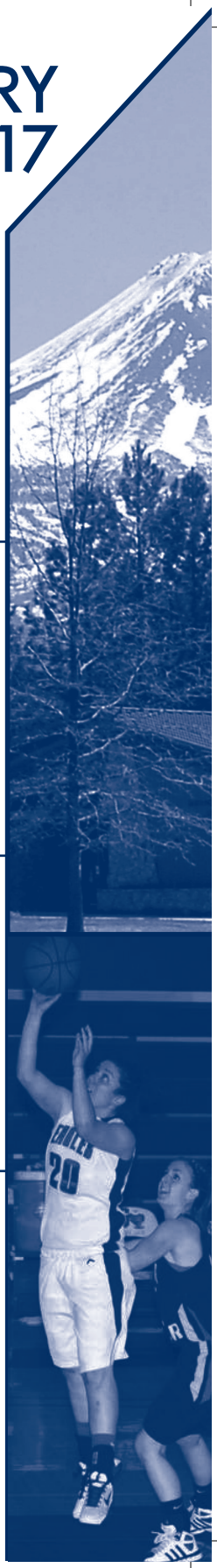
TUESDAY
21
February

- SSS First Progress Check-ins
- EOPS First Progress Check-ins

WEDNESDAY
22
February

Washington's Birthday
- SSS First Progress Check-ins
- EOPS First Progress Check-ins

FEBRUARY 2017



- SSS First Progress Check-ins
- EOPS First Progress Check-ins

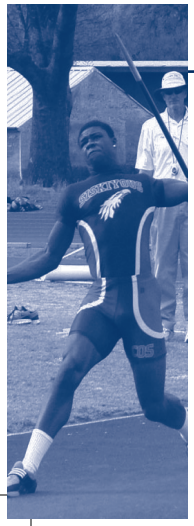
THURSDAY
23
February

- Last Day to Petition Pass/ No Pass
- SSS First Progress Check-ins
- EOPS First Progress Check-ins
- Last Day to Use EOPS Book Voucher

FRIDAY
24
February

SATURDAY
25
February

SUNDAY
26
February



WEEKLY NOTES

MARCH 2017

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12	13	14	15	16	17	18
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APRIL 2017

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

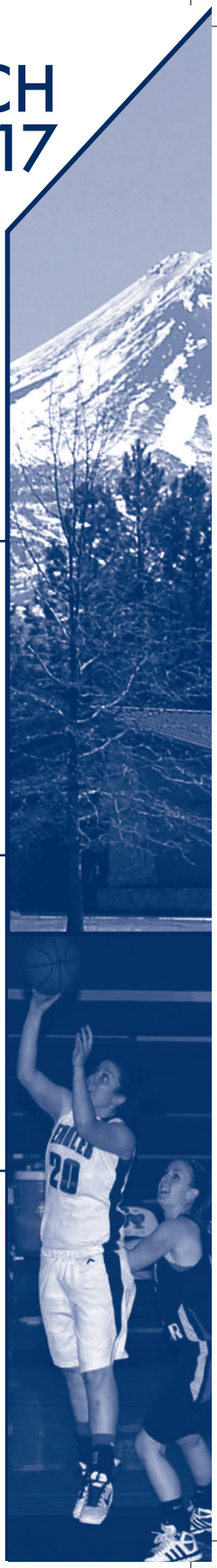
MONDAY
27
February

TUESDAY
28
February

WEDNESDAY
1
March

Ash Wednesday

MARCH 2017



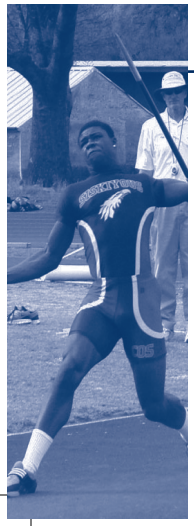
THURSDAY
2
March

FRIDAY
3
March

- CARE Childcare Timesheets Due

SATURDAY
4
March

SUNDAY
5
March



WEEKLY NOTES

MARCH 2017						
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APRIL 2017						
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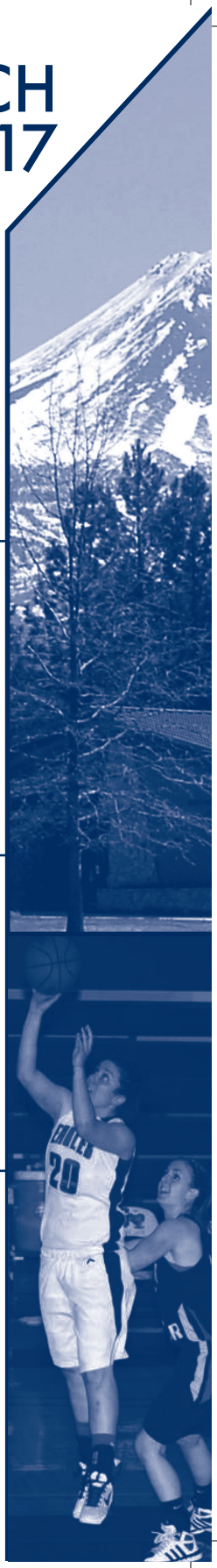
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MONDAY
6
March

TUESDAY
7
March

WEDNESDAY
8
March

MARCH 2017



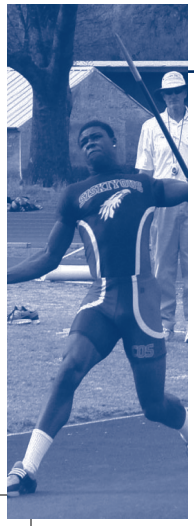
THURSDAY
9
March

FRIDAY
10
March

Purim *(Begins at sundown)*

SATURDAY
11
March

SUNDAY
12
March



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APRIL 2017						
S	M	T	W	T	F	S
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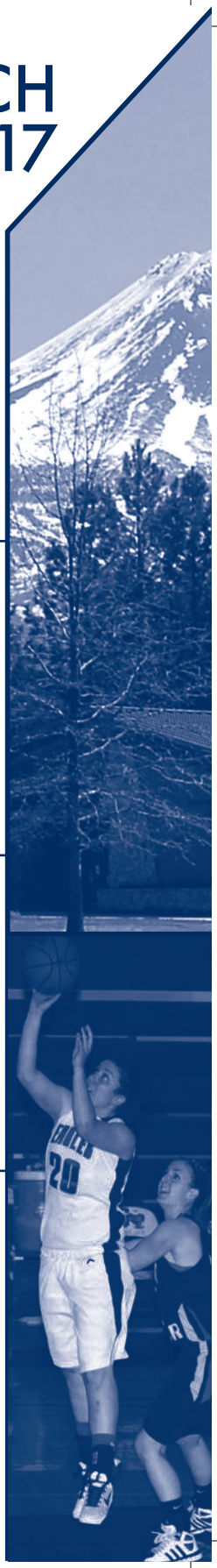
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MONDAY
13
March

TUESDAY
14
March

WEDNESDAY
15
March

MARCH 2017



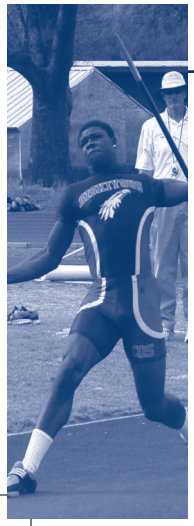
THURSDAY
16
March

St. Patrick's Day

FRIDAY
17
March

SATURDAY
18
March

SUNDAY
19
March



WEEKLY NOTES

MARCH 2017

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APRIL 2017

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MONDAY
20
March

- SSS Second Progress Check-ins
- EOPS Second Progress Check-ins

TUESDAY
21
March

- SSS Second Progress Check-ins
- EOPS Second Progress Check-ins

WEDNESDAY
22
March

- SSS Second Progress Check-ins
- EOPS Second Progress Check-ins

MARCH 2017

- SSS Second Progress Check-ins
- EOPS Second Progress Check-ins

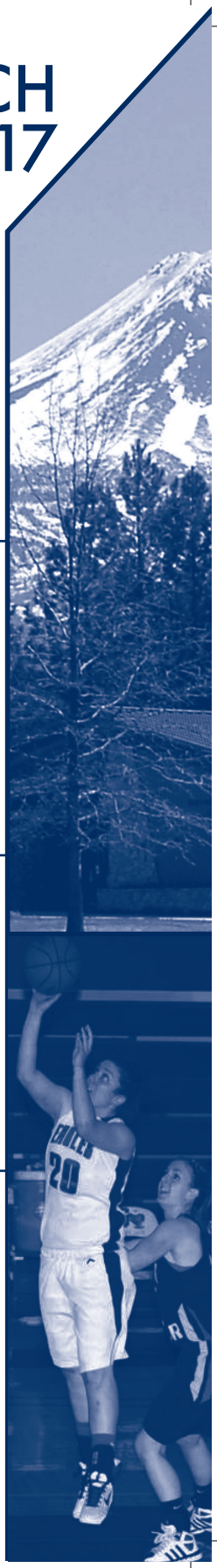
THURSDAY
23
March

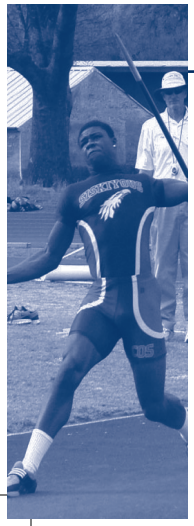
- Lodges Close at 5:30
- SSS Second Progress Check-ins
- EOPS Second Progress Check-ins

FRIDAY
24
March

SATURDAY
25
March

SUNDAY
26
March





WEEKLY NOTES

MARCH 2017						
S	M	T	W	T	F	S
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APRIL 2017						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MONDAY
27
March

- Spring Break - No Classes

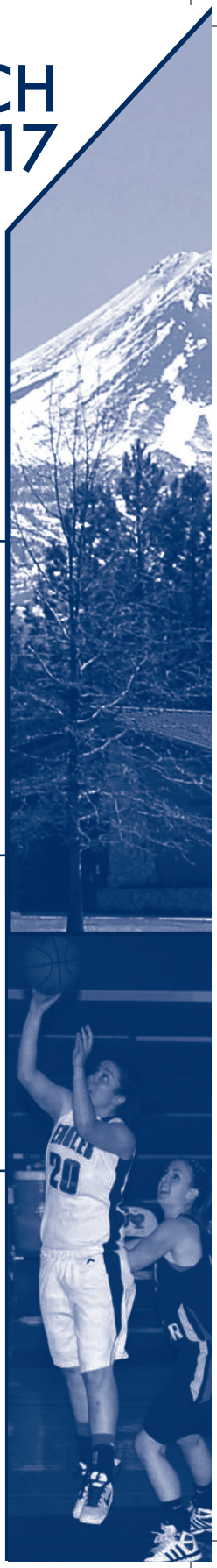
TUESDAY
28
March

- Spring Break - No Classes

WEDNESDAY
29
March

- Spring Break - No Classes

MARCH 2017



- Spring Break - No Classes

THURSDAY
30
March

- Spring Break - No Classes

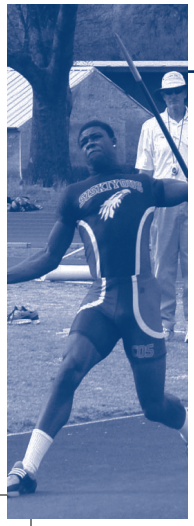
FRIDAY
31
March

April Fool's Day

SATURDAY
1
April

- Lodges Open at Noon

SUNDAY
2
April



WEEKLY NOTES

APRIL 2017						
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23	24	25	26	27	28	29
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MAY 2017						
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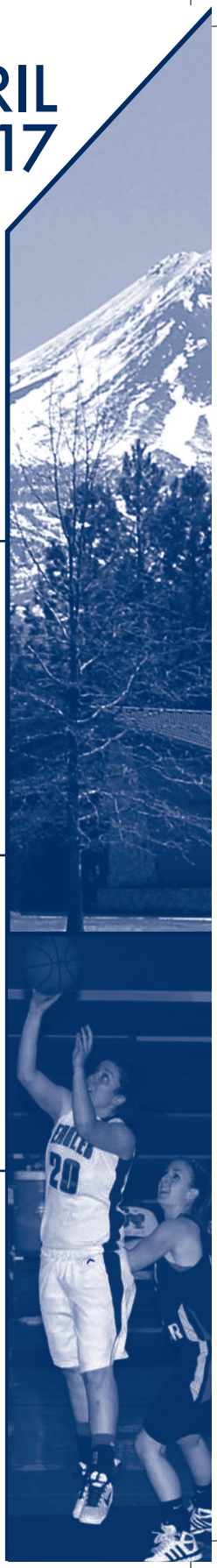
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MONDAY
3
April

TUESDAY
4
April

WEDNESDAY
5
April

APRIL 2017



THURSDAY
6
April

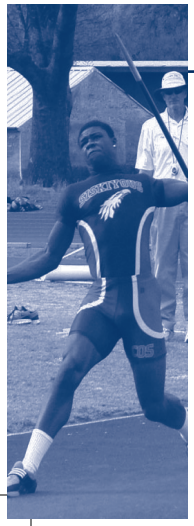
FRIDAY
7
April

- SSS One Counselor Contact Deadline
- EOPS One Counselor Contact Deadline
- CARE Childcare Timesheets Due

SATURDAY
8
April

SUNDAY
9
April

Palm Sunday



WEEKLY NOTES

APRIL 2017						
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MAY 2017						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

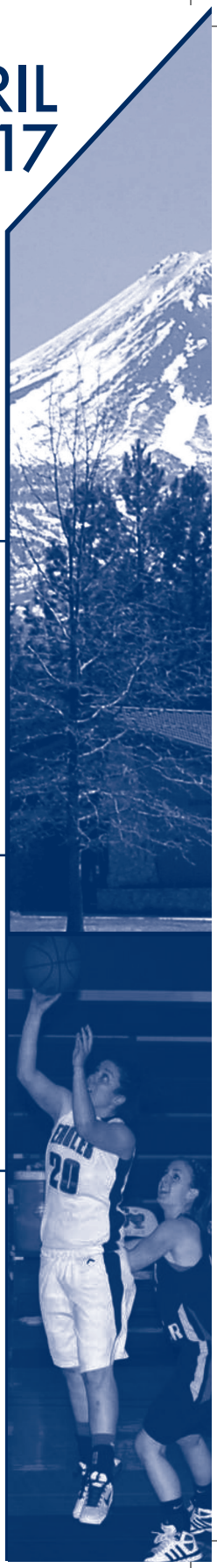
Passover *(Begins at sundown)*

MONDAY
10
April

TUESDAY
11
April

WEDNESDAY
12
April

APRIL 2017



THURSDAY
13
April

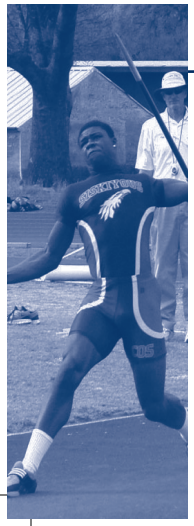
Good Friday

FRIDAY
14
April

SATURDAY
15
April

Easter

SUNDAY
16
April



WEEKLY NOTES

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MAY 2017						
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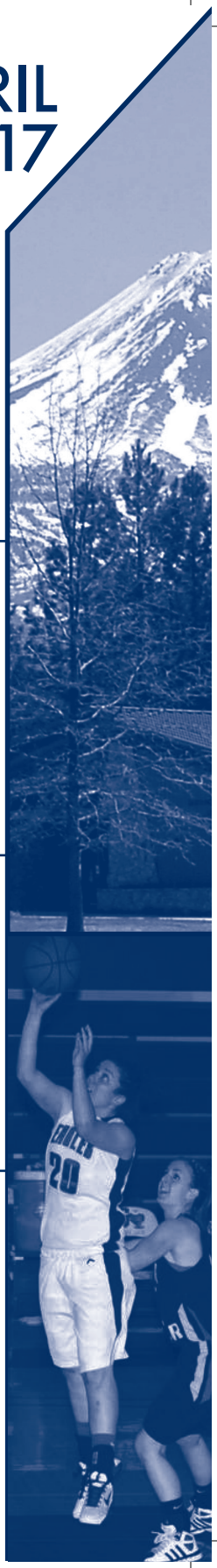
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MONDAY
17
April

TUESDAY
18
April

WEDNESDAY
19
April

APRIL 2017

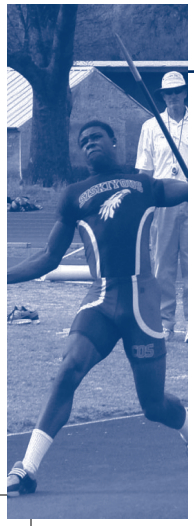


THURSDAY
20
April

FRIDAY
21
April

SATURDAY
22
April

SUNDAY
23
April



WEEKLY NOTES

APRIL 2017						
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MAY 2017						
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	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

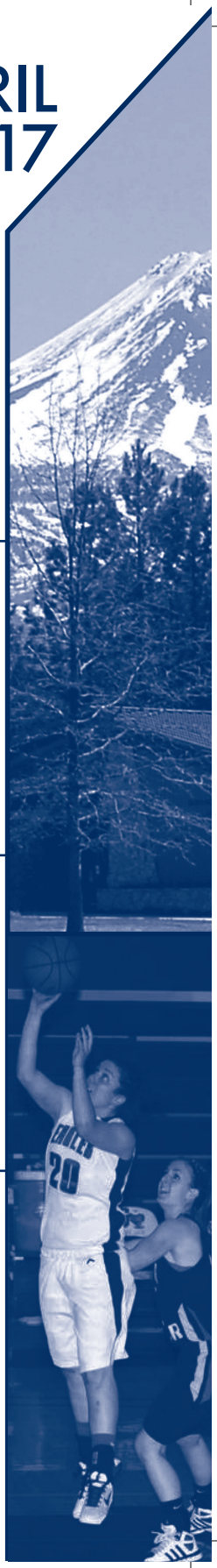
- Priority Registration-Summer/Fall 2017

MONDAY
24
April

TUESDAY
25
April

WEDNESDAY
26
April

APRIL 2017



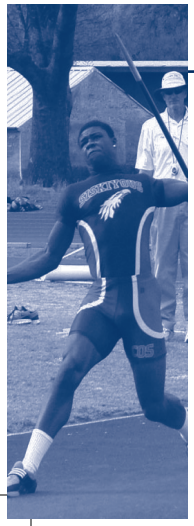
THURSDAY
27
April

- Last Day to Drop Without a Grade

FRIDAY
28
April

SATURDAY
29
April

SUNDAY
30
April



WEEKLY NOTES

MAY 2017

S	M	T	W	T	F	S
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JUNE 2017

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MONDAY
1
May

- Open Registration - Summer/Fall 2017
- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

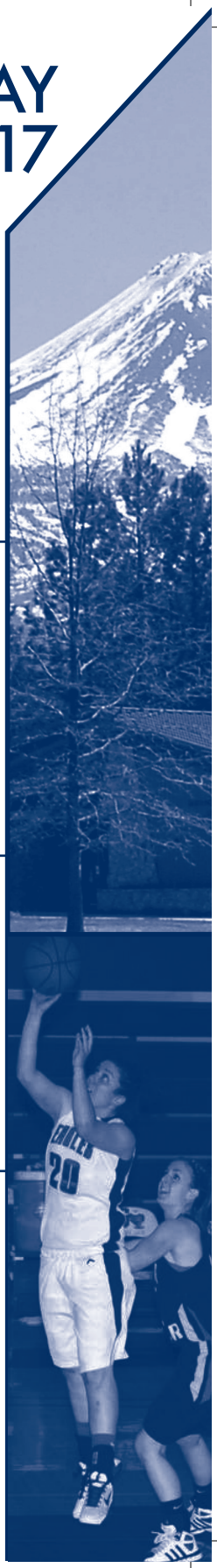
TUESDAY
2
May

- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

WEDNESDAY
3
May

- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

MAY 2017



- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

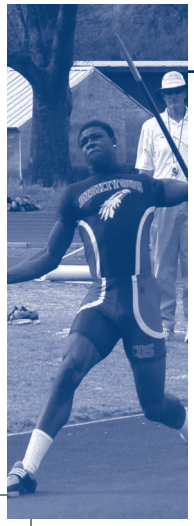
THURSDAY
4
May

- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation
- CARE Childcare Timesheets Due

FRIDAY
5
May

SATURDAY
6
May

SUNDAY
7
May



WEEKLY NOTES

MAY 2017						
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JUNE 2017						
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MONDAY
8
May

- Special Admit Registration Begins for Summer/Fall 2017
- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

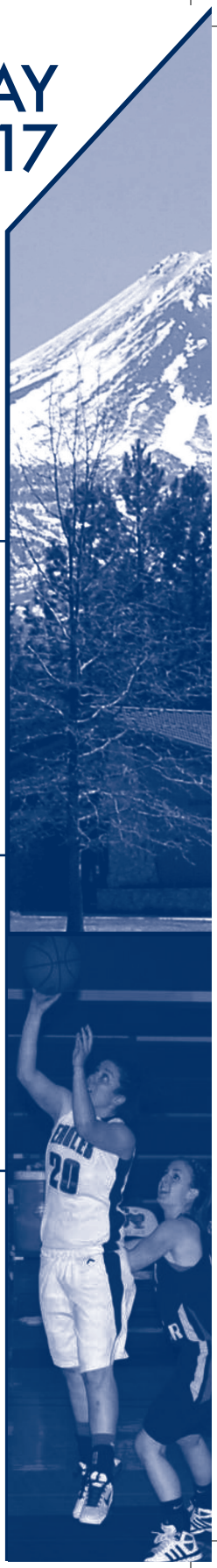
TUESDAY
9
May

- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

WEDNESDAY
10
May

- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

MAY 2017



- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

THURSDAY
11
May

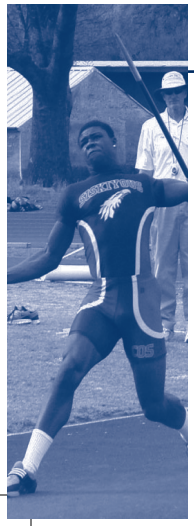
- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

FRIDAY
12
May

SATURDAY
13
May

Mother's Day

SUNDAY
14
May



WEEKLY NOTES

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MONDAY
15
May

- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

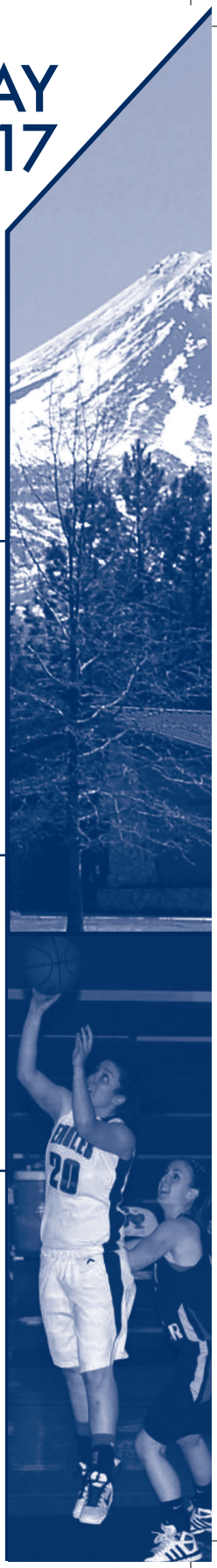
TUESDAY
16
May

- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

WEDNESDAY
17
May

- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

MAY 2017



- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

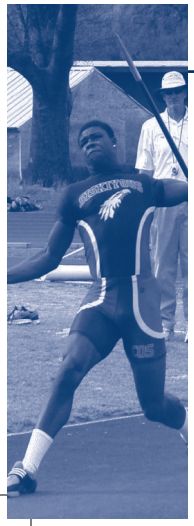
THURSDAY
18
May

- Commencement
- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

FRIDAY
19
May

SATURDAY
20
May

SUNDAY
21
May



WEEKLY NOTES

MAY 2017

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JUNE 2017

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MONDAY
22
May

- FINALS

TUESDAY
23
May

- FINALS
- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

WEDNESDAY
24
May

- FINALS
- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation

MAY 2017

- FINALS - SPRING SEMESTER ENDS
- SSS Check-in/Evaluation
- EOPS Check-in/Evaluation
- CARE Childcare Timesheets Due

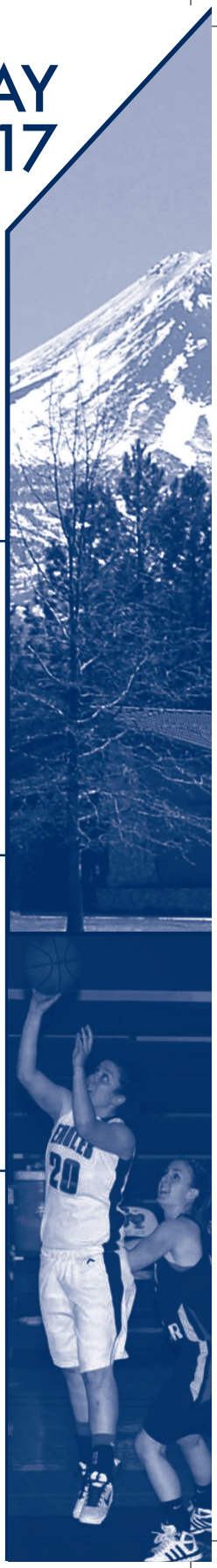
THURSDAY
25
May

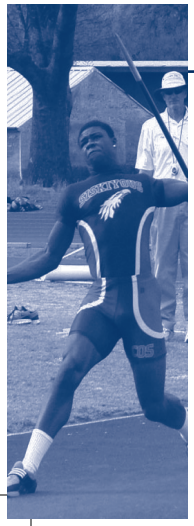
Ramadan *(Begins at sundown)*
- Lodges close at Noon

FRIDAY
26
May

SATURDAY
27
May

SUNDAY
28
May





WEEKLY NOTES

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JULY 2017						
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23	24	25	26	27	28	29
30	31					

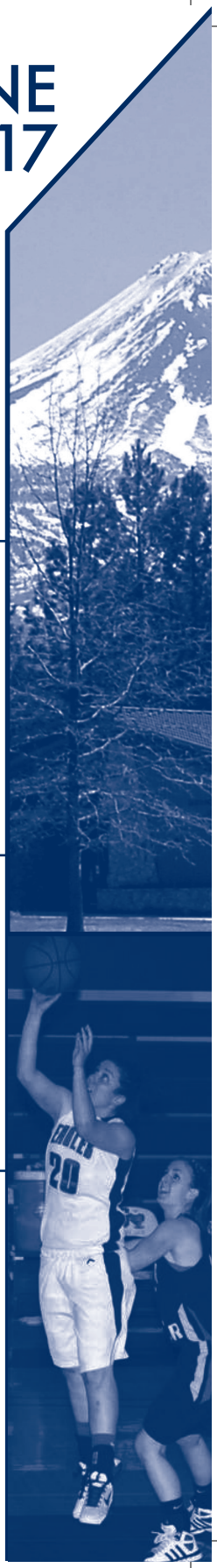
MONDAY
29
May

Memorial Day
- CAMPUS CLOSED

TUESDAY
30
May

WEDNESDAY
31
May

JUNE 2017

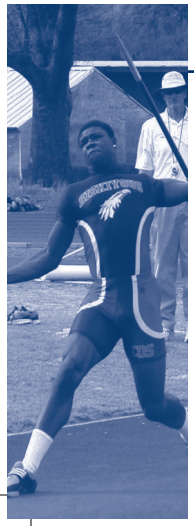


THURSDAY
1
June

FRIDAY
2
June

SATURDAY
3
June

SUNDAY
4
June



WEEKLY NOTES

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JULY 2017						
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23	24	25	26	27	28	29
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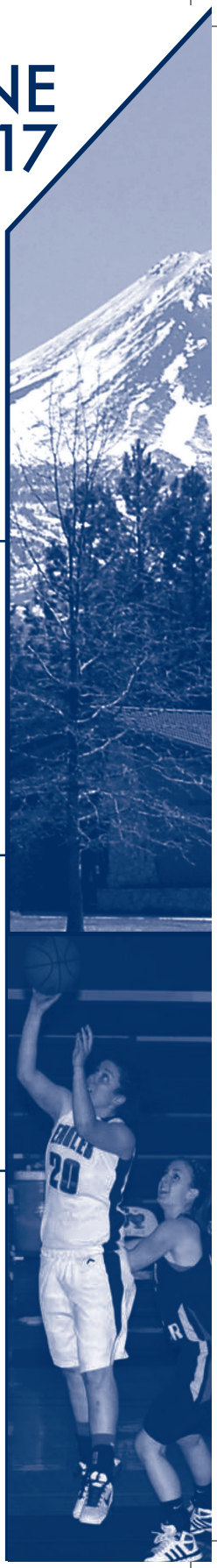
- SUMMER CLASSES BEGIN

MONDAY
5
June

TUESDAY
6
June

WEDNESDAY
7
June

JUNE 2017

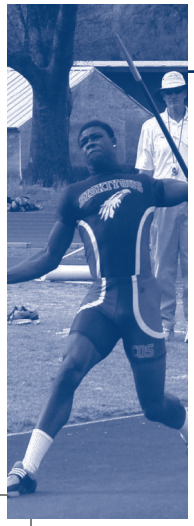


THURSDAY
8
June

FRIDAY
9
June

SATURDAY
10
June

SUNDAY
11
June



WEEKLY NOTES

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JULY 2017						
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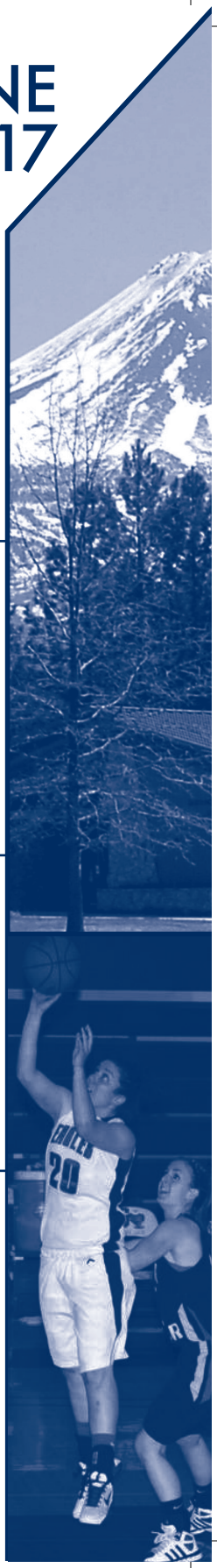
MONDAY
12
June

TUESDAY
13
June

WEDNESDAY
14
June

Flag Day

JUNE 2017



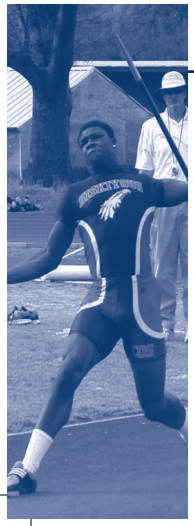
THURSDAY
15
June

FRIDAY
16
June

SATURDAY
17
June

Father's Day

SUNDAY
18
June



WEEKLY NOTES

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JULY 2017						
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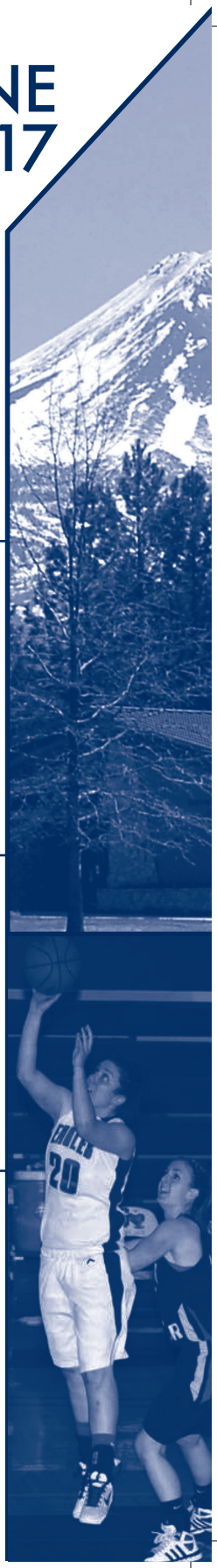
30	31					

MONDAY
19
June

TUESDAY
20
June

WEDNESDAY
21
June

JUNE 2017

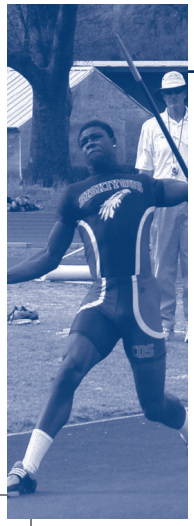


THURSDAY
22
June

FRIDAY
23
June

SATURDAY
24
June

SUNDAY
25
June



WEEKLY NOTES

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JULY 2017						
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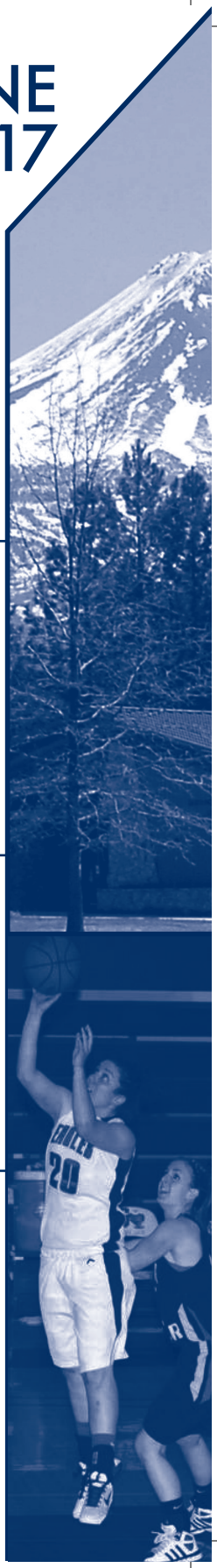
MONDAY
26
June

TUESDAY
27
June

WEDNESDAY
28
June

JUNE 2017

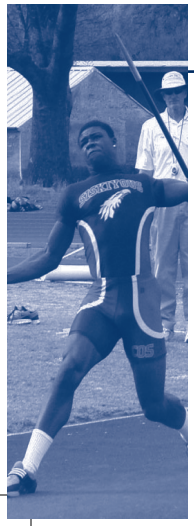


THURSDAY
29
June

FRIDAY
30
June

SATURDAY
1
July

SUNDAY
2
July



WEEKLY NOTES

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AUGUST 2017						
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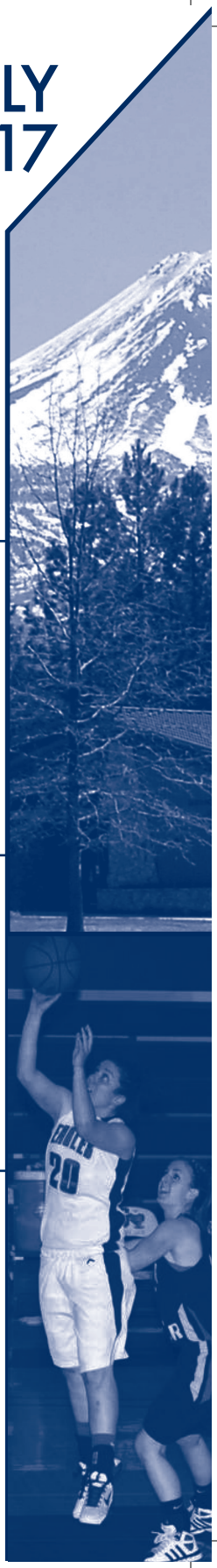
MONDAY
3
July

TUESDAY
4
July

Independence Day
- CAMPUS CLOSED

WEDNESDAY
5
July

JULY 2017

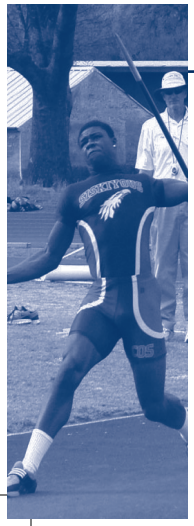


THURSDAY
6
July

FRIDAY
7
July

SATURDAY
8
July

SUNDAY
9
July



WEEKLY NOTES

JULY 2017

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AUGUST 2017

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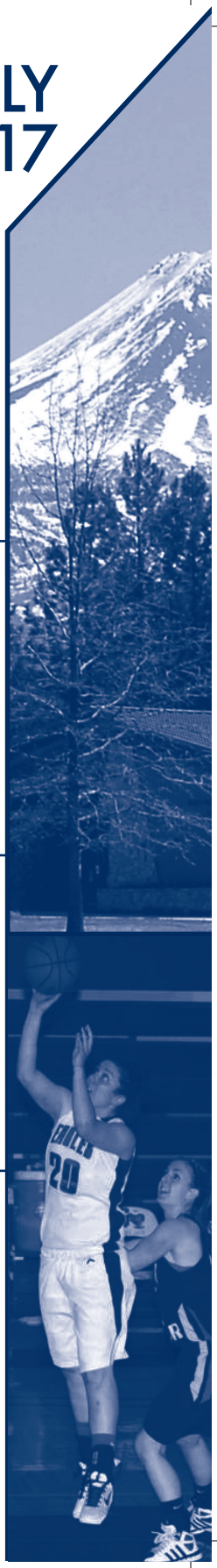
MONDAY
10
July

TUESDAY
11
July

WEDNESDAY
12
July

JULY 2017

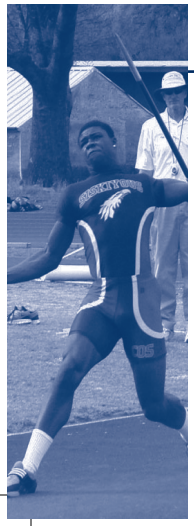


THURSDAY
13
July

FRIDAY
14
July

SATURDAY
15
July

SUNDAY
16
July



WEEKLY NOTES

JULY 2017						
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AUGUST 2017						
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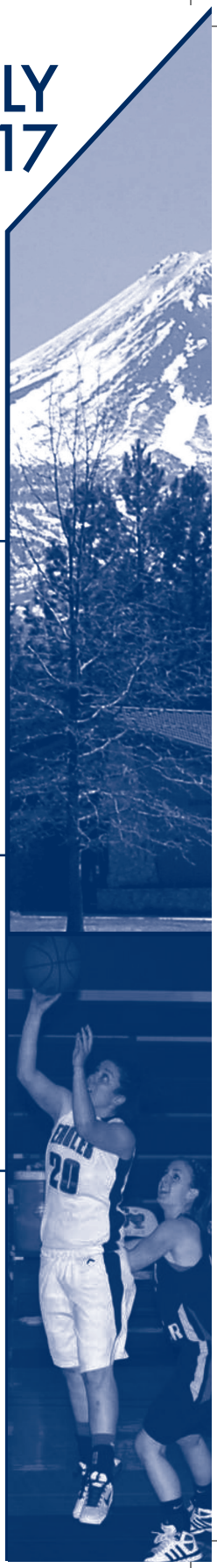
MONDAY
17
July

TUESDAY
18
July

WEDNESDAY
19
July

JULY 2017

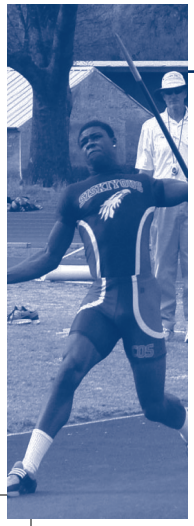


THURSDAY
20
July

FRIDAY
21
July

SATURDAY
22
July

SUNDAY
23
July



WEEKLY NOTES

JULY 2017

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30	31					

AUGUST 2017

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20	21	22	23	24	25	26
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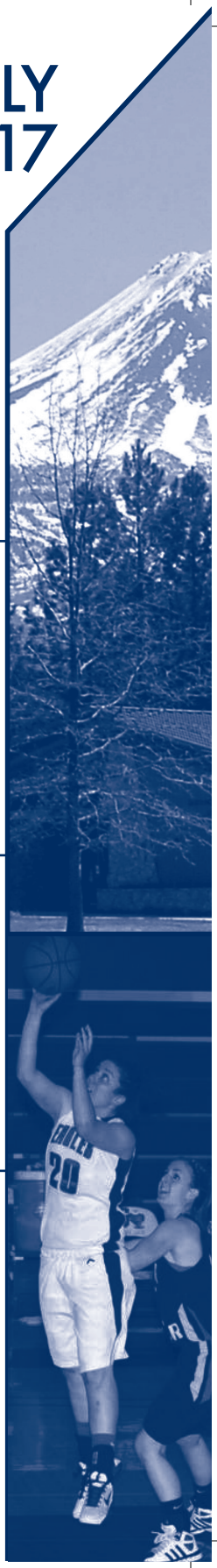
MONDAY
24
July

TUESDAY
25
July

WEDNESDAY
26
July

JULY 2017



THURSDAY
27
July

FRIDAY
28
July

SATURDAY
29
July

SUNDAY
30
July

Punctuation

Period

Usage: A period is placed at the end of a sentence to indicate a complete thought.

EXAMPLE: *I saw Wesley at the store and he told me to say hello.*

Comma

There are several rules governing the usage of commas:

In a series of three or more items containing a single conjunction, use a comma after every item.
EXAMPLE: *I have a cat, a dog, and a hamster.*

In a sentence, offset non-essential information by enclosing the information in commas.
EXAMPLE: *Judith had a root canal, an operation that removes the tooth's nerve, yesterday morning.*

Use commas in between items found in dates and addresses.
EXAMPLES: *Saturday, October 5, 1987. Ed McMurphy, 25 Jasper Way, Ashland, MA 01721.*

When a dependent clause precedes an independent clause, use a comma to separate the two clauses.
EXAMPLE: *Even though he was afraid of the dark, he went into the unlit closet.*

When an independent clause precedes a dependent clause, a comma between the two clauses is unnecessary.
EXAMPLE: *He went into the unlit closet even though he was afraid of the dark.*

A comma should be used when combining independent clauses using a coordinating conjunction unless the independent clauses are short and closely related.
EXAMPLE: *My grandmother refuses to go to bed early, and I'm afraid she's going to catch a bad cold.*

Question Mark

Usage: Always place a question mark at the end of an interrogative sentence (asking a direct question).

EXAMPLE: *Did you like that?*

Apostrophe

Usage: An apostrophe can be used in the following ways:

In a contraction, where two words combine to form a single word and letters from the original words are omitted.
EXAMPLES: *can't, shouldn't, she'll, we'll, they're*

In a singular possessive noun, placed before the -**s** that typically comes at the end of a

In a plural possessive noun, placed after the **-s** that typically comes at the end of a possessive noun.
EXAMPLE: *The rain on all of the cars' tires.*

Colon

Usage: A colon is used after an independent clause to introduce a list, an appositive, or a quotation.

EXAMPLES:

A violinist in training requires three items: a violin, a bow, and a sheet of music.

In the classroom, the student was a taskmaster: he took copious notes and asked many intelligent questions.

The principal had many nice things to say at the graduation, including this pearl of wisdom: "Always walk with your head held high and your spirit intact."

Semicolon

Usage: Use a semicolon, not a comma, to join two independent clauses when there is no coordinating conjunction in use:

EXAMPLE: Jon wrestled the lion; Sam fought the tiger.

Quotation Marks

Usage: Use quotation marks only to denote a direct quotation from source other than the writer.

EXAMPLE: Robert Louis Stevenson wrote, "Don't judge each day by the harvest you reap but by the seeds that you plant."

When expressing a direct quotation in a sentence, place the end punctuation inside the closing quotation marks.
EXAMPLE: Jed claimed he had "fallen asleep after consuming too much milk."

When using parenthetical citations to cite the source of a quotation, place the closing quotation marks before the parentheses and place the end punctuation after the parentheses.
EXAMPLE: According to the reading, "Ancient Greek women were the backbone of the family life" (Starr 24).

Single Quotation Mark

Usage: Use single quotation marks to punctuate a quotation inside a quotation.

EXAMPLE: "I told the guy, 'mind your own business,' but he kept on listening to my conversation."

Exclamation Mark

Usage: Use an exclamation point to indicate strong emotional expression.

EXAMPLE: Yes! I am so excited to be going to the Super Bowl!

Commonly Misspelled Words

AFFECT – (v.) To influence. **ex:** Do not let the pressure affect your judgment.

EFFECT – (n.) An outcome, as in cause and effect; (v.) To bring about. **ex:** The film had many special effects that were the result of powerful computer-generated images. **ex:** The only way to effect true change is to enlist the help of many like-minded people.

ACCEPT – (v.) To take or receive. **ex:** Never accept packages in the mail from unknown sources.

EXCEPT – (prep.) With the exclusion of. **ex:** You may take anything you would like except my red striped teddy bear.

ALLUSION – (n.) In literature, a direct reference to another work of literature or art. **ex:** The teacher made an allusion to Homer's *The Odyssey* in his lecture.

ILLUSION – (n.) A false representation of something real. **ex:** When the clouds cleared away, the sun's rays created the illusion of many colors in the sky, known as a rainbow.

A LOT ***(two words)*** – (n.) Numerous in quantity. **ex.** I have a lot of nice books to read at home.

ALOT ***(one word)*** – Incorrect spelling; must be two words.

CITE – (v.) To quote directly from a source. **ex:** My research paper cited over ten sources of information.

SIGHT – (n.) Of or pertaining to vision. **ex:** The man's sight had failed many years ago, and he was now completely blind.

SITE – (n.) The position or location. **ex:** The new building was erected on the site of the old city hall.

COMPLEMENT – (n.) Something that completes; (v.) To complete. **ex:** The shirt and tie were a nice complement to the business casual look he was going for.

COMPLIMENT – (n.) Praise; (v.) To praise. **ex:** Amanda's friends complimented her on her willingness to be flexible.

ITS – (possessive pronoun) Of or belonging to it. **ex:** The house was badly damaged in the blizzard when its roof caved in under the heavy snow.

IT'S – (contraction) Shortened form of "it is." **ex:** It's hard to tell you how I feel without hurting you.

LOSE – (v.) To misplace; also, to be defeated. **ex:** We were all hoping that the Eagles would lose their grip on first place.

LOOSE – (adj.) Not tight; also, free from imprisonment. **ex:** The child's tooth was loose enough that we were able to wiggle it out easily. **ex:** The man accused of murder was set loose from jail after he agreed to testify against another criminal.

PRINCIPAL – (adj.) Of great importance; (n.) An authority figure, such as the leader of a school. **ex:** The principal idea of the first amendment is that all people are able to speak freely. **ex:** The school's principal addresses the student body each morning over the intercom.

PRINCIPLE – (n.) A fundamental idea or fact. **ex:** She refused to listen to his proposal on principle; it was against her moral constitution to accept bribes.

THAN – (conjunction) Used when comparing two or more things. **ex:** Mary has a great deal more money than Emily, but she spends it much more wisely.

THEN – (adv.) At that time. **ex:** I worked hard into the night and I then went right to sleep.

THEIR – (possessive pronoun) Possessive form of they. **ex:** Their parents had a great deal of talking to do.

THERE – (adv.) In or at that place. **ex:** I was there when the man fell into the pit of fire.

THEY'RE – (contraction) Shortened form of "they are." **ex:** I think they're really on to something great!

THROUGH – (preposition) In one end and out the other; by way of; by means of. **ex:** Her large truck plowed through the mounds of snow that blocked the road.

THREW – (v.) Past tense of throw. **ex:** The pitcher threw the ball toward home plate as the runner advanced.

THOROUGH – (adj.) Completed without omitting anything. **ex:** The investigator was thorough in his assessment of the crime scene; no stones were left unturned.

THOUGH – (conjunction) However; in spite of the fact that. **ex:** Though they did not end up choosing our idea, they still praised us on our proposal.

TO – (preposition) Moving toward. **ex:** She headed to the grocery store.

TOO – (adv.) In addition to, or excessively. **ex:** Jim drank too much. We needed him to be awake, too.

TWO – (n.) Cardinal number 1 plus 1. **ex:** The two girls looked so much alike we could have sworn they were twins.

WHOSE – Possessive Pronoun – possessive form of who. **ex:** I do not know whose books these are, so I will ask around.

WHO'S – Contraction – shortened form of "who is." **ex:** I have no idea who's in the other room.

Polynomials

$a(b + c)$	=	$ab + ac$
$(a + b)^2$	=	$a^2 + 2ab + b^2$
$(a - b)^2$	=	$a^2 - 2ab + b^2$
$(a + b)(c + d)$	=	$ac + ad + bc + bd$
$(a + b)^3$	=	$a^3 + 3a^2b + 3ab^2 + b^3$
$(a - b)^3$	=	$a^3 - 3a^2b + 3ab^2 - b^3$
$(a + b)(a - b)$	=	$a^2 - b^2$
$(a + b)(a^2 - ab + b^2)$	=	$a^3 + b^3$
$(a - b)(a^2 + ab + b^2)$	=	$a^3 - b^3$
$(a + b + c)^2$	=	$a^2 + b^2 + c^2 + 2ab + 2ac + 2bc$

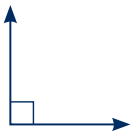
Tables of Formulas

Geometric Formulas	
Area of a square	$A = s^2$ where s = side length
Area of a rectangle	$A = lw$ where l = length and w = width
Area of a triangle	$A = \frac{1}{2}bh$ where b = base and h = height
Area of a parallelogram	$A = bh$ where b = base and h = height
Area of a circle	$A = \pi r^2$ where $\pi = 3.14$ and r = radius
Circumference of a circle	$C = \pi d$ where $\pi = 3.14$ and d = diameter
Perimeter of a polygon	P = Sum of the length of the sides
Perimeter of a rectangle	$P = 2l + 2w$ where l = length and w = width
Perimeter of a square	$P = 4s$ where s = side length
Volume of a triangular prism	$V = Bh$ where B = area of base and h = height
Volume of a rectangular prism	$V = lwh$ where l = length, w = width, and h = height
Volume of a cylinder	$V = \pi r^2 h$ where $\pi = 3.14$, r = radius, and h = height
Volume of a sphere	$Volume = \frac{4}{3}\pi r^3$; $Surface = 4\pi r^2$
Volume of a cone	$Volume = \frac{1}{3}\pi r^2 h$; $Surface = \pi r^2 + \pi rl$
Volume of a cube	$Volume = s^3$; $Surface = 6s^2$
Surface area of a polyhedron	S = Sum of the area of the faces
Surface area of a cylinder	S = Sum of the lateral surface area and the area of the two bases Lateral surface area = $2\pi rh$ Area of two bases = $2\pi r^2$

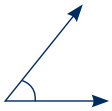
Other Formulas	
Distance traveled	$d = rt$ where r = rate, d = distance, and t = time
Simple interest	$I = Prt$ where I = interest, P = principal, r = rate, and t = time

Angles

straight angle
equals 180°

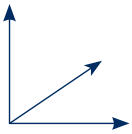


right angle
equals 90°



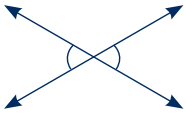
acute angle
less than 90° but more than 0°

obtuse angle
greater than 90° but less than 180°

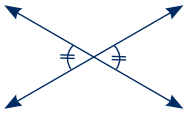


complimentary angles
two angles add up to 90°

supplementary angles
two angles add up to 180°

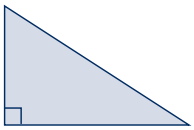


vertical angles
the angles opposite each other

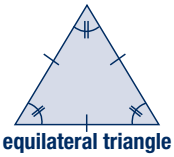


congruent angles
two angles have the same measure
≅ means
"is congruent to"

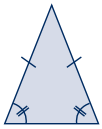
Polygons



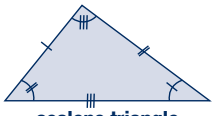
right triangle



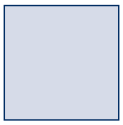
equilateral triangle



isosceles triangle

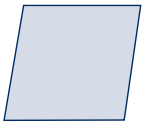


scalene triangle



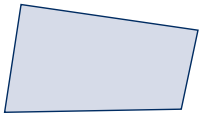
square

rectangle

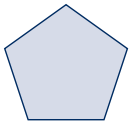


rhombus

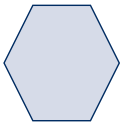
parallelogram



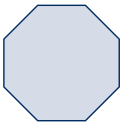
quadrilateral



pentagon

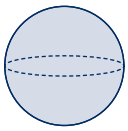


hexagon

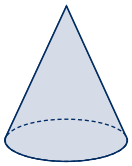


octagon

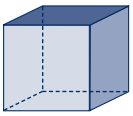
Solids



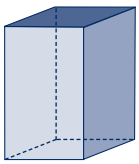
sphere



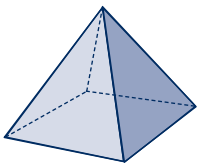
cone



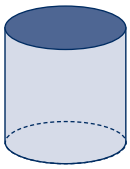
cube



rectangular prism



pyramid



cylinder

U.S. Customary Measurement System

U.S. Customary Units

Length	1 foot (ft) = 12 inches (in)
	1 yard (yd) = 3 feet = 36 inches (in)
	1 chain = 22 yards (yd)
	1 furlong = 10 chains
	1 mile (mi) = 8 furlongs = 5280 feet (ft)
	1 mile = 1760 yards (yd)
Area	1 square foot = 144 square inches
	1 square yard = 9 square feet
	1 acre (A)= 43,560 square feet
	1 square mile = 640 acres
	1 Section = 1 square mile
	1 Township = 36 Sections
	1 Square = 100 square feet
Volume	1 cubic foot = 1728 cubic inches
	1 cubic yard = 27 cubic feet

Weight	1 ounce (oz) = 0.0625 pounds (lb)
	1 pound (lb) = 16 ounces (oz)
	1 ton = 2000 pounds (lb)
Capacity	1 cup (c) = 8 fluid ounces (fl oz)
	1 pint (pt) = 2 cups (c)
	1 pint (pt) = 16 ounces (oz)
	1 quart (qt) = 2 pints (pt)
	1 quart (qt) = 4 cups (c)
	1 gallon (gal) = 4 quarts (qt)
	1 peck (pk) = 2 gallons (gal)
	1 bushel (bu) = 4 pecks (pk)
Temp	Degrees Fahrenheit (^{0}F)

Conversion Factors *(U.S. Customary to Metric)*

	U.S. Units:	Multiplied by:	Equals Metric Units:
Length	inches (in)	2.54	centimeters (cm)
	feet (ft)	0.3048	meters (m)
	miles (mi)	1.61	kilometers (km)
Area	square feet (ft^2)	0.929	square meter (m^2)
	square yard (yd^2)	0.836	square meter (m^2)
	square mile (mi^2)	2.59	square kilometer (km^2)
Volume	cubic inches (in^3)	16.39	cubic centimeters (cm^3)
	cubic feet (ft^3)	0.03	cubic meters (m^3)
	cubic yards (yd^3)	0.76	cubic meters (m^3)
Weight	ounces (oz)	28.35	grams (g)
	pounds (lb)	0.45	kilograms (kg)
	short tons (2,000 lbs)	0.9	metric tons
Capacity	fluid ounces (fl oz)	29.57	milliliters (mL)
	cups (c)	0.24	liters (L)
	pints (pt)	0.47	liters (L)
	quarts (qt)	0.95	liters (L)
	gallons (gal)	3.79	liters (L)
Temp	Degrees Fahrenheit (^{0}F)	(^{0}F - 32) x $^5/_9$	Degrees Celcius (^{0}C)

Metric Measurement System

Metric Units

Length	10 millimeters (mm) = 1 centimeter (cm)
	10 centimeters (cm) = 1 decimeter (dm) = 100 millimeters (mm)
	10 decimeters (dm) = 1 meter (m) = 1000 millimeters (mm)
	10 meters (m) = 1 decameter (dam)
	10 decameters (dam) = 1 hectometer (hm) =100 meters (m)
	10 hectometers (hm) = 1 kilometer (km) = 1000 meters (m)
Area	1 square meter = 100 square decimeters
	1 square decimeter = 100 square centimeters
	1 are (a) = 100 square meters
	1 hectare (ha) = 100 ares (a)
	1 square kilometer = 100 hectares
Volume	1 cubic meter = 1000 cubic decimeters
	1 cubic decimeter = 1000 cubic centimeters
	1 cubic centimeter = 1000 cubic millimeters
	1 liter / litre = .001 cubic meters

Weight	10 milligrams (mg) = 1 centigram (cg)
	10 centigrams (cg) = 1 decigram (dg) = 100 milligrams (mg)
	10 decigrams (dg) = 1 gram (g) = 1000 milligrams (mg)
	10 grams (g) = 1 decagram (dag)
	10 decagrams (deg) = 1 hectogram (hg) = 100 grams (g)
	10 hectograms (hg) = 1 kilogram (kg) = 1000 grams (g)
	1000 kilograms (kg) = 1 mega gram (Mg) or metric ton (t)
Capacity	10 milliliters (mL) = 1 centiliter (cL)
	10 centiliters = 1 deciliter = 100 milliliters
	10 deciliters = 1 liter = 1000 milliliters
	10 liters = 1 dekaliter (daL)
	10 dekaliters (daL) =1 hectoliter (hL) =100 liters
	10 hectoliters (hL) =1 kiloliter (kL) =1000 liters
Temp	Degrees Celsius (°C)

Conversion Factors *(Metric to U.S. Customary)*

	Metric Units:	Multiplied by:	Equals U.S. Units:
Length	centimeters (cm)	0.39	inches (in)
	meters (m)	3.28	feet (ft)
	kilometers (km)	0.62	miles (mi)
Area	square meter (m^2)	10.764	square feet (ft^2)
	square meter (m^2)	1.2	square yard (yd^2)
	square kilometer (km^2)	0.39	square mile (mi^2)
Volume	cubic centimeters (cm^3)	0.061	cubic inches (in^3)
	cubic meters (m^3)	35.31	cubic feet (ft^3)
	cubic meters (m^3)	1.31	cubic yards (yd^3)
Weight	grams (g)	0.035	ounces (oz)
	kilograms (kg)	2.20	pounds (lb)
	metric tons	1.10	short tons (2,000 lbs)
Capacity	milliliters (mL)	0.03	fluid ounces (fl oz)
	liters (L)	4.23	cups (c)
	liters (L)	2.11	pints (pt)
	liters (L)	1.06	quarts (qt)
	liters (L)	0.26	gallons (gal)
Temp	Degrees Celcius (°C)	(°C x 1.8) + 32	Degrees Fahrenheit (°F)

College of the Siskiyous

800 College Avenue, Weed, CA 96094
(530) 938-5555 or toll free: (888) 397-4339
www.siskiyous.edu

1. ***John Mantle Student Center***
   Administration
   Administrative Services
   Associated Students (ASB)
   Board Meeting Room
   Business Office
   Cafeteria/Snack Bar
   Cashier
   Employment
   Enrollment Services -
   Admissions and Records
   Financial Aid
   Human Resources
   Student Learning
   Student Life -
   Lost and Found

2. ***Learning Resources Center (LRC)***
   Academic Success Center
   Art Gallery
   Computer Lab
   High Tech Center
   Library
   Math Lab
   Reading Lab
   Technology Services
   Tutoring Services
   Writing Lab

3. ***Life Science Building (LS)***

4. ***McCloud Hall (MC Hall)***
   Ceramics/Art Labs
   Computer Graphics Lab
   Photography Lab

5. ***Theater Building***
   Kenneth W. Ford Theater
   StudioTheater

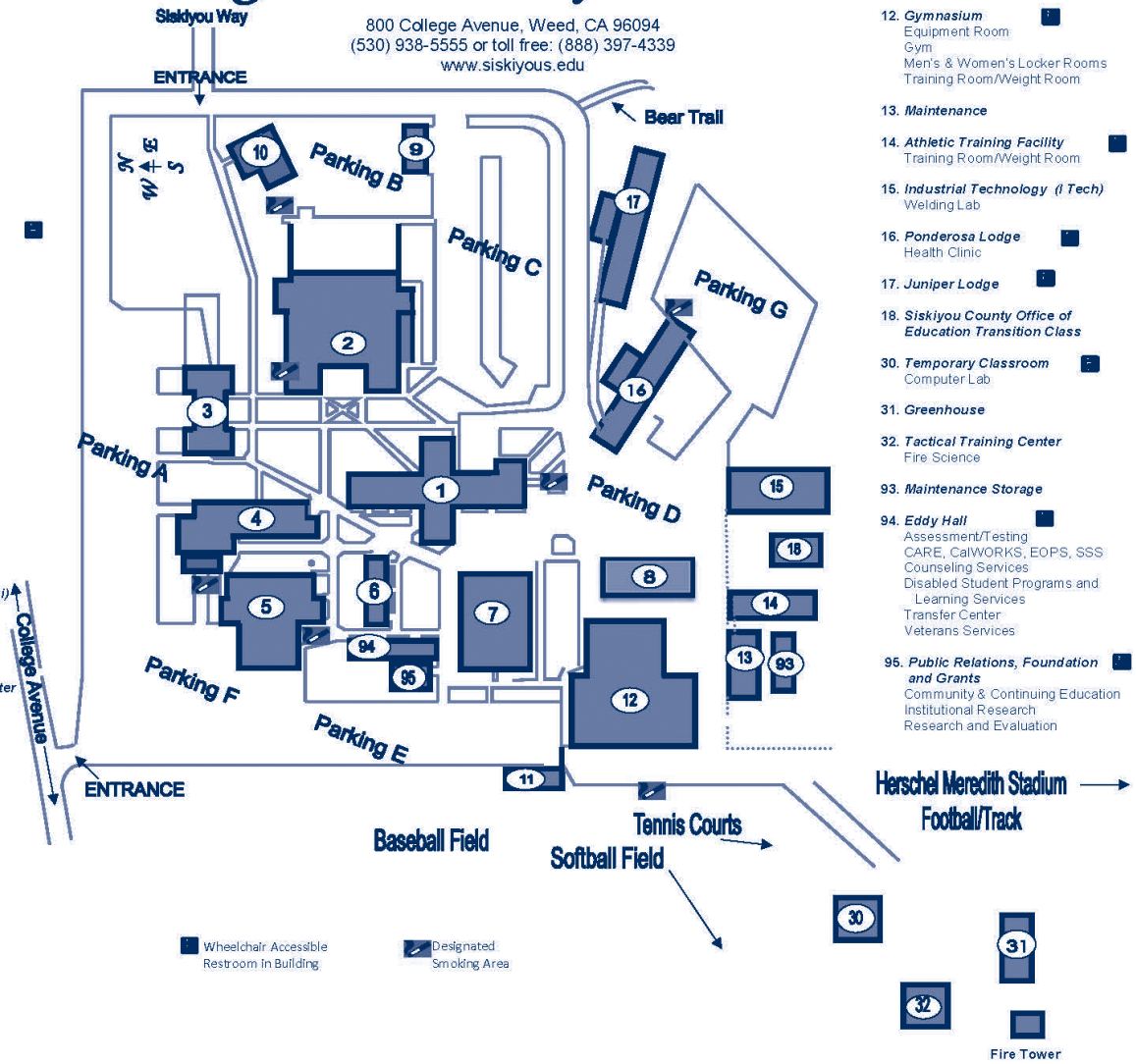
6. ***Physical Science Building (Phy Sci)***
   Campus Gift and Bookshop
   Upward Bound

7. ***Science Building***

8. ***Emergency Services Training Center***
   EMT/Paramedic
   Enviornmental Resources

9. ***Discovery Children's Center***

10. ***Distance Learning Center***
    Adjunct Faculty Office
    Videoconferencing



11. ***Gym Annex***
    Athletic Department

12. ***Gymnasium***
    Equipment Room
    Gym
    Men's & Women's Locker Rooms
    Training Room/Weight Room

13. ***Maintenance***

14. ***Athletic Training Facility***
    Training Room/Weight Room

15. ***Industrial Technology (I Tech)***
    Welding Lab

16. ***Ponderosa Lodge***
    Health Clinic

17. ***Juniper Lodge***

18. ***Siskiyou County Office of Education Transition Class***

30. ***Temporary Classroom***
    Computer Lab

31. ***Greenhouse***

32. ***Tactical Training Center***
    Fire Science

93. ***Maintenance Storage***

94. ***Eddy Hall***
    Assessment/Testing
    CARE, CalWORKS, EOPS, SSS
    Counseling Services
    Disabled Student Programs and Learning Services
    Transfer Center
    Veterans Services

95. ***Public Relations, Foundation and Grants***
    Community & Continuing Education
    Institutional Research
    Research and Evaluation

Wheelchair Accessible Restroom in Building

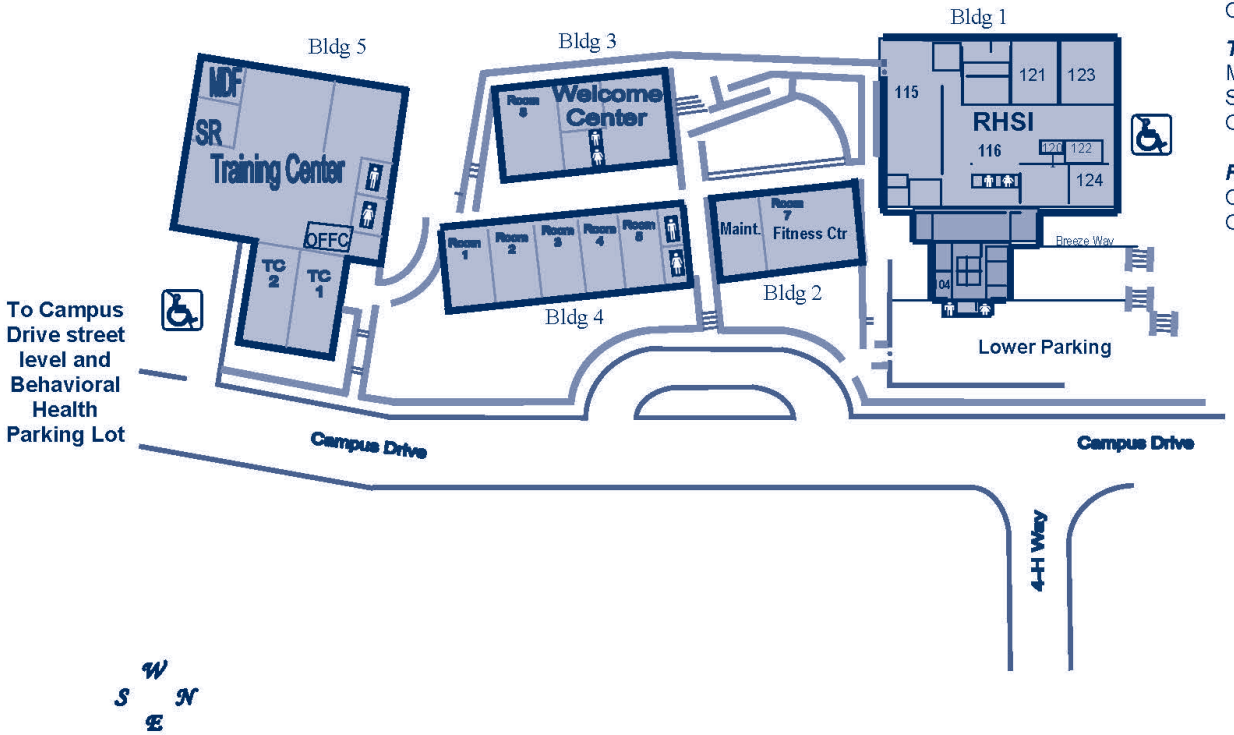
Designated Smoking Area

Revised 4/8/15 Eblen

College of the Siskiyous

Yreka Campus, 2001 Campus Drive, Yreka CA 96097

Tel. (530) 841-5550



Legend

Welcome Center:
Administration/Bookstore

Rooms 1-7 & TC 1-2:
Classrooms

Room 8:
Computer Lab/Classroom

Training Center:
MDF: Main Distr. Frame
SR: Simul. Room
OFFC: ADJ Staff

Rural Health Sciences:
Classrooms/Labs: 114-24
Offices/storage: 101-112

To Parking Lot and field North of Campus and *Greenhorn Park*

Key

- Sidewalk
- Stairs
- Restrooms
- Disabled Parking

NOTES

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3 YEARS At-A-Glance

2016

JAN 2016

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FEB 2016

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MAR 2016

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APR 2016

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MAY 2016

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JUN 2016

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JUL 2016

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AUG 2016

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SEP 2016

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NOV 2016

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2017

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AUG 2017

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OCT 2017

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NOV 2017

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DEC 2017

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2018

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FEB 2018

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AUG 2018

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OCT 2018

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