Butte College Mission Statement
Butte College provides quality education, services, and workforce training to students who aspire to become productive members of a diverse, sustainable, and global society. We prepare our students for life-long learning through the mastery of basic skills, the achievement of degrees and certificates, and the pursuit of career and transfer pathways.

The printable class schedule is updated every 24 hours
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Campus Phones

Butte College .............................................................. (530) 895-2511
3536 Butte Campus Drive, Oroville 95965
Chico Center ............................................................... (530) 895-1352
2320 Forest Avenue, Chico 95928
Glenn County Center .................................................... (530) 865-9728
604 E. Walker St., Orland 95963 ...(530) 934-2144
Skyway Center ............................................................. (530) 895-2511
2480 Notre Dame, Chico 95928
Admissions/Records (A&R) ........................................... (530) 895-2511
Assessment Office ....................................................... (530) 895-2511
Associated Students ..................................................... (530) 895-2392
Bookstore .................................................................... (530) 895-2331
Bus Transportation ...................................................... (530) 895-2352
Campus Clubs ............................................................. (530) 895-2427
Campus Information .................................................... (530) 895-2511
Career & Technical Education ......................................... (530) 895-2531
Career Services ........................................................... (530) 895-2340
College Connection ...................................................... (530) 895-2949
Counseling & Advising .................................................. (530) 895-2378
Disabled Student Services ............................................. (530) 895-2455
EOPS .......................................................................... (530) 895-2555
Financial Aid ............................................................... (530) 895-2311
Foster Care Education .................................................. (530) 897-6235
Health Services ............................................................ (530) 895-2441
Job Placement/Work Exp .............................................. (530) 895-2334
K-12/Concurrent Enrollment .......................................... (530) 895-2949
Library ........................................................................ (530) 879-4017
Orientation ................................................................. (530) 895-2416
College Police ............................................................. (530) 895-2351
Transfer Counseling Center ........................................... (530) 895-2264
Veterans Office ........................................................... (530) 895-2566
Student Technical Support ............................................ (530) 895-2925

Off-Campus

Community Emp. Ctr., Chico ........................................... (530) 895-4364
2445 Carmichael Dr., Chico
Community Emp. Ctr., Oroville ...................................... (530) 538-5300
78 Table Mountain Blvd., Orland
2491 Carmichael Dr., Ste 300, Chico

2014 Important Summer / Fall Schedule Information

Don’t miss your Early Registration Appointment
View Registration appointments online in MyBC

Summer Session • June 9 - July 17

February 26 ........... Deadline for determining continuing status - VETS, Foster Youth, EOPS, DSPS, CalWorks
designation, address updates and leaves of absence must be on file and approved
March 7 ............... Registration appointments distributed in MyBC
March 31 ............ Registration begins for VETS, Foster Youth, EOPS, DSPS, CalWorks
April 1 ............... Continuing student registration begins
May 4 ................. K-12 Applications and Concurrent Enrollment Forms due to Welcome Center
May 19 ............... Returning student, New student, New Transfer student, and Open registration
for all students, except K-12, begins at 8:00 AM
May 22 ............... K-12 registration begins at 3:00 PM
May 26 ............... Memorial Day – no school
June 9 ............... Summer session begins
June 10 ............... Last day to drop and be eligible for a refund (10%)
June 12 ............... Add deadline
June 16 ............... Last day to drop w/o a “W” on transcript
June 24 ............... Deadline to submit Audit, P/NP, and Credit by Exam forms to Admissions & Records (A&R)
June 26 ............... Last day to drop in person with a “W” on transcript and w/o instructor’s signature;
online through June 29
July 4 ................. Independence Day – no school
July 17 ............... Last day of instruction
July 28 ............... Deadline for submitting Summer ’14 Graduation Applications to A&R

Fall Semester • August 25 - December 19

February 26 ........... Deadline for determining continuing status - VETS, Foster Youth, EOPS, DSPS, CalWorks
designation, address updates and leaves of absence must be on file and approved
March 7 ............... Registration appointments distributed in MyBC
March 7 ............... Notification of loss of priority registration status distributed
March 31 ............ Registration begins for VETS, Foster Youth, EOPS, DSPS, CalWorks
April 1 ............... Continuing student registration begins
April 4 ............... Last day to submit appeal for loss of priority registration to A&R (date extended
from March 14)
May 5 ................. Orientation (START) sign ups begin. New students and New Transfer students
register through their orientation session
August 1 ............. K-12 Applications and Concurrent Enrollment Forms due to Welcome Center
August 4 ............. Returning student registration begins at 1:00 PM
August 7 ............. Open registration for all students (includes students who have not met assessment,
orientation & counseling requirements AND students who lost Fall 2014 priority
registration status), except K-12, begins
August 11 ............ K-12 registration begins

August 25 ........... Fall term begins
September 1 ........... Labor Day – no school
September 4 ........... Add deadline
September 4 ........... Last day to drop in person and be eligible for a refund; on line through September 7
September 4 ........... Last day to drop in person w/o a “W” appearing on transcript; on line through September 7
September 25 ........ Deadline to submit Audit, P/NP, and Credit by Exam forms to A&R
October 16 ........... Last day to drop in person with a “W”; online through October 19; to drop after this date
students must contact instructor’s signature certifying serious and compelling reasons for dropping
November 11 ........ Veterans Day – no school
November 26 ........ Deadline for submitting Fall ’14 Graduation Applications to A&R
November 27, 28 ... Thanksgiving holiday and instructional break - no school
December 19 ........ Last day of finals
Quick Guide to Butte College Admission
6 Steps to Enrollment

WHAT TYPE OF STUDENT ARE YOU?

NEW ........................ You are a new student if you have never applied to Butte College. If you have taken courses at Butte College while in high school and have since graduated, you are considered a new student. (Complete Steps 1-6)

TRANSFER ........... You are a transfer student if you have completed course work at a community college or university other than Butte College. (Complete Steps 1-6)

RETURNING ........ You are a returning student if you previously completed course work at Butte College and are returning after a lapse of time or enrollment at another college. (Complete Steps 2-6)

CONTINUING ...... You are a continuing student if you attended the preceding fall or spring term. Continuing students receive priority registration times in April and November. (Complete Steps 5-6)

K-12 ...................... You are a K-12 student if you are under 18 and have not graduated high school. To take classes you must have a concurrent enrollment authorization on file by the deadline. (Complete Steps 1 and 4-6)

1 APPLY FOR ADMISSION
Apply online at www.butte.edu. If you need an application sent to you, call (530) 895-2511.

2 APPLY FOR FINANCIAL AID
Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov, using the Butte College Federal School Code - 006972. Completing a FAFSA before you enroll may exempt you from the requirement to pay fees within 7 days. See www.butte.edu/financialaid for additional information. Also see Step 6 below.

3 REQUEST TRANSCRIPTS
Send your official transcripts from all previously attended colleges to Butte College Admissions and Records: 3536 Butte Campus Drive, Oroville, CA 95965. Allow 4-6 weeks for delivery and processing.

4 CONTACT ASSESSMENT AND SCHEDULE ORIENTATION
All new students are required to complete Assessment prior to attending Orientation. Go to www.butte.edu/assessment or call (530) 895-2511 for test scheduling and preparation information. Once you have contacted Assessment, visit the Orientation website at www.butte.edu/orientation to schedule your Orientation session. New Student Orientation will consist of a campus tour, meeting with a counselor, setting up your MyBC account, and registering for courses.

- If you have completed English, and/or math courses at another college or plan to enroll in a course with an established prerequisite, go to “Prerequisites” or the Assessment website or call (530) 895-2511 to request an evaluation of your transcripts.

5 REGISTER FOR CLASSES
New students will register during their Orientation. If you are not required to attend orientation then see the class schedule, MyBC or www.butte.edu/admissions for “Times to Register”.

- Confirm your schedule after you register with “My Class Schedule”.
- You must attend the first day of class to ensure enrollment.

6 PAY
Students have 7 days from the time of registration to pay fees or they will be dropped from one or more classes. See Paying Your Fees in the schedule or www.butte.edu/7days for details.

Questions about Admissions, Assessment, Registration, Financial Aid, and Orientation, call (530) 895-2511; for Counseling call (530) 895-2378.

Open Enrollment Policy It is the policy of this District that, unless specifically exempted by statute, every course, course section and class, in which the average daily attendance is reported for state aid, wherever offered and maintained by the District, is fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

Alternate Format This publication is available in alternate formats. You may request the college’s printed materials in an alternate format (e.g., Braille, text on CD, MP3 file, large print) by contacting Disabled Students Programs and Services (DSPS) at (530) 895-2455 [voice] or 895-2599 [TTY] or email at DSPS@butte.edu.
**Petitions**

**File before Registration**

**Repeat**
First time repeats of substandard grades do not require a petition unless a grade has not been posted. Repeating a class for the second time or more, or repeating a course where a grade of A, B, C was issued requires a petition from Counseling. See www.butte.edu/services/admissions/crw.html for more details.

**Special Permission**
To request permission to take a class above your current Reading, English, or Math placement levels, see Assessment or Counseling for information about the Special Permission process, or call (530) 895-2350. You will not be able to register without a petition on file with Assessment.

**Re-Admission**
To request readmission to the college if you have been dismissed, see the Counseling Office for a Re-Admission Petition, or call (530) 895-2378.

**File at Registration**

**Conflicting Enrollment**
To request permission to take two courses with overlapping times, see Admissions & Records for a Conflicting Enrollment Petition. This must be filled out by the missing class instructor and signed by the instructor’s dean. Bring your completed and signed petition and add card to Admissions to enroll in the overlapping course. Your instructor submits the contract for Overlapping Classes to Admissions at the end of the term to certify your weekly make up time and report your final grade.

**Pass/No Pass grading option**
To take a course to receive credit without a grade or impact to your grade point average, fill out a Pass/No Pass Petition at A&R. Pass/No Pass deadline, must be filed within 30% of the class.

**Audit**
To attend a course without receiving a grade or credit, you must declare this at the time of enrollment with an Audit form submitted to A&R. Audits are nonrefundable and require both instructor and dean/director signature. Audit deadline, must be filed within 30% of the class. We currently do not allow Audits on Pass/No Pass classes.

**Unit Overload Petition**
A Unit Overload Petition must be approved by Academic Council to enroll in more than: 21 units Fall/Spring, and 10 units Summer. Contact Counseling to file the petition. Bring copy of approved petition to Admissions to enroll.

**Special Studies/Problems**
To take an independent study course, see the Instructional Department to get a Special Studies/Problems Petition.

**Add/Drop Deadlines**

**After school starts**

**Add for open classes** can be done by WebReg, 24/7. For help adding and dropping classes and paying fees call (530) 895-2511. Closed Classes are indicated with a red AC (Add Card needed) or by 0 Availability in Search for classes.

**Add for closed Classes** require an instructor signed add card. Your best chance to add a closed class is to be Waitlisted and go to the first day of class. See Waitlist Information on page iv before Waitlisting.

**Drops for Refund** must be done by June 10 for Summer or September 4 (online through 7) for Fall. Irregular class refund date is 10% (1 or 2 days at most).

**Drops to not appear on your transcript** must be done before July 16 for Summer or September 4 for Fall (20% for an Irregular class).

**Withdrawals** can be easily done by WebReg (Open 24/7) until June 26 for Summer or October 16 for Fall. (50% for an Irregular class).

**Withdrawals after 50%** (June 26 for Summer or October 16 for Fall) are subject to the process of a drop card authorizing a drop for serious and compelling reasons. See Catalog for more details.

**Irregular and Open Entry/Open Exit classes** have special Add, Drop and Refund deadlines. See your course syllabus or area administrator for exact dates.

**Late Adds** require dean/director signature if you started attending past the add period. Late adds can affect financial aid so check your schedule carefully. Students will not be allowed to attend class until they are officially enrolled. SUBMIT LATE ADDS PROMPTLY.

**Registration**

- **Students with unpaid balances** will not be allowed to register, receive grades, transcripts, enrollment verifications, or certificates until unpaid balances are cleared. You can make a payment on the web and then proceed with registration. After registering, check your schedule and costs online. You will have 7 days to pay or you will be dropped from 1 or more of your classes.
- **Registration Tips:** Have several alternates ready in case a class is closed. Use Schedu-le Builder or Search for Classes online at www.butte.edu to plan your schedule. Classes marked with a red (AC), under Search for Classes, require an Add Card and need instructor permission to add. A helpful worksheet is available on page v, or with counseling office.
- **Glenn County students may register in person:** Students who enroll in Glenn County classes and who do not participate in WebReg may register in person at the Glenn County Center beginning August 4, 2014, M-Th, from 8 am - 4:30 pm.
- **K-12 Students:** WebReg - May 22 for Summer and August 11 for Fall. See times on page iv for details. You must complete a Butte College application and Concurrent Enrollment form by May 5 for Summer and August 1 for Fall. Forms are available at your high school’s Counseling Office, Chico Center, Glenn County Center, or Butte College Welcome Center, (530) 895-2511. Assessment may be required. Call (530) 895-2350 for details.

**Dean/Director**


Jo Anna Birdsal, SAS-210 - Career/Special Progs

Donna Weaver, ARTS 230, Art/Digital Art & Design, CDC, CMST, FCS, First Year Experience

Luo Zh Cen, LRC 304, Foreign Languages, Library Services, Sociocultural Studies, Social & Behavioral Sciences, Study Abroad, TMI

David Danielson, LRC 320, Honors, BIOL, English & Journalism, Language Edu & Dev., Math, MESA, Physical Sciences, Student Success Projects

Kam Bull, CHC, AUTO, BCIS, Business Education, Chico & Glenn Ctrs

Craig Rigsbee, WLR 101 - Kinesiology & Athletics

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**How to Access Your MyBC Account**

1. Go to www.butte.edu
2. Click on MyBC/Blackboard
3. Click Login to MyBC
4. Enter user name and password
WebReg • Online Registration

WebReg is your Best Option! It’s free and it never closes! Help is available at all center offices, or by calling (530) 895-2511, M-Th, 7:30am-5pm; Fri, 8am-12pm.

1. Go to MyBC/Blackboard under quick links.
2. Log in (follow online instructions or call (530) 895-2925 for help).
3. Click on WebAdvisor and select Registration.
4. Use Search for Classes to select the classes you want, then use Register for Classes (Express Registration) to register by control number.
   - Select “Register” next to each class and click next to be officially enrolled.
   - If an error status indicates a class cannot be registered, you must “Remove from List” or “Waitlist” and mark others as “Register” to complete your registration.

See below for information on our Waitlist feature. Always confirm your classes with “My Schedule” after you register or drop.

Variable Units: If registering for a variable unit class, you must select the number of units you want or you will be registered for the default number of units. To change units you must drop your class and reregister with the correct units.

Registration Priority: Beginning with the Fall 2014 semester, new & continuing students may lose registration priority if they: 1) earn more than 100 degree applicable units at Butte College, or 2) are on academic probation for 2 or more terms, or 3) do not complete assessment, orientation and work with a counselor to complete an Educational Plan. Students who are identified to lose priority registration are notified by phone & email prior to the start of the registration cycle & may file a petition to appeal loss of priority registration status with Admissions & Records by April 4, 2014. To obtain a petition, go to: http://www.butte.edu/services/admissions/appeal-Loss%20of%20Priority%20Enrollment.pdf or visit Admissions & Records at the Main Campus, Chico or Glenn County Centers.

<table>
<thead>
<tr>
<th>Student Registration Group</th>
<th>Summer Registration Dates</th>
<th>Fall Registration Dates</th>
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</thead>
</table>
| Vets, EOPS, DSPS, Foster Youth, CalWorks (Students enrolled in Spring 14)  
  - Appointment times in MyBC March 7, 2014 | March 31, 2014 | March 31, 2014 |
| Continuing Students (Students enrolled in Spring 14)  
  - Appointment times in MyBC March 7, 2014  
  - Notifications to students who lost Fall 2014 priority registration status sent March 7, 2014  
  - Deadline for submitting petitions for appeal of lost Fall 2014 priority registration status to A&R April 4, 2014 | April 1 – April 4, 2014 | April 1 – April 4, 2014 |
| New Students and New Transfer Students (Students who MUST satisfy assessment, orientation, & counseling requirements)  
  - Orientation (START) Sign Ups Begin May 5 | May 19, 2014  
  8:00 AM | New Students & New Transfer Students register during their orientation session |
| Returning Students | May 19, 2014  
  8:00 AM | August 4, 2014  
  1:00 PM |
| Open Registration (ALL Students, except K-12)  
  Includes ONLY students who have not met assessment, orientation, & counseling requirements. | May 19, 2014 / 8:00 AM | August 7, 2014 |
| K-12 Students  
  Concurrent Enrollment Forms MUST be on file by May 5 for Summer & August 1 for Fall | May 22  
  3:00 PM | August 11  
  3:00 PM |

Waitlist! How do Waitlists work? Under Search for Classes and in Registration, each class shows class Availability/Capacity/Waitlisted Students. If a class fills (0 Availability) then students can no longer register for a class, but they can choose to waitlist for it. If a slot becomes available and they are next on the waitlist then the student will be automatically enrolled and a confirmation email will be sent to your Butte College email account. Check email weekly if waitlisted. If enrolled you will only have 7 days to pay or you will be dropped. After school starts, instructors will use the waitlist to determine who will get the next slot if space becomes available. Students must attend the class to be eligible and get an add card signed by the instructor. Waitlist maximum for most classes is set to 10. Note: Waitlisted courses DO NOT count as units toward financial aid unless they are officially added by census date.

Who is eligible to Waitlist? ● Any student wanting a particular class that is closed ● Students not already waitlisted in another section of the class ● Students who have no time conflicts and meet all prerequisites of the class ● Students without any holds or outstanding balances on their account ● Students must frequently check their Butte College email in MYBC or forward it to an email that they read. Look in MYBC under the Technical Support tab on how to forward.

Important Use “Manage my Waitlist” in WebAdvisor to remove yourself from unwanted classes. If you Waitlist for a class there is a good possibility you may be enrolled automatically (this means fees and possibly a grade). You can also use this option to see your waitlist ranking. Because you can be dropped from 1 or more of your classes if you don’t pay, make sure to drop an enrolled or waitlisted class that you don’t need.
Tips on planning your class schedule

Before registering, plan your class schedule using search for classes with the worksheet below. Keep the following considerations in mind as you plan your schedule.

- If there is only one section of a course you want to take being offered, schedule that course first and plan the rest of your schedule around the single offering.
- Make sure the beginning and the ending times of your classes do not overlap. The computer will disallow overlapping class times. You will be unable to register for these classes. A special “Conflicting Enrollment” petition is required. See page iii.
- To graduate with an Associate’s Degree, you must complete 60 units. By taking 15 units a term, you would earn your degree in 2 years. Taking 12 units a term, you would earn your degree in 2.5 years.
- When enrolling in a lecture course, be aware that for every hour of instruction time you can expect to put in 2 hours of work outside of class. When enrolling in a lab course, 1 credit will require 51 hours of lab work.
- Where a prerequisite is listed (shown with course descriptions in the college Catalog), be sure you have met that prerequisite. (A prerequisite is a requirement that must be satisfied before enrolling in a particular course. See more prerequisite information on page ix.)
- Watch for dates indicating courses that do not meet for the full semester, begin later in the semester, are offered through televised or online instruction, or offered at different locations.
- If registering in a variable unit class, you must select the number of units you wish to enroll in or else you will be enrolled in the default number of units. To adjust the number of units after you have enrolled, you must drop the class and reenroll for the correct number of units.

<table>
<thead>
<tr>
<th>Control #</th>
<th>Course #</th>
<th>Description</th>
<th>Days &amp; Times</th>
<th>Units</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td></td>
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<td>Fall</td>
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</table>

Call Counseling for assistance at (530) 895-2378.

Students can check email through MyBC portal

Butte College assigns each student a Butte College email account and will use this account to send communication regarding registration, waitlists, financial aid, and other non-emergency information. Your email is available through the MyBC portal. For information about how to forward your Butte College email to your personal account log into MyBC Student Technical Support page at this address: https://mybc.butte.edu/departments/USSU/students/default.aspx and click on the Email tab. If you have problems or questions call Student Technical Support at 895-2925.
Money Matters/Basic Fees

Below is a summary of fees and a breakdown of fees-per-unit cost. Fees are subject to change at any time. If a change occurs after you have paid your fees, you may be billed for the difference.

Check your fees online at [www.butte.edu/services/admissions/fees.html](http://www.butte.edu/services/admissions/fees.html)

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
<th>Required of</th>
<th>Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment (plus service fees)</td>
<td>$46 per unit</td>
<td>All students</td>
<td>Waived for BOGFW students and High School students enrolling through the Concurrent Enrollment and College Connection Programs.</td>
</tr>
<tr>
<td>International &amp; Non-residents (plus enrollment and service fees)</td>
<td>$200 per unit</td>
<td>Non-residents, International students</td>
<td>Reclassification to resident status must be initiated by the student. Evidence of presence and intent to reside in the State of California for at least one year prior to the semester’s start date must be submitted for a residency review. Residency Technician 895-2361.</td>
</tr>
<tr>
<td>Health</td>
<td>$19</td>
<td>Spring or Fall Semester - flat fee</td>
<td>Students who depend exclusively upon prayer for healing are exempt from the Health fee.</td>
</tr>
<tr>
<td></td>
<td>$16</td>
<td>Summer Session - flat fee</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>$70 Fa/Sp</td>
<td>Full-time students</td>
<td>6 units and above</td>
</tr>
<tr>
<td></td>
<td>$55</td>
<td>Part-time students</td>
<td>Less than 6 units</td>
</tr>
<tr>
<td></td>
<td>$20</td>
<td>All students</td>
<td>All students enrolled in .1 to 1 unit</td>
</tr>
<tr>
<td></td>
<td>$36 Su</td>
<td>All students</td>
<td>Regardless of unit load</td>
</tr>
<tr>
<td>Student Activities</td>
<td>$18</td>
<td>All students</td>
<td>Students whose class or classes are at the Chico Center or on the Main Campus during the day time will be eligible to receive a Student Activity Card and/or current validation sticker. This fee is refundable thru the 2nd week of school. Exemptions/refund information is available by calling 895-2391 or 895-2428.</td>
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<td></td>
<td></td>
<td>Fall &amp; Spring</td>
<td></td>
</tr>
<tr>
<td>Rep</td>
<td>$1</td>
<td>All students</td>
<td>Supports student representation in local and state government. Students may refuse to pay this fee for religious, political, financial, or moral reasons. For more Information call 895-2391 or 895-2428.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Not charged for Summer Session)</td>
<td></td>
</tr>
<tr>
<td>Technology (Optional*)</td>
<td>$20</td>
<td>All Students per term</td>
<td>Regardless of unit load. *Helps partially defray the costs of student access to campus technology. The fee will be used to help keep student computer labs equipped with current hardware and software as well as to provide high-speed connectivity to the Internet. Exemptions/refund information is available by calling the Call Center at 895-2511.</td>
</tr>
<tr>
<td>Telephone Registration</td>
<td>$2</td>
<td>Students who register by phone</td>
<td>Per semester.</td>
</tr>
<tr>
<td>Other Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td>Varies</td>
<td></td>
<td>Students enrolling on an audit basis must declare so at the time of registration and audits must be completed prior to the Audit deadline. Once declared, it cannot be reversed. See the Butte College Catalog for more information. Students enrolled for credit in 10 or more semester units may audit an additional 3 or fewer units at no charge.</td>
</tr>
<tr>
<td>Auditing a class (non-refundable)</td>
<td>$15 per unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books/supplies</td>
<td>$300 - $600</td>
<td>Full-time students</td>
<td>Cost varies depending on classes.</td>
</tr>
<tr>
<td>Transcripts &amp; Verifications</td>
<td>$12</td>
<td>On demand transcripts.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$8</td>
<td>Regular Transcripts-10 working days (first 2 free).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$12</td>
<td>On demand enrollment verifications.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$8</td>
<td>Regular enrollment verifications-10 working days, (first 2 free).</td>
<td></td>
</tr>
<tr>
<td>Returned Check</td>
<td>$20 per check</td>
<td>Will be assessed for all checks drawn against insufficient funds, or if a “stop payment” is issued on your check or credit card. No postdated checks will be accepted.</td>
<td></td>
</tr>
<tr>
<td>Refund</td>
<td>$10 per check</td>
<td>You will be assessed a processing fee for refunds.</td>
<td></td>
</tr>
</tbody>
</table>
Paying Your Fees

Students will have 7 days from the time of registration to pay fees or they will be dropped from one or more classes.

By Phone Call 895-2511 with a credit card (Visa or MasterCard) or check card, M-Th, 8-5; Fri, 8-12.

On the Web Pay when you register for classes, with a credit card (Visa or MasterCard only), at www.butte.edu.

By Mail Pay immediately after you register. Send a check or money order to: Butte College Payment Center, 3536 Butte Campus Drive, Oroville CA 95965. Please make sure your name, student ID #, current address, and phone # are on the check.

In Person Pay with cash, check, or credit card M-Th, 8 a.m. to 5 p.m., F, 8-noon at the Main Campus Office of Admissions and Records. To pay at the Chico Center or the Glenn County Center, please call them ahead for hours of operation.

Payment Plan Log in to MyBC and select “Create a payment plan” in the Fee & Payment Information” box located on the left hand side of your student page. Click on the option for creating a payment plan. Select the link and follow the instructions.

Fee Waivers

There are several ways to reduce your college fees. Go to Financial Aid at www.butte.edu/financialaid or look for scholarships at our foundation site at www.buttefoundation.org.

BOGFW

The Board of Governors Fee Waiver (BOGFW) is open to all qualifying students. Most students qualify due to their low income level. In addition, students who qualify for Financial Aid, General or Public Assistance, SSI or who are dependents of disabled veterans should qualify for the BOGFW. You must be a California resident to receive a BOGFW. The best way to determine your eligibility for the BOGFW is to complete the Free Application for Federal Student Aid (FAFSA).

If you qualify for the BOGFW, your per-unit enrollment fees are waived but you will be responsible for all other fees including the Health fee, Transportation fee, Student Activity fee, Rep fee, Technology fee and any materials fees which apply. Most BOGFW students will pay approximately $128 full-time/$113 part-time.

Attending certain other schools

High school students and College Connection students pay the Health fee, (fall, spring, and summer), Technology fee, and any other materials fees a class may have. Butte College students may not park on CSU Chico campus while taking Butte College classes.

Getting your fees paid by an outside agency

You will not be reimbursed if you pay your own fees. If you have already obtained scholarships, special grants, or are having your fees paid by some other outside agency (aka “Patron”), you will need to submit your agency authorization to Business Services within 7 days of registering to allow Business Services to exempt you from being dropped. If your letter has already been submitted, please contact the Business Office after you register to verify fees are being covered.

Refunds

Refunds will be approved if drops are completed prior to the refund date of June 10 for Summer and September 4 for Fall. Refund request forms can be submitted to the Registration desk at any of our Center offices. Refunds will be processed within 45 days of the refund drop date. Regulations permit districts to retain a maximum $10 from enrollment fees as a refund processing fee. For more information, contact the Business Office at (530) 895-2421.

Irregular and Short term classes

Any class which starts outside of the primary start week or spans an irregular period of time is considered an irregular class. Irregular classes all have different drop, withdraw and refund dates. See your instructor or departmental administrator for exact dates.

Class cancellations

Upon submission of a Student Refund Request Form marked “Class Cancelled,” a refund of pertinent fees will be granted to the student.

Financial Aid Students

If you receive any funds for this term and you fail to complete all of your classes, you may not be entitled to a refund. You will be billed for any funds that must be returned to the Department of Education Student Financial Aid Programs.

Disciplinary/Academic Disenrollment

Refunds in the cases of course disenrollment for disciplinary/academic reasons, unauthorized course repetitions or other emergencies will be subject to review. A refund request should be submitted with any appropriate verification for quick approval.

Credit on your account

You can use credits on your account for up to a year to enroll in new classes and avoid being charged the $10 refund processing fee.

Swap policy (after the refund period)

If you drop/withdraw from a class before the withdraw date, a cash refund may not be available. However, you may swap equal units within the same semester (must be done in the same transaction).

7-Days-to-Pay-Fee Policy

Students will have 7 days from the time of registration to pay fees or they will be dropped from one or more classes. To avoid being dropped take one of the following steps:

1) Pay fees in full.
2) Students who can show proof of sufficient eligibility for financial assistance will be exempt. Complete a FAFSA (must be eligible for Pell Grant) or provide proof of other financial assistance (scholarship, GI Bill, patron agreement, etc.) to the Butte College Business Office.
3) Create a fee payment plan online.
4) Provide proof of exemption or agreement of third party payment. Students are responsible for making payment arrangements or providing verification of exemption status. Those who do not pay fees or make arrangements to pay fees may be dropped from one or more classes. Once you have registered you can view payment or exemption status in MyBC to check if confirmed, or at risk of being dropped. For complete information, see www.butte.edu/7days.

Calculate your fees

Fall fees can be found on the web at www.butte.edu/admissions/fees.html.
Butte College is committed to helping all of its students succeed in their educational goals, whether you wish to take classes to train for or refresh a vocational career, study a specific discipline to obtain Certificates of Achievement or an Associate Degree, or transfer to a four-year college or university to pursue a baccalaureate degree.

Students New to Butte College need to complete some pre-enrollment activities prior to registering for classes. These include an assessment of basic skills, and orientation to the college, which includes meeting with a counselor. Students have enrollment restrictions until they have completed the START program procedures. There are some exemptions listed under both Assessment and Orientation.

Pre-enrollment requirements

Assessment/Placement levels
Students who attend Butte College are required to have basic skills placement levels on file prior to enrolling in classes, unless determined to be exempt (See “Exemptions...”). Placement levels are established by completion of reading, English and math classes in college or by the BSA (Basic Skills Assessment).

The BSA is administered throughout the year at various times and locations. There is no charge for the assessment. For a current test schedule and test preparation, please visit www.butte.edu/assessment. If you have any questions and/or concerns regarding the assessment process, please call the Assessment Office at (530) 895-2511. You can receive a copy of your BSA results through the Assessment Office, a Butte College counselor, the Chico and Glenn County Centers or on the web at www.butte.edu under WebAdvisor.

Exemptions from the BSA
To be considered an exemption from the BSA, contact the Assessment Office for evaluation and clearance. Allow a minimum of five working days for the evaluation to be completed. You may fax documents to the Assessment Office at (530) 895-2249.

1. Have been awarded an Associate or higher degree. Need to provide verification of degree. Placement levels established based on type of degree.*
2. Have completed college coursework in math and English with grades of “C” or better. Need to provide transcripts or grade reports. If a freshman composition course has not been completed, the Reading Assessment will need to be taken.*
3. Have completed placement tests at other California Community Colleges. Need to provide documentation of raw score, class placement, and test date. The Reading Assessment may need to be completed.*
4. Are only enrolling in performance classes (e.g., drawing, etc.), activity classes (e.g., PE, etc.) or other specified classes. Check the Exempt Class List or contact the Assessment Office.
5. Are enrolling in one or two non-exempt classes and do not intend to earn a degree or certificate (assessment is required for reading, English and math classes).
6. Students who have SAT Critical Reading scores of 500+, ACT English scores of 22, EPT scores of 138+, or EAP ELA category of “Exempt” will be exempt from the BSA requirement and cleared for ENGL 2 (Reading and Composition). Need to provide copies of test results for clearance prior to registering for classes.

Orientation/START program
The STudent Access, Retention and Transition (START) program is designed to assist students with pre-enrollment requirements. Students have enrollment restrictions until they have completed the START program procedures. Not all students must participate in the START program; see “You Are Exempt...” For more information, to request an exemption, or to sign up for the START program, call the Orientation Office at (530) 895-2416.

You are exempt from Orientation if you...
1. Are Concurrently enrolled in elementary school, junior or senior high school;*
2. Are enrolling in performance, activity, or non-credit courses only (see Exempt Class List); or
3. Are enrolling in one or two non-exempt classes and do not intend to obtain a certificate or degree (Assessment is required for reading, English and math classes).

*These exemptions require clearance prior to registering for classes.

Exempt class list from Pre-enrollment requirements
Students may enroll in one or more of the following classes without participating in the College’s pre-enrollment activities: Assessment, Orientation and Counseling, but may be required to complete these during their first term. Students enrolling into Exempt classes only, without meeting the pre-enrollment requirements, register during “Open Registration.”

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Class Name</th>
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<tbody>
<tr>
<td>AGR</td>
<td>110, 111</td>
</tr>
<tr>
<td>AGS</td>
<td>104B</td>
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<tr>
<td>AJLE</td>
<td>164</td>
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<tr>
<td>ART</td>
<td>8, 11, 14-19, 22-23, 50, 52, 54, 56, 60, 70, 86A-D</td>
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<tr>
<td>AUT</td>
<td>100, 200</td>
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<td>BCIS</td>
<td>70K, 70L</td>
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<tr>
<td>BIOL</td>
<td>100A, 100B, 100D, 100E</td>
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<tr>
<td>BIT</td>
<td>50-53, 60-62, 70-78</td>
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<tr>
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<td>COS</td>
<td>100-106, 108-111</td>
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<td>CSCI</td>
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<td>DRAM</td>
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<td>ESL</td>
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<tr>
<td>FSC</td>
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<tr>
<td>MUS</td>
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<tr>
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<tr>
<td>*NSG</td>
<td>200, 201, 205</td>
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<tr>
<td>PHYS</td>
<td>11, 51, 52</td>
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<tr>
<td>PSC</td>
<td>21, 51</td>
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</table>
Pre-enrollment requirements

Pre-enrollment Questions?
Contact the Assessment Office at (530) 895-2511.

Exempt list continued

<table>
<thead>
<tr>
<th>Course</th>
<th>Exempt Courses</th>
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<tbody>
<tr>
<td>RLS</td>
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</tr>
<tr>
<td>*RLS</td>
<td>35, 45, 50</td>
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<tr>
<td>SPAN</td>
<td>100, 101</td>
</tr>
<tr>
<td>SPE</td>
<td>306</td>
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</table>

NOTE: Exempt courses include those listed above that have a letter at the end of the number (e.g., 104F, 90B).

* Assessment is required; Orientation and Counseling are not required.

**Prerequisites, corequisites and recommended prep**

Most courses offered through Butte College have some type of prerequisite or recommended preparation. These are used to establish a student’s readiness for the content to be covered within a course. Prerequisites and recommended preparation include previously completed coursework or achievement of a specified skill level established from an assessment test.

**Prerequisites**

Types of prerequisites at Butte College:

- Courses that require a previously completed course as the prerequisite (e.g., French I for French II). These are indicated with an asterisk (*) symbol. The college Catalog and the Counseling Office, (530) 895-2378, can provide more information on this type of prerequisite.
- Reading, English, math and ESL courses require either satisfactory completion (grades of "C" or better) of the prerequisite course or qualifying eligibility established from an assessment test. These courses are indicated with a (^) symbol. For prerequisite courses or test scores from other colleges, contact the Assessment Office for an evaluation; allow five days for the evaluation to be completed.
- A number of science classes (e.g., Biology 15) have prerequisites that are enforced at the time of registration. Contact the Assessment Office at (530) 895-2350 or go to our website at www.butte.edu/assessment for more information about how to meet these prerequisites.

**Recommended preparation**

- Most courses have specified basic skill placement levels as "recommended preparation." These levels are listed in the college Catalog with the course descriptions and are shown as Recommended prep.
- The placement levels for most courses are: Reading IV and English III. Some courses have higher or lower levels and certain courses have math levels as recommended preparation.
- Levels are established by performance on the Basic Skills Assessment or completion of college reading, English, and/or math courses. Recommended preparation is advisory.

**Corequisites**

Some courses require a "corequisite," that is, concurrent enrollment in an additional specified course or courses. This means all of the courses need to be taken during the same term.

**Challenge to prerequisites and corequisites**

Students may challenge a prerequisite or corequisite for a course. The student will bear the initial burden of showing that grounds exist for the challenge. The challenge should be directed to the department which offers the course. Student challenges to their course eligibilities in reading, English, math and ESL classes, that have been established through assessment testing, may also be pursued through the Counseling Office. The following is a list of the grounds under which a challenge may be pursued.

1. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite (documentation required).
2. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available (Ed Plan must be on file).
3. The prerequisite or corequisite is not valid because it is not necessary for success in the course for which it is required (documentation required).
4. The prerequisite or corequisite is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner (documentation required).

NOTE: Exempt courses include those listed above that have a letter at the end of the number (e.g., 104F, 90B).

* Assessment is required; Orientation and Counseling are not required.
Admissions and Records
(530) 895-2511 • Main Campus, SAS, 1st floor
(530) 865-9728 • Glenn Center
Admissions and Records helps students apply to Butte College, register for classes, pay fees, and obtain transcripts.

Assessment Center
(530) 895-2511 • SAS, 1st floor
www.butte.edu/assessment
The assessment office tests students, and evaluates test scores and transcripts to establish course placement levels. The Assessment Center administers the Basic Skills Assessment (BSA) test throughout the year.

Associated Students and Student Activities
(530) 895-2392 • Campus Center, Lower level, 145
Through student government and campus activities the office of the Associated Students and Student Activities represent the student voice, keep students informed of student related issues, and promote cultural, social, and leadership opportunities for all Butte College students. The Associated Students fund and support official Butte College student clubs and three essential programs on campus, the A.S. Culture & Community Center (CCC), the A.S. Sustainability Resource Center (SRC) and the A.S. Chico Center Student Lounge.

Bookstore
(530) 895-2331 • Campus Center, lower level
(530) 879-4370 • Chico Center
The Bookstore sells textbooks, academic supplies, clothing, gifts, greeting cards, and other items. Bookstore hours vary. Students can order textbooks and course materials on-line at: www.buttecollegebookstore.com.

Bus Transportation/Carpool
(530) 895-2352 • Go to www.butte.edu/bus for current bus schedule.
Small children must be accompanied by an adult and have proof of enrollment at the Child Development Center before being allowed to ride the bus.

Butte College encourages carpooling as alternative transportation. Carpools receive preferential parking in lots 1, 3, and 4. If you are carpooling, a current Butte College carpool decal is required and you must register with the Butte College Police Department each semester. Go to www.butte.edu/district_info/maps/bus_schedule_carpooling.html

Students living in the Glenn County area are eligible for a Glenn Ride pass during the semester in order to commute to classes within Glenn County. The pass will also enable students to ride to the Chico area where a connection can be made with the Butte College bus to reach the Chico Center and Main Campus. Glenn Ride passes can be obtained at the Glenn County Center with picture identification and verification of enrollment.

Butte College Dining Services
(530) 895-2327 • Campus Center, 1st and 2nd floors
(530) 897-4395 • Chico Center, 1st floor
Campus Center Dining, Wired Cafe (Internet access), Coffee Stop, and LRC fountain on the Main Campus. Chico Center Cafe in Chico.

CalWORKs
(530) 895-2340 • Career Center, SAS, 2nd floor
The CalWORKs program provides support services to TANF recipients while they participate in pre-approved employment and/or training-related activities.

Campus Information
(530) 895-2511 • Welcome Center, SAS, 1st floor
The Campus Information Office assists people with information regarding Butte College. Assistance is provided by phone or in person. Information and Services include campus maps, Campus tours, fax services (fee), lost and found inquiries, sports schedules.

Career Center
(530) 895-2340 • SAS, 2nd floor
The Career Center offers a variety of career-related services and activities including career counseling, career planning workshops, and vocational assessments, along with labor market information. Career counseling is available by appointment.

Center for Academic Success (CAS)
(530) 895-2386 • Main Campus, LRC
(530) 893-7720 • Chico Center, CHC 230
www.butte.edu/cas
The Center for Academic Success is designed to help students succeed. Free computer labs along with workshops and tutoring in a variety of subjects are offered. Tutors, workshops, and labs are available on a drop-in basis. Contact CAS on Main Campus at (530) 895-2386, the Chico Center at (530) 893-7720, or the Glenn County Center at (530) 865-9728 for tutoring availability. Group study rooms can be reserved for group study sessions or teacher/student conferences.

Cooperative Agencies Resources for Education (CARE)
(530) 895-2555 • EOPS Office, SAS, 2nd floor
The CARE office provides support services for single parents with one or more children under the age of 14 when either the parent or the child is receiving cash assistance from the county. Services include assistance with child care expenses, book assistance, meal cards, and gas cards, as funds permit.

Counseling/Advising Center
(530) 895-2378 • Main Campus • SAS, 1st floor
(530) 879-4363 • Chico Center, (530) 865-9728 • Glenn Center
Counselors are available to provide students counseling and guidance, schedule planning, transfer requirements, educational career choices, and adjustment to college life. Contact the Counseling/Advising Center for an appointment.

Disabled Student Programs & Services (DSPS)
(530) 895-2455, (530) 895-2599 (TDD) • SAS, 2nd floor
The office of Disabled Student Programs and Services (DSPS) provides assistance to students with permanent or temporary disabilities. Accommodations may include, specialized programs and instruction, assistive technology, or modifications to existing procedures, programs, or facilities.

Extended Opportunity Program and Services (EOPS)
(530) 895-2555 • SAS, 2nd floor
This office provides services to low income, under-represented, and under-prepared students. Services include counseling, tutoring, priority registration, book assistance, free printing, and more.

Financial Aid
(530) 895-2311 • SAS, 1st floor
www.butte.edu/financialaid
Students interested in financial aid should submit a FAFSA online at www.fafsa.gov. Assistance in filing the FAFSA is available at the Financial Aid Office. Visit our web site or our office for information about grants, work-study employment, scholarships and loans.
Campus Food Pantry
The Campus Food Pantry is available to assist students who find themselves unable to afford food. **Students may obtain services by contacting any faculty or staff member and completing an Early Alert Referral form.** The Referral is then taken to the VP for Student Services Office, or the EOPS Office, or the Career Center. The Food Pantry is sponsored by the Food For Thought Committee.

Foster/Kinship Care Education Program
(530) 897-6235 • Skyway Center, Chico
The Foster/Kinship Education Program provides workshops for care providers as well as pre-service training programs and guardianship clinics for those interested in becoming foster parents.

International Student Services
(530) 895-2511 • Welcome Center, SAS, 1st floor
International students are invited to visit the International Student Services Office. Services include help with locating housing, Homestay Program, international orientation, Friendship Club, help with locating resources and support.

Job Placement and Cooperative Education Office
(530) 895-2334 • Career Center, SAS, 2nd floor
Students will receive information about a variety of jobs available on and off campus, internships, and more. Local jobs are updated daily. Workshops or assistance with resumes, cover letters, interviews and the job applications are available. Students can learn more about financial aid/work-study programs and cooperative work experience programs.

Library
(530) 879-4017 • Library, Main Campus
(530) 879-4398 • Library, Chico Center, 2nd floor, Rm 219
[www.butte.edu/library](http://www.butte.edu/library)
The Butte College library at the main campus holds a print collection of more than 80,000 books and over 160 journals, magazines, and newspapers. It provides access to online databases with full-text articles from over 22,000 periodicals and owns over 21,000 e-Books. An online reference chat is available 24/7 to provide reference assistance.

Media and Support Services
(530) 879-4366 • Chico Center, 2nd floor, Rm 219
[www.butte.edu/library](http://www.butte.edu/library)
The Media Support Services house a collection of video tapes and DVDs for students and faculty.

Office of Service Learning and Volunteerism
(530) 895-2509 • Career Center, SAS, 2nd floor
Service Learning offers students the opportunity to earn units while giving back to the local community through volunteerism.

Office of School Relations
(530) 895-2511 • Welcome Center, SAS, 1st floor
The Office of School Relations processes concurrent enrollment forms for K12 students, provides information on College Connection, LEAP, Summer Connection and other programs for K12 students.

Orientation Office and START
(530) 895-2416 • Welcome Center, SAS, 1st floor
All new and transfer students participate in pre-enrollment activities before registering for classes. The Student Access, Retention and Transition (START) program provides students with information and support to ensure a smooth and successful transition into Butte College.

Regional Testing Center
(530) 895-2511 • Located in RTC (near parking lot 3C)
[www.butte.edu/RTC](http://www.butte.edu/RTC)
The new Butte College Regional Testing Center (RTC) is a 21-station computer and paper/pencil testing facility located on the Main Campus. Services are available for students and community members and include: Proctoring Services (for other institutions and organizations), Certification and credential testing, College Level Examinations Program (CLEP), State and professional licensure exams. See Assessment Center for Basic Skills Assessment (BSA) information.

Safe Place and Wellness Program
(530) 879-6185 • Swing Space A, safeplace@butte.edu
The Safe Place and Wellness Program provides: 1) support to students who have been victims of sexual assault, domestic partner violence, and stalking and 2) suicide prevention training to faculty and staff.

Student Health Clinic
(530) 895-2441 • Main Campus, New SHC building (parking lot 3C, across from Arts building)
Student Health Clinic offers low-cost/no-cost medical evaluation, diagnosis, and treatment of illnesses and injuries, specialized medical services, minor surgeries, crisis and personal therapy, and health and wellness services. All services are strictly confidential. Students are eligible for services through a paid health fee when registering for classes. Optional, self-purchase medical and dental student insurance plans through private insurance companies are available in the SHC lobby or by request.

The Transfer Counseling Center (TCC)
(530) 895-2264 • SAS 258, 2nd floor
[www.butte.edu/services/transfercenter](http://www.butte.edu/services/transfercenter)
The Transfer Counseling Center provides students with academic counseling, student education plans, and informational workshops on transfer initiatives with colleges and universities. Students can receive assistance completing online admission applications, Transfer Admission Guarantees with participating UC schools, Cross-Enrollment with CSU Chico and transfer specific admission requirements for admission to in-state private and out-of-state schools. Our goal to make every student we see a priority for admission to the school of their choice and advocate for students experiencing problems with the admission process.

Veterans Services
(530) 895-2566 • SSC (Swing Space C)
[www.butte.edu/veteransservices](http://www.butte.edu/veteransservices/)
The Office of Veterans Services assists students who have served in the U.S. Armed Forces, and their dependents. Students wishing to apply for any of the VA’s educational benefits including the VA Work Study Program should contact this office.

TRIO Student Support Services
(530) 879-4346 • SAS, 2nd floor
TRIO is designed to provide support for first generation, low income, or disabled students that want to get a certificate, AA, or AS at Butte College and then Transfer to a CSU, UC, or private university. Services include help with completing the Free Application for Federal Student Aid, scholarship searches, academic support, tutoring, educational workshops, and field trips to universities.

Work Experience
(530) 895-2334 • Career Center, SAS, 2nd floor
Career Work Experience is a partnership between a student, an employer, and an instructor from the student’s major department. Students may earn transferable credit for learning while working. Students learning in a job directly related to their major may earn units each semester, up to a maximum of 6 units. Students need the approval of an instructor in the student’s major. Interested students may pick up work experience packets in the Cooperative Education Office.
Policies and Regulations

Student completion and transfer rates
In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Butte-Glenn Community College District and Butte College to make available to all current or prospective students the completion and transfer rates of certificate-, degree, or transfer-seeking first-time, full-time students entering the college, beginning in Fall, 2008 and annually thereafter. Based upon the cohort defined above, 25.67 percent attained a certificate, degree, or became “transfer-prepared” during a three-year period (Fall, 2009 to Spring, 2012). Based upon the cohort defined above, 11.63 percent transferred to another postsecondary institution (CSU, UC, or another California Community College) prior to attaining a degree, certificate, or becoming “transfer-prepared” during a five semester period (Spring, 2010 to Spring, 2012). These rates do not represent the success rates of the entire student population at Butte College, nor do they account for student outcomes occurring after this three-year tracking period.

Release of directory information
Effective Fall 1999, students who do not want Directory information released must inform the Office of Admissions and Records in writing, on the appropriate form within 10 days after a term begins. This must be executed for each term that the information is to be withheld. For more on Directory information, see the current Catalog.

Smoking on campus
As stated in District Smoking Policy 3570, all District property is designated as non-smoking, except in designated areas. Smoking is banned in all other areas and violators of this policy may be subject to fines up to $100 per offense. A map of designated smoking areas is available. See map with designated smoking areas on page xviii.

Access to campus facilities
Main Campus
Grounds: The Main Campus grounds are open 5:30 a.m. to 11 p.m. instructional days, and 5:30 a.m. to 6 p.m. weekends and non-instructional days, and gates will be closed on district holidays.

Buildings: Main access areas (hallways, lobbies, etc.) are opened by College Police during the week. These main access doors are locked on weekends and holidays.

Classrooms and Offices: It is the responsibility of each staff/faculty member to lock and unlock their classrooms, offices, and other work stations. Staff should turn off lights and close windows when securing an area. College Police will check many areas on campus during off hours, but the primary responsibility for security lies with the user. College Police will unlock doors for special classes or other events as requested in the facility use form processed through the Facilities Planning & Management office. If a staff member needs access to an area for which they do not have a key, they may call College Police at ext. 2351 or 2677 (COPS). Staff using campus facilities during off hours are encouraged to contact College Police for safety purposes.

Off-campus facilities
Butte College maintains several off-campus facilities, including the Chico Center, Skyway Center and Glenn County Center. The Butte College Police Department provides primary emergency response to the Chico Center and the Skyway Center. Primary emergency response for the Glenn County Center is provided by the Orland Police Department. Any non-emergency criminal activity or suspicious behavior at the Glenn County Center should be reported to the Butte College Police Department.

For more information, call the Butte College Police Department at (530) 895-2351, Chico Center at (530) 895-1352, or the Glenn County Center at (530) 865-9728.

Requesting and receiving accommodations under ADA
Butte College shall not discriminate against a qualified individual with a disability because of the disability with regard to employment or provision of District programs, services, and activities. A person who is otherwise qualified may request accommodation related to their disability. The procedures for requesting accommodations are maintained in the Vice President of Students/ADA Coordinator Office, and in the Disabled Student Programs and Services (DSPS) Office. The ADA coordinator for Butte College is Allen Renville, Vice President of Student Services, Campus Center, Room 141, (530) 895-2239. DSPS is located in SAS 238, (530) 895-2455.
Safety on campus
The Butte-Glenn Community College District considers the safety and well-being of its students, faculty, staff, and visitors a top priority. With the support of many departments, the college is dedicated to keeping this campus safe and secure. Of course, no college can be totally risk-free in today’s society. Students, faculty, staff, and visitors must work together to create an atmosphere that is safe and conducive to learning. This statement is in compliance with the “Jeanne Clery Disclosure Act”; 20 U.S.C. Section 1092.

Butte College Police Department
College Police officers are sworn peace officers and shall comply with section 13522 of the California Penal Code relative to recruitment and training. College Police have peace officer authority pursuant to California Penal Code Section 836 P.C. for any duty or when making an arrest in performance of their primary duty or when making an arrest pursuant to section 836 P.C. any public offense which poses immediate danger to person or property.

College Police on duty
College Police has a police officer on duty from 7 a.m. to 11 p.m. Between 11 p.m. and 7 a.m. trained security personnel are on duty. Individuals can report any criminal activity or any other emergency at any time. Each incident is investigated by a College Police officer. Our follow-up activities strive to identify and prosecute criminals, and recover stolen property.

Campus Crime Statistics
Butte Glenn Community College District - ALL Campuses
The Butte College Safety and Security on Campus report, including crime statistics specific to the Main Campus, Chico Center, Glenn County Center, and Skyway Center, can be viewed online at www.butte.edu/safety-security


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Arrests/Referrals for Selected Offenses

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* Column totals are separate figures and not expected to tally.

Hate Crimes 2011, 2012, 2013 - There were no Reportable Hate Crimes

¹Sex Offenses not broken down by specific crime for these years
²**Reporting format change applied to 2004 referrals. Prior referrals are campus totals, not broken down by area of occurrence
³Forcible: Includes rape and attempted rape, forcible fondling, forcible sodomy and sexual assault with an object.
⁴Non-Forcible: Includes incest and statutory rape.
⁵Liquor Law Arrests: Includes vehicle code violations involving alcoholic beverages. Does not include the offense of Driving Under the Influence or Public Intoxication.
⁶On Campus: For the purpose of this report, “On Campus” offenses are defined as those offenses reported to the Campus Police Department and occurred within the boundaries of the College.
⁷Public Property: For the purpose of this report, “Public Property” offenses are defined as those offenses reported to the Campus Police Department and occurred within the boundaries of the College.
⁸Non-Campus Property: For the purpose of this report, “Non-Campus Property” us defined as any other properties not located within the boundaries of the Butte College Main Campus.
Crime prevention
College Police patrols the campus 24 hours a day, 7 days a week to provide assistance to the campus community and deter criminal acts. It is Butte College’s intent to inform students and staff of any criminal activity or security problems which may pose a reasonable threat to their physical safety. Such information will normally be distributed through staff newsletters, in-house memos, and bulletin. College Police officers also patrol the campus with physical plant safety and security in mind. As a regular part of their patrol duties, they look for safety problems such as defective lighting, inoperative doors or locks, broken sidewalks, steps and hand railings, poorly lit areas, and any other problems which might cause concern. All problems observed are forwarded to Facilities Planning & Management in the form of a written work order, or directly discussed with the Director of Facilities Planning and Management.

Outside agencies and Butte College
The Butte College Police Department has written agreements with local law enforcement agencies and, as the need arises, requests assistance from outside agencies for incidents that require special resources. The department’s ability to function as an independent law enforcement agency enables it to provide a sensitive, measured approach to all situations requiring police assistance while still maintaining the autonomy of the college. College Police also has assistants who help with vehicle assist calls and provide college police officers with extra “eyes and ears” on campus.

District policies and statements
Nondiscrimination policy
Butte College does not discriminate on the basis of age, race, color, national origin, sex or disability in its programs offerings, admission criteria, accessibility, admission and employment criteria. Contacts on issues regarding Title IX and Section 504 may be made to Allen Renville, Vice President of Student Services, Butte Community College, 3536 Butte Campus Drive, Oroville, CA 95965, (530) 895-2239.

Reporting crimes and emergencies
Emergencies
• Call 911
  Call Butte College Police at (530) 895-2351 or COPS (2677) from campus phones. Program cell phone to (530) 895-2351

Non-Emergencies
• For any law enforcement incidents on campus, call Butte College Police at (530) 895-2351 (Extension 2351 on campus). Stay on the line with the operator.
  • Program cell phones to 895-2351 for notifying College Police for any incidents on campus.

Or
• Report in person at the Facilities Planning & Management building located on the west side of campus. After hours there is a police emergency phone available, located to the right of the Facilities Planning & Management front door.
  • Use one of several red Fire/Po- lice Emergency phones located throughout the campus. These phones are a direct line to College Police.

Or
• Notify a college employee to call College Police.
  • Report non-emergencies not currently taking place to campuspolice@butte.edu

Anonymous Reporting
• If you wish to remain anonymous, you may call the “WeTip” hotline at 1-800-78-CRIME(27463) or visit www.wetip.com. Butte College contracts with WeTip to run a 24 hour anonymous tip line, staffed with trained operators. They also have translators available at all times. WeTip will notify the Butte College Police Department of the information reported without giving the name or any identifying information about the caller.

Assisting in crime prevention
You are the main ingredient in crime prevention recipe. Your efforts will greatly add to, or detract from, our efforts to keep criminal activity at the lowest possible level on campus. Some do’s and don’ts that should be followed:

Do
• Report all criminal activity and/or suspicious circumstances to the College Police, (530) 895-2351, or e-mail campuspolice@butte.edu.
• Protect your personal property just as you would money.
• Mark your personal property such as music players, calculators, cell phones, tablets or laptops with some form of identification such as your student ID, name, or phone number. If your device has the option, use a password for access.

Or
• Call WeTip at 1-800-78 CRIME (27463) or visit www.wetip.com

Don’t
• Walk alone at night if at all possible.
• Leave books, jewelry, purses, wallets, backpacks, or other valuables unattended for any length of time.
• Leave personal property unattended in desks or file cabinets unless they are locked.
Butte College Police Department responsibilities:

- **Law enforcement and all emergency responses on campus.**
- **Support services tailored to meet the needs of the campus community, including:** parking enforcement; registering and issuing parking permits; assisting campus motorists with vehicle lockouts, battery assist; referring individuals in need of help to the proper campus or county organizations; responding in emergency situations; responds to medical emergencies and assist the Student Health Clinic as needed; maintaining a lost and found department; opening doors in emergencies.

College Police
Located in Facilities Planning & Management. Call (530) 895-2351 for assistance.

### Campus Driving and Parking Policies

1. All California Vehicle Code provisions relating to the use of bicycles, motorized bicycles and motor vehicle traffic upon the highways will be applicable to the traffic on the District property as stipulated in California Vehicle Code Section 21113.
2. No vehicles will be driven or parked on any sidewalk, service road, fields, or grounds. Exceptions may include private, emergency or District vehicles as authorized by the Director of Human Resources, Chief of Police or Director of Facilities Planning and Management.
3. Students and staff will park in the public parking lots only. Visitors may park in the public parking lots, meter spaces marked visitor on Administration Drive, or obtain a visitors parking permit at Facilities Planning and Management or offices located campus wide if there is a need to park in a staff parking area. Vendors may obtain a vendor parking permit at Facilities Planning and Management if there is a need to park in restricted areas.
4. Faculty and staff members may park in the designated staff parking areas by obtaining a staff parking permit. Staff parking permits will be issued one permit per staff and faculty. It will be the responsibility of the employee to ensure their permit is displayed and clearly visible from the outside of the vehicle. The permit should be affixed to the plastic permit hanger and hung from the rear view mirror. Butte College parking permits may be obtained at the Facilities Planning and Management office.

Human Resources will provide Facilities Planning and Management an annual updated and complete list of all employees on District payroll which will include employees full name, status and department. This list will be used to determine eligibility for staff parking permit.

5. Only disabled persons will be allowed to park in areas marked by the international physically disabled symbol. Vehicles parked in these areas must display the Department of Motor Vehicles disabled license plate or plaque. Disabled parking spaces on campus will meet the requirements set forth in the Americans with Disabilities Act.

Violation for unauthorized parking in marked disabled parking stall may results in issuance of a citation and fine in accordance with the provisions of California State law.

6. Double parking is not allowed in any parking area on campus. The meaning of double parking includes any position a vehicle is parked in which it blocks the exit of another vehicle from a parking space.

7. Special parking permits and reserved parking areas for constructions, facilities services, special events, District vehicles, car pool parking, staff parking, loading zones, disabled parking, etc., will be instituted by Facilities Planning and Management as the need arises.

8. Bicycles, motorized bicycles, skate-boards, roller-skates and roller-blades will not be ridden on any sidewalk, roadway or on any public bench, planter, monument or other public or District property owned or under control of Butte-Glenn Community College District. The only exceptions to this procedure are that bicycles and motorized bicycles may be operated on any roadway or parking area where a vehicle could lawfully be operated.

9. Horseback riding will be allowed only in designated areas as identified by the Assistant Director of Facilities Planning and Management. Individuals wanting to ride horses on campus or in the horse arena must obtain permission from Facilities Planning and Management through the facility and equipment use application process and obtain a permit from Butte College Police.

10. Carpool parking spaces have been designated on campus. There are requirements for using these spaces.
   a. Register your vehicle at Facilities Planning and Management Office as a car pool vehicle.
   b. Display a valid Butte College car pool parking permit on your vehicle. The permit must be hung from the rear view mirror so that it can be viewed from the rear of the vehicle.
   c. Arrive on campus and park in a designated car pool parking space with at least two people in the vehicle. Car pool permits are ONLY valid in the designated car pool parking spaces.

11. Traffic citations will be issued for violating Butte College driving and parking regulations as set for in the California Vehicle Code. (Regulations are available in the Facilities Planning and Management Office.

12. Violation of this policy may result in one or all of the following:
   a. A written warning
   b. A written citation
   c. Impounding of equipment
IMPORTANT - PLEASE READ!

Students are always responsible for understanding their instructors’ individual attendance policies and dropping or withdrawing themselves from courses they are no longer attending.

A) Students can drop themselves through Census Date and may withdraw themselves through the 50% point. This can be done online, in person, or over the phone by calling (530) 895-2511.

B) Students who cease attending after the 50% point should discuss with their instructor or a counselor the possibility of withdrawal for serious and compelling reasons.

C) For online courses participation is the only effective means to demonstrate attendance (logging in to Blackboard is insufficient for establishing a last date of attendance – the student must demonstrate that he or she participated in course activity). The syllabus for the online course presents participation requirements for that class.

Instructors have the option to report a last date of attendance, regardless of whether the student consents, for any student who has not met participation requirements as defined in an online instructor’s syllabus.

When students remove themselves from the course, the date the student reports the drop or withdrawal to Admissions and Records becomes the last date of attendance.

When instructors report the “last date of attendance,” the date provided by the instructor (not the date of the report) will be the last date of attendance.

“Online classes are NOT easier!”

Don’t take unnecessary risks in taking an online class.
Succeeding in an online class takes self-discipline and basic technical skills.

Find out if an online class is right for you.
Take a quick self-test!

http://www.butte.edu/distance/assess_online.html

Succeeding online!

- Access your course within the first day of class (or you can be dropped as a “no show”)
- Participate by completing the required assignments as given in the course syllabus (or you can be dropped for lack of attendance)

HYB - Hybrid Courses

What is a hybrid course?
- Hybrid courses include both online and on-campus requirements.
- Please check course listing for specific information.

NET - Internet Courses

On the Waitlist?
- If you are on the waitlist for an online course, please see the special instructions at the bottom of this page.

Orientation
- Some NET classes offer orientation sessions as shown in the schedule. If you can’t attend the orientation or you want to add the class after the orientation, please contact the instructor.
- Some classes do not have an orientation session because orientation material is presented online. However, you MUST still get a class syllabus which should be available within your online course.

Accessing your class
- You will not be able access course materials until the first day of class.
- You MUST log in to MyBC and access each of your online courses within 24 hours after class begins, or you may be dropped as a ‘no show’. Access your courses by clicking the “Bb COURSE ACCESS” icon within MyBC.
- For answers to frequently asked questions about Butte College online courses, go to: http://www.butte.edu/distance/online_student_info.html.

Computer labs
- You can use your own computer and Internet provider to take your class. If you don’t have Internet access you can use the computer labs on the main campus and at the Chico Center and Glenn County Center (in Orland).

Support
- For more information about Internet courses or Blackboard (which gives you password-protected access to class materials through your Web browser) call the Student Technical Support at (530) 895-2925 or email studenttechsupport@butte.edu.

Waitlisted for an Online Course? Please Read!

If you’ve put yourself on the waitlist for an online course:
- Before class begins, waitlisted students will automatically be enrolled as students drop and space becomes available. If you are automatically added you will be sent a confirmation email to your Butte College student email address. You can check your Butte College email from MyBC or set up forwarding to a preferred email address. It’s important to check your Butte College student email regularly, with the “7 days to pay” policy, to avoid being dropped from one or more of your classes.
- After class begins, you will not be added to a course automatically.
- If you are interested in adding the course after it begins, you must send an email request to the instructor within 24 hours of the start of the course.
- If your instructor is able to add you, you’ll be sent an email with further instructions.
- For more help on Waitlists, see technical Support in MyBC.

Succeeding in an online class takes self-discipline and basic technical skills.

Find out if an online class is right for you.
Take a quick self-test!

http://www.butte.edu/distance/assess_online.html

xvi - Butte College 2014 Summer / Fall Class Schedule

Apply online at www.butte.edu/apply
### Main Campus

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<tr>
<td>ORLN</td>
<td>Orland High School, 101 Shasta St., Orland</td>
</tr>
<tr>
<td>ORLN MP</td>
<td>Orland High Multipurpose Room</td>
</tr>
<tr>
<td>ORLN WT</td>
<td>Orland High Weight Room</td>
</tr>
<tr>
<td>WHS</td>
<td>203 N Murdock Ave., Willows</td>
</tr>
<tr>
<td>WCH</td>
<td>823 W. Laurel St., Willows</td>
</tr>
</tbody>
</table>

### Gridley-Biggs

<table>
<thead>
<tr>
<th>Code</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>GHS</td>
<td>Gridley High School 300 E. Spruce St., Gridley</td>
</tr>
<tr>
<td>HRT</td>
<td>Heritage Oaks Square, 1554 &amp;1556, Hwy 99, Gridley</td>
</tr>
<tr>
<td>TWI</td>
<td>Twin Cities Martial Arts Academy</td>
</tr>
</tbody>
</table>

### Paradise

<table>
<thead>
<tr>
<th>Code</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHS</td>
<td>Paradise High School, 5911 Maxwell Dr.</td>
</tr>
<tr>
<td>PHS AUTO</td>
<td>Paradise High Autobody</td>
</tr>
<tr>
<td>WTCP MIP</td>
<td>Made in Paradise, 7837 Skyway</td>
</tr>
<tr>
<td>WTCP CLC</td>
<td>Creative Learning Center, 1080 Ewald Ct.</td>
</tr>
</tbody>
</table>

### Chico

<table>
<thead>
<tr>
<th>Code</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU</td>
<td>California State University, Chico</td>
</tr>
<tr>
<td>CSU AY</td>
<td>Ayres Hall</td>
</tr>
<tr>
<td>CSU AJH</td>
<td>Aymer J. Hamilton Hall</td>
</tr>
<tr>
<td>CSU BUTE</td>
<td>Butte Hall</td>
</tr>
<tr>
<td>CSU HOLT</td>
<td>Holt Hall</td>
</tr>
<tr>
<td>CSU GLNN</td>
<td>Glenn Hall</td>
</tr>
<tr>
<td>CSU LANG</td>
<td>Langdon Hall</td>
</tr>
<tr>
<td>CSU MODC</td>
<td>Modoc Hall</td>
</tr>
<tr>
<td>CSU OCNL</td>
<td>O'Connell Tech Ctr.</td>
</tr>
<tr>
<td>CSU PAC</td>
<td>Performing Arts Ctr.</td>
</tr>
<tr>
<td>CSU PHSC</td>
<td>Physical Science</td>
</tr>
<tr>
<td>CSU TALR</td>
<td>Taylor Hall</td>
</tr>
<tr>
<td>CSU THMA</td>
<td>Tehama Hall</td>
</tr>
<tr>
<td>CSU YOLO</td>
<td>Yolo Hall</td>
</tr>
</tbody>
</table>

### Key to Locations

- 20ST PARK: E. 20th Street Park
- CBTO: 1356 Longellow Ave.
- CECA: 2491 Carmichael, Ste. 300
- CEC: 2491 Carmichael
- CFC | Chico Fire Center, 1466 Humboldt Rd.
- CHAP | Chapman Sch, 1071 E. 16th St.
- CHS | Chico High School, 901 Esplanade
- CCEC | Com Empl Ctr., 2445 Carmichael
- CCEC ASP | 2445 Carmichael
- CCEC CYPRESS | 2445 Carmichael
- CCEC DOGWOOD | 2445 Carmichael
- CONG CHURCH | Congregational Church, 1190 E. 1st Ave.
- CSU | California State University, Chico
- CSU AJH | Ayers Hall
- CSU BUTE | Butte Hall
- CSU HOLT | Holt Hall
- CSU GLNN | Glenn Hall
- CSU LANG | Langdon Hall
- CSU MODC | Modoc Hall
- CSU OCNL | O'Connell Tech Ctr.
- CSU PAC | Performing Arts Ctr.
- CSU PHSC | Physical Science
- CSU TALR | Taylor Hall
- CSU THMA | Tehama Hall

### Summer Session begins June 9 / Fall Semester begins August 25, 2014

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