The printed schedule is accurate at press time • Check the Web at www.butte.edu for daily class updates.
IMPORTANT DATES

Don’t miss your Early Registration Appointment!

Registration appointments online in MyBC beginning October 21. Students can register for both Winter and Spring at the same time.

Winter Session 2011 • January 3 - January 21

November 8 ....... WebReg begins for Continuing EOPS, DSPS, Vets by Appointment on MyBC
November 9-11 .... WebReg begins for Continuing Students by Appointment on MyBC
November 15 ..... Repeat Petitions accepted for Continuing Students only
November 16 ..... WebReg begins for Veterans & Returning Students by SSN (see page iv)
November 17 ....... WebReg begins for New/Exempt Students by SSN (see page iv)
November 18 ...... K-12 Applications and Concurrent Enrollment forms due
December 2 ....... K-12 WebReg begins by SSN (see page iv)
December 6 ...... Open TeleReg begins 11am-1pm, M-Th, for All Students. Use WebReg for best access!
December 7 ...... Repeats accepted for all students for Winter Session

January 3 ......... Winter Session begins
January 3 ........ Last day to drop and receive a refund (10%)
January 4 ......... ADD deadline, at 4:30pm
January 6 .......... Drop date not to show on transcript
January 12 ....... Deadline to withdraw with a “W”
January 17 ....... Martin Luther King Day - Holiday
January 21 ....... Last day of Winter Session

Spring Semester 2011 • January 24 - May 27

November 8 ....... WebReg begins for Continuing EOPS, DSPS, Vets by Appointment on MyBC.
November 9-11 .... WebReg begins for Continuing Students by Appointment on MyBC
November 15 ....... Repeat Petitions accepted for Continuing Students only
November 16 ...... WebReg begins for Veterans & Returning Students by SSN (see page iv)
November 17 ...... WebReg begins for New Exempt Students by SSN (see page iv). Non-Exempt Students register during Orientation. Call (530) 895-2416.
December 7 ....... Repeats accepted for New & Returning Students for Spring
January 6 ......... K-12 Applications and Concurrent Enrollment forms due
January 10 ......... International Student Orientation week
January 13 ....... K-12 WebReg by SSN (see page iv)
January 18 ....... Open TeleReg begins 11am-1pm, M-Th, for All Students. Use WebReg for best access!

January 24 .......... Spring Semester begins
February 3 ........... Add deadline. Last day to drop and receive a Refund; Online through Feb. 6
February 17 ....... “DR” deadline - last day to drop and not appear on transcript; Online through Feb. 20. Credit by Exam deadline
February 24 .......... Pass/No Pass, Audit deadline
March 24 ............ Deadline to withdraw with “W”; Online thru March 27. After this date students need the instructor signature to OK a serious and compelling drop reason.
March 30 ............. Application for graduation deadline for Spring semester
February 18, 21 ....... Lincoln/Washington - Holidays
March 14-17 ......... Instructional Break
May 27 ................. Last day of finals/Graduation

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Campus Phones

Butte College ...................................................... (530) 895-2511
3536 Butte Campus Drive, Oroville 95965
Chico Center ........................................................ (530) 895-1352
2320 Forest Avenue, Chico 95928
Student Services/Counseling (530) 879-4363
Glenn County Center (530) 865-9728
604 E. Walker St., Orland 95963 (530) 934-2144
Admissions/Records (530) 895-2361
Assessment Office (530) 895-2392
Associated Students (530) 895-4025
BCTV (telecourses) (530) 895-2331
Bookstore ............................................................ (530) 895-2331
Bus Transportation ................................................ (530) 895-2352
Campus Clubs ....................................................... (530) 895-2427
Campus Information (530) 895-2511
Career & Technical Programs (530) 895-2531
Career Services (530) 895-2340
College Connection (530) 879-4061
Disabled Student Services (530) 895-2455
EOPS (530) 895-2555
Financial Aid (530) 895-2311
Health Services (530) 895-2441
Job Placement/Work Exp (530) 895-2334
K-12/Concurrent Enrollment (530) 895-2361
Library (530) 895-2416
Orientation (530) 895-2416
Campus Police (530) 895-2351
TeleReg (530) 895-5060
Transfer Counseling Center (530) 895-2264
Transfer Education (530) 895-2251
Veterans Office (530) 895-2566
WebAdvisor Help line (530) 895-2925

Off-Campus

Community Emp. Ctr., Chico (530) 895-4364
2445 Carmichael Dr., Chico
Community Emp. Ctr., Oroville (530) 538-5300
78 Table Mountain Blvd., Oroville
Foster Care Education (530) 897-6235
2491 Carmichael Dr., Ste 300, Chico
7 Step Enrollment Process

**STEP 1: APPLY**
Apply online at www.butte.edu. If you need an application sent to you, call Orientation.

**STEP 2: REQUEST TRANSCRIPTS**
Send us your Official Transcripts immediately from all of the colleges you have previously attended. Allow six weeks for delivery and confirm that they have arrived by calling Admissions and Records.

**STEP 3: ASSESSMENT**
Contact the Assessment Office so we can establish your placement levels in English, Reading and Math. Placement levels are established by either taking the Basic Skills Assessment or having your English and/or Math coursework or test scores from other colleges evaluated. See page viii for exemptions.

**STEP 4: ORIENTATION**
Contact the Orientation Office to sign up for the first available Orientation date. Orientation includes a campus tour, learning about student support services, college procedures, meeting with a counselor and registering for classes. See page viii for exemptions.

**STEP 5: REGISTER**
New students will register during their Orientation. If you are not required to attend Orientation, consult the Class Schedule, page iv or website (www.butte.edu) for your assigned registration times. After registering always confirm your schedule with “My Schedule”.

**STEP 6: PAY**
Students have 7 days from the time of registration to pay fees or they will be dropped from one or more classes. See page vii or visit www.butte.edu/7days for details. Apply for Financial Aid and BOG Fee Waivers early. Call the Financial Aid Office for information about FAFSA.

**STEP 7: ATTEND CLASSES**
If you are going to miss the first day of class, contact the instructor to hold your spot. It is your responsibility to drop classes. See the Class Schedule or website for the refund policy.

**QUESTIONS?**
- Admissions (530) 895-2361
- Financial Aid (530) 895-2311
- Assessment (530) 895-2350
- Orientation (530) 895-2416
- Registration (530) 895-5060
- Counseling (530) 895-2378

**Open Enrollment Policy** It is the policy of this District that, unless specifically exempted by statute, every course, course section and class, in which the average daily attendance is reported for state aid, wherever offered and maintained by the District, is fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

**Alternate Format** This publication is available in alternate formats. You may request the college’s printed materials in an alternate format (e.g., Braille, text on CD, MP3 file, large print) by contacting Bambi Mayfield at (530) 893-7456 [voice] or 879-6110 [TTY] or email at admissions@butte.edu.
Petitions

File before Registration
Repeat
First time repeats of substandard grades do not require a petition unless a grade has not been posted. Repeating a class for the second time or more, or repeating a course where a grade of A, B, C was issued requires a petition from Counseling that MUST be taken to Admissions & Records. Repeats begin November 15, for Continuing Students. Returning and new student repeats begin December 7. See counseling for questions or call (530) 895-2378.

Special Permission
To request permission to take a class above your current Reading, English, or Math placement levels, see Assessment or Counseling for information about the Special Permission process, or call (530) 895-2350. You will not be able to register without a petition on file with Assessment.

Re-Admission
To request readmission to the college if you have been dismissed, see the Counseling Office for a Re-Admission Petition, or call (530) 895-2378.

File after classes start
Conflicting Enrollment
To request permission to take two courses with overlapping times, see Admissions & Records for a Conflicting Enrollment Petition. This must be filled out by the missing class instructor and show specifically how you will be making up time each week.

Pass/No Pass grading option
To take a course to receive credit without a grade or impact to your grade point average, fill out a Pass/No Pass Petition at A&R. Pass/No Pass deadline, must be filed within 30% of the class.

Audit
To attend a course without receiving a grade or credit, you must declare this at the time of enrollment. See Waitlist Information on page iv before Waitlisting.

Add/Drop Deadlines
After school starts
Add for open classes can be done by WebReg, 24/7, or TeleReg, 11-1, the first week of Winter or first two weeks of Spring. TeleReg 895-5060. Closed Classes are indicated with a red AC (Add Card needed) or by 0 Availability in Search for classes.

Add for Closed Classes require an instructor signed add card. Your best chance to add a closed class is to be waitlisted and go to the first day of class. See Waitlist Information on page iv before Waitlisting.

Drops for Refund must be done by January 3 for Winter, or February 3 (online through February 6), for Spring. Irregular class refund date is 10%. (1 or 2 days at most).

Drops to not appear on your transcript must be done by January 6, for Winter, or February 17, for Spring. (25% for an Irregular class.)

Withdrawals can be easily done by WebReg (Open 24/7) until January 12 for Winter, and March 24 for Spring. (50% for an Irregular class.)

Withdrawals after 50% (January 12 for Winter, March 24 for Spring) requires the instructor’s signature on the back of a drop card authorizing a drop for serious and compelling reasons. See Catalog for more details.

Irregular and Open Entry/Open Exit classes have special Add, Drop and Refund deadlines. See your course syllabus or area administrator for exact dates.

Late Adds require dean/director signature if you started attending past the add period. Late adds can effect financial aid so check your schedule carefully. Students will not be allowed to attend class until they are officially enrolled. SUBMIT LATE ADDS PROMPTLY.

Dean/Director
Denise Adams, AHPS 215, Health Occupations, ADS, HS
Mike Dunbaugh, AHPS 251, Career & Tech Progs. AG, AUTO, CSCI, DFT, Public Safety Edu/Tm, WLD
Kam Bull, ARTS 230, Art/Digital Art, CMST, DRAM MUS, CDC, FCS
Luzhou Cen, LB 207, Sociocultural/Social & Behavioral Sciences, Library Sciences
David Danielson, MC 240, Math, Sciences, TMI
Rudy Flores, CHC, Chico & Glenn Ctrs, BCIS/BUS, ACCT, ECON, RLS, SMB
Craig Rigbee, WLR 101 - PE/Athletics, HLTH, REC
Samia Yaqub, LRC 320, Humanities, Language Arts, Foreign Lang, PTK, Career Svcs, CSL, Study Abroad

WebReg and TeleReg users
- Students with unpaid balances will not be allowed to register, receive grades, transcripts, enrollment verifications, or certificates until unpaid balances are cleared. You can make a payment on the web and then proceed with registration. After registering, check your schedule and costs online. You will have 7 days to pay or you will be dropped from 1 or more of your classes.

- Registration Tips: Have several alternates ready in case a class is closed. Use Schedule Builder or Search for Classes online at http://www.butte.edu to plan your schedule. Classes marked with a red (AC), under Search for Classes, require an Add Card and need instructor permission to add. A helpful worksheet is available on page v, or with counseling office.

- Glenn County students may register in person - Students who enroll only in Glenn County classes, and who do not participate in WebReg/TeleReg, may register in person at the Glenn County Center beginning January 5, M-Th, from 8 am - 4:30 pm.

- K-12 Students: WebReg - December 2 for Winter and January 13 for Spring. See times on page iv for details. You must complete a Butte College application and Concurrent Enrollment form by 11:59 pm November 18, for Winter and January 6, for Spring. Forms are available at your high school’s Counseling Office, Chico Center, Glenn County Center, or Butte College Office of Admissions and records, (530) 895-2361. Assessment may be required. Call (530) 895-2350 for details.

New portal. Look online for details!
How to Create a MyBC Account
1. Go to www.butte.edu
2. Click on MyBC (WebAdvisor) (under quick links)
3. Follow the instructions to set up your account.

Your ID number is found on your Welcome letter, or call Admissions & Records at 895-2361.

Welcome letter, or call Admissions & Records at 895-2361.

Petitions/Adds/Drops/MyBC

Spring Semester begins January 24
Visit us at www.butte.edu - iii
WebReg • Online Registration

WebReg is your Best Option! It’s always offered first, it’s free, and it never closes! Kiosks and Web help is available at all center offices.

1) Go to MyBC (WebAdvisor) under quick links.
2) Log in (follow online instructions or call (530) 895-2925 for help)
3) Click on WebAdvisor and select Registration.
4) Use Search for Classes to select the classes you want, then use Register for Classes (Express Registration) to register by control number.
   ● Select “Register” next to each class and click next to be officially enrolled.
   ● If an error status indicates a class cannot be registered, you must “Remove from List” or “Waitlist” and mark others as “Register” to complete your registration.

See below for information on our new Waitlist feature. Always confirm your classes with “My Schedule” after you register or drop.

Variable Units: If registering for a variable unit class, you must select the number of units you want or you will be registered for the default number of units. To change units you must drop your class and reregister with the correct units or call TeleReg 11am-1pm, (530) 895-5060.

Waitlist! How do Waitlists work?
Under Search for Classes and in Registration, each class shows class Availability/Capacity/Waitlisted Students. If a class fills (0 Availability) then students can no longer Register for a class but they can choose to waitlist for it. If a slot becomes available and they are next on the waitlist then the student will be automatically enrolled and a confirmation email will be sent to your Butte College email account. Check email weekly if waitlisted since if enrolled you will only have 7 days to pay or will be dropped. Don’t lose the class you really want. After school starts, instructors will use the waitlist to determine who will get the next slot if space becomes available. Students must attend the class to be eligible and get an add card signed by the instructor. Waitlist maximum for most classes is set to 10.

Who is eligible to Waitlist?
● Any student wanting a particular class that is closed.
● Students who have no time conflicts and meet all prerequisites of the class.
● Students without any holds or outstanding balances on their account.
● Students must frequently check their Butte College email from MYBC or forward it to an email that they read.

Important Use “Manage my Waitlist” in WebAdvisor to remove yourself from unwanted classes. If you Waitlist for a class there is a good possibility you may get enrolled automatically (this means fees and possibly a grade). You can also use this option to see your waitlist ranking as well. Because you can be dropped from 1 or more of your classes if you don’t pay, make sure to drop an enrolled or waitlisted class that you don’t need. Don’t risk your other classes.

Registration
Tips on planning your class schedule

Before registering, plan your class schedule using search for classes with the worksheet below. Keep the following considerations in mind as you plan your schedule.

- If there is only one section of a course you want to take being offered, schedule that course first and plan the rest of your schedule around the single offering.

- Make sure the beginning and the ending times of your classes do not overlap. The computer will disallow overlapping class times. You will be unable to register for these classes. A special “Conflicting Enrollment” petition is required and it must be filed after classes begin. See page iii.

- Some Classes are variable unit. Labs require 51 hours per unit (25.5 for .5 unit) and must select this prior to registering, or call TeleReg to adjust or drop and reregister.

- Be aware that for every hour of lecture for which you are enrolled you will probably be expected to put in two hours outside of class. Since it takes a minimum of 60 units to graduate, a normal load would be 15 units/term for two years or 12 units/term for two-and-a-half years.

- Where a prerequisite is listed (shown with course descriptions in the college Catalog), be sure you have met that prerequisite. (A prerequisite is a requirement that must be satisfied before enrolling in a particular course. See more prerequisite information on page ix.)

- Watch for dates indicating courses that do not meet for the full semester, begin later in the semester, are offered through televised instruction, or offered at different locations.

Call counseling for assistance at (530) 895-2378.

<table>
<thead>
<tr>
<th>Control #</th>
<th>Course #</th>
<th>Description</th>
<th>Days &amp; Times</th>
<th>Units</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
<td></td>
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<tr>
<td></td>
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<td>Spring</td>
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</tbody>
</table>

Students can check Email through MyBC Portal

Butte College assigns each student a Butte College email account and will use this account to send communication regarding registration, waitlists, and other non-emergency information. Your email is available through the MyBC portal or at https://mail.student.butte.edu/. For information about how to forward your Butte College email to your personal account log into MyBC Student Technical Support page at this address: https://mybc.butte.edu/departments/USSU/students/default.aspx and click on the Email tab. If you have problems or questions call Student Technical Support at 895-2925.
## Basic Fees

Below is a summary of fees and a breakdown of fees-per-unit cost. Fees are subject to change at any time. If a change occurs after you have paid your fees, you may be billed for the difference.

### Check your fees online at [www.butte.edu/services/admissions/fees.html](http://www.butte.edu/services/admissions/fees.html).

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
<th>Required of</th>
<th>Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment (plus service fees)</td>
<td>$26 per unit</td>
<td>All students</td>
<td>Waived for BOGFW students and High School students enrolling through the Concurrent Enrollment and College Connection Programs.</td>
</tr>
<tr>
<td>International &amp; Non-residents</td>
<td>$190 per unit</td>
<td>Non-residents International students</td>
<td>Reclassification to resident status must be initiated by the student. Evidence of presence and intent to reside in the State of California for at least one year prior to the semester's start date must be submitted for a residency review. Residency Technician 895-2361.</td>
</tr>
</tbody>
</table>

### Service Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
<th>Required of</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>$17</td>
<td></td>
<td>Spring or Fall Semester - flat fee.</td>
</tr>
<tr>
<td></td>
<td>$14</td>
<td></td>
<td>Summer Session - flat fee.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Students who depend exclusively upon prayer for healing are exempt from the Health fee.</td>
</tr>
<tr>
<td>Transportaion</td>
<td>$70</td>
<td>Full-time students</td>
<td>6 units and above</td>
</tr>
<tr>
<td></td>
<td>$55</td>
<td>Part-time students</td>
<td>Less than 6 units</td>
</tr>
<tr>
<td></td>
<td>$20</td>
<td>Part-time students</td>
<td>All students enrolled in .1 to 1 unit</td>
</tr>
<tr>
<td>Student Activities Card</td>
<td>$12</td>
<td>All students</td>
<td>Students whose class or classes are at the Chico Center or on the Main Campus during the day time will be eligible to receive a Student Activity Card and/or current validation sticker. This fee is refundable though the 2nd week of school. Exemptions/refund information is available by calling 895-2391 or 895-2428.</td>
</tr>
<tr>
<td>Rep</td>
<td>$1</td>
<td>All students</td>
<td>Supports student representation in local and state government. Students may refuse to pay this fee for religious, political, financial, or moral reasons. For more Information call 895-2391 or 895-2945.</td>
</tr>
<tr>
<td>Technology</td>
<td>$10</td>
<td>All Students per term</td>
<td>Helps partially defray the costs of student access to campus technology. The fee will be used to help keep student computer labs equipped with current hardware and software as well as to provide high-speed connectivity to the Internet. Exemptions/refund information is available by calling the Call Center at 895-2511.</td>
</tr>
</tbody>
</table>

### Other Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
<th>Required of</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditing a class (non-refundable)</td>
<td>$15 per unit</td>
<td></td>
<td>Students enrolling on an audit basis must declare so at the time of registration and audits must be completed prior to the Audit deadline. Once declared, it cannot be reversed. See the Butte College Catalog for more information. Students enrolled for credit in 10 or more semester units may audit an additional 3 or fewer units at no charge.</td>
</tr>
<tr>
<td>Books/supplies</td>
<td>$375 (Approx.)</td>
<td>Full-time students</td>
<td>Cost varies depending on classes.</td>
</tr>
<tr>
<td></td>
<td>$5</td>
<td></td>
<td>Regular Transcripts-5-10 working days (first 2 free).</td>
</tr>
<tr>
<td></td>
<td>$5</td>
<td></td>
<td>On demand enrollment verifications, T, W, Th, 2-4.</td>
</tr>
<tr>
<td></td>
<td>$3</td>
<td></td>
<td>Regular enrollment verifications-3-5 working days, (first 2 free).</td>
</tr>
<tr>
<td>Returned Check</td>
<td>$20 per check</td>
<td></td>
<td>Will be assessed for all checks drawn against insufficient funds, or if a “stop payment” is issued on your check or credit card. No postdated checks will be accepted.</td>
</tr>
<tr>
<td>Refund</td>
<td>$10 per check</td>
<td></td>
<td>You will be assessed a processing fee for refunds.</td>
</tr>
</tbody>
</table>
Paying Your Fees

Students will have 7 days from the time of registration to pay fees or they will be dropped from one or more classes.

By Phone Call 895-2361 with a credit card (Visa or MasterCard) or check card.

On the Web Pay when you register for classes, with a credit card (Visa or MasterCard only), at www.butte.edu.

By Mail Pay immediately after you register. Send a check or money order to: Butte College Payment Center, 3536 Butte Campus Drive, Oroville CA 95965. Please make sure your name, student ID #, current address, and phone # are on the check.

In Person Pay with cash, check, or credit card M-Th, 8 a.m. to 5 p.m., F, 8-noon at the Main Campus Office of Admissions and Records. To pay at the Chico Center or the Glenn County Center, please call them ahead of time to determine their hours.

Payment Plan Log in to MyBC and select the “Current Balance/7 Days to Pay” item in the “Registration Information” box located in the top left hand corner of your student page. Click on the option for creating a payment plan. Select the link and follow the instructions.

Fee Waivers

There are several ways to reduce your college fees. Go to Financial aid at www.butte.edu/financialaid or look for scholarships at our foundation site at www.buttefoundation.org.

BOGFW

The Board of Governors Fee Waiver (BOGFW) is open to all qualifying students. Most students qualify due to their low income level. In addition, students who qualify for Financial Aid, General or Public Assistance, SSI or who are dependents of disabled veterans should qualify for the BOGFW. You must be a California resident to receive a BOGFW. The best way to determine your eligibility for the BOGFW is to complete the Free Application for Federal Student Aid (FAFSA).

- If you qualify for the BOGFW, your per-unit enrollment fees are waived but you will be responsible for all other fees including the Health fee, Transportation fee, Student Activity fee, Rep fee, Technology fee and any materials fees which apply. Most BOGFW students will pay approximately $100 full-time/$85 part-time.

Attending certain other schools

High school students and College Connection students pay the Health fee, (fall, spring, and summer), TeleReg fee, Technology fee, and any other materials fees a class may have. Butte College students may not park on CSU Chico campus while taking Butte College classes.

Getting your fees paid by an outside agency

You will not be reimbursed if you pay your own fees. If you have already obtained scholarships, special grants, or are having your fees paid by some other outside agency (aka “Patron”), you will need to submit your agency authorization to Business Services within 7 days of registering to allow Business Services to exempt you from being dropped.

TeleReg participants

After registering submit your agency authorization letter to the Business Office before the payment due date. If your letter has already been submitted, please contact the Business Office after you register to verify fees are being covered.

Refunds

Refunds will be approved if drops are completed prior to the refund date of February 3 (online through February 6). Refund request forms can be submitted to the Registration desk at any of our Center offices. Refunds will be processed within 45 days of the refund drop date. Regulations permit districts to retain a maximum $10 from enrollment fees as a refund processing fee. For more information, contact the Business Office at (530) 895-2421.

Irregular and Short term classes

Any class which starts outside of the primary start week or spans an irregular period of time is considered an irregular class. Irregular classes all have different drop, withdraw and refund dates. See your instructor or departmental administrator for exact dates.

Class cancellations

Upon submission of a Student Refund Request Form marked “Class Cancelled,” a refund of pertinent fees will be granted to the student.

Financial Aid students

If you receive any funds for this term and you fail to complete all of your classes, you may not be entitled to a refund. Funds may go back to the Financial Aid programs.

Disciplinary/Academic disenrollment

Refunds in the cases of course disenrollment for disciplinary/academic reasons, unauthorized course repetitions or other emergencies will be subject to review. A refund request should be submitted with any appropriate verification for quick approval.

Credit on your account

You can now use credits on your account for up to a year to enroll in new classes and avoid being charged the $10 refund processing fee.

Swap policy (after the refund period)

If you drop/withdraw from a class before the withdraw date, a cash refund may not be available. However, you may swap equal units within the same semester (must be done in the same transaction).

7-Days to Pay fee policy

Students will have 7 days from the time of registration to pay fees or they will be dropped from one or more classes. To avoid being dropped take one of the following steps:

1) Pay fees in full.

2) Students who can show proof of sufficient eligibility for financial assistance will be exempt. Complete a FAFSA or provide proof of other financial assistance (scholarship, GI Bill, patron agreement, etc.) to the Butte College Business Office.

3) Create a fee payment plan online. Students are responsible for making payment arrangements or providing verification of exemption status. Those who do not pay fees or make arrangements to pay fees may be dropped from one or more classes. Once you have registered you can view payment or exemption status in MyBC to check if safe or at risk of being dropped. For complete details about these changes and how they may affect you please refer to the information at the following link. www.butte.edu/7days.

Calculate your fees

Summer and Fall fees can be found on the web at www.butte.edu/services/admissions/fees.html.
Butte College is committed to helping all of its students succeed in their educational goals, whether you wish to take classes to train for or refresh a vocational career, study a specific discipline to obtain Certificates of Achievement or an Associate Degree, or transfer to a four-year college or university to pursue a baccalaureate degree.

Students New to Butte College need to complete some pre-enrollment activities prior to registering for classes. These include an assessment of basic skills, and orientation to the college, which includes meeting with a counselor. Students have enrollment restrictions until they have completed the START program procedures. There are some exemptions listed under both Assessment and Orientation.

**Pre-enrollment requirements**

**Assessment/Placement levels**

Students who attend Butte College are required to have basic skills placement levels on file prior to enrolling in classes, unless determined to be exempt (See “Exemptions...”). Placement levels are established by completion of reading, English and math classes in college or by the BSA (Basic Skills Assessment).

The BSA is administered throughout the year at various times and locations. There is no charge for the assessment, though preregistration is required. For sign-ups, questions and/or concerns regarding assessment, please call the Assessment Office at (530) 895-2350. You can receive a profile of your BSA results through the Assessment Office, a Butte College counselor, or the Chico and Glenn County Centers or on the web @www. butte.edu under WebAdvisor.

**Exemptions from the BSA**

To be considered as an exemption from the BSA, contact the Assessment Office for evaluation and clearance. Allow a minimum of three working days for the evaluation to be completed. You may fax documents to the Assessment Office at (530) 895-2249.

1. Have been awarded an Associate or higher degree. Need to provide verification of degree. Placement levels established based on type of degree.*
2. Have completed college coursework in math and English with grades of “C” or better. Need to provide transcripts or grade reports. If a freshman composition course has not been completed, the Reading Assessment will need to be taken.*
3. Have completed placement tests at other California Community Colleges. Need to provide documentation of class placement and test date. The Reading Assessment may need to be completed.*
4. Are only enrolling in performance classes (e.g., drawing, etc.), activity classes (e.g., PE, etc.) or other specified classes. Check the Exempt Class List or contact the Assessment Office.
5. Are enrolling in one or two non-exempt classes and do not intend to earn a degree or certificate (assessment is required for reading, English and math classes).
6. Students who have SAT Verbal scores of 550, ACT English scores of 24, or EPT scores of 150 will be exempt from the BSA requirement but will NOT be cleared to enroll into Butte College English classes.
   Need to provide copies of test results.
   * These exemptions require clearance prior to registering for classes.

**Orientation/START program**

The STudent Access, Retention and Transfer (START) program is designed to assist students with pre-enrollment requirements. Students have enrollment restrictions until they have completed the START program procedures. Not all students must participate in the START program; see “You Are Exempt...” For more information, to request an exemption, or to sign up for the START program, call the Orientation Office at (530) 895-2416.

**You are exempt from Orientation if you...**

1. Hold an Associate or higher degree,*
2. Have completed 24+ units at another college and are in good academic standing (Assessment requirement must be met),*
3. Are concurrently enrolled in an elementary school, junior or senior high school, or CSU, Chico;*
4. Are enrolling in performance, activity, or non-credit courses only (see Exempt Class List); or
5. Are enrolling in one or two non-exempt classes and do not intend to obtain a certificate or degree (Assessment is required for reading, English and math classes).
   * These exemptions require clearance prior to registering for classes.

**Exempt class list from Pre-enrollment requirements**

Students may enroll in one or more of the following classes without participating in the College’s pre-enrollment activities: Assessment, Orientation and Counseling, but may be required to complete these during their first term.

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Subject</th>
<th>Exempt Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>AET 35, 36, 40, 104M, 104P, 104R</td>
<td>Agronomy</td>
<td>AGR 100, 110, 111</td>
</tr>
<tr>
<td>AGS 56, 104(A-D)</td>
<td>General Studies</td>
<td>AJLE 164</td>
</tr>
<tr>
<td>AJS 200(A-C)</td>
<td>Accounting</td>
<td>ANS 30, 33</td>
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<tr>
<td>ART 8, 11, 14-29, 40-42, 50, 52, 54, 56-58, 60-62, 70, 80, 84, 86(A-D)</td>
<td>Art</td>
<td>100, 208, 217, 230</td>
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<tr>
<td>AUT 90(W-Y), 91E, 115, 200</td>
<td>Automotive Technology</td>
<td>BCIS 70(A-K), 77, 120, 133, 188E, 188(H-M), 1880, 188Q, 188S, 188Z, 189(C-G)</td>
</tr>
<tr>
<td>BIOL 100A, 100B, 100D, 100E</td>
<td>Biology</td>
<td>BIT 101, 103</td>
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<tr>
<td>BUS 72, 74, 76, 78, 120</td>
<td>Business</td>
<td>CDF 90, 91, 96(B-G)</td>
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<tr>
<td>CIS 210-212, 214, 239</td>
<td>Computer Science</td>
<td>CIS 100, 108-110</td>
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<tr>
<td>CLP 125, 134, 136, 138, 300, 301, 302, 334</td>
<td>Clinical Laboratory</td>
<td>COS 350A, 350K, 351</td>
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<tr>
<td>COS 100, 108-110</td>
<td>Computer Science</td>
<td>CSCI 17, 19, 35, 50-55, 60-65, 110, 200, 202, 206-208, 212</td>
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<td>DRAM 14, 100</td>
<td>Drama</td>
<td>DRAM 14, 100</td>
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<td>DSU 20, 302</td>
<td>Data Processing</td>
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<td>EHR 40, 45, 50, 51, 104(A-C), 124</td>
<td>Health</td>
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<td>*EMT 20, 111, 203</td>
<td>Emergency Medical</td>
<td>ESL 300</td>
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<td>FASH 20(A-C)</td>
<td>Fashion</td>
<td>FASH 20(A-C)</td>
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<tr>
<td>FREN 100, 101</td>
<td>French</td>
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Winter Session begins January 3
Pre-enrollment requirements

Exempt list continued


GERM  100, 101

IDST  104, 204

ITAL  100, 101

MUS  14, 16, 18, 30, 32

NR  29, 56, 66

NSG  50

* NSG  200, 201, 205

PE  (All activity classes) 39, 100, 101

PHO  5, 10

PHYS  11, 51, 52

PLS  16

PSC  21, 51

PSY  100, 120

RLS  20, 25, 40

*RLS  30, 35, 36, 45, 50

RTVF  45

SBM  72, 74, 76, 78, 125-127, 133

SIGN  201, 202

SPAN  100, 101

SPE  301-303, 306

*TOUR  20, 22, 24, 26, 28, 30, 32, 34, 36, 42A, 42B

WLD  90(D-N)

NOTE: All department prefixes with numbers 95, 97, 99, 195 or 198 and all 300 numbered courses (excluding ESL 310 - 313) are exempt. Exempt courses include those listed above that have a letter at the end of the number (e.g., 104F, 90B).

* Assessment is required; Orientation and Counseling are not required.

Prerequisites, corequisites and recommended prep

Most courses offered through Butte College have some type of prerequisite or recommended preparation. These are used to establish a student’s readiness for the content to be covered within a course. Prerequisites and recommended preparation include previously completed coursework or achievement of a specified skill level established from an assessment test.

Prerequisites

Types of prerequisites at Butte College:

- Courses that require a previously completed course as the prerequisite (e.g., French I for French II). These are indicated with an asterisk (*) symbol. The college Catalog and the Counseling Office ((530) 895-2378) can provide more information on this type of prerequisite.

- Reading, English, math and ESL courses require either satisfactory completion (grades of "C" or better) of the prerequisite course or qualifying eligibility established from an assessment test. These courses are indicated with a ( ^ ) symbol. For prerequisite courses or test scores from other colleges, contact the Assessment Office for an evaluation; allow three days for the evaluation to be completed.

- A number of science classes (e.g., Biology 15) have prerequisites that are enforced at the time of registration. Contact the Assessment Office at (530) 895-2350 or go to our website at www.butte.edu/assessment for more information about how to meet these prerequisites.

Corequisites

Some courses require a “corequisite,” that is, concurrent enrollment in an additional specified course or courses. This means all of the courses need to be taken during the same term.

Challenge to prerequisites and corequisites

Students may challenge a prerequisite or corequisite for a course. The student will bear the initial burden of showing that grounds exist for the challenge. The challenge should be directed to the department which offers the course. Student challenges to their course eligibilities in reading, English, math and ESL classes, that have been established through assessment testing, may also be pursued through the Counseling Office. The following is a list of the grounds under which a challenge may be pursued.

1. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite (documentation required).
2. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available (Ed Plan must be on file).
3. The prerequisite or corequisite is not valid because it is not necessary for success in the course for which it is required (documentation required).
4. The prerequisite or corequisite is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner (documentation required).

Recommended preparation

- Most courses have specified basic skill placement levels as “recommended preparation.” These levels are listed in the college Catalog with the course descriptions and are shown as Recommended prep.
- The placement levels for most courses are: Reading IV and English III. Some courses have higher or lower levels and certain courses have math levels as recommended preparation.
- Levels are established by performance on the Basic Skills Assessment or completion of college reading, English, and/or math courses. Recommended preparation is advisory.

Pre-enrollment Questions?
Contact the Assessment Office at (530) 895-2350
Admissions and Records
(530) 895-2361 • Main Campus, SAS, 1st floor
(530) 895-1352 • Chico Center (530) 865-9728 • Glenn Center
Students can get their questions about enrollment and/or student records answered regarding applications, residency, petitions, academic test results, and counseling information.

Assessment Office
(530) 895-2350 • SAS, 1st floor
The assessment office tests students, and evaluates test scores and transcripts to establish course placement levels. The Assessment Office administers the Basic Skills Assessment (BSA) test throughout the year.

Bookstore
(530) 895-2331 • Campus Center, lower level
(530) 879-4370 • Chico Center
The Bookstore sells textbooks, academic supplies, clothing, gifts, greeting cards, and other items. Bookstore hours vary. Students can order textbooks and course materials on-line at: www.buttecollegebookstore.com.

Bus Transportation
(530) 895-2352 • Go to www.butte.edu/bus for current bus schedule
Students can ride the Butte College bus with student ID or any other picture ID and a class schedule.

Butte College Dining Services
(530) 895-2327 • Campus Center, 2nd floor & outside
(530) 879-4395 • Chico Center
Campus Center Dining, Wired Cafe (Internet access), and Coffee Stop on the Main Campus. Chico Center Cafe in Chico.

Career Center
(530) 895-2340 • SAS, 2nd floor
The Career Center offers a variety of career-related services and activities including career counseling, career planning workshops, and vocational assessments, along with labor market information. Career counseling is available by appointment.

Center for Academic Success (CAS)
(530) 895-2386 • Main Campus, LRC
(530) 879-4366 • Chico Center, 2nd floor, Rm 219
www.butte.edu/cas
The Center for Academic Success is designed to help students succeed. Free computer labs along with tutoring in a variety of subjects are offered. Tutors are available on a drop-in basis or by appointment. Contact the Chico Center, (530) 879-4366, or the Glenn County Center, (530) 865-9728 for tutoring availability. Study space can be scheduled for group study sessions or teacher/student conferences.

Cooperative Agencies Resources for Education (CARE)
(530) 895-2555 • EOPS Office, SAS, 2nd floor
The CARE office provides support services for single parents receiving services from CalWORKs and who have a child under the age of 14 years. Services include assistance with child care expenses, parenting skills workshops, counseling, and referrals.

Counseling/Advising Center
(530) 895-2378 • Main Campus • SAS, 1st floor
(530) 879-4363 • Chico Center, (530) 865-9728 • Glenn Center
Counselors are available to provide students counseling and guidance, schedule planning, transfer requirements, educational career choices, and adjustment to college life. Contact the Counseling/Advising Center for an appointment.

Disabled Student Programs & Services (DSPS)
(530) 895-2455, (530) 895-2308 (TDD) • SAS, 2nd floor
The office of Disabled Student Programs and Services (DSPS) provides assistance to students with permanent or temporary disabilities. Accommodations may include, specialized programs and instruction, assistive technology, or modifications to existing procedures, programs or facilities.

Extended Opportunity Program and Services (EOPS)
(530) 895-2555 • SAS, 2nd floor
This office provides services to low income, under-represented, and under-prepared students. Services may include priority registration, academic and career counseling, financial aid guidance, and free resources.

Campus Information
(530) 895-2511 • Welcome Center, SAS, 1st floor
The Campus Information Office assists people with information regarding Butte College. Assistance is provided by phone or in person. Information and Services include campus maps, Campus tours, fax services (fee), housing bulletin board, lost and found inquiries, sports schedules.
Financial Aid
(530) 895-2311 • SAS, 1st floor
Students interested in financial assistance should visit the financial aid office for information about grants, work-study employment, scholarships and loans.

Campus Food Pantry
The Campus Food Pantry is available to assist students who find themselves unable to afford food. Students may obtain services by contacting any faculty or staff member and completing an Early Alert Referral form. The Referral is then taken to the VP for Student Services Office, or the EOPS Office, or the Career Center. The Food Pantry is sponsored by the Food For Thought Committee.

Foster/Kinship Care Education Program
(530) 897-6235 • Chico, 2491 Carmichael, Suite 300
The Foster/Kinship Education Program provides workshops for care providers as well as pre-service training programs and guardianship clinics for those interested in becoming foster parents.

Job Placement and Cooperative Education Office
(530) 895-2334 • Career Center, SAS, 2nd floor
Students will receive information about a variety of jobs available on and off campus, internships, and more. Local jobs are updated daily. Workshops or assistance with resumes, cover letters, interviews and the job applications are available. Students can learn more about financial aid/work-study programs and cooperative work experience programs.

Library
(530) 879-4017 • Library, Main Campus
(530) 879-4398 • Library, Chico Center, 2nd floor, Rm 219
www.butte.edu/information/library
The Butte College library at the main campus holds a print collection of more than 80,000 books and over 160 journals, magazines, and newspapers. It provides access to online databases with full-text articles from over 22,000 periodicals and owns over 21,000 e-Books. An online reference chat is available 24/7 to provide reference assistance.

Media Services for Distance Learning
(530) 879-4055 • Library, LB 120, Main Campus
(530) 879-4366 • Chico Center, 2nd floor, Rm 219
The Media Services for Distance Learning assists students enrolled in distance learning courses and houses a collection of video tapes and DVDs for students and faculty.

Office of Service Learning and Volunteerism
(530) 895-2509 • Career Center, SAS, 2nd floor
Service Learning offers students the opportunity to earn units while giving back to the local community through volunteerism.

Orientation Office and START
(530) 895-2416 • Welcome Center, SAS, 1st floor
All new and transfer students participate in pre-enrollment activities before registering for classes. The Student Access, Retention and Transition (START) program provides students with information and support to ensure a smooth and successful transition into Butte College.

ReEntry/New Horizons
(530) 895-2396 • Career Center, SAS, 2nd floor
The ReEntry/New Horizons Program is for students of all ages who are re-entering school after an absence. The ReEntry Program is designed to counsel and help returning students make the transition to campus life an easier experience.

Skills Lab
(530) 879-3684 • Community Employment Center, Chico
The skills lab offers computer skills, basic skills instruction in keyboarding, Microsoft Office, and GED preparation courses.

Student Health Clinic
(530) 895-2441 • Main Campus, New SHC building
Student Health Clinic offers low-cost/no-cost medical evaluation, diagnosis, and treatment of illnesses and injuries, specialized medical services, minor surgeries, crisis and personal therapy, and health and wellness services. All services are strictly confidential. Students are eligible for services through a paid health fee when registering for classes. Optional, self-purchase medical and dental student insurance plans through private insurance companies are available in the SHC lobby or by request.

The Transfer Counseling Center (TCC)
(530) 895-2264 • SAS, 2nd floor
The Transfer Counseling Center provides academic counseling, workshops and transfer-specific programs for students planning to transfer to a four-year university. Students can receive assistance with online CSU and UC admission applications. Students can learn about the new Cross Enrollment Program with CSU, Chico.

Veterans Services
(530) 895-2566 • SSC (Swing Space C)
The Office of Veterans Services serves students who have served in the U.S. Armed Forces, and their dependents. Students wishing to apply for any of the VA’s educational benefits including the VA Work Study Program should contact this office.

TRiO Student Support Services
(530) 879-4346 • SAS, 2nd floor
TRiO is designed to provide support for first generation, low income, or disabled students that want to get a certificate, AA, or AS at Butte College and then Transfer to a CSU, UC, or private university. Services include help with completing the Free Application for Federal Student Aid, scholarship searches, academic support, tutoring, educational workshops, and field trips to universities.

Work Experience
(530) 895-2334 • Career Center, SAS, 2nd floor
Career Work Experience is a partnership between a student, an employer, and an instructor from the student’s major department. Students may earn transferable credit for learning while working. Students learning in a job directly related to their major may earn units each semester, up to a maximum of 6 units. Students need the approval of an instructor in the student’s major. Interested students may pick up work experience packets in the Cooperative Education Office.
Student Right-To-Know

Student completion and transfer rates
In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Butte-Glenn Community College District and Butte College to make available to all current or prospective students the completion and transfer rates of certificate-, degree, or transfer-seeking first-time, full-time students entering the college, beginning in Fall, 2005 and annually thereafter. Based upon the cohort defined above, 22.91 percent attained a certificate, degree, or became “transfer-prepared” during a three-year period (Fall, 2005 to Spring, 2008). Based upon the cohort defined above, 19.81 percent transferred to another post-secondary institution (CSU, UC, or another California Community College) prior to attaining a degree, certificate, or becoming “transfer-prepared” during a five semester period (Spring, 2006 to Spring, 2008). These rates do not represent the success rates of the entire student population at Butte College, nor do they account for student outcomes occurring after this three-year tracking period.

Release of directory information
Effective Fall 1999, students who do not want Directory information released must inform the Office of Admissions and Records in writing, on the appropriate form within 10 days after a term begins. This must be executed for each term that the information is to be withheld. For more on Directory information, see the current Catalog.

Smoking on campus
According to District Smoking Policy and Procedure 3570, the Butte College Main Campus is designated as a non-smoking campus except in designated areas. Smoking is banned in all undeveloped areas of the campus. Smoking is banned in all of the inner campus except in designated areas.

Access to campus facilities
Main Campus
Grounds: The Main Campus grounds are open 5:30 a.m. to 11 p.m. instructional days, and 5:30 a.m. to 6 p.m. weekends and non-instructional days, and gates will be closed on district holidays.
Buildings: Main access areas (hallways, lobbies, etc.) are opened by College Police during the week. These main access doors are locked on weekends and holidays.
Classrooms and Offices: It is the responsibility of each staff/faculty member to lock and unlock their classrooms, offices, and other work stations. Staff should turn off lights and close windows when securing an area. College Police will check many areas on campus during off hours, but the primary responsibility for security lies with the user. College Police will unlock doors for special classes or other events as requested in the facility use form processed through the Facilities Planning & Management office. If a staff member needs access to an area for which they do not have a key, they may call College Police at ext. 2351 or 2677 (COPS). Staff using campus facilities during off hours are encouraged to contact College Police for safety purposes.

Off-campus facilities
Butte College maintains four off-campus centers. Three are located in the city of Chico, and the other is in the city of Orland. These four facilities are small, and the buildings are shared with other businesses. General law enforcement is provided by the local police departments. Any criminal activity or any other emergencies occurring in or around these centers should be reported to the local police and center staff. For more information, call the Chico Center at (530) 895-1352, or the Glenn County Center at (530) 865-9728.

Requesting and receiving accommodations under ADA
The Butte-Glenn Community College District shall not discriminate against a qualified individual with a disability because of the disability with regard to employment or with regard to the provision of District programs, services, and activities. A person who is otherwise qualified may request accommodation related to their disability. The procedures for requesting accommodation are maintained in the Vice President of Students/ADA Coordinator Office, located in the lower level of the Campus Center, and in the Disabled Student Programs and Services (DSPS) Office, located on the second floor of the SAS building. The ADA coordinator for Butte College is Allen Renville, Vice President of Student Services, who can be reached at (530) 895-2239. DSPS can be reached at (530) 895-2455.

Safety on campus
The Butte-Glenn Community College District considers the safety and well-being of its students, faculty, staff, and visitors a top priority. With the support of many departments, the college is dedicated to keeping this campus safe and secure. Of course, no college can be totally risk-free in today’s society. Students, faculty, staff, and visitors must work together to create an atmosphere that is safe and conducive to learning. This statement is in compliance with the “Jeanne Clery Disclosure Act”; 20 U.S.C. Section 1092.

Butte College Police Department
College Police officers are sworn peace officers and shall comply with section 13522 of the California Penal Code relative to recruitment and training. College Police have peace officer authority pursuant to California Penal Code Section 830.32A and Educational Code 72330. They are required to receive the same basic training as municipal police or deputy sheriffs as mandated by the State of California. College Police officers authority extends to anywhere in the state for the purpose of performing their primary duty or when making an arrest pursuant to section 836 P.C. for any public offense which poses immediate danger to person or property.

College Police on duty
College Police has a police officer on duty from 7 a.m. to 11 p.m. Between 11 p.m. and 7 a.m. trained security personnel are on duty. Individuals can report any criminal activity or any other emergency at any time. Each incident is investigated by a College Police officer. Our follow-up activities strive to identify and prosecute criminals, and recover stolen property.
Crime prevention
College Police patrols the campus 24 hours a day, 7 days a week to provide assistance to the campus community and deter criminal acts. It is Butte College’s intent to inform students and staff of any criminal activity or security problems which may pose a reasonable threat to their physical safety. Such information will normally be distributed through staff newsletters, in-house memos, and bulletin. College Police officers also patrol the campus with physical plant safety and security in mind. As a regular part of their patrol duties, they look for safety problems such as defective lighting, inoperative doors or locks, broken sidewalks, steps and hand railings, poorly lit areas, and any other problems which might cause concern. All problems observed are forwarded to Facilities Planning & Management in the form of a written work order, or directly discussed with the Director of Facilities Planning and Management.

Outside agencies and Butte College
The Butte College Police Department has written agreements with local law enforcement agencies and, as the need arises, requests assistance from outside agencies for incidents that require special resources. The department’s ability to function as an independent law enforcement agency enables it to provide a sensitive, measured approach to all situations requiring police assistance while still maintaining the autonomy of the college. College Police also has assistants who help with vehicle assist calls and provide college police officers with extra “eyes and ears” on campus.

District policies and statements
Equal Opportunity statement
Butte-Glenn Community College District in compliance with Title VI and VII of the Civil Rights Act of 1964 as amended in 1991, Title IX of the Educational Amendment of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973, and Titles I, II, and III of the Americans With Disabilities Act of 1992, does not discriminate on the basis of ethnic group identification, national origin, religion, age, sex, sexual orientation, race, color, or physical or mental disability in any of its policies, procedures, or practices except where a bona fide occupational qualification exists; nor does the college in compliance with the Age Discrimination in Employment Act of 1967 and Section 402 of the Vietnam Era Veterans Re-adjustment Act of 1974, discriminate against

<table>
<thead>
<tr>
<th>Campus Crime Statistics</th>
<th>Butte-Glenn Community College District - All Campuses</th>
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</thead>
<tbody>
<tr>
<td>Category of Offense</td>
<td>On Campus</td>
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<tr>
<td>Murder</td>
<td>0</td>
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<tr>
<td>Manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses/Forcible</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
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<tr>
<td>Sodomy</td>
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<td>Sexual Assault w/object</td>
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<tr>
<td>Sexual battery</td>
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<td>Sex Offenses/Non-Forcible</td>
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<td>Incest</td>
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<td>Statutory Rape</td>
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<td>Aggravated Assault</td>
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<td>Burglary</td>
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<td>Arson</td>
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<tr>
<td>Total</td>
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<tr>
<td>Special Category Arrests (Liquor, Drugs and Weapons)</td>
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<tr>
<td>Liquor³</td>
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<td>Drug Violations</td>
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<tr>
<td>Weapons Possession</td>
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<td>Liquor</td>
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<tr>
<td>Drug Violations</td>
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<tr>
<td>Weapons Possession</td>
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</tr>
<tr>
<td>Total</td>
<td>2</td>
</tr>
</tbody>
</table>

* Sex Offenses not broken down by specific crime for these years
** Reporting format change applied to 2004 referrals. Prior referrals are campus totals, not broken down by area of occurrence
³Forcible: Includes rape and attempted rape, forcible fondling, forcible sodomy and sexual assault with an object.
³Non-Forcible: Includes incest and statutory rape.
³Liquor Law Arrests: Includes vehicle code violations involving alcoholic beverages. Does not include the offense of Driving Act. Under the Influence or Public Intoxication.
³On Campus: For the purpose of this report, “On Campus” offenses are defined as those offenses reported to the Campus Police Department and occurred within the boundaries of the College.
³Public Property: For the purpose of this report, “Public Property” offenses are defined as those offenses reported either to the Chico Police Department, the Oroville Police Department, the Butte County Sheriff’s Department, or the Glenn County Sheriff’s Department, and occurred within the jurisdiction of the respective City or County.
³Non-Campus Property: For the purpose of this report, “Non-Campus Property” us defined as any other properties not located within the boundaries of the Butte College Main Campus.
any employees or applicants for employment on the basis of their age or because they are disabled veterans or veterans of the Vietnam Era. This unlawful discrimination policy covers admissions, access, and treatment in college programs and activities, and applicants for and treatment in college employment. In conformance with District policy and pursuant to Executive Order 11246 as amended, Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the District is an Equal Opportunity Employer.

In Spanish
El Distrito del Colegio de la Comunidad de Butte-Glenn, de conformidad con los Títulos VI y VII del Acta de Derechos Civiles de 1964, rectificada en 1991, el Título IX de la Enmienda Educatencial de 1972 y las secciones 503 y 504 del Acta de Rehabilitación de 1973, y Títulos I, II, y III del Acta de Americanos Incapacitados de 1992, no ejerce discriminación en base a la identificación del grupo étnico, origen nacional, la religión, la edad, el sexo, orientación sexual, la raza, el color, o los impedimentos físicos o mentales, en ninguna de sus políticas, procedimientos o prácticas, excepto cuando existe cualificación ocupacional de buena fe; el Colegio, de conformidad con las políticas sobre Discriminación de Edad contenidas en el Acta de Empleo de 1967 y en la sección 402 del Acta de Reajuste de los Veteranos de la Era del Vietnam de 1974, tampoco discrimina en contra de ningún empleado o aspirante a empleo, en base a su edad o porque sea veterano incapacitado o veterano de la Era del Vietnam. Esta política de discriminación ilegal cubre aspectos tales como admisiones, acceso y trato en los programas y actividades del Colegio y a los aspirantes a los empleos ofrecidos en éste. De acuerdo con la política del Distrito y la Orden Ejecutiva 11246 tal y como se corrigió, la sección 503 del Acta de Rehabilitación de 1973 y la sección 402 del Acta de Reajuste de los Veteranos de la Era del Vietnam de 1974, el Distrito cumple con las Oportunidades Iguales de Empleo.

Unlawful discrimination policy
No person in the Butte-Glenn Community College District shall, on the basis of ethnic group identification, national origin, religion, age, sex, sexual orientation, race, color, or physical or mental disability, be unlawfully subjected to discrimination under any program or activity that is funded directly by the state or receives any financial assistance from the state. No person will be barred from admission to or participation in any of the Butte College vocational programs because of limited English language skills. Language tutors are available. Inquiries regarding compliance and/or grievance procedures may be directed to the District’s Title IX Officer and/or Section 504/ADA Coordinator: Allen Renville, Vice President of Student Services, Butte Community College, 3536 Butte Campus Drive, Ororville, CA 95965, (530) 895-2239. Inquiries regarding District Equal Opportunity Employment programs may be directed to Claudia Trujillo, Director of Human Resources, (530) 895-2400. In addition, inquiries may be directed to the Office of Civil Rights San Francisco Office, U.S. Department of Education, 50 Beale Street, Suite 7200, San Francisco CA 94110, (415) 486-5555.

Postura de No-Discriminación
Ninguna persona en el Distrito del Colegio de la Comunidad de Butte-Glenn podrá ser ilegalmente sujeta a discriminación, en ningún programa o actividad que reciba fondos directamente del estado o que reciba alguna asistencia financiera de éste, a causa de su identificación con un grupo étnico, su origen nacional, su religión, su edad, su género, su orientación sexual, su raza, su color, o sus impedimentos físicos o mentales. A ninguna persona se le impedirá el ser admitida o ser participante en cualquier programa vocacional de Butte College a causa de limitaciones en el manejo del inglés. Hay tutores disponibles en el uso del lenguaje. Preguntas con respecto a la conformidad y/o sistemas de trámite de quejas pueden ser dirigidas al Oficial del Título IX del Distrito y/o al Coordinador de la Sección 504/ADA: Allen Renville, el Vice-presidente de Servicios de Estudiantes, Butte Community College, 3536 Butte Campus Drive, Ororville, CA 95965, (530) 895-2239. Investigaciones con respecto a programas del empleo de la oportunidad legal del distrito se pueden dirigir a Claudia Trujillo, director de recursos humanos, (530) 895-2400. Además, preguntas pueden ser dirigidas a la Oficina de Derechos Civiles en San Francisco, Departamento de Educación de E.U., 50 Beale Street, Suite 7200, San Francisco CA 94105,(415)486-5555.

Off-campus field trips and excursions policy
Throughout the semester, the district may sponsor voluntary off-campus field trips/excursions. If you choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, Section 55450, you have agreed to hold the district, its officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity. Unless specifically advised otherwise, the college is not providing the transportation and it is your responsibility to arrange transportation to and from the activity. If the college is providing transportation but you do not use the transportation, you are responsible to make your own arrangements and the college assumes no responsibility or liability of any kind.

Reporting crimes and emergencies
Emergencies
- Call 911
  Call Butte College Police at (530) 895-2351 or COPS (2677) from campus phones.
  Program cell phone to (530) 895-2351

Non-Emergencies
- For any law enforcement incidents on campus, call Butte College Police at (530) 895-2351 (Extension 2351 on campus).
  Stay on the line with the operator.
  Program cell phones to 895-2351 for notifying College Police for any incidents on campus.

Or
- Report in person at the Facilities Planning & Management building located on the west side of campus. After hours there is a police emergency phone available, located to the right of the Facilities Planning & Management front door.
- Use one of several red Fire/Police Emergency phones located throughout the campus. These phones are a direct line to College Police.

Or
- Notify a college employee to call College Police.
- Report non-emergencies not currently taking place to campuspolice@utte.edu
Assisting in crime prevention
You are the main ingredient in crime prevention recipe. Your efforts will greatly add to, or detract, from our efforts to keep criminal activity at the lowest possible level on campus. Some do’s and don’ts that should be followed:

**Do**
- Report all criminal activity and/or suspicious circumstances to the College Police, (530) 895-2351, or e-mail campuspolice@butte.edu.
- Protect your personal property just as you would money.
- Mark your personal property, such as tape recorders, calculators, radios, etc. with some form of identification such as your student ID, Social Security, or driver’s license number.

**Don’t**
- Walk alone at night if at all possible.
- Leave books, jewelry, purses, wallets, backpacks, or other valuables unattended for any length of time.
- Leave personal property unattended in desks or file cabinets unless they are locked.

Butte College Police Department responsibilities:

- Law enforcement, security, and all emergency responses on campus.
- Support services tailored to meet the needs of the campus community, including: parking enforcement; registering and issuing parking permits; assisting campus motorists with vehicle lockouts, battery assist; referring individuals in need of help to the proper campus or county organizations; responding in emergency situations; assisting in medical emergencies and assist the Student Health Clinic as needed; maintaining an inventory and monitor the service of fire extinguishers on campus; maintaining a lost and found department; opening doors in emergencies.

College Police
Located in Facilities Planning & Management. Call (530) 895-2351 for assistance.

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### Campus Driving and Parking Policies

1. All California Vehicle Code provisions relating to the use of bicycles, motorized bicycles and motor vehicle traffic upon the highways will be applicable to the traffic on the District property as stipulated in California Vehicle Code Section 21113.
2. No vehicles will be driven or parked on any sidewalk, service road, fields, or grounds. Exceptions may include private, emergency or District vehicles as authorized by the Director of Human Resources, Chief of Police or Director of Facilities Planning & Management.
3. Students and staff will park in the public parking lots only. Visitors may park in the public parking lots, meter spaces marked visitor on Administration Drive, or obtain a visitors parking permit at Facilities Planning & Management or offices located campus wide if there is a need to park in a staff parking area. Vendors may obtain a vendor parking permit at Facilities Planning and Management if there is a need to park in restricted areas. **Parking along Campus Drive is prohibited. Vehicles parked in violation will be cited.**
4. Faculty and staff members may park in the designated staff parking areas by obtaining a staff parking permit. Staff parking permits will be issued one permit per staff and faculty. It will be the responsibility of the employee to ensure their permit is displayed and clearly visible from the outside of the vehicle. The permit should be affixed to the plastic permit hanger and hung from the rear view mirror. Butte College parking permits may be obtained at the Facilities Planning & Management office.

Human Resources will provide Facilities Planning & Management an annual updated and complete list of all employees on District payroll which will include employees full name, status and department. This list will be used to determine eligibility for staff parking permit.

5. Only disabled persons will be allowed to park in areas marked by the international physically disabled symbol. Vehicles parked in these areas must display the Department of Motor Vehicles disabled license plate or plaque. Disabled parking spaces on campus will meet the requirements set forth in the Americans with Disabilities Act. Violation for unauthorized parking in marked disabled parking stall may result in issuance of a citation and fine in accordance with the provisions of California State law.

6. Double parking is not allowed in any parking area on campus. The meaning of double parking includes any position a vehicle is parked in which it blocks the exit of another vehicle from a parking space.
7. Special parking permits and reserved parking areas for constructions, facilities services, special events, District vehicles, car pool parking, staff parking, loading zones, disabled parking, etc., will be instituted by Facilities Planning and Management as the need arises.
8. Bicycles, motorized bicycles, skate-boards, roller-skates and roller-blades will not be ridden on any sidewalk, roadway or on any public bench, planter, monument or other public or District property owned or under control of Butte-Glenn Community College District. The only exceptions to this procedure are that bicycles and motorized bicycles may be operated on any roadway or parking area where a vehicle could lawfully be operated.
9. Horseback riding will be allowed only in designated areas as identified by the Assistant Director of Facilities Planning & Management. Individuals wanting to ride horses on campus or in the horse arena must obtain permission from Facilities Planning & Management through the facility and equipment use application process and obtain a permit from Butte College Campus Police.
10. Carpool parking spaces have been designated on campus. There are requirements for using these spaces.
   a. Register your vehicle at Facilities Planning and Management Office as a car pool vehicle.
   b. Display a valid Butte College car pool parking permit on your vehicle. The permit must be hung from the rear view mirror so that it can be viewed from the rear of the vehicle.
   c. Arrive on campus and park in a designated car pool parking space with at least two people in the vehicle. Car pool permits are ONLY valid in the designated car pool parking spaces.
11. Traffic citations will be issued for violating Butte College driving and parking regulations as set for in the California Vehicle Code. (Regulations are available in the Facilities Planning and Management Office.
12. Violation of this policy may result in one or all of the following:
   a. A written warning
   b. A written citation
   c. A fine of $25.00 dollars per each violation
   d. Impounding of equipment
Distance Learning

IMPORTANT - PLEASE READ!

Butte College offers a growing number of distance learning courses, delivered via the Internet (online), television, and at our remote centers in Chico and Orland. Distance learning can be a great option for anyone with a full-time job, kids at home, or just a busy schedule! For more information go to www.butte.edu/distanceline.

Please note: Please note: It is your responsibility to maintain active, consistent participation in your online course(s). Failure to do so may mean an “FW” and the loss of financial aid.

Attention: If you have a disability, please register with DSPS and we will work with you to make sure you have access to course materials.

TV - TeleCourses

Orientation
● Some TV classes offer orientation sessions as shown in the schedule. If you can’t attend the orientation or you want to add the class after the orientation, call (530) 879-4055.
● Some TV classes do not have an orientation session because the material is presented in the first lecture. However, you MUST still get a class syllabus. They may be obtained from Media Services for Distance Learning located on the Main Campus in LB 120, at the Chico Center, or the Glenn County Center in Orland. Many are available online (see Web address under the course listing.)

Viewing your class
● Butte College Television (BCTV) broadcasts telecourses at the times and days listed in the schedule on Comcast cable channel 11 in Chico, Oroville, Paradise, Corning, Orland, Willows, Durham, Hamilton City, Gridley and Biggs.
● Telecourse videotapes can be viewed in the Media Services for Distance Learning located in LB 120 as well as the Chico and Glenn County Centers.

ITV - Interactive Televised Courses

How ITV courses work
● You’ll attend class at either the Chico Center or the Glenn County Center (in Orland).
● You’ll use two way audio and video to see, hear and interact with the instructor who will be teaching live in a main campus classroom. There will be a site coordinator in Chico and Orland to help you with the course materials and operation.

HYB - Hybrid Courses

What is a hybrid course?
● Hybrid courses include both online and on-campus requirements.
Main Campus

AHPS.........................................................Allied Health Public Services
ARNA...........................................................Riding Arena
ARTS............................................................Arts
AT.............................................................Automotive Technology
ATL............................................................Auto Trans Lab
BE.............................................................Business Education
CATS.........................................................Center for Assistive Technologies
CC.............................................................Campus Center
CCTR........................................................Career Center
CDC............................................................Child Development Center
EH.............................................................Environmental Horticulture
GYM..........................................................Gymnasium
LB.............................................................Library
LRC...........................................................Learning Resource Center
LS.............................................................Life Science
MC............................................................Media Center
MLR...........................................................Men’s Locker Room
PE.............................................................Physical Education
PS.............................................................Physical Science
PSTG.........................................................Public Safety Training Grounds
PSETC.......................................................Public Safety Education & Training Ctr.
QAD..........................................................Quad Buildings 1-3
SAS..........................................................Student and Administrative Services
SSA.........................................................Swing Space A
SSC..........................................................Swing Space C
SSD..........................................................Swing Space D
SSE..........................................................Swing Space E
SSF..........................................................Swing Space F
SSG..........................................................Swing Space G
TE............................................................Technology
TBA..........................................................To Be Announced
WLR..........................................................Women’s Locker Room
WM............................................................Welding Manufacturing

Glenn County

GCC.........................................................Glenn Co. Center, 604 E. Walker St. (Hwy 32), Orland
HCHS.......................................................Hamilton City High, Hwys 32 & 45, Hamilton City
LEY PARK......................................................East South St.
ORLN........................................................Orland High School, 101 Shasta St., Orland
ORLN MP......................................................Orland High Multipurpose Room
WHS.........................................................Willows High School, 203 N. Murdock St., Willows

Gridley-Biggs

GHS.........................................................Gridley High School 300 E. Spruce St., Gridley
TWI............................................................Twin Cities Martial Arts Academy

Paradise

PHS.........................................................Paradise High School, 5911 Maxwell Dr.
PHS AUTO.......................................................Paradise High Autobody
WTCP MP.....................................................Made in Paradise, 7937 Skyway
WTCP CLC....................................................Creative Learning Center, 1080 Ewald Ct.

Chico

CHC..........................................................Chico Center, 2320 Forest Avenue
20ST PARK....................................................E. 20th Street Park
CBTY..........................................................1356 Longfellow Ave.
CECA..........................................................2491 Carmichael, Ste. 300
CCEC..........................................................2491 Carmichael
CFTC..........................................................Chico Fire Center, 1466 Humboldt Rd.
CHAP..........................................................Chapman Sch, 1071 E. 16th St.
CHS..........................................................Chico High School, 901 Esplanade
CCEC..........................................................Com Empl Ctr, 2445 Carmichael
CCEC ASP.....................................................2445 Carmichael
CCEC CYPRESS.............................................2445 Carmichael
CCEC DOGWOOD.........................................2445 Carmichael
CONG CHURCH............................................Congregational Church, 1190 E. 1st Ave.
CSU......................................................................California State University, Chico
CSU AJH........................................................Ayers Hall
CSU BUTE......................................................Butte Hall
CSU HOLT......................................................Holt Hall
CSU GLNN.....................................................Glenn Hall
CSU LANG.....................................................Langdon Hall
CSU MODE..................................................Modoc Hall
CSU OCNL....................................................O'Connell Tech Ctr
CSU PAC......................................................Performing Arts Ctr
CSU PHSC...................................................Physical Science
CSU TALRT.....................................................Talbot Hall
CSU THMA.....................................................Tehama Hall
CSU YOLO.....................................................Yolo Hall
DUR POOL.....................................................Durham Pool, Midway, Durham
FAIR..........................................................Fair View High Sch., 290 East Ave.
HALE STUDIO.............................................2608 Cohassett Rd.
IN MOTION...................................................In Motion Fitness 1293 E. 1st Ave.
KOD STUDIO................................................Koden, Kan, 254 East 1st St.
NCCS..........................................................2491 Carmichael Dr. Ste 500
1MIL POOL....................................................One Mile Dam
ORCH.........................................................Orchard Lanes, 2397 Esplanade
PVHS.........................................................Pleasant Valley High School, 1476 East Ave.
SKY GOLF....................................................Skyway Golf Park, Chico
SPOR CLUB...................................................Ch Sport Club, 2606 Cohassett Rd.
WTCC BMDC..............................................Bear Mountain/Deer Creek Sewing, 2233 Fair St.
WTCC CES....................................................2233 Fair St.
WTCC DOL..................................................Do It Leisure, 2233 Fair St.
WTCC LRC....................................................Prestige Landscaping/Fair St Recycling, 2300 B Fair St.
WTCC MCTR..............................................McGie Center, 2812 Hegan Ln.

Oroville

BOCE..........................................................Butte Co Office of Ed, 2152 Robinson
MUNI..........................................................Oroville Municipal Auditorium
NEL............................................................Nelson Pool, 2260 Sixth St.
OCEC..........................................................Comm Emp Center, 78 Table Mtn., Blvd.
PCP.............................................................Pacific Coast Prod., 1601 Mitchell Ave.
WTCO SCTR..................................................Sierra Center, 1276 Feather River Bl.
YMCA..........................................................1684 Robinson St.