2020 CLASS SCHEDULE
SUMMER/FALL

Summer Session begins June 8
Fall Semester begins August 24

Butte College Mission Statement
Butte College is a student-centered learning institution which provides quality education and support services, that are continuously evaluated and improved, to prepare students to be productive members of a diverse, sustainable, and ever-changing global society. We provide career and transfer pathways for students to become life-long learners and critical thinkers through the mastery of basic skills, workforce training, and the achievement of degrees and certificates.

The printable class schedule is updated every 24 hours

APPLY NOW:
www.butte.edu/apply
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<td>(530) 895-2511</td>
</tr>
<tr>
<td>3536 Butte Campus Drive, Oroville 95965</td>
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<tr>
<td>Chico Center</td>
<td>(530) 895-1352</td>
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<td>2320 Forest Ave, Chico 95928</td>
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<td>Glenn County Center</td>
<td>(530) 865-9728</td>
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<tr>
<td>604 E. Walker St., Orland 95963 (530) 934-2144</td>
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<td>Skyway Center</td>
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<td>2480 Notre Dame, Chico 95928</td>
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### Important Summer/Fall Schedule Information

**Don't miss your Early Registration Appointment / View Registration appointments in MyBC**

#### 2020 Summer Session • June 8 – July 16

February 25...........Deadline to establish continuing student registration status: VETS, Foster Youth, EOPS, DSPS, CalWORKs, Homeless Youth, Tribal TANF & leaves of absences must be on file & approved

March 2.................Registration appointments distributed in MyBC

March 30..............Priority registration begins at 8 am for Vets, Foster Youth, EOPS, DSPS, CalWORKs, Homeless Youth, and Tribal TANF

March 31..............CONTINUING STUDENT registration begins

May 19.................OPEN Registration for all students, except K-12 begins at 8 a.m.

May 26.................Deadline to submit K-12 Concurrent Enrollment Permission Forms to School Relations

June 1.................K-12 CONCURRENT ENROLLMENT registration begins at noon

June 8.................Summer session begins

June 9.................Last day to drop and be eligible for a refund (online or in person). Summer courses may have irregular start and end dates and meeting times. Check your class syllabus for specific drop and refund dates.

June 11.................Deadline to add classes

June 15.................Last day to drop without a "W" on transcript (online or in person)

June 18.................Deadline to submit Audit, P/NP, and Credit by Exam forms to Admissions & Records (A&R)

June 25.................Last day to drop in person with a "W" on transcript & WITHOUT instructor’s signature (online through June 28)

July 3.................Holiday — Campus Closed

July 7.................Last day to drop in person with a “W” on transcript & WITH an instructor’s signature Counselor Withdrawal or Academic Council Petition required after July 7. Check syllabus for specific dates.

July 7.................Deadline for submitting Summer Graduation Applications to A&R

July 16.................Last day of Summer session

#### 2020 Fall Semester • August 24 – December 18

February 25...........Deadline to establish continuing registration status: VETS, Foster Youth, EOPS, DSPS, CalWORKs, Homeless Youth, Tribal TANF & leaves of absences must be on file & approved

March 2.................Registration appointments distributed in MyBC

March 2.................Notification of loss of priority registration status distributed to students

March 26.................1st Deadline to submit Priority Registration Appeal Petitions to A&R to receive registration status reevaluation by the start of Fall 2020 registration

March 30.................Priority registration begins at 8 a.m. for VETS, Foster Youth, EOPS, DSPS, CalWORKs, Homeless Youth, & Tribal TANF

March 31.................CONTINUING STUDENT registration begins 8 a.m.

May 4.................Fall 2020 Orientation Session sign-ups begin. New college students & transfer-in students not exempt from CAP, orientation, and Counseling may begin signing up for orientation.

May 19.................RETURNING STUDENT registration begins 8 a.m.

May 20.................Final deadline to submit Priority Registration Appeal Petitions to A&R to receive registration status reevaluation for Fall 2020

June 8.................NEW TRANSFER-IN STUDENT registration begins 8 a.m.

August 10..............Deadline to submit K-12 Concurrent Enrollment Permission Forms to School Relations

August 10..............OPEN registration for Fall 2020 begins for all students, except K-12 Concurrent Enrollment

August 17..............K-12 CONCURRENT ENROLLMENT registration begins at noon

August 24..............Fall semester begins

September 3.............Last day to drop in person and be eligible for a refund, online through September 6. Courses beginning on a date other than August 24 and/or ending on a date other than December 18 will have earlier or later refund drop dates

September 3.............Deadline to add classes; online through September 6

September 3.............Last day to drop in person WITHOUT a “W” on transcript & WITHOUT instructor’s signature; online through September 6

September 7.............Holiday — Campus Closed

September 24...........Deadline to submit Audit, P/NP, & Credit by Exam forms to A&R

October 15..............Last day to drop in Person with a “W” appearing on a transcript & WITHOUT instructor’s signature; online through October 18

November 12............Last day to drop with a “W” on a transcript WITH instructor’s signature

November 24...........Deadline to submit Fall 2020 Graduation Applications to A&R

December 11............Last day of instruction

December 18............Last day of finals
Quick Guide to Butte College Admission • 5 Steps to Enrollment

WHAT TYPE OF STUDENT ARE YOU?

NEW COLLEGE STUDENT ...You are a new college student if you are attending Butte College for the first time OR completed fewer than 24 units at a college other than Butte. If you have taken courses at Butte College while in high school and have since graduated, you are considered a new college student. Complete Steps 1-5.

NEW TRANSFER-IN ...............You are a new transfer-in student if you are attending Butte College for the first time and have completed 24 or more units with a 2.0+ GPA at a college other than Butte. Complete Steps 1-5.

RETURNING .........................You are a returning student if you previously completed course work at Butte College and are returning after a lapse of time or enrollment at another college. Complete Steps 2, 3, and 5. If it has been a year or more since you last attended, Complete 1, 2, 3, and 5.

CONTINUING ..........................You are a continuing student if you attended the preceding fall or spring term. Continuing students receive priority registration times in April and November. Complete Step 5.

K-12 .......................................You are a K-12 student if you are under 18 and have not graduated high school. To take classes you must have a Concurrent Enrollment Permission form on file by the deadline. Complete Steps 1 and 5.

1. APPLY FOR ADMISSION
   Apply online at www.butte.edu. Request and send your official transcripts from all previously attended colleges to Butte College Admissions and Records. If you need assistance call (530) 895-2511.

2. APPLY FOR FINANCIAL AID
   Complete the Free Application for Federal Student Aid (FAFSA) online at studentaid.gov, using the Butte College Federal School Code 006972. Completing a FAFSA before you enroll may exempt you from the requirement to pay fees within seven days. Students who have an undocumented status: please complete the CA Dream Act Application online at dream.csac.ca.gov. First-time, full-time students who are California residents or AB540 may be eligible to receive the Butte College Promise Scholarship BCPS. The BCPS pays all tuition and student service fees for the student’s first two consecutive academic years. Visit www.butte.edu/financialaid for more information.

3. CONTACT CAREER AND ACADEMIC ASSESSMENT CENTER
   All students need to complete a Career and Academic Profile prior to attending Orientation. This will assist students with identifying a program of study, English and Math recommendations, and course prerequisites. The Career and Academic Profile can be completed online or in-person. Contact the Career and Academic Assessment Center at (530) 895-2511 or visit butte.edu/assessment for more information.

4. SCHEDULE ORIENTATION
   Once you have contacted the Career and Academic Assessment Center, visit the Orientation website at butte.edu/orientation on or after May 4, 2020 to schedule your session. In-person orientation will consist of meeting with counselors, registering for classes, and taking a campus tour.
   • New College Students MUST attend an in-person Orientation.
   • New Transfer-In Students MUST complete either an online Orientation OR an in-person Orientation.

5. REGISTER FOR CLASSES AND PAY
   Students have 7 days to pay from the time of registration or they will be dropped from one or more classes. Completing a FAFSA before you register may exempt you from the requirement to pay fees within 7 days.
   For more information visit: butte.edu/7days
   • New college students will register during their Orientation.
   • New transfer-in students who choose to complete an in-person orientation will register during their orientation. Those who choose to complete an on-line orientation can begin registering through their MyBC account on June 8, 2020.
   • If you are not required to attend orientation then see the class schedule, MyBC or butte.edu/admissions and click on the “Registration” tab.

Questions about Admissions, Career and Academic Profile, Registration, Financial Aid, Orientation, or Counseling call (530) 895-2511

Cancellation of Classes: The College reserves the right to cancel planned or scheduled classes due to insufficient enrollment, inability to assign a qualified instructor, or for other circumstances unforeseen at the time of the schedule publication. In the event a class is cancelled, efforts are made to help students relocate in other classes consistent with their needs.

Open Enrollment Policy It is the policy of this District that, unless specifically exempt 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.
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. See butte.edu/services/admissions/grade.html for more details.

**Special Permission**
To request permission to take a class above your current English or Math course eligibility, see Counseling for information about the Special Permission process, or call (530) 895-2511. You will not be able to register without a petition on file with the Career and Academic Profile Assessment Center.

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

**File at Registration**

**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 signed by the instructor’s dean. Bring your completed and signed petition and add card to Admissions to enroll in the overlapping course. The instructor submits the contract for Overlapping Classes to Admissions at the end of the term to certify your weekly make up time and report your final grade.

**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 with an Audit form submitted to A&R. Once declared, an audit may not be rescinded. Audits are nonrefundable and require both instructor and dean/director signature. Audit deadline: must be filed within 30% of the class. We currently do not allow Audits on Pass/No Pass classes.

**Unit Overload Petition**
A Unit Overload Petition must be approved by the Academic Council to enroll in more than: 21 units Fall/Spring, 10 units Summer, and 4 units Winter. Contact Counseling to file a petition. Bring copy of approved petition to Admissions to enroll.

Special Studies/Problems
To take an independent study course, see the Instructional Department to get a Special Studies/Problems Petition.

Add/Drop Deadlines

**After school starts**
Add for Open Classes can be done online through MyBC. For help adding and dropping classes and paying fees call (530) 895-2511. Closed Classes are indicated with a (AC) Add Card needed or by 0 Availability in Search for classes.

**Add for Closed Classes** require an instructor-signed add card. To add a closed class, place yourself on the waitlist when registering through your MyBC account and go to the first day of class to obtain the instructor’s signature on an add card. See Waitlist Information on page v before Waitlisting.

**Drops Eligible for Refund** must be done by June 9 for Summer or September 3 (online through September 6) for Fall. Irregular class refund date is 10% of the term.

**Drops to not appear on transcripts** must be done by June 15 for Summer or September 3 (online through September 6) for Fall (20% for an Irregular class).

**Withdrawals** can be done until June 25 for Summer or October 15 (online through October 18) for Fall. (50% for an Irregular class).

**Withdrawals after 50%** July 7 for Summer or November 12 for Fall, require 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 course syllabus or area administrator for exact dates.

**Late Adds** require dean/director signature if attendance began past the add period. Late adds can affect financial aid and require careful consideration. Students will not be allowed to attend class until they are officially enrolled.

**SUBMIT LATE ADDS PROMPTLY.**

Registration

- **Students with unpaid balances** will not be allowed to register, receive degrees, transcripts, enrollment verifications, or certificates until unpaid balances are cleared. Students can make a payment and then proceed with registration. After registering, students can check their schedule and fees online. Students have 7 days to pay or set up a payment plan through their MyBC account or they will be dropped from their classes.

- **Registration Tips:** Have several alternates ready in case a class is closed. Use Schedule Builder or “Search for Classes” online at butte.edu to plan your schedule. Classes marked with (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:** Glenn County students who have completed orientation and Career & Academic Profile requirements and are not able to participate in WebReg may register in person at the Glenn County Center, M-Th, 8 a.m. - 4:30 p.m. Call (530) 895-9728 to find out when in person registration service for Winter and Spring begins.

- **K-12 Students: WebReg - June 1 for Summer and August 17 for Fall. See times on page iv for details.** You must complete a Butte College application and Concurrent Enrollment Permission Form by May 26 for Summer and August 10 for Fall. Forms are available online at butte.edu/services/highschool/concurrentenrollment.html

Deans & Directors

| Jo Anna Birdsell, SAS 281 – Student Services, Work Experience |
| Kam Bull, CHC 122 – Automotive Technology, Chico Center, Cosmetology & Barbering Center, Glenn County Center, Skyway Center |
| Joel Keebler, LRC 324 – Biology, Physical Sciences, Mathematics |
| Carrie Monlux, LRC 304 – World Languages, Library Services, Social & Behavioral Sciences, Sociocultural Studies, Communication Studies, Honors, Special Programs, Currently & Formerly Incarcerated Instruction |
| Craig Rigsbee, WLR 101 – Health, Kinesiology and Athletics |
| Don Robinson, AHPS 251 – Agriculture, Heavy Equipment, Natural Resources, Environmental Horticulture, Welding Technology |

How to Access Your MyBC Account

1. Go to www.butte.edu
2. Click on MyBC Login
3. Enter user name and password
Online Registration • OPEN 24/7 year-round to add, drop or pay for classes

Help is available at all center offices, or by calling (530) 895-2511, M-Th, 7:30 a.m.-5 p.m., Fri, 8 a.m.-12 p.m.

2. Enter Username and Password or or call (530) 895-2925 for help with user name and password.
3. Under the WebAdvisor section, select Search and register for classes.
4. Use “Search and Register” for Classes to select the class you want or use “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 next page for information on our Waitlist feature. Always confirm classes with “My Class Schedule” after registering or dropping.

Variable Units: If registering for a variable unit class, select the number of units desired. To change units, drop the class and reregister with the correct units.

Registration Priority: New & continuing students may lose registration priority if they: 1) earn more than 100 degree applicable units at Butte College, or 2) are on academic probation for 2 or more terms, or 3) do not complete CAP tool, orientation and meet with a counselor to complete an Educational Plan.

Students who are identified to lose priority registration are notified by email on March 2, 2020. On or after March 2, 2020 these students may file a petition to appeal loss of priority status with Admissions & Records by March 26, 2020 to receive priority status reevaluation prior to the start of Spring 2020 registration. Final deadline to submit appeals to Admissions & Records is March 20, 2020. To obtain a petition, go to: http://bit.ly/buttelprfa20 or visit Admissions & Records at the Main Campus, Chico or Glenn County Centers.

### Student Registration Group

<table>
<thead>
<tr>
<th>Summer Registration Dates</th>
<th>Fall Registration Dates</th>
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| **Vets, EOPS, DSPS, Foster Youth, CalWorks, Homeless Youth & Tribal TANF (Students enrolled in Spring 2020)**  
- Appointment times in MyBC March 2, 2020  
- CONTINUING STUDENTS (Students enrolled in Spring 2020)  
- Appointment times in MyBC March 2, 2020  
- Notifications sent to students who lost Fall 2020 priority registration status sent March 2, 2020  
- Deadline for submitting petitions for appeal of lost Fall 2020 priority registration status to Admissions & Records March 26, 2020 (final deadline May 20, 2020) Registration for anyone who lost priority registration begins May 26, 2020  
  
- NEW COLLEGE STUDENTS (Subjects attending Butte College for the First time or have completed fewer than 24 units at a college other than Butte)  
  - MUST satisfy: Career and Academic Profile (CAP)* & in-person orientation (includes counseling)  
  - In-person orientation sign ups begin May 4, 2020  
  
- NEW TRANSFER-IN STUDENTS (Students attending Butte College for the First time AND have completed 24 or more units with 2.0+ GPA from a college other than Butte)  
  - MUST satisfy: CAP* & orientation (online or in-person)  
  - For information on on-line orientation visit: http://www.butte.edu/orientation/ on or after May 4, 2020  
  - On-line orientation sign ups begin May 4, 2020  
  
- RETURNING STUDENTS (Students who have previously completed course work at butte college and are returning after a lapse of time) Students returning to Butte College after one year or more must submit a new application prior to registering.  
  
- Open Registration  
  - (ALL Students, except K-12)  
  - MUST satisfy: Career and Academic Profile (CAP)*  
  - For information on CAP visit: http://www.butte.edu/assessment/  
  - K-12 Students  
  - Concurrent Enrollment Forms MUST be on file by May 26 for Summer, and August 10 for Fall  

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<th>Summer Registration Dates</th>
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<td>May 19, 2020 8 a.m.</td>
<td>MAY 19, 2020 8 a.m.</td>
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<td>May 19, 2020 8 a.m.</td>
<td>NEW COLLEGE STUDENTS register during their orientation session</td>
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<td>May 19, 2020 8 a.m.</td>
<td>NEW TRANSFER-IN STUDENTS EITHER: Complete an on-line orientation and register on-line thru their MyBC account on or after June 8, 2020 at 8 a.m. OR register during an in-person orientation session</td>
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<tr>
<td>May 19, 2020 8 a.m.</td>
<td>May 19, 2020 8 a.m.</td>
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<tr>
<td>June 1, 2020 12 p.m.</td>
<td>August 17, 2020 12 p.m.</td>
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*For information on CAP visit: http://www.butte.edu/assessment/
Waitlist! How do Waitlists work? In Search for Classes, each class shows Availability/Capacity/Waitlisted students. If a class fills (0 Availability), students can no longer register for that class; however, they can place themselves on the class waitlist. As space becomes available, students on the waitlist will be automatically enrolled. A confirmation email will be sent to their Butte College email account. Once enrolled from a waitlist, additional enrollment and services fees will be charged to students’ accounts. Students on a waitlist must check Butte College email and MyBC accounts daily to pay fees promptly to avoid being dropped for non-payment. After classes start, instructors use waitlists to determine which students to enroll as 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. Note: Waitlisted courses DO NOT count as units toward financial aid unless they are officially added by census date.

Who is eligible to Waitlist? • Any student wanting a particular class that is closed • Students not already waitlisted in another section of the class • 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 in MYBC.

Students can use “Manage my Waitlist” in WebAdvisor to remove themselves from waitlists of unwanted classes. Students can also use this option to check their waitlist ranking. Because waitlisted students will probably be automatically enrolled, students should make sure to remove themselves from waitlists on classes they no longer want or need.

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. Plan the rest of your schedule around that one course.
• Make sure the beginning and the ending times of your classes do not overlap. You will be unable to register for these classes. A special “Conflicting Enrollment” petition is required. See page iii.
• To graduate with an Associate’s Degree, you must complete 60 units. By taking 15 units a term, you would earn your degree in 2 years. Taking 12 units a term, you would earn your degree in 2.5 years.
• When enrolling in a lecture course, be aware that for every hour of instruction time you can expect to put in 2 hours of work outside of class. When enrolling in a lab course, 1 credit will require 51 hours of lab work.
• 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 online instruction, or are offered at different locations, such as Glenn County or CSU, Chico.
• If registering in a variable unit class, select the number of units you wish to enroll in or else you will be enrolled in the default number of units. To adjust the number of units after you have enrolled, you must drop the class and reenroll for the correct number of units.

Call Counseling for assistance at (530) 895-2378 or visit butte.edu/counseling.

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<td>Summer</td>
<td></td>
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<tr>
<td>Fall</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, financial aid, and other non-emergency information. Your email is available through the MyBC portal. If you have problems or questions call Student Technical Support at 895-2925.
## Basic Fees

Below is a summary of flat rate fees and per unit costs. 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. **K-12 Students** - The Enrollment and Services Fees do not apply to those students participating in Concurrent or Dual Enrollment, and College Connection Programs.

### 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><strong>Enrollment</strong></td>
<td>$46 per unit</td>
<td>All students</td>
<td>Waived for California College Promise Grant and Butte College Promise Scholarship students and High School (plus service fees) students enrolling through the Dual or Concurrent Enrollment and College Connection Programs.</td>
</tr>
<tr>
<td><strong>International &amp; Nonresidents</strong></td>
<td>$280 per unit (plus enrollment and service fees)</td>
<td>Nonresidents 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. Requests for residency reevaluation must be received by the Second week of the term. Requests for retroactive reevaluation will be denied. Call the Residency Technician at 895-2361.</td>
</tr>
</tbody>
</table>

### Service Fees - Waived for Butte College Promise Scholarship Students and K-12 Students

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
<th>Required of</th>
<th>Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>$19</td>
<td></td>
<td>Spring or Fall Semester - flat fee</td>
</tr>
<tr>
<td></td>
<td>$16</td>
<td></td>
<td>Summer Session - flat fee / Winter Intersession - No Charge Students who depend exclusively upon prayer for healing are exempt from the Health fee.</td>
</tr>
<tr>
<td>Transportation</td>
<td>$73 Fa/Sp</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 All students enrolling in .1 to 1 unit</td>
<td>Regardless of unit load</td>
</tr>
<tr>
<td></td>
<td>$37 Su</td>
<td>All students</td>
<td>Winter Intersession - No Charge</td>
</tr>
<tr>
<td>Student Activities</td>
<td>$18</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 thru the 2nd week of school. Exemptions/refund information is available by calling 895-2391 or 895-2428. No charge for Winter or Summer.</td>
</tr>
<tr>
<td>(Optional*)</td>
<td></td>
<td>Fall &amp; Spring</td>
<td></td>
</tr>
<tr>
<td>Rep</td>
<td>$2</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. No charge for Winter or Summer.</td>
</tr>
<tr>
<td>Technology</td>
<td>$20</td>
<td>All Students per term</td>
<td>Regardless of unit load. *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>
<tr>
<td>(Optional*)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td>Varies</td>
<td></td>
<td>See individual class for applicable fees.</td>
</tr>
<tr>
<td>Auditing a class</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>(non-refundable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books/supplies</td>
<td>$950 - $1,950</td>
<td></td>
<td>Estimate based on CA Student Aid Commission state average for 2018-2019 academic year.</td>
</tr>
<tr>
<td>Transcripts &amp; Verifications</td>
<td>$12</td>
<td>Online requests</td>
<td>On demand transcripts. Regular Transcripts - Up to 10 working days processing time. (First 2 free) Transcript requests submitted online thru TranscriptsPlus will include a $2.40 processing fee. On demand enrollment verifications. Regular enrollment verifications - Up to 10 working days processing time. (First 2 free)</td>
</tr>
<tr>
<td></td>
<td>$8</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$8 + $2.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$12</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$8</td>
<td></td>
<td></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>
Money Matters/Information on college finances

Fee Waivers
There are several ways to reduce your college fees. Go to Financial Aid at www.butte.edu/financialaid.

California College Promise Grant
The California College Promise Grant 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 Promise Grant. You must be a California resident or eligible AB 540 or AB 1899 student to receive a Promise Grant. The best way to determine your eligibility for the Promise Grant is to complete the Free Application for Federal Student Aid (FAFSA) or the California Dream Application (CADAA), and enroll in and complete 12 or more units with at least a 2.0 GPA per term to receive the Butte College Promise Scholarship. This “middle dollar” scholarship will cover any remaining tuition and fees after students have first completed the financial aid process (FAFSA or CADAA) for determination of any other scholarship or grant eligibility.

- Once your eligibility is determined, your tuition and fees will be waived. No direct cash disbursements will occur.

Attending certain other schools
Enrollment and service fees are waived for high school Concurrent Enrollment and College Connection students. 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.

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 June 9, 2020 for Summer and September 3 (online September 6) for Fall. 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 of $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, withdrawal 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. You will be billed for any funds that must be returned to the Department of Education Student 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 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 and refund dates. See your instructor or departmental administrator for exact dates.

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 (must be eligible for Pell Grant) 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.
4) Provide proof of exemption or agreement of 3rd party payment. 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 confirmed, or at risk of being dropped. For complete information, see www.butte.edu/7days.

Calculate your fees
Fall fees can be found on the web at www.butte.edu/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 Certifications of Achievement or an Associate Degree, or transfer to a four-year college or university to pursue a baccalaureate degree.

Students New and Returning to Butte College need to complete some pre-enrollment activities prior to registering for classes. These include completing the Career and Academic Profile (CAP) tool, 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 under Orientation.

### Career and Academic Profile (CAP)

All students who attend Butte College are required to complete a Career and Academic Profile (CAP) tool prior to enrolling in classes. This includes identifying a program of study, academic goal and placement recommendations into English and Math courses required for your academic program. With a profile of a student’s past academic history and perception of their skills, counselors can suggest courses and supports where, with effort, academic achievement is likely. Using the Career and Academic Profile, counselors can help students develop an educational plan.

The CAP can be completed online at [www.butte.edu/assessment](http://www.butte.edu/assessment) or in a walk-in proctored environment. It is recommended that students who have been out of high school for less than 10 years have a high school transcript available when completing the CAP tool. A guided self-placement option will be available for students who have been out of high school for more than 10 years or have not completed high school in the United States.

Students can get their profile through the Career and Academic Assessment Center. For more information, call the Career and Academic Assessment Center at (530) 895-2511.

### English and Math Placement Calculations

#### English Placement Calculations

<table>
<thead>
<tr>
<th>High School Performance Metrics</th>
<th>Butte College English Placement Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS GPA: 2.6 and above</td>
<td>ENGL 2 – Reading and Composition</td>
</tr>
<tr>
<td>HS GPA: above 1.9 and below 2.6</td>
<td>ENGL 2 or ENGL 3 - Reading and Composition</td>
</tr>
<tr>
<td></td>
<td>English 3 (w/support) is recommended for students with a GPA above 1.9 and below 2.6</td>
</tr>
<tr>
<td>HS GPA: 1.9 and below</td>
<td>ENGL 2 or ENGL 3 - Reading and Composition</td>
</tr>
<tr>
<td></td>
<td>ENGL 3 (w/support) is strongly recommended for students with a GPA below 1.9</td>
</tr>
</tbody>
</table>

#### Math Placement Calculations

<table>
<thead>
<tr>
<th>High School Performance Metrics</th>
<th>Butte College Math Placement Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passed Pre-calculus with a “C” or better</td>
<td>MATH 30</td>
</tr>
<tr>
<td>Passed Algebra 2 or Integrated Math 3 with a “C” or better</td>
<td>MATH 12, 13, 20, 26</td>
</tr>
<tr>
<td>Did not pass Algebra 2 or Integrated Math 3 with a “C” or better</td>
<td>MATH 4, 5, 11, 17, 18, 116 or 124</td>
</tr>
<tr>
<td></td>
<td>MATH 116 or 124 is required before taking any of the Business or STEM transfer level courses: 12, 13, 20, 26</td>
</tr>
</tbody>
</table>

### Orientation/START program

The Student Access, Retention and Transition (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. Are concurrently enrolled in elementary school, junior or senior high school;* 
2. Are enrolling in performance, activity, or non-credit courses only (see Exempt Class List); or 
3. Are enrolling in one or two non-exempt classes and do not intend to obtain a certificate or degree (The Career and Academic Profile is required to enroll in any credit-bearing classes).

* These exemptions require clearance prior to registering for classes.

### Pre-enrollment Questions?

Contact the Career & Academic Assessment Office at (530) 895-2511.
Exempt class list from Pre-enrollment requirements

Students may enroll in the following classes without participating in the College’s pre-enrollment activities: Orientation and Counseling, but will be required to complete these during their first term before enrolling in other courses for the next term. The Career and Academic Profile (CAP) needs to be completed prior to enrolling in any credit barring course(s). The CAP tool does not need to be completed if registering into non-credit (300 Level) classes only. New Students enrolling into Exempt classes only, without meeting the pre-enrollment requirements, register during “Open Registration.”

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AET</td>
<td>35</td>
<td>36</td>
</tr>
<tr>
<td>AGS</td>
<td>104B</td>
<td></td>
</tr>
<tr>
<td>AJLE</td>
<td>1, 100, 130-133, 140-141, 151A-B, 164</td>
<td></td>
</tr>
<tr>
<td>ART</td>
<td>8, 11, 14-19, 22-23, 50, 52, 54, 56, 60, 70</td>
<td></td>
</tr>
<tr>
<td>AUT</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>BCIS</td>
<td>70K, 70L</td>
<td></td>
</tr>
<tr>
<td>CLP</td>
<td>300, 334</td>
<td></td>
</tr>
<tr>
<td>COS</td>
<td>100-106, 108-111, 300</td>
<td></td>
</tr>
<tr>
<td>CPE</td>
<td>308, 310-316, 318, 320, 322</td>
<td></td>
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<tr>
<td>CSCI</td>
<td>17, 53, 65</td>
<td></td>
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<tr>
<td>DRAM</td>
<td>14, 18, 100</td>
<td></td>
</tr>
<tr>
<td>DSPS</td>
<td>204, 206, 210</td>
<td></td>
</tr>
<tr>
<td>EDUC</td>
<td>20, 302, 310</td>
<td></td>
</tr>
<tr>
<td>EH</td>
<td>40, 60, 61, 62, 130-132</td>
<td></td>
</tr>
<tr>
<td>EMS</td>
<td>111, 203</td>
<td></td>
</tr>
<tr>
<td>ESL</td>
<td>300, 340, 352A, 352B</td>
<td></td>
</tr>
<tr>
<td>FSC</td>
<td>18, 100-106, 117-124, 127-129, 132-137, 201E</td>
<td></td>
</tr>
<tr>
<td>HAL</td>
<td>300-306</td>
<td></td>
</tr>
<tr>
<td>ITAL</td>
<td>100, 101</td>
<td></td>
</tr>
<tr>
<td>KIN</td>
<td>23, 25, 27-29, 31, 33-36, 38-55, 57, 58, 60-71, 73-78, 90, 91, 93, 94</td>
<td></td>
</tr>
<tr>
<td>MSP</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>MUS</td>
<td>20, 21, 22, 30</td>
<td></td>
</tr>
<tr>
<td>NSG</td>
<td>50, 100, 101, 103</td>
<td></td>
</tr>
<tr>
<td>OLS</td>
<td>323-330, 350-355</td>
<td></td>
</tr>
<tr>
<td>PHYS</td>
<td>11, 51, 52</td>
<td></td>
</tr>
<tr>
<td>PSC</td>
<td>21, 51</td>
<td></td>
</tr>
<tr>
<td>RLS</td>
<td>20, 25, 30, 35, 40, 45, 50</td>
<td></td>
</tr>
<tr>
<td>SPAN</td>
<td>100, 101</td>
<td></td>
</tr>
<tr>
<td>SPE</td>
<td>306, 320, 322</td>
<td></td>
</tr>
</tbody>
</table>

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 (i.e., Spanish I for Spanish 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.
- A number of science classes (i.e., Biology 15) have prerequisites that are enforced at the time of registration. Contact The Career and Academic Assessment Center at (530) 895-2511 or on 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 eligibility in reading, English and math that have been established through placement processes, 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).
Butte College encourages carpooling as alternative transportation. Carpools receive preferential parking in lots 1, 3, and 4. If you are carpooling, a current Butte College carpool decal is required and you must register with the Butte College Police Department each semester. Go to www.butte.edu/district_info/maps/bus_schedule_carpooling.html

Butte Students Living in the Glenn County area are eligible for a Glenn Ride pass during the semester in order to commute to classes within Glenn County. The pass will also enable students to ride to the Chico area where a connection can be made with the Butte College bus to reach the Chico Center and Main Campus. Glenn Ride passes can be obtained at the Glenn County Center with picture identification and verification of enrollment.

Butte College Dining Services
(530) 895-2327 • Campus Center, 1st and 2nd floors
(530) 897-4395 • Chico Center Dining, Wired Cafe (Internet access), Coffee Stop, and LRC fountain on the Main Campus. Chico Center Cafe in Chico.

CaliWORKS
(530) 893-7707 • Career Center, SAS, 2nd floor
The CaliWORKS program provides support services to eligible TANF recipients while they participate in pre-approved employment and/or training-related activities.

Career and Academic Assessment Center
(530) 895-2511 • SAS, 1st floor
www.butte.edu/assessment
This center provides students with a Career and Academic Profile (CAP) including selecting an academic program and goal and placement in English and math courses. Evaluations of transcripts from other colleges are used to clear prerequisites for a variety of courses at the college. For fee based proctoring services, see Regional Testing Center.
• Career & Academic Profile (CAP) tool
• Career Assessments
• Tests for College Credit
• Prerequisites
• Proctoring Services

Career Services
(530) 895-2340 • SAS, 2nd floor
The Career Services 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 203
(530) 893-7720 • Chico Center, CHC 230
(530) 879-6277 • Glenn County Center, GCC 105
www.butte.edu/cas
The Center for Academic Success is designed to help students succeed. The Center offers computer labs, and workshops and tutoring in a variety of subjects. Tutors, supplemental instruction, critical skills workshops, and computer labs are available on a drop-in basis. Contact CAS for tutoring availability. Group study rooms can be reserved on the main campus.

Cooperative Agencies Resources for Education (CARE)
(530) 895-2555 • EOPS Office, SAS, 2nd floor
The CARE program provides support services to single parents receiving CalWORKS or TANF cash aid for themselves or their children. Services include assistance with child care expenses, book assistance, meal cards, and gas cards, as funds permit.

Counseling/Advising Center
(530) 895-2378 • Main Campus • SAS, 1st floor
(530) 879-4363 • Chico Center, (530) 865-9728 • Glenn Center
www.butte.edu/counseling
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) 895-2599 (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 include counseling, tutoring, priority registration, book assistance, free printing, and more.

Financial Aid
(530) 895-2311 • SAS, 1st floor
www.butte.edu/financialaid
Students interested in financial aid should submit a FAFSA online at studentaid.ed.gov. Assistance in filing the FAFSA is available at the Financial Aid Office. Visit our web site or our office for information about grants, work-study employment, scholarships and loans.

Foster/Kinship Care Education Program
(530) 897-6235 • Skyway Center, Chico
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 care providers.

Inspiring Scholars Foster Youth Program
(530) 893-7507 • MC 121, 1st floor
Inspiring Scholars is an academic and social support program for students who have spent time in foster care. Benefits include: dedicated academic counseling, a computer lab, drop-in appointments, help with financial aid, community with other foster youth, mentoring, and free snacks.

International Student Services
(530) 895-2511 • Welcome Center, SAS, 1st floor
International students are invited to visit the International Student Services Office. Services include help with locating housing, Homestay Program, international orientation, International Club, help with locating resources and support.

Apply online at www.butte.edu/apply
Job Placement and Cooperative Education Office (530) 895-2334 • 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) 879-4366 • Library, Chico Center, 2nd floor, CHC 219
www.butte.edu/library
The Main Campus and Chico Center Library provides print books, eBooks, research databases, computers, group study rooms and laptop & Wi-fi for your academic needs. Students can get reference help in person, by email, by phone, or through 24/7 live chat. We also offer library instruction, workshops, library courses, and interlibrary loan. Chico Center Library also has test proctoring and smart room technology group study rooms accessible by a student’s laptop, iPhone, iPad, or android device.

Queer Resource Center (530) 879-6143 • SSG 101
The Queer Resource Center (QRC), provides a safe space for LGBTQ+ students striving to ensure visibility, security, and equity. This space provides: student lounge, Stonewall individual counseling appointments, local, national, and global awareness on LGBTQ+ related issues and policies, LGBTQ+ centered trainings, workshops and events.

Roadrunner Hub (530) 893-7707 • Campus Center, Lower level, 116
www.butte.edu/hub
Provides Butte College students with a food pantry, CalFresh Outreach, referrals to on/off campus services, sourcing local housing, and assists with the development of rental resumes to have a competitive edge in the local housing market.

Regional Testing Center (530) 895-2511 • Located in RTC (near parking lot 3C)
www.butte.edu/rtc
The Butte College Regional Testing Center (RTC) is a 21-station testing facility located on the Main Campus. Services are available for students and community members and include: Proctoring Services (for other institutions and organizations), Certification and credential testing, College Level Examinations Program (CLEP), State and professional licensure exams.

Safe Place & Wellness Program (530) 879-6185 • SSA (Swing Space A, next to Arts Building)
Chico and Glenn Centers by appointment only
www.butte.edu/safeplace
Safe Place & Wellness Program (SPWP) is a confidential, free, and inclusive resource that provides support and advocacy services to students and staff who have experienced sexual assault, relationship violence, or stalking incidents. Services include, but are not limited to: crisis intervention; advocacy during on and off campus law enforcement disciplinary investigations (i.e. Title IX, no contact directives, and restraining orders), restraining order preparation and filing, in-class educational programming focusing on healthy relationships and affirmative consent.

School Relations (530) 895-2511
The Office of School Relations processes concurrent enrollment forms for K12 students, provides information on College Connection, Summer Connection and other programs for K12 students.

Student Health Center (530) 895-2441 • Main Campus, parking lot 3C, across from ARTS building
Student Health Center 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. Optional, self-purchase medical and dental insurance plans through private insurance companies are available in the SHC lobby or by request.

Student Life Office (530) 895-2392 • Campus Center, Lower level, 145
Through student government, campus activities and events the Student Life Office represents the student voice, keeps students informed, and promotes cultural, social and leadership opportunities for all Butte College students. Student Life offers this support through student government, student clubs, and the allocation of grants and funding to student projects and initiatives.

Student Success Services (530) 879-6260 • SAS 258, 2nd floor
Student Success Services provides one-on-one assistance and referral to intervention support services for students on academic probation and/or financial aid probation. This service is designed to help students in identifying and utilizing available resources to be successful in their current and future terms here at Butte College.

The Transfer Counseling Center (TCC) (530) 895-2264 • SAS 258, 2nd floor
www.butte.edu/services/transfercenter/
The Transfer Counseling Center provides students with academic counseling, student education plans, and informational workshops on transfer initiatives with colleges and universities. Students can receive assistance completing online application processes, Transfer Admission Guarantee with participating UC schools, Cross-Enrollment with CSU Chico and transfer specific admission requirements for admission to in-state private and out-of-state schools. Our goal is to make every student we see a priority for admission to the school of their choice and advocate for students experiencing problems with the admission process.

UndocuCenter (530) 895-2817 | Swing Space F102 (Next to Arts Building)
The UndocuCenter serves undocumented students and students who come from a mixed-status family household by connecting them to institutional support or community services. Our center supports our undocumented student population through: Community outreach, ally trainings for faculty and staff, campus events, and direct student support. Our center’s programs and activities are designed to increase undocumented student retention, persistence, and completion at Butte College.

Veterans Services (530) 895-2566 • SSC (Swing Space C)
www.butte.edu/veterans SERVICES/
The Office of Veterans Services assists 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.

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 8 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.

Welcome Center (530) 895-2511 | SAS 1st Floor
Welcome Center (530) 893-2511 • SAS 1st Floor
The Butte College Welcome Center is centrally located on the first floor of the SAS building. The Welcome Center offers many programs and services to new and current students and is often the first point of contact a student will have with the college. Our friendly student and professional staff are trained to assist students who are lost, have general questions, or want to learn about campus information, orientation, and recruitment and outreach.
Policies and Regulations

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, 2014 and annually thereafter. Based upon the cohort defined above, 31.28 percent attained a certificate, degree, or became “transfer-prepared” during a three-year period (Fall, 2014 to Spring, 2017). Based upon the cohort defined above, 9.95 percent transferred to another postsecondary institution (CSU, UC, or another California Community College) prior to attaining a degree, certificate, or becoming “transfer-prepared” during a five semester period (Spring, 2015 to Spring, 2017). 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
As stated in District Smoking Policy 3570, all District property is designated as non-smoking, except in designated areas. Smoking is banned in all other areas and violators of this policy may be subject to fines up to $100 per offense. A map of designated smoking areas is available. See map with designated smoking areas on page xviii.

Access to campus facilities
Main Campus
Grounds: The Main Campus grounds are open 5:30 a.m. to 11 p.m. instructional days, and 7 a.m. to 5 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 several off-campus facilities, including the Chico Center, Skyway Center, Glenn Center and the Cosmetology and Barbering Center. The Butte College Police Department provides primary emergency response to the Chico Center, the Skyway Center, and the Cosmetology and Barbering Center. Primary emergency response for the Glenn County Center is provided by the Orland Police Department. Any non-emergency criminal activity or suspicious behavior at the Glenn County Center should be reported to the Butte College Police Department.

For more information, call the Butte College Police Department at (530) 895-2351, Chico Center at (530) 895-1352, or the Glenn County Center at (530) 865-9728.

Requesting and receiving accommodations under ADA
Butte College shall not discriminate against a qualified individual with a disability because of the disability with regard to employment or provision of District programs, services, and activities. A student who is otherwise qualified may request accommodation related to their disability from the Disabled Student Programs and Services (DSPS) Office located in the Student Administrative Services (SAS) building in room 238 or online through the DSPS webpage: http://www.butte.edu/dsps/. Students may also contact the DSPS Office at (530) 895-2455 for additional information or assistance. The ADA Student Coordinator for Butte College is Allen Renville, Vice President for Student Services, Campus Center, Room 141, (530) 895-2239. An employee who is otherwise qualified may request an accommodation related to their disability from the Human Resources Office located in the Student Administrative Services (SAS) building in room 344. Employees may also contact the Human Resources Office at (530) 895-2400 for
Non-Discrimination
Butte-Glenn Community College does not permit discrimination or harassment in its programs and activities on the basis of race, color, national origin, ancestry, sex, gender, gender identification, sexual orientation, disability, age, religion, physical and/or mental disability, medical condition, veteran status, marital status or any other characteristic protected by institutional policy and, state, local or federal law. The College values fairness and equity for all members of the College community. The following individuals have been designated to handle inquiries regarding the non-discrimination policies and Section 504 discrimination:

Stephanie Jimenez
Title IX Coordinator & Compliance Officer
Student Administrative Services, SAS-249, 530-893-7487
jimenezst@butte.edu

Al Renville
Vice President for Student Services/ADA/504 Coordinator
Campus Center, CC-141
530-893-7501
renvilleAl@butte.edu

Chris Little
Executive Director-Human Resources
Student Administrative Services, SAS-344, 530-879-4052
littlech@butte.edu

For further information and resources on notice of non-discrimination, San Francisco Office Office for Civil Rights (OCR) U.S. Department of Education 50 United Nations Plaza Mail Box 1200, Room 1545 San Francisco, CA 94102

Telephone: 415-486-5555
FAX: 415-486-5570;
TDD: 800-877-8339
Email: ocr.sanfrancisco@ed.gov

Campus Crime Statistics
Butte Glenn Community College District - ALL Campuses

The Butte College Safety and Security on Campus report, including crime statistics specific to the Main Campus, Chico Center, Glenn County Center, and Skyway Center and Cosmetology and Barbering Center, can be viewed in full online at www.butte.edu/safety-security.


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* Column totals are separate figures and not expected to tally.

Definitions of Clery Act Crimes and Hate Crimes can be found at www.butte.edu/safety-security, pages 17-20.

1 On 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.

2 Public 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.

3 Non-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.
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.

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@butte.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.
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 and 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 and 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.
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 and Management office.

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 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; responds to medical emergencies and assist the Student Health Clinic as needed; maintaining a lost and found department; opening doors in emergencies.

College Police
Located in Facilities Planning & Management. Call (530) 895-2351 for assistance.
**WHY TAKE AN ONLINE CLASS?**

*Need to complete a transfer degree (AA-T or AS-T)?*

Butte College offers many online courses that will help you complete the transfer degree!

*Can’t come to campus?*

If you have work or family responsibilities during the day, online classes are a great opportunity to continue your education on your own time. Saves gas, too!

*Are you an independent learner?*

If you’re a serious, self-motivated learner, online classes may be just your style!

**WHERE DO I FIND THEM?**

Go to searchclasses.butte.edu and select “online courses” in the location drop-down menu.

**HOW DO I ENROLL?**

Just click the Apply Now button on any Butte College web page!

I’m Enrolled - Now What?

There are three different ways to access your course starting on the first day of class.

1. Log in to MyBC then click the Canvas logo. You’ll be prompted to log in once again.
2. Log in to Canvas directly by going to https://canvas.butte.edu.
3. Enter the class by logging into the free Canvas mobile app for iOS or Android.

In Canvas, click Courses to see a list of classes you’re enrolled in, then click on the name of the class. That will take you to the class home page where you’ll see instructions for what to do next!

Note: Some instructors may require completion of a class activity, like making a discussion post or taking a syllabus quiz, within the first 24 hours of the start of the course. This will confirm your “presence” in the class so you are not dropped as a “no show.”

**HOW DO I ADD AN ONLINE CLASS?**

If an online class is full, you may be able to add yourself to the waitlist. Here’s how it works!

1. **Before class begins:**

   If you’ve been able to put yourself on the waitlist, you’ll automatically be enrolled as other students drop and space becomes available.

2. **The day class begins:**

   You will not be added automatically, even if there is space. If you’re interested in adding the course, email the instructor from your Butte College email account within 24 hours of the start of the course. (The instructor’s email address is in the Directory listing.)

   Please provide the following in your email:

   - Your name
   - Your Butte College ID
   - Your Butte College email address
   - The name of the course you want to add

3. If you can be added, the instructor will send instructions to your Butte College student email account.

4. It’s important that you check your student email account daily.

**ONLINE SERVICES**

All Butte College online classes are delivered through the Canvas Learning Management System.

Quest for Online Success is a free online workshop with helpful videos on what to expect in an online class and how to manage your time. All Butte College online students are automatically enrolled in Quest.

Your instructor may use other tools within your online class. For more information, visit butte.edu/online.
### Main Campus
- **AHPS**: Allied Health Public Services
- **ARCH**: Archery
- **ARTS**: Arts
- **BASE**: Baseball
- **BE**: Business Education
- **CC**: Campus Center
- **CDC**: Child Development Center
- **EH**: Environmental Horticulture
- **FB**: Football
- **GOLF**: Golf
- **GYM**: Gymnasium
- **HOSP**: Assigned Local Hospital
- **KAPC**: Kinesiology & Athletic Performance Center
- **LB**: Library
- **LRC**: Learning Resource Center
- **LS**: Life Science
- **MA**: Mechanized Agriculture
- **MC**: Media Center
- **NET**: ONLINE
- **PS**: Physical Science
- **SAS**: Student and Administrative Services
- **SOCR**: Soccer
- **SOFT**: Softball
- **SSG**: Swing Space G
- **T&F**: Track and Field
- **TE**: Technology
- **TBA**: To Be Announced
- **WM**: Welding & Manufacturing Facility

### Glenn County
- **GCC**: Glenn Co. Center, 604 E. Walker St. (Hwy 32), Orland
- **ORLN**: Orland High School, 101 Shasta St., Orland
- **ORLN M**: Orland High Multipurpose Room
- **ORLN WT**: Orland High Weight Room
- **NVSO ORL**: North Valley Services, Orland
- **WCH**: 823 W. Laurel St., Willows
- **WEST**: 1440 Fairview Street, Orland

### Gridley-Biggs
- **GHS**: Gridley High School, 300 E. Spruce St., Gridley
- **HRT**: Heritage Oaks Square, 1554 &1556, Hwy 99, Gridley
- **TWI**: Twin Cities Martial Arts Academy
- **SACR**: Sacred Heart Parrish Hall, 1561 Hazel St.

### Paradise
- **ARCP PAR**: ARC, Paradise, 6640 Clark Rd.
- **CV AH; CV BBC; CV TC; CV COVE**: CA Vocational Facilities
- **PHS**: Paradise High School, 5911 Maxwell Dr.
- **PHS AUTO**: Paradise High Autobody
- **WTCP MIP**: Made in Paradise, 7837 Skyway
- **WTCP CLC**: Creative Learning Center, 1080 Ewald Ct.

### Chico
- **1MIL POOL**: One Mile Dam
- **ARC CHC**: ARC Chico, 2030 Park Ave.
- **BCG**: 175 Estates Dr.
- **CBC**: 2201 Pillsbury Road #170
- **CHC**: Chico Center, 2320 Forest Ave.
- **CCEC (ASP, CYPRESS, DOGWOOD)**: Com Emp Ctr., 2445 Carmichael
- **CSU AJ**: Ayres Hall
- **HALE STUDIO**: (Haley’s Martial Arts) 260B Cohasset Rd.
- **KOD STUDIO**: Kodenkan, 254 East 1st St.
- **MNSL**: 574 Manzanita Ave.
- **MASL**: Mains1, 2515 Ceanothus St.
- **MSL**: 820 W. 7th St.
- **ORCH**: Orchard Lanes, 2397 Esplanade
- **PVHS**: Pleasant Valley High School, 1476 East Ave.
- **RSLF**: 2770 Sierra Ladera Lane
- **SC**: Skyway Center, 2480 Notre Dame
- **SKY**: Skyway Golf Park
- **WTCC BMDC**: Bear Mountain/Deer Creek Sewing, 2233 Fair St.
- **TERL**: 2750 Sierra Sunrise Terrace
- **TINN**: 2950 Sierra Sunrise Terrace
- **WIND**: 587 Rio Lindo Avenue.
- **WTCC CES**: Community Employment Services, 2233 Fair St.
- **WTCC DOL**: Do It Leisure, 2233 Fair St.
- **WTCC PL**: Prestige Landscaping/Fair St Recycling, 2300 B Fair St.
- **WTCC MCTR**: McGie Center, 2812 Hegon Ln.
- **WTCC VENT**: Venture program, 2233 Fair St.

### Oroville
- **ARCO ORV**: 2745 Oro Dam Blvd Ste E
- **BCSO**: Butte Co Sheriff’s Office, 51 County Center Dr.
- **RLFO**: 1900 20th Street
- **WTCC FRI**: Feather River Industries
- **WTCO FROC**: 2905 Lincoln Bl.
- **WTCO SCTR**: Sierra Center, 1276 Feather River Bl.