

# SUMMER SEMESTER 2017

## Summer Semester Calendar

PAY OR YOU MAY BE DROPPED	May 17
Summer Semester Begins	June 5
Independence Day Holiday	July 4
Summer Semester Ends	August 10

## Frequently Called Numbers

Academic Records	763-7756
Admissions	763-7741
Athletic Director	763-7779
Bookstore	763-7731
Business Office	763-7713
Counseling Center	763-7748
Dental Hygiene	763-7706
Distance Learning	(866) 464-9229
EOPS	763-7723
Financial Aid	763-7762
ILS Program	763-7769
Library	763-7707
Student Body Office	763-7751
Student Housing	763-7832

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## WHO CAN ENROLL?

It is the policy of the West Kern Community College District that unless specifically exempted by statute, every course, course section, or class which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has a high school diploma, a General Education Development (GED) certificate, or a high school certificate of proficiency, or any person 18 years of age or older, or any home schooled and/or K-12 student that is 16 years or older and has completed their sophomore year of high school with the required forms.

## HOW TO APPLY

**Continuing Students** do not need to reapply. In order to be considered a continuing student for summer 2017, you need to have been enrolled at Taft College during the spring 2017 semester. If you were not enrolled at Taft College during the spring 2017 semester, you must reapply at: [www.taftcollege.edu](http://www.taftcollege.edu) – click on Getting Started and then Apply to College

**New students** must also apply through the above website.

## ASSESSMENT & ORIENTATION

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

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

## WHEN CAN I REGISTER?

Registration dates and times for each student will be automatically assigned approximately 2 weeks before registration. Computed registration dates and times will be based upon variables associated with point values, and then will sort by student ID number. Students can view their registration date and time via Cougar Tracks. No priority group or student will be assigned a registration date or time in which the college is closed (i.e. after 4:00pm or on weekends). The dates listed below are the starting dates for the specific group. Please refer to your Cougar Tracks account for your date and time.

Apr 3 Veterans, CalWORKS, Foster Youth, EOPS, and DSPS matriculated students in good standing with less than 100 degree applicable units.

Apr 17 Athletes, TRIO, PTK, ASB Officers, Taft College Staff, and continuing/new fully matriculated students in good standing with less than 100 degree applicable units.

May 3 Returning, continuing students with academic difficulty (continued progress probation and/or continued academic probation), continuing/new non-matriculated students, students with over 100 units, and high school students.

(see page 5 for definition of matriculation)

## HOW TO GET CLASSES

### In Person

#### On-site registration process for new matriculating students

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

#### On-site process for continuing and returning matriculating students

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

#### On-site process for non-matriculating students

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

#### Loss of Enrollment Priority due to Academic Standing

Students on academic or progress probation for a second consecutive term will lose their enrollment priority unless they participate in the MAPP (Monitoring Academic and Progress Probation) program and complete a progress report for each course they are enrolled in showing at least a 2.0 GPA and/or 50% or more completed progress. Students on continued probation that earn a 2.0 GPA or higher in the most recent term, and/or pass 50% or more of their classes in the most recent term, are exempt from

the mandatory petition process for dismissed students and maintain their enrollment priority.

In addition, academic reinstated students that earn a 2.0 GPA or higher in the most recent term progress report are exempt from the mandatory petition process for dismissed students and maintain their enrollment priority.

#### **Loss of BOGW fee waiver due to Academic Standing**

Students on academic or progress probation (or a combination of the two) for a second consecutive term will lose their BOGW fee waiver. Students have options to appeal the loss of BOGW by filling out the Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal form. That form can be found on our [website](#). If approved, they may have their BOGW fee waiver reinstated.

#### **Loss of Enrollment Priority due to 100 Unit Limit**

Students who have earned 100 or more Taft College degree applicable units will lose their enrollment priority. Students wishing to appeal their loss of enrollment priority due to too many units can fill out a loss of enrollment priority [appeal](#) and complete a comprehensive student education plan showing the additional units are needed. If approved, they may have their enrollment priority reinstated.

### **ON-LINE**

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

Please visit the "Cougar Tracks" link below:

[https://ct-prod-ssb.taftcollege.edu:9021/ctprod/twbkwbis.P\\_WWWLogin](https://ct-prod-ssb.taftcollege.edu:9021/ctprod/twbkwbis.P_WWWLogin)

### **ADDING AND DROPPING CLASSES**

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

#### **Adding a Class**

You may add any open class online until the first day of class without an Add Authorization Code. Once the class begins you can enroll through the "Last Date to Enroll (With an Add Authorization code)" deadline date. To add an open class **prior** to the "Last Date to Enroll (You must get an Add Authorization code from the instructor)" deadline, use the Add code during the Web Registration Process.

#### **Waitlist**

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

#### **Adding a Class after the Class Has Begun**

Once a particular class begins, you are required to have an Add Authorization Code in order to add that particular class. If you have obtained an Add

Authorization Code from your instructor, you may submit that code online through the "Last Date to Enroll (Add Authorization Code Required)" deadline date. Add Authorization Codes may only be provided by the class instructor. Once obtained, you must use the Add Authorization Code by entering it online when attempting to add the class.

#### **Dropping a Class and Withdrawing From a Class**

To drop a class or withdraw from a class any time prior to the appropriate deadlines during the semester, you can use the Web Registration Process.

**Dropping a course is a student's responsibility. DO NOT rely on your instructor to drop you for non-attendance. If your instructor drops you for non-attendance you will incur the enrollment fees.**

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

#### ***Title 5: Course Repetition and Withdrawal***

The California Community College Board of Governors recently passed revisions to Title 5 regarding course repetition that took effect during the 2012 Summer semester. Students will only be allowed to enroll in a course three times if they received a substandard grade (D, F, FW, NP, or NC) or withdrew from the class with a "W." Students with extenuating circumstances may seek approval to enroll in a course for the fourth time through the petition process. These changes do not contain a grandfather clause so any student that has already taken a course the maximum number of times will no longer be able to take the same class at Taft College.

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

#### **What happens if I drop a class?**

1. If you DROP a course **before** the Refund date, the drop will not appear on your academic transcript.
2. If you WITHDRAW from a course **after** the Refund Date, you will receive a grade of "W" for the course.
  - a. The "W" will not be used in calculating grade point averages, but excessive "W"s will be used as factors in probation and dismissal procedures.
  - b. Withdrawing from a class may also affect your financial aid status. Before dropping the class, be sure to consult your advisor or counselor by calling



661-763-7748 or speak to someone in Financial Aid by calling (661) 763-7762.

- c. Withdrawing from a class will affect your veteran's benefits. Be sure to consult with your VA Counselor who can adjust your schedule with the VA. Not doing so can result in you having to pay back overpayments. Further information is available:  
<http://www.taftcollege.edu/admissions/veterans/>

- 3. You cannot withdraw from a class after the final deadline for dropping with a "W". You will earn a grade for the course.
- 4. However, if you have verifiable extenuating circumstances such as a major illness, you may petition for late withdrawal. See your advisor or counselor for more details. Petition and instructions are available:  
<http://www.taftcollege.edu/admissions/forms/>

**2017-2018 FEE SCHEDULE**

**(NOTE: Enrollment fees are subject to change by the California State Legislature. All other fees are subject to change without notice.)**

Enrollment fee	\$46 per unit
Credit by Exam fee	\$46 per unit
Class Audit fee	\$15 per unit
Non-resident tuition fee: (in addition to \$46 per unit Enrollment fee and credit by exam fee)	
0 - 14 units	\$234 per unit
15 units or more	\$3510 per semester
International application fee	\$100
Textbook rental fee*	
Rental fee w/paid ASB fee	30% of retail price(average)
Student body fee	\$30 per year
Residence hall fees:	
Room rent	\$945 per semester
Meal plan (15 meals per wk)	\$1526 per semester
Security deposit	\$150
Transcripts:	
First two (2) copies	No charge
More than two (each)	\$ 6.75
Rush processing fee	\$ 8
Enrollment Verification	
Two in a life-time	No charge
More than two (each)	\$ 4
Rush processing fee	\$ 8
National Student Clearinghouse online processing fee	\$2.75
Return Check Fee	\$18

\*In order to participate in the textbook rental program, students must purchase an ASB sticker and have a copy of their current class schedule.

**MATERIALS FEES**

Occasionally students may be required to purchase materials to supplement specific courses, i.e., workbooks,

folders, computer disks, etc. The materials may be purchased through the Cougar Corner Bookstore in person or via the web at the [Bookstore](#).

**PAYMENT DURING PRE-REGISTRATION**

Students pre-registering must pay their fees or request a payment plan at the Cashiers desk by 4:00pm on the due date specified below (**payment plan option is only available for the Fall semester**):

**Summer 2017 session – May 17, 2017**  
**Fees incurred after May 17, 2017 are due daily by 4pm or courses may be dropped.**

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

**ENROLLMENT FEE REFUND POLICY**

Students are responsible for dropping the classes they no longer wish to attend. To be eligible for a refund of enrollment fees, a dropped class must have been dropped on or prior to the refund deadline for that particular class by the student. Full-term classes will always have a fixed refund deadline published in the Schedule of Classes each semester. The refund deadline for any non-standard, part-of-term class is calculated at 10% of the class meeting days scheduled between the start and end dates for that particular class.

**Textbook Rental Program**

The Taft College Bookstore is located at 515 Finley Drive, Taft, CA 93268. We are located in the Pilot Shopping Center (directly across 6th Street from the Al Baldock Sports Center).

Taft College is unique in that many textbooks are available to students on a rental basis. Participation in the Rental Textbook Program is only a fraction of the cost of purchasing your textbooks. In order to participate in the Rental Textbook Program, you must have a current copy of your class schedule, current ASB sticker and Taft College Student ID Card.

Students must purchase an ASB Sticker to participate in the rental program from the Cashier office, bookstore or bookstore website ([bookstore@taftcollege.edu](mailto:bookstore@taftcollege.edu)). The ASB stickers are available for \$15.00 per academic year.

**CHECKOUT PROCEDURE FOR TEXTBOOK RENTALS**

- 1. Rental textbooks may be checked out approximately three weeks prior to the beginning of each new semester depending on availability.
- 2. Students must purchase an ASB Sticker to participate in the rental program
- 3. Students must take their class schedule to the Bookstore to rent applicable books.

4. Remote or off-campus students may order all textbooks (rental and supplemental) on-line and have them shipped via UPS Ground for a fee determined by package weight and address of delivery.
5. Rental textbooks must be returned to obtain transcripts or to register for classes for any subsequent semester.
8. Check refunds will be made by mail in approximately ten (10) to fourteen (14) business days after the date of the return.

**\*\*\*The manager reserves the right to make the decision on the condition or salability on all merchandise.\*\*\***

#### RETURN PROCEDURE FOR TEXTBOOK RENTALS

1. Students who drop a class should immediately return rental textbooks to the Bookstore.
2. All other rental textbooks must be returned within 2 days of the end of each current semester to avoid being charged a late fee of \$5.00 per book late fee.
3. To avoid being charged full replacement cost, all rental books must be returned to the Bookstore no later than 10 business days after the end of the current semester. All rental books unreturned after 10 business days will become the property of the student and the student becomes responsible for the full replacement cost of the textbook.
4. Some instructors may require proof of textbook return before final exam can be taken.

#### BOOKSTORE RETURN POLICY

1. All refunds and exchanges require the original cash register receipt.
2. Fall and spring textbooks can be returned for a refund during the first seven (7) business days of the semester. All summer and short term session textbooks can be returned during the first three (3) business days of the session. **All textbook sales are final after these dates.** Please make sure you have the correct textbooks and materials by checking with your professor on the first day of class.
3. Textbooks being returned for a refund or exchange must be in the original condition in which they were purchased. Textbooks containing any markings, damage or that is unwrapped will be treated as a used book and will be credited at 70% of the new book price.
4. All access codes or e-books that have been opened or activated are **not returnable**. Please check with your professor before you purchase these items.
5. Clothing, emblematic merchandise, trade books, electronics, and art supplies can be returned fourteen (14) business days after purchase with receipt. Clearance items are not returnable.
6. Incorrect or defective books and course materials may be returned to the bookstore within the refund period with your receipt for an exchange.
7. All credit card refunds require the original charge card used at the time of purchase.

## AT TAFT COLLEGE

### Financial help is available

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

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

### Free tutoring is available

**Tutoring:** Free tutoring in math and English is available for all students enrolled in at least one course at Taft College. Tutoring may be available in other subject areas as well. Please call 661.763.7975 or email TaftTutors@gmail.com for information about the range of tutoring for the current semester. Appointment scheduling and other information is available on the Tutoring website through the Taft College homepage. Tutoring appointments may be held in person or through Skype (see tutoring webpage for current information). Tutoring services are not currently available during the summer session.

**Supplemental Instruction:** Supplemental Instruction (SI) is an academic support program for students of Taft College designed to increase student performance and matriculation with a focus on foundation level college courses. During SI session, students work together to learn the course material. SI sessions are designed and led by Supplemental Instructional Assistants (SIAs) who attend the class meetings so they know the assignments and the requirements for success. Supplemental Instructional Assistants (SIAs) also work with the class instructors to increase student success in a broad range of subjects.

### On-line Library/Learning Resources

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

<http://www.taftcollege.edu/library/>

## Flexible scheduling

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

## Classes are small

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

## IS DISTANCE LEARNING RIGHT FOR YOU?

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

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

[Taft College Distance Learning](#)

## HOW TO ACCESS YOUR DISTANCE LEARNING COURSES

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

## WHAT IS MATRICULATION?

Matriculation is an agreement between the college and the student and is designed to ensure student success and institutional effectiveness.

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

1. Obtain a degree, certificate, or transfer.

2. Take math or English courses.
3. Seek guidance and/or help in developing an educational plan.
4. Apply for financial aid.

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

## MATRICULATION POLICY

Student Success and Support Program (3SP) is a comprehensive student success program involving the entire campus community. 3SP is a process that enhances student access to the California Community colleges and promotes and sustains the efforts of credit students to be successful in their educational endeavors. The goals of 3SP are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components of the matriculation process. It is Taft College's way of supporting the student's right to succeed in college. Taft College recognizes that student success is the responsibility of the institution and the student, supported by well-coordinated and evidence based student and instructional services to foster academic success.

3SP is a partnership/agreement between students and Taft College. The agreement includes the provision of core matriculation services, including an admission process, college orientation, pre-enrollment assessment and placement, advisement and counseling for course selection, educational planning services, a suitable program of study, and follow-up on student progress.

The student agrees to express a broad education goal at entrance, declare a course of study within a reasonable period of enrollment, attend class and complete coursework diligently, and maintain progress toward an education goal.

### Student's responsibilities include:

1. Identify an education and career goal upon application.
2. Complete an orientation activity provided by the college.
3. Be assessed to determine appropriate course placement.
4. Participate in counseling, advising, or another education planning service to develop, at minimum an abbreviated student education plan.
5. Declare a specific course of study after completion of 15 semester units of degree applicable credit coursework.
6. Diligently engage in course activities and complete assigned coursework.
7. Complete courses and maintain progress toward an education goal and completing a course of study, according to standards established by the college, the District, and the state.

8. Cooperation in the development of a comprehensive student educational plan by the end of the second semester in attendance.

Taft College agrees to provide a strong foundation and support for academic success, providing and mandating the services necessary for students to achieve their educational goals and complete their course of study. Taft College will ensure information regarding its matriculation policies are accessible and available to all students during or prior to enrollment.

#### College responsibilities include:

1. Orientation services designed to provide, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and other matters.
3. Assessment of students using State Chancellor-approved tests to determine student competency in computational and language skills; to identify aptitudes, interests, and educational objectives; and to evaluate study and learning skills.
4. Counseling, advising, or other education planning services to assist students in interpreting test results, exploring educational and career interests and aptitudes, identifying educational objectives, and in developing and updating of an education plan.
5. Assistance in the development of a student education plan identifying the student's education goal, course of study, and the courses, services, and programs to be used to achieve them.
6. Follow-up services to evaluate the academic progress of, and provide support services to, at risk students, students enrolled in basic skills courses, who have not declared an educational goal as required, or who are on academic probation, as defined by the college, the District, and the state.
7. Referral of students to: support services that may be available, including, but not limited to, counseling, financial aid, health and mental health services, campus employment placement services, Extended Opportunity Programs and Services, campus child care services, tutorial services, foster youth support services, veterans support services, and Disabled Students Program and Services; and curriculum offerings which may be available, including but not limited to, basic skills, noncredit programs, and English as a Second Language.

## MATRICULATION EXEMPTION

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

- a. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an associate degree or higher.
- b. Students who plan to enroll in five units or fewer and who have declared one of the following goals:
  - Advance in current career/job
  - Maintain certificates/license
  - Personal/Education development
  - Complete credits for high school diploma

- c. Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer (excluding English and math courses)
- d. Students who have previously been assessed (within the last two years) and have written verification of scores from an assessment instrument off the Chancellor's approved list of instruments. (Exempt from placement testing only).
- e. Students transferring from another regionally accredited postsecondary institution with credit for degree-level English and/or mathematics. (Exempt from placement testing only).

Exempt students are not required to participate in the matriculation process but are encouraged to see a counselor at any time. The college will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in the matriculation process.

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

## COURSE PREREQUISITES, CO-REQUISITES AND RECOMMENDED PREPARATION

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

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

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

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

### Challenging a Prerequisite or Co-requisite

Students may have preparation equivalent to the stated prerequisites or co-requisites and may wish to challenge a

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

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA) – ANNUAL NOTIFICATION**

Student Records - Family Educational Rights and Privacy Act (FERPA) Student Release of Information

The Family Educational Rights and Privacy Act (FERPA) afford student certain rights with respect to their education records. They are:

The right to inspect and review the student's education records within 45 days of the day Taft College receives a request for access. Students should submit to the Director of Admissions Office written requests that identify the record(s) they wish to inspect. The director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Admissions and Records Office, the student shall be advised of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask Taft College to amend a record that they believe is inaccurate. They should write the director, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Taft College decides not to amend the record as requested by the student, the student shall be notified of the decision and advised as to his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Taft College in an administrative, supervisory, academic, research, or

support staff position (including law enforcement personnel and health staff); a person or company with whom Taft College has contracted (such as an attorney, auditor, collection agent, degree conferral & transcript processing agent, document managing agent, and placement sites for internship or similar student work/study opportunities); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; consultants, volunteers or other outside parties to whom Taft College has outsourced institutional services or functions that it would otherwise use employees to perform. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. As allowed within FERPA guidelines, Taft College may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Taft College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC, 20202-4605

At its discretion Taft College may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated Directory Information at Taft College includes the following: Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members. Degrees and awards received by students, including honors, scholarship awards, athletic awards and the President's and Vice President's Lists of recognition. Students may withhold Directory Information by notifying the Director of Admissions in writing; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act. Students should consider all aspects of a Directory Hold prior to filing such a request. Requests for non-disclosure will be honored by Taft College for no more than one academic year. Re-authorization to withhold Directory Information must be filed annually in the Admissions and Records Office.

**Taft College's Annual notification to students is consistent with its obligations under FERPA. Taft College annually notifies students and their parents of their rights accorded to them by FERPA. Students and their parents shall be advised of their rights regarding educational records in the Taft College class schedule, student handbook, and Taft College website.**



For additional information on FERPA or student confidentiality contact:

Director of Admissions and Records  
(661) 763-7870

## NONDISCRIMINATION NOTICE

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

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

### Severo Balason

Vice President of Student Services  
Title IX Coordinator - Students  
29 Cougar Court  
Taft, CA 93268  
(661) 763-7810

### Dr. Robert Meteau

Associate Vice President of Human Resources  
EEO / Title IX Coordinator - Employees  
29 Cougar Court  
Taft, CA 93268  
(661) 763-7809

Taft College recognizes its obligation to provide overall program accessibility throughout the college for disabled individuals. Contact the Section 504 Coordinator to obtain

information on the existence and location of services, activities, and facilities that are accessible to and usable by the disabled.

### Dr. Robert Meteau

Associate Vice President of Human Resources  
Section 504 Coordinator  
29 Cougar Court  
Taft, CA 93268  
(661) 763-7809

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

- 1) Office for Civil Rights  
U.S. Department of Education  
50 Beale Street, Suite 7200  
San Francisco, CA 94105-1813  
415-486-5555

<http://wdcrobcolp01.ed.gov/cfapps/OCR/contactusresults.cfm>

- 2) Taft College Board Policies and Procedures  
[Click here](#)

## ACCREDITATION

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

## CHECK US OUT ON THE WORLD WIDE WEB

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

[www.taftcollege.edu](http://www.taftcollege.edu)

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

[http://web.taftcollege.edu/student\\_services/schedule.php](http://web.taftcollege.edu/student_services/schedule.php)

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

To be eligible for graduation with a Bachelor Degree from a California State University, students must complete a maximum of 39 semester units of general education coursework. Taft College will certify completion of up to 39 lower division, general education units for students based on the pattern outlined below.

A	ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (9 semester or 12-15 quarter units required with at least one course each from A1, A2, and A3)	
	A1-Oral Communication: SPCH 1507, 1511 A2-Written Communication: ENGL 1500 A3-Critical Thinking: ENGL 1600*; PHIL 1520  AP Credit or Courses from other colleges: _____	A1 _____ A2 _____ A3 _____
B	SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (9 semester or 12-15 quarter units required with at least one course each from Physical Science, Life Science [at least one to contain a lab component] and Mathematics/Quantitative Reasoning) The courses in <b>BOLD</b> contain a laboratory component.	
	B1-Physical Science: <b>ASTR 1511; BIOL 1513; CHEM 1510, 2211; ESCI 1520; GEOG 1510; GEOL 1500, 1501; PHYS 1510, 2221; PSCI 1520</b> B2-Life Science: ANTH 1501; <b>BIOL 1500, 1510, 2201, 2202, 2203, 2250, 2255, 2257, 2260; CHEM 1520</b> B3-Laboratory Activity: ASTR 1511; BIOL 1501, 1510, 2201, 2202, 2203, 2250, 2256, 2257, 2260; CHEM 1510, 1520, 2211; ESCI 1520; GEOL 1500, 1501; PHYS 2221; PSCI 1520 B4-Mathematical /Quantitative Reasoning: MATH 1500, 1520, 1530, 1540, 2100; PSYC 2200; STAT 1510 AP/CLEP Credit or Courses from other colleges: _____	B1 _____ B2 _____ B3 _____ B4 _____
C	ARTS AND HUMANITIES (9 semester or 12-15 quarter units required with at least one course each in Arts and Humanities)	
	C1-Arts: ARTH 1500, 1510, 1520, 2030, 2040; DRAM 1510, 1535; HUM 2010*; MUSC 1510, 1520 C2-Humanities: ENGL 1600*, 2100, 2150, 2600, 2650, 2700, 2750; HIST 2202*, 2204*, 2231*, 2232*; HUM 1500, 2010*; PHIL 1501, 1531; SPAN 1601, 1602, 2001, 2002 AP/CLEP Credit or Courses from other colleges: _____	C1 _____ C2 _____ C1 or 2 _____
D	SOCIAL SCIENCES (9 semester or 12-15 quarter units required with courses in at least 2 disciplines)	
	D0-Sociology and Criminology: AMDJ 1501, 1502; SOC 1510, 2110, 2120, 2141* D1-Anthropology & Archeology: ANTH 1512, 1524; ARCH 1501 D2-Economics: ECON 2120, 2210 D3-Ethnic Studies: SOC 2110 D4-Gender Studies: PSYC 2038; SOC 2038 D5-Geography: GEOG 1520 D6-History: HIST 2202*, 2204*, 2210, 2231*, 2232*, 2270 D7-Interdisciplinary Social or Behavioral Science: ECEF 1531*; RECR 1510* D8-Political Science, Government & Legal Institutions: POSC 1501*, 2005 D9-Psychology: PSYC 1500*, 2003, 2030*, 2033*, 2038, 2080*; SOC 2038 AP/CLEP Credit or Courses from other colleges: _____	D _____  D _____  D _____
E	LIFELONG LEARNING & SELF-DEVELOPMENT (3 semester or 4-5 quarter units, not all in physical activity)	
	ECEF 1531*; HLED 1510; PSYC 1500*, 2030*, 2033*, 2080*; SOC 2141*; RECR 1510* Physical Education Activity Course (limit 1 unit): PHED 1510, 1542, AP/CLEP Credit or Courses from other colleges: _____	E _____  E _____
	U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS (This is not a General Education Breadth Pattern requirement; however, these courses should be completed prior to transferring to any CSU campus)	
	Complete two (2) courses, one from group 1 and one from group 2 Group 1: HIST 2231*, 2232*      Group 2: POSC 1501*  AP/CLEP Credit or Courses from other colleges: _____  *Note: Courses listed in multiple areas shall not be certified in more than one area except for courses listed in U.S. History, Constitution and American Ideals, which can be double counted in Area D	_____ _____



# Taft College Summer 2017 Schedule

Course & #	Course Title	UNITS	Course & #	Course Title	UNITS
Prerequisite and/or Advisory			Prerequisite and/or Advisory		
(*) Section	Day(s)	Time	Instructor	Room	
* = Evening class			* = Evening class		

## All courses are full-term unless otherwise noted

### Administration of Justice

<b>ADMJ 1509</b>	<b>Juvenile Procedures</b>	<b>3.00 Unit(s)</b>
<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture</i>		
31332 40	Dist Ed Online	Jiles, M. ON

### Art History

<b>ARTH 1500</b>	<b>Art Appreciation</b>	<b>3.00 Unit(s)</b>
<i>Prerequisite: Eligibility for English 1000 and Reading 1005; 48 hours lecture</i>		
30688 40	Dist Ed Online	Smith, G. ON
31906 41	Dist Ed Online	Smith, G. ON
<b>ARTH 2030</b>	<b>Survey of Asian Art</b>	<b>3.00 Unit(s)</b>
<i>Prerequisite: Eligibility for English 1500; 48 hours lecture</i>		
31139 40	Dist Ed Online	Swenson, S. ON

### Biology

<b>BIOL 1500</b>	<b>Fundamentals of Biology</b>	<b>3.00 Unit(s)</b>
<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture</i>		
30894 40	Dist Ed Online	Ashmore, A. ON
30895 41	Dist Ed Online	Berry, W. ON
30004 42	Dist Ed Online	Lytle, S. ON
<b>BIOL 1510</b>	<b>Fundamentals of Biology with Lab</b>	<b>4.00 Unit(s)</b>
<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture; 48 hours lab (96 hours total)</i>		
31556 20	MTWR 09:10AM-10:35AM	Jarrahan, A. G 08
	MTWR 10:50AM-12:15PM	Jarrahan, A. G 08
<b>BIOL 2370</b>	<b>Basic Nutrition</b>	<b>3.00 Unit(s)</b>
<i>Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture</i>		
30005 40	Dist Ed Online	Golling, G. ON
30933 41	Dist Ed Online	Hickman, R. ON

### Business

<b>BUSN 1050</b>	<b>Business Mathematics</b>	<b>3.00 Unit(s)</b>
<i>Advisory: Eligibility for Mathematics 1050 strongly recommended; 48 hours lecture</i>		
31553 40	Dist Ed Online	Layne, D. ON
<b>BUSN 1500</b>	<b>Introduction to Business</b>	<b>3.00 Unit(s)</b>
<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture</i>		
30006 40	Dist Ed Online	Layne, D. ON

### Chemistry

<b>CHEM 1510</b>	<b>Introductory College Chemistry</b>	<b>4.00 Unit(s)</b>
<i>Prerequisite: Eligibility for Mathematics 1060</i>		
<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture; 48 hours lab (96 hours total)</i>		
* 31327 20	MTWR 05:40PM-07:05PM	May, J. SCI 01
* 31327 20	MTWR 07:15PM-08:40PM	May, J. SCI 01

### Computer Science

<b>COSC 1603</b>	<b>Introduction to Word Processing - Microsoft Word</b>	<b>1.50 Unit(s)</b>
<i>Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture, 24 hours lab (40 hours total)</i>		
30691 40	Dist Ed Online	West, L. ON
	Dist Ed Online	West, L. ON

<b>COSC 1703</b>	<b>Introduction to Spreadsheets - Microsoft Excel</b>	<b>1.50 Unit(s)</b>
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*Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture, 24 hours lab (40 hours total)*

30692 40	Dist Ed Online	West, L. ON
	Dist Ed Online	West, L. ON

<b>COSC 1902</b>	<b>Introduction to Databases - Microsoft Access</b>	<b>1.50 Unit(s)</b>
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*Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture, 24 hours lab (40 hours total)*

31889 30	Dist Ed Offline	Hall, D. OFF
	Dist Ed Offline	Hall, D. OFF

*(Course runs 06/12/2017 to 08/03/2017)*

### Court Reporting

<b>CTRP 1010</b>	<b>Beginning Machine Shorthand Theory and Lab I</b>	<b>5.00 Unit(s)</b>
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*Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 64 hours lecture; 48 hours lab (112 hours total)*

30135 20	MT 08:10AM-11:15AM	McDonnell, L. NKTC
	WR 08:10AM-10:30AM	McDonnell, L. NKTC

*(Course runs 06/05/2017 to 08/10/2017)  
(Pass/No Pass basis only)*

<b>CTRP 1131</b>	<b>60 WPM Machine Shorthand Speed Building: Literary and Jury Charge</b>	<b>5.00 Unit(s)</b>
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*Prerequisite: Court Reporting 1010*

*Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours*

31123 20	MTWR 08:10AM-02:30PM	Despain, L. NKTC
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*(Course runs 06/05/2017 to 08/10/2017)*

<b>CTRP 1132</b>	<b>100 WPM Machine Shorthand Speed Building: Literary and Jury Charge</b>	<b>5.00 Unit(s)</b>
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*Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1151 and 1161*

*Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours*

31124 20	MTWR 08:10AM-02:30PM	Despain, L. NKTC
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*(Course runs 06/05/2017 to 08/10/2017)*

<b>CTRP 1133</b>	<b>140 WPM Machine Shorthand Speed Building: Literary and Jury Charge</b>	<b>5.00 Unit(s)</b>
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*Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1152 and 1162*

*Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours*

31125 20	MTWR 08:10AM-02:30PM	Despain, L. NKTC
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*(Course runs 06/05/2017 to 08/10/2017)*

<b>CTRP 1134</b>	<b>180 WPM Machine Shorthand Speed Building: Literary and Jury Charge</b>	<b>5.00 Unit(s)</b>
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*Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1153 and 1163*

*Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours*

31126 20	MTWR 08:10AM-02:30PM	Despain, L. NKTC
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*(Course runs 06/05/2017 to 08/10/2017)*



# Taft College Summer 2017 Schedule

Course & #	Course Title	UNITS				Course & #	Course Title	UNITS			
<i>Prerequisite and/or Advisory</i>						<i>Prerequisite and/or Advisory</i>					
(*) Section	Day(s)	Time	Instructor	Room		(*) Section	Day(s)	Time	Instructor	Room	
* = Evening class						* = Evening class					
<b>CTRP 1141</b>	<b>60 WPM Machine Shorthand Speed</b>	<b>5.00 Unit(s)</b>				<b>CTRP 1154</b>	<b>200 WPM Machine Shorthand Speed</b>	<b>5.00 Unit(s)</b>			
<b>Building: 2-Voice</b>						<b>Building: Literary and Jury Charge</b>					
<i>Prerequisite: Court Reporting 1010</i>						<i>Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1134 and 1144</i>					
<i>Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours</i>						<i>Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours</i>					
31127 20	MTWR	08:10AM-02:30PM	Despain, L.	NKTC		31133 20	MTWR	08:10AM-02:30PM	Despain, L.	NKTC	
			(Course runs 06/05/2017 to 08/10/2017)						(Course runs 06/05/2017 to 08/10/2017)		
<b>CTRP 1142</b>	<b>100 WPM Machine Shorthand Speed</b>	<b>5.00 Unit(s)</b>				<b>CTRP 1161</b>	<b>80 WPM Machine Shorthand Speed</b>	<b>5.00 Unit(s)</b>			
<b>Building: 2-Voice</b>						<b>Building: 2-Voice</b>					
<i>Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1151 and 1161</i>						<i>Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1131 and 1141</i>					
<i>Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours</i>						<i>Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours</i>					
31128 20	MTWR	08:10AM-02:30PM	Despain, L.	NKTC		31134 20	MTWR	08:10AM-02:30PM	Despain, L.	NKTC	
			(Course runs 06/05/2017 to 08/10/2017)						(Course runs 06/05/2017 to 08/10/2017)		
<b>CTRP 1143</b>	<b>140 WPM Machine Shorthand Speed</b>	<b>5.00 Unit(s)</b>				<b>CTRP 1162</b>	<b>120 WPM Machine Shorthand Speed</b>	<b>5.00 Unit(s)</b>			
<b>Building: 4-Voice</b>						<b>Building: 2-Voice</b>					
<i>Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1152 and 1162</i>						<i>Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1132 and 1142</i>					
<i>Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours</i>						<i>Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours</i>					
31129 20	MTWR	08:10AM-02:30PM	Despain, L.	NKTC		31135 20	MTWR	08:10AM-02:30PM	Despain, L.	NKTC	
			(Course runs 06/05/2017 to 08/10/2017)						(Course runs 06/05/2017 to 08/10/2017)		
<b>CTRP 1144</b>	<b>180 WPM Machine Shorthand Speed</b>	<b>5.00 Unit(s)</b>				<b>CTRP 1163</b>	<b>160 WPM Machine Shorthand Speed</b>	<b>5.00 Unit(s)</b>			
<b>Building: 4-Voice</b>						<b>Building: 4-Voice</b>					
<i>Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1153 and 1163</i>						<i>Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1133 and 1143</i>					
<i>Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours</i>						<i>Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours</i>					
31137 20	MTWR	08:10AM-02:30PM	Despain, L.	NKTC		31136 20	MTWR	08:10AM-02:30PM	Despain, L.	NKTC	
			(Course runs 06/05/2017 to 08/10/2017)						(Course runs 06/05/2017 to 08/10/2017)		
<b>CTRP 1151</b>	<b>80 WPM Machine Shorthand Speed</b>	<b>5.00 Unit(s)</b>				<b>CTRP 1164</b>	<b>200 WPM Machine Shorthand Speed</b>	<b>5.00 Unit(s)</b>			
<b>Building: Literary and Jury Charge</b>						<b>Building: 4-Voice</b>					
<i>Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1131 and 1141</i>						<i>Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1134 and 1144</i>					
<i>Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours</i>						<i>Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours</i>					
31130 20	MTWR	08:10AM-02:30PM	Despain, L.	NKTC		31138 20	MTWR	08:10AM-02:30PM	Despain, L.	NKTC	
			(Course runs 06/05/2017 to 08/10/2017)						(Course runs 06/05/2017 to 08/10/2017)		
<b>CTRP 1152</b>	<b>120 WPM Machine Shorthand Speed</b>	<b>5.00 Unit(s)</b>				<b>CTRP 1210</b>	<b>Proofreading for the Court Reporter</b>	<b>2.00 Unit(s)</b>			
<b>Building: Literary and Jury Charge</b>						<b>Building: Literary and Jury Charge</b>					
<i>Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1132 and 1142</i>						<i>Co-requisite: Enrollment in Court Reporting 1030, 1040, 1050, and 1060</i>					
<i>Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours</i>						<i>Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 24 hours lecture; 24 hours lab (48 hours total)</i>					
31131 20	MTWR	08:10AM-02:30PM	Despain, L.	NKTC		30593 20	MT	02:40PM-03:45PM	Kolosky, T.	NKTC	
			(Course runs 06/05/2017 to 08/10/2017)				WR	02:40PM-03:45PM	Kolosky, T.	NKTC	
									(Course runs 06/05/2017 to 08/10/2017)		
									(Pass/No Pass basis only)		
<b>CTRP 1153</b>	<b>160 WPM Machine Shorthand</b>	<b>5.00 Unit(s)</b>				<b>CTRP 1250</b>	<b>Certified Shorthand Reporter</b>	<b>2.00 Unit(s)</b>			
<b>Building: Literary and Jury Charge</b>						<b>Preparation</b>					
<i>Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1133 and 1143</i>						<i>Prerequisite: Qualification by assessment process; 32 hours lecture</i>					
<i>Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours</i>						<i>Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours</i>					
31132 20	MTWR	08:10AM-02:30PM	Despain, L.	NKTC		30452 20	F	09:10AM-12:40PM	Kolosky, T.	NKTC	
			(Course runs 06/05/2017 to 08/10/2017)						(Course runs 06/05/2017 to 08/10/2017)		
									(Pass/No Pass basis only)		

# Taft College Summer 2017 Schedule

Course & #	Course Title	UNITS	Course & #	Course Title	UNITS
Prerequisite and/or Advisory			Prerequisite and/or Advisory		
(*) Section	Day(s)	Time	Instructor	Room	
* = Evening class			* = Evening class		

**CTRP 1260**    **Machine Shorthand Speed Building - Dictation/Transcription**    **1.25 Unit(s)**

*Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1034, 1044, 1054 and 1064*

*Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 64 lab hours total*

31902 20	MTWR	11:40AM-01:10PM	Despain, L.	NKTC
(Course runs 06/05/2017 to 08/10/2017)				
(Pass/No Pass basis only)				

## Criminal Justice Administration

**CJA 2115**    **Patrol Procedures**    **3.00 Unit(s)**

*Advisory: Successful completion of English 1500 strongly recommended; 48 hours lecture*

31554 20	MW	10:10AM-01:15PM	Jiles, M.	G 07
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## Disability Studies

**DS 1506**    **Maltreatment and Safety at Home and in the Community**    **3.00 Unit(s)**

*Advisory: Eligibility of English 1500 strongly recommended; 48 hours lecture*

31900 40	Dist Ed Online	Duron, C.	ON
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## Drama

**DRAM 1535**    **Elementary Acting**    **3.00 Unit(s)**

*Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture*

30711 20	TR	08:10AM-12:15PM	Golling, L.	T 13
(Course runs 06/05/2017 to 07/13/2017)				

## Early Care, Education and Family Studies

**ECEF 1500**    **Introduction to Early Care, Education and Family Studies: Principles and Practices**    **3.00 Unit(s)**

*Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture*

31895 40	Dist Ed Online	Roth, R.	ON
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**ECEF 1501**    **Early Care, Education, and Family Studies Curriculum**    **3.00 Unit(s)**

*Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture*

31894 40	Dist Ed Online	Beasley, M.	ON
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**ECEF 1531**    **The Child in Family/Community Relationships**    **3.00 Unit(s)**

*Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture*

30586 40	Dist Ed Online	Beasley, M.	ON
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**ECEF 1601**    **Diversity in Early Care, Education and Family Studies**    **3.00 Unit(s)**

*Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture*

30587 40	Dist Ed Online	Roth, R.	ON
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## Economics

**ECON 2120**    **Principles of Economics - Micro**    **3.00 Unit(s)**

*Prerequisite: Successful completion in Mathematics 1060 or high school intermediate algebra with a grade of 'C' or better*

*Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture*

30901 40	Dist Ed Online	Bledsoe, A.	ON
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**ECON 2210**    **Principles of Economics - Macro**    **3.00 Unit(s)**

*Prerequisite: Successful completion in Mathematics 1050 or equivalent algebra with a grade of 'C' or better*

*Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture*

30015 40    Dist Ed Online    Bledsoe, A.    ON

## English

**ENGL 1000**    **Interactive Writing and Grammar**    **3.00 Unit(s)**

*Prerequisite: Qualification by assessment process or successful completion of English 0900 or English as a Second Language 0900 with a grade of 'C' or better; 48 hours lecture*

30019 20	MW	01:10PM-04:15PM	Wallace, S.	T 15
30017 40	Dist Ed Online		Kulzer-Reyes, K.	ON

**ENGL 1500**    **Composition and Reading**    **3.00 Unit(s)**

*Prerequisite: Qualification by assessment process or successful completion of English 1000 and Reading 1005 with grades of 'C' or better; 48 hours lecture*

* 30021 20	MW	06:10PM-09:15PM	Paulsen, J.	T 14
30900 21	MW	01:10PM-04:15PM	Huddleston, C.	T 14
30023 40	Dist Ed Online		Devine, W.	ON
30024 41	Dist Ed Online		Dyer, G.	ON

**ENGL 1600**    **Critical Thinking, Literature, and Composition**    **4.00 Unit(s)**

*Prerequisite: Successful completion in English 1500 with a grade of 'C' or better; 64 hours lecture*

* 30899 20	MW	06:10PM-10:15PM	Hickman, R.	T 15
30026 40	Dist Ed Online		Devine, W.	ON

**ENGL 1700**    **Introduction to Creative Writing**    **3.00 Unit(s)**

*Advisory: Successful completion of English 1500 with a grade of 'C' or better; 48 hours lecture*

31559 40	Dist Ed Online	Dyer, G.	ON
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**ENGL 2700**    **British Literature 1**    **3.00 Unit(s)**

*Prerequisite: Successful completion of English 1500 with a grade of 'C' or better; 48 hours lecture*

31884 40	Dist Ed Online	Grimes, J.	ON
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## Geography

**GEOG 1510**    **Physical Geography**    **3.00 Unit(s)**

*Advisory: Eligibility for English 1500 and Math 1050 strongly recommended; 48 hours lecture*

30716 30	Dist Ed Offline	Ware, T.	OFF
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## Health Education

Please click the following link for additional course offerings: <http://www.westec.org>

**HLED 1510**    **Principles of Healthful Living**    **3.00 Unit(s)**

*Prerequisite: None; 48 hours lecture*

30036 20	TWR	02:10PM-04:45PM	Maiocco, V.	CL 730
(Course runs 06/05/2017 to 07/13/2017)				
30038 40	Dist Ed Online		Thompson, T.	ON
30039 41	Dist Ed Online		Thompson, T.	ON
31561 42	Dist Ed Online		Thompson, T.	ON
31907 43	Dist Ed Online		Maiocco, V.	ON

**HLED 1541**    **Medical Terminology**    **3.00 Unit(s)**

*Prerequisite: None; 48 hours lecture*

30710 40	Dist Ed Online	Flowers, C.	ON
30924 41	Dist Ed Online	Flowers, C.	ON

## History

**HIST 2204**    **Western Civilization from 1600**    **3.00 Unit(s)**

*Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture*

31892 30	Dist Ed Offline	Altenhofel, J.	OFF
(Course runs 06/12/2017 to 08/03/2017)			

# Taft College Summer 2017 Schedule

Course & #	Course Title	UNITS						
<i>Prerequisite and/or Advisory</i>								
(*) Section	Day(s)	Time	Instructor	Room	Course & #	Course Title	UNITS	
* = Evening class								

## HIST 2231 History of the United States to 1877 3.00 Unit(s)

*Advisory: Successful completion of English 1500 strongly recommended; 48 hours lecture*

30042	40	Dist Ed Online	Altenhofel, J.	ON				
					(Course runs 06/05/2017 to 07/13/2017)			
					(Supplemental Instruction available)			
31564	42	Dist Ed Online	Duncan, B.	ON				
					(Course runs 06/05/2017 to 07/13/2017)			

## HIST 2232 History of the United States Since 1877 3.00 Unit(s)

*Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture*

30045	40	Dist Ed Online	Mendoza, T.	ON				
					(Course runs 06/05/2017 to 07/13/2017)			
					(Supplemental Instruction available)			
31347	41	Dist Ed Online	Mendoza, T.	ON				
					(Course runs 06/05/2017 to 07/13/2017)			
					(Supplemental Instruction available)			

## Humanities

### HUM 1500 Introduction to the Humanities 3.00 Unit(s)

*Prerequisite: Eligibility for English 1000 and Reading 1005; 48 hours lecture*

30046	40	Dist Ed Online	Swenson, S.	ON				
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## Information Competency

### INCO 1048 Information Competency and Bibliography 1.00 Unit(s)

*Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture*

31905	30	Dist Ed Offline	Smith, T.	OFF				
					(Course runs 06/12/2017 to 08/03/2017)			
31338	40	Dist Ed Online	Smith, M.	ON				
31339	41	Dist Ed Online	VanSistine-Yost, L.	ON				

## Management

### MGMT 1545 Customer Service 0.50 Unit(s)

*Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 8 hours lecture*

31887	40	Dist Ed Online	Husband, J.	ON				
					(Course runs 07/10/2017 to 07/21/2017)			

### MGMT 1550 Attitude 0.50 Unit(s)

*Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 8 hours lecture*

31886	40	Dist Ed Online	Bandy, I.	ON				
					(Course runs 06/26/2017 to 07/07/2017)			

## Mathematics

### MATH 0240 Pre-algebra 5.00 Unit(s)

*Prerequisite: Qualification by assessment process or completion of Mathematics 0230 or one year of high school basic mathematics with a grade of 'C' or better; 80 hours lecture*

31149	42	Dist Ed Online	Payne, R.	ON				
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### MATH 1050 Elementary Algebra 4.00 Unit(s)

*Prerequisite: Qualification by assessment process or completion of Mathematics 0240 with a grade of 'C' or better*

*Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 64 hours lecture*

30723	20	TWR	09:10AM-12:00PM	Taylor, D.	CL 730			
						(Supplemental Instruction available)		

## 30073 40 Dist Ed Online Reynolds, J. ON

### MATH 1060 Intermediate Algebra 4.00 Unit(s)

*Prerequisite: Qualification by assessment process or completion of Mathematics 1050 or one year of high school algebra with a grade of 'C' or better*

*Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 64 hours lecture*

30889	20	TWR	09:10AM-12:00PM	Mitchell, D.	T 10			
30077	40		Dist Ed Online	Getty, S.	ON			
30076	41		Dist Ed Online	Getty, S.	ON			
31148	42		Dist Ed Online	Payne, R.	ON			

### MATH 1530 Plane Trigonometry 4.00 Unit(s)

*Prerequisite: Successful completion of Mathematics 1060 or the equivalent; 64 hours lecture*

31328	40	Dist Ed Online	Martinez, M.	ON				
					(Course runs 06/05/2017 to 08/10/2017)			

## Music

### MUSC 1510 Music Appreciation 3.00 Unit(s)

*Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture*

30078	40	Dist Ed Online	Smith, L.	ON				
31563	41	Dist Ed Online	Burnham, K.	ON				

## Petroleum Technology

Please click the following link for additional course offerings: <http://www.westec.org>

## Physical Education

### PHED 1523 Beginning Weight Lifting and Physical Fitness 1.00 Unit(s)

*Prerequisite: None; 48 lab hours*

30914	20	MTWR	07:10AM-08:35AM	Ferguson, B.	GYM			
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### PHED 1528 Beginning Volleyball 1.00-2.00 Unit(s)

*Prerequisite: None; 48 lab hours for 1 unit; or 96 lab hours for 2 units*

30080	20	MTWR	02:10PM-06:20PM	Bandy, I.	GYM			
					(Course runs 07/31/2017 to 08/17/2017)			
					(For Summer 2017 this course is offered for 1 unit)			

### PHED 1529 Water Aerobics 1.00 Unit(s)

*Prerequisite: None; 48 lab hours*

\* 30081 20 MTWR 05:40PM-07:05PM Waugh, V. NAT

### PHED 1542 Beginning Soccer 1.00-2.00 Unit(s)

*Prerequisite: None; 48 lab hours for 1 unit; 96 lab hours for 2 units*

30085	20	MTWR	08:40AM-10:00AM	Cutrona, A.	FIELD			
		MTWR	02:40PM-05:05PM	Cutrona, A.	FIELD			

(Course runs 07/31/2017 to 08/17/2017)  
(For Summer 2017 this course is offered for 1 unit)(The passing of medical and physical examinations and the consent of the coach are necessary before enrollment.)

30084	21	MTWR	07:00AM-08:30AM	Cutrona, M.	FIELD			
		MTWR	12:20PM-02:35PM	Cutrona, M.	FIELD			

(Course runs 07/31/2017 to 08/17/2017)  
(For Summer 2017 this course is offered for 1 unit)(The passing of medical and physical examinations and the consent of the coach are necessary before enrollment.)

### PHED 1623 Intermediate Weight Lifting and Physical Fitness 1.00 Unit(s)

*Prerequisite: Successful completion of PHED 1523 with a grade of C or better; 48 lab hours*

30930	20	MTWR	07:10AM-08:35AM	Ferguson, B.	GYM			
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# Taft College Summer 2017 Schedule

Course & #	Course Title	UNITS			Course & #	Course Title	UNITS		
Prerequisite and/or Advisory			Prerequisite and/or Advisory						
(*) Section	Day(s)	Time	Instructor	Room	(*) Section	Day(s)	Time	Instructor	Room
* = Evening class			* = Evening class						
<b>PHED 1629</b>	<b>Intermediate Water Aerobics</b>	<b>1.00 Unit(s)</b>			30720 40	Dist Ed Online		Wells, L.	ON
<i>Prerequisite: Successful completion of PHED 1529 with a grade of C or better; 48 hours lab</i>									
* 30926 20	MTWR	05:40PM-07:05PM	Waugh, V.	NAT	30721 41	Dist Ed Online		Polski, R.	ON
<b>PHED 1723</b>	<b>Advanced Weight Lifting and Physical Fitness</b>	<b>1.00 Unit(s)</b>			<b>PSYC 2003</b>	<b>Child Growth and Development</b>	<b>3.00 Unit(s)</b>		
<i>Prerequisite: Successful completion of PHED 1623 with a grade of C or better; 48 lab hours</i>					<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture</i>				
30931 20	MTWR	07:10AM-08:35AM	Ferguson, B.	GYM	30093 40	Dist Ed Online		Romley, M.	ON
<b>PHED 1728</b>	<b>Offseason Intercollegiate Volleyball</b>	<b>1.00-2.00 Unit(s)</b>			<b>PSYC 2200</b>	<b>Elementary Statistics for the Behavioral and Social Sciences</b>	<b>4.00 Unit(s)</b>		
<i>Prerequisite: None; 48 lab hours for 1 unit; 96 lab hours for 2 units</i>					<i>Prerequisite: Qualification by assessment process or successful completion of Mathematics 1060 with a grade of 'C' or better or equivalent</i>				
30925 20	MTWR	02:10PM-06:20PM	Bandy, I.	GYM	<i>Advisory: Eligibility for English 1500 strongly recommended; 64 hours lecture</i>				
					* 30095 20	TWR	06:10PM-09:40PM	McKnight, E.	T 05
					<i>(Course runs 06/05/2017 to 07/13/2017)</i>				
					<b>Sociology</b>				
<b>PHED 1729</b>	<b>Advanced Water Aerobics</b>	<b>1.00 Unit(s)</b>			<b>SOC 1510</b>	<b>Introduction to Sociology</b>	<b>3.00 Unit(s)</b>		
<i>Prerequisite: Successful completion of PHED 1629 with a grade of C or better; 48 hours lab</i>					<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture</i>				
* 30927 20	MTWR	05:40PM-07:05PM	Waugh, V.	NAT	31566 30	Dist Ed Offline		Jose, M.	OFF
<b>PHED 1742</b>	<b>Offseason Intercollegiate Soccer</b>	<b>1.00-2.00 Unit(s)</b>			<i>(Course runs 06/12/2017 to 08/03/2017)</i>				
<i>Prerequisite: None; 48 lab hours for 1 unit; 96 lab hours for 2 units</i>					30718 40	Dist Ed Online		VanRy, V.	ON
30928 20	MTWR	08:40AM-10:00AM	Cutrona, A.	FIELD	<b>SOC 2110</b>	<b>Minority Group Relations</b>	<b>3.00 Unit(s)</b>		
	MTWR	02:40PM-05:05PM	Cutrona, A.	FIELD	<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture</i>				
					30719 40	Dist Ed Online		White, M.	ON
					<b>SOC 2141</b>	<b>Sociology of Marriage</b>	<b>3.00 Unit(s)</b>		
					<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture</i>				
30929 21	MTWR	07:00AM-08:30AM	Cutrona, M.	FIELD	31891 40	Dist Ed Online		White, M.	ON
	MTWR	12:20PM-02:35PM	Cutrona, M.	FIELD	<b>Spanish</b>				
					<b>SPAN 1601</b>	<b>Elementary Spanish I</b>	<b>4.00 Unit(s)</b>		
					<i>Prerequisite: None; 64 hours lecture</i>				
					30102 40	Dist Ed Online		Martinez, J.	ON
					30908 41	Dist Ed Online		Martinez, J.	ON
					31351 42	Dist Ed Online		Martinez, J.	ON
<b>PHED 1823</b>	<b>Elite Weight Lifting and Physical Fitness</b>	<b>1.00 Unit(s)</b>			<b>SPAN 1602</b>	<b>Elementary Spanish II</b>	<b>4.00 Unit(s)</b>		
<i>Prerequisite: Successful completion of PHED 1723 with a grade of C or better; 48 lab hours</i>					<i>Prerequisite: Successful completion in Spanish 1601 or two years of high school spanish with a grade of 'C' or better; 64 hours lecture</i>				
30932 20	MTWR	07:10AM-08:35AM	Ferguson, B.	GYM	30105 40	Dist Ed Online		Martinez, J.	ON
					<b>Speech</b>				
					<b>SPCH 1511</b>	<b>Fundamentals of Speech</b>	<b>3.00 Unit(s)</b>		
					<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture</i>				
					* 30106 20	TR	06:10PM-10:15PM	McDaniel, S.	T 12
					<i>(Course runs 06/05/2017 to 07/13/2017)</i>				
					30712 21	MW	08:10AM-12:15PM	Golling, L.	T 13
					<i>(Course runs 06/05/2017 to 07/13/2017)</i>				
					30910 22	MW	01:10PM-05:15PM	Golling, L.	T 13
					<i>(Course runs 06/05/2017 to 07/13/2017)</i>				
					31565 23	MW	08:10AM-12:15PM	McDaniel, S.	T 12
					<i>(Course runs 06/05/2017 to 07/13/2017)</i>				
					<b>Statistics</b>				
<b>PSYC 1500</b>	<b>Introduction to Psychology</b>	<b>3.00 Unit(s)</b>			<b>STAT 1510</b>	<b>Elementary Statistics</b>	<b>5.00 Unit(s)</b>		
<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture</i>					<i>Prerequisite: Successful completion in Mathematics 1060 or the equivalent; 80 hours lecture</i>				
* 30092 20	TR	06:10PM-10:15PM	Wells, L.	T 14	30107 40	Dist Ed Online		Jean, B.	ON
					<i>(Course runs 06/05/2017 to 07/13/2017)</i>				
31893 30			Flachmann, C.	OFF	<i>(Course runs 06/05/2017 to 08/10/2017)</i>				



# Taft College Summer 2017 Schedule

Course & #	Course Title	UNITS	Course & #	Course Title	UNITS
Prerequisite and/or Advisory			Prerequisite and/or Advisory		
(*) Section	Day(s)	Time	Instructor	Room	Room
* = Evening class			* = Evening class		

31344 41	Dist Ed Online	Jean, B.	ON
(Course runs 06/05/2017 to 08/10/2017)			

## Student Success

**STSU 1001 Educational Planning 1.00 Unit(s)**

*Prerequisite: None; 16 hours lecture*

31897 30	Dist Ed Offline	Flachmann, C.	OFF
(Course runs 06/12/2017 to 08/03/2017)			
31144 40	Dist Ed Online	Rangel-Escobedo, J.	ON

**STSU 1016 College Survival 1.00 Unit(s)**

*Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture*

31551 21	TR	10:15AM-12:15PM	Jacobi, V.	T 15
		HYBRID	Jacobi, V.	ON
(Course runs 07/31/2017 to 08/10/2017)				
(Plus arrange 4 hours 45 mins of lecture online per week)				
31901 22	MTWR	10:10AM-12:00PM	Jacobi, V.	T 05
	MTWR	01:10PM-03:00PM	Jacobi, V.	T 05
(Course runs 06/19/2017 to 06/22/2017)				
(In order to enroll in this section please contact counseling at 661-763-7748)				
31898 30		Dist Ed Offline	Chaidez, J.	OFF
(Course runs 06/12/2017 to 08/03/2017)				

## Welding

**WELD 1030 Pipe Welding 3.00 Unit(s)**

*Prerequisite: Successful completion in Welding 1500, Industrial Education Welding 0001, 1001, or 1002 with a grade of 'C' or better; 32 hours lecture; 64 hours lab (96 hours total)*

*	31890 20	MTW	05:10PM-06:15PM	Payne, A.	ITEC 1
*		MTW	06:16PM-08:25PM	Payne, A.	ITEC 1
(Course runs 06/05/2017 to 08/10/2017)					
(\$50.00 Welding material fee. Students are expected to have certain materials and supplies for this course. Instructor will go over first day of class)(Classroom located at 809 Black Gold Court, Taft, CA 93268)					

## Work Experience

**WKEX 1014 General Work Experience 1.00-3.00 Unit(s)**

*Advisory: Eligibility of English 1000 and Reading 1005 strongly recommended; 60 hours of unpaid work or 75 hours of paid work equals one unit of credit maximum 180-225 hours*

31888 20	ARRANGED HOURS	Furman, T.	ARR
(Course runs 06/05/2017 to 08/10/2017)			
(Pass/No Pass basis only)(This section is being offered for 3 units)(After waitlisting for this course please visit the Work Experience website			
<a href="http://www.taftcollege.edu/career-center/career-center/work-experience/">http://www.taftcollege.edu/career-center/career-center/work-experience/</a> to complete the CWEE Application. A CWEE Coordinator will contact you to confirm eligibility and add you to the course.)			