

WHO CAN ENROLL?

It is the policy of the West Kern Community College District that unless specifically exempted by statute, every course, course section, or class which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has a high school diploma, a General Education Development (GED) certificate, or a high school certificate of proficiency, or any person 18 years of age or older, or any home schooled and/or K-12 student with required forms.

HOW TO APPLY

Continuing Students do not need to reapply. In order to be considered a continuing student for Spring 2012, you need to have been enrolled at Taft College during the Fall 2011 semester. If you were not enrolled at Taft College during the Fall 2011 semester, you must reapply at: www.taftcollege.edu

New students must also apply through the above website.

ASSESSMENT & ORIENTATION

New students who plan to earn a degree or certificate, transfer to a four-year institution, or take math or English courses at Taft College must be assessed to determine skill levels for appropriate course placement.

Morning, afternoon, and evening sessions have been scheduled. Visit our website, or call the Testing Center at (661) 763-7783 to schedule an appointment.

WHEN CAN I REGISTER?

| | |
|--------|---|
| Nov 7 | EOPS/CARE, VA, Continuing and New SSS/DSPS |
| Nov 14 | Phi Theta Kappa students, continuing ASB officers, athletes, TRIO grant students and Taft College staff |
| Nov 21 | Continuing matriculating students |
| Nov 28 | High School Seniors and Community members in the West Kern CC District |
| Dec 5 | Returning (former) matriculating students, new matriculating students (without bachelor's or advanced degree) must take placement test and complete orientation prior to scheduling classes |
| Dec 12 | Open registration or students exempt from Matriculation |

(see page 5 for definition of matriculation)

HOW TO GET CLASSES

In Person

On-site registration process for new matriculating students

- Step 1: Complete the appropriate Application for Admission.
- Step 2: Request high school transcripts or submit a copy of diploma, GED, or high school proficiency certificate.
- Step 3: Request college transcripts from all colleges and universities attended.
- Step 4: Complete the orientation process.
- Step 5: Complete the assessment process.
- Step 6: Schedule a counseling/advisement appointment.
- Step 7: Receive pin number for on-line registration and access to student records.
- Step 8: Register for classes through our website.
- Step 9: Pay fees, or satisfy financial obligations.

On-site process for continuing and returning matriculating students

- Step 1: Complete the appropriate Application for Admission (*continuing students do not need to reapply*).
- Step 2: Schedule a counseling/advisement appointment.
- Step 3: Receive pin number for on-line registration and access to records.
- Step 4: Register for classes.
- Step 5: Pay fees, or satisfy financial obligations.

On-site process for non-matriculating students

- Step 1: Complete the appropriate Application for Admissions.
- Step 2: Receive pin number for on-line registration and access to records.
- Step 3: Register for classes.
- Step 4: Pay fees, or satisfy financial obligations.

ON-LINE

Web Registration Process for all new, continuing, returning and/or personal enrichment students:

Please visit the "Current Students" link below:

http://cougar102.taftcollege.edu:9020/prod8/twbkwbis.P_WWWLogin

ADDING AND DROPPING CLASSES

- Please visit the Taft College homepage. Under the Student Services tab, under Registration menu, click on Add/Drop Deadline Schedule for a list of deadline dates.

Adding a Class

You may add any open class online through the “Last Date to Enroll (Without Add Authorization)” deadline date. To add an open class **prior** to the “Last Date to Enroll (Without Add Authorization)” deadline, use the [Web Registration Process](#)

Waitlist

If a class is full prior to the start of the class, you may attempt to join the waitlist by following the normal online registration process, and selecting “Waitlist” when your initial registration fails due to full capacity.

Adding a Class after the Class Has Begun

Once a particular class begins, you are required to have an Add Authorization Code in order to add that particular class. If you have obtained an Add Authorization Code from your instructor, you may submit that code online through “Last Date to Enroll (Add Authorization Code Required)” deadline date. Add Authorization Codes may only be provided by the class instructor. Once obtained, you must use the Add Authorization Code by entering it online when attempting to add the class.

Dropping a Class and Withdrawing From a Class

To drop a class or withdraw from a class anytime prior to the appropriate deadlines during the semester, you can use the [Web Registration Process](#).

Dropping a course is a student’s responsibility. DO NOT rely on your instructor to drop you for non-attendance.

DO NOT assume that your failure to pay for the class has resulted in the class being dropped from your record (Nonpayment drops are date-specific and do not occur during certain times of the semester).

Questions? Please contact the Counseling Center at (661) 763-7748, or the Distance Learning Help Desk toll free at (866) 464-9229 or direct at (661) 763-7812.

What happens if I drop a class?

1. If you DROP a course **before** the Drop w/ No Notation deadline, the drop will not appear on your academic transcript.
2. If you WITHDRAW from a course **after** the Drop w/ No Notation deadline, you will receive a grade of “W” for the course.
 - a. The “W” will not be used in calculating grade point averages, but excessive “W”s will be used as factors in probation and dismissal procedures.

- b. Withdrawing from a class may also affect your financial aid status. Before dropping the class, be sure to consult your advisor or counselor by calling 661-763-7748 or speak to someone in Financial Aid by calling (661) 763-7762.

- c. Withdrawing from a class will affect your veteran’s benefits. Be sure to consult with your VA Counselor who can adjust your schedule with the VA. Not doing so can result in you having to pay back overpayments. Further information is available:

http://web.taftcollege.edu/student_services/veterans_services.shtml

3. You cannot withdraw from a class after the final deadline for dropping with a “W”. However, if you have verifiable extenuating circumstances such as a major illness, you may petition for late withdrawal. See your advisor or counselor for more details. Petition and instructions are available:

http://www.taftcollege.edu/tcwp/counsel2/wp-content/uploads/2010/11/post_dead_withdrl.pdf

2011-2012 FEE SCHEDULE

(NOTE: Fees are subject to change by the California State Legislature)

| | |
|-------------------------------|----------------------|
| Enrollment fee | \$36 per unit |
| Credit by Exam fee | \$36 per unit |
| Class Audit fee | \$15 per unit |
| Non-resident tuition fee: | |
| 0 - 14 units | \$176 per unit |
| 15 units or more | \$2,640 per semester |
| International application fee | \$150 |
| Textbook rental fee | 30% of retail price |
| Student body fee | \$15 per year |
| Residence hall fees: | |
| Room rent | \$788 per semester |
| Meal plan (15 meals per wk) | \$1298 per semester |
| Security deposit | \$125 |
| Transcripts: | |
| First two | No charge |
| Each additional | \$ 4 per transcript |
| Rush transcripts | \$ 8 |
| Enrollment Verification | |
| First two | No charge |
| Each additional | \$ 4 |
| Rush processing fee | \$ 8 |
| Return Check Fee | \$18 |

MATERIALS FEES

Occasionally students may be required to purchase materials to supplement specific courses. The materials may be available through the Cougar Corner Bookstore or through other commercial or retail providers.

PAYMENT DURING PRE-REGISTRATION

Students pre-registering must pay their fees or request a payment plan at the Cashiers desk by 4:00pm on the due date specified below:

Spring 2012 session - December 14, 2011

FAILURE TO PAY BY THE DEADLINE MAY RESULT IN THE STUDENT BEING DROPPED FROM ALL CLASSES. HOWEVER, IT IS ULTIMATELY THE STUDENT'S RESPONSIBILITY TO DROP ANY CLASSES THAT THEY DO NOT PLAN ON ATTENDING. FAILURE TO DROP CLASSES COULD RESULT IN THE STUDENT HAVING TO PAY FOR THE CLASSES AND RECEIVING AN "F".

ENROLLMENT FEE REFUND POLICY

Students are responsible for dropping the classes they no longer wish to attend. To be eligible for a refund of enrollment fees, a dropped class must have been dropped on or prior to the refund deadline for that particular class. Full-term classes will always have a fixed refund deadline published in the Schedule of Classes each semester. The refund deadline for any non-standard, part-of-term class is calculated at 20% of the class meeting days scheduled between the start and end dates for that particular class. For example, if a class is scheduled to meet twice a week for a total of 30 class meetings, the refund deadline would be the 6th class meeting (20% of the 30 class meeting days). Once the drop has been processed the student's account will be automatically adjusted and a refund issued if due.

Textbook Rental Program

Taft College is unique in that many textbooks are available to students on a rental basis. **Students must purchase an ASB Sticker to participate in the Rental Program.** ASB Stickers are available from the Cashiers office or the Bookstore for only \$15 per year.

Applicable rental textbooks will be distributed to a registered student with an ASB sticker for a nominal 30% rental fee. The rental fee is derived from the retail cost of each textbook and can save students hundreds of dollars!

Checkout Procedure:

1. Rental textbooks may be checked out approximately three weeks prior to the beginning of each new semester depending on availability.
2. Students must purchase an ASB sticker to participate in the Rental Program.
3. Students must present an updated class schedule to ensure correct textbook distribution and enrollment status.
4. Remote or off-campus students may order all textbooks (rental, purchase and supplemental)

on-line at www.bookstore.taftcollege.edu and have them shipped via UPS for a fee determined by package weight and address of delivery.

5. Rental textbooks must be returned within the rental period to obtain transcripts or to register for classes for any subsequent semester.

Rental Return Procedure:

1. Students who drop a class should immediately return rental textbooks to the Bookstore.
2. All other rental textbooks must be returned within 2 business days of the end of each current semester to avoid being charged a late fee of \$5 per book.
3. To avoid being charged full retail price, all rental books must be returned to the Bookstore no later than 10 business days after the end of the current semester. All rental books not returned after 10 business days will **no longer be accepted** and the student will be charged the full retail price of the book.
4. Some instructors may require proof of textbook return before final exam can be taken.

BOOKSTORE REFUND POLICY

1. **All refunds and exchanges require the original cash register receipt.**
2. Fall and spring textbooks can be returned for a refund during the first seven (7) business days of the semester. Summer and short term session textbooks can be returned for a refund during the first three (3) business day of the session. **All textbook sales are final after these dates.** Please make sure you have the correct textbooks and materials by checking with your professor on the first day of class.
3. Add / Drop return refunds will be accepted during the first twenty-one (21) days of class. This will be allowed with proof of schedule change. All other refund policies apply.
4. Textbooks being returned for a refund or exchange must be in the original condition in which they were purchased. Textbooks containing any markings, damage or that is unwrapped will be treated as a used book and will be credited at 70% of the new book price.
5. Access codes or e-books that have been opened and activated are **not returnable**.
6. Clothing, trade books, paperback books, electronics, batteries, and art supplies can be returned fourteen (14) business days after purchase with receipt. Clearance items are not returnable.
7. If you have picked up an incorrect or defective book, return it to the bookstore within the refund period with your receipt for an exchange.
8. Credit card refunds require the original charge card used for the purchase.

9. Check refunds will be made by mail in approximately ten (10) to fourteen (14) business days.

*****The Bookstore Manager reserves the right to make the decision on the condition or salability of the merchandise.*****

AT TAFT COLLEGE

Financial help is available

If you need assistance with your educational expenses, you may be able to receive financial aid. Funds are available from federal, state, and college sources and are offered in the form of grants, work-study, scholarships and enrollment fee waivers. You can apply online at www.fafsa.ed.gov.

For information about how to apply, contact the Financial Aid Office at 763-7762.

Board of Governors Fee Waiver Program

Listed below are the 2011-2012 income standards to qualify for an enrollment fee waiver.

| Family Size | 2010 Income |
|-------------------------------|-------------|
| 1 | \$16,245 |
| 2 | \$21,855 |
| 3 | \$27,465 |
| 4 | \$33,075 |
| 5 | \$38,685 |
| 6 | \$44,295 |
| 7 | \$49,905 |
| 8 | \$55,515 |
| Each additional family member | \$ 5,610 |

These standards are based upon the federal poverty guidelines as published each year by the US Department of Health and Human Services. Under Title 5 of the California Code of Regulations, the income standards for the BOGFW program equal 150% of the federal poverty guidelines for the base year.

These standards are for the 2011/12 academic year and are to be used to determine BOGFW-B eligibility effective July 1, 2011.

Free tutoring is available

Taft College offers a free tutoring program with paid tutors who specialize in specific academic areas. Most tutors are associate or bachelor degree holders.

The tutoring programs offer one-to-one and small group tutoring sessions in the Library.

On-line Library/Learning Resources

The campus Library offers a rich selection of electronic research services. These resources are available to students on and off campus. The Library can be accessed on-line at:

<http://web.taftcollege.edu/library/library.shtml>

Flexible scheduling

Taft College offers courses in both day and evening formats, short-term courses that typically run for eight to ten weeks, and courses that are offered outside the traditional classroom setting. Distance education offerings include both off-line and on-line courses.

Classes are small

The average class size at Taft College is 18 students per course. Students frequently cite small class size and opportunities for individualized attention as a major benefit of attending Taft College.

IS DISTANCE LEARNING RIGHT FOR YOU?

1. Would taking courses outside the traditional classroom setting, even in your own home, accommodate your circumstances and lifestyle?
2. Do you need a course immediately for a degree, job, or other important reason?
3. Is feeling a part of the class not important to you?
4. Do you often get things done ahead of time?
5. Do you prefer to figure out assignment directions for yourself rather than rely on having instructions given?
6. Do you look forward to learning new technologies?
7. Are you a good reader, able to understand textbooks without help?
8. Can you manage your personal and professional time to complete assignments and required reading?

If you answer yes to most of the questions listed above, you are a strong candidate for distance learning courses. For more information on distance learning courses, check out our web site at:

<http://web.taftcollege.edu/academic/distance%20learning/index.php>

HOW TO ACCESS YOUR DISTANCE LEARNING COURSES

- Once classes have begun, go to the current Distance Learning Schedule of Classes.
- Print a copy of the step-by-step directions, "How to Get Started with your Distance Learning Classes". Follow the directions given. If you have any questions, call the Distance Learning Help Desk at (661) 763-7812 or toll-free at (866) 464-9229.

WHAT IS MATRICULATION?

- Matriculation is an agreement between the college and the student and is designed to ensure student success and institutional effectiveness.
- Taft College is concerned with your success and wants to help you determine the appropriate path to follow. All students applying to Taft College are encouraged to participate in all aspects of the college's programs and services, and the components of matriculation. To determine if you are a matriculating student, answer the following:

I plan to:

1. Obtain a degree, certificate, or transfer.
2. Take math or English courses.
3. Seek guidance and/or help in developing an educational plan.
4. Apply for financial aid.

Congratulations. If you answered yes to any of the above, you are a matriculating student.

MATRICULATION POLICY

Matriculation is a comprehensive student success program involving the entire campus community. The goals of matriculation are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the components of the matriculation process. It is Taft College's way of supporting the student's right to succeed in college. Matriculation is a partnership/agreement between students and Taft College.

The agreement includes the provision of an admission process, college orientation, pre-enrollment assessment, advisement and counseling for course selection, a suitable program of study, and follow-up on student progress.

The student agrees to express at least a broad educational objective at entrance. He or she also agrees to declare a specific educational objective within a reasonable period of enrollment, attend class and complete coursework diligently, and maintain progress toward an educational goal.

Student's responsibilities include:

1. The expression of at least a broad educational intent upon enrollment.
2. The declaration of a specific educational objective after completion of 15 semester units of degree applicable credit coursework.
3. The pursuit of diligence in class attendance and completion of assigned coursework.
4. The completion of courses and maintenance of progress toward an educational goal, according to standards established by the college, the District, and the state.
5. The cooperation in the development of the student educational plan.

College responsibilities include:

1. The processing of applications for admission in a timely manner.
2. Orientation services designed to provide, on a timely basis, needed information about instructional programs, course prerequisites, student services, college regulations, and student rights and responsibilities.
3. Assessment of students using State Chancellor-approved tests to determine student competency in computational and language skills; to identify aptitudes, interests, and educational objectives; and to evaluate study and learning skills;
4. Counseling and advising to assist students in interpreting test results and in developing and updating their educational plans.
5. Post-enrollment evaluation of each student's progress, and required advisement or counseling for students who enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation.
6. An ongoing institutional research program to determine the effectiveness of matriculation components, services and procedures.
7. Faculty and staff training to help implement matriculation requirements.

MATRICULATION EXEMPTION

Students who may be exempt from participating in orientation, assessment, advising, and follow-up components of the matriculation program are:

- a. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an associate degree or higher.
- b. Students who plan to enroll in five units or fewer and who have declared one of the following goals:
 - Advance in current career/job
 - Maintain certificates/license
 - Personal/Education development
 - Complete credits for high school diploma
- c. Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer (excluding English and math courses)
- d. Students who have previously been assessed (within the last two years) and have written verification of scores from an assessment instrument off the Chancellor's approved list of instruments. (Exempt from placement testing only).
- e. Students transferring from another regionally accredited postsecondary institution with credit for degree-level English and/or mathematics. (Exempt from placement testing only).

Exempt students are not required to participate in the matriculation process but are encouraged to see a counselor at any time. The college will make reasonable

efforts to ensure that all exempt students are provided the opportunity to participate in the matriculation process.

Students who do not meet approved matriculation exemption criteria but choose to be exempt from one or more components of the matriculation process may do so by completing a waiver available from the Counseling Center.

COURSE PREREQUISITES, CO-REQUISITES AND RECOMMENDED PREPARATION

PREREQUISITE means this is a condition of enrollment that a student must meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment and without which the student is highly unlikely to succeed in the course or program. For example, a student enrolling in general chemistry will have difficulty without adequate preparation in algebra.

CO-REQUISITE means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. A co-requisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment in another course and without which the student is highly unlikely to succeed.

ADVISORY means recommended preparation suggested by the faculty to successfully complete a particular course. While encouraged to do so, students do not have to satisfy recommended preparation guidelines to enroll in a course.

Course prerequisites, co-requisites, or recommended preparation are specified within course descriptions in the catalog. Students must satisfy the prerequisite or co-requisite requirements for all courses in which they enroll.

Challenging a Prerequisite or Co-requisite

Students may have preparation equivalent to the stated prerequisites or co-requisites and may wish to challenge a prerequisite or co-requisite as allowed by state law. The petition for challenging a prerequisite or co-requisite is available online and in the Counseling Center. The student shall bear the initial burden of showing that grounds exist for the challenge. The following is a list of grounds under which a challenge may be pursued:

1. Challenging the prerequisite on the grounds that it has not been made reasonably available
2. Challenging the prerequisite on the grounds that it was established in violation of regulation or in violation of state or District-approved processes (student documentation required)
3. The prerequisite is discriminatory or applied in a discriminatory manner (student documentation required)

4. Challenging the prerequisite based on acquired knowledge or ability to succeed in the course despite not meeting the prerequisite (student documentation required)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

All student records of Taft College are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974.

The Act authorizes Taft College to regard the following information as "Directory Information" and may release this information without student consent: student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members; degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

Students may request access to campus records that personally identify the student; the student may challenge the accuracy of the record or the appropriateness of its retention in the campus records. Student consent is needed for the release of records covered by the Act to outside parties (e.g., prospective employers, parents, athletic recruiters) except for those agencies entitled to access under the provisions of the Act (e.g., campus officials, other schools, federal educational and auditing officers, and requests in connection with the application or receipt of financial aid.) These provisions apply to records received and used after November 19, 1974.

Students may request a copy of their records or may give consent to release records. Copies of the full text of The Family Educational Rights and Privacy Act of 1974 are available at the college Library and the records office. Particular questions with respect to a student's prerogatives under The Family Educational Rights and Privacy Act of 1974 should be directed to the office of the Vice President of Student Services.

NONDISCRIMINATION NOTICE

Taft College does not discriminate on the basis of race, color, national origin, sex, handicap, or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the college's programs and activities, including vocational education.

Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to:

Brock McMurray

Vice President of Student Services
Title IX Coordinator - Students
29 Emmons Park Drive
Taft, CA 93268
(661) 763-7811

Jana Peters

Human Resources Director
EEO / Title IX Coordinator - Employees
29 Emmons Park Drive
Taft, CA 93268
(661) 763-7809

Taft College recognizes its obligation to provide overall program accessibility throughout the college for disabled individuals. Contact the Section 504 Coordinator to obtain information on the existence and location of services, activities, and facilities that are accessible to and usable by the disabled.

Jana Peters

Human Resources Director
Section 504 Coordinator
29 Emmons Park Drive
Taft, CA 93268
(661) 763-7809

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the district's compliance with those provisions may also be directed to:

Office for Civil Rights
U.S. Department of Education
221 Main Street, Suite 1020
San Francisco, CA 94105

ACCREDITATION

Taft College is accredited by the Accrediting Commission for Community & Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, California 94949, (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation & the U.S. Department of Education.

CHECK US OUT ON THE WORLD WIDE WEB

For detailed information on admissions, enrollment, student services, instructional services, distance learning, student activities, and student right-to-know information, you can access the Taft College web site at:

www.taftcollege.edu

Use the following link for access to the current course schedule:

http://web.taftcollege.edu/student_services/schedule.php

**TAFT COLLEGE GENERAL EDUCATION CERTIFICATION
Breadth Pattern for the California State University System**

| A | ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (Must complete 9 units with a minimum of 3 units in A1 & A2 & A3) | | UNITS | GRADE | √ IF CERTIFIED |
|---|---|--|----------------------------------|----------------------------------|--|
| | A1-Oral Communication: SPCH 1507, 1511 A2-Written Communication: ENGL 1500 A3-Critical Thinking: ENGL 1600; PHIL 1520 Courses from other colleges: _____ AP Exam: _____ | A1 _____ A2 _____ A3 _____ | _____ _____ _____ | _____ _____ _____ | _____ _____ _____ Area A |
| B | SCIENTIFIC INQUIRY & QUANTITATIVE REASONING Must complete 9 units with a minimum of 3 units in B1, B2, & B4. (One of the science courses must include a laboratory course.) | | | | |
| | B1-Physical Science: ASTR 1510; CHEM 1510, 2211; ESCI 1520; GEOG 1510; GEOL 1500, 1501; PHYS 1510, 2201, 2221; PSCI 1520 B2-Life Science: ANTH 1501; BIOL 1500, 1503, 2201, 2202, 2203, 2204, 2250, 2255, 2260, 2280 B3-Laboratory Activity: BIOL 1501, 2201, 2202, 2203, 2204, 2250, 2256, 2260, 2280; CHEM 1510, 2211; ESCI 1520; GEOL 1500, 1501; PHYS 2201, 2221; PSCI 1520 B4-Mathematics/Quantitative Reasoning: BSAD 1560; ECON 1560; MATH 1500, 1520, 1530, 1540, 1560, 2100; PSYC 2200; STAT 1510 Courses from other colleges: _____ AP Exam: _____ | B1 _____ B2 _____ B3 _____ B4 _____ | _____ _____ _____ _____ | _____ _____ _____ _____ | _____ _____ _____ _____ Area B |
| C | ARTS & HUMANITIES Must complete 9 units with a minimum of 3 units in C1 & C2 | | | | |
| | C1-Arts: ART 1500, 1510, 1520, 1545, 1560; DRAM 1510, 1535; HUM 2010; MUSC 1510 C2-Humanities: AMSL 2001; ENGL 1600, 2200, 2300, 2400, 2500; FRNC 1501, 1502, 2001, 2002; GRMN 1501, 1502, 2001, 2002, HIST 2202, 2204; HUM 1500, 2010; PHIL 1501, 1531; SPAN 1601, 1602, 2001, 2002 Courses from other colleges: _____ AP Exam: _____ | C _____ C _____ C _____ | _____ _____ _____ | _____ _____ _____ | _____ _____ _____ Area C |
| D | SOCIAL SCIENCES A minimum of 9 units is required in at least 2 of the disciplines listed below | | | | |
| | D1-Anthropology & Archeology: ANTH 1512, 1524 D2-Economics: ECON 2120, 2210 D3-Ethnic Studies: SOC 2110 D4-Gender Studies: PSYC 2038 D5-Geography: GEOG 1520 D6-History: HIST 2202, 2204, 2210, 2231, 2232, 2270 D8-Political Science, Government & Legal Institutions POSC 1501, 2005 D9-Psychology: PSYC 1500, 2003, 2030, 2033 D0-Sociology and Criminology: SOC 1510, 2110, 2120, 2141 Courses from other colleges: _____ AP Exam: _____ | D _____ D _____ D _____ | _____ _____ _____ | _____ _____ _____ | _____ _____ _____ Area D |
| E | LIFELONG LEARNING & SELF-DEVELOPMENT (Complete 3 units) | | | | |
| | HLED 1510; PSYC 1500, 2030, 2033; SOC 2141 Physical Education Activity Course (limit 1 unit): PHED 1510, 1542 Courses from other colleges: _____ AP Exam: _____ | E _____ E _____ | _____ _____ | _____ _____ | _____ _____ Area E |
| | CSU U.S. HISTORY, CONSTITUTION & AMERICAN IDEALS Completion of 1 course in Am. History & 1 course in Am. Government | | | | |
| | HIST 2231, 2232 POSC 1501 | _____ _____ | _____ _____ | _____ _____ | _____ _____ Complete |
| | COURSES LISTED & SATISFIED THE OBJECTIVES INDICATED. | TOTAL UNITS CERTIFIED | _____ | _____ | _____ Certified |

College Evaluator

Date

**TAFT COLLEGE IGETC
Intersegmental General Education Transfer Curriculum**

| | Indicate total # of units completed |
|--|-------------------------------------|
| <p>AREA 1: ENGLISH COMMUNICATION <i>CSU Requires three (3) courses, one each from A, B, and C</i> <i>UC Requires Two (2) courses, one from A and B</i> GROUP A: English Composition: One course, 3 Sem./4-5 Qtr. units: ENGL 1500 <i>Course from other college</i> _____ <i>College:</i> _____ AP Exam: Date Taken _____ Score: _____ GROUP B: Critical Thinking: One course, 3 Sem./4-5 Qtr. units: ENGL 1600 <i>Course from other college</i> _____ <i>College:</i> _____ GROUP C: Oral Communication: One course, 3 Sem./5 Qtr. units: SPCH 1507, 1511 This is a CSU Requirement Only <i>Course from other college</i> _____ <i>College:</i> _____</p> | |
| <p>AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING: One course, 3 Sem./4-5 Qtr. units from: MATH 1500, 1520, 1540, 1560, 2100; ECON 1560; BSAD 1560; STAT 1510; PSYC 2200 <i>Course from other college</i> _____ <i>College:</i> _____ AP Exam: Date Taken _____ Score: _____</p> | |
| <p>AREA 3: ARTS AND HUMANITIES: (9 Sem./12-15 Qtr. units) Complete three (3) courses, minimum one from the Arts and one from the Humanities: ARTS: ART 1500,1510, 1520, 1545, 1560; DRAM 1510; MUSC 1510 <i>Course from other college</i> _____ <i>College:</i> _____ <i>Course from other college</i> _____ <i>College:</i> _____ AP Exam: Date Taken _____ Score: _____ HUMANITIES: ENGL 2200, 2400, 2500; FRNC 1502, 2001, 2002; GRMN 1502, 2001, 2002; HUM 2010; PHIL 1501, 1531; SPAN 1602, 2001, 2002 <i>Course from other college</i> _____ <i>College:</i> _____ <i>Course from other college</i> _____ <i>College:</i> _____ AP Exam: Date Taken _____ Score: _____</p> | |
| <p>AREA 4: SOCIAL & BEHAVIORAL SCIENCES: (9 Sem./12-15 Qtr. units) Complete three (3) courses from at least two (2) disciplines or an interdisciplinary sequence: ANTH 1512, 1524 POSC 1501, 2005 SOC 1510, 2120, 2110 ECON 2120, 2210 PSYC 1500, 2003, 2030 GEOG 1520 HIST 2202, 2204, 2231, 2232, 2270 <i>Course from other college</i> _____ <i>College:</i> _____ <i>Course from other college</i> _____ <i>College:</i> _____ <i>Course from other college</i> _____ <i>College:</i> _____ AP Exam: Date Taken _____ Score: _____</p> | |
| <p>AREA 5: PHYSICAL & BIOLOGICAL SCIENCES: (7-9 Sem./9-12 Qtr. units) Complete two (2) courses, minimum one course from the Physical Sciences and one from the Biological Sciences At least one of the courses must include a laboratory: PHYSICAL SCIENCES: ASTR 1510; CHEM 1510, 2211; ESCI 1520; GEOG 1510; GEOL 1500, 1501; PHYS 1510, 2201, 2221; PSCI 1520 <i>Course from other college</i> _____ <i>College:</i> _____ AP Exam: Date Taken _____ Score: _____ BIOLOGICAL SCIENCES: ANTH 1501; BIOL 1500, 2201, 2202, 2203, 2204, 2250, 2255, 2256, 2260, 2280 <i>Course from other college</i> _____ <i>College:</i> _____ AP Exam: Date Taken _____ Score: _____</p> | |
| <p>LANGUAGE OTHER THAN ENGLISH (U.C. requirement only) This requirement is satisfied by completing one of the following options <input type="checkbox"/> Completed two (2) years of the same foreign language of high school work with a grade of 'C' or better (A copy of the High School transcripts must be attached or on file to verify completion.) Courses: <input type="checkbox"/> Earn a score of three (3) or higher on the Foreign Language Advanced Placement (AP) test Date Taken: _____ Score: _____ <input type="checkbox"/> Achieved a score of 550 or higher on the College Board Achievement Test in Foreign Language Date Taken: _____ Score: _____ <input type="checkbox"/> Complete one of the following sem. courses: AMSL 1510; FRNC 1501, 1502, 2001, 2002; GRMN 1501, 1502, 2001, 2002; SPAN 1601, 1602, 2001, 2002 (other _____) Note: Courses above the proficiency level (12) may also be used to satisfy this requirement; however, if a course is used to meet this requirement, the course cannot be double-counted in Area 3: Humanities</p> | |
| <p><input type="checkbox"/> *CSU REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS This is not an IGETC requirement; however, these courses should be completed prior to transferring to any CSU campus. *Note: Courses used to meet this requirement may not be used to satisfy requirements for IGETC. Complete two (2) courses, one from group 1 and one from group 2: Group 1: POSC 1501 Group 2: HIST 2231, 2232</p> | |