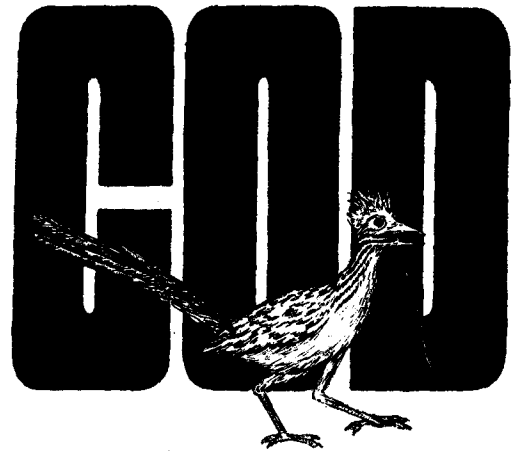


John R. McMillan

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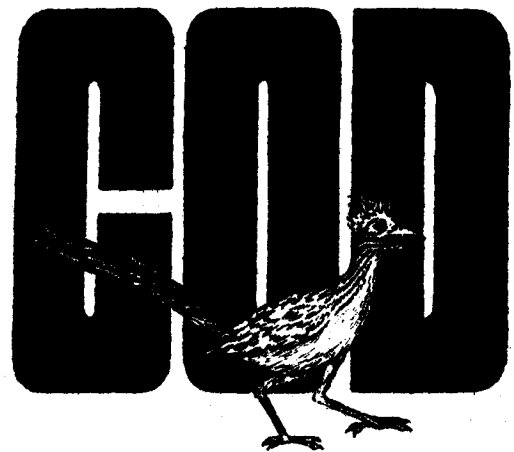
COLLEGE OF THE DESERT



1975-76

**CATALOG AND
ANNOUNCEMENT OF COURSES**

COLLEGE OF THE DESERT



1975-76

**CATALOG AND
ANNOUNCEMENT OF COURSES**

100

100

100

100

100

ACADEMIC CALENDAR

1975-1976

FALL

Sept 1	Labor Day - Holiday
Sept. 8	Faculty Meeting
Sept. 9	Admission Day - Holiday
Sept. 10, 11	Registration & Advising
Sept. 12	Classes Begin
Sept. 19	Last Day for Full-Time Students to Register or Add Classes
Sept. 22	Class Rosters to Faculty
Nov. 11	Veteran's Day - Holiday
Nov. 14	Mid-Semester Grades Due
Nov. 27, 28	Thanksgiving Vacation
Dec. 3	Last Day to Withdraw or Drop Courses Without Grade Responsibility
Dec. 8 - 19	Pre-Registration
Dec. 22 - Jan 2	Christmas Vacation
Jan. 5	Classes Start Again
Jan. 19 - 23	Closed Week to All Activities
Jan 26 - 30	Fall Semester Final Exams
Jan. 30	Fall Semester Ends

SPRING

Feb. 4, 5	Registration & Advising
Feb. 9	Classes Begin
Feb. 12	Lincoln's Birthday - Holiday
Feb. 16	Washington's Birthday - Holiday
Feb. 17	Class Roster to Faculty
Feb. 17	Last Day for Full-Time Students to Register or Add Classes
April 9	Mid-Semester Grades Due
April 12 - 16	Spring Vacation
April 19	Classes Resume
April 30	Last Day to Withdraw or Drop Courses Without Grade Responsibility
May 10 - 21	Pre-Registration for Fall 1976
May 31	Observance of Memorial Day - Holiday
June 7 - 11	Closed Week to All Activities
June 14 - 18	Spring Semester Final Exams
June 17 or 18	Commencement
June 18	Spring Semester Ends

SUMMARY OF SCHOOL DAYS

Fall Semester 1975 - 76		Spring Semester 1976	
September	13	February	13
October	23	March	23
November	17	April	17
December	15	May	20
January	<u>20</u>	June	<u>14</u>
	88		87
		Total	175

September 10, 11
 December 22 - January 2
 April 12 - 16
 June 17 or 18

Registration & Advising
 Christmas Vacation
 Spring Vacation
 Commencement

1975

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
....	1	2	3	4	5	6	1	2	3	4	1	1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31
....	30

1976

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
....	1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	1	2	3
4	5	6	7	8	9	10	8	9	10	11	12	13	14	7	8	9	10	11	12	13	4	5	6	7	8	9	10
11	12	13	14	15	16	17	15	16	17	18	19	20	21	14	15	16	17	18	19	20	11	12	13	14	15	16	17
18	19	20	21	22	23	24	22	23	24	25	26	27	28	21	22	23	24	25	26	27	18	19	20	21	22	23	24
25	26	27	28	29	30	31	29	28	29	30	31	25	26	27	28	29	30
....

MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
....	1	1	2	3	4	5	1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30	31
30	31

SEE SUPPLEMENT TO CATALOG FOR DESCRIPTIONS
 of
 NEW COURSE OFFERINGS

43-500 Monterey Avenue
 Palm Desert, California 92260
 Telephone (714) 346-8041

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ADMINISTRATION

BOARD OF TRUSTEES

The members of the Board of Trustees for the College of the Desert are elected by the people of the Coachella Valley Junior College District for a term of four years. The present Board consists of the following persons:

Mrs. Susan Marx, Rancho Mirage. Elected Clerk of the Board 1975. Term expires 1979.

John McFadden, Rancho Mirage. Re-elected Clerk of the Board July 1974. Term expires 1977.

John F. Outcalt, Palm Desert. Appointed 1962 to fill unexpired term of William Cook, resigned. Clerk of the Board 1964 to 1968. Vice President of the Board 1968 to 1972. Re-elected President of the Board July 1974. Term expires 1977.

Raymond R. Rummonds, Indio. Elected 1958. President of the Board 1968 to 1972. Term expires 1979.

Mrs. Helen Staley, Palm Springs. Appointed 1961 to fill unexpired term of William A. Mason, deceased. Clerk of the Board 1968 to 1973. Re-elected Vice President of the Board July 1974. Re-elected 1975. Elected President of the Board 1975. Term expires 1979.

OFFICERS OF THE COLLEGE

- F. D. Stout, President and District Superintendent
- C. A. Patterson, Dean of Instruction
- M. W. Ellerbroek, Dean of Business Services
- Joseph B. Iantorno, Dean of Students



GENERAL INFORMATION



GENERAL INFORMATION

PHILOSOPHY

The citizens of this community, to provide opportunities to achieve, through education, a richer and more effective life, established the Coachella Valley Community College District. The district created College of the Desert a two-year, public institution of higher education, dedicated to the concept that individual talent and integrity constitute the nation's most valuable resources and should therefore be developed and protected to the fullest possible extent. This philosophy has dedicated that the College establish as its primary goal the provision of full educational opportunities for the adults of the community, and has instituted the corollary requirement of high standards of performance on the part of all who participate in its benefits.

To achieve this goal, the College has established the following objectives:

1. The establishment of a well-conceived curriculum, rich in content and broad in scope.
2. The selection and retention of a superior faculty capable of outstanding teaching.
3. The establishment and operation of a physical environment conducive to learning.
4. The implementation of a teaching philosophy that places emphasis upon independence of thought and action as essential ingredients of a functioning democracy, and the development of value judgments and self-discipline as the desired product of education.

It is expected of all students that they develop competence in the fundamental processes of reading, writing, speaking, listening, and computation; an appreciation of the scientific method in the solution of problems; an awareness of the unique values of our American heritage, including our democratic way of life, and the primacy of moral concerns; a sense of the inherent responsibilities of citizenship; and an insistent desire to become and to remain vocationally competent. It shall further be incumbent upon all students to manifest their respect for free educational opportunity by reciprocal behavior in the form of regular attendance, exemplary conduct, and diligent application of effort to the end that all may improve themselves and therefore their opportunity to contribute to society in a degree commensurate with their capacity.

COLLEGE CURRICULUM

The College curriculum is organized around four major areas.

1. Occupational Education--For those students desiring to complete an occupational curriculum within two years, the College will offer technical training and education in all fields where promise of student enrollment justifies the necessary allocation of resources. Individual courses will be offered on the basis of the same principle in those areas where a full curriculum cannot be justified. In both instances the College's aim will be vocational competence for its students with a corollary competency in citizenship.

2. Academic Preparation for Advanced Study--As an integral unit of the California tripartite system of public higher education, the College will provide programs of study providing students the opportunity to prepare for transfer to the four-year colleges and universities of the state and nation. The College aspires to do this in such a manner that students may transfer without loss of time or credit.

3. Developmental Education--The College will provide developmental programs and courses which will enable students to acquire learning skills necessary for the completion of an educational plan leading to the attainment of the individual's objectives.

4. Personal Enrichment Education--The College recognizes the dignity and worth of each individual and will provide courses which will enable students to explore their potential abilities. The primary objective of these courses is to provide the opportunity for students to improve the quality of their lives by enriching and broadening their horizons.

Occupational Education

The College of the Desert offers a diverse program in the occupational areas. Students may work toward: (a) earning a certificate. (The certificate program is approximately one year in length, with the prospective student specializing in a particular area of study--not enrolling in Associate in Arts degree-required courses); or (b) an Associate in Arts degree. Refresher courses are also offered, as well as courses in which new and/or upgraded skills are required to take advantage of employment opportunities.

Individuals may attend classes as either part-time or full-time students. A large segment of the College student body is employed full time, but attends classes of interest during evening hours. The College closely articulates with other

colleges and industry. Many of the courses completed will transfer to four-year institutions. Occupational advisory committees, individuals currently employed, or employers assist the College in determining the types of skills, courses, and programs students should complete to meet labor market needs as well as the needs of industry.

The College offers a comprehensive program for community residents. See page 37 for a list of certificate programs and Associate in Arts degree offerings.

Academic Preparation for Advanced Study

Most professions and careers requiring study beyond that available at the College of the Desert are such that the first two years of study may be completed before transferring from College of the Desert to another institution of higher education. To assure transfer students of obtaining the maximum benefit from their College of the Desert experience prior to transferring, it is imperative that the students engage in careful, long-range planning. In general, the student planning to transfer should follow the procedure outlined below. These procedures are adapted from the publication, "Planning for Transfer," available in the Guidance Center.

1. **Tentative Choice.** Make a tentative transfer college choice as early as practicable during College of the Desert career. Providing help with career planning is a primary role of advisers and counselors.

2. **Catalog.** Examine catalogs of prospective colleges and universities (henceforth, college will be used to refer to both institutions). Study carefully (1) sections covering Admission of Transfer Students, and (2) sections covering all requirements for graduation in a major. Note especially if there are college requirements in Foreign Language or Mathematics. Further, note that finding all requirements often requires perusal of the entire catalog. Typically, universities have university graduation requirements, college graduation requirements, and graduation requirements in a major, often listed in widely scattered sections of the catalogs. Many of these requirements must be taken during the freshman and sophomore years. Failure to do so can unduly extend the time required for graduation.

3. **Financial Aids.** Apply for financial aids as indicated in the admission instructions of the catalog of the college. Apply for the California State Scholarship if there is a financial need. Application for the California State Scholarship requires action as early as the middle of October for aid for the following semester. The State Scholarship covers tuition and fees up to \$2,500 per year, if there is sufficient need. Students applying for financial aids at the University of California

or for most independent colleges in California must apply for the California State Scholarship. Applying and qualifying for the State Scholarship, when a student indicates that he intends to enter an independent California college, can largely equalize the difference in cost to the student between the independent college and a public one. That is to say the Scholarship generally provides the financial qualification for that student to attend that college with no or little more expense than it would be for him to attend a public institution.

4. **General Education Requirements.** Notice that many colleges have a general education requirement markedly different from the College of the Desert pattern. With early and effective planning, a student can complete all the general education or breadth requirements while at College of the Desert (in most majors) and still graduate from College of the Desert in four semesters.

5. **Application Filing Period.** Check carefully the dates of the application filing period. This is the time between the first date when applications will be received and the deadline. Many colleges have initial filing periods ten months before admission. In all cases, preparation of applications early within the filing period is recommended.

6. **Letters of Recommendation and Rating Forms.** Some independent colleges require letters of recommendation or rating forms. Students should get to know their academic adviser and several instructors well enough so that they can comment adequately on the student's characteristics.

7. **Grade Point Requirements.** Many colleges require higher than a 2.0 (C) grade point average. Study catalogs carefully for all requirements.

8. **Admission Requirements of the Public California Institutions.** Both the University of California (UC) and the California State University and Colleges (CSUC) have the same initial filing period for fall admission. The period for fall entry is the month of November for admission ten months later. Both UC and CSUC require completion of 56 units of transferable courses to enter as a junior. Both require a minimum of a 2.0 grade point average (higher for non-residents). Students eligible for UC or CSUC entrance as a freshman may enter before their junior year so long as they maintain a 2.0 grade point average in college work. For Clarification of Entry Requirements, consult the transfer college catalog.

9. **Transferable Course Lists.** Search the transfer institution catalog to determine which courses are transferable. There are separate lists for UC and CSUC which may be obtained from advisers and

counselors. If a course is not on the list, it is not counted as part of the 56 units, nor is it counted in the admission grade point average.

10. Transfer Counselor. If there are questions that cannot be answered by studying the transfer college catalog, see the College of the Desert Transfer Counselor in the Guidance Center.

Personal Enrichment Education

Plato defined a good education:

"A good education consists of giving to the mind and to the body all the beauty and all the perfection of which they are capable."

The Personal Enrichment offerings of College of the Desert are a necessary part of satisfying this definition. Due to changing times, people now have the opportunity to explore the many intellectual and physical endeavors previously denied them. College of the Desert recognizes the need and desire on the part of its students to explore areas never studied, to develop skills, and to strive to improve the quality of their lives and the lives of those around them. To this end, the College offers courses and programs in the arts and the humanities and strives to make these programs as available as possible to all who might wish to participate.

Developmental Education

Education is a lifelong process. In today's society, it is necessary for people to return to college again and again to acquire new skills, to upgrade old skills, to acquire new knowledge, and to expand on existing knowledge. Due to the time lapses between college enrollments, it may be necessary to acquire or re-acquire basic skills before pursuing a particular program of study.

In recognizing the role of the community college in the area of developmental education, College of the Desert has made available through the library: facilities, programs, and staff to provide opportunities for development of necessary skills and knowledge in Study Skills, Fundamentals of Mathematics, Reading Techniques, and Reading Improvement.

In addition, the College provides full-time programs in Learning Skills Education, English as a Second Language, Adult High School Completion, and Preparation for the General Educational Development Test (GED).

Utilizing the facilities of the College's Learning Laboratory, programs are offered on a year round open-entry, open-exit basis without regard to the semester system upon which most college programs operate. Admission of students occurs on a daily basis and no prior educational background is assumed. In addition to regular class offerings, stress is placed on individualized student programs, counseling services, and tutorial assistance.

Specifically, instruction is provided in the following areas:

English as a Second Language (ESL)

This program provides instruction for students at all levels who are studying English as a second or foreign language. In addition to a wide offering of evening classes in neighborhood locations throughout the college district, a complete ESL program is in operation on a daily basis in the Learning Laboratory on the College of the Desert main campus. Students of varied educational backgrounds and from many parts of the world are regular participants in this program and new students are accepted on a daily basis.

Learning Skills Education

The Learning Skills program provides instruction which teaches adults those skills normally acquired in grades 1-8, with particular emphasis in reading, writing, mathematics, and communication skills.

Adult High School Completion

This program provides an educational opportunity for those adults, anyone 18 years or older, who desire to complete the requirements for a high school diploma. Credit can be granted for military service, for service school attended, work experience, and credit earned in the ninth grade or higher, except physical education. The school district in which a student is a resident issues the diploma when course work is completed at the College.

General Educational Development Test (GED)

A function of the high school diploma program is to prepare students to pass the GED test, which many businesses and governmental agencies accept in lieu of the high school diploma.

HISTORY

The Coachella Valley Community College District, the legal birth certificate for College of the Desert, was approved on January 21, 1958 by the voters of Palm Springs Unified School District and the Coachella Valley Joint Union High School District by a majority of approximately ten to one.

More than ten years of study and planning by the governing boards of the two districts, in cooperation with the State Department of Education, preceded the election through which the College was born.

On April 15, 1958 the initial five member Board of Trustees was elected from a score of candidates. On July 1, 1958 the elected Board members were officially seated and the new District thus became "effective for all purposes."

The Board and a limited administrative staff spent three years studying community college education, and planning curriculum, buildings, and policies, before contracts were let in the summer of 1961 for actual construction of the initial nine buildings on the 160 acre site at Monterey Avenue and 44th Avenue in Palm Desert. The College's first students were received in the fall of 1962.

In the fall of 1966 the voters of Morongo Unified School District elected to join the Coachella Valley Community College District. The area comprises the communities of Morongo, Yucca Valley, Joshua Tree, Twentynine Palms, Landers, and Twentynine Palms Marine Base. This portion of the College of the Desert's district has been referred to as the "High Desert Campus." The Board of Trustees purchased 120 acres on Twentynine Palms Highway between Twentynine Palms and Yucca Valley on which a branch campus is to be built as growth and resources permit.

The 1975 spring semester enrollment in the entire Coachella Valley Community College District totaled over 10,000 individuals.

ACCREDITATION

The College of the Desert is accredited by the Western States Association of Schools and Colleges, which is the official National Accrediting Agency for this region.

FACILITIES

The campus of the College of the Desert is on a 160 acre tract in Palm Desert at Monterey Avenue and 44th Avenue. Although it is master-planned for 2500 full-time students, the eighteen buildings completed to date will accommodate conveniently about 1800 regular students and 3500 part-time students and adults.

All buildings are of concrete and steel, designed for permanence, utility, and beauty, but also planned for flexibility to accommodate temporarily some categories of specialized instruction which will in due time justify specialized buildings.

The Library, designed to occupy the focal center of the campus, and thus planned in size, esthetics, and function to justify that location, was omitted from the first increment of buildings for financial reasons. However, as a result of a second bond election, the library is now a reality.

Other buildings are designed in groups according to function. The Campus Center Group is composed of three buildings: Administration, Dining Hall, and a Guidance Center. The Science group comprises in the first phase a Laboratory Building and a Lecture Hall. The Liberal Arts Building is the first of a classroom group which will ultimately house the humanities and social sciences. The Health and Physical Education Group is composed of a gymnasium, a locker-

shower unit, a shallow pool for swimming, a deep pool for diving, and six tennis courts. There is also a large putting green, a night-lighted football field and a one-quarter mile track area with concrete bleachers seating 1000. A baseball field and an archery range complete the physical education and athletic facilities. Three technology buildings house varied laboratory units for courses in trades, technology, agriculture, and engineering. A heavy equipment building now under construction will be completed in time for the 1975 fall semester. An agricultural building, and a related greenhouse and lath house accommodate other classes and laboratories in ornamental horticulture and general agriculture. A Nursing Building was completed in 1968, and a Business Building in 1969. Warehouse and maintenance buildings are located in the campus date garden. In this area also are Temporary Classroom Buildings which house the Learning Laboratory and some aspects of the programs offered by the Music and Art Departments. Off-campus facilities have been leased in the Lower Coachella Valley to offer occupational programs. Several buildings in the High Desert have been leased to accommodate both occupational and academic day and evening classes. A residence was located on the site when it was purchased, and it has been converted into a home for the College President and family.

TIME AND LOCATION OF CLASSES

The College of the Desert offers classes from 7:00 a.m. until 10:30 p.m. Monday through Thursday; from 7:30 a.m. until 5:30 p.m. on Fridays and Saturdays; and for special classes and seminars, at other times during the week. Classes are held at off-campus locations throughout the district, in addition to the classes offered on the Palm Desert campus and at the High Desert Campus in Twentynine Palms. For specific information pertaining to class offerings, times, and locations, consult the most recent College of the Desert Schedule of Classes.

LIBRARY SERVICES

The College Library serves the entire College community: students, faculty, staff, and guests. As the materials center of the College, the library provides books, periodicals, pamphlets, government documents, and non-printed materials to supplement classroom instruction and laboratory experiments. On the main floor of the centrally located, three-story College Library are the general book, reserve, reference, periodical, and microfilm collections; temporarily located on the mezzanine are classrooms, faculty offices, reading laboratory, and reading skills laboratory; on the lower floor are the non-print instructional materials such as a closed-circuit television, language laboratory, listening rooms, classrooms, and the Computer Center.

AUDIO-VISUAL AND BROADCAST SERVICE CENTER

The Audio-Visual and Broadcast Service Center provides non-print media services to students and faculty of the Coachella Valley Community College District as well as media consultant services to all persons within the District.

While the major emphasis of the Service Center is supplying films and television programs for the instructional program within the District, it also supplies the attendant equipment for procuring, producing, and viewing them as well as the maintenance involved.

The Service Center also maintains an inventory of media equipment for faculty use in media presentations as well as some media production equipment.

The Service Center staff consults with faculty, staff students and community persons interested in the utilization of equipment, purchasing of equipment, operation of equipment, maintenance of equipment and media systems design.

Where time allows, the Service Center staff will produce media for instructional uses within the District.

COOPERATIVE WORK EXPERIENCE EDUCATION

Cooperative Work Experience Education is a systematic, planned program for students who are employed. It is a realistic approach to career planning and/or career improvement in which supervised learning takes place on the job. The student is provided with an opportunity to make classwork relate directly to on-the-job work experience.

The program operates as a cooperative activity between the school, the student, and the employer. It is a new, innovative, educational thrust utilizing community resources as educational facilities. The entire community becomes, in reality, a laboratory where multimillion dollar equipment is used by participating students. Also, successful professionals and expert tradespeople serve as instructors along with members of the faculty at College of the Desert.

Student Qualifications--In order to qualify for participation in the Cooperative Work Experience Education program at College of the Desert, the student must:

1. Be enrolled in a curriculum leading to a Certificate of Achievement and/or an Associate in Arts degree.
2. Complete eight or more units of course work, including Cooperative Work Experience, each semester of participation in the program.
3. Be enrolled concurrently in a one-hour-per week, non-credit Control Class during the first two semesters in the program.

4. Pursue a systematic plan of Cooperative Work Experience Education which includes new or expanded on-the-job learning experiences beyond those accomplished during previous employment.

5. Be employed in a work situation in which these on-the-job learning experiences are capable of being evaluated.

6. Have the approval of the Director of Cooperative Work Experience Education to enroll in the program.

Achievement by Objectives--At the beginning of each semester, the student, in conference with the Coordinator, must establish three to five specific job-related performance objectives which must be successfully completed by the end of the semester. An objective is a statement which describes a learning experience in terms of a result the student is interested in accomplishing on the job during the semester. It is hoped that the setting of the objectives will enable the student to realize the educational opportunities that are available in his job. Work Experience credit will be given only when new job skills and learning activities can be identified and accomplished.

COMMUNITY SERVICES

Service to the community is a major function of College of the Desert.

In meeting the needs of the community, College of the Desert is dedicated to add to the enrichment of daily living as well as the sponsoring of such events as lectures, forums, art exhibits, films, seminars and workshops.

As a community service, the use of college facilities are encouraged by community organizations which qualify under the Civic Center Act.

Community Services strives to create an awareness of events, college programs and the continual development of College of the Desert through the use of media appropriate to the public information program.

ADMISSION INFORMATION



ADMISSION INFORMATION

ADMISSION

After receipt of satisfactory credentials, the following applicants are eligible for admission:

1. Any high school graduate.
2. Any other person over 18 who is capable of profiting from the instruction offered.
3. Students currently junior or senior status at district high schools may enroll part time with the permission of their high school principal and with the submission of approval form to the College Registrar.

Admission of Residents of the Coachella Valley Community College District

Students whose residence is in one of the high school districts comprising the Coachella Valley Community College District (Palm Springs, Indio, Coachella Valley, Eagle Mountain, Yucca Valley, Twentynine Palms high schools) are qualified to enroll at College of the Desert under the above conditions.

Admission of Students from California Districts not Maintaining a Community College

Students who reside in a high school district not maintaining a community college are eligible to attend College of the Desert, but must complete a residence statement at the time of application for admission.

Students Residing in California Districts Maintaining a Community College

Students whose official residence is in another community college district will not be permitted to enroll in College of the Desert until a release or a permit from the home district has been received, and until they have presented evidence of acceptable living arrangements, good citizenship, and academic competency. However, students over 18 years of age who move their legal residence to the Coachella Valley Community College District are considered as district residents.

RELEASE POLICY

The Governing Board of the College of the Desert and the College officials recognize that under certain conditions it may be desirable for students residing in the Coachella Valley Community College District to attend community colleges elsewhere.

The Board of Trustees of the College of the Desert has established the following policy concerning releases which will prevail for the school year 1975-1976:

1. Students who require a college credit program which is not offered at College of the Desert may be released to attend another California community college.
2. Students may be released to attend any community college in California which will not make a charge to College of the Desert for the attendance of a student.
3. Release forms are available at the office of the Dean of Students.
4. Students who have been granted a release to attend another community college for one year must re-apply for permission to attend for a second year.
5. Releases should be applied for in person at the Dean of Students' Office,

43-500 Monterey Avenue
Palm Desert, California 92260.

Admission of Out-of-State Students

High School graduates with advanced standing from out of state are eligible to enroll at College of the Desert provided acceptable transcripts of past achievements are presented, and when they have presented evidence of acceptable living arrangements, good citizenship, and academic competency.

Foreign Students

Foreign students are welcome at College of the Desert, but no special program has been developed for such students. To be admitted, foreign students should provide evidence of the equivalent of high school graduation, and must demonstrate by examination their proficiency in English to profit from regular college classes. Foreign students wishing to transfer to College of the Desert from other U. S. institutions are expected to complete one year of satisfactory course work at the U. S. college or university initially admitting them. In addition, they must have presented evidence of acceptable living arrangements, good citizenship, and academic competency.

APPLICATION

An application blank may be obtained in person, or by writing or telephoning the Registrar's Office. Applicants should submit applications and

transcripts well in advance of the beginning date of the semester for which they wish to be admitted.

All students enrolling for the first time must submit an official Application for Admission.

Transcript of Record

The full-time student should arrange to have complete transcripts of his academic record sent to the Office of the Registrar. A high school senior should have the transcript sent after graduation. Transcripts must be mailed directly from one institution to another and cannot be considered official if they are delivered in person.

Applicants without high school diplomas may be required to demonstrate by means of examinations that they are qualified to undertake work at the college level.

Placement Examinations

All entering freshmen are encouraged to take college placement tests prior to registration. The scores of these tests will be used in advising the student in selecting courses suitable to his academic performance and subject interests. Students with advanced standing are excused from these tests if they have completed twelve semester hours including satisfactory completion of a college course in English composition.

Probationary Entrance Program

Students who are in need of additional basic skills for projected academic achievement, on the basis of placement examinations, will be guided into individualized probationary entrance program designed to meet the particular needs of each student. Counselors have the responsibility of counseling with these students in determining their individual programs.

The counselors, with assistance from instructors, will evaluate periodically the progress of these students on an individual basis.

A student who has made satisfactory progress by the end of one semester may, with the assistance of a counselor either (1) designate a major area of study and pursue study in that area under the advice of an academic adviser, or (2) remain as a counselee of the counselor in an "undeclared major" status until a major has been specified.

A student who has not met required standards of performance may be denied further enrollment in the College, except as a special status student.

Disqualified Transfer Student Program

Students who have been disqualified at other institutions are not eligible for admission to College of the Desert until at least one semester has elapsed following the semester in which disqualification took place.

Probationary Transfer Student Program

Applicants whose scholastic achievement at another college represents less than a C average may be admitted for a restricted academic program. Better than average grades on this work may allow admission to subsequent semesters. Admission on probation is a privilege granted, not a right of the applicant.

Expenses

No tuition is charged California residents at College of the Desert. Out-of-state residents and students of foreign countries will be charged a tuition fee, the amount of which will be determined annually by the State Board of Education. (Refer to current Schedule of Classes.) All students should be prepared for the following types of expenditures:

1. Board and lodging if not living within commuting distance from their homes.
2. Textbooks, supplies and special clothing available in the college bookstore estimated at \$150 per year.
3. Associated Student membership fee, \$10 each semester.

REGISTRATION

A time schedule of classes is published approximately one month before each semester and summer session which contains carefully planned registration procedures.

The office of the Coordinator of Continuing Education will be open from 1:00 to 9:00 p.m., Monday through Thursday, to advise adult students.

Late Registration

Although specific days are set aside at the beginning of the semester for registration, students may register up to one week after classes begin with the permission of individual instructors.

Unit Load Limitations

A normal class load is considered to be 15-17 units plus a class in physical education. Students working full time are encouraged to carry a reduced load. Students with advanced standing, and having a C average or better, will be permitted to enroll in 19 units plus physical education.

Students wishing to obtain a variance from the above limitations may petition the Academic Regulations Committee.

PROGRAMMING

Selection of a Major

The selection of a major is an indication of the goal toward which the student concentrates his efforts. This goal may be the mastery of a field of knowledge, the foundation for which may be found in the transfer program, or it may be the development of skills or other competencies found in the various occupational curricula in the College. A major consists of at least 20 units of credit in a specified field of study.



STUDENT SERVICES

STUDENT SERVICES

STUDENT PERSONNEL SERVICES

To realize the mission of meeting the educational needs of all the people within the College service area, College of the Desert Palm Desert and Twentynine Palms Campuses have held the concept of the "open door" in accepting for admission anyone over 18 years of age who could profit from instruction. The resulting diverse student body encompasses a wide range in abilities, backgrounds, ages, economic status, and ethnic groups.

To serve the educational and personal needs of large numbers of very different youth and adults, there must be a commitment to the concept that educational institutions exist for the purpose of assisting the individual student in the learning process. All programs, all services, all facilities in the final analysis must be directed toward development of the student.

Student personnel services at College of the Desert, Palm Desert and Twentynine Palms campuses perform an integral, essential and vital function of the overall educational program. One of the most important responsibilities of a comprehensive student personnel services program is to give every possible aid to each student utilizing more completely his own capabilities. To this end, the student personnel services assist students to achieve understanding of the four major areas that make up student services: Admissions - Counseling - Student Affairs - Special Support Services.

Admissions

The admissions service is the identification and acceptance of all qualified students for enrollment in College of the Desert. Maintaining facilities and record-keeping systems which will safeguard the students' academic and personal record, developing an articulation plan and maintaining for the student smooth educational progress, establishing an orientation plan for easing the transition to higher education and recruiting actively for participants in its educational offerings, particularly among those who might not consider higher education a possibility, represent ways the admissions office attempts to open the college door to all.

Other information regarding Admissions may be found in this catalog under the titles of Academic Information and Admission Information.

Counseling

The counseling service is a fundamental and integral part of the total educational process of College of the Desert. Recognizing that each

student who comes to the community college is unique, counseling personnel believe their primary responsibility is to the student, to respect his individuality, to encourage his development, and to foster a climate in which individual growth can occur.

Individual growth is characterized by a kind of strength and independence which enables the student to become increasingly caring about others and concerned about understanding the nature of involvement appropriate for him as an active and responsible individual in our society.

The overall purpose of the Student Guidance Center is to promote the personal growth of individuals within society and within the College community. The services provided to students include: (1) counseling, (2) testing, (3) transfer, (4) placement, (5) career, (6) handicapped, (7) veterans, (8) tutorial and Extended Opportunity Program (EOPS).

Some of the above-listed services will be discussed in more detail under the Special Support Services area.

Orientation--Prior to the beginning of the fall semester, a special new-student orientation program is held for all new incoming freshmen. This program will also be offered in the regular fall and spring semester. This program is designed to assist the student to:

1. Recognize and identify the difficulties that he may encounter during the initial weeks of college.
2. Recognize procedures and processes that have a direct effect upon his progress.
3. Be aware of the counseling department services.
4. Recognize the channels of communication he may utilize during his enrollment in college.
5. Provide informal exchange of ideas and/or experiences with a counselor and with other "new" students.
6. Become aware of the services available at the college.
7. Become aware of the general and/or specific information regarding curricula, career information, transfer information.
8. Thoroughly explore the occupation of his choice.