

STUDENT HANDBOOK



Barstow Community College

Welcome Message



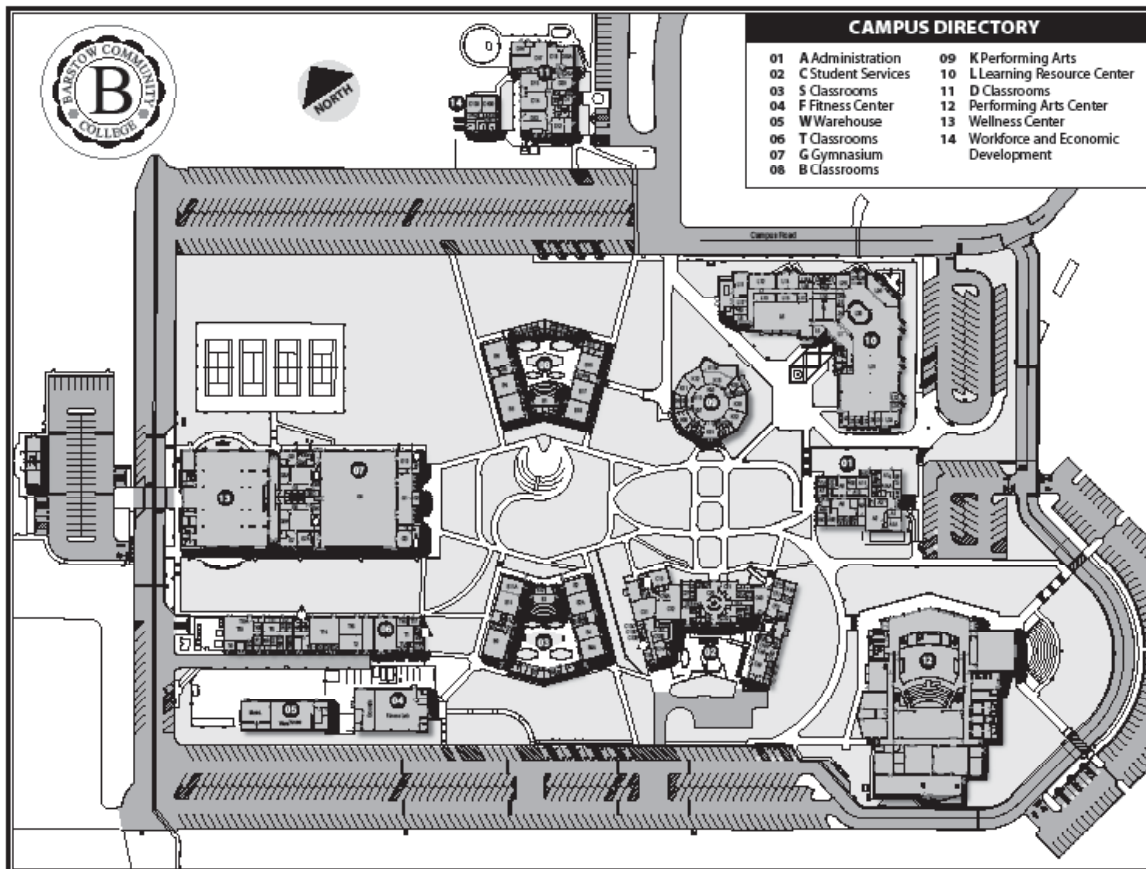
Welcome to Barstow Community College! Our motto is “Start here, go anywhere!” Faculty, staff and administrators work hard to make sure that Barstow Community College students succeed—in the classroom and in life.

At Barstow Community College we emphasize high academic standards, a dynamic learning environment, and the importance of treating students as individuals. Whether you want to earn an associate’s degree, transfer to a four-year university, complete a career technical certificate or develop new job skills, Barstow Community College offers programs to help you achieve your goal.

One of the many benefits of attending Barstow Community College is the strong link between the college and local industry. Programs in emerging technologies, logistics, electrical, auto/diesel, welding, and industrial maintenance, contribute to a comprehensive liberal arts and sciences curriculum. Attaining a degree or certificate in these and other programs ensures our graduates can compete in the fast-changing 21st century workplace.

During your time here, we encourage you to take advantage of the outstanding student resources Barstow Community College offers. Use this student handbook as a starting point, then access even more information available in the online college catalog, the online schedule of classes, the barstow.edu website, and in various college departments. And remember, our supportive staff and faculty are always willing to provide assistance and guidance.

At Barstow Community College, students are an essential part of the college community. We look forward to the times we will connect on campus: in the classroom, during performances in the Performing Arts Center, at games cheering on the Vikings, at student club meetings or any other campus events. The experiences we share today shape our future. Welcome to Barstow Community College where we help you achieve your dreams.



How is College Different from High School?

How it Works in High School

Personal Freedom in High School

- Your time is structured by others.
- You can count on your parents and teachers to remind you of your responsibilities and to guide you in setting priorities.
- Guiding principle: you will usually be told your responsibilities and corrected if your behavior is out of line.

High School Classes

- You spend six hours each day – 30 hours a week in class.
- Most of your classes are arranged for you.
- You are not responsible for knowing what it takes to graduate.

High School Teachers

- Teachers approach you if they believe you need assistance.
- Teachers have been trained in teaching methods to assist in imparting knowledge to you, the student.
- Teachers present materials to help you understand the material in the textbook.
- Teachers often take time to remind you of assignments and due dates.

Studying in High School

- You may study outside of class as little as zero to two hours a week, and this may be mostly last minute test preparation.
- You often need to read or hear preparations only once to learn all you need to learn about them.
- Guiding principle: You will usually be told in class what you need to learn from assigned readings.

Tests in High School

- Make-up tests are often available.
- Teachers frequently rearrange test dates to avoid conflicts with school events.
- Testing is frequent and covers small amounts of material.
- Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or to solve the kinds of problems you were shown how to solve.

Grades in High School

- Grades are given for most assigned work.
- Initial test grades, especially when they are low, may not have an adverse effect on your overall grade.
- Guiding principle: "Effort counts." Courses are usually structured to reward a "good faith effort."

How it Works in College

Personal Freedom in College

- You manage your own time.
- Guiding principle: You're old enough to take responsibility for what you do and don't do, as well as for the consequences of your decisions.

College Classes

- You spend 12 to 16 hours each week in class. More time will be spent studying, usually two hours for every one hour of time spent in class.
- You arrange your own schedule in consultation with a counselor. Schedules tend to look lighter than they really are.
- Graduation requirements are complex and differ for different majors and sometimes different years. You are expected to know which requirements apply to you.

College Professors

- Professors are open and helpful, but most expect you to initiate contact if you need help or assistance.
- Professors have been trained as experts in their particular areas of research.
- Professors may not follow the textbook. Instead, to amplify the text, they may give illustrations, provide background information, or discuss research about the topic you are studying.
- Professors expect you to read, save and consult the course syllabus; the syllabus spells out exactly what is expected of you.

Studying in College

- You need to study at least two to three hours outside of class for each hour in class.
- You need to review class notes and text regularly.

Tests in College

- Make-up tests are seldom an option; if they are, you need to request them.
- Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities.
- Testing is usually infrequent, often cumulative, covering large amounts of material.
- Mastery is often seen as the ability to apply what you've learned to new situations or to solve new kinds of problems.

Grades in College

- Grades may not be provided for all assigned work.
- Watch out for your first tests. These are usually "wake up calls" to let you know what is expected and may account for a substantial part of your course grade. You may be shocked when you get your grades.
- Guiding principle: "Results count." Though "good faith effort" is important in regard to the professor's willingness to help you achieve good results, it will not substitute for results when a professor is giving you a grade.

Student Services, Departments & Programs

ACCESS

Provides a variety of services and accommodations to support the academic and vocational goals of students with a documented disability.

Admissions and Records

Assists students with enrollment needs including application/registration procedures, adding and dropping courses, student fees, and requesting transcripts.

Assessment

An assessment will identify students' skill level in order to ensure enrollment in proper reading, writing and math classes.

Athletics

As a member of the Western State Conference students who engage in athletics learn about teamwork, discipline and perseverance through a variety of men's and women's programs.

CalWORKs

Promotes sufficiency through employment and education.

Computer Commons

The open computer lab has computers which are available for student to use for exams, studying and online course purposes.

Counseling

Offers assistance in the development of student education plans, transfer requirements, and graduation requirements.

Extended Opportunity Programs and Services

EOPS and Cooperative Agencies Resources for Education (CARE) advance educational opportunities for students by providing high quality academic support services.

Transportation Services

Victor Valley Transportation Authority (VVTA) provides FREE bus transportation to the BCC campus. Service is provided to ASG members who purchase an ASG sticker.

Financial Aid

Assists students with applications for Federal Pell Grants, Cal Grants, Board of Governors Waivers, work-study and scholarships. All students are encouraged to apply for financial aid.

Instructional Technology Center

Offers assistance to students who experience difficulties with our online course program.

Library

Offers services including online catalog, electronic resources, listening station services and research assistance.

Student Life and Development

Offers a variety of co-curricular programs designed to provide students with an opportunity to apply what is learned in the classroom to real life settings. Student will develop skills in a variety of areas. Get involved!

Transfer and Career Planning Center

Offers transfer resources including transfer application assistance, workshops, career and college fairs, and transfer advisement with admissions counselors from four-year universities.

Tutoring Lab

Offers assistance through peer tutoring to help students learn efficient study skill techniques.

Veteran's Services

VA certifying officials provide individualized assistance to veterans, from providing guidance on educational benefits to certification.

Viking Shop

Purchase texts books, classroom supplies, Viking gear, beverages, snacks, novelty items and more.

For additional information on these services, departments and programs please visit www.barstow.edu

Student Code of Conduct Statement

A student admitted to Barstow Community College has an obligation to conduct him/herself in a manner compatible with the social and educational functions of this institution. Barstow Community College is an institution that promotes learning, positive social interactions, and support services for the community. Each of us must share a responsibility in maintaining a respectful and collegial environment at the college.

Disruptive, obscene, or vulgar behavior (including the use of profanity) has no place in an academic or work settings as it violates the rights of others.

Disruptive behavior including academic honesty is subject to disciplinary action (refer to the college catalog for the Student Conduct Standards).

Barstow Community College has zero tolerance for harassing or discriminatory behavior.

Proctoring Guidelines for Online Classes

In order to remain an accredited institution, Barstow Community College is required to have at least one proctored exam in each online course. Below are the requirements for finding a proctor.

- All residents of the following cities must take their proctored exams at the Barstow Community College computer Commons or at the Ft. Irwin Satellite Campus: Barstow, Ft Irwin, Hinkley, Yermo, Daggett and Newberry. All other students must find individual proctors that meet the following guidelines:
 - All proctors must be librarians (working in a city public library), military ranked personnel -- 1st Sargent and above (for military students), full time college or university professors, testing site coordinators, professional proctors (such as lab aides), or K-12 teachers. School staff, other than instructors or librarians, who do not have proctoring listed in their job description cannot proctor exams.
 - The proctor must have a professional email address and phone tied to an accredited school, a library or a military education center. (hotmail, yahoo, excite, aol, netscape, earthlink, verizon, netzero or any other free or non-professional email account provider is unacceptable) The email address must be current and correspond to a college, university, library, K-12 school, or military service.
 - There must be no conflict of interest between the proctor and the student; therefore, the following individuals are excluded as proctors: relatives, friends, spouses, family members, neighbors, supervisors, and co-workers.
 - All proctoring at Barstow Community College must be done by our designated proctors in the Computer Commons, or in the ACCESS center if the student has an identified disability. Barstow Community College employees are not allowed to be proctors unless proctoring is clearly stated in their job description. Further, instructors are allowed to proctor for their assigned sections, but must not proctor any other sections.
 - Individual proctoring issues such as a delayed or missing proctor letter during an exam period must be forwarded to the Instructional Technology Center staff at 760-252-2411 x7319 for resolution.
 - Barstow Community College has contracted with a remote proctoring service all students can use, regardless of location: Proctor U.
 - Barstow Community College reserves the right to verify and approve any information contained in the submitted proctor form.
 - Individual cases will arise where special circumstances dictate a student needs to delay their final (incomplete petition) or withdraw from a class after the official drop period (late withdrawal petition). Students should contact the ITC personnel at nolson@barstow.edu, who will work with the student and the instructor(s) to determine the appropriate option for the student. Proof of the special circumstance will be required from the student in these individual cases. The guidelines for off campus proctors must still be followed in all instances.
 - The College reserves the right to revoke an instructor approved proctor if the college determines that they do not meet the guidelines.

FERPA Regulations

The Family Educational Rights and Privacy Act of 1974, as amended (sometimes referred to as the Buckley Amendment), is a federal law that protects the privacy of educational records of all students enrolled in schools beyond high school level. Schools are required to maintain that privacy, primarily by restricting release of records and access provided to those records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld. To learn more about FERPA regulations, please visit our website at www.barstow.edu.

Student Rights and Responsibilities

Prerequisite for courses will be enforced according to District policy. Students have the right to challenge a prerequisite on the following grounds:

1. The successful completion (C or better) of an equivalent course from another accredited college or university.
2. The prerequisite has not been validated.
3. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
4. A prerequisite for a course necessary for graduation, transfer or a certificate is not offered and the unavailability of said prerequisite poses a hardship.
5. The prerequisite is discriminatory or being applied in a discriminatory manner.

It is the student's responsibility to a) complete placement testing and orientation prior to registering for classes, b) express a broad educational intent upon admission, and c) declare a specific educational goal by the time 15 semester units are completed.

The student is also responsible for participating in counseling, attending class, completing assignments, and maintaining progress toward their educational goal. If you have questions regarding the matriculation process, please contact Counseling at bcounselor@barstow.edu.

Equivalent courses from other accredited colleges and universities can fulfill prerequisite courses requirements at Barstow Community College. Students must fill out a Prerequisite Validation form in order to have courses on unofficial transcripts validated for math, English or other prerequisites. Coursework must be listed on the original transcripts. Coursework listed on a secondary transcript is not acceptable documentation.

Counseling for Continuing Students

Continuing students are entitled to see a counselor who can recommend appropriate coursework based on assessment results, review of past school records, and other information provided by students. Students who have attended other college(s) must request to have an official transcript(s) sent to Barstow Community College. When meeting with a counselor, transfer students should bring all unofficial transcripts from other schools with them. All students pursuing certificate or degree programs, should see their counselor each semester to review their "Educational Plans."

How to Read the Class Schedule

COURSE CODE → MATH 3 - College Algebra

COURSE TITLE →

PREREQUISITE →

COURSE DESCRIPTION →

Prerequisite - MATH 55 with a "C" grade or better or assessment recommendation for MATH 3. Equations and inequalities including quadratic and rational inequalities; functions and graphs including combining functions and inverse functions; Polynomial functions including finding real and complex zeros; Exponential and logarithmic functions; Rational functions including graphing and finding asymptotes; Systems of equations including systems in three variables, partial fractions, and nonlinear systems; Matrices and determinants; Sequences including arithmetic and geometric sequences, and the binomial theorem; Counting principles; Conic sections. Grades: Option (A-F). Degree Applicable Credit. Area of Emphasis and Gen Ed Applicable. UC/CSU (CAN MATH 10)

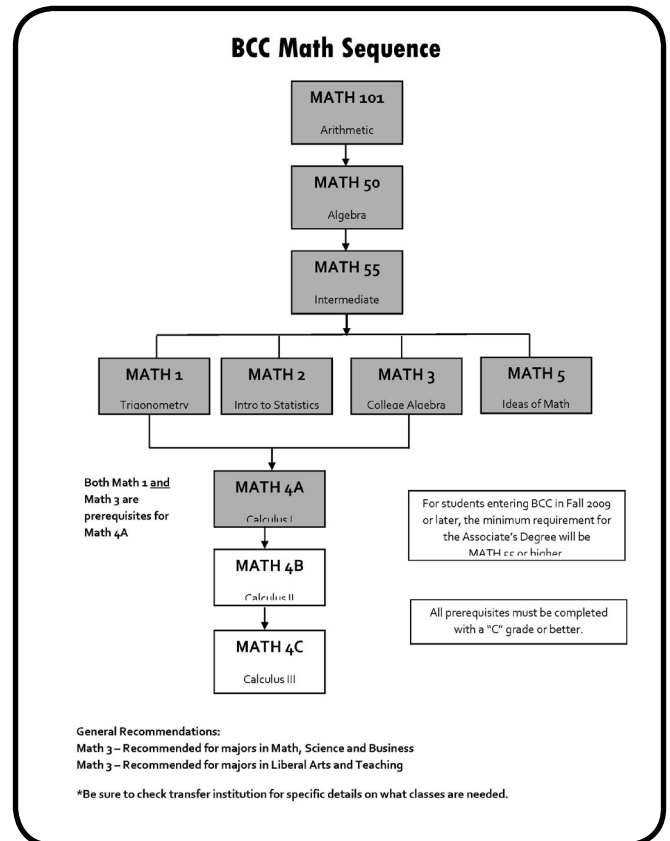
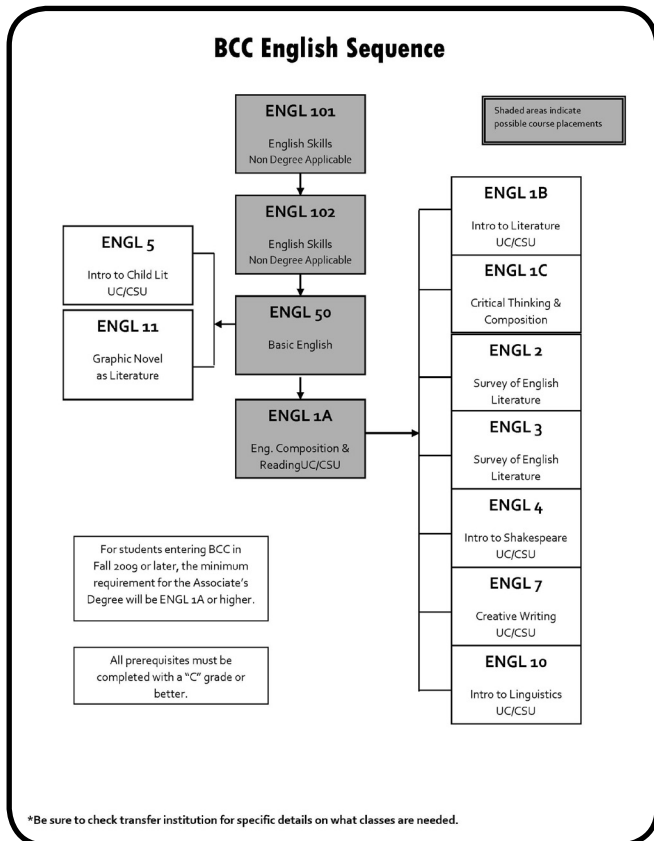
TRANSFERABLE

MATH 3	40797	TR	1000	1115	S9	3.00 units	Van Den Berg, S.	January 12 - May 22	March 18, 2018
MATH 3	40918	T			ONLINE	3.00 units	Leontas, A.	March 23 - May 22	April 1, 2018

SECTION NUMBER (40797, 40918) **DAYS CLASS MEETS** (TR, T) **TIME CLASS MEETS** (1000, 1115) **BLDG/ROOM NUMBER** (S9, ONLINE) **UNITS** (3.00) **INSTRUCTOR** (Van Den Berg, S., Leontas, A.) **DATES CLASS MEETS** (January 12 - May 22, March 23 - May 22) **LAST DAY TO ADD CLASS** (March 18, 2018, April 1, 2018)

M Monday **R Thursday**
T Tuesday **F Friday**
W Wednesday **S Saturday**

Moving Through...



College Terms You Need to Know

Accredited – A college or program that has been certified as fulfilling certain standards by a national and/or regional professional association.

Certificate – Awarded upon completion of a concentrated occupational program, usually at a community college.

AAT/AST – Associate of Arts (AA-T) and Science (AS-T) Transfer Degrees that simplify the transfer process to the California State University system. Each degree is designed for students to receive priority consideration when applying to their local CSU and to the particular program that is similar to the student's community college major.

Associate Degree – An Associate in Arts/Science or related degree, awarded by a community college upon completion of a program of study usually done in two years (full time).

Bachelor's Degree – A Bachelor of Arts/Science or related degree awarded by a university upon completion of a program of study usually done in four years (full time).

Master's Degree – A Master of Arts/Science or related degree, awarded upon completion of one or two years of study beyond the bachelor's level.

Doctorate Degree – A Ph.D., or related degree, awarded upon the completion of a prescribed program beyond the master's degree level.

Credential (Teaching) – If you want to teach in California, you must obtain either a multiple subject (for grades K-8) or a single subject (for grades 7-12) credential. This is obtained upon the completion of a bachelor's degree and prescribed professional education requirements.

Transfer Program – A community college program that provides the first two years of transferable credits (60-70 units) preparation for the bachelor's degree.

Major – A specialized field of study that a student chooses to pursue which leads to a degree and preparation for a career.

Minor – A secondary field of study outside of the major field. Some degree programs requires a minor.

Concentration – An option or special emphasis within a degree program. Concentrations are noted on the degree.

General Education/Breadth requirements – Course requirements which all students are expected to meet regardless of major field. The UC, CSU and many independent colleges have articulation agreements with Barstow Community College which allow students to complete their general education here before they transfer on to the university. More information can be obtained through the Transfer Center.

Units/Credits – What a student receives when completing a college course. Units are based upon the amount of hours spent in class.

Drop/Add – At Barstow Community College, once the term has started, students are required to obtain an authorization code from the instructor in order to add a class. No code is required to drop a class. Refer to the schedule of classes for add deadlines for classes. Find drop and refund deadlines by logging into your account and viewing your schedule.

Transcript – The compilation of the student's grades, credits, honors, etc. received throughout his/her college career.

SLOs – Student Learning Outcomes (SLOs) are used as a guide to inform students about the knowledge and skills they are to master in a course.

Pass/No Pass – A system where you do not receive a letter grade for taking a course. Depending upon the student's achievement in the class, Pass (P) or No Pass (NP) will appear on his/her transcripts. Deadlines for selecting Pass/No Pass are in the class schedule. Pass/No Pass selections are non-revocable.

Course Audit – Student may attend regular college classes for no credit based on certain conditions including but not limited to instructor approval and space availability. There is a non refundable \$15 per unit audit fee. Auditing status is not revocable.

Certification – A verification done by the community college verifying that a student has completed the California State University General Education (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) requirements. Students request certification at the time transcripts are sent.

Impacted Programs – Some majors at some colleges may be declared impacted because they receive more applications than program space allows. Impacted program applications must normally apply during specified time period and participate in a competitive selection process.

Credit-by-Examination – Credit may be granted to any student who satisfactorily passes an examination approved or conducted by the discipline or program in which a comparable course is offered. In the case of foreign languages, students must complete a high level course in order to receive credit for a lower level language course. Forms are available from a counselor. Financial Aid cannot be used to pay for Credit-by-Examination.

Advanced Placement (AP) – Designated high school honors classes that provide college credit for student scoring at a certain level on a final examination.

CLEP – College Level Examination Program- Students may receive college credits through CLEP exams. Contact counseling for more information.

Assessment – Administered by colleges to determine the entry-level placement of students in critical thinking courses such as English, Mathematics, and reading.

Career Assessment Tests – Tests to help students determine which careers they are best suited for. At Barstow Community College you may need to make an appointment with a counselor in order to get a recommendation to take any of these tests.

Midterms – Tests given halfway through the semester to see how the student is progressing.

Academic Success

Tips....How to be a Successful Student!

Tips for Active Classroom Learning

1. Be Prepared. Have your textbook.
2. Write notes in the textbook and highlight important topics.
3. When taking notes from the lecture, write down the main points.
4. Listen carefully during lectures and do not be afraid to ask questions.
5. Actively participate in classroom discussions.
6. Read assignments before the next class meets.
7. Set up a study schedule and follow it. Allow enough time for all your classes. This will help you avoid having to "cram" at the last minute.

Tips for Studying

1. Select the best time for you to study and develop a study plan.
2. Select a quiet place to study.
3. Avoid all interruptions.
4. Be prepared.
5. Keep a list of things you have to do with their corresponding deadlines on a calendar. Update the list when projects are complete.
6. Review class notes the day you write them and underline important information.
7. Survey the chapter you are about to read in order to get an overview of the content.
8. Be strict with your study time.
9. Re-read information you do not understand until it becomes clear. If you still have problems, contact your instructor.

Time Management

IF YOU WORK	TAKE NO MORE THAN
40 hrs/wk	6 units
30 hrs/wk	9 units
20 hrs/wk	12 units
5-15 hrs/wk	14-16 units

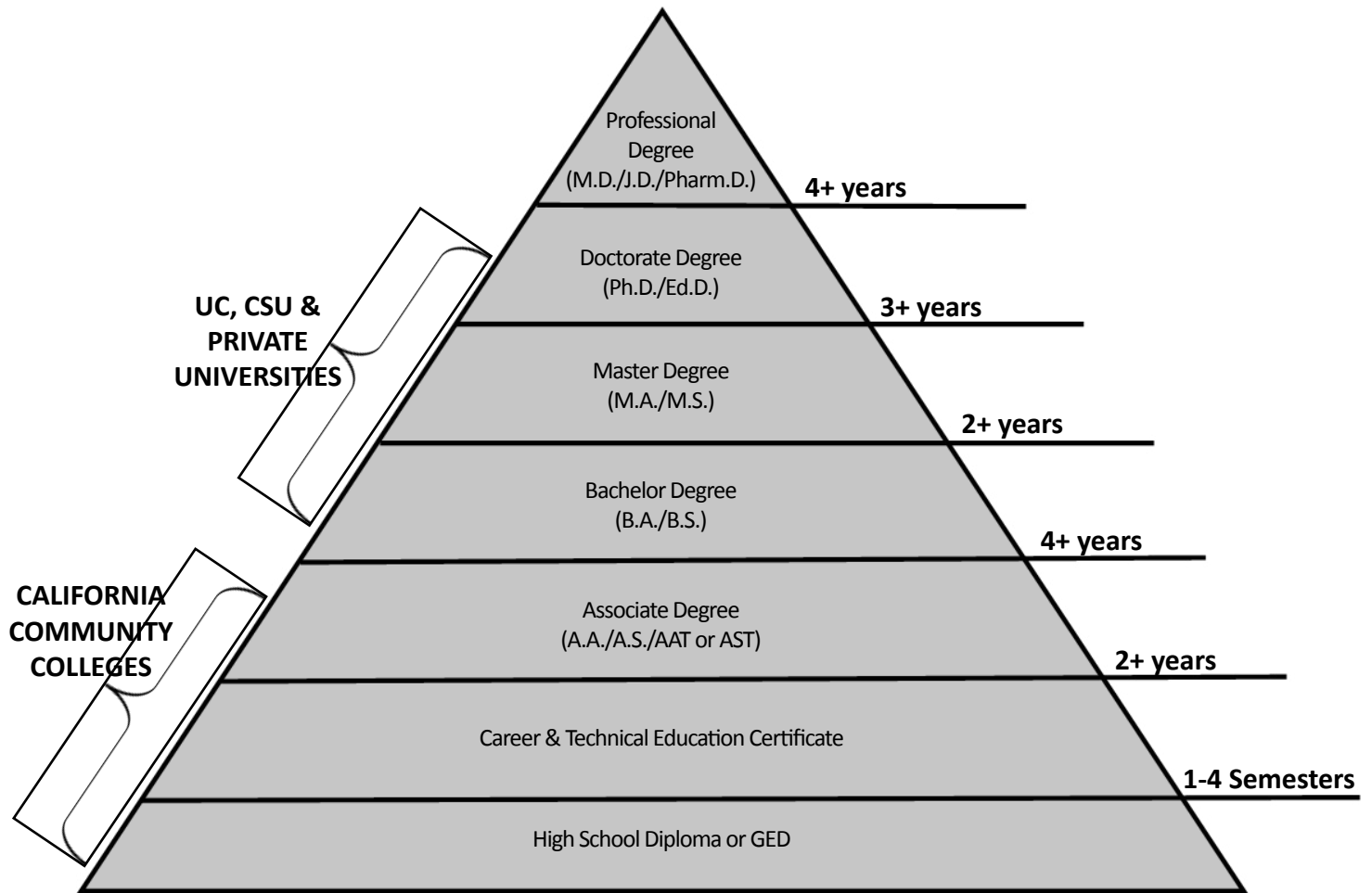
Preparing for a Test

1. Find out as much information about the tests as possible from the instructor:
 - a. Type of test (essay, true/false, etc.).
 - b. The number of questions.
 - c. The material to be covered.
 - d. The value of the test toward the final grade.
2. Set up exam study schedule, so you will not be overwhelmed at testing time.
3. Know your own best time to study.
4. Review as actively as possible.
5. Make flash cards to assist in memorization of test material.
6. Pay attention to troublesome points.
7. Organize your thoughts for possible essay questions. Know the concept about which you are writing.
8. Avoid "cramming" for tests.

Tips for Taking the Test

1. Get to class early.
2. Be prepared with a pen and other materials requested by the instructor (for example: blue book, scantron, etc.).
3. Understand the test instructions. Ask questions for clarification before the test begins.
4. Be aware of how much time you have to complete the test.
5. Skim the entire test first. Note the point value and the type of questions.
6. Answer the easier questions first, leaving appropriate time for the rest.
7. Look for key words on true/false questions such as "always," "sometimes," "never," and "usually."
8. On multiple-choice questions eliminate the obviously incorrect answer first.
9. On matching questions, answer those items that you are sure of and check them off.
10. On essay questions, use a mental outline on how to organize your answer.
11. If you have time at the end of the test, re-read all of your answers.
12. Be confident and think positively. Do not let anxiety determine the outcome.
13. Universal statements are usually false.

Educational Options in California



UC=University of California

CSU=California State University

A.A./A.S.=Associate in Arts/Associate in Science

AAT/AST=Associate in Arts Transfer/Associate in Science Transfer

B.A./B.S.=Bachelor of Arts/Bachelor of Science

M.A./M.S.=Master of Arts/Master of Science

M.D.=Doctor of Medicine

J.D.=Juris Doctor

Pharm.D.=Pharmacy Doctor

Ph.D.=Doctor of Philosophy

Ed.D.=Doctor of Education

Post-Secondary Education

California Community Colleges: Includes 114 two-year colleges.

California University System: Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Monterey Bay, Maritime, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, and Stanislaus.

University of California System: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz.

Independent California Community Colleges: Includes approximately 75 colleges/universities.

Systems of Instruction

Semester System: Approximately 15-18 weeks of instruction offered twice a year during the fall and spring.

Quarter: Approximately 10 weeks of instruction offered three times a year during the fall, winter and spring. Some colleges also offer a summer quarter.

Full-Time/Part-Time Student Status: Student's status is based on the number of units you are enrolled in per term. Often used to determine fees or progress towards meeting degree requirements. For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring semesters; and 6 units of credit for the winter/summer terms. Students who are enrolled in less than 12 units for fall/spring terms or less than 6 units for the winter/summer are considered to be part time. Specialized programs may have a different unit requirement for full-time status because of state mandates.

Your Transfer Checklist

Think Big! Think Transfer!

University Starts Here

- Unit Requirements:** The average bachelor's degree program requires that you complete 120 semester units. Those units are divided into lower division (freshmen and sophomore) and upper division (junior and senior) coursework. You must complete at least 60 units to reach junior standing (upper division status). Like other community colleges, BCC offers the lower division courses accepted as comparable to the ones that freshmen and sophomores must take at the university (thus, they are transferable). Community colleges do not offer upper division coursework, so you will transfer to a university to complete those units and graduate with a bachelor's degree.
- Subject Requirements:** In addition to the unit requirement for your degree, there are subject requirements. Those requirements may be for general education and/or major preparation. If you complete all of your subject requirements and have not reached 60 units, you will take transferable elective courses of your choosing before you can transfer.
- Admissions Requirements:** Are a combination of units, minimum grade point average, and specific courses that must be completed for admissions to a specific university. Universities have different admissions requirements. However, most universities require college-level Math and English composition courses for admission (CSU-Golden Four & UC- Essential Seven).
- General Education Requirements:** Are the courses you must take outside your major to complete a bachelor's. The purpose of General Education (GE) requirements is to provide students with foundations courses in English, Math, Arts, Sciences, Humanities, and Social Sciences. At BCC, the majority of our students follow either IGETC (Intersegmental General Education Transfer Curriculum), which meet GE requirements at either the UC or CSU campuses, or they follow the CSU General Education, which meets the GE requirements only at the CSU campuses. In addition, there are other GE options. You need to meet with a counselor to determine the best GE pattern for you to follow, depending on the universities you are considering. The GE requirements for independent (private) and out-of-state universities will all differ, but the ratio of lower to upper division units will be similar.

Transfer Preparation

Find out which schools offer your majors:

www.californiacolleges.edu

Research your required major preparation coursework online:

www.assist.org

Explore Cal State and UC campuses:

www.csumentor.edu

www.universityofcalifornia.edu

Find reliable tools to help you plan your journey into the right career:

Contact the Transfer Center: (transfer@barstow.edu)

BCC Today! University Tomorrow!

Barstow Community College offers a rigorous course of study to prepare you for success when you transfer. Make an appointment with one of BCC's counselors.

Contact the Transfer Center to find out more about transfer and when university admissions counselors are available:

(760) 252-2411, ext. 7321

Email: transfer@barstow.edu

Time for Completion

Number of years to reach your goal.

	Program/Certificate (30)	AA/AS Degree (60)	Bachelor Degree (120 Units)
If you take:			
One class/semester (3 units):	5 year	10 years	20 years
Two classes/semester:	2 ½ years	5 years	10 years
Three classes/semester:	1 ½ years	5 years	6 ½ years
Four classes/semester: (12 units: min. full-time load)	1 year + 6 Units	2 ½ years	5 years
Five classes/semester:	1 year	2 years	4 years

How Grading and Attendance Works

Attendance

It is the responsibility of all students to attend classes regularly. When students have been absent due to illness, they should report to their instructor to explain the absence as soon as possible. Your instructor reserves the right to administratively withdraw students who do not regularly attend. However, it is ultimately the student's responsibility to officially withdraw from a class if they are no longer attending.

Withdrawals

A "W" on your transcript does not compute into your GPA, but excessive withdrawals will result in progress probation. Access your academic progress status by logging on to your online student account.

Incomplete

An incomplete is a temporary grade which may be given at the instructor's discretion in the event that extraordinary circumstances beyond the control of the student prevents completion of course requirements by the end of the academic term. Students must petition the instructor for the incomplete and meet all requirements. Students issued an incomplete should not reenroll in the course. More information regarding incompletes can be found at www.barstow.edu/forms.

Good Standing

Students are considered to be in good standing when they achieve a cumulative grade point average of 2.0 or higher and earn grades of "A", "B", or "C" in 50% or more in all coursework attempted.

GPA

GPA stands for grade point average. Letter grades are given the following number values:

A – 4, B – 3, C – 2, D – 1, F – 0

Each class has a specific unit value. Multiplying the letter grade value by the unit value equals the grade points. To figure your GPA, divide the total number of grade points by the total number of units attempted.

Units Attempted	Grade Point	Value
3 units	A	12
3 units	B	9
3 units	C	6
3 units	D	3
3 units	F	0
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15		30

GPA = 2.0

Scholastic Honors at Commencement

Honors at Commencement will be awarded to students with a cumulative GPA of 3.25 or higher. Their names are listed in the Commencement program as receiving the Associate Degree with Honors. Honors cords are given to students to wear based on their honor.

Summa Cum Laude	3.75 or higher	Red Cord
Magna Cum Laude	3.50-3.74	Gold Cord
Cum Laude	3.25-3.49	White Cord

Coursework taken during the final spring semester will not be used to calculate honors at Commencement. Grade point averages are not rounded up. The cumulative GPA includes coursework taken at Barstow Community College and all other accredited institutions.

Questions and Answers

**This section pertains to online course services, if the following information has not answered your question please email webmaster@bcconline.com for additional assistance.*

What is a credit unit? The terms "unit" and "hour" are synonymous. A unit relates to the amount of time spent in class. For example, a three unit class will meet for about three and half hours per week. Classes with labs will meet for additional hours. The average class is worth three credit units, while labs are usually worth one credit unit. It takes 60 credit units to receive an associate degree and at least 120 credit units to receive a bachelor's degree.

How many credit units should I enroll in? A full-time student will be enrolled in at least 12 credit units per semester. The maximum amount of units a student may enroll in is 18. Students wishing to enroll in more than 18 units for fall/ spring and 9 units for summer must have an established GPA of 3.0 or higher.

Do I have to declare a major? Under the matriculation guidelines it is essential that you declare an educational goal and develop a Student Educational Plan with a counselor.

How long will it take to complete my goal at BCC? Many students complete their associate degree in two years. In order to do this, you must enroll in 15 applicable credit units per semester. If you wish, you may decrease your load in the fall and spring and take a class or two in the summer to compensate. Students preparing to transfer may also complete their requirements within a two-year period.

What if a class is closed? You may seek the advice of a counselor who will suggest an alternate class or inform you of other options available to you. You may also attend the class the first time it meets and ask the instructor to give you an add authorization code. This unique authorization code can be used to add the class at www.barstow.edu/register.

If you are seeking to enroll in a closed online class, you may email the instructor on or after the first day of the class to see if he/she will allow you to register. If given permission, the instructor will provide you with an add authorization code on or after the first day of class, which you will use to add the course. Please note that most online instructors do not issue add codes to students before the first day of class. Therefore students who wait until the first day of class to email the instructor have a better probability of receiving an add code. You are responsible for adding the class by the Add deadline. Deadlines are in the Schedule of Classes.

If I plan to transfer, is it best to concentrate on my major or general education? Generally, it is best to work on both requirements. Some majors require very few lower division courses, in which case you may be able to complete all G.E. lower division requirements. However, some majors, particularly in science, may require many lower division courses. In this case, you should concentrate on completing these and filling in with as many G.E. courses as possible. Be certain to ask your counselor about general education certification.

What is general education certification? All California State Universities require a common pattern of general education. If you complete the entire pattern prior to transferring, you may request certification of completion from the Transfer and Career Planning Center. All 23 state universities will honor this certification stamp; that is, you will not be required to take additional lower division G.E. courses in those areas certified by Barstow Community College. The IGETC pattern for the UC or CSU can also be certified. We encourage you to meet with the Transfer and Career Planning Center counselor at least once a semester to help plan your program of study and evaluate your progress.

Can I transfer to a four-year college without an AA/AS? Yes. However, by taking courses required for transfer, you will more than likely meet the requirement for an AA degree as well. Check with a counselor for more information.

How do I obtain my official transcript? There are a variety of ways to receive official transcripts from Barstow Community College. The fastest and cheapest way to request transcripts is through our online ordering process at www.barstow.edu.

How Does An Online Course Work? Online courses are an alternate way for students to attend college without being physically present in a classroom.

Do I have to have Internet access at home to take an online course? No. You may use the campus computer labs which are connected to the Internet to do your course work. Check www.barstow.edu for Lab locations and times.

Do I have to attend classes at the college at regularly scheduled dates and times? No. There are no traditional class attendance requirements, but see the information about proctored exams below.

Can I turn in my homework any time? No. Online students will still have the a schedule of due dates for assignments as regular campus students. Late work is still penalized.

Are the courses going to be completely on the computer, or must I attend class also? No, you so not need to attend class if your course is an online course, however you may be required to take an on campus midterm and/or final exam. Students living outside of the immediate area or those unable to take the on-campus exams may do so at a suitable site with an instructor approved proctor. Students are to refer to the syllabus for each course taken for instructions pertaining to their online course.

Is an online class easier than a regular class? No, online classes have the same requirements as regular classes. Students must have the determination and self direction to set up and stick to a time schedule of their choice. Online courses are taught at faster pace and will take additional dedication and effort then an on campus class.

What do I need to complete this course? Basic Materials Needed: A computer with Internet access; an email account – you can get a free email account, (Hotmail, Yahoo, Gmail), but if you already have an email account you should use it; a word processor. Lab students -- A writable CD or USB drive, Home students -- a computer to save your work on. Be aware that individual class requirements may also exist. Check your class home page for specific requirements. Time Requirements: Schedule at least three hours a week at first, until you know how long it takes you to complete a lesson.

Does my course need a textbook(s)? Textbook requirements vary. Be sure to check your class syllabus on the Internet for book information. You may order your textbooks from the Viking Shop, Barstow Community College's bookstore.

How Do I Start My Online Class? Obtain an email address, if you do not already have one. Go to <http://www.bcconline.com/> and click on the appropriate session. For instance, if you are in a nine week session you would click on the words "nine week sessions." You can then click on the appropriate session number or just scroll down to find your class name. Once you have found your class name, click on it and you will be on the home page of your course. Now click on the word syllabus. After filling out the syllabus, figure out your username and password by looking on the home page of your course. Remember, do not capitalize any part of your username or password, or you will not gain access to your course. You can always figure out your username and password again as the format for usernames and passwords are listed on the front page of each course. You will not receive an email from the instructor until you have completed the first lesson of the course! Students who do not fill out the syllabus within the first week will not be considered actively enrolled students and may be dropped from the course. You may fill out the syllabus the weekend before the class starts if necessary. After filling out the syllabus, begin the class by clicking on lesson one and completing it. Please note the interactive syllabus contains very important information about your course.

How Do I Get Help for My Online Class? Use one of the following resources: Email your question to the instructor's posted email address. Online tutors are available to help you. Computer lab technicians are available during regular lab hours. Technical questions or concerns go to: techhelp@bcconline.com, or call the online staff at (760)252-2411 x7319.