



Study Abroad Application Instructions

In order to participate in any SCCCD study abroad program you must:

- Be at least 18 years of age by the date of departure;
- Obtain a valid passport; allow a minimum of 8 weeks for processing;
- Attend one orientation session and all mandatory pre-departure meetings/classes;
- Complete an SCCCD Application for Admission if you are not a currently enrolled SCCCD student; and
- Enroll in one of the courses offered through the program and pay the course fees.

STEP ONE (Check off each step as completed)

- Review the program brochure
- Complete the SCCCD Application including:
 - Study Abroad Application Page
 - Voluntary Assumption of Risk & Release of Liability Page (2 pages; sign & date)
 - Disclosure of Medical Information (2 pages; sign & date)
 - General Agreement & Release (2 pages; sign & date)
 - Student Agreement While Studying Abroad (5 pages; sign & date page 5)
 - Study Abroad Emergency Information Form (1 page; sign & date)
 - Read & keep: Student Responsibilities in Study Abroad Programs
- Submit your completed application to one of the instructors leading the program by one of these methods:
 - a scanned PDF sent through email. You can electronically sign your application using a program such as Adobe Acrobat Pro or Apple Preview.
 - through SCCD District mail to one of the instructors
 - in person or through US mail to the instructors (see campus directory for mailing address)

STEP TWO: Your application will be reviewed to be sure it is accordance with administrative regulations, which includes “a review of disciplinary history and academic standing of students wishing to participate.” An interview with program instructors might be required.

STEP THREE: Upon acceptance of your application, you will be notified of how to complete the third-party provider enrollment form(s) and pay the deposit for the program. Deposits are due by set deadlines in order to hold your place in the program. You will be sent a notification via email confirming your enrollment in the program. All program fees must be paid by stated deadlines.

STEP FOUR: Enroll in one of the courses. You will be given the enrollment code for the class you select before the start of the program. You must enroll and pay the course fees by the stated deadline.

*Questions? Feel free to contact Dr. Margaret Hiebert
State Center Community College District (559) 442-4600 ext. 8101
margaret.hiebert@fresnocitycollege.edu*



State Center Community
College District

Study Abroad Application

Name (legal name – first, middle, and last – as will be reflected on your passport)

Home address

City

State

Zip

Daytime phone

Evening phone

Cell phone

E-mail address

Date of birth

Country of citizenship

Male/Female

School where you are currently enrolled

Name of colleges you have attended

Student ID number

Do you require any accommodation or materials in an alternate format due to a documented disability? _____

How did you hear about this program? _____



STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon Ave., Fresno, CA 93704

**VOLUNTARY ASSUMPTION OF RISK & RELEASE OF
LIABILITY FOR INTERNATIONAL TRAVEL**

Caution: This is a release of legal rights. Read and understand it before signing.

_____ College is a non-profit educational institution. References to
_____ College (“College”) include _____
College, the State Center Community College District (“SCCCD”), its officers, officials, employees,
volunteers, students, agents, and assigns.

I _____, freely choose to participate in the _____
(henceforth referred to as the “Program”).

In consideration of my voluntary participation in this Program, I agree as follows:

SPECIFIC HAZARDS OF TRAVEL: (Specific dangers endemic in this Program’s area of travel.)

RISKS OF TRAVEL/STUDY/WORK ABROAD: I understand that my participation in the College Program specified above involves risk not found in activities at College or within the SCCC. These risks include traveling to and within and returning from one or more foreign countries; foreign, political, legal, social, transportation, health and economic conditions; different standards of design, safety, and maintenance of buildings, public places, and conveyances; local medical facilities and providers; and local weather conditions.

INSTITUTIONAL ARRANGEMENTS: I understand that College is not an agent of, and has no responsibility for, any third party which may provide any services including food, lodging, travel, or other goods or services associated with the Program. I understand that College is providing these services only as a convenience to participants and that accordingly, College accepts no responsibility, in whole or in part, for delays, loss, damage or injury to persons or property whatsoever, caused to me or others prior to departure, while traveling or while staying in designated lodging. I further understand that College is not responsible for matters that are beyond its control. I acknowledge that College reserves the right to cancel the trip without penalty or to make any modifications to the itinerary and/or academic program as deemed necessary by College. I also acknowledge that College is not obligated to refund any Program fees if College cancels the trip as a result of a United States Department of State travel advisory for the country of the Program or as a result of any other safety or health-related issues as deemed necessary by College.

INDEPENDENT ACTIVITY: I understand that College is not responsible for any loss or damage I may suffer when I am traveling independently or I am otherwise separated or absent from any College activity. In addition, I understand that any travel that I do independently on my own before or after the College-sponsored Program is entirely at my own expense and risk.

HEALTH AND SAFETY: I have been advised to consult with a medical doctor with regard to my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations, if any.

I understand that I may be required to pay up front for my medical expenses that I incur while traveling and in the host country. Further, I understand that my current health insurance coverage may not cover medical costs in a foreign country and that I will be responsible for my medical expenses. I recognize that College is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency occurring during my participation in this Program, I authorize in advance the representative of the College to secure whatever treatment is necessary, including the administration of an anesthetic and surgery. College may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release College from any liability for any actions.

STANDARDS OF CONDUCT: I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior which violates those laws or standards could harm College's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of and will abide by all such laws and standards for each country to or through which I will travel during the Program. I realize that any violation of the foregoing or any disciplinary disturbances may constitute grounds for my expulsion from College and referral of any violations to the Vice President of Student Services.

TRAVEL CHANGES: If I become separated from the Program group, fail to meet a departure airplane, bus, or train, or become sick or injured, I will, to a reasonable extent, and at my own expense seek out, contact, and reach the Program group at its next available destination.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I agree to release, indemnify, and defend College and their officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I, the participate, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in this Program.

SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Release Form and acknowledge that I understand it. No representation, statements, or inducements, oral and written, apart from the foregoing written statement, have been made. This Release Form shall be governed by the laws of the State of California which shall be the forum for any lawsuits filed under or incident to this Release Form or to the Program. If any portion of this Release Form is held invalid, the rest of the document shall continue in full force and effect.

Signature of Program Participant

Date

Signature of Parent or Legal Guardian (if student is a minor)

Date

Disclosure of Medical Information for Study Abroad Programs

Name

Student I.D.

Term

Location of Study

Mild physical or psychological disorders can become serious under the stresses of life while studying abroad. It is important that the program be made aware of any medical or emotional problems, past or current, which might affect you in a foreign study context. The information provided will remain confidential and will be shared with program staff, faculty or appropriate professionals only if pertinent to your well-being. The college district may not be able to accommodate all individual needs or circumstances. This information does not affect your admission into the program.

I understand that I am not required to provide private medical information as a condition of participating in the Study Abroad Program. I am providing this information voluntarily, so that it may be used to assist me if I have a medical problem abroad. I release State Center Community College District and its instructors, teachers, agents, employees, Board members, volunteers and officers from any and all claims against State Center Community College District, its instructors, teachers, agents, employees, Board members, volunteers, officers and independent contractors for injury, accident, illness, death or property damage which may occur during or by reason of my participation in the Study Abroad Program or by providing this information to assist me. **I understand that the District assumes no liability for medical care provided to me while participating in the Study Abroad Program.**

MEDICAL HISTORY

Yes ____ No ____ 1. Are you generally in good physical condition? If no, please explain.

Yes ____ No ____ 2. Have you ever been treated or are you currently being treated for any psychological or emotional problems? If yes, please explain.

Yes ____ No ____ 3. Do you have allergies? If yes, please explain.

Yes ____ No ____ 4. Are you taking any medications? If yes, explain.

Yes ____ No ____ 5. Have you had any major injuries, diseases or ailments in the past five years? If yes, please explain.

Yes ____ No ____ 6. Are you a vegetarian or are you on a restricted diet? If yes, please explain.

Yes ____ No ____ 7. Is there any additional information (concerning medical conditions or physical disabilities) that would be helpful for the program to be aware of during your study abroad experience? If yes, please explain.

EMERGENCY CONTACT

Name: _____

Address: _____

Telephone: work _____ home _____

Relationship: _____

I certify that all responses made on this form are true and accurate, and I will notify the college district hereafter of any relevant changes in my health that occur prior to the start of the program.

Signature of Student or Date
Parent/Guardian if student is not 18 yrs. of age



General Agreement and Release

Student Name

State Center Community College District is providing credit for out-of-state studies, and I am a student of State Center Community College District desiring to secure credit for out-of-state- studies by participating in a study abroad program. I understand that participation in the study abroad program is voluntary and in return for participating in the program, I agree to the following:

1. I agree to abide by the Student Agreement While Studying Abroad. I acknowledge that I have received a copy of this Policy and am familiar with its contents. I understand that I may be subject to discipline while on the Study Abroad Program to the same extent as if I was on campus.
2. I understand that I will be living in a different culture and may be living in close quarters with other students and/or host families. I agree to conform my personal hygiene and social interaction as appropriate to the local cultural setting.
3. If you need an accommodation or materials in an alternate format, contact Disabled Students Programs & Services at 442-8237 prior to the first pre-departure orientation. If you choose not to disclose your need for accommodation, SCCCD will not be able to assist you in arranging disability-related accommodations for the trip.
4. State Center Community College District cannot accept participants under 18 years of age. If the participant is under 18 years of age at the time of application but will be 18 years of age on or before the program's departure date, the parent or guardian must sign this Agreement.
5. I release the State Center Community College District and its instructors, teachers, agents, employees, Board members, volunteers, officers and independent contractors from any and all claims against the State Center Community College District and its instructors, teachers, agents, employees, Board members, volunteers, officers or independent contractors for injury, accident, illness, death, or property damage occurring during or by reason of my participation in the Study Abroad Program.

This release includes, but is not limited to, any and all claims incurred or arising from any act or omission arising out of the Study Abroad Program, or by any transportation agency, service, company, firm, or individual, including but not limited to airline, railroad, bus, taxi, automobile, sight-seeing service, or agency, any hotel, motel or other place of living accommodation, and any and all claims incurred or arising from weather, illness, quarantine, government rules and regulations or restrictions, war (whether or not involving the country of study), riots and/or strikes.

In the event any provision of this Agreement is found to be invalid, the remaining portions of this Agreement will remain in full force and effect.

- 6. I understand that I am responsible for any and all claims, liabilities, and obligations financial or otherwise, I incur during the term of the program, including but not limited to any and all obligations and/or liabilities I incur where the program is conducted.**

- 7. I agree to indemnify, defend and hold harmless State Center Community College District and its instructors, teachers, agents, employees, Board members, volunteers, officers and independent contractors from and against all loss, cost, damage and expense, and claims and demands therefore, and for reasonable costs and attorney fees that may arise out of any circumstance outlined above, or any act, omission or conduct out of which may arise any claim or civil action or charge of criminal violation, whether or not the acts, omissions or conduct are those of me alone or in consort with others.**

- 8. This Agreement and Release and the rights and obligations of the parties shall be construed and enforced in accordance with the laws of the State of California. The parties that agree that, in the event of litigation, venue shall be the state court of competent jurisdictions located in Fresno County.**

- 9. This Agreement is for my benefit and shall be binding on my successors, heirs and assigns.**

Signature of Student

**Signature of Parent or Guardian
(if student is under 18 years of age)**

Date

Date



Student Agreement While Studying Abroad

Studying overseas can be an enriching part of your education. In order to help you have a positive experience and to get the most you can out of the program, there are several things that need to be addressed.

Although most students who have participated in a study abroad program have had a successful and worthwhile experience, a handful has not. For them, the experience was, at least in part, a waste of time and money, and they caused problems for the instructors, the housing coordinator and their host families.

We want you to understand the commitment you are making. This is a big investment, so it's important that you understand your part in it. When you study overseas, you represent State Center Community College District as well as the United States of America.

Please read the following and sign the last page:

ACADEMICS

The _____ study abroad program is an academic program. You must attend classes and do satisfactory work as outlined by your instructor.

- The instructor's attendance policy is enforced while you are studying abroad. If, for instance, your instructor's policy states that when you exceed the maximum number of absences, you will be dropped from the class, then that is what will happen.
- Attendance is required on all scheduled field trips and other outings that are deemed part of the academic program.
- If you do not fulfill your academic obligations as set forth by the instructor(s), you can be dropped from the program.
- If you drop your class, you will be dropped from the program and not be able to participate in the rest of the program or stay at the accommodations.

ACCOMMODATIONS

Your trip will include hotel and boat accommodations. You need to understand that you are a guest and should conduct yourself as such, respecting rules, policies and local cultures.

HEALTH AND SAFETY

Although medical care will be available to you, you should go into this experience prepared, both physically and mentally. If you are having a chronic health problem and/or if you take medication, you should consult your doctor about whether this program is right for you.

- You may experience more stress while studying abroad – not less.
- If you have a disability (including learning disability) that requires accommodation, you need to let the Study Abroad Office know so a plan can be established prior to departure.
- Use of illegal drugs during the entire period of the program is prohibited. Students found using or possessing illegal drugs in any form are subject to immediate expulsion.
- As a visitor to a foreign country, you are subject to the laws of that country. Violations of the local law of the host country will be handled by the appropriate local law enforcement authorities.
- Violent behavior, sexual harassment or other conduct disruptive to the program or offensive to the host culture may result in expulsion. If you get into any kind of public fight or brawl, you can be deported immediately without any type of warning or the chance to consult an attorney.

CAUSES FOR DISCIPLINE (from Board Policy 5410)

A student enrolled in courses offered by either college of the State Center Community College District assumes an obligation to conduct him/herself in a manner compatible with the college's function as an educational institution. A student may be disciplined, utilizing the procedures set out in Administrative Regulation 5410, for any of the following causes (or other causes established elsewhere in Board Policy), which must be related to college attendance or activity:

1. Dishonesty, including but not limited to, cheating, plagiarism or furnishing false information to the college.
2. Forgery or misuse of college documents, records or identification card, including misrepresentation of oneself or of an organization as an agent of the college or district
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including but not limited to, community service functions or other authorized activities on or off college premises.
4. Physical abuse or threat of physical abuse, on or off college property, of the person or property of any member of the college community or of members of his/her family.
5. Theft of or damage to property of the college or to property of a member of the college community or of a campus visitor who is attending an authorized college function.
6. Unauthorized entry to college facilities or use of college supplies or equipment.
7. Violation of college policies, including, but not limited to, campus regulations concerning student organizations, the use of college facilities or the time, place and manner of public expression.

8. Possession or use of explosives, dangerous chemicals or deadly weapons on college property or at a college function without prior authorization of the college president or his designee.
9. Disorderly conduct or lewd, indecent or obscene conduct or expression on college-owned or college-controlled property or at college-sponsored or college-supervised functions.
10. Failure to comply with lawful directions of college officials performing duties.
11. Possession of use of alcoholic beverages or controlled substances such as illegal drugs or narcotics on college property, at any college-sponsored event, or appearance on campus of at any college-sponsored event while under the influence of alcohol or illegal drugs or narcotics.

Smoking shall not be allowed in any classroom, laboratory, gymnasium or any other area or facility that students are required to occupy.

12. Possession, while on a college campus or at a college-sponsored function, or any of the following weapons (this provision does not apply to persons given permission by the college president or his designated representatives or members of law enforcement agencies such as police officers): any instrument or weapon of the kind commonly known as blackjack, sling shot, fire bomb, billy club, sandclub, sandbag, metal knuckles; dirk, dagger, firearm (such as pistol, revolver, rifle, etc.) loaded or unloaded; any knife, switchblade; any razor with an unguarded blade; any metal pipe or bar which could be used as a club; or any item such as a chain which could be used to threaten bodily harm.
13. Abusive or insulting behavior, including hazing, directed toward a member of the college community.
14. Violation of any lawful order of an authorized administrator, notice of which has been given prior to such violation, and which order is not inconsistent with any of the other provisions of this policy, including notices given by publication in the college newspaper.
15. Assisting another to do any act which would subject such other student to expulsion, suspension, probation or other discipline pursuant to this policy.
16. Any other cause identified as a good cause by Education Code Section 76033, although not identified above.
17. Attempting to do any of the acts above.

DEFINITIONS AND PROCEDURES PERTAINING TO STUDENT DISCIPLINE

Reprimand

Official action notifying a student that his/her conduct in a specific instance does not meet the standards expected at the college. A student receiving a reprimand, either oral or written, is thereby notified that continued conduct of the type described may result in formal disciplinary action against the student.

Disciplinary Probation

A formal disciplinary action resulting in any one or all of the following:

- a. Ineligibility for all college organization offices.
- b. Removal from any college organization office held.
- c. Revocation of the privilege of participating in extra-curricular college and/or student-sponsored activities.

Suspension

There shall be two classes of suspensions. The first, "summary suspension," is to protect the school from the immediate possibility of disorder or threat to the safety of students. The second, "disciplinary suspension," serves as a penalty against the student as a result of the failure of his or her conduct to meet standards expected at the college.

Expulsion

Expulsion is formal action taken by the governing board terminating a student's privilege to attend the colleges of the district for disciplinary reasons. Expulsion action shall be taken by the board upon recommendation by the chancellor of the district. Expulsion proceedings shall be conducted in keeping with provisions of Educational Code Sections 76033, 76034, 76036 and 76037. The complete text of the State Center Community College District Board Policy 5410 "Student Conduct Standards" is available from the Head of Student Services in the Student Services Building.

I understand that all academic and behavioral policies apply. Failure to follow these policies can result in expulsion from the program. I understand and agree to the conditions printed above.

Name (please print)

Date

Signature

11/26/13



Study Abroad Emergency Information Form

The information requested below will be used only in case of emergency and is limited to the duration of your participation in a State Center Community College District-sponsored study abroad program. The information will be kept confidential and will be destroyed upon completion of the program.

Your full legal name:

Birthdate:

Program Destination:

Program Dates:

Home address:

Home phone number(s):

Insurance information:

In case of emergency, you have my permission to call my emergency contacts.

Signature



Emergency Contacts

Name:

Relationship:

Phone numbers:

Address:

Name:

Relationship:

Phone numbers:

Address:

Name:

Relationship:

Phone numbers:

Address:



Student Responsibilities in Study Abroad Programs

As a student in a study abroad program, you should be aware that your program is composed of four constituencies, each with its own set of responsibilities.

The Office of Educational Services and Institutional Effectiveness administers study abroad programs for State Center Community College District. We assist with program planning, contracts, publicity, orientations, applications, registration, evaluations, etc.

The third-party provider tends to matters overseas, including coordinating housing, classroom space, field trips, travel arrangements, and student insurance. In addition, the third party provider assists with orientation and procedures handbooks and brochures.

Faculty responsibilities include recruitment, advising, conduction the academic program, traveling to the destination with the students, keeping grade and attendance records, addressing any student behavior problems, and working in conjunction with the Office of Educational Services and Institutional Effectiveness as well as the third-party provider.

Student responsibilities include the following:

Pre-departure

- Obtaining a passport (and visas, if necessary)
- Enrolling at FCC or RC for term the program is offered
- Addressing financial aid and scholarship matters
- Reviewing insurance coverage
- Maintaining academic eligibility
- Completing pre-departure paperwork
- Submitting a copy of the first page of your passport to the Office of Educational Services and Institutional Effectiveness
- Attending all mandatory meetings

Post-departure

- Keeping passport and return ticket secure
- Carrying important phone numbers and ID and 2 copies of passport
- Maintaining full-time student status
- Fulfilling academic and attendance requirements
- Being prompt for and participating in all required fieldtrips
- Informing faculty (and other appropriate parties) of your travel plans
- Applying and registering for colleges other than Reedley College and Fresno City College (if you plan to attend another college after you return)
- Filing any insurance claims (if necessary)
- Obeying the local laws, rules, and regulations of the countries you are visiting
- Maintaining fiscal solvency
- Setting a good example for Fresno City College, Reedley College and the USA



Student Conduct Standards and Discipline

Causes for Discipline

A student enrolled in courses offered by either college of the State Center Community College District assumes an obligation to conduct him/herself in a manner compatible with the college's function as an educational institution. A student may be disciplined, utilizing the procedures set out in Administrative Regulation 5410, for any of the following causes (or other causes established elsewhere in Board Policy), which must be related to college attendance or activity:

1. Dishonesty, including but not limited to, cheating, plagiarism or furnishing false information to the college.
2. Forgery or misuse of college documents, records or identification card, including misrepresentation of oneself or of an organization as an agent of the college or district.
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including but limited to, community service functions or other authorized activities on or off college premises.
4. Physical abuse or threat of physical abuse, on or off college property of a member of the college community or of a campus visitor who is attending an authorized college function.
5. Theft of or damage to property of the college or to property of a member of the college community or of a campus visitor who is attending an authorized college function.
6. Unauthorized entry to college facilities or use of college supplies or equipment.
7. Violation of college policies, including, but not limited to, campus regulations concerning student organizations, the use of college facilities or the time, place and manner of public expression.

8. Possession or use of explosives, dangerous chemicals or deadly weapons on college property or at a college function without prior authorization of the college president or his designee.
9. Disorderly conduct or lewd, indecent or obscene conduct or expression on college-owned or college-controlled property or at college-sponsored or college-supervised functions.
10. Failure to comply with lawful directions of college officials performing duties.
11. Possession or use of alcoholic beverages or controlled substances such as illegal drugs or narcotics on college property, at any college-sponsored event, or appearance on campus or at any college-sponsored event while under the influence of alcohol or illegal drugs or narcotics.

Smoking shall not be allowed in any classroom, laboratory, gymnasium or any other area or facility that students are required to occupy.

12. Possession, while on a college campus or at a college-sponsored function, of any of the following weapons (this provision does not apply to persons given permission by the college president or his designated representatives or members of law enforcement agencies such as police officers): any instrument or weapon of the kind commonly known as blackjack, sling shot, fire bomb, billy club, sandclub, sandbag, metal knuckles; dirk, dagger firearm (such as pistol, revolver, rifle, etc.) loaded or unloaded; any knife, switchblade; any razor with an unguarded blade; any metal pipe or bar which could be used as a club; or any item such as a chain which could be used to threaten bodily harm.
13. Abusive or insulting behavior, including hazing, directed toward a member of the college community.
14. Violation of any lawful order of an authorized administrator, notice of which had been given prior to such violation, and which order is not inconsistent with any of the other provisions of this policy, including notices given by publication in the college newspaper.

15. Assisting another to do any act which would subject such other student to expulsion, suspension, probation, or other discipline, pursuant to this policy.
16. Any other cause identified as a good cause by Education Code Section 76033, although not identified above.
17. Attempting to do any of the acts identified above.

Definitions and Procedures Pertaining to Student Discipline

Reprimand

Official action notifying a student that his/her conduct in a specific instance does not meet the standards expected at the college. A student receiving a reprimand, either oral or written, is thereby notified that continued conduct of the type described may result in formal disciplinary action against the student. Oral reprimands may be given by any employee of this district. Written reprimands may be given only by members of the administrative staff.

Disciplinary Probation

A formal disciplinary action resulting in any one or all of the following:

- a. Ineligibility for all college organization offices.
- b. Removal from any college organization office held.
- c. Revocation of the privilege of participating in extra-curricular college and/or student sponsored activities.

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