

## Section I General Information

### History of the College

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 semi-professional and vocational fields represented in the industrial, mercantile, and agricultural life in San Diego County." The history has been documented in a 636-page book, **Palomar College Golden Jubilee: 50 Years of Excellence**, published in 1995. Copies of the book are available in the Palomar College Bookstore.

On January 15, 1946, registered voters in the Vista Unified School District, the Fallbrook Union School District, and the Escondido Union High School District voted 714 to 417 in favor of establishing a "junior college" in the North San Diego County area. At that time there were only 4,525 registered voters in the three school districts, and 1,131 of these individuals cast ballots on January 15. In those days, the Escondido District included the geographical areas which are now contained in the San Marcos and Poway Unified School Districts.

Under state law, the San Diego County Superintendent of Schools appointed five persons as members of the first governing board for the new College. Their first meeting was held February 27, 1946. At subsequent meetings that year, the board selected a name for the College and agreed that classes would begin September 23, 1946, on what then was the Vista High School campus, between the hours of 3:30 and 10:00 p.m. That site is now occupied by Lincoln Middle School in Vista.

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, social sciences, commerce, English, physical education, and foreign languages at the new College. Exactly 100 persons were enrolled on the first day of classes, and three days later, the total had climbed to 198--108 men and 90 women. This total did not include carpentry apprentices or agricultural students in the Veterans' Vocational Agricultural course that started two weeks later. Over the next 55 years, College enrollment grew steadily until it exceeded 27,000 full-time and part-time students in 2000-2001. During the summer of 1949, after three years of operation at Vista High School, the College moved to its present 200-acre campus in San Marcos. As the North San Diego County population continued to grow, more and more classes were scheduled in other locations. Those locations with the largest numbers of classes and students were called "education centers," and include: Escondido, Fallbrook, Ramona, Poway, Mt. Carmel, Camp Pendleton, Pauma Indian Reservation, and Borrego Springs.

Sixty years later, in 2006, Dr. McNaughton's general description is still true.

### Vision

Learning for Success

### Mission

Palomar College is an educational leader committed to quality learning. We provide our community the knowledge, information, skills, and aesthetic appreciation necessary to live responsibly, effectively, and creatively in an interdependent and changing world.

### Values

Palomar College is a learning community dedicated to achieving student success and cultivating a love of learning. We strive to improve performance and outcomes based on evidence. To provide the highest quality learning and cultural experiences, we are guided by our core values of

- Achieving excellence in teaching, learning, and service;
- Fostering integrity as the foundation for all we do;
- Providing access to our programs and services;
- Celebrating diversity in people, philosophies, cultures, beliefs, programs, and learning environments;
- Supporting inclusiveness of individual and community viewpoints in collaborative decision-making processes;
- Promoting mutual respect and trust through open communication and actions;
- Supporting innovation to enhance and enrich learning environments and services.

### Educational Philosophy

The educational philosophy of Palomar College is based upon belief in the value of the individual and belief in the individual's potential for intellectual, ethical, personal, and social growth. Only through growth in these areas can a citizen come to understand personal rights.

The fundamental assumption of the democratic way of life is the intrinsic worth of the individual. This assumption thus becomes the main principle of public education.

In order to become an effective member of a democratic society, an individual should participate in a free exchange of ideas. Only within a democracy is the individual assured the freedom for such an exchange and for self-realization consistent with the freedoms and opportunities of others.

By providing equal opportunities for all, the community college helps its students to realize their potential. Thus their talents become more readily available to the community, and their participation in society becomes more effective.

### Governing Board and District Policy

In accordance with its designated function as a policy-making body, the Governing Board of the Palomar Community College District creates the policies by which the district operates, subject to the Education Code of the State of California, all rules prescribed by the Board of Governors of the California Community Colleges, and all federal statutes. Board policy may be changed, subject to the Education Code of the State of California, only by action of the Governing Board through a majority vote of its members.

The Governing Board schedules its regular open meetings in the Board Room on campus at 5:00 p.m. on the 2nd Tuesday of the month. Meetings are open to the public.

### Palomar College Foundation

Since the 1950s, the Palomar College Foundation has helped provide supplement public funding for college programs and activities. Over the years, the Foundation

has provided funding for the swimming pool, a harpsichord for the Performing Arts Department, a trailer for tutorial groups, facilities for the Child Development Center, furniture for the Student Center, renovation for the Library, curtains for the Theatre, and many, many scholarships for deserving students.

With the support and generosity of the community, the Palomar College Foundation has secured over \$15 million in designated and undesignated funds which are support student learning, educational programs, scholarships and capital equipment. Yet, every year as state budgets shrink, the needs of our community grow.

Won't you consider making a contribution? We welcome the support of individuals, families, and businesses who want to help fulfill the mission of Palomar College, the vision of our community and the hopes of thousands of students and families who need our help. For more information or to be added to our newsletter mailing list, please call the Advancement Office, (760) 744-1150, ext. 2733.

### **Policy On 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 group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental 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, educational programs and activities, facilities, access to course offerings, counseling, financial assistance, employment 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.

### **Spanish Translation**

Los estudiantes elegibles para entrar en el programa de educacion vocacional no pueden ser excluidos debido a su ingles limitado.

### **Vietnamese Translation**

Nhung hoc-sinh neu hoi du cac dieu-kien phu-hop vao nhung chuong-trinh giao-duc huan-nghe se khong bi tu khuoc boi ly do trinh-do Anh-van kem.

### **Designation of Responsible Employee as Title IX Coordinator**

The Assistant Superintendent/Vice President, Human Resource Services, Administrative Services Building, room A-1, (760) 744-1150, ext. 2531.



## Section 2

### Admission and Registration

#### Admissions Policy

Any person who meets one of the following requirements is eligible to attend Palomar College:

- Has graduated from an accredited high school
- Is a non-high school graduate 18 years of age or older
- Has passed the California High School Proficiency Examination (CHSPE), or Certificate of Equivalency (G.E.D.)
- Is a minor who may profit from instruction and has permission of the local high school district
- Has petitioned for special admission and obtained approval from parent/guardian, representative of the school district of residence and Palomar College Director of Enrollment Services (admitted on a permission and space available basis).

#### Application for Admission

Anyone who wishes to attend Palomar College must submit a completed application for admission. Students may apply online at <http://www.palomar.edu>.

#### Admission to Special Programs

Admission to the Dental Assisting Program and the Nursing Program is by special application. For information contact the Health Programs Coordinator, room NO-2, ext. 2279.

#### Special Admission for Accelerated Students

To be considered for admission, minors must have completed the eighth grade or reached the age of 15, and have permission of the local school district. Home-schooled minors may enroll with permission of the local school district. Minors, under 15 years of age, with permission from a public or private school, and the Palomar College instructor, may enroll only in courses specified by the local school district or private school. Otherwise, minors under 15 years of age are limited to enrolling in special classes devoted to children, such as child development lab classes or youth orchestra. Credit earned is college credit and may also be used as high school credit with consent of the high school. See the Admissions Office for details.

#### Residency

Information in the following paragraphs summarizes the rules and regulations related to student residency for educational purposes. Details are found in Education Code Section 68090, Title 3, Part 41, Chapter 1, and may be found in the College Library.

Residency is determined when a student applies for admission to the College. The Admissions Office will help with questions and interpretation of the regulations.

#### Definition of Residence

In law, every person has a residence. There can be one and only one residence. A residence cannot be lost until another is gained. It is the place where one lives when not on vacation or leave. It can be changed only by a combination of act and intent.

Every person who is married or is 18 or older and under no legal restriction may establish a residence. Certain minors may also establish residence.

#### Residency Status

A California "resident" is a person who has resided in the state for more than one year prior to the residence determination date and shows "intent" to the state of California.

A "nonresident" is a person who has not resided in California for the full one-year period before the residence determination date. A nonresident must pay nonresident tuition in addition to other fees for credit classes. Tuition must be paid in full at registration.

#### Residence Determination Date

The residence determination date is that day immediately preceding the first day of instruction.

#### Factors Considered to Determine Residency

The following factors are called "indices of intent." They, along with a person's presence in California, are considered in determining California residency. No one factor decides residency. All evidence is weighed. If any one of the "indices of intent" shows intent only for another state during the one-year period, it may show lack of intent for California:

- Own residential property in California for personal use
- Are licensed to practice a profession in California
- Vote in California
- Pay California State Income Taxes
- Possess a California driver's license and a vehicle registered in California
- Have an active checking and/or savings account in a California bank
- Show a California address on military records
- Possess a marriage license or a divorce decree issued in California
- Have been paying nonresident tuition in another state

#### Exception to Residency Requirements

There are exceptions to the residency rules. They may include the following:

- Active duty military personnel stationed in California
- Dependents of active duty military personnel stationed in California
- Certain minors who stayed in California when parents moved
- Self-supporting minors
- Full-time employees of Palomar College or a child or spouse of the full-time employee
- Those who attended a California high school for 3 or more years AND graduated from a California high school or attained an equivalent (GED or CHSPE). This exception does not grant California residency or eligibility for any state financial aid.
- Victims of Hurricane Katrina, ABI 1646. A student who, as of August 29, 2005 was enrolled, or admitted with the intention to enroll, in the fall 2005 term in a regionally accredited institution of higher learning in Alabama, Louisiana, or Mississippi, and who could not continue his or her attendance as a direct result of Hurricane Katrina may be eligible for a waiver of non-resident tuition.

#### International Students (F-1 and M-1 Visas)

Palomar College is authorized under federal law to enroll nonimmigrant alien students. The following is required for admission to the regular College program:

- International student application with passport-size photograph
- Confidential financial statement certified by bank official
- Test of English as a Foreign Language (TOEFL) score of 470 (PBT)/150 (CBT) or more
- High School graduate (official transcripts of all secondary and college work must be provided with certified English translation)
- Satisfactory report if attending a language school or another college in the U.S.A.
- Letter of reference
- Doctor's health certification (TB skin test)

**Application Deadlines:**

For Fall 2006/Overseas applicants	May 1, 2006
Applicants within the USA	June 30, 2006
For Spring 2007/Overseas applicants	Oct. 15, 2006
Applicants within the USA	Nov. 30, 2006
For Summer 2007/Overseas applicants	March 1, 2007
Applicants within the USA	May 1, 2007
For Fall 2007/Overseas applicants	May 1, 2007
Applicants within the USA	June 30, 2007

International students are required to pay nonresident tuition. For informational brochure and/or application forms, contact:

Office of International Education  
Palomar College  
1140 W. Mission Road  
San Marcos, California 92069-1487 USA  
(760) 744-1150, Ext. 2167  
FAX (760) 761-3592  
<http://www.palomar.edu>  
[intladm@palomar.edu](mailto:intladm@palomar.edu)

International students who do not meet the requirements for regular College admission may attend the intensive English language program. For an informational brochure and/or application forms, contact:

California English School  
Palomar College  
1140 West Mission Road  
San Marcos, California 92069-1487 USA  
(760) 591-4930  
FAX (760) 591-4932  
[ces@palomar.edu](mailto:ces@palomar.edu)

**Matriculation Rights and Responsibilities**

Matriculation is a process that assists you in choosing, planning, and achieving your educational and career goals. It is Palomar's way of supporting your right to succeed in college. Matriculation is a partnership between you and Palomar College.

Palomar College agrees to:

- Evaluate your English, math, and reading skills
- Help you register for appropriate classes
- Provide you with an orientation, and information on services available, and possible majors and/or careers
- Provide access to counselors and instruction

You agree to:

- Decide upon your major and goal
- Attend an orientation and assessment session
- Work with us to develop an educational plan by the time you have completed 15 units
- Attend and complete courses to make the best use of the time you spend at Palomar

The College may suspend or terminate services to any student who fails to fulfill his/her responsibilities. However, the College may never suspend or terminate any service for which a student is otherwise entitled under any other provision of law. In addition, students may challenge any matriculation requirement or regulation using the petition process.

Prior to registration, all non-exempt students must complete the following steps that apply:

- Submit an application for admission
- Send in all transcripts or previous assessment scores for consideration
- Sign up for, and attend, an assessment and orientation session at the Assessment Center, SU-1, or at the Escondido Center.

New, returning, or transfer students who may be exempted from the matriculation process are students who:

- Already have an associate's or bachelor's degree
- Are attending Palomar for personal enrichment
- Are enrolled only in non-credit community education courses
- Are taking classes only to upgrade job skills
- Are enrolled in apprenticeship or other special vocational education programs
- Are concurrently enrolled in another college or university

Exempt students are not required to participate in the matriculation process, but are encouraged to see a counselor at any time.

**Assessment, Advisement and Orientation****What is Assessment?**

Assessment is the process the College uses to evaluate your skills in areas such as:

- Reading
- Writing
- Math
- English as a Second Language (ESL)

Assessment (the placement test plus multiple measures), advisement, and orientation are given several times throughout the year for the convenience of new, continuing, returning, and transfer students.

Assessment gives students knowledge of present levels of skills in math, English, and reading. Assessment, along with advisement and orientation, using COM-PASS, takes approximately 3-1/2 hours, and includes receiving the results.

All students must submit an application for admission before making an appointment for the placement test. Students must contact the Student Access/Assessment Center for a reservation ticket. Reservation tickets are issued on a first-come, first-served basis. Seating is limited. Students may also schedule an appointment by e-mail to [Assessment@palomar.edu](mailto:Assessment@palomar.edu). Students should find the location prior to their appointment since no one will be admitted after the assessment has begun. All three subjects (English, math and reading) will be covered. Students are permitted to be assessed only once per year. Placement is valid for two years.

In addition to taking Palomar's placement test, the following options are also available to students:

1. Students may submit documentation of previous college course work and/or assessment scores from another college. Scores expire after two years; course work does not expire.
2. Non-native English speakers may take a specialized placement exam. Contact the ESL Department.
3. Special testing conditions are offered for disabled students through the DSP&S Department.
4. Students may place themselves in entry-level classes and progress through the curriculum without taking the assessment.

The decision to challenge assessment placement will be made on an individual basis. Please contact the Assessment Office located in the Student Access/Assessment Center, SU-1.

**What is Orientation?**

Orientation is a process that provides students with information about the College's programs, services, academic expectations, procedures, advising and registration. Orientation follows all areas of assessment. Assessment results will be distributed at the conclusion of the orientation. Students will:

- Receive information about college requirements
- Learn about the requirements for Certificates, Associate and Bachelor's degrees, specific major requirements and general information

- Receive information about assessment recommendations and basic skill levels
- Available immediately after scheduled assessment online

### When do I need Assessment, Advisement and Orientation?

New students must complete assessment, advisement and orientation before qualifying to register for classes. Students who meet this requirement before the registration period for the next semester will receive an earlier registration appointment.

There are several other options for completing assessment, advisement, and orientation. These include special sessions for:

- Students with disabilities
- English as a Second Language students
- E.O.P. & S. students
- International students

Contact the Student Access/Assessment Center, see the current class schedule, or visit the Website, <http://www.palomar.edu/counseling/ASSM.html>.

### What is Educational Planning?

Educational Planning is the process of mapping your courses semester by semester. A counselor will assist you in choosing the appropriate course sequence that best fits your educational goal.

English, math, reading, and study skills are the foundation for success in other college level courses.

### Complaints

If you feel that assessment, orientation, counseling, or any other matriculation procedure is being applied in a discriminatory manner, you may file a complaint.

### Enrollment Conditions

Many courses and education programs of study have enrollment conditions such as prerequisites, corequisites, or advisories on recommended preparation. These faculty-approved conditions are considered necessary and appropriate to ensure that you are adequately prepared to succeed in the course or educational program.

Enrollment restrictions are defined below. It is your responsibility to meet any and all enrollment conditions.

### What is a Prerequisite?

A prerequisite is a condition of enrollment that you are required to successfully ('C' or better) meet in order to demonstrate current readiness in a course or educational program. You may be required to show proof of meeting the prerequisite. Failure to meet the stated prerequisite may result in you being administratively dropped from the course.

### What is a Corequisite?

A corequisite is a condition of enrollment consisting of a course that you are required to simultaneously take in order to enroll in another course. Failure to enroll in the stated corequisite will result in you being administratively dropped from the course.

### What is an Advisory on Recommended Preparation?

Recommended preparation is a condition of enrollment that you are advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. If you believe that you have satisfied the advisory by means other than the stated advisory, you are urged to consult with the appropriate department to determine your readiness to enroll in the course or educational program.

### Are there other limitations on enrollment?

Yes. Enrollment in certain courses or educational programs of study may require try-outs, auditions, or may be limited by health and safety considerations, facility

limitations, faculty workload, the availability of qualified instructors, funding limitations, or legal requirements imposed by statutes, regulations or contracts. All such limitations are in conformity with the provisions of Title 5, Section 58106, California Community Colleges Board of Governors.

### What if I don't have the necessary prerequisites or corequisites?

You may not be permitted to enroll in a class for which you cannot demonstrate you have met the prerequisite, or are enrolled in the corequisite. If it is determined after a course begins that you have not met the prerequisite, you may be dropped from the course.

### What if I am currently enrolled in the prerequisite when it is time to register for my class? Will I be prevented from enrolling in the next level course?

No. If you are currently enrolled in the prerequisite course at Palomar College, and it is assumed that you will pass the course with a 'C' or better, you will be permitted to enroll in the next level course. If you do not successfully pass the course (D, F, FW, NC, Inc, or W), you will be dropped from the class before the opening day.

### Can I challenge a prerequisite or corequisite?

Yes, under certain conditions. Refer to the information on challenges below.

### Challenging Prerequisites

You have the right to challenge any prerequisite. A prerequisite or corequisite challenge requires written documentation, explanation of alternative course work, background, abilities, or other evidence which has adequately prepared you for the target course. A Prerequisite or Corequisite Challenge Petition can be obtained from the Admissions & Records Office, the Counseling Center, or an Education Center or Site. Reasons for seeking a Prerequisite and Corequisite Challenge Petition may include one or more of the following:

1. A prerequisite or corequisite has not been made reasonably available.
2. A prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites.
3. You can provide evidence of having the knowledge or ability needed to succeed in the course despite not meeting the prerequisite or corequisite.
4. You may challenge other limitations on enrollment.
5. You may challenge a prerequisite or corequisite established to protect the health and safety of himself, herself, and/or others.
6. A prerequisite, corequisite, or limitation on enrollment is discriminatory or applied in a discriminatory manner.
7. A prerequisite or corequisite is in violation of Title 5.

If space is available in the target course when you file a challenge to the prerequisite or corequisite, the College shall reserve a seat for you and resolve the challenge within five working days. If the challenge is upheld or the College fails to resolve the challenge within the five working day period, you shall be allowed to enroll in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term, and if the challenge is upheld, you shall be permitted to enroll if space is available when you register for that subsequent term.

### Transcripts/Advanced Standing

Transcripts from other colleges and universities must be received by the Admissions and Records Office no later than the end of the first semester of attendance.

Transcripts received become the property of Palomar College and cannot be returned to the student or forwarded to other schools.

Courses, units, and grades from other regionally accredited colleges and universities that are accepted will be applied toward the completion of academic

degrees or certificates of achievement at Palomar College. Units accepted may also be applied toward transfer patterns to four-year institutions.

Transcripts from foreign schools or universities must be evaluated by an approved credentials evaluation service.

Refer to the Academic Regulations and Standards section of the catalog regarding acceptance of non-traditional credit.

### **Student Classification**

#### **Freshman**

A credit student who has completed less than 30 semester units.

#### **Sophomore**

A credit student who has completed 30 or more semester units, but does not have an A.A. degree.

#### **Unclassified**

A registered credit student who, by definition, is neither a freshman nor a sophomore.

### **Financial Aid Application and Enrollment Fee Waiver**

Students are encouraged to stop by the Financial Aid & Scholarships Office to obtain information and an application for federal and state financial aid early.

In addition, the enrollment fee waiver application is available online, at the Financial Aid & Scholarships Office or in the class schedule. Approval must be confirmed at least 48 hours prior to registration.

Current and potential financial aid students are advised to only take courses that are required for their declared program of study at Palomar College.

### **Enrollment Options**

#### **Community Education Classes**

Non-credit courses which support life-long learning. May be either full term or short term.

#### **Community Development Seminars**

Non-credit workshops, classes, seminars, activities and events to help you continue learning throughout your life. Usually taught as evening or weekend courses.

#### **Fast Track**

Fast-track courses, which are eight weeks in duration, are offered throughout the calendar year. The work that students complete in a semester-length class is compressed into eight weeks. These classes are intensive, but they allow students to move quickly to advanced study or to a career.

#### **Full Term Classes**

A regular semester course of 17 weeks.

#### **Intersession Classes**

Courses offered between regular terms.

#### **Late Start Classes**

Accelerated courses which are less than 16 weeks, but which must be completed within a semester/session.

#### **Learning Communities**

An enriched learning experience linking different courses around a central theme or question. Students must enroll in the whole block of courses, and progress through the semester as a group.

#### **On-line Classes**

On-line classes offer convenience for students with busy schedules. Students must have reliable access to e-mail and the Internet. You can "attend class" at

any hour of the day or night, and communicate with your instructor via e-mail or electronic discussion boards as your schedule allows. Attendance at some on campus activities may be required for some on-line classes. Student financial awards may be impacted in certain cases. Please check with the Financial Aid Office for more information. On-line classes are academically equivalent to traditional face-to-face classes. For more information, visit our web site at <http://www.palomar.edu/pconline>.

### **Regional Occupational Programs (ROP)**

ROP offers tuition-free courses, regardless of income, and serves all residents of San Diego County 16 years of age and older. Classes provide entry-level, upgrade, and advanced job skills training.

### **Saturday Classes**

Academic or vocational courses taught on Saturdays, generally in the mornings. May be either full term or short term.

### **Self-Paced Classes (Open Entry)**

Courses which allow flexibility in scheduling, where a student may enroll at any time up to a designated date in the semester/session. Hours of attendance are arranged with the instructor. Depending upon unit value, a specified number of hours must be completed to receive credit.

### **Short Term Classes**

Any course which is less than 17 weeks.

### **Summer Session**

Mini sessions offered during the summer, generally either 6 weeks or 8 weeks in length.

### **Teleweb Classes**

Teleweb classes are TV courses that utilize the Internet and electronic communication to supplement the traditional video presentation of the course. Students may view video lessons on cable, online or on videotape that are available for check-out at six different locations. Computers will be used for assignment preparation, examinations, and for communication between students and faculty. Students must have reliable access to the Internet and an email account. Computer literacy is highly recommended. If a computer is not available at home, there are computer labs available for student use on campus. Teleweb classes may require students to attend an orientation session with the instructor. Student financial aid awards may be impacted in certain cases. Please check with the Financial Aid Office for more information. Teleweb classes satisfy either pre-collegiate, elective or general education requirements toward a certificate or A.A. degree. For additional information, visit our web site at <http://www.palomar.edu/pctv>.

### **Television Classes**

A TV course is a regular college credit course which uses television to deliver instruction. Each telecourse includes televised lessons, a text, as well as procedures for discussion, assignments and examinations. Students may view video lessons on cable, online, or on videotape that are available for check-out at six different locations. Although telecourse study is based primarily in the home, you are expected to interact with the instructor on a regular basis by telephone, email or during your scheduled campus meetings. You must make time to view your lessons and complete assignments. In order to receive credit or an evaluative grade, you must attend the campus meetings. TV courses are academically equivalent to the traditional campus course. They satisfy either pre-collegiate, elective or general education requirements toward a certificate or A.A. degree. For more information, visit our web site at <http://www.palomar.edu/pctv>.

### **Videoconference Classes**

Videoconference classes are college credit courses taught by the instructor to more than one site simultaneously. Communication is two-way and interac-

tive. Interactive videoconferencing allows students to meet face-to-face with the instructor on-campus and with students in a classroom off-campus. Two-way interactive videoconferencing sends and receives live video and audio simultaneously between two or more sites. For more information, visit our web site at <http://www.palomar.edu/pctv>.

### **Weekend College**

Attend classes offered on Friday evening, Saturday and Sunday.

### **Enrollment Procedures**

All new and returning students should submit their application for admission as soon as possible after the date applications are first accepted. Early applications secure earlier enrollment appointments. Check the 2006-2007 college calendar in the front pages of this catalog for the dates applications are accepted or check our web page at [www.palomar.edu/admissions](http://www.palomar.edu/admissions) for the most current information.

### **The Class Schedule**

Students are informed of the enrollment procedure to be followed in the official Class Schedule for each semester.

### **Online Enrollment**

All students may use Student eServices to enroll. Continuing students have automatic eligibility to enroll. New and returning students are also eligible after submitting an Application for Admission at the main campus or at a College Center or online at [www.palomar.edu](http://www.palomar.edu). All students are issued a unique Palomar user ID number, which will be used for enrolling and all other transactions with Palomar. See the Class Schedule for more information.

### **Procedure for Adding and Dropping Classes**

Adds and drops are processed online through Student eServices until the semester deadline date (see Class Schedule). You may be required to obtain a permission number from the instructor to add a class.

**All additions to a student's program must be processed within the first two weeks of classes.** Exceptions to this deadline include late-start and open-entry classes.

### **Official Withdrawal**

Students must drop classes by using Student eServices. Refer to "Dates and Penalties" below for any penalties which may be imposed.

### **Unofficial Withdrawal**

Students who simply stop attending class and do not drop through Student eServices have unofficially withdrawn. These students may receive an "F" or "FW" grade in every class they stop attending.

### **Administrative Withdrawal**

Administrative withdrawals may occur for academic or disciplinary reasons, or for non-payment of fees. If the administrative withdrawal occurs after the refund period, the student will not be entitled to a refund or waiver of registration fees.

### **Dates and Penalties**

If a student processes a drop during the first four weeks of a full semester course, or first 30% of a short-term course, no grade will be assigned and no notation will appear on the student's permanent record.

Between the fourth week and the eighth week of a full semester course, or between 30% and 50% of a short-term course, a student may process a drop at his or her discretion and receive a withdrawal (W grade).

After the eighth week of a full semester course, or 50% of a short-term course, only evaluative (A, B, C, D, F, FW) or Incomplete (I) grades shall be assigned.

All students are expected to attend classes. Failure to attend classes can result in an "F" or "FW" grade, unless the student executes a drop within the time periods indicated above. Refer to the 2006-2007 college calendar for specific dates or check our web page at [www.palomar.edu/admissions](http://www.palomar.edu/admissions) for the most current information.

### **Petition Appeal Procedure**

Students who have verifiable extenuating circumstances may petition to withdraw from a class after the eighth week of a full semester course, or 50% of a short-term course. See "Conditions for Petition to Withdraw" listed under the Grading System in Section 5 of the catalog.

### **Class Cancellations/Changes**

Palomar College reserves the right to cancel any class for which the enrollment is not sufficient to warrant continuation, and to change the class hours and/or days as necessity demands. Students enrolled in classes that are cancelled by the College are entitled to a refund of fees, with no processing charge.

### **Fees and Expenses**

Palomar College is a public California Community College. All students must pay enrollment and health fees; California non-residents and international students must pay non-resident tuition.

### **Fee Payment Procedure**

Students are responsible to pay all mandatory fees. All fees are due 10 days after enrollment; however, after classes have begun, all fees become due immediately. Students who do not pay fees will be dropped from classes, but may still owe enrollment fees. The College will refund enrollment fees only when a drop is processed within the first two weeks of class. Administrative drops may result in the withholding of services (transcripts, enrollment, etc.) until fees for the dropped classes are paid.

**Fees are subject to change; please check the current class schedule for a complete, up-to-date list. All required fees must be paid at the time of registration.**

For information on exemptions from fees, please refer to the current class schedule or check with the Financial Aid Office. Active duty military members should contact their Base Education Office for information on tuition assistance.

### **Auditing Fee**

\$15 per unit - Refer to Section 5, Auditing a Class, for specific information on selecting audit status. Not considered for BOGW or Financial Aid eligibility.

### **Enrollment Fee**

\$26 per unit - This mandatory fee is subject to change.

### **International Student Capital Outlay Fee**

\$7 per unit - This is an additional fee for international students only. This fee is subject to change. Please refer to the current class schedule.

### **Materials Fee**

Students may need to provide materials required for a credit or noncredit class. Such materials must be of a continuing value to the student outside of the classroom setting. The materials may be available through the District or may be purchased elsewhere.

### **Non-Resident Tuition**

\$157 per unit °V California non-residents and international students must also pay all other applicable fees. Please refer to the current class schedule.

### **Palomar Identification Card (PIC)**

\$5 per semester - This optional card can be used for easier access to the Library, Bookstore, Student Services and on-campus labs.

**Parking Fee**

\$40 per semester, \$20 for students receiving BOGW - Please refer to the current class schedule.

**Returned Check Charge**

\$20 for each check returned to the College.

**Student Activity Fee**

\$10 per semester - With this optional fee, students will be given a validation sticker to attach to their Palomar Identification Card (PIC). The student activity fee offers discounts on campus and from area merchants.

**Student Center Fee**

\$1 per unit up to a maximum of \$10 per year - This fee is charged for classes taken at the San Marcos campus only. The funds generated from this fee will finance the construction, enlargement, refurbishing and operation of a student body center, also known as a Student Union (beginning Spring 1999).

**Student Health Fee**

A state-mandated student health fee is charged for operation of the Health Center or Centers as authorized in Education Code 76355. The maximum student health fee allowable will be charged to all part-time and full-time students enrolled in the credit and non-credit classes offered through Palomar College, except the following:

Exempt by law:

- Students taking only apprenticeship classes.
- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization.
- Dependent children and surviving spouses of members of the California National Guard who are killed or permanently disabled while in active service.

Other exemptions:

- Active military students taking classes only at Camp Pendleton
- Students in Community Services Seminars
- Worksite Education training for company employees only.
- Non-credit classes at sites other than at the San Marcos Campus and the Escondido Center.

The current Student Health Fee is \$15 for the Fall and Spring semesters and \$11 per Summer session. The fee is subject to change.

**Student Representation Fee**

\$1 per semester - This optional fee provides for the support of student representatives who state positions and viewpoints before city, county, and district governments, and before offices and agencies of the state government. A student may refuse to pay the Student Representation Fee for religious, political, financial or moral reasons.

**Transcript Fee**

Two transcripts are provided to each student at no cost. Additional copies may be obtained for three dollars (\$3) each. Refer to Section 5, Official Transcripts, for specific information on requesting transcripts.

**Refunds****Refund Policy for Resident Student Fees**

Please see the current class schedule for policy and appropriate dates/deadlines.

**Nonresident and International Student Tuition**

Refunds are made only to students who officially withdraw from a class or from the College by the refund deadline. Please see the current class schedule for the appropriate deadline date.

**Parking and Materials Fees**

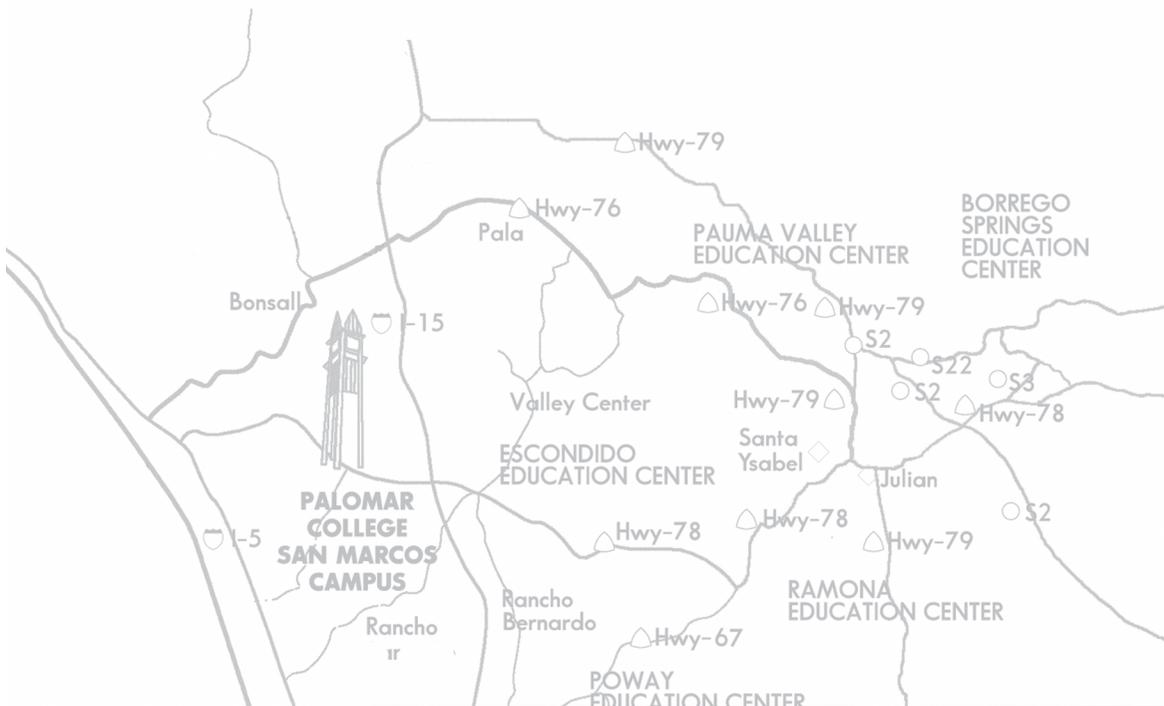
Please see the current class schedule for information.

**Appeal Procedure**

Any appeal of the rules for obtaining a refund of fees above must be made in writing (Petition for Refund) to the Director of Enrollment Services. The appeal must include the reason(s) for requesting an exception, and any available background material to support the reason(s).

Building Your Future *Student Services*

3



## Section 3 - Student Services

### Admissions and Records

#### **SSC #49, Ext. 2164**

The Admissions, Enrollment, Records, and Evaluations Offices provide a variety of services to students. It is usually the first office prospective students' visit, and the last office students see before transferring or graduating. Following are some of the services provided.

All students must submit an application for admission in order to attend Palomar College. The admission application permits a student to enroll, and sets up a history for each student. The Admissions and Enrollment area also processes adds, drops, reinstatements, refund petitions, petitions for audit and credit-no credit, and accepts requests for transcripts and verifications of enrollment.

The Records and Evaluations area is responsible for a wide variety of services. These include processing grades and maintaining academic records; maintaining student history information, such as name and social security number changes; processing requests for transcripts and past semester enrollment verifications; receiving transcripts, tests results, etc. from other institutions; processing Petitions for Academic Renewal, Credit by Examination, and Course Repetition; evaluating records and transcripts for graduation and transfer; and enforcing academic regulations.

### Articulation Services

#### **SSC Bldg., Ext. 2528**

The Palomar Articulation Officer secures course articulation agreements with colleges and universities throughout California and out of state. Students use these agreements to plan their educational programs in preparation for transfer to a four year college or university. Agreements and course requirements are available in the Counseling offices and on-line at <http://www.assist.org>

### Athletics

#### **O-10 Bldg., Ext. 2460**

Palomar College has intercollegiate teams in the following men's sports: baseball, basketball, football, golf, soccer, swimming, tennis, volleyball, water polo, wrestling, and cross country. Women can compete intercollegiately in the following sports: basketball, cross country, softball, soccer, swimming, tennis, water polo and volleyball. Contact the Department of Athletics for more information (760) 744-1150, ext. 2460.

### Bookstore Services

#### **SU BLDG., EXT. 2220**

The Palomar College Bookstore is a comprehensive operation that provides textbooks, supplemental reading materials, and auxiliary supplies for students and staff.

Textbook services are provided by the bookstore at most Educational Center locations. Check the Class Schedule for exact times and locations. The Bookstore is a lease operation run by Follett Corporation and is responsible for its own income and expenses. Hours of operation for the San Marcos campus during regular semesters are Monday through Thursday 7:30 a.m. to 7:30 p.m. and Fridays 7:30 a.m. to 1:30 p.m. Hours will change during registration; please check the Class Schedule.

### Career Services

#### **SSC #24, EXT. 2194**

**Career Services** provides guidance in career selection and goal setting. Resources include an up-to-date computer lab with internet access, a career reference library, job search and training information. Computerized career assess-

ments/inventories are available free-of-charge.

The Career Center offers two one-unit short-term classes in the class semester; Career Search (Counseling-165), and Major Search (Counseling-170). Each one of these classes is only three sessions in duration. Once completed, you would receive a one unit credit.

The Career Center helps with job assistance on an appointment or drop-in basis. We also host semi-annual career fairs.

The Career Center services are available to Palomar College students, staff and to the community. The Career Center is located in the Student Services Center (SSC) on the San Marcos campus. For more information call (760) 744-1150, ext. 2194 or visit our website at [www.palomar.edu/counseling/careercenter](http://www.palomar.edu/counseling/careercenter).

### Cashier Services/Bursar's Office

#### **A Bldg, Ext. 2114 & Escondido Center/SSC**

#### **Bldg/Ext. 3700**

The Cashier Services Office processes student payments for enrollment, tuition, parking permits, optional fees, holds and fines. The Bursar's Office processes student payments for transcript requests, verifications of enrollment, parking permits and optional fees. For more information about Cashier Services, visit the web site at <http://www.palomar.edu/admissions/cashiers.htm>.

### Children's Center

#### **CDA Bldg., Ext. 2575**

The Child Development Instruction and Services Center is an NAEYC (National Association for the Education of Young Children) accredited laboratory preschool program.

The Child Development Instruction and Services Center in San Marcos provides services to approximately 150 children ages 18 months to five (5) years of age. The Center receives funding from the California Department of Education and from parent fees. The Center serves children of Palomar College students, faculty, staff, and community members. The Center also serves as a laboratory for students who are Child Development majors. Students are trained in proper room environments, appropriate group experiences, activities and techniques.

The San Marcos Center is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. Children must be enrolled in a minimum of two days. Enrollment is not available on a drop in basis. Subsidized services are provided to the children of income qualified Palomar College students at no or low cost, based on family size and income.

The Escondido Child Development Center opened spring 2000. This Center serves approximately 44 children three to five years of age. The Center is open from 7:00 a.m. to 5:30 p.m., Monday through Friday. The State Preschool program operates at the Escondido Center.

State preschool services are available to 4-year old children of any family, within our community, who are low income and meet the guidelines set forth by the California Department of Education. Children attend all five days, three (3) hours per day. State Preschool Program has two sessions, morning and afternoon. The morning program begins mid August and ends in May, and the afternoon program is year round beginning July 1.

### Counseling Services

#### **SSC #24, Ext. 2179**

Academic advisement, career guidance, Cyber-counseling, and personal counseling related to academic success are provided in the Counseling Center, located in the Student Services Center. Counseling services are provided according to the needs of each student as described below.

Academic advisement is available to students seeking assistance with scheduling or clarification of requirements for certificates, graduation or transfer. Inasmuch as careful course selection is a key to a successful college experience and is subject to change, it is wise for students to consult with a counselor each semester.

Career guidance is available in the Career Center, through career classes, and with individual appointments.

Personal counseling is available to the students who may seek the assistance of a professional counselor in finding solutions to problems that may be affecting their academic progress. A counselor may also provide further assistance in helping students understand their attitudes, feelings, and academic potential, thereby enabling them to make realistic decisions. Appropriate referrals may also be given.

Assessment and orientation provide students with eligibilities in math, English, and reading. A general overview of the College, its programs and services, and preparation for registration are included.

### **Disability Resource Center (DRC)** **DSP&S Bldg., Ext. 2375**

DRC provides special counseling, services and instruction for those with physical, learning, vision, hearing, communication and psychological disabilities.

The following is available to qualified students: orientation, on-campus transportation, special parking, priority registration, counseling, testing, supportive instruction in English, math, speech/language, reading, and adapted physical education. An adapted computer instruction program provides varied instruction for those with specific disabilities.

Interpreters for the deaf, readers, notetaking assistance, testing accommodations, mobility assistance and access to alternative media are also offered.

Special equipment including power wheelchairs, computers, tape recorders, and other equipment are part of the support services offered to students with disabilities.

The DRC program acts as an advocate for students with disabilities representing their interests on campus as well as with various state and local agencies including the State Department of Rehabilitation.

Call DRC for further information at (760) 744-1150, ext. 2375; the TTY number for the deaf and hard of hearing is (760) 471-8506. Visit our website [www.palomar.edu/dsps](http://www.palomar.edu/dsps).

### **Extended Opportunity Programs and Services (EOP&S)/CARE**

**TCA Bldg., Ext. 2449**

EOP&S is a state-funded program designed to provide support services and benefits for students who are financially and educationally disadvantaged. CARE, also a state-funded program, assists single parent recipients of TANF/CalWORKs who would like to attend college. These programs offer academic and support counseling, priority registration, four-year college fee waivers, student success workshops, financial aid and other support services. The EOP&S/CARE office, located on the San Marcos campus, TCA building, is open Monday and Thursday, 8:00 a.m. to 5:00 p.m., Tuesday and Wednesday, 8:00 a.m. to 7:00 p.m. and Friday, 8:00 a.m. to 3:00 p.m. Phone: (760) 744-1150 ext. 2449; website [www.palomar.edu/eops/](http://www.palomar.edu/eops/).

REACH is Palomar's support program for CalWORKs students. The REACH program serves parents who are attending school as part of their welfare-to-work plan with the county. To be eligible, the student must be a current CalWORKs recipient or have received aid within the last two years. The student must also be working toward a certificate, AA degree, transfer to a four-year university, or to improve work skills.

Benefits include: academic and support counseling, priority registration, student success workshops, financial aid and other support services. The student does not have to be a full-time student to receive benefits. Phone (760) 744-1150, ext. 2449.

### **Financial Aid and Scholarships** **SSC #50, (760) 891-7510**

Information on options for financial assistance to help minimize the student's financial burden of a college education is available at the Financial Aid & Scholarships Office, or log on to our web site at <http://www.palomar.edu/fa/>. Financial assistance comes in the form of waivers, grants, part-time employment, student loans, and scholarships. The following is a brief summary of the aid programs available at Palomar College.

#### **Board of Governor's Waiver (BOGW)**

This program waives the enrollment fee for all eligible California resident students. Application forms are available online at [www.palomar.edu/fa](http://www.palomar.edu/fa). Applications are also found inside the class schedule or at the Financial Aid Office.

#### **Cal Grant (Cal B, C)**

This is a state funded program and is awarded to students based on a formula determined by the California Student Aid Commission. The formula includes factors such as income/assets and grade point average. Must have a minimum enrollment of six (6) units.

#### **Institutional Emergency Loans**

Short-term emergency student loans are available for students enrolled during the current semester who are Pell Grant eligible or student employees and who demonstrate an unexpected emergency need for funds to continue their education at Palomar College. Must have a minimum enrollment of six (6) units.

#### **Federal Pell Grant**

This grant is an entitlement award and usually awarded to low-income students. Students with a Bachelor's Degree are not eligible.

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This grant is usually awarded to students who have already been awarded the Pell Grant and have demonstrated high unmet financial need. Must have a minimum enrollment of six (6) units.

#### **Federal Work Study (FWS)**

This program provides part-time employment on campus. The award does not have to be repaid BUT must be earned through employment on campus. Must have a minimum enrollment of six (6) units.

#### **Subsidized William D. Ford Federal Direct Loan**

This is a federal student loan program in which the government makes loans available to students to be used for direct educational expenses. The interest rate is variable. Repayment begins six (6) months after the student is no longer enrolled in college or drops below six (6) units of enrollment. The government does not charge interest on the loan while the student is in school.

#### **Unsubsidized William D. Ford Federal Direct Loan**

This loan is similar to the Subsidized William D. Ford Federal Loan in that it is to be used for direct educational expenses BUT is certified for students who cannot demonstrate financial need. The student pays the interest at all times on this loan. Variable rate.

#### **Social Security Number and Name Match**

A student's financial aid record is maintained according to the student's social security number and legal name. All financial aid applicants are required to make sure that their social security number and legal name not only matches with legal documentation but also matches with their student academic records. Mismatches will void your financial aid application.

**Scholarships**

Private scholarships sponsored by individuals and organizations are available. Selection criteria and amounts are determined by the donors and vary.

Students are encouraged to call for more information at (760) 744-1150, ext. 2846, log on to our web site at <http://www.palomar.edu/fa/>, or stop by the Financial Aid and Scholarships Office. Students can apply for a scholarship online by signing in to eServices and selecting "Apply for Scholarship". The Financial Aid and Scholarships Office is located in the Student Services building, #50.

**Food Services****SU Bldg., Ext. 2233**

Dining Services offers a variety of options for both students and staff on the Palomar Campus. The Comet Café located across from the Student Union, offers a variety of venues for customers to choose from. Bene Pizza offers freshly baked pizza and Italian specialties, or you can enjoy a fresh sandwich from Subway. The Grill provides a selection of favorites, from burgers to Philly Cheese Steaks. Worlds' Fare offers a selection of international favorites and Kettle Classics provides a daily selection of homemade soups and chili. The Comet Café also has an extensive selection of grab and go beverages, snacks and entrees.

Java City located in the Student Union provides our customers with a full service espresso and smoothie bar where you can enjoy your morning coffee or your favorite smoothie. Java City provides extensive grab and go selections including salads, sandwiches, and a variety of pastries. Java City also offers a selection of pizza and fresh soup during lunch and dinner hours.

The Pavilion Coffee Shop is located behind the Bohem Gallery, and offers a full service espresso bar for our customers. The Pavilion has a large selection of snacks, including grab and go beverages, pastries and candy.

The Snack Shack offers a variety of bottled beverages, coffee and snacks for both students and staff.

**GEAR UP Program****(760) 290-2521**

GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is a Palomar College educational partnership grant program with the San Marcos Unified School District (SMUSD) and includes: The Boys and Girls Club of San Marcos, San Marcos Chamber of Commerce, North County Times, Cox Communications, Imagine San Marcos, Padres Unidos, San Marcos Middle School, and San Marcos High School.

GEAR UP staff work with SMUSD 5,000+ 5th grade through 12th grade students, parents, teachers, and administration to offer a variety of early academic intervention programs and services, while creating a college-going school culture and helping ALL students to succeed and make plans to pursue higher education.

GEAR UP provides a wide network of support with the involvement of community based organizations, businesses, local colleges and universities, Palomar College students, faculty, and staff. GEAR UP creates innovative programs that help all students within an entire grade level while creating positive changes for student success. Funded through the United States Department of Education, GEAR UP is mandated to create a dollar-for-dollar match through community contributions, college involvement, and in-kind support. The primary objective is to create a seamless education from K-College for students and their parents, and to promote college knowledge early so more students are better prepared for postsecondary education.

GEAR UP has opportunities for student employees (tutors/mentors), volunteers, federal work study students, faculty/staff, and community services

learning students to get involved in K-12 education as part of the school day, after school, or with our evening and weekend programs, events, or field trips. Anyone interested should contact Grant Funded Student Programs/GEAR UP at (760) 290-2521, or visit our web site at [www.palomar.edu/gearup](http://www.palomar.edu/gearup).

**Health Services****SHS BLDG., EXT. 2380**

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, the Admissions area, and the Student Union on the San Marcos campus and by the Health Services office in Escondido. Health counseling and education are also offered to assist students with nutrition, sexually transmitted infections, lifestyle alternatives and wellness.

APPOINTMENTS ARE NECESSARY FOR: Routine nursing procedures and physician visits.

For more information: San Marcos Campus, call (760) 744-1150, ext. 2380; Escondido Center, (760) 432-0624, ext. 8105, or visit our web site at: <http://www.palomar.edu/healthservices>.

**International Education****SU-103, EXT. 2167**

The Office of International Education specializes in admitting and assisting international students on F-1 and M-1 visas. Palomar College has approximately 300 international students enrolled each year, representing over 47 countries. The Office of International Education administers specialized orientation and assessment sessions for their students, as well as offering assistance with class selection and registration. The office also assists students with immigration advising, housing needs when possible, and a variety of academic and personal issues that may arise during their stay at Palomar.

The office maintains information on TOEFL exams, medical insurance requirements, and foreign credentials evaluation services. For detailed information on international student admission, please refer to Section 2. Admissions and Registration, call the Office of International Education at (760) 744-1150, ext. 2167, or visit our web site at <http://www.palomar.edu/internationalstudents>.

In addition to services provided to international students, the office is responsible for the membership in the Southern California Foothills Consortium, which offers semester-length study abroad programs in London and Salamanca, Spain. For detailed information on these programs, call the Office of International Education, (760) 744-1150, ext. 2167 or visit our web site at <http://www.palomar.edu/studyabroad>.

**Library Services****LL BLDG., EXT. 2612**

The Palomar College Library collection of over 130,000 items includes books, periodicals, videos, CDs, DVDs and audiocassettes. Patrons have access to a variety of reference material in different formats including microfilm, Internet databases, and printed material. In the Academic Research Lab, located on the 2nd floor, computer access is available to online full-text journal articles which complement the Library's extensive print magazine, newspaper, and journal holdings. Using a password obtained from the Circulation Desk, patrons may access many of these databases from off-campus. Research assistance is available at the Reference Desk for individuals as well as groups. Librarians teach

bibliographic instruction classes throughout the semester. The Library's online catalog can be searched in-house or off-campus over the internet. The Library web site is located at <http://www.palomar.edu/library/>.

At the Circulation Desk on the 2nd floor, services include checkout and return of library material, assistance with fees and holds, missing book searches, and renewals. Information about instructor reserves and Inter-library Loan items are available at this desk. Patrons can also check out videos or DVDs for class assignments. Self-serve photocopiers and equipment for use with audiocassettes, CDs, videos and DVDs are located next to the Circulation Desk.

Audio Visual Services provides portable media and computer equipment for the entire campus as well as sound equipment for special events. A-V staff also offers training and assistance with equipment needs.

Also housed in the library building on the 1st floor are:

Academic Technology	ext. 2657
DRC Adaptive Computer	
Training Center	ext. 3081
Tutoring Center	ext. 2448

The Ernest J. Allen Library in the Escondido Center offers a full range of academic library service. This branch of the Palomar College Library provides an area for students to read, browse, use computers for research, check out library material and ETV video class tapes, and to photocopy material. Class orientations and instructor reserve services are available. Intra-library loan provides access to material from the San Marcos campus library.

The Library also supports a shared-use facility on the Pauma Reservation, the AA'Alvikat Library, (760) 742-1289.

### **School Relations**

#### **SU-1, EXT. 2182**

School Relations is coordinated through the Counseling Department. Activities with local high schools and middle schools are planned and conducted on an individual basis to initiate and maintain positive relations. For more information please contact: the Assessment Coordinator/School Relations, (760) 744-1150, ext. 2182 or e-mail [Assessment@palomar.edu](mailto:Assessment@palomar.edu).

### **Office of Student Affairs**

#### **SU-201, EXT. 2594**

The Office of Student Affairs is a very valuable resource for students. The Director of Student Affairs is responsible for student co-curricular activities, the Associated Student Government, clubs, student discipline, administration of the District's free speech policy, and Student Union usage. Students and members of the community can access and post on the Office e-classified ads and the Office of Student Affairs also administers the Gene Jackson Emergency Loan Program for students. All vendors desiring access to the college community must have approval from this office. The Director of Student Affairs also oversees the operation of the College food services and bookstore. This office also handles student initiated grievances and enforces the College smoking policy.

### **Associated Student Government**

#### **SU-102**

The Associated Student Government (ASG) is elected by students taking credit courses. Members of student government represent all students in the shared governance process of the College. Academic credit is available to all students participating in ASG and is the official means of communication between the students and other organizations of the College.

### **Comet Center**

#### **SU-104**

The Comet Center provides many valuable services to the students of Palomar College. This is an excellent source of information about the College and student life and student activities. The Center produces and renews the student identification card which is used throughout the campus. The ID card is necessary when using the services of admissions, bookstore, Counseling, English Lab, Math Center, Library, Tutoring, Health Services and other student service areas. The ID card is also used to track student hours in lab-type classes, and to monitor access to college services. The ID card is a worthwhile card to have, not only for easy access to Palomar services, but also for great student discounts offered by many of our local businesses. The Comet Center also rents lockers and sells parking permits, discount movie tickets, monthly bus passes, and tickets to various amusement parks. The Comet Center also assists with information related to alcohol and drug abuse prevention programs and referral services.

### **Inter-Club Council**

The Inter-Club Council is comprised of club representatives from all campus clubs and organizations. Students interested in starting their own club should contact the Office of Student Affairs located in the Student Union building.

### **Student Participation in Governance**

The Palomar College governance structure provides for representation of students. Students are appointed to College committees by the Associated Student Government. For further information call (760) 744-1150, ext. 2594.

### **Transfer Center**

#### **SSC BLDG., EXT. 2552**

The Transfer Center coordinates all aspects of the admission guarantee programs to the University of California system, as well as provides updated information regarding successful transfer to all four-year universities. Cross-enrollment processing, application assistance, and the opportunity to schedule appointments with visiting four-year university representatives are but a few of the services that are offered.

Students interested in transferring should plan in advance to understand critical application filing periods and procedures. For more detailed transfer information visit the Transfer Center web page at: <http://www.palomar.edu/counseling/transfercenter>.

### **TRIO Programs**

Since 1965, America's federally funded TRIO programs have been helping students from low-income families and first generation backgrounds to finish high school, succeed in college, and successfully graduate and/or transfer. These programs help assure that students from disadvantaged backgrounds have the support necessary to enter college and graduate and/or transfer to a four-year postsecondary institution.

There are eight federally-funded TRIO programs nationally, and three are hosted at Palomar College under Grant Funded Student Programs. These are Upward Bound, Student Support Services, and NCEOC (North County Educational Opportunity Center). Visit our web site at [www.palomar.edu/grants](http://www.palomar.edu/grants).

### **TRIO/Student Support Services**

#### **TCB #4, Ext. 2761**

TRIO/Student Support Services at Palomar College is designed to provide support services to potential transfer college students and enhance their chances for successful completion as they pursue their baccalaureate degree.

In order to receive assistance through TRIO/Student Support Services, students must be enrolled at Palomar College, need the services of the

program, and meet eligibility requirements. Program services include academic advising, tutoring, priority registration, personal, career and transfer counseling, college/university visits, student success workshops, financial aid information, and cultural events. All participants must be either low-income, first generation college, and/or disabled.

For further information call TRIO/SSS at (760) 744-1150, ext. 2761, or email at [triosss@palomar.edu](mailto:triosss@palomar.edu) or visit our web site at [www.palomar.edu/triosss](http://www.palomar.edu/triosss).

### **TRIO/North County Educational Opportunity Center ST 26, Ext. 2364 or**

#### **Escondido Center, Ext. 8110**

The Palomar College North County Educational Opportunity Center (NCEOC) is a program funded by the U.S. Department of Education. NCEOC staff provides information and advising to qualified adults (low-income and or first generation college) who want to enter or continue attending an adult school (GED program), community college (including ESL, vocational, certificate and degree programs), or other educational institutions (after high school).

The program staff provide academic advisement, career advisement, financial aid information, access to postsecondary tutoring, test preparation and workshops designed to support student success.

For more information about NCEOC eligibility or to volunteer or do an internship with the program, call (760) 744-1150, ext. 8110, or visit us at: [www.palomar.edu/nceoc](http://www.palomar.edu/nceoc).

### **TRIO/Upward Bound**

#### **Escondido Center, Ext. 8127**

TRIO/Upward Bound at Palomar College helps 55 local area high school students be more academically successful in school, while preparing for higher education choices. Participants receive supplemental instruction and tutoring/mentoring in literature, composition, foreign language, mathematics, and science at Palomar College and after school, on Saturdays, and during the summer.

In order to participate in TRIO/Upward Bound, students must be enrolled in the following high schools: San Marcos, Oceanside, El Camino, Escondido, Orange Glen, or San Pasqual. Program services include academic/career advising, tutorial program, college admission assistance, financial aid information, study skills workshops, PSAT/SAT/ACT preparation, college campus visitations, educational/cultural trips, parent workshops, and a summer residential program.

The Upward Bound program hires Palomar College students and staff/faculty to serve as tutors, mentors, and Saturday instructors. Anyone interested should contact the UB office, (760) 744-1150, ext. 8258, or visit us at [www.palomar.edu/upwardbound](http://www.palomar.edu/upwardbound).

### **Tutorial Services**

#### **LL Bldg., Ext. 2448**

The Tutorial Center, located in the Library, first floor, provides help in many academic subjects offered by Palomar College. Students are served on a walk-in basis and must be registered in the course(s) for which they are seeking assistance. Tutors hired to work for the Center are trained in tutoring methods and learning strategies. For more information about this service, contact the Tutorial Center. Refer to the class schedule for office hours or call (760) 744-1150, ext. 2448 or at [pctutoring@hotmail.com](mailto:pctutoring@hotmail.com).

### **Veterans' Services**

#### **SSC #48, EXT. 2173**

The Veterans' Services Office, located in the Student Services Center, provides information on veterans' education benefits and services; helps veterans, dependents and active duty military with applications and forms needed to collect their G.I. Bill benefits.

New students are required to:

1. Complete the Palomar College Application for Admissions.
2. Select a major and make a counseling appointment with the Financial Aid/Veterans' Academic Counselor to obtain an education plan.
3. Register for classes. Students are responsible for paying their registration fees.
4. Pick up a Veterans' Services benefit package from the Veterans' Office.

New students will submit the completed package, along with a copy of their education plan, to the Veterans' Services office after they have registered in their classes.

Continuing students should contact the Veterans' Office prior to the end of each semester to keep their VA payment coming for the next semester. It takes about eight to twelve (8 to 12) weeks for processing of VA Educational claims.

Students are paid VA benefits based on their attendance in classes, and must reapply to Veterans' Services each semester if they wish to receive benefits. Students are required to choose a major and enroll in classes required for that major. Official transcripts from all previous schools, colleges, military training and CLEP tests must be submitted to the College for evaluation before the end of the students first semester of attendance.

Because all courses are not VA approved or payable, students should, prior to registering, contact the Veterans' Advisor for review of their classes. Students cannot repeat courses for VA pay, and must report all changes in their classes and units, including adds and drops both to the Admissions and Veterans' Office.

### **California Veteran Dependent Exemption**

The children and spouses of U.S. veterans with service connected disabilities or veterans who have died in service or from service connected disabilities may be eligible for waiver of College fees. The student must complete the BOGW enrollment fee waiver application, attach the VA letter of eligibility and submit it to the Financial Aid & Scholarships Office. For more information see the Veterans' Services office.

### **Servicemembers Opportunity Program**

As a Servicemember Opportunity College, Palomar College provides academic assistance to active-duty personnel which includes program planning and guidance in understanding educational options, acceptance of traditional and nontraditional learning experiences, tutoring or similar learning opportunities. Courses are offered in the evening, on weekends or other nontraditional time frames, and at the Camp Pendleton Marine Corps base.

### **ConAP Program**

ConAP, a joint program between the Army and Palomar College, admits new soldiers to the College at the same time they enlist in the Army or Army Reserve. Army recruiters refer new soldiers to the College. Eligible soldiers are admitted, either on a full or provisional basis with enrollment deferred until completion of active military services. For more information contact the VSO or your local Army recruiter.

### **SOCNAV/SOCMAR Programs**

SOCNAV/SOCMAR programs are open to Navy and Marine personnel and their families and were established to enhance the quality of college programs. They provide them opportunities to complete college programs without suffering credit loss because of frequent changes of duty station. SOCNAV/SOCMAR schools accept credit for rates and ratings as recommended by the ACE Guide and guarantee transfer of courses among each other in numerous degree programs.

For more information, contact the Palomar College Camp Pendleton Center at (760) 725-6626; or contact the VSO at (760) 744-1150, ext. 2173.