

NEW STUDENT HANDBOOK

2017-2018



We Believe In Your Future!

Yuba College at Beale AFB
17849 16th Street, Rm 117
Beale AFB, CA 95903
530-788-0973
bafb.yccd.edu

Sutter County Center
3301 E. Onstott Road
Yuba City, CA 95991
530.751.5600
yc-scc.yccd.edu

Yuba College
2088 North Beale Road
Marysville, CA 95901
530.634.7766
yc.yccd.edu

YUBA COLLEGE
is dedicated to your educational success!

*** Starting August 14 ***

**Turn in this flyer into any Yuba College
Counseling Office to receive your New
Student Handbook with Calendar Planner.**



**Just The
Beginning**

MY SCHOOL DAYS

STUDENT HANDBOOK AND PLANNER



2017-2018



This planner belongs to:

Name: _____

Address: _____

City: _____ Zip: _____

Telephone: _____

In case of emergency, please contact:

Name: _____

Telephone: _____

SIX SUCCESS FACTORS THAT CONTRIBUTE TO STUDENT ACHIEVEMENT:

Did you know that the following six factors have been identified as being very necessary for you to achieve your academic goals?

Students should be...

Directed – have a goal and know how to reach it

Focused – on track with eyes on the prize

Engaged – listening participants; active in class

Connected – part of the college community

Nurtured – feel wanted and assisted to succeed

Valued – talents or skills are recognized; contributions are appreciated

3SP will help you experience the “six success factors!”

Non-Discrimination Statement: Yuba College does not discriminate on the basis of race, color, national origin, sex, disability, or age in any of its policies, procedures, or practices, nor does it tolerate sexual harassment, in compliance with the Americans with Disabilities Act of 1991, Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's program and activities, including vocational education.

Student Publication Notice: In accordance with guidelines set forth by the Equal Employment Commission (EEOC) and the Office of Civil Rights (OCR), the below individual is named as the Districts, Section 504 Coordinator Al Alt, Vice Chancellor Administrative Services. In addition, the YCCD Board adopted BP/AP 5141-Academic Accommodations. Both documents are posted to the District website: www.yccd.edu

IMPORTANT PHONE NUMBERS

YUBA COLLEGE:

All phone numbers begin with area code (530)

Admissions and Records Office	741-6720
Applied Academics Division (<i>Most Career Technical Education Departments</i>).....	741-6763
Applied Arts & Science Division.....	741-8717
Arts and Education.....	741-6761
Assessment and Testing Office.....	741-6864
Associated Students of Yuba College.....	741-6808
Athletics/Physical Education.....	741-6779
Auto Shop (Service Center).....	741-6810
Beale AFB Outreach Services.....	788-0973
Bookstore	741-6998
CalWORKS.....	634-7773
Career and Transfer Center	634-6790
Career Technical Education Transitions	741-6588
Cashier	741-6724
Child Care Center.....	749-3808
College Success Center.....	741-6759
Community Education	741-6825
Cosmetology.....	741-6763
Counseling Department.....	634-7766
Disabled Student Program and Services	741-6795
Distributive Education.....	741-6754
E.C.E./Family Consumer Science	741-6761
English as a Second Language Interpreters..	634-7764
EOP&S Program.....	741-6995
Financial Aid	741-6781
General Information.....	741-6700
International Students.....	741-6705
Library Circulation Desk	741-6755
Music Department	741-6883
Office of Student Support Services.....	741-6705
Police (Campus)	741-6771
Public Events.....	741-6829
Public Safety.....	741-6923
Social Science Division	741-6761
STEM (Science, Technology, Engineering, Mathematics)....	741-6786
Testing Office	741-6864
Transcript Requests	741-6720
Tutoring (College Success Center)	741-6759
Veterans Service Office.....	741-6822
Vice President, Academic and Student Svcs.	741-6766
Workforce Innovation Opportunity Act (WIOA)	741-6830
Work Experience Office.....	741-6763
Writing and Language Development Ctr	740-1709

SUTTER COUNTY CENTER:

All phone numbers begin with area code (530)

Administration.....	751-5557
Admissions and Records Office	751-5600
Assessment and Testing Office.....	751-5600
General Information.....	751-5600
Financial Aid	751-5555
Library Circulation Desk.....	751-5562/5561



This handbook is one of many documents available to students that provide information and regulations about the Yuba College and services that are available. We are here to help you achieve success in your academic goals.

If you have any questions, do not hesitate to ask any college employee!

College life is much more than attending classes. Be prepared to make new friends, meet new and interesting people, and have experiences that can enrich your life and help you achieve some of your life's goals. This handbook lists many of the ways for students to get involved.

College Colors and Mascot

Navy Blue and Gold are the colors chosen to represent the Yuba College. The official mascot who brings good luck to our sports teams is "Dusty Niner."

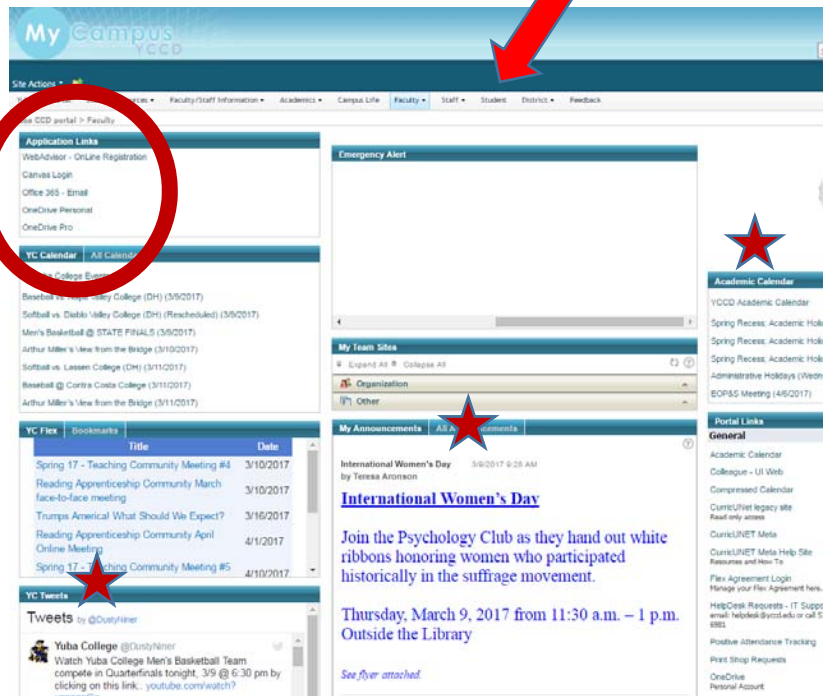
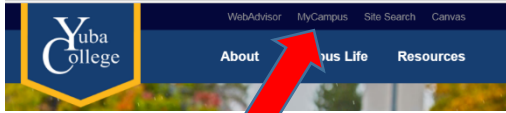
NEW Yuba College Smoking Policy



In the interest of public health, Yuba College became a **tobacco-free campus** effective **January 2017**.

HOW WE COMMUNICATE WITH YOU

KNOW WHAT'S HAPPENING AT YUBA



METHODS WE COMMUNICATE WITH YOU

- MyCampus Portal – link on yc.yccd.edu
- WebAdvisor (registration)
- Canvas (online learning)
- Email (YC Email- @go.yccd.edu)

FREE PERKS

- Free Office 365 thru YC Email
 - Word, Excel, Access, PowerPoint and lots more
- OneDrive (cloud space)

WHAT'S HAPPENING ON CAMPUS?

- My Announcements section on Portal
- Academic Calendar on Portal & yc.yccd.edu
- Campus Events at yc.yccd.edu
- YC News at yc.yccd.edu
- Yuba College Twitter
- Yuba College Facebook
- Yuba College App
- Emergency Text Messages



EMERGENCY TEXT MESSAGING

WWW.YC.YCCD.EDU
CLICK ON IMAGE

Students Parents Alumni Faculty & Staff

Apply Admissions Academics

WWW.YC.CCD.EDU
LOGIN: (same as MyCampus login)
Enter email address and cell phone # to get Emergency Text Messages

Yuba College App

Don't miss out!

- Orientation Schedule & Events
- Services, Courses, & Maps
- Meet Students & Classmates

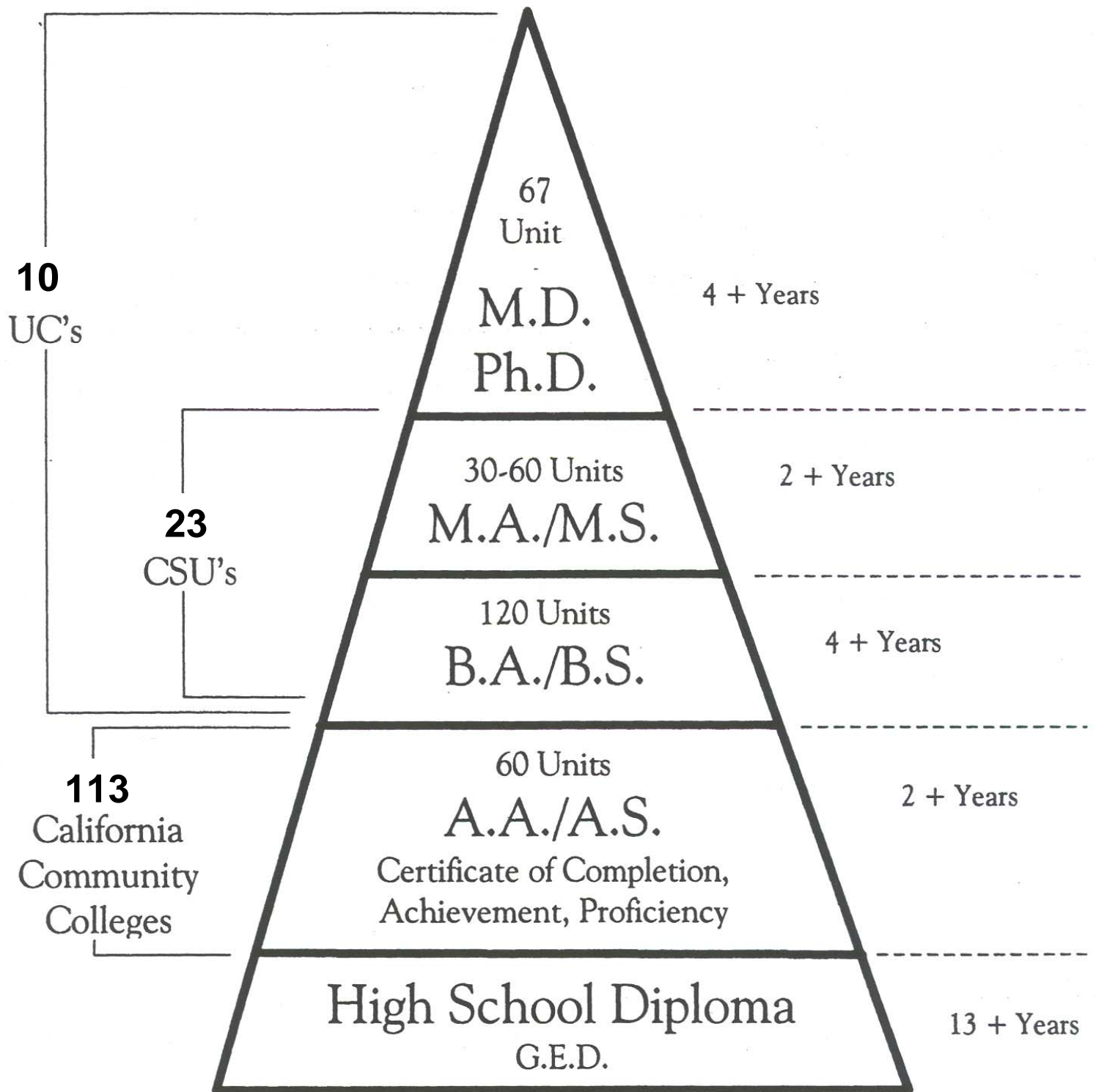
... and much more!

Download now!

Download on the App Store | Get it on Google play

yc.campusapp.com

STATE OF CALIFORNIA EDUCATION MODEL



- UC = University of California System, e.g., UC Davis
- CSU = California State University System, e.g., Cal State University Chico
- A.A./A.S. = Associate in Arts/Associate in Science
- B.A./B.S. = Bachelor of Arts/Bachelor of Science
- M.A./M.S. = Master of Arts/Master of Science
- M.D. = Doctor of Medicine
- Ph.D. = Doctor of Philosophy

Yuba Community College District 35-Week Calendar 2017-18

June 2017						
Su	Mo	Tu	We	Th	Fr	Sa
				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	

July 2017						
Su	Mo	Tu	We	Th	Fr	Sa
						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					

August 2017						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9 Δ	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	M	Tu	W	Th	F	Sa
					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

October 2017						
Su	Mo	Tu	We	Th	Fr	Sa
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				

November 2017						
Su	Mo	Tu	We	Th	Fr	Sa
				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	

December 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

17 17 17 17 16 0 =

SUMMER SESSION 2017

First 6 Weeks: 6/12 - 7/20
8 Weeks: 6/12 - 8/3

SUMMER SESSION 2018

First 6 Weeks: 6/11 - 7/19
8 Weeks: 6/11 - 8/2

FALL SEMESTER 2017

Full-Term: 8/14 - 12/15
Finals Week: 12/11 - 12/15 (full-term classes only)
First 9 Weeks: 8/14 - 10/13
Last 9 Weeks: 10/16 - 12/15

SPRING SEMESTER 2018

Full-Term: 1/22 - 5/25
Finals Week: 5/21 - 5/25 (full-term classes only)
Spring Break: 3/26 - 3/30
First 9 Weeks: 1/22 - 3/21
Last 9 Weeks: 3/22 - 5/25

CONVOCATION - CAMPUS CLOSED

2017: 8/9
2018: 8/8*

PROFESSIONAL DEVELOPMENT DAYS - NO CLASSES/CAMPUS OPEN (Optional Flex Activities)

2017: 8/10-8/11, 9/5, 10/25
2018: 1/16-1/19, 8/9*-8/10*

CAMPUS CLOSED

2017: 6/9, 6/16, 6/23, 6/30, 7/7, 7/14, 7/21, 7/28
2018: 6/8, 6/15, 6/22, 6/29, 7/6, 7/13, 7/20, 7/27

HOLIDAYS - CAMPUS CLOSED

2017: 7/4, 9/4, 11/10, 11/23-11/24, 12/22, 12/25-12/29
2018: 1/1, 1/15, 2/16, 2/19, 3/28-3/30, 5/28, 7/4

NO CLASSES - CAMPUS OPEN

2017: 6/1-6/2, 6/5-6/8, 8/4, 8/7-8/8, 8/10-8/11, 9/5, 10/25, 12/18-12/21
2018: 1/2-1/5, 1/8-1/12, 1/16-1/19, 3/26-3/27, 5/29-6/1, 6/4-6/7, 8/3, 8/6*-8/7*, 8/9*-8/10*

COMMENCEMENT

2018: 5/25

INSTRUCTIONAL DAYS		
	Days	Weeks
Fall Semester	84 days	18
Spring Semester	83 days	17
Convocation	1 days	
Flex Days	8 days	
TOTAL	176 days	35

*The schedule for August 2018 is subject to change.

August 2018*						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8 Δ	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

84 days

January 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

February 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				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 2018						
Su	M	Tu	W	Th	F	Sa
				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

April 2018						
Su	Mo	Tu	We	Th	Fr	Sa
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					

May 2018						
Su	Mo	Tu	We	Th	Fr	Sa
		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		

June 2018						
Su	Mo	Tu	We	Th	Fr	Sa
					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

July 2018						
Su	Mo	Tu	We	Th	Fr	Sa
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				

83 days = 16 17 17 17 16 0

YCCD DISTRICT STUDENT IMPORTANT DATES – 2017-18
SUMMER/FALL SEMESTER 2017

84 days of regular instruction

March 2, 2017	Cal Grant deadline – Free Application for Federal Student Aid (FAFSA) completed and submitted to the federal government to determine Cal Grant eligibility and federal financial aid priority funding
May 26	Conclusion of Spring Semester

SUMMER 2017

June 12	Summer Session 2017 commences for regular six-week summer classes; other classes have different dates
June 14	Last day to add a class/register for six-week classes
June 19	Refund deadline for six-week classes
June 19	Last day to drop class(es) to prevent “W” grade(s) on permanent record for six-week classes
June 19	Census date for six-week classes
July 3	Deadline to apply for Summer 2017 graduation
July 4	Academic and administrative holiday – Independence Day (Tuesday)
July 6	Last day to drop a class with a “W” for six-week classes
July 20	Regular six-week classes end

FALL 2017

August 9	CONVOCAATION – CAMPUS CLOSED
August 10-11	Professional Development Days (optional flex activities) – NO CLASSES
August 14	INSTRUCTION BEGINS FOR FALL SEMESTER
August 18	** Last day to add courses or register without special permission
August 25	** Last day to be eligible for refund of enrollment, parking, student services fees, and non-resident tuition
September 1	Instructors are to drop No Shows for Census Roster Clearance
September 1	** Last day to drop class(es) to prevent “W” grade(s) on permanent record
September 2	Cal Grant deadline
September 4	Academic and administrative holiday – Labor Day (Monday)
September 5	Professional Development Day (optional flex activities) – NO CLASSES (Tues.)
September 6	Census date for full-term classes (Wednesday)
September 15	** Last day to elect Pass/No Pass grading option
September 18	Constitution Day (observance) – activities to be announced
October 25	Professional Development Day (optional flex activities) – NO CLASSES (Wednesday)
November 9	** Last day to drop class(es) with a “W” grade on permanent record
November 10	Academic and administrative holiday – Veterans Day observed (Friday)
November 15	Deadline to apply for fall 2017 graduation
November 23-24	Academic and administrative holiday – Thanksgiving (Thursday – Friday)
December 1	Closing date for International Student Applications for spring 2018
December 4-15	Limited extracurricular student activities
December 11-15	Final examination period
December 15	Conclusion of fall semester
December 20	Grades from instructors are due for fall 2017 semester
December 22 – Jan 1	Winter recess – all offices CLOSED

****Dates apply to full-semester classes; short-term class dates will vary.**

YCCD DISTRICT STUDENT IMPORTANT DATES – 2017-18
SPRING SEMESTER 2018

83 days of regular instruction

SPRING 2018

January 15	Academic and administrative holiday – Martin Luther King Day observance (Monday)
January 16-19	Professional Development Days (optional flex activities) – NO CLASSES
January 22	INSTRUCTION BEGINS FOR SPRING SEMESTER
January 26	**Last day to add courses or register without special permission
February 2	**Last day to be eligible for refund of enrollment, parking, student services fees, and non-resident tuition
February 2	Instructors are to drop No Shows for Census Roster Clearance
February 2	**Last day to drop class(es) without a “W” grade on permanent record
February 5	Census date for full-term classes
February 16	Academic and administrative holiday – Lincoln’s Birthday observance (Friday)
February 19	Academic and administrative holiday – Washington’s Birthday observance (Monday)
February 23	**Last day to elect Pass/No Pass grading option
March 2	Cal Grant deadline – Free Application for Federal Student Aid (FAFSA) completed and submitted to the federal government to determine Cal Grant eligibility and federal aid priority funding
March 26-30	Spring recess; academic holidays (Monday-Friday)
March 28-30	Administrative holidays (Wednesday-Friday)
April 13	Deadline to apply for spring 2017 graduation
April 27	**Last day to drop class(es) with a “W” grade on permanent record
May 15	Closing date for International Student Applications for fall 2018
May 14-25	Limited student activities
May 21-25	Final examination period
May 25	Commencement ceremonies
May 25	Conclusion of spring semester
May 28	Academic and administrative holiday – Memorial Day observance (Monday)
May 31	Grades from instructors are due for spring 2018 semester

****Dates apply to full-semester classes; short-term class dates will vary.**

SUMMER 2018

June 11	Summer Session 2018 commences (regular 6-week summer classes will end on July 19; other classes have different dates)
June 28	Deadline to apply for summer 2018 graduation
July 4	Academic and administrative holiday – Independence Day observed (Wednesday)

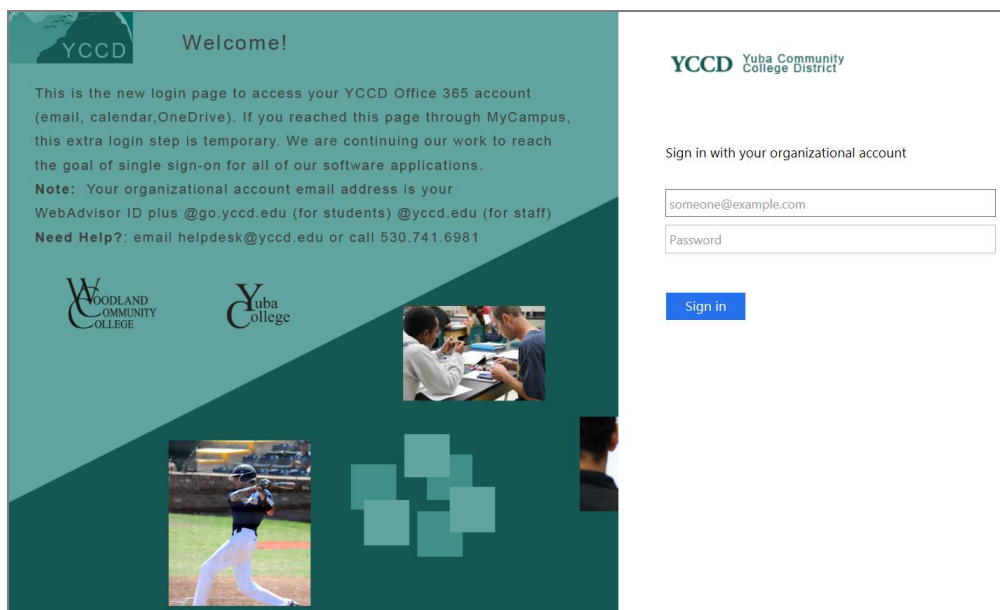
****Dates apply to full-semester classes; short-term class dates will vary.**

How to forward your Yuba College email to your personal email

Don't miss important communications from Yuba College. Set up your campus email to forward to your personal email account by following these steps.

1. Set up and log in to your campus account

If you've never used your campus account before, go to yc.yccd.edu/student/email.aspx and follow the instructions there to set it up. Then go to www.outlook.com/yccd.edu. You should see a screen that looks like this:

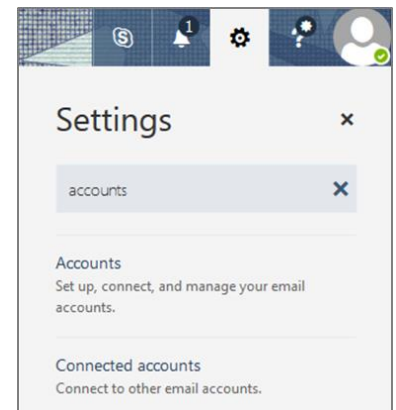


Type your campus email address and password into the fields. Your campus email address is the first letter of your last name, followed by your student ID number, followed by @go.yccd.edu. For example, if your name is Luke Skywalker, and your Yuba College ID number is 1234567, then your campus email address is S1234567@go.yccd.edu. Your password is the one you set up earlier; it's the same as your Webadvisor password. If you have any problems with this step, there is support information at yc.yccd.edu/student/email.aspx.

2. Go to the Options screen

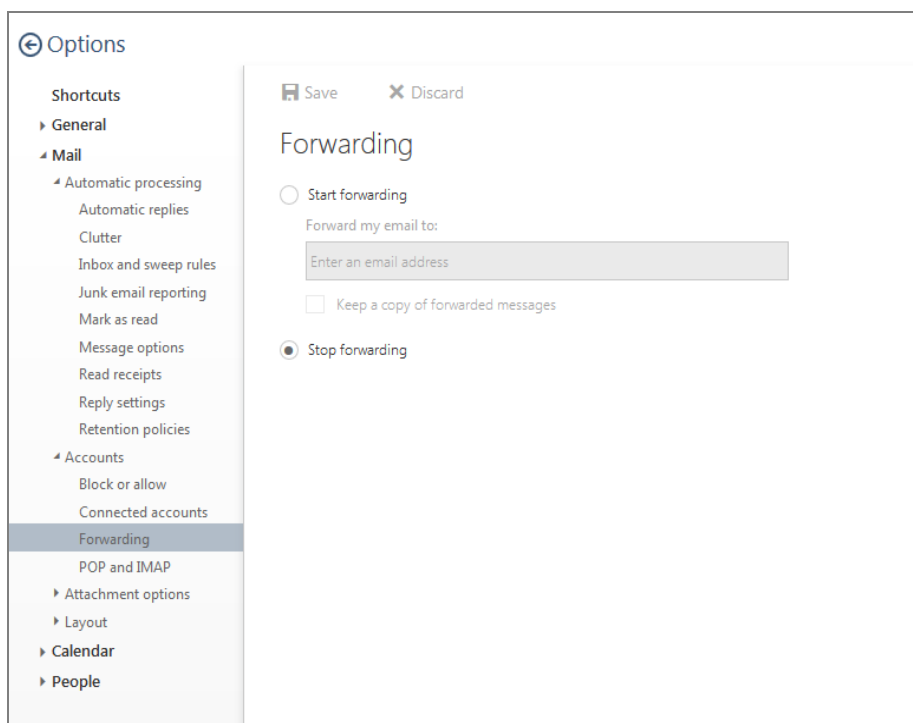
Once you've logged in, you'll see your inbox. At the top right corner you should see a gear-shaped icon. Click on it and in the search box type accounts.

Then click on the option for Accounts. This will bring you to the Accounts options screen.



3. Set up a forwarding address

From the options screen, click the option for Forwarding in the left-hand menu list.



Click “Start Forwarding” and enter the personal email address where you would like to receive college email.

Note: If you check “Keep a copy of forwarded messages,” then mail sent to your campus account is sent to your forwarding address, but is also saved in your campus account. If you uncheck the box, all your forwarded emails are deleted from your campus account after being forwarded. It is recommended that you keep copies of forwarded messages as backups. Your campus account comes with around 50 gigabytes of storage, and it takes about 100,000 emails to fill that much space, so you aren't going to run out of space any time soon.

Click “Save”. Now all the email sent to your campus account will automatically go to your personal email account.

Adapted from <http://tsleyson.github.io/WLDC-email-forward/Tutorial.xhtml> by SCC Library and WLDC.



This Yuba College Writing & Language Development Center Tip Sheet is made available under a Creative Commons Attribution-NonCommercial 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc/4.0>



10 STEPS TO COLLEGE SUCCESS

STEP 1 – ATTEND EVERY CLASS

- Though cutting class is sometimes tempting, don't do it if you can help it. Save absences for when you're sick or have a real emergency that you cannot avoid. When you miss class, you miss lectures, notes, explanations of assignments, class discussions, and sometimes quizzes and in-class assignments. Getting copies of a classmate's notes won't always help.

STEP 2 – GET ORGANIZED

- Get a weekly planner and use it religiously.
- Create and maintain a tidy and organized study space, complete with everything that you need when you're working: paper, pens, pencils, stapler, etc.
- Use a separate 3-ring binder for each class you're taking.
- Back up all of your computer files on drives, disks, flash drives, or by emailing them to yourself.
- Keep all papers, quizzes and tests that you get back from your teachers at least until the final grades are submitted. If it's a course related to your major, you may want to keep them until you graduate.
- Get phone numbers for your classmates so you can call them for study help, or to ask a question.

STEP 3 – MANAGE YOUR TIME

- Plan ahead. Know when your assignments are due. Break large tasks down into smaller pieces.
- Don't promise more than you can accomplish. Spreading yourself too thin will only make you more tired and less able to function at your highest level.
- Be efficient. Limit yourself to a reasonable amount of TV and socializing time. Use those activities as rewards for getting your work done. Always look for ways to streamline or combine tasks i.e., study while you're waiting for the bus, doing laundry, riding a stationary bicycle.)

STEP 4 – USE THE CLASSROOM TO SUCCEED

- Arrive on time and sit in the front row whenever you can.
- Ask questions and participate every chance you get.
- Talk with your instructors. Meet them during their office hours. Make sure they know your name and that you're committed to learning.
- Learn how to adapt to different types of instructors.
- Join study groups and discussion groups based on the class subject, and be a good group member.

STEP 5 – TAKE GOOD NOTES

- Find a note taking system that works for you, such as Cornell, mind maps, or outlines.
- Listen actively. Focus on the speaker, think, and try to understand the topic being presented.
- Learn to recognize the important information by paying attention to verbal and nonverbal clues your instructor gives. If he or she raises their voice, speaks more slowly, writes something down on the board, or repeats it, it's probably important. If the information being discussed also appears in the textbook, it's probably important. Look for the signs.
- Make sure your notes are legible and have plenty of white space.
- Review your notes within 24 hours of taking them.



10 STEPS TO COLLEGE SUCCESS

STEP 6 – READ YOUR TEXTBOOK ACTIVELY

- Try a reading strategy like SQ3R. Look for a handout on this in the College Success Center.
- Avoid reading in bed. Sit up straight with your book on a bookstand, or held in front of you instead. Active reading happens more when a body is more active than at rest.

STEP 7 – STUDY SMART

- Find a good place to study: the library, a quiet area in your house, wherever you can work best. It should be comfortable, well lit, fully stocked, and free of distractions.
- Remember that getting started is often the hardest part. Jump in and it will be easier to keep going.
- Study your difficult or boring subjects first when you have the most energy.
- Know your learning style and use the study tips associated with it.

STEP 8 – USE TEST-TAKING STRATEGIES

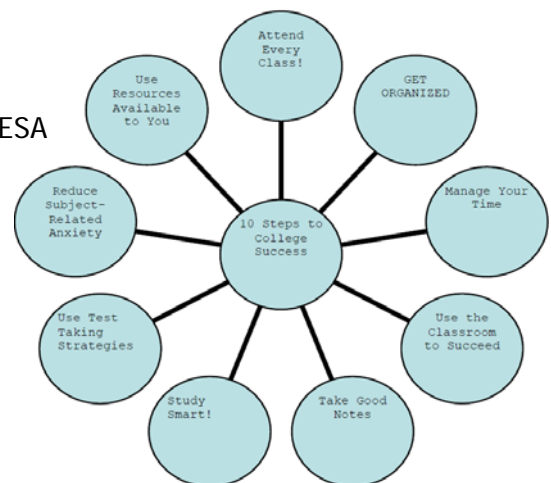
- Arrive early, or at least on time for a test.
- Does it make more sense for you to answer all the easy questions, or move on to the hard ones first?
- Mark questions you need to return to.
- Always answer True/False and Multiple Choice questions.
- Check your answers before turning it in. Be one of the last students out the door. Take your time.

STEP 9 – REDUCE SUBJECT-RELATED ANXIETY

- Trace back to when you started having trouble with a particular school subject. What was going on? Who was your teacher? How did you feel? See if there is an answer to why the subject makes you anxious. Sometimes knowing that is the key to overcoming the problem.
- Make sure you know all the background information necessary to understanding the class you are in. If you don't, go back and review. Ask your instructor where the gaps in your learning might be and see if they can recommend some study resources for you.
- Realize that there are many different types of thinking and learning, and you have the ability to try and succeed at new ways.

STEP 10 – USE THE RESOURCES AVAILABLE TO YOU

- The College Success Center/Tutoring - CSC
- Clubs and Groups on Campus -ASYC
- Writing & Language Development Center - WLDC
- Mathematics Engineering Science Achievement – MESA
- Computer Labs
- Financial Aid
- The Library
- Counseling
- Disabled Students Program & Services - DSP&S
- Veteran's
- EOP&S/CARE/CalWORKs



YUBA COLLEGE

STUDENT SERVICES INFORMATION

MARYSVILLE CAMPUS: 2088 N. Beale Rd Marysville, CA 95901
SUTTER COUNTY CENTER: 3301 E. Onstott Rd. Yuba City, CA 95991
BEALE AFB OUTREACH CENTER: 17849 16th St., Beale AFB, CA 95903

Admissions & Records

MARYSVILLE CAMPUS

Phone: (530) 741-6720

Fax: (530) 741-6872

Email: YCA admissions@yccd.edu

Regular Hours:

Monday – Thursday 8:00 am – 5:45 pm

Friday – 8:00 am – 4:45 pm

Summer Hours:

Monday – Thursday 7:30 am - 5:30 pm

Fridays – CLOSED

SUTTER COUNTY CENTER

Phone: (530) 751-5600

Fax: (530) 751-5563

Email: SCCInfo@yccd.edu

Regular Hours:

Monday – Thursday 8:00 am – 6:00 pm

Friday – 8:00 am – 2:00 pm

Summer Hours:

Monday – Thursday 7:30 am – 5:30 pm

Fridays – CLOSED

BEALE AFB OUTREACH CENTER

Phone: (530) 788-0973

website: <https://bafb.yccd.edu>

Regular Hours:

Monday – Thursday 8:30 am – 5:30 pm

Fridays – 8:30 am – 2:30 pm

Summer Hours:

Monday – Thursday: 7:30 am – 6:00 pm

Fridays - CLOSED

Beat the lines and save some Green!!! Yuba College has and will continue to move towards paperless registration. We emphasize efficiency, convenience, and conservation. Our College Catalog as well as our class schedule is available online. We stress the importance of adding/dropping, paying for tuition, or changing your address online through WebAdvisor. Please help us in our effort by taking advantage of these online services or asking more about services offered online.

Bookstore

MARYSVILLE CAMPUS

Phone: (530) 741-6998

Website: www.eFollett.com www.yubashop.com

SUTTER COUNTY CENTER

Phone: (530)751-5620

SCC Hours of Operation:

Open two weeks at the beginning of each semester and one week at the end of each semester.

Scantrons and blue books can be purchased at SCC A&R during the semester. See A&R for hours.

The bookstore serves as a local one-stop shop, supporting community needs in and out of the classroom. When it comes to textbooks, the bookstore offers a variety of affordable options including new and used, print and digital titles for purchase or rent. We also carry every day college essentials like Yuba College clothing, gifts, supplies, general reference and bargain books, as well as snack food and drinks. For more information on payment options, returns, shipping, store hours and more.

CalWORKs - California Work Opportunity and Responsibility to Kids

MARYSVILLE CAMPUS ONLY

Phone: (530) 634-7773

Fax: (530) 749-3800

Regular Hours:

Monday – Friday 8:00 am – 5:00 pm

Summer Hours:

Monday – Thursday 7:30 am-5:30 pm

Fridays – CLOSED

The Yuba College **CalWORKs** program provides services to students receiving **Temporary Assistance to Needy Families (TANF)**. The program offers services for eligible students in the following areas: Academic, Vocational and Personal Counseling, Job Placement (related to the student's major), CalWORKs Work-Study, access to the CalWORKs Book Library, Supplies and Child Care.

YUBA COLLEGE

STUDENT SERVICES INFORMATION

MARYSVILLE CAMPUS: 2088 N. Beale Rd Marysville, CA 95901
SUTTER COUNTY CENTER: 3301 E. Onstott Rd. Yuba City, CA 95991
BEALE AFB OUTREACH CENTER: 17849 16th St., Beale AFB, CA 95903

Career Center

MARYSVILLE CAMPUS ONLY

Phone: (530) 634-6790

Fax: (530) 634-7740

The Yuba College Career Center provides a process to lead students through various assessments giving them the necessary tools to make career and life planning decisions. Services and tools available to students to achieve this goal include: career and vocational assessment and testing; occupational computer-assisted career information; an extensive library of occupational files, employer files, occupational books, and reference materials.

Child Development Center

MARYSVILLE CAMPUS ONLY

Phone: (530) 749-3808

Regular Hours:

Monday-Friday 7:30 am - 5:30 pm

Child Development Centers are located at Yuba College and at the Clear Lake Campus. The program provides children with many opportunities to grow and learn. Our environment is designed to enhance a child's age appropriate learning through natural science, creative arts, language experiences, physical activities and number concepts. It is a state funded program that follows California Department of Education guidelines. Parents may be private pay or be income eligible and meet one of the following needs criteria:

- Students with a need for childcare
- Searching for work
- Working
- Incapacitated
- Searching for housing

Counseling

MARYSVILLE CAMPUS

Phone: (530) 634-7766

Fax: (530) 634-7740

Email: yubacounseling@yccd.edu

Regular Hours:

Monday – Friday 8:00 am – 5:30 pm

Summer Hours:

Monday – Thursday 8:00 am - 5:30 pm

Fridays – CLOSED

SUTTER COUNTY CENTER

Phone: (530) 751-5600

Fax: (530) 751-5563

Email: SCCInfo@yccd.edu

Regular Hours:

Monday – Thursday: Hours vary. Please call the above number to schedule an appointment

Community colleges are distinguished by the personal attention given to students and the quality of guidance and counseling services provided. Counseling is an essential part of Yuba College, designed to complement and facilitate the instructional program and to aid students in academic, career, and personal planning.

Dining Facilities

MARYSVILLE CAMPUS

FLAVORS RESTAURANT:

Tuesday-Thursday 11:30 am - 1:00 pm

Phone: (530) 741-6933

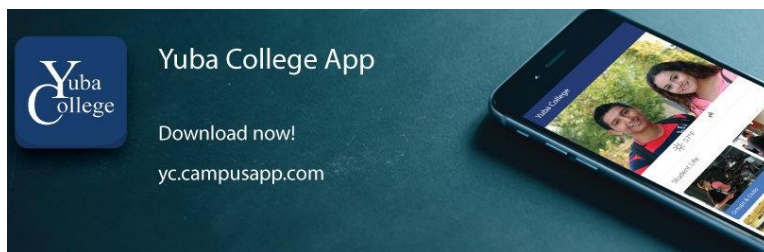
JAVA BEAN CAFÉ:

Open morning through late afternoon hours

SUTTER COUNTY CENTER

JAVA BEAN CAFÉ:

Open Monday through Thursday, 8:00 am – 1:00 pm



YUBA COLLEGE

STUDENT SERVICES INFORMATION

MARYSVILLE CAMPUS: 2088 N. Beale Rd Marysville, CA 95901
SUTTER COUNTY CENTER: 3301 E. Onstott Rd. Yuba City, CA 95991
BEALE AFB OUTREACH CENTER: 17849 16th St., Beale AFB, CA 95903

DSP&S Disabled Students Program & Services

MARYSVILLE CAMPUS

Building: 1800

Phone: (530) 741-6795 (voice) or (866) 274-7530 (VP)

Fax: (530) 741-6942

Email: dspinfo@yccd.edu

Regular Hours:

Monday – Friday 8:00 am – 5:00 pm

Summer Hours:

Monday – Thursday 7:30 am - 5:30 pm

SUTTER COUNTY CENTER

Phone: (530) 751-5600

Fax: (530) 751-5563

Email: SCCInfo@yccd.edu

Sutter County Center has testing accommodation services only. All forms must be on file. Please call or drop by the SCC Student Services Desk to make test accommodation appointments.

Disabled Student Program and Services (DSPS)

DSPS is designed to equalize educational opportunities for students with verifiable disabilities that impact their academic participation such as vision, hearing, psychological, mobility, and learning disabilities. Screening for learning disabilities is available to all currently registered Yuba College students with 6 or more academic units who are experiencing difficulty in their classes or who have a history of special education. Academic adjustments for eligible students may include accommodations such as test proctoring, note taking, disability advising, priority registration, auxiliary aids, interpreter services, and mobility aids. Specialized classes are offered each semester at Yuba College including Adapted Physical Education, Academic Strategies, Assisted Computer Technology, and Reading/Writing Development.

For more information about eligibility or to apply for services call DSPS at Yuba College at (530) 741-6795 (voice) or (866) 274-7530 (VP) or check out our website: <https://yc.yccd.edu/student/dsp/default>

EOP&S/CARE

**Extended Opportunity Program & Services /
Cooperative Agencies Resources for Ed.**

MARYSVILLE CAMPUS

Phone: (530) 741-6995

Fax: (530) 749-3800

Email: YCEOPS@yccd.edu

Regular Hours:

Monday – Friday 8:00 am – 5:45 pm

Summer Hours:

Monday – Thursday 7:30 am-5:30 pm

Fridays – CLOSED

SUTTER COUNTY CENTER

Phone: (530) 751-5552

Fax: (530) 751-5563


Email: YCEOPS@yccd.edu

This state-funded program provides financial assistance and educational support services to eligible, financially and educationally disadvantaged, nontraditional students. **EOP&S** includes intensive supportive services which enhance the potential for student retention, successful completion of academic and vocational programs and transfer. Some of the services offered include career planning, academic and transfer counseling, tutoring, peer support and advising.

As a supplemental component of EOP&S, CARE provides additional support services for eligible EOP&S students who are single head of household, have at least one child under the age of 14, and receiving TANF benefits. Grants for educationally related expenses (such as child care, transportation, textbooks and supplies) may be awarded as a means of strengthening the retention, persistence, graduation and transfer rates of these individuals.

Breathe Easy

Beginning
January 1, 2017,
Yuba College
becomes a tobacco-
free campus.



FOR THE HEALTH OF OUR COMMUNITY,
THIS CAMPUS IS TOBACCO, NICOTINE, SMOKE AND VAPE FREE.

YUBA COLLEGE

STUDENT SERVICES INFORMATION

MARYSVILLE CAMPUS: 2088 N. Beale Rd Marysville, CA 95901
SUTTER COUNTY CENTER: 3301 E. Onstott Rd. Yuba City, CA 95991
BEALE AFB OUTREACH CENTER: 17849 16th St., Beale AFB, CA 95903

Financial Aid

MARYSVILLE CAMPUS

Phone: (530) 749-7999

Fax: (530) 749-3800

Regular Hours

Monday – Thursday - 8:00 am – 6:00 pm

Fridays – 8:00 am - 5:00 pm

Summer Hours:

Monday – Thursday 7:30 am - 5:30 pm

Fridays – CLOSED

SUTTER COUNTY CENTER

Office: 146

Phone: (530) 751-5555

Fax: (530) 751-5563

Email: SCCInfo@yccd.edu

Regular Hours:

Monday – Thursday: 8:00 am – 5:30 pm

Fridays – 8:00 am – 2:00 pm

Summer Hours:

Monday – Thursday: 7:30 am – 5:30 pm

Fridays- CLOSED

- Financial aid is handled in accordance with federal and state regulations. Funds are distributed to students who have documented financial need determined by the total resources available to them.
- Parents are considered to have the primary responsibility for assisting the dependent student in meeting the cost of education. Financial aid is available along with parental contributions to meet the student's academic expenses.
- Aid for independent students is available based on student contribution and the student's academic expenses.
- Use the Free Application for Federal Student Aid (FAFSA) online to apply for campus-based aid and the Pell Grant. List Yuba College as the college of choice.
The Yuba College federal school code is 001344.
- Once the Yuba College Financial Aid Office receives an Electronic Student Aid Report (SAR) from the Federal Processor, you will be notified (by e-mail or U.S. Mail) of the required documentation needed to complete your file. Documentation requested is confidential and must be furnished in order for you to receive aid.

Health Clinic (Student)

MARYSVILLE CAMPUS ONLY

Phone: (530) 740-1749

Yuba College, in partnership with Rideout Health, offers a Student Health Clinic for minor health care needs. The clinic is located in room 122C (by the Admission and Records Office).

Library

MARYSVILLE CAMPUS

Librarian (530) 741-6592

Circulation/Reserve Desk (530) 741-6755

Research Assistant (530) 741-6756

Computer Lab/DE Test Proctoring (530) 741-6752

Hours of Operation:

Monday – Thursday 7:45 am - 8:00 pm

Friday – 7:45 am - 4:30 pm

SUTTER COUNTY CENTER

Phone: (530) 751-5562

Fax: (530) 751-5563

SCC Services include: Circulation/Reserve Desk/DE Proctoring/Study Rooms/Computer Lab

Regular Hours:

Monday – Thursday: 7:45 am – 6:15 pm

Fridays – 8:30 am – 12:00 pm

Summer Hours:

Monday – Thursday: 7:30 am – 5:30 pm

Fridays - CLOSED

The Yuba College Library offers a wide variety of services and resources to support students. With access to updated book and electronic book collections, periodical subscriptions, and online research databases, the library is a great place to start any research project. Students are welcome to study in a quiet environment, search on a topic, and get help in finding information. Private research appointments are available, allowing students to meet one-on-one with a librarian. In addition, Yuba College students can gain research skills by enrolling in LIBSC 1 class and/or attending an orientation session. The library offers group study rooms, quiet study areas, and a computer lab.

YUBA COLLEGE

STUDENT SERVICES INFORMATION

MARYSVILLE CAMPUS: 2088 N. Beale Rd Marysville, CA 95901
SUTTER COUNTY CENTER: 3301 E. Onstott Rd. Yuba City, CA 95991
BEALE AFB OUTREACH CENTER: 17849 16th St., Beale AFB, CA 95903

MESA

Mathematics Engineering Science Achievement

MARYSVILLE CAMPUS LOCATION ONLY

Phone: (530) 741-6759

Fax: (530) 749-3854

Email: mesa@yccd.edu

Regular Hours:

Monday – Friday 8:00 am - 5:00 pm

Summer Hours:

Monday – Thursday 8:00 am - 5:00 pm

Fridays – CLOSED

MESA is an award-winning academic enrichment program that provides educationally disadvantaged students with the tools to earn bachelor's degrees in math-based fields. With tutoring and mentoring, extra study sessions, transfer counseling and study centers, MESA provides an environment that allows students to succeed in math and science and navigate the transfer system more easily.

Transfer Center

MARYSVILLE CAMPUS LOCATION ONLY

Phone: (530) 634-6790

Fax: (530) 634-7740

Regular Hours:

Monday – Friday 8:00 am – 5:00 pm

Summer Hours:

Monday – Thursday 7:30 am-5:30 pm

Fridays – CLOSED

The Yuba College Transfer Center hosts an annual fall transfer program called, "College Information Day". This program brings representatives on campus from the University of California, California State University, independent California colleges and university systems, in addition to out-of-state colleges. Both Yuba College and area high school students have an opportunity to visit informally with these representatives to obtain information concerning their programs, services, and application procedures. The Transfer Center offers services and resources for students seeking information about four-year colleges and universities. For some students, the transfer process can be overwhelming. Yuba College counselors and Transfer Center staff are committed to help students with the phases of the transfer process, and the many transfer options available. These services include:

- Computers with Internet links to web sites related to transfer;
- Appointment opportunities with representatives from four-year institutions;
- The annual College Information Day;
- Workshops in a variety of areas.

Tutoring - College Success Center

MARYSVILLE CAMPUS

Building: 1100

Phone: (530) 741-3759

Email: qbui@yccd.edu

Regular Hours:

Monday-Friday 8:00 am - 5:00 pm

Summer Hours:

Monday –Thursday 8:00 am - 5:00 pm

Fridays – CLOSED

The College Success Center (Room 1103) in the Library Learning Center (Building 1100) on the Marysville campus delivers academic learning and support services across many disciplines to all currently enrolled Yuba College students at no cost and provides a positive, supportive learning environment that, if fully utilized, significantly enhances students' abilities to pass their classes.

Tutoring - Sutter Learning Center

SUTTER COUNTY CENTER

Room: 137

Phone: (530) 751-5558

Email: sbone@yccd.edu or pvang@yccd.edu

Regular Hours:

Monday – Thursday 8:00 am – 6:00 pm

Fridays – CLOSED

Summer Hours:

Monday – Thursday 8:00 am – 6:00 pm

Fridays – CLOSED

The Sutter Learning Center (Room 137) at the Sutter County Center offers similar, but limited, services as the Marysville Campus's College Success Center and Writing Language and Development Center.

Academic Learning and Support Services

- scheduled collaborative learning sessions
- facilitated collaborative learning groups
- drop-in mathematics assistance (all day)
- scheduled individualized tutoring
- test and examination reviews
- Supplemental Instruction® (Content Tutoring only)
- quiet study areas for groups and individuals
- access to wireless internet, computers and academic software
- test preparation materials
- a facility to complete EOP&S Commitment Hours
- assistance with research projects
- assistance with multimedia presentations

YUBA COLLEGE

STUDENT SERVICES INFORMATION

MARYSVILLE CAMPUS: 2088 N. Beale Rd Marysville, CA 95901
SUTTER COUNTY CENTER: 3301 E. Onstott Rd. Yuba City, CA 95991
BEALE AFB OUTREACH CENTER: 17849 16th St., Beale AFB, CA 95903

Veteran Services

MARYSVILLE CAMPUS ONLY

Phone: (530) 741-6822

Fax: (530) 634-7740

Email: TPitock@yccd.edu

Regular Hours:

Monday – Friday 8:00 am – 5:00 pm

Summer Hours:

Monday – Thursday 7:30 am - 5:30 pm

Fridays – CLOSED

Yuba College is approved for the training of veterans and dependent students. The Veterans Service Office (VSO) assists veterans, reservists, and dependents (of service-connected disabled, or deceased veterans) with their educational benefits. The VSO also acts as a liaison with the U.S. Department of Veterans Affairs.

Yuba College requires that all veterans and/or dependents who wish to collect education benefits call the Yuba College VSO to start a file. The VSO will provide assistance in applying for benefits, educational pay, and college registration.

WLDC

Writing & Language Development Center

MARYSVILLE CAMPUS LOCATION ONLY

Phone: (530) 740-1709

Regular Hours:

Monday – Friday 8:30 am - 5:00 pm

The Writing & Language Development Center (WLDC) is open to currently enrolled Yuba College students when classes are in session. It is located inside the Learning Resource Center in Room 1116. We offer the following services:

- Drop-in assistance for any writing assignment
- Help for ESL and other English language learners
- Help with academic formatting styles (MLA, APA, & Chicago Manual of Style)
- One-time or regular weekly appointments
- Informal study space & private study rooms
- Technology assistance & language arts computer lab
- Kurzweil 3000 software for assisted reading & writing
- Many English textbooks for short-term loan
- Workshops & English final exam preparation
- Writing & grammar tip sheets

WIOA

Workforce Innovation & Opportunity Act

MARYSVILLE CAMPUS ONLY

Phone: (530) 741-6830

Fax: (530) 741-0813

Email: jdeck@yccd.edu

Regular Hours:

Monday – Friday 8:30-4:30 pm

The Workforce Innovation & Opportunity Act (WIOA) is a federally funded program that offers financial assistance to individuals who wish to obtain vocational training and have un-met needs after applying for the tuition fee waiver and financial aid. The program will help you find a job or train for a new career. Authorized WIOA activities provided at the local level benefit job seekers, dislocated workers, youth, incumbent workers, new entrants to the workforce, veterans, and employers. These activities promote an increase in the employment, job retention, earnings, and occupational skill attainment by participants. This improves the quality of the workforce, reduces welfare dependency, and enhances the productivity and competitiveness of the nation. Acquiring employment, retention, and self-sufficiency through training are priorities with WIOA. It is important that you choose a career with a labor market. If jobs are not available in your local area, you will need to consider relocating or commuting to another area.

The WIOA Office is located in Room 121, next to the Admissions and Records Office. This office offers a computer lab with current software programs, internet access, a study area, and a small lending library for textbooks. Come by and see if you qualify for on-the-job training, books, supplies, tools, fees, testing, transportation assistance, and other school or job-related needs. This is not a loan and does not have to be repaid. You can be on Financial Aid, EOP&S, unemployment, and scholarships, and still receive WIOA assistance. This is not an entitlement program, you must qualify and then it is based on funds available at the county level.



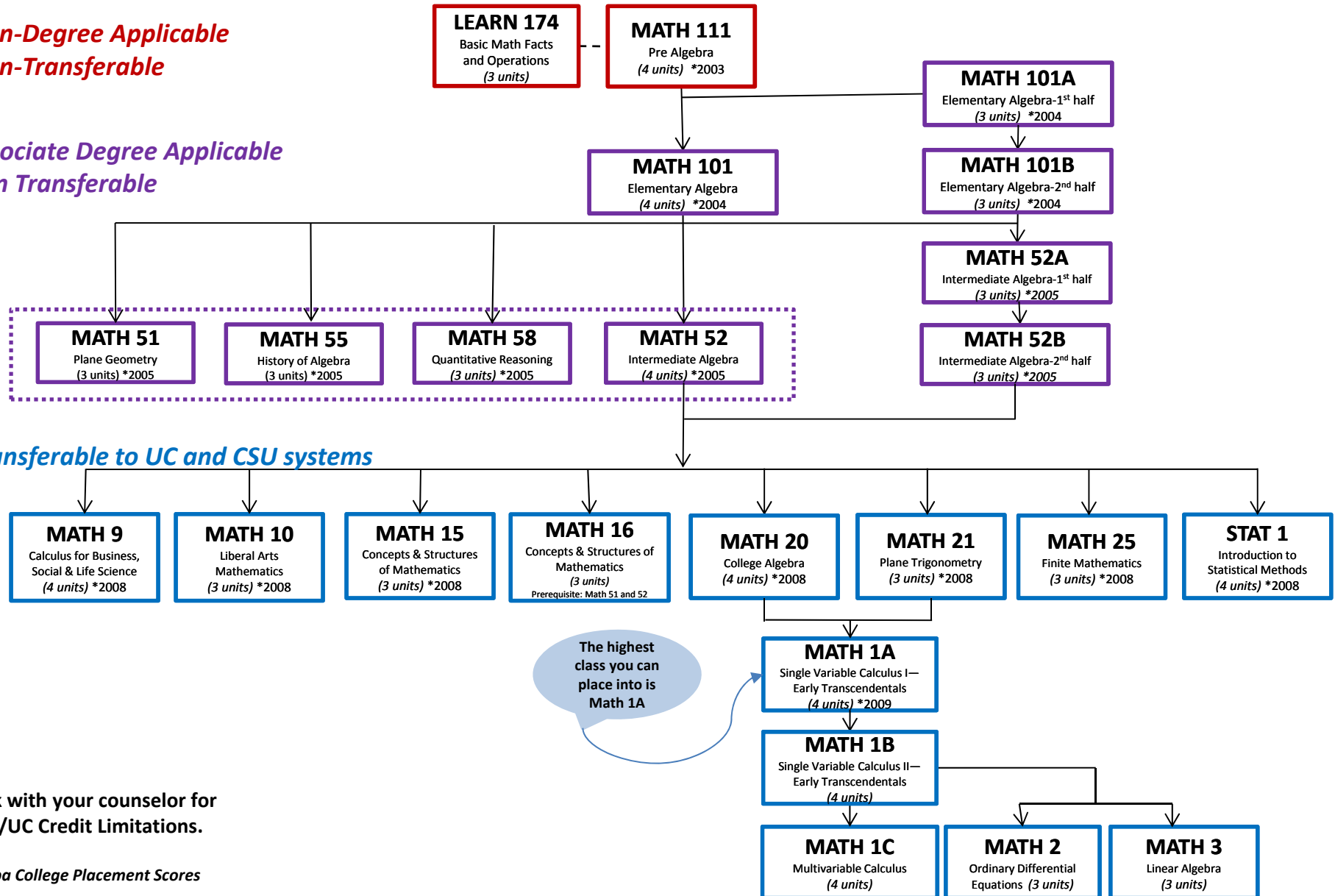
LEVELS OF SEQUENCE OF MATHEMATICS COURSES

All students who have not taken a math course at Yuba College or another accredited college or have a qualifying AP Math score are required to take a math placement exam prior to enrolling in any math course.

-Non-Degree Applicable
-Non-Transferable

-Associate Degree Applicable
-Non Transferable

-Transferable to UC and CSU systems



Check with your counselor for
CSU/UC Credit Limitations.

*Yuba College Placement Scores



LEVELS OF SEQUENCE OF ENGLISH COURSES

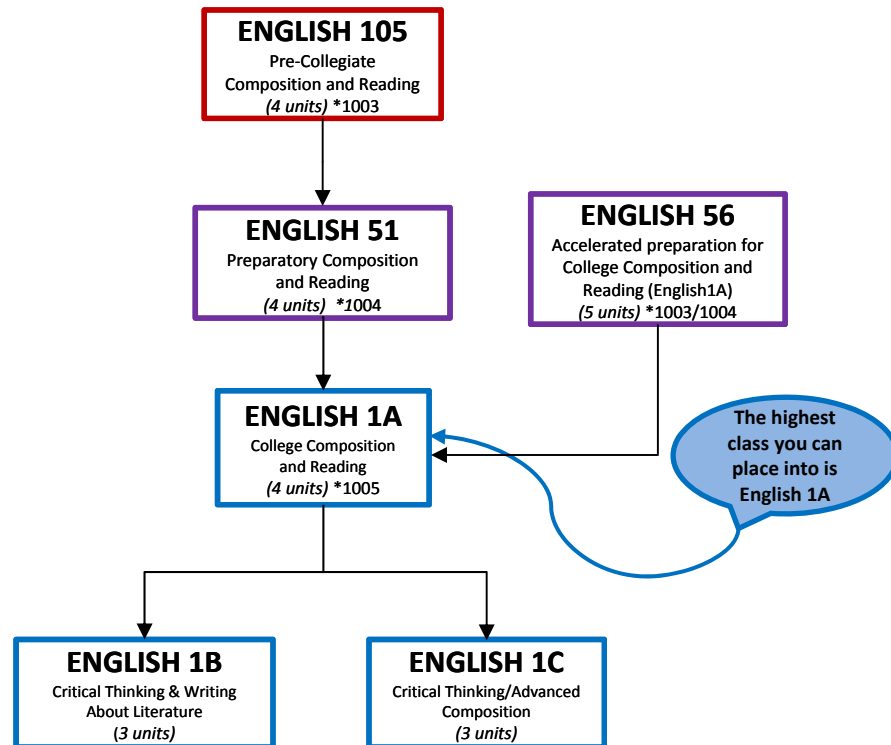
All students who have not taken a math course at Yuba College or another accredited college or have a qualifying AP English score are required to take a English placement exam prior to enrolling in any English course.

*-Non-Degree Applicable
-Non-Transferable*

-Associate Degree Applicable

*-Meets Associate Degree
-Associate Degree Applicable
-Transferable to UC and CSU systems*

-Transferable to UC and CSU systems



Check with your counselor for
CSU/UC Credit Limitations.

**Yuba College Placement Scores*



LEVELS OF SEQUENCE OF ENGLISH AS A SECOND LANGUAGE (ESL) COURSES

	GRAMMAR	INTEGRATED SKILLS	WRITING	LISTENING/ PRONUNCIATION	CONVERSATION	VOCATIONAL ESL	VOCATIONAL ESL	LAB
1	ESL 213/513 Low-Beginning Grammar (3 units)	ESL 215/515 Integrated ESL Skills, Level1 (5 units) 4100		ESL 212/512 Low-Beginning Listening/Pronunciation (3 units)	ESL 214/514 English Conversation, Level 1 (2 units)			ESL 226LR/ 526LR <small>ESL Lab 1 (1 unit)</small>
2	ESL 223/523 Beginning Grammar (3 units)	ESL 225/525 Integrated ESL Skills, Level2 (5 units) 4200		ESL 222/522 Beginning Listening/Pronunciation (3 units)	ESL 224/524 English Conversation, Level 2 (2 units)			
3	ESL 233/533 High Beginning Grammar (3 units)	ESL 235/535 Integrated ESL Skills, Level3 (5 units) 4300				ESL 239MAT/ 539MAT <small>The Language of Arithmetic for ESL Students (3 units)</small>	ESL 239ECE/ 539ECE <small>English Skills for Parents and Child Care Providers (3 units)</small>	
4	ESL 243/543 Low Intermediate Grammar (3 units)	ESL 245/545 Integrated ESL Skills, Level4 (5 units) 4400				ESL 249COM/ 549COM <small>Computer Skills for ESL Students (3 units)</small>		ESL 246LR/ 526LR <small>ESL Lab II (1 unit)</small>
5	ESL 253/553 Intermediate Grammar (3 units)	ESL 255/555 Integrated ESL Skills, Level5 (5 units) 4500	ESL 258/558 Intermediate Writing (3 units)			ESL 259EMP/ 559EMP <small>English for Employment (3 units)</small>	ESL 259MAT/ 559MAT <small>The Language of Mathematics for ESL Students (3 units)</small>	
6	ESL 263/563 High Intermediate Grammar (3 units)	ESL 265/565 Integrated ESL Skills, Level6 (5 units) 4600	ESL 268/568 High-Intermediate Writing (4 units)				Mainstreaming into MATH 111	
7	*ESL 40A/540A Low Advanced Grammar (3 units)		ESL 116A/516A Academic Reading & Writing for ESL 1 (4 units) 4700					ESL 246LR/ 526LR <small>ESL Lab II (1 unit)</small>
8	*ESL 40B/540B Advanced Grammar (3 units)		ESL 116B/516B Academic Reading & Writing for ESL 2 (4 units) 4800					
9	*ESL 40C/540C High-Advanced Grammar (3 units)		Mainstreaming into ENGL 105					

NOTES

- Non-Degree Applicable/Non-Transferable
- The 200 number denotes the credit version
- The 500 denotes the respective non-credit version
- Labs are designed to be repeatable and fall all levels
- ESL student who places into MATH 111 or higher should not be required or advised to take 259MAT/559MAT
- ESL student who places into ENGL 105 or higher should not be required or advised to take 116B/516B

*ESL 40A, 40B, 40C are Associate Degree Applicable

STUDENT CODE OF CONDUCT



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YUBA COMMUNITY COLLEGE DISTRICT

STUDENT CODE OF CONDUCT

Effective 6/3/2014

References:

Education Code Sections 66300 and 66301;
Accreditation Standard II.A.7.b

The Yuba Community College District provides access to its services, classes, and programs without regard to national origin, religion, age, gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because a person is perceived to have one or more of the foregoing characteristics.

Section 1. Expected Conduct

Yuba Community College District is committed to ensuring student success by providing a world class learning environment. In this constructive campus environment, students will gain or develop knowledge, skills or abilities in the following areas: Communication, Computation, Critical Thinking, Global Awareness, Information Competency, Personal and Social Responsibility and Technological Awareness. In joining our academic community, and as a vital part of maintaining this environment, College students are expected to conduct themselves in accordance with district standards and to comply with district rules and those adopted by state and local authority.

Section 2. Purpose

The purpose of providing this Code of Conduct is to:

- give notice of specific rules and regulations governing standards of student behavior,
- give notice of inappropriate conduct and applicable penalties for violation of the rules and regulations, and
- to provide a procedure for disciplining students that offers fair and objective treatment (§ 66300).

For students enrolled in Academy or other regulatory programs, compliance with Academy rules or regulations is a condition of satisfactory academic performance, rather than a matter of student discipline. Academy students may be terminated from participation in the Academy and receive a grade of Incomplete for violating Academy rules or regulations. Termination from an Academy program does not otherwise affect a student's enrollment in the College, unless a separate disciplinary action is commenced pursuant to this Code of Conduct.

I. Specific Rules and Regulations Governing Student Behavior

Section 3. Campus Expression; Freedom of Speech

The right to free expression will be handled according to [AP 3900, Speech: Time, Place and Manner](#).

Section 4. Campus Expression; Hate Violence

- A. The governing board of the District may adopt rules and regulations that are designed to prevent “hate violence” from being directed at students in a manner that denies them their full participation in the educational process, so long as the rules and regulations conform to standards established by the First and Fourteenth Amendments of the U.S. Constitution or Article I, Section 2 of the California Constitution.
- B. Acts shall not be considered “hate violence” based on speech alone, unless the speech itself threatens violence against a specific person or group of persons, the person or group of persons against whom the threat is directed reasonably fears that violence will be committed because of the speech, whether in person or via a virtual space provided by the College or District, and the person threatening violence had the apparent ability to carry out the threat. (See Section 14(d) of this Code.)

Section 5. Dress Code

College students are expected to demonstrate maturity and exercise good judgment and taste in everyday attire. Whatever the student’s judgment, however, every individual must abide by the following dress code policies:

- A. Top and bottom clothing must be worn at all times.
- B. Every individual is required to wear footwear in all campus buildings. In addition, there are other areas of the campus – for example, the gymnasium, tennis courts, track, and shop areas – where specific types of footwear may be required because of safety factors and/or potential damage to the flooring of the surface of the facility.
- C. Additional dress regulations may be imposed upon students participating in certain programs or extracurricular activities that are sponsored or organized by the College (e.g. athletic teams, Academies, etc.).

Section 6. Animals on Campus

- A. Except as provided below, students are not allowed to bring animals on campus without prior written approval from the College President or designee.
- B. This section does not apply to:
 - 1. Dogs or other animals that are specially trained to assist blind, hearing impaired, or otherwise disabled College community members ([AP 3440](#)); or
 - 2. Animals brought to campus as patients of the Veterinary School, in accordance with Veterinary School rules.
- C. Whether an animal is legitimately on campus or not, no animal shall be left unattended in a motor vehicle at any time. A student who violates this provision may be subject to disciplinary probation.

- D. Students should not feed or have contact with feral cats and other wild animals on campus, as these animals may cause injury or disease.

Section 7. Parking Violations

- A. All parking and traffic violations will be handled according to the provisions of the California Vehicle Code and in accordance with [AP 6750, Driving and Parking on District Property](#).
- B. No student may be expelled from school because of a parking violation.

Section 8. Student Identification

A student shall state his or her name whenever he or she is requested to do so by a College authority.

Section 9. Use of Technology Equipment or Devices

While in a classroom, lab, or any instructional activity in which a student is participating or attending, using any technology equipment or devices not authorized by the instructor will not be allowed. Technology equipment includes but is not limited to cell phones, smart phones, pagers, text messaging devices, tablets, notebooks, laptops, camera phones, personal digital assistants (PDAs), etc. Any authorized use of notebooks, laptops or personal computers for college courses or activities shall be operated consistently with the District policy ([AP 3720, Computer and Network Usage](#)) governing the use of this technology equipment and the provisions of this Code of Conduct.

II. Inappropriate Conduct and Levels of Student Discipline for Violation of the Rules and Regulations

Section 10. Definitions of Terms

- A. "Behavior" includes conduct or expression.
- B. "Class" includes a college, campus, or center.
- C. "College authority" means a member of the District governing board, Chancellor, the College President, the Vice President of Academic and Student Services, the Disciplinary Committee, a member of the campus police force, members of the College faculty and administration, and anyone else specifically designated as such by the College President.
- D. "College day" or "instructional day" means a day when the College's regular instructional program is offered, including summer school.
- E. "College or District property" includes both of the following:
 - 1. Real or personal property in the possession of, or under the control of the governing board of the District.
 - 2. All district facilities whether operated by the District or by a District auxiliary organization.

- F. "Content-neutral" means regulation of speech and other expressive activity that is justified without reference to the content of the regulated speech.
- G. "Deadly weapon" includes, but is not necessarily limited to, any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy, sand club, sandbag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than two and one-half (2 ½) inches, any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club.
- H. "Hate violence" means any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons, or the property of any person or group of persons, because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political or religious beliefs of that person or group. Speech alone will not constitute "hate violence" unless such speech threatens violence against a particular person or group of persons; and the person or group of persons against whom the threat is directed reasonably fears that, because of the speech, violence will be committed against them or their property and that the person threatening violence had the apparent ability to carry out the threat.
- I. "Hazing" means any method of initiation into a student organization or any pastime or amusement engaged in with regard to the organization that causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the College community. "Hazing" does not include customary athletic events or other similar contests or competitions.
- J. "Instructor" includes any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program. Instructor also includes a college Librarian.
- K. "Member of the College community" includes a member of the governing board of the District, any academic, nonacademic, or administrative personnel and students of the College, and any other person while the person is on College property or at a College function.
- L. "Minor" means a person under 18 years of age. For a student enrolled at the College, the permission or consent required of and the rights accorded to the parents of the student, with respect to access to the student's records, shall only be required of and accorded to the student, whether or not the student has attained the age of 18.
- M. "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, where, among others, the conduct has the effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment. (See Administrative Procedure 3430.)

N. Student is any person currently enrolled as a student at any college or in any program offered by the District.

O. "Workday" means a day when the College's regular operation is open to the general public.

Section 11. Scope of Disciplinary Authority; "Good Cause" Grounds for Discipline

Students are subject to discipline, for any of the following behavior, if the behavior is related to College or District activity or attendance, which includes, but is not necessarily limited to, behavior that occurs on College or District property, at a College sponsored activity off College premises, or while going to or from a College sponsored activity in College provided or approved transportation.

Behavior constituting "good cause" for discipline is defined in [Board Policy 5500](#) and also includes, but is not necessarily limited to, the following:

- 1) Obstruction or disruption, on or off College or District property, of teaching, research, administration, disciplinary procedures, or other college activities.
- 2) Physical abuse, on or off College or District property, of the person or property of any member of the College or District community or of members of his or her family or the threat of physical abuse.
- 3) Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at College or District sponsored or supervised functions.
- 4) Violation of any order of the College President or designee, notice of which was given prior to the violation and publicly posted during the academic term in which the violation occurred.
- 5) Failure to comply with directions of a College authority acting in the performance of their duties.
- 6) Acts of "hate violence," as defined in Section 4, above.
- 7) Display of behavior that jeopardizes their own welfare or the welfare of a member of the College or District community.
- 8) Assault, battery, including sexual assault and sexual battery, or any threat of force or violence while on College or District property, or any College or District sponsored or supervised activity. This includes mutual affrays.
- 9) Committing sexual harassment against a member of the College or District Community as defined by law or by District policies and procedures.
- 10) Engaging in harassing or discriminatory behavior against a member of the College or District Community based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.

- 11) Engaging in intimidating conduct or bullying against a member of the College or District community through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; hazing; social isolation or manipulation; and cyberbullying.
- 12) Willful misconduct that results in injury or death to a member of the College or District Community
- 13) Willful misconduct that results in cutting, defacing, or other damage to College or District property or real or personal property located at College or District sponsored or supervised functions. Any student who has caused non-accidental damage to College or District property may be required to reimburse the District for the loss. If the student denies responsibility for the damage, the procedures prescribed in [AP 5520, Student Discipline Procedures](#), will be followed. The District may seek a court judgment to effect collection.
- 14) Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College or District personnel.
- 15) Willful or persistent smoking or other use of tobacco where such use has been prohibited by law or by regulation of the College or District.
- 16) Possession, sale, or otherwise furnishing any firearm, knife, explosive, dangerous chemical 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 College or District employee, which is concurred by the College President or his or her designee.
- 17) Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Section 11053 et. seq., an alcoholic beverage, or an intoxicant of any kind; 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.
- 18) Committing or attempting to commit robbery or extortion.
- 19) Stealing or attempting to steal: (1) College or District property; or (2) Private property while on College or District property or at a College or District sponsored event.
- 20) Knowingly receiving stolen: (1) College or District property; or (2) Private property while on College or District property or at a College or District sponsored event.
- 21) Dishonesty; forgery; alteration or misuse of College or District documents, records or identification; or knowingly furnishing false information to the College or District.
- 22) Misrepresentation of oneself or of an organization as an agent of the College or District.

- 23) Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on College or District property, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the College or District.
- 24) Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by District policies and procedures.
- 25) 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.
- 26) Commission of a computer-related crime, including, but not limited to, tampering, interference, damage, and unauthorized access to computer data and computer systems, as described in Penal Code section 502.
- 27) Use 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 to students with disabilities.
- 28) Tampering with, damaging, or removing fire extinguishers, or any part of the fire alarm system (including smoke detectors and exit signs) or violating fire and fire protection regulations.
- 29) Unauthorized entry into, unauthorized use, or misuse, of College or District property.
- 30) Soliciting or assisting another to do any act that would subject a student to expulsion, suspension, probation, or other form of discipline pursuant to this code.
- 31) Riding a moped, bicycle, skateboard, roller blades, or skates in College or District buildings or on walkways where hazards could be created by their use.
- 32) Violation of the Student Dress Code as defined in Section 5 above.
- 33) Littering on College or District property.
- 34) Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

Students who engage in any of the above are subject to the procedures outlined in [AP 5520, Student Discipline Procedures](#).

Section 12. Forms of Discipline

The following forms of discipline, in order of severity, may be imposed on a student for behavior that constitutes “good cause,” as defined above and in accordance with the procedures outlined below.

- A. **Removal from class:** An instructor may remove a student from his or her class for the day of removal and the next class meeting. In the case of the Library, removal would be for the day and the next college day. The instructor shall immediately report the removal of the student to the College President or designee for appropriate action.
- B. **A written or verbal reprimand:** An admonition to the student to cease and desist from conduct determined to violate the Student Code of Conduct. Such reprimands are given in a disciplinary conference with an administrator. Written reprimands may become part of the student's permanent record at the college. Verbal reprimands may become a part of a student's record at the college for a period of up to one year.
- C. **Disciplinary probation:** The disciplinary authority has the discretion to impose an appropriate probationary period consistent with these procedures. A copy of the written disciplinary probation is filed in the student's permanent file. In addition, if the student is a minor, a copy of the letter shall be sent to the student's parent or guardian, and the parent or guardian shall be invited to confer with the college administrator imposing the discipline.
- D. **Immediate Interim Suspension:** The suspension from one or more classes when required to protect lives or property and to ensure the maintenance of order. A student may be placed on immediate interim suspension without prior notice, provided that student is provided a reasonable opportunity for a hearing within ten (10) days of the first day of suspension.
- E. **Short-term suspension:** The suspension from one or more classes for a period of up to 10 consecutive instructional days.
- F. **Long-term Suspension:** The exclusion of the student from one or more classes for more than 10 consecutive instructional days, or from all classes and activities of the college for one or more additional terms.
- G. **Expulsion:** The exclusion of the student by the Board of Trustees from the college indefinitely when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of others. (Education Code §76030.)

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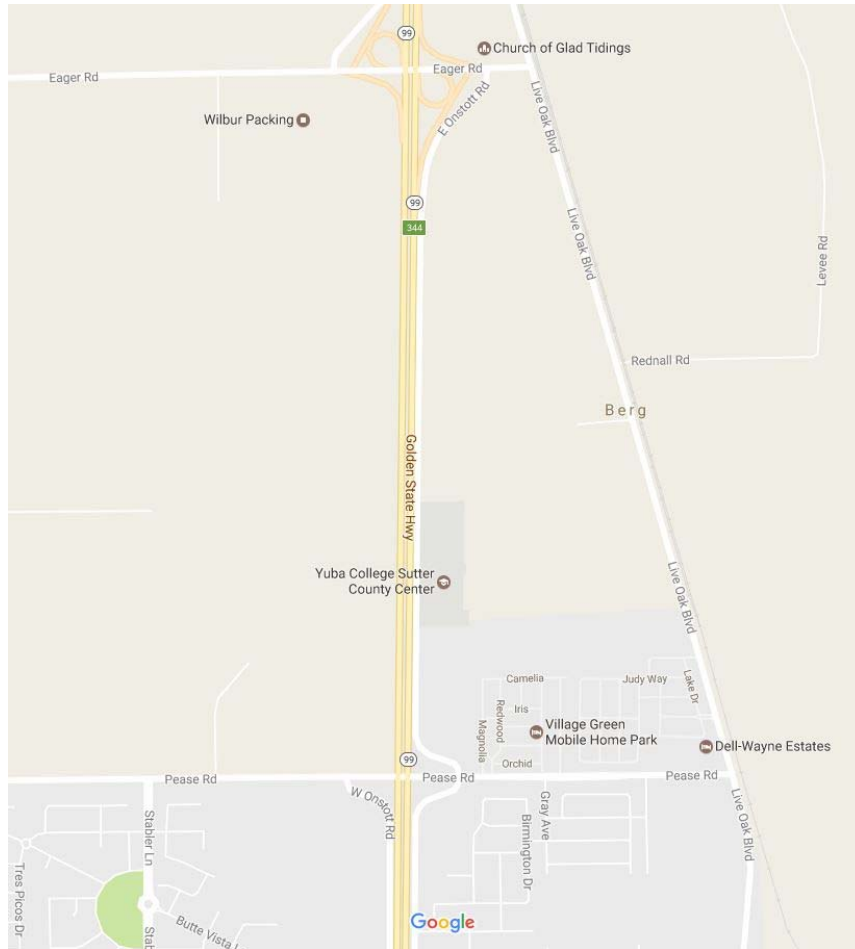
NOTES AND THINGS

• YUBA COLLEGE •

YUBA COLLEGE IS DEDICATED TO YOUR EDUCATIONAL SUCCESS!



SUTTER COUNTY CENTER, YUBA COLLEGE 3301 E. ONSTOTT RD. YUBA CITY, CA 95991



FIRST LEVEL

- | | |
|------------------------|--------------------------|
| 101 LECTURE | 129 LRC |
| 102 CLASSROOM | 138 ASSESSMENT / TESTING |
| 103 CLASSROOM | 140 STUDENT SERVICES |
| 104 CLASSROOM | 143 OFFICE |
| 105 CLASSROOM | 144 OFFICE |
| 106 CLASSROOM | 145 OFFICE |
| 109 ELECTRICAL | 146 OFFICE |
| 111 CLASSROOM | 147 OFFICE |
| 112 CLASSROOM | |
| 114 CLASSROOM | |
| 115 CAFE | |
| 116 DINING / BOOKSTORE | |
| 118 CAFE STORAGE | |
| 119 MDF | |

- RESTROOM
- ELEVATOR
- STAIRWAY



SECOND LEVEL

- | | |
|-------------------------|---------------------|
| 201 LECTURE | 216 IDF |
| 202 CLASSROOM | 217 DEAN |
| 203 CLASSROOM | 222 CONFERENCE ROOM |
| 204 CLASSROOM | 234 STAFF OFFICES |
| 205 CLASSROOM | 237 STAFF WORK ROOM |
| 206 CLASSROOM | 239 LOCKER ROOM |
| 210 FACILITY OPERATIONS | |
| 211 CLASSROOM | |
| 212 CLASSROOM | |
| 214 CLASSROOM | |

- RESTROOM
- ELEVATOR
- STAIRWAY





- 700** Engineering
Math
MESA & Hard Math Café
- 725** Veteran Resource Center
- 800** Life & Physical Sciences
- 1000** Fine Arts
Language Arts
- 1021** Classroom
- 1022** Classroom
- 1100** Library
College Success Center
Distributive Education Cent /
ITV
Mass Communications
Media Services
Social Science
Writing & Language
Development Center
- 1200** Athletics & Gymnasium
- 1300** Photography
- 1400** Maintenance
Print Shop
- 1500** Information Technology
- 1600** Child Care Center
Police Department
Radiologic Technology
- 1700** Automotive Body
- 1800** Disabled Student Services
- 2000** Adaptive Physical Education
- 2100** Administration of Justice
Business
Fire Technology
Nursing
- 3000** Classrooms
- 100A** District Administration
Personnel
Foundation
- 100B** CalWORKs
Counseling
EOP&S
EOP&S/CalWORKs Lab
Financial Aid
Placement Testing
Registration
Veterans Affairs
- 200** Music
- 300** Yuba College Administration
Bookstore
Cafeteria
Assoc. Students of Yuba
College
Flavors Restaurant
- 400** Box Office
Theatre
- 600** Applied Arts
Science & Technology