

STUDENT HANDBOOK

Palomar_College_
San_Marcos,_California_
www.palomar.edu

The history of Palomar College is rich in tradition, educational achievements, and personalities. In 1946 Dr. Daniel C. McNaughton, the first president of the college, said "Palomar College will provide the first two years of regular four-year college course work in order to meet the requirements of students whose ambitions include university training. It will also provide a two-year liberal arts education, leading to the Associate in Arts degree for students who wish to secure a broad cultural education, but who do not necessarily plan to attend a four-year college or university. It will offer a wide variety of training programs in many of the semiprofessional and vocational fields represented in the industrial, mercantile, and agriculture life in San Diego County."

The name "Palomar" was chosen because the college was located fairly close to Palomar

Mountain, where the California Institute of Technology was completing construction of what was to be the world's largest telescope. Most of California's two-year colleges, including Palomar, are now called "community colleges" rather than "junior colleges." The governing board hired a director, a dean of students, and nine faculty members-

seven men and two women-to teach courses in science, mathematics, music, art, and social sciences, commerce, English, physical education, and foreign languages at the new college. Exactly 100 students were enrolled on the first day of classes, and three days later the total had climbed to 198 men and 90 women. This total did not include carpentry

apprentices or agricultural students in the Veterans/Vocational Agricultural course, which

started two weeks later. College enrollment grew steadily until it approached 32,000+ full-time and part-time students in 2007-2008.

After three years at Vista High School, the college moved to its present, 200- acre campus in San Marcos. As the North San Diego County population continues to grow, more and more classes are scheduled. Today, in the 2008-2009 academic year, Dr. McNaughton's general description is still true. Palomar College provides a quality education allowing students to transfer to a higher education institution or to take their degree and work in the profession of their choice.

We hope you take advantage of the many opportunities on our campus. Take your challenges one at a time and learn from each. Become involved in at least one of the many clubs on campus, join the honor society, or become a member of the student government. Academics and leadership go hand in hand in making your college experience a successful part of your life.

PALOMAR COLLEGE MISSION STATEMENT

Palomar College's mission is to provide an engaging and supportive learning environment for students of diverse origins, experiences, needs, abilities, and goals who are pursuing basic skills, transfer-readiness, general education, career and technical training, and lifelong education. We are committed to producing the learning outcomes necessary for our students to live responsibly, effectively, and creatively in an interdependent and changing world.

GENERAL INFORMATION



Equal Educational and Employment Opportunity

Palomar College guarantees equal educational and employment opportunity regardless of sex, race, color, religion, age, marital status, national origin, or handicap. It is the policy of the college that, unless exempted by statute, every course wherever offered and maintained by the district shall be open to enrollment and participation by any person who has been admitted to the college and consequently has the ability to profit from instruction.

Critical Thinking

The major role of education in America is to produce an individual who can contribute to society as a well-informed member of a democracy. Competence in critical thinking empowers the college student with the ability to distinguish opinion from fact and belief from knowledge. Evaluative skills learned through elementary inductive and deductive reasoning have applications in problem solving in all aspects of every day existence. Therefore all examinations, assignments and activities at Palomar College should reflect academic rigor by requiring critical thinking on the part of the student.

Correct Use of English

Clear and correct use of English, both on tests and on written assignments, is expected of all students. All students, especially those planning to transfer to a four-year institution, are urged to take a course in English composition as soon as possible.

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act, the Palomar Community College District will provide reasonable accommodation whenever possible to facilitate access to and participation in its services, programs, facilities and activities.

Accreditation

Palomar College is fully accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an instructional accrediting body recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education. Credits earned generally are transferable to the University of California, the State Colleges, and other major Colleges and Universities; for information concerning specific courses, consult the catalog of the institution to which credit is to be transferred.

Student Responsibilities

The primary responsibility for class attendance and maintaining an accurate registration record rests with the student. Consequently each student must process all adds or drops to their registration schedule and is held responsible for the updating of their Official Study Program. Students are expected to attend all sessions of class in which they are enrolled. Anticipated absences should be reported to instructors in advance in order to complete assigned work by due dates. All other absences should be reported to instructors immediately upon returning to class and any missed course work should be made up. If an emergency requires a long absence and the instructor cannot be reached, students should contact the instructor's department/office according to discipline. A failing grade ("F") may be recorded on the permanent record of students who have stopped attending a class without officially withdrawing.

Faculty Responsibilities

Each faculty member is responsible for informing students in writing of the course content and grading system for each class within the first two class meetings. The instructor has the responsibility for maintaining accurate records in accordance with established procedures. Prior to the first census, instructors must drop any student identified as a no-show (students who registered, but never attended the class). An instructor may elect to drop a student for the following reasons: excessive absences, normally defined as more than the number of times the class meets per week; failure to take examinations; failure to complete class assignments.



Things You Need To Know

Animals on Campus – In keeping with the San Diego County Code, dogs or other pets are prohibited on the campus except as formally authorized for such activities as classes or shows. Notification should be given to the Campus Police Department in writing at least three days prior to bringing a dog to class. Permission should be obtained from the administration before dogs can be included in the campus events. Seeing-eye dogs and companion dogs under the direct control of their partners are exempt from this requirement.

Bookstore – The Follett Palomar College Bookstore contains a full line of textbooks and school supplies. They may also buyback your text books once you have completed the course. A selection of sweats, t-shirts, shorts, and hats is also available. You may purchase your books online (www.bkstr.com or www.palomar.edu and go to Bookstore) and then pick them up at the Bookstore, avoiding long lines.

Campus Dress – With the exception of classes or activities that call for bare feet, regulations at Palomar require that shoes be worn at all times. Students should use their own judgment in selecting appropriate clothing for class.

Child Development Instruction and Services Center – Child Development services are provided to children of Palomar College students, faculty, staff and children of families within the community. The Center also acts as a laboratory, providing Palomar College students an opportunity to observe the growth and development of Children. Contact extension 2575.

Code of Conduct – Palomar College has a Student Code of Conduct. A condensed version is in the back of this Guidebook. Full copies may be obtained from the Office of Student Affairs, SU 202.

Student Activities Office (SU 202) – The office processes the ID Card for students and staff, has discount coupons for amusement parks, movie tickets, and rents lockers (Free with your ID Card) to students. In addition it is the hub for all extra activities on campus – clubs/organizations, ASG info, community service projects, campus events/activities, etc.

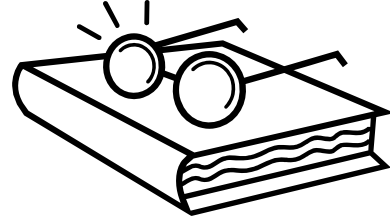
Disabled Resource Center – located in the DRC Building, the Center offers a variety of services, special education classes, facilities and equipment for registered students.

Financial Aid – Palomar College is fortunate to be able to offer a wide variety of federal and state financial aid as well as scholarship programs. These funds can help students who qualify meet their education expenses, such as fees, books, transportation, room and board, as well as living expenses.

Library – The Palomar College Library, located behind the Student Union, houses the 110,000-volume book collection. The Library also maintains an extensive periodical collection containing current and back issues of over 900 magazine and journal titles and 24 newspaper subscriptions. The first floor contains the Learning Resource Center, where students have access to audiovisual material in the Library's collection, and the Computer Assisted Instruction Laboratory. The Tutoring Center is also located on the first floor. The Second floor is dedicated to Public Services, including reference, periodicals, instructors' reserves, copiers and a reading area. The third floor houses the Library's circulating book collection, study area and group study rooms.

Palomar Identification Card – a processing fee is charged to all students for a Palomar ID each semester. Fees may be included with your payment when you register online. A replacement fee will be charged if the card is lost or damaged. For more information, pick up a brochure at the Student Activities Office, SU 202.

Parking and Traffic Regulations – any individual or group using District parking facilities must be legally parked and properly display a valid parking permit or have received prior approval by (1) completing an Application of Planned Event Parking Permit form and (2) submitting it to Campus Police three weeks prior to the event. Campus Police is the only department to issue visitor and vendor parking permits.



and More Things You Need To Know.....

Publications – Palomar College’s award-winning newspaper, *The Telescope*, is published on a established schedule during the school year. *The Telescope*’s staff is comprised of students enrolled in the Journalism Program. The paper contains campus news, feature articles, sports, photographs, and editorial comments. For more information about *The Telescope*, call the office extension 2450. *Bravura*, the College literary magazine, is published by the English Department during the Spring of each year. Articles may be submitted to the English Department.

Skateboards, Scooters, and Skates - the use of any of any form of these on campus is strictly prohibited.

Symbolic Expression Policy – This Policy has been developed as a guide to those responsible for the selection and scheduling of speakers to appear at Palomar College. It is applicable to student organizations on campus in their recruitment of guest speakers and is not intended to apply to faculty inviting speakers into their classes. A copy of the policy is available in the Office of Student Affairs.

Student Center Fee – A Student Center fee is assessed to each student attending classes at the San Marcos campus in the amount of \$1 per credit unit, not to exceed \$10 per fiscal year (summer, fall, and spring). Funds generated from this fee will be used to finance, construct, enlarge, remodel, refurbish and operate the Student Union. Students on the General Assistance Program (BOGW, an enrollment waiver) are exempt from this fee.

Student Health Services – Health Services are available to all students who are currently enrolled and have paid a Health Services Fee. Services include health counseling, referral, first aid, health information, testing for tuberculosis, vision and hearing screening, pregnancy counseling, blood pressure screening, immunizations, and prescription and nonprescription medication. Physician/Nurse Practitioner clinics and personal, short-term counseling is available by appointment. All information is treated confidentially. There are no charges to see the doctor, nurse practitioner or counseling intern. A nominal fee is charged for medications and laboratory tests.

Student Insurance – Your health fee provides health insurance coverage for accidental injury on campus and the use of the Student Health Services. It shall be the responsibility of the injured student to file an accident report at the Student Health Services. Medical expense benefits are payable only to the extent not covered by other insurance or health coverage. There is a \$50 deductible prior to insurance coverage. An optional medical and dental health insurance plan is offered to students.

Student Representation Fee – The Student Representation Fee of \$1 per semester is requested to provide funds to support students or representatives who state positions and viewpoints concerning city, county and district governments before state and federal agencies and offices.

Tutorial Center (first floor of the library) – Palomar College students who are officially enrolled and attending classes may request qualified tutors from the Tutorial Center at no cost. You must bring your Palomar Identification Card to every tutoring session. The Center employs and trains Palomar College students to work as tutors.

NOTE: Palomar College is under construction. Please use caution and do not cross the construction lines.

Admissions and Registration Information



Attendance – classes with low enrollment may be cancelled after the first class meeting. This makes it extremely important for all students to be present for the first class. The instructor may administratively drop a student who does not attend the first class meeting.

Grade Reports – Semester grades are not automatically mailed. You may access your semester grades and student schedules online using Student eServices at www.palomar.edu. To receive a copy of your grades by mail, deposit a self-addressed, stamped envelope in the drop box in the Admissions lobby. Be sure to include your Palomar ID on the inside flap of your envelope.

Debts Owed To The College – Debts occur when a student fails to repay money borrowed from the College, violates a student financial aid contract, fails to pay tuition and/or registration fees, or library fines. Debts also occur when the student fails to reimburse the College for a returned check, does not return or account for equipment/uniforms, or fails to pay scheduled fees for other services provided by the College. If a delinquent debt is sent to the State Chancellor's Office collection agency, their 25% will be added to the balance owed. Palomar College reserves the right to withhold all further services until the debt is paid in full. Grades and transcripts may be withheld until all financial obligations are cleared.

Wait Lists for Closed Classes – in the event of a closed class (when the class is filled at registration) you may place your name on a wait list, if one is available. If a seat becomes available, you will automatically be added and your student account will be charged with the enrollment fees. Please check your schedule online to confirm your status. Waitlisting ends four days BEFORE the beginning of classes. If you are not automatically enrolled, instructors will admit students from the waiting list by wait list number on a space available basis. This however is not an automatic process. You must attend the first class meeting, and tell the instructor that you are on the waiting list and you are interested in adding the class. If the instructor agrees to admit you into the class, you must secure a permission code. You are then responsible for officially registering at the registration site (prior to the registration deadline), paying fees, and showing your instructor the official computer-generated copy of your registration.

Student Data Changes – you are responsible for the accuracy of your personal data on the registration forms. Please notify the Admissions Office as soon as possible of any changes. Verification may be required. Students may use the Student Data Change Form on-line at www.ptk.org and then go to Admissions.

Withdrawal Policy – students who withdraw from Palomar College during the semester must use eServices to drop their classes. Students who simply stop attending class and do not use officially drop may receive an “F” grade in each class.

Residence Requirements – residence is the location with which a person is considered to have the most settled and permanent connection. It is that place where one intends to remain and where one intends to return during absences. If you recently moved to California, please check the specific residency requirements that are describe in the college catalog.

Late Registration – secure a permission code after the first week of class. The instructor's signature is required after the second week of classes.

Graduation and Certificates of Achievement – If you plan to graduate or plan to receive a certificate of achievement, you must apply for an evaluation of your records. Application for graduation deadlines are: February 28..May graduates; June 30..August graduates; September 30., December graduates.

Student Rights/Privacy of Student Records – Pursuant to CAC Title 5, Section 54606 and subsequent sections, a student may request an opportunity to inspect any and all official school records, files, and data related to him/her. If information in the file is inaccurate, misleading, or inappropriate, the student may request removal of the information, or include a statement disputing the material, which he/she challenges. Other provisions of the law restrict the people who have access to the information in student records. School personnel with legitimate educational interests, schools of administrators, or those who provide financial aid are entitled to access without the student's consent. Access may also be obtained without your consent pursuant to court order. Parents of minors do have access. Parents of non-minor students do not have access, except when written permission is received from the student. Directory information is maintained which includes name, address, telephone number, date of birth, and class schedule information. Notify the Admission Office if you do not want this information released (see the application for Admission). Student degrees and awards are publicized to recognize scholastic and athletic achievements. If you attain scholastic honors or awards, and do not wish public recognition, please notify the Evaluations Office in the Student Services Center within 30 days after the start of the semester. All health information is confidential, and is not revealed to any person or persons except those persons in Health Services directly connected with treatment of the student. Instructors, however, will be notified if a student has a health condition that may result in losing consciousness. Regulations and procedures regarding student records are available in the Records Office, room SSC-54.

Finals Schedule – The Finals Schedule is printed in the **Class Schedule**. Instructors may announce a date of their final, which differs from the Class Schedule. If you are not sure, it is always best to ask for clarification of the time your final is to be given.



COMMENCEMENT 2009

MAY 22, 2009– 5:00 P.M.

Students who qualify to walk in the Commencement need to purchase their gown, hat, and tassel from the Palomar College Bookstore. Invitations and the class rings are also available. Students who are Phi Theta Kappans must purchase their special Commencement items from the Phi Theta Kappa Recognition booklet or the Recognition page on the Phi Theta Kappa web sight (www.ptk.org). Overnight delivery is available but it is also costly. *Think ahead!*

Some hints for the evening:

- Do arrive on time (3:30 pm in the Theatre if you are walking in the ceremony – before 5:00 pm if you are in the audience)
- Females should wear flat shoes, as you will be walking on the field – heels may get stuck in the ground.
- Do not carry items with you – have a friend or family member hold your valuables – turn your cell phones off.
- Family and friends should meet you after the ceremony on the field
- And “Yes” you may wear more than one tassel if you have earned them and desire to do so.

Student Services



How to Succeed at Palomar College

Your counselor is your best friend and advocate. Go to him or her for assistance. You also may visit your instructors during their office hours, or any of these Student Services offices:

The **Assessment Center** (SU-1) provides students with eligibilities in math, English and reading. A general overview of the college, its programs and services, and preparation for registration are included.

The **Career Center** has an up-to-date career resource library and a computer lab that provides career, college and job search information. The Center offers short term counseling classes, Career Search, Counseling 165 and Major Search, Counseling 170. Students may assess their interests in order to choose a college major and develop an educational plan.

The **Counseling Center**, located in the Student Services Center, provides academic, career and personal counseling. Academic counseling is available to students seeking assistance with scheduling or clarification of requirements for certificates, graduation or transfer. Career counseling assists students in their decisions regarding the world of work. Personal counseling is available for students seeking the assistance of a trained counselor in finding solutions to problems that may be affecting their academic progress. Appointments with counselors may be scheduled and walk-in counseling services are available.

Counseling for Student Athletes is available for students who participate in one of the 20 sports offered at Palomar College. These students must meet special academic and transfer requirements. To ensure your success, contact counselor Steve White at (760) 744-1150, ext. 3052.

Disability Resource Center (DRC) functions as an advocate for students with disabilities. Its mission is to foster academic and vocational success and facilitate a student's progress. The following services are available to qualified students: special parking, priority registration, on-

campus transportation, counseling, testing, supportive instruction in English, math, speech/language, ready, and adapted physical education. Interpreters for the deaf, readers, note taking assistance testing accommodations, mobility assistance and access to alternative media are also offered. The Center is located in the DRC Building on the San Marcos campus.

Extended Opportunity Programs & Services (EOP&S) is a state-funded program, which provides free benefits and services for students who are financially and educationally disadvantaged to obtain a college education. Various services include book vouchers, counseling, tutoring, child-care assistance, parking permit/bus passes, Palomar ID Card, priority registration, monthly meal tickets, four-year college fee waivers, student success workshops and other educational support services. Visit the EOP&S office located in Building TCA-1.

Federal Work Study Placement, in cooperation with the Financial Aid Department, provides job placement for students who qualify for the following Federal Work Study Programs:

- General Federal Work Study Placement: Federal Work Study students enrolled in at least six units are screened and placed in job positions located on or off campus depending on their preference and qualifications.
- Federal Work Study Internship: In cooperation with the Co-op Education Program, this office provides specialized job development for skilled Federal Work Study students who are interested in working in their major while earning college credit.

The **Financial Aid & Scholarships Office**, located in the Student Services Center on the San Marcos campus, provides monetary support for college students through grants, work-study and scholarships based on federal and state guidelines. The information on options for financial assistance to help minimize the student's financial burden of a college education is available at the Office or on line (www.palomar.edu/fa). Assistance comes in the form of waivers, grants, part-time employment, student loans, and scholarships.

Financial and Academic Survival Skills classes are offered to teach students how to best utilize financial aid and set and obtain their educational goal.

Gear Up Program is a Palomar College educational partnership grant program with the San Marcos Unified School District and provides a wide network of support with the involvement of community based organizations, businesses, local colleges and universities. Gear Up creates innovative programs that help all students within an entire grade level while creating positive changes for student success. Gear Up has opportunities for student employees, volunteers, federal work study students, and community service. The program may be reached at (760) 290-2521.

Health Services is committed to supporting student success and retention by providing easy access to health care on the San Marcos campus and at the Escondido Center. All currently enrolled

students who have paid a health fee qualify for a variety of free or low-cost health benefits. Registered nurses are available during operational hours to assist with health needs, evaluate health concerns and provide treatment and/or community referrals. Services include: emergency/first aid care, immunizations, TB tests, hearing, vision and blood pressure screenings, and cholesterol blood testing. Over-the-counter medications are available in Fast Aid Stations located in Health Services and the Admissions area on the San Marcos campus and by the Health Services office in Escondido. Appointments are necessary for: Routine nursing procedures and physician visits.

Reading Center on the San Marcos campus helps students improve their reading speed, understanding, recall, and study skills.

TRIO (Student Support Services) is a federally funded program for low-income, first generation and/or disabled college students. It is designed to support students in continuing post-secondary education and encouraging students to transfer to four-year institutions. Trio also hosts the Upward Bound program. The TRIO/SSS Program offers an array of supportive services to promote student success. These free services include tutorial assistance, academic, career and financial aid counseling, transfer information, priority registration, use of laptop computers and calculators, university campus tours, cultural events, personalized friendly service and much more. The TRIO/SSS Program office is located in the TCB Bldg. #4 on the San Marcos campus.

The **Transfer Center** should become your “second home” early in your Palomar career if you plan to transfer to a four-year institution. Located in the Student Services building (SS) on the San Marcos campus, the Center contains articulation agreements, transfer planning guides, and computer programs that help student research schools.

The **Tutoring Center** provides tutorial services in math, English, English as a Second Language, sciences, business and accounting, foreign languages and social sciences (with a valid Palomar Identification Card). On the San Marcos campus, the center is located on the first floor of the library. Please call for hours and tutor availability. Phone: (760) 744-1150, ext. 2448.

Veterans’ Services assists veterans, dependents and active-duty military obtaining their V.A. educational benefits and achieving their educational goals. The Office is located in the Student Services Center on the San Marcos campus.





Policies and Procedures.....

Academic Integrity Code of Conduct (*under revision*)

Academic Integrity is a code of conduct for students that requires honest and ethical academic endeavor.

Violations

Violations of the Academic Integrity Code include:

- Cheating, plagiarism or false representation of another's work as one's own work
- Forgery, alteration or misuse of college documents or records
- Use of false identifications
- Knowingly furnishing false information to the District
- Unauthorized use or misuse of District equipment
- Unauthorized access, use or alteration of computer hardware, software or data
- Obstruction or disruption of the educational process
- Soliciting or assisting another to do any of the above

Consequences

Consequences for violating this code may result in any or all of the following:

- A. At the discretion of the instructor the student may receive:
 1. A failing grade for the assignment
 2. Dismissed from class for two consecutive class meetings
- B. Short Term Suspension
- C. Long Term Suspension

In the event that District level sanctions, including suspension or expulsion are applied, the procedures described in the AP 5520 Student Discipline Procedures will be employed.

Computer Software

No person shall make, cause to be made, use, or cause to be used on the District's computer facilities an illegal copy of copyrighted or licensed software. An illegal copy is defined as any copy, which violates the tenets of Public Law 96-517, Section 7(b) that amended Section 117 of Title 17 of the United States Code.

Diversity

Palomar College recognizes and appreciates the benefits of a diverse campus community and values the individual distinctions of its staff and students. In support of its goal to encourage students to examine their own and other heritages through multicultural and interdisciplinary programs, Palomar College seeks to provide positive role models for all students and recognizes that diversity in the academic and vocational environment fosters cultural awareness, mutual understanding and respect, harmony and creativity.

Palomar College offers equal educational and employment opportunities regardless of sex, race, color, religion, ancestry, age, marital status, sexual orientation, national origin, or disability. It is the policy of the College that, unless exempted by statute, every course offered and maintained by the District shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets the stated prerequisites for the course.

The District's policy of non-discrimination covers admission, outreach, education programs and activities, facilities, access to course offering, counseling, financial assistance to students, health and insurance benefits and services, athletics, textbooks and curricular material, and employment.

Limited English speaking students who are otherwise eligible will not be excluded from any vocational education program.

Grade Dispute Policy

Recognizing the importance of the integrity of the grading process, by dictate of the California Education Code, it is the policy of the Palomar Community College District to limit the assignment of final grades to each instructor, except in cases where an instructor has clearly violated § 55025 of the California Education Code (Title V). Students may dispute final grades

only when the student can provide proof that § 55025 of the California Education Code (Title V) has been violated. See below for definitions. Without such proof, only the instructor who assigned a final grade can choose to change that final grade. Students can seek resolution of their dispute as outlined in the Student Grade Dispute Policy and Procedures. Students must initiate the dispute within one semester of the final grade being submitted. Students may ask any faculty, staff, or administrative member of the District for guidance in following the procedure, but students are responsible for proving their own case for a grade dispute.

I. DEFINITION OF TERMS

Grade Dispute A claim by a student that his/her final grade was given by the instructor in violation of Title V, § 55025.

Semester One fall or spring semester as defined by the District calendar. For purposes of the grade dispute procedure, summer and intersessions do not count as semesters. Grade disputes for classes that take place in spring, summer, or intersession must be initiated no later than the fall semester immediately following summer. Grade disputes for classes that take place in fall must be initiated no later than the following spring semester.

Title V, § 55025 states:

“In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with this article. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency.” The California Education Code may be found at www.leginfo.ca.gov

When determining whether or not a mistake, fraud, bad faith or incompetence has occurred, all parties need to consider the legal meaning of these terms, defined in Black’s Law Dictionary as:

Mistake Some unintentional act, omission, or error by the instructor.

Fraud An intentional perversion of the truth for the purpose of inducing another to part with something valuable or to surrender a legal right.

Bad Faith Synonymous with fraud, neglect, or refusal to fulfill some duty or contractual obligation, not prompted by an honest mistake as to one’s rights or duties.

Incompetence Lack of ability, legal qualification, or fitness to discharge a required duty.

II. INFORMAL GRADE DISPUTE RESOLUTION PROCEDURES

Before initiating formal grade dispute procedures, the student shall attempt to resolve the dispute informally by meeting with the instructional faculty member who issued the grade in dispute and instructional administrator. The student may dispute grades only when there is evidence that Title V, § 55025 has been violated. The intent of the informal grade dispute procedure is to strongly encourage and support all possible attempts to resolve the dispute with the faculty member.

The student should follow the process described below in an attempt to informally resolve his/her dispute. Students can direct additional questions related to this process to the Chair of the Academic Standards and Practices Committee, a committee of the Faculty Senate.

- a. The student must make the initial dispute to the instructor of record for the class in question within one semester of the final grade being submitted. The instructor has 15 business days to respond to and meet with the student after being contacted by the student.
- b. If the student has not resolved his/her dispute with the instructor, the student may present his/her dispute to the chair of the department that offered the class for which the grade in question was given. The department chair has 15 business days to respond to and meet with the student after being contacted by the student.
- c. If the student has not resolved his/her dispute with the instructor and department chair, the student may present his/her dispute to the academic or counseling dean of the division. The dean has 15 business days to respond to and meet with the student after being contacted by the student.
- d. At levels b, and c listed above, the department chair or administrator in question does not have the authority to change the grade that was issued by the instructor. Rather, his/her role is to hear the dispute as presented by the student and earlier involved faculty members/administrators. If, after consultation with the instructor, department chair, and/or dean, the dean feels that Title V, § 55025 may have been violated, the student can request that

the Vice President for Instruction pursue the Formal Grade Dispute process outlined in section IV.

- e. In cases where the instructor of record for the class in question is on sabbatical or other leave, the dispute calendar will be extended until the semester that the instructor returns, within one calendar year. In cases where the instructor is on leave for more than one calendar year, or is unavailable for return or contact, another faculty member may substitute for the instructor, as specified in Title V, § 55025.
- f. If no violation of Title V, § 55025 is found by the department chair, or academic or counseling dean, the instructor's decision is final, and no formal grade dispute will proceed. The academic or counseling dean involved will inform the student, instructor, and department chair in writing of the finality of the instructor's decision and the completion of the grade dispute process within 15 business days.

III. FORMAL GRADE DISPUTE RESOLUTION PROCEDURES

If the academic or counseling dean finds that there is a potential case of a violation of Title V, § 55025, the student may file a request with the Vice President for Instruction for a formal hearing. The student must initiate the dispute process within one semester of the instructor of record's response to the informal grade dispute in question. Grade disputes pursued after one semester will not be accommodated.

Students must complete the Formal Grade Dispute Resolution Hearing Request Form (available on the Office of Instruction website), including the following typed and signed information in their request for a formal hearing:

- a. A clear and concise statement of the dispute that must include details of the specific violation of Title V, § 55025.
- b. The name of the instructor, course ID, section number, and semester of the class for which the grade is being disputed.
- c. Identification of the resolution, corrective action, or remedy being sought.
- d. A detailed summary of the actions already taken to resolve the issue, including dates and times for meetings that occurred during the Informal Grade Dispute procedure.
- e. Copies of all documents, assignments, or related materials indicating that Title V, § 55025 has been violated.

The Vice President for Instruction, upon receiving the student's request for a formal hearing will convene the Academic Grade Review Panel. The composition of the Academic Grade Review Panel is as follows:

- a. the Vice President for Instruction
- b. 1 faculty member from within the discipline of the class in question
- c. 2 faculty members at-large appointed by the Faculty Senate
- d. 1 student representative appointed by the ASG

If the student filing the Formal Grade Dispute Resolution Hearing Request Form prefers not to have a student representative, none will be appointed to the panel. The student also has the option to challenge the makeup of the panel, and may request that different faculty members be assigned in case of a perceived conflict of interest. The student may not request particular faculty, only that new faculty be assigned.

The instructor in question may also challenge the student representative on the panel in case of a perceived conflict of interest. The faculty may not request a particular student, only that a new student representative be assigned.

All documentation from the informal and formal procedures will be housed in the Office of Instruction in order to preserve the confidentiality of all records related to the process.

IV. FORMAL HEARING PROCEDURES

- a. Within 20 business days of receiving a submitted request for a formal hearing, the Academic Grade Review Panel will convene to conduct the hearing.
- b. The Academic Grade Review Panel will:
 - i. Review the request for a formal hearing submitted by the student.
 - ii. Receive a signed written statement from the instructor, department chair, and academic or counseling dean, specifying all relevant facts as discovered during the

- Informal Grade Dispute Procedure and the reasoning and evidence for Title V, § 55025 violation.
- iii. Hear testimony, examine witnesses, and receive all evidence pertaining to the case, as determined to be necessary by the Academic Grade Review Panel.
 - iv. Evaluate testimony and evidence in terms of Title V, § 55025.
 - v. Provide a transcript of the proceeding and investigation, which will be kept in a confidential file in the Office of Instruction and will be available at all times to the parties to the dispute.
- c. The formal hearing will be closed to the public unless otherwise mutually agreed upon by all parties involved in the hearing.
 - d. Upon conclusion of the formal hearing, the Academic Grade Review Panel will make a recommendation to the Superintendent/President of the District.
 - e. The Superintendent/President of the District shall review the recommendation of the Academic Grade Review Panel and make a final decision within 15 business days.
 - i. If the Superintendent/President's decision is to change the grade, the new grade determined by the three faculty members of the Academic Grade Review Panel shall be the final grade assigned. The Academic Grade Review Panel will determine a new grade based on the information they have available to it, as well as the request of the student in the original request for a formal hearing. The Academic Grade Review Panel will designate one faculty member from the Panel to sign and file the official grade change form in Enrollment Services for appropriate recording of the new grade.
 - ii. If the Superintendent/President's decision is to uphold the grade, the instructor's decision regarding the grade dispute is final.

Rules and Regulations for Student Behavior

Students at Palomar College are responsible for regulating their own conduct and for respecting the rights and privileges of others. Palomar students are expected to conduct themselves in a manner compatible with the function of the College as an educational institution and respect and obey all civil and criminal laws. Failure to show respect for the standards as set forth by Palomar College is cause for disciplinary action. Guidelines for student conduct are set forth in the California Education Code, California Administrative Code, Title 5, policies of the Board of trustees, and all civil and criminal codes.

In compliance with California Education Code Section 66300, 72282, and 72292, and in keeping with the above, regulations have been established to effectively and efficiently provide for the approved educational programs, approved student activities, and community services. For further information contact the Office of Student Affairs

Smoking Policy

There shall be no smoking permitted in buildings or outside of designated smoking areas which shall be placed at least 20 feet away from buildings at Palomar College. This policy is not intended to affect the working conditions of any Palomar employee. Any questions or concerns related to this policy or enforcement should be directed to the Director of Student Affairs.

Palomar Community College District Policy on Student and Visitor Symbolic Expression POLICY

The Palomar Community College District celebrates and encourages the open and honest discussion of ideas. We welcome the vigorous interchange of thoughts and opinions between all members of the campus community and we recognize the legal protections rightfully afforded to free speech in a public college. At the same time, we expect the members of our community to conduct their expressive activities in a manner that promotes and maintains the ideals of respect, equality, diversity and freedom from harassment.

The Palomar Community College District will respect not only the right of student free expression, but also the right to be free from those actions that illegally harass, intimidate, and threaten the members of the college community and the educational process. Therefore, freedom of speech and the distribution and posting of printed materials shall be permitted “except that expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on community college premises, or the disruption of the orderly operation of the college.” (California Education Code, Article 7, Section 76120).

Palomar Community College District’s procedures reflect the responsibility of adopting “rules and regulations relating to the exercise of free expression by students . . . which shall include reasonable provisions for the time, place and manner of conducting such activities.” The District recognizes:

That such rules and regulations shall not prohibit the right of students to exercise free expression including, but not limited to the use of bulletin boards, distribution of printed materials or petitions and the wearing of buttons, badges, or other insignias.

(California Education Code, Article 7, Section 76120).

PROCEDURES

Campus Expression Area San Marcos Campus

Palomar College identifies the area in front of the student union (concrete quad and grass area) extending from the area in front of the dome and clock tower to the south and up to the northern edge of the student union as the focal point for discussions and presentations on contemporary issues.

Escondido Center

The outside area directly in front of the main lobby and under the overhang is the identified location for public expression at the Escondido Center.

We invite any individual or group associated with the college to use these areas for any legal form of expression that does not interfere with the educational process or free movement of people. It is not the intent of this section to deny free expression on any other portion of the campus. Rather in the development of reasonable standards regarding place, time, and manner of speech, the college is sensitive to the idea that free expression in other areas of the campus may interfere with the educational process, classroom activities and the normal conduct of business.

Reservations

Any student, staff, faculty member, or student organization may reserve a portion of the “campus expression area” any day, Monday through Saturday, between the hours of 8:00 am and 7:00pm by making arrangements through the Office of Student Affairs.

Sound Amplification

Students and visitors to a Palomar College District facility who desire to utilize amplified sound for an event must obtain advanced approval from the Office of Student Affairs. Amplified sound will only be allowed in the area designated as a “campus expression area” unless approval is obtained for a non-designated area. Only one amplified sound event will be permitted at a given time. Stereos, boom boxes, and megaphones shall be considered amplified sound if they can be heard more than 20 feet away. The use of amplified sound shall be continuously monitored to assure the volume will not interfere with the educational process or normal conduct

of business. Individuals or groups that use amplified sound must agree to adhere to directions from representatives of the Student Activities Office that may request the adjustment of volume. Failure to abide by these requests will result in the termination of approval for use of the amplification device and possible denial of future requests.

Visitors on Campus

Nothing in this policy generally, or this section specifically, is intended to apply to any visitor to a faculty member's class at the invitation of the faculty member or any visitor on District property at the invitation of any employee organization.

Visitors to a Palomar Community College District facility that are on that facility at the invitation of a student organization or club are welcome to use the facilities as any other member of the campus community, subject to the same policies and procedures contained herein. Those responsible for scheduling speakers will attempt to obtain speakers who will present diverse views in the best tradition of the American forum. Speakers should be intellectually stimulating and educationally appropriate

Other Visitors

Other visitors to a District facility are required to report to the Office of Student Affairs to fill out a Campus Visitor Speaker's Form and an Application for Use of College Facilities. Visitors should note that the District has an established fee structure for use of facilities. Each visitor will be asked to provide their name, address, and the name of a sponsoring organization with which the visitor may be affiliated. Visitors will be asked to sign a statement verifying that they have received and agree to follow the policies and procedures as established regarding this policy. Additionally, each visitor addressing a Palomar College audience will be asked to provide a complete and accurate statement regarding their background/credentials.

Solicitors and Vendors

Individuals or groups visiting Palomar College facilities for the purpose of soliciting students or staff must first report to the Office of Student Affairs in SU-201 and are subject to the following stipulations:

1. All solicitors and vendors must complete a Vendor Contract in the Office of Student Affairs.
2. A fee will be imposed for each day the solicitor or vendor is operating on District property.
3. Solicitation of District staff must be done on an appointment basis and away from the employees direct work area and in such a manner as to not disrupt the normal course of business for the employee or others. Meetings may take place in the staff lounge, student union, or other non-work area.
4. Solicitors and vendors are prohibited from accessing employee or student records or information except that volunteered by the individual employee or student with whom they are meeting or that information that is required by law to be available to the public.
5. This section is not intended to apply to faculty meeting with representatives from publishing companies or other individuals or companies that are willingly invited into their offices.

Insurance and Providing for Security

Visitors to a Palomar Community College District facility who are not on campus as a result of the invitation of a classroom instructor, student organization, employee group, or member of the administrative team, and who wish to engage in a public presentation will be required to sign a contract which includes hold harmless and indemnification language inuring to the District's benefit. Presenters may be required to present the District with proof of insurance coverage for comprehensive general liability, personal injury liability, and broad form property damage coverage. Presenters may be required to provide the necessary funds to cover the costs of providing security personnel and/ or for modification of facilities as appropriate for their presentation.

Distribution and Posting of Printed Material by Students and Visitors

The Office of Student Affairs must stamp all materials intended for posting on Palomar College property by students and visitors (commercial and non commercial). One copy of all material intended for distribution by students or visitors on District property must be filed with the Office of Student Affairs and must list the name, address, and phone number of the sponsor or sponsoring organization.

Posting

The following guidelines are designed to promote free expression and marketing of ideas while preserving the integrity of the educational mission of the institution. The Office of Student Affairs must stamp all materials prior to being posted.

1. No individual or group will be allowed to post more than 6 copies of any document.
2. No posted document larger than 8.5 x 11 inches may be placed on a campus bulletin board.
3. Bulletin boards inside classrooms are reserved for use by instructional departments.
4. All posted material on bulletin boards must be removed by the last working day of the month.
5. No material may be placed on vehicles.
6. Postings should not cover any material previously posted.
7. Only one posting per bulletin board per event.
8. In an effort to protect campus property, no postings allowed on glass, painted surface, wood, or brick.
9. Banners must not be longer than 8 feet and may not be displayed for more than ten school days.
10. No more than one banner per activity may be placed on a single wall location..
11. Because of safety concerns no postings may be placed on sidewalks.
12. Because of concerns for protecting underground utilities, no posting of any signs attached to stakes and placed in the ground.

Any questions or concerns about these policies can be addressed to the Director, Office of Student Affairs.

Distribution of Materials

One copy of all handouts and any other material intended for distribution to the campus community must be presented to the Student Activities Office for a stamp prior to distribution. Material distributed on District property will be subject to the following guidelines.

1. One copy of all handouts will be kept on file in the Office of Student Affairs.
2. The name of the sponsoring group, organization, or individual must appear on every handout.
3. Individuals distributing material to others on campus may not interfere with the free movement of persons on campus.
4. Individuals distributing material on campus are responsible for picking up and properly disposing of any of their handouts that may litter the campus.
5. All publications (e.g., newspapers and magazines) placed on District property for access by the campus community must be placed in appropriate racks or dispensers.

Commercial Materials

Written or published materials developed for commercial purposes are subject to the same guidelines as any other form of written or published expression.

Material intended for commercial gain may be subjected to additional guidelines and a fee may be imposed prior to distribution or posting. Individuals desiring to post or distribute materials of this nature should check with the Office of Student Affairs for more information.

Political Endorsements

California Ed Code, Section 7054 prohibits the District from taking any action that could be interpreted as opposing or endorsing any one political position or candidate in favor of another. All postings, flyers, advertising, and/or promotional material for events of this nature must contain language that clearly indicates (1) they were not printed at District expense and (2) that the District does not endorse any candidate, proposition, or issue related to the event.

Student Conduct Guidelines

I. Standards of Conduct

Students enrolled at Palomar College are responsible for their conduct and for respecting the rights and privileges of others. Palomar College students are expected to conduct themselves in a manner compatible with the good order and function of the College. We invite and encourage all students to familiarize themselves with the **Palomar College Statement on Academic Integrity** and to strive to act in a manner consistent with the principles addressed within the statement. Students are also expected to obey all civil and criminal laws. Whenever it has been determined that “good cause” exists for student discipline, the appropriate official of the College shall notify the student of action to be taken. Examples of “good cause” include, but are not limited to the following:

A. Students are expected to avoid any type of dishonesty, including, but not limited to cheating, plagiarism, forgery, fabrication or counterfeiting documents, furnishing false information to the College, alteration or misuse of college documents or records, duplication of assignments, or aiding another in an act of dishonesty.

As noted in the Statement of Academic Integrity, honesty is of utmost importance in all endeavors related to the College. A detailed discussion of academic dishonesty and related consequences are addressed in Section II.

B. Disturbance of the peace, which includes, but is not limited to, behavior which contributes to the obstruction or disruption of teaching, athletic events, meetings, or other college activities on or at any District property, including but not limited to, classrooms, library, athletic fields, locker rooms, bookstore, food service facility, student union, game room, any college office, parking lot, or roadway.

C. Assaults, battery, or any threat of force or violence, either verbal or nonverbal, upon a student, college personnel, or visitor.

D. Theft of, or damage to, or threat of damage to, property of the District or an employee, student, or visitor to a District facility.

E. Unauthorized entry into or unauthorized use of District facilities, supplies, or equipment.

F. Violations of District policies and regulations, including, but not limited to, regulations and policies related to parking or driving on campus, computer, telecommunications, campus vehicles, and any and all other District equipment, and policies and regulations related to student organizations and student and visitor symbolic expression.

G. Unlawful use, possession, sale, or distribution of a “controlled substance” as the term is defined by the California Health and Safety Code Section 11007, and that which is listed in any schedule in Sections 11054, 11056, 11057, or 11058; while on District premises or at any District sponsored activity. Attendance at any College function or event, or activity sponsored by the College while under the influence of a controlled substance.

H. Disorderly conduct, including, but not limited to, alcoholic intoxication, lewd, indecent, or obscene conduct.

I. Possession and/or consumption of any alcoholic beverage on any District property or in any District vehicle.

J. Continued disruptive behavior, profanity or vulgarity directed at college faculty or staff including but not limited to cafeteria and bookstore employees, counselors and financial aid staff, campus police employees, other students, or visitors to the college.

K. Defiance or abuse of College personnel, including but not limited to, faculty, administrators, counselors, librarians, office staff, athletic coaches, advisors for college clubs and organizations, and campus police.

- L. Possession of any type of object that can be reasonably assumed to be a weapon or used as a weapon (as defined by the California Penal Code), on or at any District facility.
- M. Willful or persistent smoking or use of tobacco products on College premises where smoking and use of tobacco products has been prohibited by regulations of the Governing Board of the College.
- N. Misuse of District computers, telephone, or telecommunications devices.

II. Academic Honesty Guidelines

Honesty in all aspects of academic endeavor is imperative. Accordingly, students are expected to avoid dishonesty in all of their behavior related to their experience at Palomar College. Following are examples of behavior deemed to be dishonest:

- A. Plagiarism, the representation of the ideas or words of another as your own. Below are some examples of plagiarism:
 - 1. Copying someone else's sentences or phrases (whether published or not), either verbatim or paraphrases, and presenting them as your original work.
 - 2. Using another author's ideas, outline of information, or method of presentation without acknowledgement of the source.
 - 3. Re-writing a research paper that incorporates material from a paper written by another person.
 - 4. Submitting a research paper as your own work that was borrowed, purchased, or obtained in any other manner from another student or any other source.
- B. Cheating, offering or receiving unauthorized assistance on an assignment or examination. The following are examples of cheating:
 - 1. Notes taken into an examination without the permission of the instructor.
 - 2. Examination questions recorded and passed on by one person to another.
 - 3. Any type of assistance, oral or written, given by one student to another during a project or examination without the approval of the instructor.
 - 4. Alteration of a graded paper or examination resubmitted for reconsideration of grade or additional credit.
 - 5. Use of any electronic device (calculator, tape recorder, or computer) during an examination unless permitted by the instructor.
 - 6. Alteration of laboratory experience or results.
 - 7. Submission of any work written or created by someone other than yourself as though it was your own work product.
 - 8. Obtaining, or assisting another person to obtain, or being in possession of a test, assignment, exam, without the approval of the instructor.
- C. Fabrication-- includes presentation to a class or the inclusion in an assignment or examination any data, or other information manufactured by the student or gathered in a fraudulent manner.
- D. Duplication of Assignments—Students may not use a research paper, speech, or other project from one course to satisfy the requirements of a second course without obtaining permission of the instructor of the most recent course for which the assignment is going to be used.
- E. Aiding in Dishonesty—A student is aiding in dishonesty when he or she makes material, information, or opportunity available for another student to utilize in a dishonest manner.

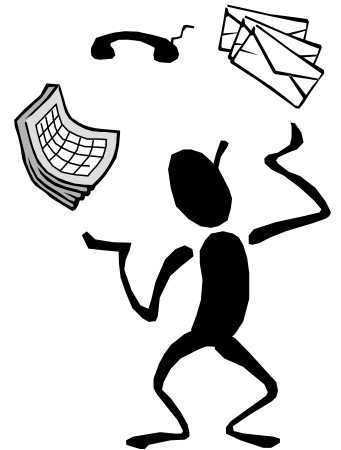
III. Consequences of Academic Dishonesty

All incidents of academic dishonesty should be reported to the office of the Director of Student Affairs. This office maintains a record of these incidents and attempts to track for repeat offenders. Additionally, the Director of Student Affairs should be considered a resource person for students and staff desiring additional information or assistance with this policy.

Office of Student Affairs

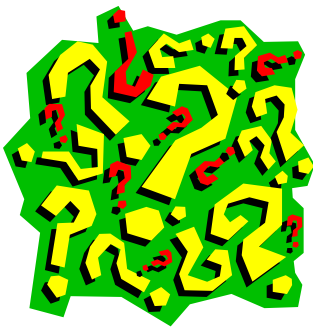
Sherry M. Titus, Director
Marilyn Lunde, Staff Assistant
Student activities Coordinator

- **Associated Student Government (ASG)**
Budgets, elections, projects, travel, and events
- **Campus Wide Activities**
Commencement, Comet Celebration, Springfest, Club Rush, C/W Days, Coffee House Nite
- **Commencement**
Recognition for all students who have completed an AA Degree, Certificate, or are transferring
- **Diversity Center**
Meeting and work room facility for all clubs/organizations on campus
- **Inter-Club Council**
A network of all clubs and organizations on campus
- **NCTD Bus/Sprinter Passes**
Monthly passes for Palomar College students (SU 201)
- **Palomar Identification Card**
School ID card which also provides special discounts on and off campus.
- **Palomar College Clubs/Organizations/Honor Society**
Budges, projects, travel, activities
- **Book Lockers**
Student lockers are checked out each semester to ID Card Holders
- **Student Activities Office**
Information center for student activities, ID cards, book lockers,
- **Student Discipline**
A policy to insure the safety of all students
- **Student Grievances**
An avenue to assist in solving problems
- **Student Union**
Room usage (SU 201), computer lab (SU 28), Patio areas, Diveristy Center (SU 204) Student Activities Office (SU 202)
- **Web Site Job Board and House Board**
Advertisements for employment and rental availability



The Office of Student Affairs is located on the second floor of the Student union Building (SU 201). You may reach the Office by telephone – 760-744-1150 extension 2594 or by using email:

mlunde@palomar.edu



Office of Student Affairs

STUDENT ACTIVITIES OFFICE

Room SU 202

“Student Information Center”

The Student Activities Office is located on the second floor of the Student Union in room SU 202. Hours of operation are posted on the door and do change during the semester. Staffed with student workers the Student Activities Office can assist with on-campus directions, campus policies, club information, identification cards, lockers, and current activities. Stop by if you have any questions or need assistance.

The Student Activities Coordinator: located in SU 202 and in charge of the Student Activities Office. The Coordinator also organizes campus wide events and assists clubs/organizations with their activities.

Clubs/Organizations: If you would like to join a club/organization the staff in the Student Activities Office will be able to assist you as well as the Office of Student Affairs (SU 201). Palomar College has a number of established clubs and new clubs emerge each semester. Enhance your college experience and become an active member of one or more clubs today.

Book Lockers: Book and art lockers are checked out by the Student Activities Office each semester. Current Palomar College ID Card holders receive their locker rent free. Lockers are cleaned and locks are returned to the Student Activities Office out at the end of each semester.

Discount Tickets: Discount movie tickets for the Regal Theatres are available throughout the year as well as tickets for Universal Studios.

Palomar College ID Card: The Student Activities Office is the place to pick up your ID Card each semester. After you pay the fee on-line when you register for school, you may walk right in and pick up your card – no fuss, no hassle. If you did not purchase your card on-line, stop by the Cashier’s Office, pay the fee, and then go to the Student Activities Office. Cards **must** be updated each semester.

Worth many times over the price, the ID Card gives benefits to you throughout the semester. Due dates are designated for some of the benefits. A brochure in the Student Activities Office is available with current listing of benefits.



ASG Elections – Campus wide ASG Elections take place for the positions of President and Vice President. The fourteen Senators apply, are interviewed, and the appointed by the ASG Board members. Terms run for one year.

Campus Wide Day (C/W) – one day each month has been designated as C/W Day. On this day clubs may sell food items. Clubs may set up tables on the quad on any approved date but can only sell food on C/W Day.

Club Rush - The ASG/ICC hosts Club Rush each semester. During Club Rush each ICC club sets up a table on the SU Quad for the purpose of club recruitment. Students are encouraged to stop by and talk. Information on activities and membership forms are distributed at this time.

Commencement – The Commencement Ceremony is scheduled in the Spring. The ASG funds the student special awards and the reception held after the Commencement in honor of the graduates.

Meeting Rooms – Any campus club or organization holding meetings should schedule the times and dates with the Office of Student Affairs. Meeting rooms are reserved on a first come, first served basis.

Discover Palomar – During the each semester the Office of Student Affairs sponsors the event giving all clubs and departments a chance to meet the students at Palomar College. In addition community vendors are invited to attend.

Student Activities - are hosted by the Office of Student Affairs. Events are organized by the Student Activities Coordinator (room SU 202).

Student ID Card – This card is used for identification purposes plus it offers a number of money saving opportunities. It may be purchased online or at the cashier's window. ID cards are picked up in room SU202.

Student Union – consists of two buildings. Students may gather on the front, back, or upper patio, or in the main room. A computer center (SU-28) is also available to students who have current ID Cards. This room offers free printing.

Student Senators – is the body that represents the students at Palomar College on shared governance committees, on state, local and federal student issues, provides campus wide activities, and is available in their office (SU102) to discuss student concerns.

Student Senate Executive Officers – consists of the President and Vice President of the ASG. You may contact these representatives by visiting their office, SU 104.

Associated Student Government

www.palomar.edu/asg



Sixteen students serve on the Associated Student Government: a president and vice-president are elected in a campus wide, on-line election. Fourteen senators are interviewed by a committee and ratified by the Associated Student Government Board. Students interested in serving on this board should visit the Office of Student Affairs (SU201) for more information.

ASG President: Chairs meetings, appoints students to committees, is overall responsible for the activities of the ASG, and represents the students as a member of the Governing Board of Palomar Community College District.

Executive Vice President: Assumes president's duties in his/her absence, supervises office hours, and monitors committee assignments and reports.

Senators: Represents students by serving on college committees with staff members and administrators, introduces legislation, determines the use of funds and serves office hours. Each senator has a special assignment within the various responsibilities and activities of the ASG.

Committees: Ad Hoc Committees are formed as needed.

ASG/Inter-Club Council is chaired by one of the Senators appointment by the ASG President. The Vice-Chairperson of this Council is selected from the club membership. This council allows all clubs to network, create campus wide activities, fundraise, and do service projects for the campus. Members develop leadership skills, learn management skills, face budget issues, and have the opportunity to work with diversity in all forms.

A Student Body Campus Wide Election is held on-line giving every currently registered student the opportunity to vote. An election icon is posted on the Palomar web page (www.palomar.edu) and on the ASG page (www.palomar.edu/asg) which automatically takes the voter to the election site. Directions are posted and easily followed. Any questions, concerns, or problems can be addressed to the Office of Student Affairs, room SU 201.

ASG

**Associated
Student
Government
of
Palomar
College**

is the voice of the students at Palomar College. Made up of sixteen students, the ASG serves on campus decision-making committees, controls a budget of \$35,000+, produces campus-wide events, maintains offices on campus (SU 102 and SU 104), and lobbies for student issues on the State and Federal level.

Elections are held once a year for the positions of President and Vice President. Fourteen Senatorial positions are filled by committee interviews and ratification by the complete student board. Serving on the Associated Student Government is an excellent way to explore your leadership skills and develop your business sense. Meetings are held on Wednesday at 1:00 p.m.

Basic qualifications to become an officer in the AS:

1. Must be a regularly enrolled student.
2. Obtain the signatures and student identification number of fifty (50) enrolled Palomar students
3. Possess a cumulative GPA of at least 2.5 upon initial participation in student government
4. Maintain a semester GPA of at least 2.5 throughout the officer's tenure in office
5. Maintain (and complete) a course load of at least 7 units during the fall and spring semester while serving as an officer in ASG
6. No more than four units per semester may be taken credit/no credit during the officer's tenure in office.
7. A student shall be ineligible for election or appointment for a period of three semesters if they have previously served as an officer of the Palomar College AS and resigned or were subsequently removed from office for disciplinary reasons, or as a result of academic or progress probation.
8. Any officer who resigns or is disqualified, recalled, or impeached twice within any period is ineligible for election or appointment.
9. Any executive officer because of disqualification, recall, impeachment, or resignation shall not be eligible for election or appointment to any executive position at any other time thereafter.

ASG President and Vice-President elections are held on line at the Palomar College web site during the stated allotted time period during the Spring semester.

**Join the team and help Palomar College
continue to be one of the
best two-year Colleges
in the Nation!**

Associated Student Government Inter-Club Council



The ICC is made up of one representative from each club and organization on campus. Palomar College has 30+ clubs/organizations. Students may join at any time during the academic year but they are encouraged to sign up during **Club Rush** which is held once a semester. Anyone wishing to start a club on the Palomar College campus should contact the Office of Student Affairs. Basic requirements are: ten current students, an advisor, a constitution, and approval from the Office of Student Affairs. All clubs and organizations at Palomar College are open to all students. If you have any questions about the organization of a club, contact the Office of Student Affairs, room SU 201, (760-744-1150 ext. 2594 or e-mail Marilyn Lunde at mlunde@palomar.edu).

CURRENT ESTABLISHED CLUBS/ORGANIZATIONS www.palomar.edu/studentactivities/html/clubs/clubintro.html

Alpha Omega Rho Chapter of Phi Theta Kappa, builds its program each year around the four Hallmarks: Fellowship, Scholarship, Leadership, and Service. Applications are available in the Office of Student Affairs – SU 201. Contact: Marilyn Lunde

Anime Club shares interest in the Japanese animation field. Contact: SU 201

Apple – promotion and support of the use of the Apple computer.

Bahi Club – one of the many religious organizations on campus

Black Student Union – promotes cultural, educational, and social awareness.

California College Republicans at Palomar College promote the principles of the Republican Party among students. Contact: SU 201

Club de Capoeidordo do Palomar – the art of the dance.

Fashion Club – participate in different avenues of the Fashion industry.

French Club – allows students to practice the French language.

GeoSciences – all aspects of geology

Inkgrit Poetry Club – share, write, read poetry.

International Club provides support for our International students. The members exchange cultural heritage, learn to communicate, and enjoy many social activities. Contact: International Students Department

Japanese Culture Club – promotes the Japanese culture interests.

Latter-Day Saints Student Association (LDSSA) is a religious organization of the LDS Church. Membership is open to all students.

Movimiento Estudiantil Chicana/o de Aztlan (MEChA) promotes learning through education, community involvement, cultural and political awareness while inspiring unity among members. Contact: John Valdez

Muslim Student Association (MSA) – promotes cultural and political awareness among the students at Palomar College

Native American Organization – promotes pride in being an Native American Indian.

Palomar College Democrats - is one of the political organizations on campus.
Contact: Peter Bowman

Palomar College Engineering and Physics Student Organization – these students plan and execute a project throughout the year.

Palomar College Environmental Student Organization – involvement with education, projects, and activities concerning the environment.

Palomar College Photo Club promotes all aspects of photography. Contact: Photo Dept.

Palomar Film Club – learning about and enjoying films

Palomar Fire Club – provides field experience for Fire Academy students.

Philosophy Club – meets to discuss a variety of topics, books, and ideals.

Pre-Med is dedicated to making the road to all medical fields easier. The club also volunteers many hours in the community medical area. Contact: Cory Carpenter

Palomar College Republicans – one of the political organizations on campus.

Radio/TV Organization – all aspects of the media

REACH/CalWorks Club - assists the Department with social activities for the students and their families.

Student Nurses of Palomar (SNAP) assists students in this field of student through their intense studies to their pinning at graduation. Contact: room ST-28 Contact: Nursing Dept.

Swing Dance Club – people who are interested in learning and having fun

The Jordan – one of the many religious organizations on campus.

Tifaolemoana Samoan Club – culture and social experiences.

Clubs Forming/Reinstating:

Christian Club

AISD

EOP&S Club

Criminal Justice

Club Success

Gay/Straight Alliance

2008-2009 Calendar

PALOMAR COLLEGE ACTIVITY CALENDAR

Date	Day	Event	Sponsor
2008			
August			
Aug 25 -26	M - T	Discover Palomar	OSA
Aug 25-28	M - T - W - TH	Grand Opening of Center	OSA
September		Hispanic Heritage Month	
3-Sep	W	Coffee Nite/Voter Reg - Esc	OSA
10-Sep	W	Be Green	Phi Theta Kappa
Sept. 11	Th	9/11 Event	Republican Club
16-Sep	T	Coffee NiteVoter Reg - S. M.	OSA
24-Sep	W	Karaoke	
24-Sep	W	Club Rush/CW DAY	ICC
26-Sep		Walk-A-Thon	PC Police Dept
30-Sep	T	Officers' Training	OSA
October			
1-Oct	W	Health Faire	Phi Theta Kappa & H.S.
8-Oct	W	Hot Dogs & Chips - ESC	OSA
15-Oct	W	Coffee Nite - SM/Voter Reg	OSA
16-Oct	TH	Coffee Nite/Voter Reg- ESC	OSA
Oct 21 - 22	T - W	Comet Celebration/Karaoke	ASG
22-Oct	W	CW Day	
28-Oct	T	Karaoke	
November			
		Native American Heritage	NASA
3-Nov	M	Day of the Dead	Multicultural Dept
13-Nov	TH	Coffee Nite - SM	OSA
14-Nov	Fri	Phi Theta Kappa Induction	Phi Theta Kappa
13-Nov	TH	Karaoke	
19-Nov	W	Food for Food - SM	OSA
19-Nov	W	CW Day	
19-Nov	W	Food for Food - Esc	OSA
December			
Dec 15-18	M-T-W-TH	Finals Coffee	Comet Center
Dec		Noche De Cultura	MEChA
Dec		Holiday Event	MEChA

ACTIVITY CALENDAR CONTINUED.....

2009

January

Jan 20 - 21	T-W	Discover Palomar	OSA & ASG
28-Jan	W	Coffee Nite - ESC	OSA
29-Jan	TH	Coffee Nite - SM	OSA

February

12-Feb	TH	Club Rush/CW Day	ICC
12-Feb	TH	Flowers for Valentines	OSA
Febr 17-19	T-W-TH	Karaoke	
25-Feb	W	Black History Event	ASG
18-Feb	W	Coffee Nite - ESC	OSA

March

9-Mar	M	Cookie Jar (10-noon)	Comet Center
18-Mar	W	Women's History	ASG
18-Mar	W	CW Day	
31-Mar	T	Cesar Chavez	ASG

April

8-Apr	W	Hot Dogs & Chips - ESC	
9-Apr	TH	Coffee Nite-ESC	
15-Apr	W	CW Day	
Apr 15-16	W-TH	Springfest	ASG
17-Apr	Friday	Phi Theta Kappa Induction	Phi Theta Kappa
22-Apr	W	Earth Day	ICC

May

Asian Pacific Heritage

5-May	T	Cinco De Mayo	MEChA
May 18-21	M-T-W-TH	Finals Coffee	Comet Center
22-May	F	Commencement	OSA

***ADDITIONAL EVENTS/ACTIVITIES MAY BE ADDED TO THE CALENDAR THROUGHOUT**

THE YEAR.

***TO ADD AN EVENT CONTACT THE STUDENT ACTIVITIES OFFICE (SU 202) OR THE OFFICE OF STUDENT AFFAIRS (SU-201)**

Be Smart

Get Your Identification Card



WHERE:

Pay for it on-line when you register or purchase one at the Cashier's window on campus. Once you have paid, go to SU 202, the Student Activities Office, to pick up your card.

FEE:

Only \$15.00 – this gives you a Palomar College Identification Card and ALL of the benefits.

REWARDS:

A discount each month on NCTD Bus/Sprinter Pass
Specials from the Palomar College Food Services
Free Use of the new Computer Center in the Student Union
Free Rental of one book locker for one semester –SU 202
Free FAX – Student Affairs
Free Copies – Student Affairs
Free Scantrons – Student Affairs
Free Rental Ad – Student Affairs
Free Home Athletic Game Admission
Free Aspirin or Tylenol – Health Services
10% discount on School Supplies – Bookstore
5% discount on used books at time of purchase - Bookstore
Two tickets for the price of one – Brubeck Theatre
Discount Movie Tickets – SU 202 and SU 201
Discount on your Phi Theta Kappa dues – Student Affairs
Plus Special Discounts from advertisers in the Student Guidebook
On campus specials: Special Events; Coffee House Nites, etc.

A value of \$100+
Make sure you have a current Palomar College
Identification Card in your pocket