

# District Information

### Yuba Community College District

Yuba College, in its 80th year of community service, founded in 1927, is located on a campus outside of Marysville with twenty-three buildings on a 160-acre site. In December, 1965, the College District was reorganized to include Colusa, Sutter, and Yuba counties and in 1974-75 to include large portions of Glenn, Lake, and Yolo counties. The District now stretches across the broad central valley of California from high in the foothills of the Sierra Nevada to the Coast Range and covers 4,192 square miles.

### Yuba College

The College opened on this site in September, 1962. For 80 years Yuba College has been providing quality education to the residents of the Yuba Community College District and has earned a reputation as an educational leader in northern California. Yuba College offers technical and occupational classes to help gain or improve job skills. The California State University (CSU) system reports that students who transfer from California Community Colleges, such as Yuba, consistently earn better grades than students who go directly to a CSU from high school. Yuba College offers classes that transfer to CSU, the University of California (UC) and many private universities.

An experienced and well-trained faculty offers instruction in over 90 departments totaling more than 1,000 courses.

### Woodland Community College

Woodland Community College has provided educational opportunities for Woodland, Esparto, and adjacent areas of Yolo, Colusa and Sutter Counties for over 30 years. The campus is located at 2300 East Gibson Road in Woodland.

Growing is the key description of Woodland Community College. With growth all around the college, in both Yolo and Colusa counties, WCC will be opening its new Learning Resource Center in May of 2007. The 72,000 Sq Ft. building will double the blueprint of WCC, by adding 25 new lecture and classrooms, an expanded library and a new community room. The new LRC will add to other WCC facilities that include a bookstore, science building, childcare center, tutoring facilities and other laboratories on campus.

The development of the facilities at WCC stands as a symbol of the commitment of the Yuba Community College District Board of Trustees' to the educational needs of the communities it represents.

### Clear Lake Campus

Courses have been offered in this area since the fall semester of 1972. The Campus is located on Highway 53 in the city of Clearlake. Lake County students can complete two years of pre-transfer work at the Campus or satisfy their own needs in General Education. The Campus is growing and offers a full range of community college courses. In addition to transfer programs, the Campus offers career education in Business, construction trades, Food Services Management, health fields, and Mass Communications, as well as courses in many other areas. The Campus also provides a wide range of student services and remedial courses, and a Child Development Center.

### Beale AFB

Classes have been offered on this site since the fall semester of 1960. Classes are located in the Base Education/Library Building at 17849 16th Street, Beale Air Force Base. A variety of general education and transfer courses are offered in late afternoon and evening, as well as some noon-hour classes. Two program formats are provided: Semester-length schedules and two nine-week terms each semester.

### Outreach Areas

Courses meet at off-campus sites in Colusa, Glenn, Lake, Sutter, Yolo, and Yuba counties, in addition to the colleges, centers, and campuses listed above.



During the Applied Arts and Science Open House staff learn more about Manufacturing Technology from Professor Bruce Kirk.

# District Goals, Mission & Philosophy

This catalog is published for informational purposes only. Each student must assume complete responsibility for compliance with the instructions and regulations set forth herein. However, the information in this catalog is not to be regarded as an irrevocable contract between the student and the District. The District reserves the right to change any provision or requirement at any time.

The District assumes no responsibility for misinterpretation by a student of policies and procedures as presented in this catalog. Counselors and administrators are available to advise and assist students in meeting necessary requirements.

This catalog provides important information to help students plan for college. It includes course information, resources, and services available; academic program descriptions; degree requirements; and information about College policies and procedures.

Students should use the catalog to help to be a successful college student. For example, knowing what a course is about and how it fits into the goals or program is one of the requirements for proper course selection. Course descriptions are available in the section entitled, "Programs and Courses." If the goal is to complete an associate degree, it is important to become familiar with the *General Education Degree Requirements* described in "Graduation Requirements." If the goal is to complete a degree or to select courses prior to transferring to a four-year college or university, then the information on "Transfer" is very helpful. Counselors are also available for assistance.

Use the catalog to learn where and how to get things done. It has information for locating resources and will assist in becoming familiar with College policies and procedures. Information is available about resources such as Advisement, Admissions and Records, Counseling, Disabled Student Programs and Services, Financial Aid, Student Success Center, Library, W.I.A, and Veterans. There is also information about adding a class, applying for graduation, or getting a transcript.

The Yuba Community College District employees feel a shared responsibility for the success of student and students also have a responsibility for their own success.

## Accreditation

The Yuba Community College District (YCCD) is accredited by the *Accrediting Commission for Community and Junior Colleges* of the *Western Association of Schools and Colleges* (10 Commercial Blvd.; Suite 204; Novato, CA 94949; 415-506-0234), an institutional accrediting body recognized by the *Commission on Recognition of Postsecondary Accreditation* and the *U.S. Department of Education*. The College is recognized as a two-year institution of collegiate grade by the *University of California system*, *California State University system*, *California Community Colleges*, the *American Association of Collegiate Registrars and Admissions Officers*, and the *Veterans' Administration*. Reference may also be made to the "Accredited Higher Institutions" Bulletin of the *Office of Education, U.S. Government Printing Office*; to the "Junior College Directory" of the *American Association of Junior Colleges*; and to "American Junior Colleges" published by the *American Council on Education*, Washington, D.C.

## Academic Freedom

Reference: Title V, Section 51023; Accreditation Standard IIA.7

Academic employees must be free to teach and the students free to learn. Both must have access to the full range of ideas, materials and options. It is the responsibility of academic employees to encourage students to study varying points of view and to respect the students' right to form, hold, and express judgements, opinions, and beliefs, clearly identifying them as such.

The responsibility of protecting academic freedom rests with the Board of Trustees, administration, educational supervisors, and academic employees. Academic employees have a primary responsibility to develop the curriculum and select instructional materials and methods of presentation appropriate to meet the goals of that curriculum. Academic employees, educational supervisors, and administrators may recommend policies for Board consideration when there are criticisms of staff, methods, or materials. Academic employees, educational supervisors and administrators must develop procedures to implement those Board-adopted policies related to academic freedom.

When academic employees are performing their assigned responsibilities, they shall be free to express personal opinions and pursue scholarly, literary, and/or artistic endeavors.

## Advantages of YCCD

The faculty are experienced instructors, skilled in discovering and developing the interests and capabilities of their students. The ability to communicate with faculty members minimizes the danger that a student may become confused and lost in the hurry and bustle of college life and emphasizes the importance of the individual. YCCD bridges the gap between high school and university, making adjustment easier.

The years of college education offered by YCCD are an important budgetary item, especially since there is an increasing tendency for professional preparation to require more than four years of college study. YCCD enables students and their families to conserve their resources for the long period of professional training.

YCCD provides students with such services and activities as individualized counseling, social and cultural activities, sports, and physical recreation of sufficient variety to meet the needs and patterns of all students.

Students will find the opportunity to adjust their studies to their individual needs; those in high school who did not meet university admission requirements may make up their deficiencies; those who want training for immediate entry into paying jobs will find the courses they need; those who wish to complete two years and transfer to a senior college or university may do so with junior (third-year) status.

## Yuba Community College District Vision Statement

Yuba Community College District is an institution of higher education that prepares its students to meet the intellectual, occupational, and technological challenges of a complex world.

The Yuba Community College District is a steward to its communities' educational and cultural well-being.

The Yuba Community College District values an education that encourages self-improvement and enables students to contribute to their families and the community.

The Yuba Community College District values intellectual and cultural diversity, open communication, collegiality, collaboration, mutual respect, personal integrity, and responsible citizenship.

The Yuba Community College District values all collegiate disciplines in relation to life, recognizing the importance of thinking clearly, creatively, critically, and objectively.

## Mission and Goals

**MISSION:** To serve students' educational needs to the extent possible under the State's legal charge and available funding, providing the environment for students and faculty necessary for the pursuit, communication, and interpretation of knowledge, wisdom, and truth.

1. The primary mission of the Yuba Community College

District is to provide rigorous, high quality curricula in:

- Lower division arts and sciences
  - Vocational and Occupational fields
  - Business-focused training for economic development
2. An essential and important function of the District is to provide:
    - Remedial/Basic Skills instruction
    - English as a second language instruction
    - Postsecondary Student Support Services
    - Non-Credit Adult Instruction
  3. An authorized function is to provide:
    - Community Education courses and programs
    - Institutional Research

**GOALS:** The Yuba Community College District will provide:

- Lower division courses for students planning to transfer to a four-year college or university.
- Occupational, technical, and general education courses leading to an Associate degree, certificate, occupation enhancement, or the broadening of one's educational background.
- Economic development, including business and industry focused training.
- Student services and programs to enhance students' opportunity for success.
- Curricula that enhance awareness of social change and cultural diversity.
- Instruction that encourages communicating effectively and thinking critically.
- Instruction in basic skills.
- Community education classes designed for a particular audience or need.
- Community surveys to determine and respond to community needs.
- Professional development and inservice opportunities for all staff to keep them abreast of current developments in their fields so that they, in turn, may provide the best educational opportunities for the student and community.

## Nondiscrimination Statement

The Yuba Community College District does not discriminate on the basis of race, color, national origin, sex, disability, or age in any of its policies, procedures, or practices, nor does it tolerate sexual harassment, in compliance with the *Americans with Disabilities Act of 1991*, *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), *Section 504 of the Rehabilitation Act of 1973* (pertaining to handicap), and *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

# General Information

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and activities, including vocational education.

Inquiries regarding the equal opportunity policies, the filing of complaints, or to request a copy of the complaint procedures covering discrimination complaints may be directed to: Human Resources, Title IX Coordinator (530-741-6975) or Director - District Disabled Students Program and Services, Section 504 Coordinator (530-741-6992). Both are located at Yuba College, 2088 North Beale Road, Marysville, CA 95901.

The lack of English language skills will not be a barrier to admission and participation in the College's vocational education programs.

The College recognizes its obligation to provide overall program accessibility throughout the College for handicapped persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are

accessible to and usable by handicapped persons.

Inquiries regarding Federal laws and regulations about nondiscrimination in education or the District's compliance with those provisions may also be directed to the **Office for Civil Rights, San Francisco Office, U.S. Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102-4102.**

## Programs and Services

### Assessment Center

The Yuba Community College District Assessment Center is located at the Yuba College main campus in Marysville in the 100B building. The District also offers placement testing at Woodland Community College, Clear Lake Campus, and the Beale Center. Contact a testing center for its testing schedule and hours of operation at one of the following locations: District Assessment Center (Yuba College main campus in Marysville) - (530) 741-6864; Woodland Community College - (530) 661-5700; Clear Lake Campus - (707) 995-7900; Beale AFB Center - (530) 788-0973.

Individuals with disabilities or special testing needs should discuss options or accommodations with a Yuba College counselor and/or DSPS staff or contact a test center to arrange accommodations.

The District Assessment Center (Yuba College main campus in Marysville) is a member of the National College Testing Association (NCTA) Consortium of Test Centers and offers distance education testing for various colleges and universities from around the country. We also provide proctoring for makeup tests and course finals with prior arrangement with your instructor. The District Assessment Center is also an Authorized Prometric Testing Center for computer network, hardware and software certification. The center also offers "*The College Board*" *Computer-Based College-Level Examination Program (CLEP)*.

**For your privacy and safeguarding of your records, photo identification is required for all testing transactions.**

### Bookstore

In addition to making available for purchase the required books for each class taught by a Yuba College instructor, the bookstore also sells assorted supplies (binders, pens, paper, art supplies, etc.).

**REFUNDS.** Students who purchased textbooks at the Bookstore can obtain a full refund the first TWO weeks of school (varies for short-term courses) if:

- The textbook is from the current semester.
- The textbook is in its original condition and has not been marked in any way.
- The student has the sales receipt for the textbook.

**BUY BACKS.** During finals, the bookstore buys back textbooks for fifty percent of the purchase price if the textbook is needed for the following semester. The textbook can be new, used, hardback, or paperback (excluding workbooks).

### Cal-SOAP (California Student Opportunity and Access Program)

Cal-SOAP was established by the state legislature in 1978. Today, Cal-SOAP is instrumental in improving the flow of information about postsecondary education and financial aid while raising the achievement levels of low-income, elementary and secondary school students or geographic regions with documented low-eligibility or college participation rates, and who are first in their families to attend college. There are 17 Cal-SOAP locations throughout the state.

The North Valley Cal-SOAP project, of which the Yuba Community College District serves as the fiscal agent, as well as the centralized base location for the project, was created in 2000; and operates as a consortia made up of secondary and postsecondary schools and community agencies. Cal-SOAP works in cooperation with other intersegmental outreach programs to avoid service duplication. The mission of **Cal-SOAP** is to combine resources to increase the college-going rate among local students who traditionally do not attend postsecondary institutions.

Cal-SOAP serves high school students in Butte, Colusa, Glenn, Sutter, Tehama, and Yuba Counties. Cal-SOAP provides participating students with a variety of innovative and valuable services, activities and information that assist them to prepare for, learn about, and apply to college! Cal-SOAP activities include advising, tutoring, parent outreach, and college awareness workshops.

The Cal-SOAP program is administered by the California Student Aid Commission; The Commission is assisted in administration of the program by a 12-member, legislatively mandated advisory committee.

## **CalWORKs Program**

The Yuba College CalWORKs Program provides services to students on TANF (Temporary Aid to Needy Families). The services provided by CalWORKs include counseling, job placement (related to the student's major), CalWORKs work-study, and child care. For more information call 530-634-7773.

## **Career Center**

The Yuba College Career Center provides a process to lead students through various assessments giving them the necessary tools to make career and life planning decisions. Services and tools available to students to achieve this end include: career and vocational assessment and testing; occupational computer-assisted career information; an extensive library of occupational files, employer files, occupational books, and reference materials. Please call 530-741-6804 for more information.

## **Child Development Center**

Child Development Centers are located at Yuba, Lake, and Woodland college campuses. Infants and toddlers (3-36 months), pre-schoolers (3-5 years), and school-age (5-7 years) are served at the Child Development Centers. State Preschool is available 9:00 a.m.-Noon at no charge to eligible student-parents. Early morning and Noon-10:00 p.m. child care is also available on a sliding scale fee rate. Facilities are available for outdoor and indoor play, learning activities, and naps.

The centers hours of operation are dictated by the semester class start dates and times. (Times may vary with each campus; check local campus hours.) Evening hours availability is dependent on enrollment numbers.

The Yuba-Sutter Head Start is located with Yuba College's Child Development Center.

## **College Success Center**

The College Success Center offers tutoring in many subject areas and computer-assisted instruction in math, reading and English. In addition, short-term courses in grammar, reading, basic mathematics and spelling are available on a limited basis. Counselors are also available during some hours each week to assist students with their planning and to help answer questions about specific programs.

Tutoring is available in the College Success Center, which is located at the front entrance of the college library. Tutoring is available by appointment to students for many classes. Most tutoring sessions are scheduled for two hours each week. Tutoring sessions are limited to a maximum of four students who are enrolled in the same course, taught by the same instructor. There is no fee for tutoring, which is available to registered students only.

## **Community Education**

Community Education is a program of noncredit fee-based classes and activities designed to serve individuals with educational goals that do not require college credit. Its goal is to fulfill a role which enables the community to improve the quality of their lives through continuing education. There are no transcripts, grades, or academic requirements. Many classes are offered in response to an expressed interest or need by a specific population or organization. Obtain a Community Education schedule of course offerings by telephoning the Community Education Office at 530-741-6825.

## **Contracted Training**

Contracted Training can offer custom training solutions and targeted training for business prosperity. Yuba College can deliver on-site training solutions for any size company. The program offers customize workshops, seminars, and classes (college credit or not-for-credit) to increase employees' skill level to meet and exceed the business goals of area businesses.

### **Benefits To Local Companies:**

- Cost-effective, cutting-edge, return on investment training
- Coaches, instructors, and facilitators with practical, current real world skills
- Training focuses on measurable outcomes
- Investment in training enhances human capital (employees)
- On-site flexible training schedule to meet the supervisor/employee schedule

Telephone 530-634-7701 for a complimentary assessment.

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## **Cooperative Agencies Resources For Education (C.A.R.E)**

The Cooperative Agencies Resources for Education (C.A.R.E.) is a state-funded program which was developed to provide education opportunities for persons receiving TANF benefits. CARE is designed to provide support towards student retention and academic success and to assist eligible students in their academic and/or vocation objectives. The program provides academic, vocational, and personal counseling; financial assistance, book grants, supplies, access to the CARE library, child care, transportation, tutoring and peer counseling. **(See also E.O.P.& S. section)**

## **Cooperative Work Experience Education**

Cooperative Work Experience Education (CWEE) is a class designed to recognize learning that occurs on-the-job. In order to qualify, a student must (1) be concurrently enrolled in a minimum of seven units which can include units earned in CWEE (enrollment in one other class during summer session) and (2) develop specific learning objectives approved by the employer and Yuba College. A complete description of Cooperative Work Experience Education is found in the "Programs and Courses" section of this catalog. Telephone 530-741-6763 or 530-741-6917 for more information.

## **Counseling**

Community colleges are distinguished by the personal attention given to students and the quality of guidance and counseling services provided. Counseling is an essential part of Yuba College, designed to complement and facilitate the instructional program and to aid students in academic, career, and personal planning.

Counselors provide services for helping each student:

- Analyze aptitudes and interests and learn decision-making processes related to academic and career planning.
- Determine the best educational program for achieving a chosen career.
- Select courses and college activities to maximize the student's opportunities and potential.
- Develop a student educational plan that encompasses both the course work and supplemental needs of the student.
- Plan a transfer program which leads to acceptance with junior standing at an upper division college or university, if such is the choice.
- Resolve personal problems which are of such a nature that a college counselor can be of professional assistance.

**INDIVIDUAL COUNSELING.** Every student is strongly encouraged to see a counselor at least twice each semester to confer on matters pertaining to satisfactory adjustment to college life and progress toward educational/career goals.

Since accurate information about program requirements and course prerequisites is essential for planning courses of study, counselors serve as valuable resource people in helping select appropriate courses. Pre-transfer students are urged to consult with counselors and with the catalogs of the institutions they wish to attend in order to be certain they fulfill all lower division general requirements and specific major requirements of the upper division colleges of their choice.

Counseling also offers a variety of services and resources designed to aid students in choosing, changing, or confirming career goals and taking appropriate steps to reach those goals. Students are advised to make their vocational plans or to select the school to which they wish to transfer as early as possible in their college career. Frequent changes of program or changes in vocational objectives may delay graduation or interfere with successful transfer to other collegiate institutions. Responsibility for meeting these requirements rests entirely on the student.

Yuba College has counselors available at Yuba College in Marysville, Beale AFB Center, Clear Lake Campus, and Woodland Community College. Students are encouraged to use the counselors' expertise as they progress through their programs.

**GROUP COUNSELING/ORIENTATION.** Yuba College provides several types of orientation programs: registration briefing sessions, self-paced orientation courses, career and college planning courses (Counseling 10, 15R, 15AR, 15BR, 45, and 75).

Yuba College counselors provide essential information concerning college graduation and transfer requirements, rules and regulations, and registration procedures for Yuba College programs.

## **Dining Facilities**

In order to accommodate those students who wish to take their meals on campus, a Dining Commons is available at Yuba College. Service is provided Monday through Thursday, 7:15 a.m. until 8:00 p.m. and Fridays 7:15 a.m. until 1:00 p.m., with meals at regular hours and fountain and snack bar service at other times.

## Disabled Students Programs and Services (DSP&S)

DSP&S is designed to equalize educational opportunities for students with disabilities that impact their academic participation; such as, vision, hearing, psychological, mobility, and learning. Assessment for learning disabilities is available to all currently registered Yuba Community College District students experiencing difficulty in their classes or who have a history of special education needs. Support services for eligible students may include academic accommodations such as test proctoring, note taking, disability advising, priority registration, auxiliary aids, interpreter services, special parking, and mobility aids. Specialized classes are offered each semester at Yuba College including Adaptive Physical Education, Academic Strategies, Assisted Computer Technology, and Reading/Writing Development. DSP&S services are also available at the Clear Lake and Woodland campuses.

For more information about eligibility or to apply for services contact DSP&S at Yuba College at (530) 741-6758 (voice) or (530) 741-6994 (TTY); Woodland students please call (530) 661-5797 (voice) or (530) 661-5786 (TTY); Clear Lake students please call (707) 995-7910 (voice) or (707) 995-7928 (TTY).

## Extended Day and Outreach Programs

The Outreach Program, planned to serve the diverse needs of the adult population of the entire District, accomplishes its aim through several facets:

- The On-Campus Late Afternoon and Evening Program;
- The Off-Campus Program providing service at sites throughout the District wherever fifteen or more individuals identify an educational need the College may properly meet;
- Short Term Courses, as short as one day or a weekend, when appropriate to meet an identified need;
- State-approved Non-Credit Courses to meet needs of adults which are not properly met through credit courses; and
- The Public Events Program which sponsors cultural events, speakers, musical events, and other activities not appropriate as credit or noncredit courses.

## Economic Development Mission

The Yuba Community College District works with employers and community agencies to deliver customized training for employability and for upgrading work force skills. Call (530-741-6984) for information about these activities.

## Extended Opportunity Programs and Services (E.O.P.S.)

This state-funded program provides financial assistance and educational support services to eligible, financially and educationally disadvantaged, nontraditional students. E.O.P.S. includes intensive supportive services which enhance the potential for student retention, successful completion of academic and vocational programs, and transfer. Some of the services offered include career planning, academic and transfer counseling, tutoring, peer support, and advising. Students interested in the program should contact the E.O.P.S. department for further qualification information.

The Cooperative Agencies Resources for Education (C.A.R.E.) is a state-funded program which was developed to provide education opportunities for persons receiving TANF benefits. CARE is designed to provide support towards student retention and academic success and to assist eligible students in their academic and/or vocation objectives. The Program provides academic, vocational, and personal counseling; financial assistance, book grants, supplies, access to the CARE library, child care, transportation, tutoring and peer counseling.

For more information call EOP&S Yuba College -530-741-6995; Woodland Community College-530-661-5728; Clear Lake Campus, 707-995-7912.

## Health Insurance

Students are covered by an accident insurance policy up to a maximum of \$20,000 liability for any on-campus activity or school-related activity off-campus. This is secondary accident insurance coverage, which means that if students have their own accident policy, it will provide the primary coverage and the District's accident policy will pick up any excess claims up to the limit of its liability. If a student does not have an accident insurance policy, the District accident insurance policy becomes primary coverage up to the maximum limit. However, in many cases, this policy does not provide 100% coverage.

## Job Placement

Yuba College Job Placement assists students in making the transition to career employment upon completion of their certificate and/or associate degree. Programs and services include Internet or hard copy access to local, national, and international jobs; labor market information; résumés, cover letters, and applications; interviewing techniques and mock interviews; access to the "hidden job market;" job retention; and pre-screening applicants and/or on-campus recruitment for employers.

On- and off-campus part-time employment opportunities are also available to students while in school, including Federal Work-Study and Veterans Work-Study jobs; regular part-time jobs with local businesses; on-the-job training sites for College CalWORKs students; and links with Cooperative Work Experience and Internship programs in identifying work sites.

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Yuba College Job Placement partners with local service providers and community-based organizations in sharing outreach placement services with each other, and with clients, customers, and students. Call Yuba College 530-741-6790 at for more information.

## Library

The Yuba College Library contains about 60,000 volumes and subscribes to approximately two hundred periodicals. Along with traditional library materials, a large media services area is available for student use. Included in the collection are CD's, DVD's, microfilm, slides, records, video tapes, and cassette tapes. The Library/Media Center also houses a television studio, an open computer lab and the origination point for the District's Distance Learning Programs. A Library Card, validated each semester, may be obtained at the Library Circulation Desk.

The library's primary responsibility is to serve the needs of those persons enrolled in Yuba College courses. However, members of the public are welcome to use the facilities any time the library is open.

## Small Business Development Center (SBDC)

The Yuba College SBDC offers free, confidential, one-on-one counseling, low cost seminars and workshops and referrals for specialized business information and resources.

These services are available to current or prospective small business owners:  
bi-lingual counseling, business planning, cash flow analysis, loan package facilitation, marketing/sales planning, cost projections, revenue projections, E-business planning, permit/license assistance, accounting, tax planning, government procurement, sources of financing, location/lease review, sale or ownership transitioning.

The SBDC offers Pre-Business Workshops, an Introduction to Quick Books class and a 14-week entrepreneurial training class. These hands on intensive training classes cover a variety of topics of interest to small business owners such as, business plans, marketing plans, financing options, operations, loan application, time management, etc. Outside experts are invited to speak on specific subjects like income taxes and small business loans. Completion of this class entitles the student to be able to apply for special Micro-Enterprise funding through the County of Yuba.

If you already have a business up and running you are immediately entitled to the free counseling and low cost training classes in key business skills. For further information, or to schedule an appointment, call (530) 749-0153.

## Tech Prep/2+2

The Tech Prep Program awards college credit to high school students who meet 2+2 articulation requirements. An articulated course is one in which the high school instructor and Yuba Community College District (YCCD) faculty have formally agreed that the high school's course outline, syllabus, textbook, and final exam are comparable to those in a course of the same major within YCCD. Tech Prep Programs prepare students to earn a certificate, an associate's degree or transfer to a 4-year university.

For more information about the Tech Prep Program, contact the YCCD Tech Prep Office at (530) 634-7785, visit the Admissions and Records Office at any of the campuses, or see your counselor. Also visit the Tech Prep website at [www.yccd.edu/techprep/index.html](http://www.yccd.edu/techprep/index.html).

## Transfer Center

The Yuba College Transfer Center hosts an annual fall transfer program. The *College Information Day* program brings representatives on campus from the *University of California, California State University*, independent California colleges and university systems as well as out-of-state colleges. Both Yuba College and area high school students have an opportunity to visit informally with these representatives to obtain information concerning their programs, services, and application procedures. For more information, call (530) 741-6790..

The Transfer Center offers services and resources for students seeking information about four-year colleges and universities. For some students, transferring can be overwhelming. Yuba College counselors and Transfer Center staff are committed to helping students become knowledgeable about the steps of the transfer process and the many transfer options available. The services include:

- A resource library of college catalogs, transfer guides, articulation agreements and information, applications for four-year colleges and universities, and other related transfer information;
- Computers with Internet web sites related to transfer;
- Appointments with representatives from four-year institutions;
- College Information Day;
- Workshops in a variety of areas.

## TRIO Programs

In support of the national commitment to providing educational opportunity for all Americans regardless of race, ethnic background, or economic circumstances, Congress established a series of programs to help low-income Americans enter college, graduate, and move on to participate more fully in America's economic and social life.

These programs are funded under Title IV of the Higher Education Act of 1965 and are referred to as the TRIO Programs (initially being just three programs). TRIO Programs help students to overcome class, social, and cultural barriers to higher education. The TRIO Programs include eight outreach and support programs targeted to help disadvantaged students to progress from middle school to post-baccalaureate programs. The Yuba Community College District currently has two TRIO Programs: Upward Bound and Student Support Services.

**Upward Bound** is in its second grant cycle in serving high school students from Yuba, Sutter, and Colusa counties. The program provides opportunities for participants to succeed in pre-college performance and, ultimately, in higher educational pursuits. Upward Bound serves high school students from low-income families and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rates at which participants enroll in and graduate from institutions of postsecondary education. Upward Bound provides fundamental support to high school students in their preparation for college admission. Upward Bound activities include:

- A six-week Summer Academic and Educational Program
- Saturday Academies that provide opportunities for building basic skills and obtaining academic enrichment
- Biweekly sessions with an Upward Bound Specialist to assist in academic, career, and personal counseling, as well as college exploration and planning
- After school tutoring
- Academic instruction in English, Mathematics, Science, Foreign Language and other academic classes
- College visits
- Cultural and enrichment activities
- Leadership workshops and conferences

**Student Support Services** is also in its second grant cycle in providing services to Yuba College students. The Student Support Services (SSS) program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students towards the successful completion of their postsecondary education. The SSS program may also provide grant aid to current SSS participants who are receiving Federal Pell Grants. The goal of SSS is to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next. Services provided by the program include:

- Instruction in basic study skills
- Tutorial services
- Academic, financial, or personal counseling
- Assistance in securing admission and financial aid for enrollment in four-year institutions
- Assistance in securing admission and financial aid for enrollment in graduate and professional programs
- Information about career options

- Mentoring
- Special services for students with limited English proficiency
- Direct financial assistance (grant aid) to current SSS participants who are receiving Federal Pell Grants.

Currently, the Yuba Community College District Student Support Services Program at Yuba College serves 160 community college students.

The legislative requirements of all TRIO Programs can be found in the High Education Act of 1965, Title IV, Part A, Subpart 2, Federal Early Outreach and Student Services Program, Chapter 1, Federal TRIO Programs. To learn more about TRIO Programs, contact the TRIO Office at 530-749-3858.

## Veterans-Veterans' Dependents Services

Yuba College is approved for the training of veterans and veterans' dependents. The Veterans' Affairs Office assists veterans, reservists, and dependents of service disabled or deceased veterans with their educational benefits and acts as a liaison with the *U.S. Department of Veterans' Affairs*. The latest information on rules and regulations are on file and any changes made are passed on to the veterans through this office.

Yuba College requires that all veterans and/or dependents who wish to collect benefits contact the Yuba College VA to start a file. Students will be advised to consult with their academic counselor, who will provide guidance and assistance in their educational goals. To receive benefits, you are required to submit a copy of your semester schedule to the Yuba College Veteran's Affairs Office.

It is the veteran's responsibility to be aware of such Veterans' Administration rules as illegal repeats, probation, and withdrawal from classes. This information can be obtained from the Veterans' Affairs Office on the Yuba College main campus in Marysville, along with other pertinent information to make the educational experience as smooth as possible. The final responsibility for monitoring the process of qualifications for educational benefits resides with the veteran.

For more information contact the Veterans' Affairs Office at (530) 741-6822; TTY 741-7994; or email [msmith@yccd.edu](mailto:msmith@yccd.edu).

## Work Force Investment Act (W.I.A.)

The Workforce Investment Act (WIA), is a federally funded program that offers financial assistance to individuals who wish to obtain vocational training and have un-met needs after applying for the tuition fee waiver and financial aid. The program will help you find a job or train for a new career. Authorized workforce investment activities provided at the local level benefit job seekers, dislocated workers, youth, incumbent workers, new entrants to the workforce: veterans, and employers. These activities promote an

# Programs & Services

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increase in the employment, job retention, earnings, and occupational skill attainment by participants. This improves the quality of the workforce, reduces welfare dependency, and enhances the productivity and competitiveness of the nation.

Acquiring employment, retention, and self-sufficiency through training are priorities with WIA. It is important that you choose a career with a labor market. If jobs aren't available in your local area, you'll need to consider relocating or commuting to another area.

The WIA office on the Yuba College main campus in Marysville is part of the Yuba College One Stop Center. It is located in room 121, next to the Admissions and Records Department. This office offers a computer lab with current software programs, internet access, a study area, and a small lending library for textbooks. Come by and see if you qualify for on the job training, books, supplies, child care, tools, fees, testing, transportation assistance, and other school or job-related needs. This is not a loan and does not have to be repaid. You can be on Financial Aid, EOP&S, Care, unemployment, and scholarships, and still receive WIA assistance. This is not an entitlement program, you must qualify and then it is based on funds available at the county level. For more information please call 530-741-6830 or email: [wia@yccd.edu](mailto:wia@yccd.edu). The Clear Lake Campus WIA office is located in Room 603, telephone 707-995-7100.

## Yuba College Foundation

**History:** The Yuba College Foundation was established in 1972 to support programs, services and scholarships that would help to improve student life at the campuses and centers of the Yuba Community College District. Throughout the subsequent decades, numerous gifts and sound investing have built the corpus of foundation funds to a level approaching \$5 million dollars, making the Yuba College foundation one of the larger community college foundations in the State of California.

**Donations:** As a registered 501 (c)(3), Yuba College Foundation, Inc., is able to assure that all gifts received by the foundation are fully tax deductible. The foundation has received direct support through gifts of cash, real estate, equities and art throughout its 30 years of operation. Additionally, planned gifts such as wills, charitable remainder trusts, and insurance policies have benefited the foundation's programming capabilities. In-kind gifts, such as laboratory equipment, usable automobiles, and classroom supplies, if properly appraised, can also provide the donor with a tax deduction. The Foundation office can be reached at (530) 749-3868 to discuss options for giving.

**Programs:** The Yuba College Foundation has supported literally hundreds of projects, programs, services and scholarships throughout its thirty years of operation. In recent years, direct support from the foundation has provided networking equipment for Clear Lake Community College, laboratory support for the Administration of Justice Program in Marysville, marketing materials for student recruitment at Woodland Community College and hundreds of thousands of dollars in direct student support through scholarships

or book grants. On the average, between 45-50 projects and scholarships per semester receive support through donations to the Yuba College Foundation.

**Governance:** Yuba College Foundation is overseen by a Board of Directors, with representatives coming from the Yuba-Sutter area as well as from the counties supporting the Woodland and Clear Lake Campuses.

Listed below are the current officers and members of the Yuba College Foundation Board of Directors:

Gene Bellisario (Immediate Past President)  
Vicki Bourn (Woodland)  
Wayne Ginsburg (President)  
Jim Buchan (Board of Trustees)  
David Brown, Marysville  
John Cassidy, Yuba City  
Paula Hyatt-McIntire, Esq., Yuba City  
Sarbj Johl, Marysville  
Dr. Robert Lansdon, Yuba City  
Dr. Susan Lott, Yuba City  
Tara Perrin-Preus, Marysville

### Previous Members:

The Yuba College Foundation is proud of those who have served on our Board in the past.

David Anderson	Mehmet "Max" Noyan
Cyndi Blickle	Kathleen O'Connor
Deborah Brooks	Lee Otterson
Dr. Lynn Frink	Fred Sankey
Walter Berg	Fred Shaeffer
Dr. Charles Clement	Baldev (Bob) Singh
Grace Clement	Marilyn Strain
Robert Dorris	Jack Sullivan
Theo Dumars	Helen Whitney
Margaret Eastridge	
Dr. John K. Hickman	
Justin Jackson	
Marlene Lamon	
Don Lehman	
Ed Mathews	