

SUMMER SESSION 2021

Summer Calendar

PAY OR YOU MAY BE DROPPED	May 19
Summer Session Begins**	June 7
Independence Day Holiday Summer	July 5
Session Ends	August 12

****Summer session classes range from 4-10 weeks.
Be sure to check your Cougar Tracks registration
for end dates for your specific courses.****

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	763-7917
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 has a signed special admit form from their high school.

HOW TO APPLY

Continuing Students do not need to reapply. In order to be considered a continuing student for Summer 2021 you need to have been enrolled at Taft College during the Spring 2021 semester. If you were not enrolled at Taft College during the Spring 2021 semester, you must reapply at: <http://www.taftcollege.edu/admissions/apply/> and click on 'Apply Here'. All new students must apply through the website.

ORIENTATION AND COUNSELING

The online orientation is designed to help you familiarize yourself with the tools you need to succeed and to help facilitate your transition and integration into the college learning environment. By participating in the orientation, you will become more familiar with the academic and support resources that are available to you to help you succeed. The orientation can be found by clicking here: [Taft College Online Orientation](#)

All 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 contact the Counseling Center for assistance. This is especially important for new students coming from high school who may need help with choosing English and math courses, as well as other classes.

If you are a new student, call to schedule an appointment with a counselor at 661-763-7748 and bring your high school transcripts to be recommended for the appropriate courses.

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.

- **Priority 1:** Veterans, CalWORKS, Foster Youth, EOPS, and DSPS matriculated students in good standing with less than 100 degree applicable units.
- **Priority 2:** Athletes, TRIO, PTK, ASO Officers, Taft College Staff, and continuing/new fully matriculated students in good standing with less than 100 degree applicable units.
- **Priority 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 8 for definition of matriculation)

HOW TO GET REGISTERED FOR 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: Schedule a counseling/advisement appointment.
- Step 6: Receive pin number for on-line registration and access to student records.
- Step 7: Register for classes through our website.
- Step 8: 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. Students on continued probation who 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 used for dismissed students and will maintain their enrollment priority.

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

Loss of the California College Promise Grant (formerly known as the Board of Governors 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 California College Promise Grant. Students have options to appeal the loss of the California College Promise Grant by filling out the Loss of Enrollment Priority and/or the California College Promise Grant Appeal form. That form can be found on our [website](#) If approved, they may have their California College Promise Grant 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.

Online Registration: To use the web registration process for all new, continuing, returning and/or personal enrichment students, please click [HERE](#) visit our “Cougar Tracks” website.

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” ends 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 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 who 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.

What happens if I drop a class?

If you DROP a course before the Refund date, the drop will not appear on your academic transcript.

If you WITHDRAW from a course after the Refund Date, you will receive a grade of “W” for the course. 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.

Withdrawing from a class may also affect your financial aid status. Before dropping the class, be sure to speak to someone in Financial Aid by calling 661-763-7762.

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 over-payments. Further information is available: <http://www.taftcollege.edu/admissions/veterans/>

You cannot withdraw from a class after the final deadline for dropping with a “W.” You will earn a grade for the course.

However, if you have verifiable extenuating circumstances such as a major illness, you may petition for late withdrawal or an Excused Withdrawal. See your advisor or counselor for more details. Petition and instructions are available: <http://www.taftcollege.edu/admissions/forms/>

2021-2022 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	\$290 per unit
• 15 units or more	\$4,605 per semester
International Students Application fee	\$100
Student Representation fee	\$2
Textbook rental fee(s) w/paid ASO fee*	30% of retail price
Associated Student Organization fee**	\$30 per year
Residence Hall Room & Board (includes 19 meals per week)	\$3,324 per semester
Residence Hall Security Deposit	\$150

*In order to participate in the textbook rental program, students must purchase an ASO sticker and have a copy of their current class schedule. **Students purchasing an ASO sticker April 1st – July 31st each year will be given a \$15 discount in order to participate in the textbook rental program during the summer term only.

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 2021 – May 19, 2021

Fees incurred after May 19, 2021 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 ASO sticker and Taft College Student ID Card. Students must purchase an ASO Sticker to participate in the rental program from the Cashier office, bookstore or bookstore website (bookstore@taftcollege.edu). The ASO stickers are available for \$30.00 per academic year or \$15.00 for summer session only.

Checkout Procedure for Rental Textbooks

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

Rental textbooks must be returned to obtain transcripts or to register for classes for any subsequent semester.

Return Procedure for Rental Textbooks

Students who drop a class should immediately return rental textbooks to the Bookstore. 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.

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 term. 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.

Some instructors may require proof of textbook return before final exam can be taken.

Bookstore Return Policy

All refunds and exchanges require the original cash register receipt. 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.

Textbooks being returned for a refund or exchange must be in the original condition in which they were purchased. Textbooks containing any markings or damage will be credited at 70% of the new book price. 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.

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. Incorrect or defective books and course materials may be returned to the bookstore within the refund period with your receipt for an exchange.

All credit card refunds require the original charge card used at the time of purchase.

Check refunds will be made by mail in approximately ten (10) to fourteen (14) business days after the date of the return.

*****The bookstore manager reserves the right to make the decision on the condition or saleability on all merchandise.*****

AT TAFT COLLEGE FINANCIAL AID 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 or <https://dream.csac.ca.gov>. For information about how to apply, contact the Financial Aid Office at 661-763-7762.

AT TAFT COLLEGE FREE TUTORING IS AVAILABLE!

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 661.763.7938 or email LearningCenter@taftcollege.edu 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 Zoom. (See tutoring webpage for current information.)

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 sessions, 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. Students may also check out laptops and mobile hotspots through the Library. The Library can be accessed on-line at:

<https://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 hybrid and fully 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?

- ✓ Would taking courses outside the traditional classroom setting, even in your own home, accommodate your circumstances and lifestyle?
- ✓ Do you need a course immediately for a degree, job, or other important reason?
- ✓ Is feeling a part of the class not important to you?
- ✓ Do you often get things done ahead of time?
- ✓ Do you prefer to figure out assignment directions for yourself rather than rely on having instructions given?
- ✓ Do you look forward to learning new technologies?
- ✓ Are you a good reader, able to understand textbooks without help?
- ✓ 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 Learning Help Desk at 661-763-7917.

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 question: "At Taft College, I plan to..."

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

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

Matriculation Policy

Student Equity and Access Program (SEAP) is a comprehensive student success program involving the entire campus community. SEAP 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 SEAP 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.

SEAP 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:

- Identify an education and career goal upon application.
- Complete an orientation activity provided by the college.
- Determine appropriate course placement.
- Participate in counseling, advising, or another education planning service to develop, at minimum an abbreviated student education plan.
- Declare a specific course of study after completion of 15 semester units of degree applicable credit coursework.
- Diligently engage in course activities and complete assigned coursework.
- 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.
- 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:

- Orientation services designed to provide, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and other matters.

- 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.
- 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.
- 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.
- 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 Disability Support Programs and Services; and other curriculum offerings which may be available.

Matriculation Exemption

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

- 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.
- 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
 - 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)
 - 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:

- Challenging the prerequisite on the grounds that it has not been made reasonably available.
- 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).
- The prerequisite is discriminatory or applied in a discriminatory manner (student documentation required).
- 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

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

1. 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.
2. 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.

3. 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.
4. 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

Human Resources
EEO / Title IX Coordinator - Employees
29 Cougar Court
Taft, CA 93268
661-763-7809

Human Resources Section 504 Coordinator
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.

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

Office for Civil Rights
U.S. Department of Education 50 Beale Street, Suite 7200 San Francisco, CA 94105-1813
415-486-5555. <https://www.hhs.gov/ocr/index.html>

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.

Taft College Summer 2021 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

ADMJ 1509	Juvenile Procedures		3.00 Unit(s)
<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture</i>			
31332 40	Dist Ed Online	Wessely, J.	ON
(Course runs 06/07/2021 to 07/29/2021)			

Art

ART 1800	Introduction to Digital Art		3.00 Unit(s)
<i>Advisory: Successful completion in Art 1600 or 1620 strongly recommended; 32 hours lecture; 64 hours lab (96 hours total)</i>			
32548 40	Dist Ed Online	Dimayuga, A.	ON
	Dist Ed Online	Dimayuga, A.	ON
(Course runs 06/07/2021 to 07/29/2021)			

Art History

ARTH 1500	Art Appreciation		3.00 Unit(s)
<i>Prerequisite: Eligibility for English 1000 and Reading 1005; 48 hours lecture</i>			
30688 40	Dist Ed Online	Smith, G.	ON
(Course runs 06/07/2021 to 07/29/2021)			
31906 41	Dist Ed Online	Smith, G.	ON
(Course runs 06/07/2021 to 07/29/2021)			
32556 42	Dist Ed Online	Lindquist, E.	ON
(Course runs 06/07/2021 to 07/29/2021)			
ARTH 1510	Prehistoric to Renaissance Art History		3.00 Unit(s)
<i>Prerequisite: Eligibility for English 1500; 48 hours lecture</i>			
32547 40	Dist Ed Online	Lindquist, E.	ON
(Course runs 06/07/2021 to 07/29/2021)			

Biology

BIOL 1500	Fundamentals of Biology		3.00 Unit(s)
<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture</i>			
30894 40	Dist Ed Online	Berry, W.	ON
(Course runs 06/07/2021 to 07/29/2021)			
30895 41	Dist Ed Online	Berry, W.	ON
(Course runs 06/07/2021 to 07/29/2021)			
30004 42	Dist Ed Online	Lytle, S.	ON
(Course runs 06/07/2021 to 07/29/2021)			
32558 44	Dist Ed Online	Webster, K.	ON
(Course runs 06/07/2021 to 07/29/2021)			
BIOL 2370	Nutrition Science		3.00 Unit(s)
<i>Advisory: Completion of either BIOL 1500, 1510, or 2257 and eligibility for English 1500 strongly recommended. 48 hours lecture. 96 Outside-of-class Hours (144 Total Student Learning Hours)</i>			
30005 40	Dist Ed Online	Vallejo, B.	ON
(Course runs 06/07/2021 to 07/29/2021)			
30933 41	Dist Ed Online	Hickman, R.	ON
(Course runs 06/07/2021 to 07/29/2021)			

Business

BUSN 1500	Introduction to Business		3.00 Unit(s)
<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 96 Outside of Class Hours (144 Total Student Learning Hours) 3 Units</i>			
30006 40	Dist Ed Online	Bledsoe, A.	ON
(Course runs 06/07/2021 to 07/29/2021)			

BUSN 1510	Business Communication		3.00 Unit(s)
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Prerequisite: Successful Completion of English 1500 with a grade of 'C' or better; 48 hours lecture

31333 40	Dist Ed Online	Brixey, G.	ON
(Course runs 06/07/2021 to 07/29/2021)			

Communication

COMM 1511	Public Speaking		3.00 Unit(s)
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Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 96 Outside-of-class hours. (144 Total Student Learning Hours)

32921 20 MW	08:10AM-11:25AM	Golling, L.	T 13
(Course runs 06/07/2021 to 07/29/2021)			
32918 40	Dist Ed Online	McDaniel, S.	ON
(Course runs 06/07/2021 to 07/29/2021)			
32919 41	Dist Ed Online	Golling, L.	ON
(Course runs 06/07/2021 to 07/29/2021)			
32920 42	Dist Ed Online	Travis, L.	ON
(Course runs 06/07/2021 to 07/29/2021)			
32922 43	Dist Ed Online	Travis, L.	ON
(Course runs 06/07/2021 to 07/29/2021)			

Computer Science

COSC 1603	Introduction to Word Processing - Microsoft Word		1.50 Unit(s)
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Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture, 24 hours lab (40 hours total)

30691 40	Dist Ed Online	Eigenauer, J.	ON
	Dist Ed Online	Eigenauer, J.	ON
(Course runs 06/07/2021 to 07/29/2021)			

COSC 1703	Introduction to Spreadsheets - Microsoft Excel		1.50 Unit(s)
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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	Eigenauer, J.	ON
	Dist Ed Online	Eigenauer, J.	ON
(Course runs 06/07/2021 to 07/29/2021)			

COSC 2020	Introduction to Computer Information Systems		3.00 Unit(s)
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Advisory: Eligibility for English 1500 strongly recommended; 32 hours lecture; 48 hours lab (80 hours total)

32871 40	Dist Ed Online	Agundez, A.	ON
	Dist Ed Online	Agundez, A.	ON
(Course runs 06/07/2021 to 07/29/2021)			

Court Reporting

CTRP 1010	Beginning Machine Shorthand Theory and Lab 1		5.00 Unit(s)
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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 MTW	06:10PM-08:20PM	Shaw, K.	NKTC
* MTW	08:21PM-09:55PM	Shaw, K.	NKTC
(Course runs 06/07/2021 to 08/12/2021)			
(Pass/No Pass basis only)			

Taft College Summer 2021 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					
<i>* = Evening class</i>							<i>* = Evening class</i>		
CTRP 1131	60 WPM Machine Shorthand Speed	5.00 Unit(s)					CTRP 1143	140 WPM Machine Shorthand Speed	5.00 Unit(s)
Building: Literary and Jury Charge							Building: 4-Voice		
<i>Prerequisite: Court Reporting 1010</i>							<i>Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1152 and 1162</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>		
31123	20 MTWR	08:10AM-02:10PM	Gonzalez, E.	ON					
(Course runs 06/07/2021 to 08/12/2021)							31129 20 MTWR 08:10AM-02:10PM Gonzalez, E. ON		
(All hours for this course to be held online on the days and times listed)							(Course runs 06/07/2021 to 08/12/2021)		
							(All hours for this course to be held online on the days and times listed)		
CTRP 1132	100 WPM Machine Shorthand Speed	5.00 Unit(s)					CTRP 1144	180 WPM Machine Shorthand Speed	5.00 Unit(s)
Building: Literary and Jury Charge							Building: 4-Voice		
<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 1153 and 1163</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>		
31124	20 MTWR	08:10AM-02:10PM	Gonzalez, E.	ON					
(Course runs 06/07/2021 to 08/12/2021)							31137 20 MTWR 08:10AM-02:10PM Gonzalez, E. ON		
(All hours for this course to be held online on the days and times listed)							(Course runs 06/07/2021 to 08/12/2021)		
							(All hours for this course to be held online on the days and times listed)		
CTRP 1133	140 WPM Machine Shorthand Speed	5.00 Unit(s)					CTRP 1151	80 WPM Machine Shorthand Speed	5.00 Unit(s)
Building: Literary and Jury Charge							Building: Literary and Jury Charge		
<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 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>		
31125	20 MTWR	08:10AM-02:10PM	Gonzalez, E.	ON					
(Course runs 06/07/2021 to 08/12/2021)							31130 20 MTWR 08:10AM-02:10PM Gonzalez, E. ON		
(All hours for this course to be held online on the days and times listed)							(Course runs 06/07/2021 to 08/12/2021)		
							(All hours for this course to be held online on the days and times listed)		
CTRP 1134	180 WPM Machine Shorthand Speed	5.00 Unit(s)					CTRP 1152	120 WPM Machine Shorthand Speed	5.00 Unit(s)
Building: Literary and Jury Charge							Building: Literary and Jury Charge		
<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 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>		
31126	20 MTWR	08:10AM-02:10PM	Gonzalez, E.	ON					
(Course runs 06/07/2021 to 08/12/2021)							31131 20 MTWR 08:10AM-02:10PM Gonzalez, E. ON		
(All hours for this course to be held online on the days and times listed)							(Course runs 06/07/2021 to 08/12/2021)		
							(All hours for this course to be held online on the days and times listed)		
CTRP 1141	60 WPM Machine Shorthand Speed	5.00 Unit(s)					CTRP 1153	160 WPM Machine Shorthand	5.00 Unit(s)
Building: 2-Voice							Building: Literary and Jury Charge		
<i>Prerequisite: Court Reporting 1010</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>		
31127	20 MTWR	08:10AM-02:10PM	Gonzalez, E.	ON					
(Course runs 06/07/2021 to 08/12/2021)							31132 20 MTWR 08:10AM-02:10PM Gonzalez, E. ON		
(All hours for this course to be held online on the days and times listed)							(Course runs 06/07/2021 to 08/12/2021)		
							(All hours for this course to be held online on the days and times listed)		
CTRP 1142	100 WPM Machine Shorthand Speed	5.00 Unit(s)					CTRP 1154	200 WPM Machine Shorthand Speed	5.00 Unit(s)
Building: 2-Voice							Building: Literary and Jury Charge		
<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 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>		
31128	20 MTWR	08:10AM-02:10PM	Gonzalez, E.	ON					
(Course runs 06/07/2021 to 08/12/2021)									
(All hours for this course to be held online on the days and times listed)									

Taft College Summer 2021 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					
31133 20	MTWR	08:10AM-02:10PM	Gonzalez, E.	ON							
			(Course runs 06/07/2021 to 08/12/2021)								
			(All hours for this course to be held online on the days and times listed)								
CTR1161	80 WPM Machine Shorthand Speed	5.00 Unit(s)				CTR1260	Machine Shorthand Speed Building - Dictation/Transcription	1.25 Unit(s)			
<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 1034, 1044, 1054 and 1064</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; 64 lab hours total</i>					
31134 20	MTWR	08:10AM-02:10PM	Gonzalez, E.	ON	31902 20	MTWR	11:40AM-01:10PM	Gonzalez, E.	ON		
			(Course runs 06/07/2021 to 08/12/2021)						(Course runs 06/07/2021 to 08/12/2021)		
			(All hours for this course to be held online on the days and times listed)						(Pass/No Pass basis only)(All hours for this course to be held online on the days and times listed)		
CTR1162	120 WPM Machine Shorthand Speed	5.00 Unit(s)									
<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>											
31135 20	MTWR	08:10AM-02:10PM	Gonzalez, E.	ON							
			(Course runs 06/07/2021 to 08/12/2021)								
			(All hours for this course to be held online on the days and times listed)								
CTR1163	160 WPM Machine Shorthand Speed	5.00 Unit(s)									
<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>											
31136 20	MTWR	08:10AM-02:10PM	Gonzalez, E.	ON							
			(Course runs 06/07/2021 to 08/12/2021)								
			(All hours for this course to be held online on the days and times listed)								
CTR1164	200 WPM Machine Shorthand Speed	5.00 Unit(s)									
<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>											
31138 20	MTWR	08:10AM-02:10PM	Gonzalez, E.	ON							
			(Course runs 06/07/2021 to 08/12/2021)								
			(All hours for this course to be held online on the days and times listed)								
CTR1210	Proofreading for the Court Reporter	2.00 Unit(s)									
<i>Prerequisite: Successful completion of CTRP 1010 Beginning Machine Shorthand Theory and Lab with a grade of 'C' or better</i>											
<i>Advisory: Eligibility for English 1000 and READ 1005 strongly recommended; 24 hours lecture; 24 hours lab (48 hours total)</i>											
30593 40	Dist Ed Online		Gonzalez, E.	ON							
	Dist Ed Online		Gonzalez, E.	ON							
			(Course runs 06/07/2021 to 08/12/2021)								
			(Pass/No Pass basis only)								
<u>Drama</u>											
DRAM 1535	Elementary Acting	3.00 Unit(s)									
<i>Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture</i>											
30711 20	TR	08:10AM-11:15AM	Golling, L.	T 13							
			(Course runs 06/07/2021 to 07/29/2021)								
<u>Early Care, Education and Family Studies</u>											
ECEF 1500	Introduction to Early Care and Education: Principles and Practices	3.00 Unit(s)									
<i>Advisory: Eligibility for English 1500 strongly recommended; Hours and Units Calculation: 48 hours lecture + 96 Outside-of-class hours (144 Total Student Learning Hours) = 3 Units.</i>											
31895 40	Dist Ed Online		Roth, R.	ON							
			(Course runs 06/07/2021 to 07/29/2021)								
ECEF 1501	Early Care, Education, and Family Studies Curriculum	3.00 Unit(s)									
<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture + 96 Outside of class hours (144 Total Student Learning Hours) = 3 Units.</i>											
31894 40	Dist Ed Online		Beasley, M.	ON							
			(Course runs 06/07/2021 to 07/29/2021)								
ECEF 1531	The Child in Family/Community Relationships	3.00 Unit(s)									
<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 96 Outside of Class Hours. (144 Total Student Learning Hours) 3 Units</i>											
30586 40	Dist Ed Online		Howell, C.	ON							
			(Course runs 06/07/2021 to 07/29/2021)								
ECEF 1590	Health, Safety, and Nutrition	3.00 Unit(s)									
<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture + 96 Outside of class hours (144 Total Student Learning Hours) = 3 Units</i>											
30588 40	Dist Ed Online		Beasley, M.	ON							
			(Course runs 06/07/2021 to 07/29/2021)								
ECEF 1601	Diversity in Early Care, Education and Family Studies	3.00 Unit(s)									
<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture + 96 Outside of class hours (144 Total Student Learning Hours) = 3 Units</i>											
30587 40	Dist Ed Online		Roth, R.	ON							
			(Course runs 06/07/2021 to 07/29/2021)								
ECEF 1611	Introduction to Children With Special Needs Birth to Age Eight	3.00 Unit(s)									
<i>Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture</i>											
30687 40	Dist Ed Online		Rients, A.	ON							
			(Course runs 06/07/2021 to 07/29/2021)								
<u>Economics</u>											

Taft College Summer 2021 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					
ECON 2120	Principles of Economics - Micro	3.00 Unit(s)					30038 40	Dist Ed Online	Thompson, T.	ON
<i>Prerequisite: Successful completion in Mathematics 1050 or equivalent; 48 hours lecture</i>								(Course runs 06/07/2021 to 07/29/2021)		
30901 40	Dist Ed Online		Page, J.	ON		31907 43	Dist Ed Online	Maiocco, V.	ON	
							(Course runs 06/07/2021 to 07/29/2021)			
ECON 2210	Principles of Economics - Macro	3.00 Unit(s)					HLED 1541	Medical Terminology	3.00 Unit(s)	
<i>Prerequisite: Successful completion in Mathematics 1050 or equivalent algebra with a grade of 'C' or better; 48 hours lecture</i>							<i>Prerequisite: None; 48 hours lecture</i>			
30015 40	Dist Ed Online		Bledsoe, A.	ON		30710 40	Dist Ed Online	Vallejo, B.	ON	
							(Course runs 06/07/2021 to 07/29/2021)			
(This section has a Zero Textbook Cost option)							30924 41	Dist Ed Online	Vallejo, B.	ON
							(Course runs 06/07/2021 to 07/29/2021)			
<u>English</u>										
ENGL 1500	Composition and Reading	3.00 Unit(s)					HIST 2204	Western Civilization from 1600	3.00 Unit(s)	
<i>Prerequisite: Qualification by assessment process or successful completion of English 1000 and Reading 1005 with grades of 'C' or better; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units</i>							<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture</i>			
30023 40	Dist Ed Online		Devine, W.	ON		32928 40	Dist Ed Online	Altenhofel, J.	ON	
							(Course runs 06/07/2021 to 07/29/2021)			
30024 41	Dist Ed Online		Chung-Wee, C.	ON		(Course runs 06/07/2021 to 07/15/2021)				
							(Supplemental Instruction available)			
30459 42	Dist Ed Online		Chung-Wee, C.	ON		HIST 2231	History of the United States to 1877	3.00 Unit(s)		
							<i>Advisory: Successful completion of English 1500 strongly recommended; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning hours)</i>			
							31348 41	Dist Ed Online	Mendoza, T.	ON
							(Course runs 06/07/2021 to 07/15/2021)			
							(Supplemental Instruction available)(This section has a Zero Textbook Cost option)			
30900 45	Dist Ed Online		Carlson, K.	ON		HIST 2232	History of the United States Since 1877	3.00 Unit(s)		
							<i>Advisory: Successful completion of English 1500 strongly recommended; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning hours)</i>			
							30045 40	Dist Ed Online	Altenhofel, J.	ON
							(Course runs 06/07/2021 to 07/15/2021)			
							(Supplemental Instruction available)(This section has a Zero Textbook Cost option)			
ENGL 1600	Critical Thinking, Literature, and Composition	4.00 Unit(s)					HIST 2270	California History	3.00 Unit(s)	
<i>Prerequisite: Successful completion in English 1500 with a grade of 'C' or better; 64 hours lecture. 128 Outside of class hours. (192 Total Students Learning Hours) 4 Units</i>							<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture</i>			
30026 40	Dist Ed Online		Devine, W.	ON		32868 40	Dist Ed Online	Mendoza, T.	ON	
							(Course runs 06/07/2021 to 07/15/2021)			
31567 41	Dist Ed Online		Kerr, D.	ON		(Course runs 06/07/2021 to 07/15/2021)				
							(Supplemental Instruction available)			
32544 42	Dist Ed Online		Devine, W.	ON						
							(Course runs 06/07/2021 to 07/29/2021)			
ENGL 2600	World Literature I	3.00 Unit(s)					HUM 1500	Introduction to the Humanities	3.00 Unit(s)	
<i>Prerequisite: Successful completion in English 1500 with a grade of 'C' or better; 48 hours lecture</i>							<i>Prerequisite: Eligibility for English 1000 and Reading 1005; 48 hours lecture</i>			
31558 40	Dist Ed Online		Devine, W.	ON		30046 40	Dist Ed Online	Swenson, S.	ON	
							(Course runs 06/07/2021 to 07/29/2021)			
<u>Geography</u>										
GEOG 1510	Physical Geography	3.00 Unit(s)					INCO 1048	Information Competency and Bibliography	1.00 Unit(s)	
<i>Advisory: Eligibility for English 1500 and Math 1050 strongly recommended; 48 hours lecture</i>							<i>Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture</i>			
32883 40	Dist Ed Online		May, J.	ON		31338 40	Dist Ed Online	Taibjee, S.	ON	
							(Course runs 06/07/2021 to 07/29/2021)			
30716 41	Dist Ed Online		May, J.	ON		31339 41	Dist Ed Online	VanSistine-Yost, L.	ON	
							(Course runs 06/07/2021 to 07/29/2021)			
<u>Health Education</u>										
Please click the following link for additional course offerings: http://www.westec.org										
HLED 1510	Principles of Healthful Living	3.00 Unit(s)					LRSK 0250	Improving Study Skill Strategies	1.00 Unit(s)	
<i>Prerequisite: None; 48 hours lecture</i>							<i>Prerequisite: None; 16 hours lecture</i>			
							32882 20	MTWR	10:10AM-12:00PM	Abbott, A.
							T 14			

Taft College Summer 2021 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		

32882 20 MTWR 12:30PM-02:30PM Abbott, A. ZOOM
(Course runs 07/26/2021 to 07/29/2021)

32867 40 Dist Ed Online Getty, S. ON
(Course runs 06/07/2021 to 08/12/2021)

Management

MGMT 1500 Introduction to Human Resources Management 3.00 Unit(s)

Advisory: Mathematics 1050 and Business 1500 strongly recommended; 48 hours lecture. (96 Outside of Class Hours) 144 Total Student Learning Hours) 3 Units

32540 40 Dist Ed Online Bledsoe, A. ON
(Course runs 06/07/2021 to 07/29/2021)

MGMT 1505 Principles of Supervision 3.00 Unit(s)

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture. 96 Outside of Class Hours (144 Total Student Learning Hours) 3 Units

32176 40 Dist Ed Online Brixey, G. ON
(Course runs 06/07/2021 to 07/29/2021)

Mathematics

MATH 1050 Elementary Algebra 4.00 Unit(s)

Qualification by assessment process or completion of Mathematics 0240 with a grade of `C' or higher

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 64 hours lecture. 128 Outside of class hours. (192 Total Student Learning Hours) 4 Units

30073 40 Dist Ed Online Reynolds, J. ON
(Course runs 06/07/2021 to 07/29/2021)
(This course uses online proctoring software)

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 (128 Outside of class hours) (192 Total Student Learning Hours) 4 Units

30077 40 Dist Ed Online Cahoon, N. ON
(Course runs 06/07/2021 to 07/29/2021)
(This course uses online proctoring software)

30076 41 Dist Ed Online Payne, R. ON
(Course runs 06/07/2021 to 07/29/2021)

MATH 1500 Math for a Modern Society - A Liberal Arts Course 4.00 Unit(s)

Prerequisite: Successful completion in Mathematics 1060 or the equivalent; 64 hours lecture. 128 Outside of class hours. (192 Total Student Learning Hours) 4 Units

32174 40 Dist Ed Online Reynolds, J. ON
(Course runs 06/07/2021 to 08/12/2021)
(This course uses online proctoring software)

MATH 1505 Mathematical Concepts for Elementary Teachers - Number Systems 4.00 Unit(s)

Prerequisite: Successful completion of Intermediate Algebra Math 1060 or equivalent with a grade of 'C' or better; 64 hours lecture + 128 Outside of class hours (192 Total Student Learning Hours)

32866 40 Dist Ed Online Payne, R. ON
(Course runs 06/07/2021 to 08/12/2021)

MATH 1520 Finite Mathematics 3.00 Unit(s)

Prerequisite: Successful completion in Mathematics 1060 or the equivalent

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture + 96 Outside-of-class Hours (144 Total Student Learning Hours)

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 06/07/2021 to 08/12/2021)

MATH 1540 Precalculus Mathematics 4.00 Unit(s)

Prerequisite: Qualification by assessment process or completion of Mathematics 1060 and Mathematics 1530, or the equivalent

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 64 hours lecture. 128 Outside of class hours. (192 Total student learning hours)

31882 40 Dist Ed Online Martinez, M. ON
(Course runs 06/07/2021 to 08/12/2021)

MATH 2100 Analytic Geometry and Calculus I 5.00 Unit(s)

Prerequisite: Successful completion of Mathematics 1540 with a grade of 'C' or better; 80 hours lecture

32917 20 MTR 01:10PM-03:20PM Getty, S. ZOOM
HYBRID Getty, S. ON
(Course runs 06/07/2021 to 08/12/2021)
(Lecture hours to be held via Zoom on the days and times listed. Plus arrange one hour lecture online)

Music

MUSC 1510 Music Appreciation 3.00 Unit(s)

Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 96 Outside of class hours (144 Total Student Learning Hours)

30078 40 Dist Ed Online Burnham, K. ON
(Course runs 06/07/2021 to 07/29/2021)

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 (48 Total Student Learning Hours) 1 Unit

30914 40 Dist Ed Online Ferguson, B. ON
(Course runs 06/07/2021 to 07/29/2021)

PHED 1528 Beginning Volleyball 1.00-2.00 Unit(s)

Prerequisite: None; 48 lab hours (48 Total Student Learning Hours) 1 Unit; or 96 lab hours (96 Total Student Learning Hours) 2 units.

30080 20 MTWR 02:10PM-06:20PM Bandy, I. GYM
(Course runs 08/02/2021 to 08/20/2021)
(For Summer 2021 this course is offered for 1 unit)

PHED 1542 Beginning Soccer 1.00-2.00 Unit(s)

Prerequisite: None; 48 Lab hours (48 Total Student Learning Hours) 1 Unit; 96 Lab hours (96 Total Student Learning Hours) 2 Units

30085 20 MTWR 08:40AM-10:00AM Cutrona, A. FIELD
MTWR 02:40PM-05:05PM Cutrona, A. FIELD
(Course runs 08/02/2021 to 08/20/2021)
(For Summer 2021 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-08:25AM Cutrona, M. FIELD

Taft College Summer 2021 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	Room
* = Evening class			* = Evening class		
30084 21	MTWR	12:20PM-02:35PM	Cutrona, M.	FIELD	31349 42
			(Course runs 08/02/2021 to 08/20/2021)		
			(For Summer 2021 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)			32889 46
<i>Prerequisite: Successful completion of PHED 1523 with a grade of 'C' or better; 48 lab hours (48 Total Student Learning Hours) 1 Unit</i>					
30930 40		Dist Ed Online	Ferguson, B.	ON	
			(Course runs 06/07/2021 to 07/29/2021)		
PHED 1723	Advanced Weight Lifting and Physical Fitness	1.00 Unit(s)			
<i>Prerequisite: Successful completion of PHED 1623 with a grade of 'C' or better; 48 lab hours (48 Total Student Learning Hours) 1 Unit.</i>					
30931 40		Dist Ed Online	Ferguson, B.	ON	
			(Course runs 06/07/2021 to 07/29/2021)		
PHED 1728	Offseason Intercollegiate Volleyball	1.00-2.00 Unit(s)			
<i>Prerequisite: None; 48 lab hours (48 Total Student Learning Hours) 1 Unit; 96 lab hours (96 Total Student Learning Hours) 2 Units</i>					
30925 20	MTWR	02:10PM-06:20PM	Bandy, I.	GYM	
			(Course runs 08/02/2021 to 08/20/2021)		
			(For Summer 2021 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 1742	Offseason Intercollegiate Soccer	1.00-2.00 Unit(s)			
<i>Prerequisite: None; 48 lab hours (48 Total Student Learning Hours) 1 unit; 96 lab hours (96 Total Student Learning Hours) 2 units</i>					
30928 20	MTWR	08:40AM-10:00AM	Cutrona, A.	FIELD	
	MTWR	02:40PM-05:05PM	Cutrona, A.	FIELD	
			(Course runs 08/02/2021 to 08/20/2021)		
			(For Summer 2021 this course is offered for 1 unit)(The passing of medical and physical examinations and the consent of the coach are necessary before enrollment.)		
30929 21	MTWR	07:00AM-08:25AM	Cutrona, M.	FIELD	
	MTWR	12:20PM-02:35PM	Cutrona, M.	FIELD	
			(Course runs 08/02/2021 to 08/20/2021)		
			(For Summer 2021 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 1823	Elite Weight Lifting and Physical Fitness	1.00 Unit(s)			
<i>Prerequisite: Successful completion of PHED 1723 with a grade of 'C' or better; 48 lab hours (48 Total Student Learning Hours) 1 Unit</i>					
30932 40		Dist Ed Online	Ferguson, B.	ON	
			(Course runs 06/07/2021 to 07/29/2021)		
Political Science					
POSC 1501	Government	3.00 Unit(s)			
<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 96 Outside of class hours (144 Total Student Learning Hours) 3 Units.</i>					
30086 40		Dist Ed Online	Jiles, M.	ON	
			(Course runs 06/07/2021 to 07/29/2021)		
			(This section has a Zero Textbook Cost option)		
30722 41		Dist Ed Online	Combs, N.	ON	
			(Course runs 06/07/2021 to 07/29/2021)		
			(This section has a Zero Textbook Cost option)		
Psychology					
PSYC 1500	Introduction to Psychology	3.00 Unit(s)			
<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture + 96 Outside of class hours. (144 Total Student Learning hours)</i>					
30720 40		Dist Ed Online	Polski, R.	ON	
			(Course runs 06/07/2021 to 07/29/2021)		
30721 41		Dist Ed Online	Polski, R.	ON	
			(Course runs 06/07/2021 to 07/29/2021)		
PSYC 2003	Child Growth and Development	3.00 Unit(s)			
<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture + 96 Outside-of-class hours (144 Total Student Learning Hours)</i>					
30093 40		Dist Ed Online	Polski, R.	ON	
			(Course runs 06/07/2021 to 07/29/2021)		
PSYC 2080	Introduction to Lifespan Psychology	3.00 Unit(s)			
<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture</i>					
32552 40		Dist Ed Online	Colaw, R.	ON	
			(Course runs 06/07/2021 to 07/29/2021)		
PSYC 2200	Elementary Statistics for the Behavioral and Social Sciences	4.00 Unit(s)			
<i>Prerequisite: Qualification by assessment process or successful completion of Mathematics 1060 with a grade of 'C' or better or equivalent</i>					
<i>Advisory: Eligibility for English 1500 strongly recommended; 64 hours lecture</i>					
30095 40		Dist Ed Online	Uhalt, J.	ON	
			(Course runs 06/07/2021 to 08/12/2021)		
			(Supplemental Instruction available)		
32930 41		Dist Ed Online	Uhalt, J.	ON	
			(Course runs 06/07/2021 to 08/12/2021)		
PSYC 2205	Introduction to Research Methods in the Social Sciences	4.00 Unit(s)			
<i>Prerequisite: Successful completion of Psychology 1500 and Psychology 2200 or Statistics 1510 with grades of 'C' or better</i>					
<i>Advisory: Eligibility for English 1500 strongly recommended; 64 hours lecture</i>					
32869 20		HYBRID	Colaw, R.	ON	
			(Course runs 06/07/2021 to 07/29/2021)		
			(All hours for this course to be arranged online)		
Sociology					
SOC 1510	Introduction to Sociology	3.00 Unit(s)			
<i>Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture</i>					
30718 40		Dist Ed Online	VanRy, V.	ON	
			(Course runs 06/07/2021 to 07/29/2021)		
			(This section has a Zero Textbook Cost option)		
31350 41		Dist Ed Online	White, M.	ON	
			(Course runs 06/07/2021 to 07/29/2021)		
			(This section has a Zero Textbook Cost option)		
31566 42		Dist Ed Online	Jimenez Murguia, S.	ON	
			(Course runs 06/07/2021 to 07/29/2021)		
			(This section has a Zero Textbook Cost option)		

Taft College Summer 2021 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		

SOC 2110 Introduction to Race and Ethnicity 3.00 Unit(s)
Advisory: N/A; 48 hours lecture. 96 Outside of Class Hours. (144 Total Student Learning Hours) 3 Units

30719 40 Dist Ed Online Jimenez Murguia, S. ON
 (Course runs 06/07/2021 to 07/29/2021)

SOC 2141 Sociology of Marriage 3.00 Unit(s)
Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture

31891 40 Dist Ed Online Jimenez Murguia, S. ON
 (Course runs 06/07/2021 to 07/29/2021)

Spanish

SPAN 1601 Elementary Spanish I 4.00 Unit(s)

Prerequisite: None; 64 hours lecture + 128 Outside-of-class hours (192 total learning hours) = 4 units

30102 40 Dist Ed Online Martinez, J. ON
 (Course runs 06/07/2021 to 07/29/2021)

30908 41 Dist Ed Online Martinez, J. ON
 (Course runs 06/07/2021 to 07/29/2021)

31351 42 Dist Ed Online Harris-Alarcon, G. ON
 (Course runs 06/07/2021 to 07/29/2021)

32557 43 Dist Ed Online Montelongo, M. ON
 (Course runs 06/07/2021 to 07/29/2021)

SPAN 1602 Elementary Spanish II 4.00 Unit(s)

Prerequisite: Successful completion in Spanish 1601 or two years of high school spanish with a grade of 'C' or better; 64 hours lecture. 128 Outside of class hours. (192 Total Student Learning hours) 4 Units

30105 40 Dist Ed Online Martinez, J. ON
 (Course runs 06/07/2021 to 07/29/2021)

SPAN 2001 Intermediate Spanish III 5.00 Unit(s)

Prerequisite: Successful completion in Spanish 1602 or three years of high school Spanish with a grade of 'C' or better; 80 hours lecture. 160 Outside of class hours. (240 Total Student Learning Hours) 5 Units

32550 40 Dist Ed Online Martinez, J. ON
 (Course runs 06/07/2021 to 07/29/2021)

SPAN 2002 Intermediate Spanish IV 5.00 Unit(s)

Prerequisite: Successful completion in Spanish 2001 or four years of high school spanish with a grade of 'C' or better; 80 hours lecture. 160 Outside of Class Hours. (240 Total Student Learning Hours) 5 Units

32551 40 Dist Ed Online Martinez, J. ON
 (Course runs 06/07/2021 to 07/29/2021)

Statistics

STAT 1510 Elementary Statistics 5.00 Unit(s)

Prerequisite: Successful completion in Mathematics 1060 or the equivalent; 80 hours lecture. 160 Outside of class Hours (240 Total Student Learning Hours)

30107 40 Dist Ed Online Mitchell, D. ON
 (Course runs 06/07/2021 to 08/12/2021)

31344 41 Dist Ed Online Mitchell, D. ON
 (Course runs 06/07/2021 to 08/12/2021)

Student Success

STSU 1001 Educational Planning 1.00 Unit(s)

Prerequisite: None; 16 hours lecture

31144 40 Dist Ed Online Bogle, D. ON
 (Course runs 07/06/2021 to 07/29/2021)

STSU 1017 Becoming A Successful Online Student 1.00 Unit(s)
Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture

31340 40 Dist Ed Online Rangel-Escobedo, J. ON
 (Course runs 07/06/2021 to 07/29/2021)

STSU 1018 Career and Major Exploration 1.00 Unit(s)
Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture

31549 40 Dist Ed Online Bogle, D. ON
 (Course runs 07/06/2021 to 07/29/2021)

STSU 1019 Career/Life Planning 2.00 Unit(s)
Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 32 hours lecture

31550 40 Dist Ed Online Rangel-Escobedo, J. ON
 (Course runs 07/06/2021 to 07/29/2021)

STSU 1500 Strategies for College and Life Management 3.00 Unit(s)

Advisory: Eligibility for English 1500 strongly recommended; 48 hours Lecture

32549 40 Dist Ed Online Bogle, D. ON
 (Course runs 06/07/2021 to 07/29/2021)

(This section has a Zero Textbook Cost option)

STSU 1525 Transfer Planning 2.00 Unit(s)
Advisory: Eligibility for English 1500 strongly recommended.; Total Hours: 32 hours lecture. 64 outside of class hours. (96 Total Student Learning Hours)

32873 40 Dist Ed Online Rangel-Escobedo, J. ON
 (Course runs 07/06/2021 to 07/29/2021)

STSU 1530 Transitioning from High School to College 2.00 Unit(s)

Prerequisite: None
Advisory: Eligibility for English 1500 strongly recommended; Total Hours: 32 hours lecture. + 64 outside of class hours. (96 Total Student Learning hours)

32874 40 Dist Ed Online Duron, C. ON
 (Course runs 07/06/2021 to 07/29/2021)

Welding

WELD 1540 Pipe Welding 3.00 Unit(s)

Prerequisite: Successful completion of WELD 1500 Welding Processes with a grade of 'C' or better.; Total Hours: 24 hours lecture; 72 hours lab (96 hours total)

* 32177 20 MTW 05:10PM-06:05PM Payne, A. ITEC 1
 * MTW 06:06PM-08:30PM Payne, A. ITEC 1

(Course runs 06/07/2021 to 08/12/2021)
 (\$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

Taft College Summer 2021 Schedule

<i>Course & #</i>	<i>Course Title</i>	<i>UNITS</i>	<i>Course & #</i>	<i>Course Title</i>	<i>UNITS</i>
<i>Prerequisite and/or Advisory</i>			<i>Prerequisite and/or Advisory</i>		
<i>(*) Section</i>	<i>Day(s)</i>	<i>Time</i>	<i>Instructor</i>	<i>Room</i>	<i>Instructor</i>
<i>* = Evening class</i>					<i>Room</i>
31888 20	ARRANGED HOURS	Furman, T.	ARR		
	(Course runs 06/07/2021 to 08/12/2021) (Pass/No Pass basis only)(This section is being offered for 3 units)(This course requires a separate application and orientation process. Upon adding the course and before it begins, please visit http://www.taftcollege.edu/career-center/career-center/work-experience/ to review the Student Handbook, complete the Work Experience Application, and RSVP for a mandatory Orientation. Students who fail to complete these steps may be dropped from the course.)				
32542 21	ARRANGED HOURS	Furman, T.	ARR		
	(Course runs 06/07/2021 to 08/12/2021) (Pass/No Pass basis only)(This section is being offered for 2 units)(This course requires a separate application and orientation process. Upon adding the course and before it begins, please visit http://www.taftcollege.edu/career-center/career-center/work-experience/ to review the Student Handbook, complete the Work Experience Application, and RSVP for a mandatory Orientation. Students who fail to complete these steps may be dropped from the course.)				
32543 22	ARRANGED HOURS	Furman, T.	ARR		
	(Course runs 06/07/2021 to 08/12/2021) (Pass/No Pass basis only)(This section is being offered for 1 unit)(This course requires a separate application and orientation process. Upon adding the course and before it begins, please visit http://www.taftcollege.edu/career-center/career-center/work-experience/ to review the Student Handbook, complete the Work Experience Application, and RSVP for a mandatory Orientation. Students who fail to complete these steps may be dropped from the course.)				