BAKERSFIELD COLLEGE
2003-2004 CATALOG

Table of Contents

Introduction 6
- President 6
- Kern Community College District 6
- Board of Trustees 6
- Division of External Relations, Foundation and Administrative Services 7
- Foundations 7
- Academic Calendar 8
- Affirmative Action Statement 8
- Delaracioni De Accion Afirmativa/Igualdad De Oportundad 9
- Confidentiality of Student Records 9
- Policy Concerning Sexual Harassment 9

About the College 10
- History 10
- Vision 10
- Mission 10
- Goals 10
- Accreditation 10
- Student Right-to-Know 10

Admission and Registration 12
- Getting Started at Bakersfield College 13
  - Academic Eligibility 13
  - Special Status Admission 13
  - Residency Determination 13
  - International Students 13
  - Admissions Form 13
    - Changing Identification Numbers 13
    - Changing Name, Address, Telephone, email 13
  - Personal Identification Number 14
- Matriculation 14
  - Definition 14
  - Assessment Policies 14
    - For Students with Disabilities 14
    - For Students Whose Native Language is not English 14
  - Exemptions 14
  - Student Educational Plans 14
- Registering for Classes 14
  - Course Admission Policy 14
  - Matriculation and Registration 15
  - Prerequisites 16
  - Early Registration Appointments 16
  - Registering by Telephone or Web 16
  - Walk-In Registration Periods 16
  - Maximum Study Loads 16
  - Minimum Study Loads 16
  - Repeating a Course 16
  - Auditing a Course 17
  - Holds that Prevent Registration 17
    - Financial Holds 17
    - Academic Standing 17
  - Alternate Class Formats 17
    - Cooperative Education 17

Distance Learning 18
Learning Communities 18
Precollegiate Courses 18
Evening and Weekend Classes 19
Alternate Class Locations 19
Delano Campus 19
Northwest Center 19
Southwest Center 19
Tehachapi Center 19
Weill Institute 19
Corporate and Community Services 20
Community Education and Services 20
College Tuition, Fees, and Fee Refunds 20
Community College Enrollment Fees 20
Non-Resident Tuition Fee 20
California Non-Resident Tuition Exemption 20
Student Health Fee 21
Student Center Fee 21
Course Audit Fee 21
ASB Card Fees 21
Parking Fees 21
Refunds 21
Enrollment and Tuition Refunds 21
Student Health Refunds 21
Attendance Policies 21
Instructor Requirements 21
First Day Drop 22
Withdrawing from Classes 22
College Transcripts 22
Verification of Enrollment or Degrees 22
Student Schedule of Classes 22
Student Services 23
AmeriCorps, HEARTS Program 24
Assessment Center 24
Career Center 24
Chicano Cultural Center 24
Child Development Centers 24
College Readiness Program 24
Computers for Student Use 25
Counseling/Advising 25
The Larry Robinson Counseling Center 25
Educational Planning 25
Career Counseling 25
Personal/Social counseling 25
Testing Referrals 25
Transfer Advising 25
Referrals 25
Consultations 25
ESL Tutoring 25
Extended Opportunity Programs and Services (EOPS) 25
Financial Assistance 26
Federal Pell Grant 26
Board of Governors Waiver (BOGW) 26
Extended Opportunity Program and Services 26
Scholarships 26
Federal Supplemental Educational Opportunity Grant 26
Federal Stafford Student Loans 26

Short-Term Loans 26
Part-Time Employment 26
Health Services 26
Job Placement 26
Learning Center 27
Library 27
Services 27
Hours 27
Martin Luther King Jr. Center 27
MESA Center 27
Off-Campus Housing 27
Outreach Programs and Services 28
Student Activities and Organizations 28
Student Conduct 28
Supportive Services Center 28
WorkAbility III 28
Veterans' Services 29
Youth Activities Program 29
Academic Information and Standards 30
Academic Freedom 31
Academic Honesty 31
Academic Renewal 32
Catalog Rights/Continuous Enrollment 32
Credits Allowed from Other Institutions 32
Advanced Placement Program 32
Credit by Examination 32
College Level Examination Program (CLEP) 32
International Baccalaureate Diploma Program 33
Military Credit 33
Tech Prep Program 33
Final Examinations 33
Grades and Credits 33
Grading System 33
Honors 35
Dean's List 35
Graduation with Honors 35
Phi Theta Kappa Honor Society 35
President's Scholars 35
President's Re-Entry Scholars 35
Graduation and General Education 36
Graduation with an Associate Degree 37
General Requirements 37
Multicultural Requirement 38
Double Majors 38
Additional Associate Degrees 38
General Education 39
Bakersfield College General Education Specific Requirements 40
General Education Options for Transfer 41
California State University General Education Certification 42
California State University General Education Breadth Course List 43
Intersegmental General Education Transfer Curriculum (IGETC) 44
ASSIST 45
Pass Along Certification of Transfer Courses 45
Programs, Certificates and Degrees 46
Programs of Study 50
Administration of Justice 51
Agriculture 51
Air Conditioning and Refrigeration 52

American Sign Language 52
Animal Science 52
Anthropology 53
Apprenticeship 53
Architecture 54
Art 57
Automotive Technology 57
Automated Production & Manufacturing Processes Technology 58
Bacteriology 59
Biology 59
Business Education 61
- Accounting
- Business
- Business Administration
- Hotel/Motel Management
- Management
- Marketing, Office Technology
- Real Estate
- Small Business

Chemistry 65
Child Development 66
Computer Graphic Arts 68
Computer Studies 68
Construction 72
Correctional Administration 73
Crop Science 73
Economics 74
Electronics 74
Emergency Medical Technology 75
Engineering 75
English 78
Environmental Horticulture 78
Environmental Technology 79
Fire Technology 80
Foods/Nutrition 82
Forestry 83
French 84
Geology 84
History 85
Horticulture 85
Human Services 85
Industrial Drawing 86
Industrial Technology 87
Journalism 87
Liberal Arts 88
Liberal Studies 88
Mathematics 89
Music 89
Nursing 89
Philosophy 93
Physical Education 94
Physics 94
Political Science 94
Pre-Veterinary Medicine 95
Primary Care Associate (Physician's Assistant) 95
Psychology 96
Radiologic Technology 96
Recreation 98

Sociology 99
Spanish 99
Speech 99
Theatre Arts 99
Welding 99
Woodworking and Cabinetmaking 100
Course Descriptions 101
Glossary 199
Administration and Faculty 202
Telephone Directory 222
Index 225
Campus Map 231

Bakersfield College reserves the right to modify its programs, tuition and fees, admission and graduation requirements, schedules and other policies, procedures and regulations stated in this catalog without notice.

Bakersfield College

Welcome to Bakersfield College which, in the 2003-2004 academic year, is celebrating its 90th year of outstanding education to our community. Those 90 years have seen a myriad of growth and progress. Students have earned degrees, completed certificate programs, and accomplished goals for training and enrichment. BC graduates work in nearly every industry and at every employment level throughout the community.

Despite the climate in our nation and throughout the world, our commitment to you remains strong and true here at Bakersfield College. It is our mission to empower our students to succeed. Everyone at Bakersfield College is dedicated to the achievement of that goal.

Study hard. Keep your sights high. Take advantage of all that Bakersfield College offers through its caring and committed faculty and staff. And then, take your education forward and put it to use in our community and our world.

Thank you for being a part of our next 90 years of excellent education!

Sincerely,

Sandra G Serrano

Sandra Serrano
President

BC
Bakersfield
COLLEGE

Kern Community College District

Board of Trustees

Rose Marie Bans
Dennis L. Beebe
Herbert D. Bonds
Pauline F. Larwood
Kay S. Meek
John A. Rodgers
Stuart O. Witt

Division of External Relations, Foundation and Administrative Services

Mission

The Office of External Relations and Administrative Services exists to promote, develop and collaborate on behalf and for the general welfare of the Bakersfield College students. It is driven by the educational master plan and is committed to provide service to this institution of higher learning. The college goals are the drivers that the office focuses on to support its mission and that of our great community college.

Purpose

The Office of External Relations, Foundation and Administrative Services exists to support Bakersfield College in the following areas: creating resources from community and business partnerships, developing and disseminating informational needs of the institution and public information service, enhancing the institution's image, providing public policy analysis, advocacy and support before governmental entities, supporting the development of educational programs, and supporting the administrative services of the institution to include the Business Fiscal Office, Facilities, Maintenance and Operations, Campus Public Safety, Bookstore and Food Services.

The units within this Division are Foundation, Business Fiscal Office, Facilities, Maintenance and Operations, Campus Public Safety, Bookstore and Food Services, Marketing and Public Relations, the BC Graphics Center, and the Alumni Association. Additional initiatives include Grants Management and Writing and Governmental Relations.

Foundations

The purpose of the Bakersfield College Foundation is to provide capital campaign support, student support through scholarships and community contact for monitoring and curriculum resources, faculty and staff support through grants and aid and numerous supplemental educational opportunities for staff and student. Foundation activities provided funds to finance scholarships and awards last year which directly benefited over 350 BC students including the President's Scholars. The Foundation and its Board of Directors provide direct liaison for financial support between the College and the community. The Foundation also assists Bakersfield College students, administration, faculty and staff in the attainment of the college and community's educational goals.

Total 2001/2002 Foundation assets equaled $4.5 million of which the majority is invested in bonds, equities and short-term notes. Income is derived from contributions, investment earnings, dues, and program income. Expenditures are primarily for scholarships, program expenses, student loans and awards, public relations and general operating expenses.

The Bakersfield College Alumni Association is available to all individuals who have a benevolent interest in the college to keep in contact with friends and maintain an association with the college. BC Alumni solicit contributions and participation through dues and events including the annual BC Barbecue in September and the Jack Frost Golf Tournament in April. All monies collected by this active volunteer group directly benefit BC students through an increasing number of student awards and scholarships as well as contributions to many other student affiliated school programs.

The Foundation and Alumni Offices are located at Bakersfield College in the Administration Building, Room 6, 1801 Panorama Drive, Bakersfield, California, 93305. Telephone 395-4273. Website address: http://www.bakersfieldcollege.edu/foundation.

Delano Foundation

The Delano College Center Foundation was established in 1975 to ensure that no student would be turned away from the Center for lack of money. This Foundation has distributed over $250,000 in scholarships, grants, and gifts to the students of the Delano Campus. The Delano College Center Foundation holds a yearly scholarship awards night near the end of each Spring semester. This yearly event honors contributors, scholarship award winners, and their families. This annual event is held in Delano and the public, to include civic, business, and educational leaders, regularly attend. The Foundation also hosts a fundraising Speakers forum. One forum is held each semester. This forum brings national and local speakers to Delano to speak on a variety of topics. The Delano Foundation can be reached through the Bakersfield Foundation or directly at (661) 725-8020. Friends and supporters of Bakersfield College are invited to support the Foundation and its activities.

Academic Calendar

Fall Semester 2003 (August 25 - December 12)

August 18 ..... In-Person Registration For Courses Requiring Instructors' Signatures Begins
August 22 ..... No Registration Available
August 25 ..... Instruction Begins
August 25 ..... Late Registration Begins
September 5 ..... *Last Day for a Refund for Semester-Length Classes
September 1 ..... Labor Day Holiday
September 8 ..... Last Day to Add a Semester-Length Class with Approved Add Form
September 26 ..... *Last Day to Drop From a **Semester-Length Class** Without Receiving a "W"
November 2 ..... Last Day to File for Graduation
November 11 ..... Veterans' Day Holiday
November 14 ..... *Last Day to Withdraw From a **Semester-Length Class** and Receive a "W"
November 27-28... . Thanksgiving Holidays
December 12 ..... End of Fall Semester
December 22 ..... January 16 - Winter Recess

Spring Semester 2004 (January 20 - May 14)

January 12 ..... In-Person Registration For Courses Requiring Instructors' Signatures Begins
January 16 ..... No Registration Available
January 19 ..... Martin Luther King, Jr., Day Holiday
January 20 ..... Instruction Begins
January 20 ..... Late Registration Begins
January 30 ..... *Last Day for a Refund for **Semester-Length Classes**
February 2 ..... Last Day to Add a **Semester-Length Class** with Approved Add Form
February 20 ..... *Last Day to Drop From a **Semester-Length Class** Without Receiving a "W"
February 13 ..... Lincoln Day Holiday
February 16 ..... Washington Day Holiday
April 1 ..... Last Day to File for Graduation
April 5-9 ..... Spring Recess
April 10 ..... *Last Day to Withdraw From a **Semester-Length Class** and Receive a "W"
May 14 ..... End of Spring Semester
May 13 ..... Commencement

*In courses other than semester length, the Office of Admissions and Records or the instructor should be consulted regarding drop, withdrawal and refund deadlines.

Affirmative Action/Equal Opportunity Statement

In accordance with the requirements of the Civil Rights Act, Bakersfield College provides services and benefits to students regardless of race, color, national origin, ancestry, gender, age, religion, marital status, medical condition or disability. The lack of English language skills will not be a barrier to administration and participation in vocational education programs. (Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 503 and 504 of the Rehabilitation Act of 1973, as amended.)

All persons have the right to seek admission to and complete an educational program at Bakersfield College. Interference with students' access and successful completion of their education by any person through unlawful discriminatory conduct will not be tolerated. The college will initiate disciplinary action against persons found to have interfered with a students' education through any means of illegal or immoral intimidation.

A complaint of alleged discrimination may be filed within one year of the alleged discrimination. For complaint forms or additional information, contact one of the following:

Raymand Quan
Director of Human Resources
Title IX Coordinator
Levinson Hall; (661) 395-4885

Beto D. Gonzalez
Dean of Students
McCuen Hall 17; (661) 395-4614

Tim Bohan
Disabled Student Programs and Services
FACE 16; (661) 395-4334

Charles West
Work Experience and Job Placement
Student Services 27; (661) 395-4550

Additional inquiries pertaining to federal, state, and local affirmative action and equal opportunity laws, and the governing board policies of Bakersfield College or Kern Community College District, may be directed to the following office:

Raymand Quan
Director of Human Resources
Kern Community College District
1801 Panorama Drive
Bakersfield, CA 93305
(661) 395-4885

Declaración De Acción Afirmativa/Igualdad de Oportundad

De acuerdo con los requisitos de la acta de derechos civiles, Bakersfield College provee servicios y beneficios a todos estudiantes sin impedimento de raza, color, origin nacional, ancestria, género, edad, religión, estado civil, condición marital, o impedimento. La falta de capacidad de hablar inglés no ser· un obstaculo par la admisiÛn vocacionales. (Titulo VI y VII del Acto Civilde Derechos Civiles de 1974; Titulo IX de los Enmiendas de Educacion de 1972; las Secciones 503 y 504 del Acto de Rehabilitacion del 1973, como modificado.)

Toda persona tiene el derecho de solicitar admisión y completar un programa educativo en Bakersfield College. No se tolerada interferencia alguna con el acceso y termino exitoso de su educación a ninguna persona o estudiante por medio de conducta discriminatoria ilegal. El colegio iniciara acción disciplinaria contra las personas que sean descubirtas interferiendo con la educacion de los estudiantes por medio de cualquier forma de intimidacion ilegal o inmoral.

Una queja de discriminación supuesta se puede ser registrada dentro del termino de un ano de ocurrida la sepuesta discriminación. Para obtener formas de quejas o información adicional usted puede ponerse en contacto con la siguiente persona:

Manuel Gonzales
Student Services Building
(661) 395-4532

Para preguntas adicionales referente a las leyes accion afirmativa y igualdad de oportunidad, ya sean al nivel federal, estatal, o local, y referente a la politica del consejo de gobierno de Bakersfield College o del Districto Escolar de la Comunidad de Kern, puede ponerse en contacto con siguiente oficina:

Raymand Quan
Director of Human Resources
Kern Community College District
1801 Panorama Drive
Bakersfield, CA 93305
(661) 395-4885

Access to and Confidentiality of Student Records: Privacy Act

Student records are protected by the Family Educational Rights and Privacy Act, state law and Kern Community College District Board Policy from access by casual or unauthorized persons. Access to records is provided to the student, appropriate college staff members, persons having written consent of the student, or by court order or subpoena.

The Privacy Act affords Bakersfield College the right to release such "Directory Information" as the student's name, address, e-mail address, photographs, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

Present and former BC students are given the right to inspect, review and challenge the contents of all educational records related to them. No information contained in their educational records may be released without their consent, except to those agencies or individuals authorized by the Act.

Students wishing to inspect, review, or challenge any of their educational records must make a request in writing to the Director of Enrollment Services.

Copies of the Bakersfield College and KCCD Board Policy are available in the Office of Admissions and Records.

Policy Concerning Sexual Harassment

Bakersfield College is fully committed to all federal, state, and local human rights and equal opportunity laws. *Title VII of the Civil Rights Act of 1964*, amended 1991, and Title IX of the Educational Amendments of 1972 are strictly enforced. This legislation specifically prohibits sexual discrimination in employment, and educational programs and services respectively.

Students have the right to gain access to and complete an educational program at Bakersfield College. Interference with students' admission to and successful completion of their education by any person through unlawful sexual conduct will not be tolerated. The college will initiate disciplinary action against persons found to have interfered with a student's education through any means of sexual harassment or intimidation.

The Bakersfield College Student Handbook sets forth a statement of Students Rights and Responsibilities, including the complete sexual harassment policy and grievance procedures. Students should refer to this publication for further information.

ABOUT THE COLLEGE

History

Established in 1913, Bakersfield College is one of the oldest two-year community colleges in the nation. The initial program offered a one-year curriculum, and in 1915 the trustees of the Kern County High School and Junior College District authorized a second year of junior college and normal school courses. The college opened its 153-acre main campus on Panorama Drive in 1956. Bakersfield College offers courses at its satellite campuses located in downtown Bakersfield at the Weill Institute, Delano Community Campus and other locations in Kern County. Bakersfield College has continued to grow and to meet the educational needs of Kern County.

Bakersfield College is operated by the Kern Community College District, formed in 1961. In 1967, Porterville College joined the district. Cerro Coso, serving Ridgecrest and the desert area, joined in 1973.

Beliefs

We believe:

- Students are the primary reason for our existence.
- Education is life changing for generations
- Lifelong learning is the cornerstone for personal growth.
- Both tradition and innovation are valued.
- Excellence is our standard.
- We are interdependent with our community.
- Teamwork is essential.
- Diversity is a resource and broadens our perspective.
- Everyone deserves respect.
- Success is measured by the people we serve.

Vision

Bakersfield College will be known for its excellence. We will collaborate in community development, foster cooperative efforts and cultivate partnerships. We will ensure student success through innovation and high standards of service and achievement. Our success will be measured by the individuals and communities we serve.

Mission

The mission of Bakersfield College is to empower our students and community to succeed by providing exceptional instruction and services in a supportive environment.

Goals

- To provide all students with the competencies necessary for learning and earning
- To increase funding
- To increase operational flexibility
- To require accountability
- To improve our public image and support
- To improve college climate and culture
- To effectively allocate resources

Accreditation

Bakersfield College, approved by the Chancellor of the California Community Colleges, is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 3402 Mendocino Avenue, Santa Rosa, California 95403, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. It meets all standards of the California State Department of Education and is listed in the Education Directory, Higher Education, Part 3, published by the United States Office of Education. The University of California, the California State University System, and other colleges and universities give full credit for appropriate courses completed at Bakersfield College.

Student Right to Know

In compliance with the federal Student Right-to-Know (SRTK) Act of 1990 (Public Law 101-542), Bakersfield College is publishing the following information about Completion and Transfer Rates. These rates are based on very limited cohort (or group) of students. The cohort of students is tracked over a period of three years to determine their academic outcomes. This year we are publishing information about the 1998 cohort, which was tracked from the Fall 1998 through Spring 2001.

The cohort is limited because it includes only students who entered BC in Fall 1998 as first-time, full-time students seeking a degree, certificate or transfer. For perspective, in Fall 1998, 13,246 students were enrolled at BC but the 1998 cohort included only 536 students or 4.1% of the total enrollment. The cohort excludes continuing students and students enrolled in less than 12 units during Fall 1998. It also excludes students who attended BC to upgrade job skills, gain new job skills, maintain licenses, improve basic skills, formulate career interests and complete credits for high school. Further, it excludes students enrolled in classes for personal enrichment, general interest and intellectual/cultural improvement.

Each student in the cohort can be counted in only one of the categories below. A student who fits into more than one category is counted in the one that is highest on the list. For example, a student who receives a degree and transfers is only counted in the Completion category.

Completion - The student completed an AA, AS, certificate or 56 transferable units with a 2.0 or better GPA within the three year period

Transfer - The student transferred to another postsecondary institution.

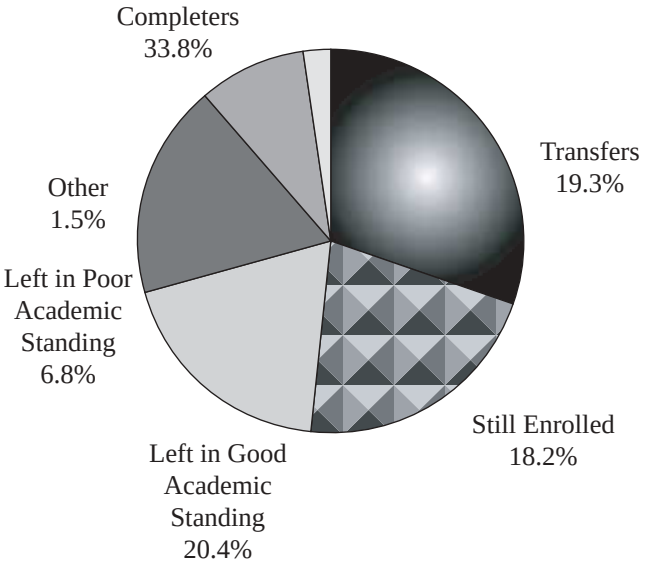
Still Enrolled - The student is still enrolled at the college.

Left in Good Academic Standing - The student is no longer enrolled, but left in "good academic standing".
Left in Poor Academic Standing - The student is no longer enrolled, but left the college on academic or progress probation or was on Academic Suspension.

Other - The student left the college to serve in the armed forces, to serve in a Federal Foreign Aid Service (such as the Peace Corps), to serve on an official church mission, because they became permanently and totally disabled or because the student died.

The figure below depicts the results of all categories in BC's 1998 SRTK Cohort. This data suggests that 91.7% of BC's first-time, full-time students in Fall 1998 achieved some level of success - either program completion, transfer, departure in good standing or continued enrollment.

BC Outcomes for Fall 1998 SRTK Cohort



The table below compares BC's Completion and Transfer Rates to the statewide Community College average. The slight difference in the percentages compared to the figures above is due to the exclusion of the "Other" category. The rates below are considered our official rates by the CA Community College Chancellor's Office.

1998 SRTK Cohort	Transfer Rate	Completion Rate
Statewide	**30.6%**	**27.0%**
BC	**34.3%**	**19.6%**

Please note that these rates are not representative of the entire student population at BC, just a select group. Nor do they account for student outcomes achieved after the three-year tracking period. For further information on SRTK methodology, interpretation and rates at other community colleges, you can visit the CA Community College Chancellor's Office web site at <http://srtk.cccco.edu/>.