

**CEST 192 – Exploring Non-Technical Skills
In the CESGT Workplace
COURSE SYLLABUS (v1a, 7/30/2025) - FALL 2025
Sec. 1282**

Instructor: Reg Parks

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Lect: W, 6:00 PM - 9:00 PM, ONLINE

Office Hr: W, 9:00-9:45 PM, ONLINE

or by appt.

Program and Instructor Web Pages:

[Reg Parks SRJC Web Page](#)

[CESGT Program Web Page](#)

[Civil Engineering Certificate Web Page](#)

[Geospatial /GIS Certificate Web Page](#)

[Land Surveying Certificate Web Page](#)

WELCOME TO CEST192!!! (Please read this syllabus BEFORE attending the first class session)

Lectures and Laboratory: Wednesdays from 6:00 PM to 9:00 PM ONLINE via active synchronous Zoom sessions. Some portions of class time will be devoted to the use of computers and software applications for individual and group problem solving process. Active synchronous, full-face (no prop-ups), Zoom lecture attendance via laptop or desktop is mandatory. In-person lab attendance is mandatory. This course will NOT use Canvas.

Final Exam Date: Students should plan on being present for a mandatory final exam on: Wednesday, December 17th, 6:00pm – 9:00pm.

CEST 192 Required Course Materials: 1.) Working with Emotional Intelligence, Goleman, Banta, 2011 2.) Errors in English & Ways to Correct them, Shaw, 4 th Edition, Barnes & Noble, Banta 3.) DISC – Dimensions in Behavior- Personal Profile System; Carlson Learning Co,	CEST 192 Course Reference Materials: Links to websites, additional reading materials/handouts, will be emailed or placed on a Library Folder that will be constructed on the SRJC File Depot or a Kunde151 network drive. TBA
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SRJC CESGT Program & Career Technical Education (CTE)

The CESGT Program is a fast-paced, rigorous career education and training program leading to potential employment in one's respective professional discipline. Fall introductory courses develop fundamental office and field skills required for entry to spring courses.

CEST 192 is an introduction to the essential non-technical skills that will assist civil engineering and surveying technicians in the industry workplace. The course will concentrate on developing:

- knowledge of CESGT history, roles, philosophy, workflow, and ethics
- a basic understanding of one's personal DiSC (workplace) profile,
- an introduction to emotional and social intelligence,
- basic group collaboration skills,
- project management skills,
- basic individual & group verbal, listening and written communication skills;
- professional behavior
- related job search skills.

Students will research technician-level careers in civil engineering and surveying technology, work in a group setting, review workplace professional behavior, and practice written and verbal communication skills.

This is an introductory CESGT course where students explore a series of practical exercises relating to career development, survival skills and how to evaluate workplace behaviors and apply that information to perform optimally in the workplace. Also covered in this course are non-technical skill topics such as cover letter and resume writing strategies, approaches to written correspondence and memos, job interview strategies, job seeking strategies, professional ethics, professional certification and licensure, public service, professional/workplace behavior/culture, and basic approaches to stressful exchanges in the CESGT workplace.

SRJC recognizes its responsibilities to all CTE students and to the professional community into which they will graduate. Students enrolled in the SRJC Civil Engineering Technology Program must complete all coursework with a grade of C or higher to advance and to qualify for a Certificate. Students should begin immediately by establishing their certificate candidacy in their student portal or “cubby” under “District Announcements” use the “Degree Audit Available” link. For more information, please consult the Program Coordinator (see links above).

CEST192 COURSE CONTENT:

Student Learning Outcomes:

Upon completion of this course, the student will be able to:

1. Demonstrate speaking, writing and listening skills appropriate to the workplace.
2. Describe the process for obtaining employment in the field of civil engineering and surveying technology and develop job application materials, such as a resume.

Objectives:

The student will:

1. Define and describe why non-technical skills are important to technicians and their success in the industry
2. Complete a personal profile examination
3. Identify and define the different types of emotional and social intelligence used by the technician in the workplace
4. Perform a job search and develop a resume

COURSE EXPECTATIONS: general and specific

CEST192 introduces the CESGT student to workplace and career development non-technical skills. A serious student attitude is strongly encouraged and a team learning approach underpins the course culture. **A team learning approach is one where along with the instructor, the student takes an equal (or better) measure of responsibility for their learning experience through their participation, performance and professional attitude.**

Students will do well to have all books by the first class meeting. Reading in the texts and related homework will be assigned during the first class meeting. The required texts and DISC booklet (available in the SRJC Bookstore) must be brought to every class. *The second and / or third Wednesdays in November CEST192 students MAY meet in Santa Rosa for an informal dinner with potential employers at local hotels. TBA*

Class Preparation:

Students are expected to arrive on time for each class session, to read as assigned, complete assignments on time, to be prepared in advance for every class session, and to remain for the entire time. It is strongly recommended that students write down any questions about the material

while reading and studying and bring them to class for clarification at the beginning of lecture or lab.

Students are expected to have successfully completed high school math (Algebra, Geometry and Trigonometry or equivalent) with a grade of C or better. Students are expected to be comfortable with microcomputer operations, Microsoft (MS) Windows Operating System (OS). *MS Windows file management*, MS Windows File Explorer, web browsers (MS Internet Explorer/Edge, Google Chrome, or Firefox), *Adobe Acrobat Pro/Reader or Sumatra PDF (free downloads)*, Windows Notepad and MS Office Suite (Word, Excel, PowerPoint). Tutorials are available on the SRJC campus and on You Tube.

Access to a computer and to a stable internet connection are key to passing this course. This includes a minimum 5 Mbps UPLOAD speed (when using the Virtual Lab), a functioning webcam that has both video and audio capabilities, and the ability to print and scan 8-1/2 x 11 inch sheets of paper (at the instructor's discretion) -- clear and legible digital photos may be an acceptable alternative to scanning).

Any student who feels that they have not met or cannot meet the requirements and expectations for this course should contact the instructor before the second class meeting. There are classes available that will help you prepare for this program.

Attendance:

- Attendance is required for both lab and lecture sessions. A lack of attendance will affect one's grade for this course.
- It is good practice to notify your instructor **by email** if you are going to be tardy or absent. An excused absence may be granted by contacting instructor sufficiently **prior** to the beginning of class.
- Students are responsible for all material covered in lecture and lab as well as course readings and assignments. ***Students are responsible for correctly obtaining any missed lecture or laboratory course information from their fellow classmates.*** Taking notes is strongly recommended.
- Class participation can and will affect one's final grade as will one's class conduct.
- ***There will be no make-ups*** for missed class activities (quizzes, exams, in-class demonstrations, etc.). Rarely, certain late assignments may be accepted but will be discounted starting at 20% off of total point value depending on how many classes have passed since the due date. Such instances will be solely at the instructor's discretion. According to school policy, if a student misses over 10% of official course hours, they can be dropped from that course. This course runs 17.5 wks. x 3 hrs./week = 52.5 hrs.

Assignments and Examinations:

- All assignments are to be completed per the instructions provided and are generally due at the beginning of class in a SRJC FILE Depot drop-off folder (link to be provided). To ensure submittal timeliness, the drop-off folder will be swept at the beginning of class.
- Required readings, handouts, weekly assignments and other information will be listed on a course calendar, on instruction sheets, or provided as verbal instructions in class.
- The majority of CEST192 assignments will consist of a combination of readings, essays, memos, business letters, other writing assignments, mock exercises, group discussions, oral reports/presentations, a group project and a comprehensive final exam.
- Unless otherwise directed by your instructor, all assignments shall be submitted as a.) word-processed and submitted in standard 8½" x 11" format as a PDF, b.) in legibly hand-lettered and diagrammed field books or c.) on instructor provided worksheets.
- Students will include their name, course number, assignment parameters and due date on the first page. ***(No name / no date / no params = no score!!)***

- Written reports or term papers shall be word processed, single-spaced paragraphs, and formatted per instructions provided.
- Essay type exercises or questions will follow the standard five (5) paragraph essay or scientific writing/report format. Links to examples of writing styles provided below and will be presented in class:

Scientific Writing Format:

<http://writing.colostate.edu/guides/processes/science/pop2a.cfm>

<http://abacus.bates.edu/~ganderso/biology/resources/writing/HTWgeneral.html>

Essay Writing Format:

<http://www.englishdiscourse.org/5.paragraph.essay.format.html>

http://www.custom-essays.org/essay_types/Five_5_Paragraph_Essay.html

- Completed assignments per specifications are the student's responsibility. Failure to observe these specifications will result in papers being returned with lower scores or without credit!
- This is a CTE/CE course, if a student believes that the instructor has failed to provide instructions or some details regarding an assignment or procedure; **IT IS THE STUDENT'S RESPONSIBILITY TO INQUIRE IN SUFFICIENT TIME TO COMPLETE THE ASSIGNMENT**...just like one would in any professional workplace.
- The average student should expect to complete a minimum of 1-2 hours of reading and/or homework for every hour of class (e.g., 3-6 hours per week for a 3 unit course).
- Again, it is strongly recommended that students write down questions about the reading materials or homework and bring them to class for clarification. Questions will be invited for a brief period at the beginning of class.

Projects, Labs, and In-Class Exercises:

- Attendance is mandatory. The nature of the class format does not easily allow for makeups. ***NO MAKE-UP FOR IN-CLASS EXERCISES!***
- Writing assignments will consist of memos, resumes, cover letters, short essays, full essays, summary reports, and technical reports – all in proper professional, grammatical, technical, and scientific writing formats.
- On or about the second week of the course, group leaders and group projects will be assigned by the instructor. Said projects will require regular background reading, research, data collection, data reduction, synthesis, and summary **BY THE GROUP**. The group project is one that should be paced and organized to parallel non-technical skills development in CEST192.
- A psychometric assessment (DiSC) will be taken progressively over 2-3 weeks, to include progressive weekly discussions by all class members.
- CEST 192 in-class exercises may consist of advance reading assignments, discussion within one's project group concluding with an oral summary to the class by one or several group members. Such projects require participation and cooperation of all group members as the entire group will be graded on their collective performance.
- All projects and field exercises are to be completed per instructions provided (course calendar, handouts and verbal directives) and are due on the assigned date and time. Many will be conducted in group process. Weekly group meetings outside of class hours and regular planning are very strongly recommended.
- As with all of my classes, it is recommended that students prepare in advance, bring questions to lecture, and be prepared to hit the ground running each week.
- The CEST192 Final Exam is a combination of a final group project presentation, project summary submittal, and final presentation slides relating to said project.

Please note: a phone message or text left a few minutes before class stating that you cannot be present, while helpful, does NOT constitute a potential prior arrangement or excused absence. Please plan ahead.

Course File Distribution/Exchange:

All online file exchange will be conducted via Zoom sessions and/or via the SRJC File Depot. Canvas will NOT be used.

Certain course files for distribution will be available on the SRJC File Depot (links to be provided during class or on assignment sheets) and will remain available for a limited time (generally 2-weeks) after posting before deletion to conserve space. Be certain to download files right away.

Electronic Assignment Submittal and Format:

Assignment submittals will be uploaded, via provided links, to the SRJC File Depot per written assignment instructions or verbal instructions provided in class. Please pay attention.

Electronic assignments are due in PDF format in the SRJC File Depot folder at the beginning of class on the due date and time for that assignment. Written assignments are to be neatly word processed.

A FILENAMING HANDOUT or CONVENTION WILL BE ASSIGNED BY THE INSTRUCTOR. IT SHOULD BE FOLLOWED TO THE LETTER.

No handwritten assignments will be accepted. Legibility counts. If the instructor cannot follow, read or understand an assignment, it will not be graded and returned with no score. Only assignments submitted on time will be given priority for timely grading returns.

Scientific Calculators: (If applicable, please refer to calculator handout)

Students should have a scientific calculator and know how to use it (the range of required/recommended models will be discussed). For CESGT certificate students, some instructors require either the HP33s or the **HP 35s** backed up by either the TI-30XIIs or the TI36 Pro as these are calculators that will be allowed on certifying, licensure and board examinations. The instructor will NOT be responsible for training students in the use or programming of the various scientific calculators. Surveying students will be REQUIRED to purchase and use the HP35s and to purchase the Kerber programming manual. Civil Tech students should give strong consideration to these calculators.

Possession and working knowledge of a hand calculator is a REQUIREMENT for this class and will be necessary for all examinations and quizzes. Incorrect results secondary to miss-keyed or incorrectly used calculators are INCORRECT. Again, in order to receive the most credit for work performed, please attempt, at all times, to clearly SHOW YOUR WORK.

Tip: The Ti-30XIIs is roughly \$11-14. It is a good way to check yourself while learning the HP35s which sells on Amazon, CalculatorSource, EBay and other sites – it is recommended to buy both.

Grading Policy:

VIP!!! In order to receive the most credit for all CEST192 work performed, please attempt, at all times, to fully EXPLAIN or SHOW ALL YOUR WORK.

- Student grades will be based on the total number of weighted points accumulated with respect to the total number of possible weighted points.

Work Distribution	Point Weighting	Percentage	Grade
Attendance	~25%	90 - 100%	A
Writing assignments	~25%	80 - 89%	B
Quizzes and Final	~24%	70 - 79%	C
Class Project	~25%	60 - 69%	D
Subjective	~09%	< 60%	F
Total:	100%		

- An incomplete grade "I" will only be given as prescribed by college rules and regulations. **Prior** approval of the instructor is required.

Student Web Reading (required):

It is the student's responsibility to consult the SRJC web-based information listed below -- please do so, they are considered parts of this syllabus:

SRJC Academic Schedules & Calendar to identify all important dates, deadlines and academic policies such as those relating to unexcused absences, adding and dropping classes. *Also, please observe the emergency evacuation signs in each of the classrooms & computer labs.*

Schedule of Classes: <https://classes.santarosa.edu/>

Academic Calendar: <https://admissions.santarosa.edu/academic-calendar/>

SRJC Academics Information: <https://www.santarosa.edu/academics/>

SRJC Affairs and Programs: <https://studentlife.santarosa.edu/student-affairs-engagement-programs>

SRJC Disability Resources: <https://drd.santarosa.edu/>

SRJC Rights and Responsibilities: <https://rightsresponsibilities.santarosa.edu/>

(Please take careful note of the section on Academic Integrity, cheating of any type will not be tolerated)

Academic Integrity:

Per [SRJC Policy 3.11](#); Academic dishonesty is regarded as any act of deception, benign or malicious in nature, in the completion of any academic exercise. Examples of academic dishonesty include cheating, plagiarism, impersonation, and misrepresentation of idea or fact for the purposes of defrauding, use of unauthorized aids or devices, falsifying attendance records, violation of testing protocol, or inappropriate course assignment collaboration.

Class Conduct & Courtesy (generic):

During lectures: Students should be listening to the lectures and presentations. Note taking is strongly encouraged. Per SRJC district policy, absolutely no recording of lectures is permitted without express permission of the instructor. Students shall please refrain from having conversations, checking your email or web-browsing on either computers or smart phones. These behaviors are distracting to other students and to the instructor. **No student is allowed to print or plot when in Lindley 196 or 186 without permission.**

The above distractions or any disruptive behavior during class **are grounds for being excused from class with a loss of that day's work.** Repeated events will result in disciplinary action via the Department Chair, Dean or Vice President of Academic Affairs.

During Open Laboratory / In-class Laboratory (in L196): In addition to field lab times. There will be in-person and virtual open lab time supervised by Mr. Todd Amos, SRJC Micro Computer Lab Specialist. While on campus in-person or virtually, CEST192 students will comport themselves per the course syllabus guidelines; field and laboratory rules. You represent the CESGT Program to others. When in doubt, please ask.

When using the computer labs, kindly remember that other students may have different study habits and priorities than you do. Please speak softly when briefly conversing with other students. Take phone calls outside the room. For remote access open labs, please use breakout rooms when meeting or conversing with other students.

Cell Phones: Please turn cell phone ringtones off. NO calls during class/lab time.

ABSOLUTELY NO FOOD, DRINKS, OR EATING ALLOWED DURING CLASS or in L196 LAB!!!

(sealed water bottles may be kept under your desk)
and once again for the cheap seats.....

ABSOLUTELY NO FOOD, DRINKS, OR EATING ALLOWED DURING CLASS or in L196 LAB!!!

(sealed water bottles may be kept under your desk)

Passwords, Accounts and Access Codes: In certain CESGT courses, students will be provided with SRJC workstation user accounts and will be required to establish user accounts at other websites as well. It is the responsibility of the student to keep track of their user names, passwords and security codes. Lost or forgotten passwords are not an acceptable reason for missed or incomplete assignments.

Computer Labs. Computers, Equipment and Equipment Handling: (for CESGT equipment) CEST192 students may be assigned computer accounts in Lindley 196. If so, they will receive a presentation familiarizing them with the in-class computing, printing and plotting equipment as part of course content. Account passwords and authorization codes will be issued at that time. These presentations will not be repeated.

In comparison to many other campuses, SRJC has a brand new building and recently updated, cutting edge computer hardware, software and output facilities. In order to provide optimum laboratory access and usage experience; if applicable, all students are expected to be familiar with and follow the posted rules for the computer labs (Lindley 196, 186). **Any student observed violating the rules may be excused from class (first offense). Repeat offenses will result in a student being suspended or dropped from the class.** In some classes your personal computer profile will NOT follow you to another class or classroom. Students will be assigned a workstation which will be their workstation for the entire semester. You may not sit at another workstation during class without permission from the instructor. Students will be provided with computer access account numbers on the first day of class or lab.

All students are expected to treat any SRJC laboratory equipment with proper care. Damaged or malfunctioning equipment shall be promptly reported to the instructor by the operator. Students observed mistreating any CESGT lab equipment will receive a warning. Repeat offenders will be suspended or dropped. All loaner equipment shall be returned per the policy and directions of the loaner source. Non-return of said equipment will result in legal and academic penalties.

All CESGT students are to treat the SRJC classroom computer equipment with proper care. Any damaged or malfunctioning computer equipment shall be promptly reported by the operator to the instructor by the operator. Students observed mistreating any computer equipment will receive a warning. Repeat offenders will be suspended or dropped. Students excused from class activities for mistreating equipment will not be allowed to make up that day's work.

There are data volumes (folders) and documentation files for the various devices and software applications. This documentation can be found in the \PATHNAME*\Library folder and the various subfolders on the SRJC File Depot and if operational, student local and network drives. The majority of the support documentation is in PDF format. Students are expected to be familiar with the use of Adobe Acrobat Reader software. Please make certain that you allow yourself the necessary time to transfer the appropriate support documentation in advance of assignments and class exercises.

CEST192 students may receive a presentation familiarizing them with the in-class computing, printing and plotting equipment as part of course content. Account passwords and authorization codes will be issued at that time. These presentations will not be repeated.

* PATHNAME=the SRJC network drive pathname to be established in class for the file location or locations.

Lindley STEM Center Computer Lab Network Drives (if operational during room access)

Drive C:	Local hard drive in the computer
Drive ?:	(Private drive unique to each person, copy class materials TO this drive)
Drive N:	(Read-only to students. Full-access to faculty and staff. Copy distributed class materials FROM this drive ASAP)
Drive M:	(Full-access to everyone) will be deleted periodically. Please don't leave your important files on this drive.
Drive ?:	(TBA, letter varies per class, this is a student submittal/grading drive, more later...)

VIP NOTE: Student USB drives or external HDDs should be inserted **AFTER** workstation logon is complete. External HDDs and USB drives should be used for backup and transfer of materials to outside/personal computers.

Network File Distribution:

As previously discussed above, course file exchanges will primarily be conducted via the SRJC File Depot. Occasionally and optionally some file may be distributed via the classroom network drive (N:\ drive) when appropriate. Use of the network requires a student account and will be discussed at the first class meeting.

Syllabus Purpose and Disclaimers:

This syllabus constitutes an agreement. Continued participation (past day 1) in CEST192 means that you, the student, tacitly agree to the policies and procedures outlined in this document and any verbal course directives provided in class. If some aspect or aspects of the syllabus are unclear to a student, it is their responsibility to inquire regarding that matter before the second class meeting.

This syllabus and a corresponding course calendar are intended to provide guidance as to what will be expected during the semester and what will be followed. However, the instructor reserves

the right to modify, supplement or make changes as necessary for general course needs as the semester progresses.

The CESGT workplace is evolving, Technology is evolving. Certification and licensure exams are evolving with them. The CESGT Program is in its 58th year. These programs and courses have proven to be valuable to students before and after entering the industry workforce and when taking examinations. With the updating and addition of newer materials and methods, there will undoubtedly be some hiccups and improvements that can be made on the fly or integrated into next year's class. It is my desire as your instructor, to address these issues in the best possible way for the benefit of the entire class and CESGT Program. Thank you for your cooperation and patience.

Instructor Commentary:

The stackable CESGT 1-year programs move along very quickly. The fall courses are introductory, gateway courses to the spring semester courses. The follow-on rigorous spring semester courses offer additional curriculum towards the Land Civil Engineering Technology certificate / degree and build the foundation of all professional civil engineering career paths.

The bulk of civil engineering is initially performed in your brain and subsequently implemented with technology as basic as a pencil and paper or as fancy as a calculator or computer. It cannot be emphasized how important it is to fully-apply yourselves at every lesson opportunity. The lectures, labs and examinations in these courses are not easy. They are designed and sequenced to orient and prepare students for the workplace, certification and licensure exams. They also reflect the serious professional obligations that newly certificated technicians and licensed professionals will undertake for the state or states in which they practice. Please make the absolute best use of your time. Thank you and WELCOME.

Respectfully,

Reg Parks

SRJC E&AT CESGT Program

Please report any typos or broken links.....thx, rp

Semester: Fall 2025**Section: 1282****Course: CEST 192**

The following deadline dates have been established for this section:

Day Class Begins	Wednesday, August 20, 2025
Day Class Ends	Wednesday, December 10, 2025
Day/Time of Final Exam	Wednesday, December 17, 2025 6:00 PM - 9:00 PM
Last Day to Add	Sunday, August 24, 2025
Last Day to Add with instructor's approval	Sunday, September 7, 2025
Last Day to Drop and be eligible for enrollment/course fee refund	Sunday, August 31, 2025
Last Day to Drop without a 'W' symbol	Sunday, September 7, 2025
Last Day to Drop with a 'W' symbol	Sunday, November 16, 2025
Last Day to Opt for Pass/No Pass	
First Census Date	Monday, September 8, 2025
Mid-Term Dates	10/20/2025 - 11/16/2025

SRJC 2025-2026 ACADEMIC CALENDAR

Fall Semester 2025

Fall class schedule available (www.santarosa.edu)*

Wednesday, August 13, 2025	Professional Development Flex Day (No classes or activities)
Thursday, August 14, 2025	District-designated activities (No classes)
Friday, August 15, 2025	Mandatory Professional Development Activities Institutional Day (No classes, Minimal Services)
Monday, August 18, 2025	CLASSES BEGIN
Sunday, August 24, 2025	Last day to register/add semester length class <u>without</u> instructor's signature or add code
Sunday, August 31, 2025	Last day to drop semester length class and be eligible for a refund
Monday, September 1, 2025	Labor Day Holiday (No classes, District closed)
Sunday, September 7, 2025	Last day to register/add semester length class <u>with</u> the instructor's signature or add code
Sunday, September 7, 2025	Last day to drop a semester length class <u>without</u> "W" symbol
Monday, September 8, 2025	First Census Day
Wednesday, September 17, 2025	Constitution Day and Citizenship Day (Classes will meet)
Friday, September 26, 2025	Native American Day (No classes, District closed)
Monday, October 20 - Sunday, November 16, 2025	Midterm progress indicators posted in student portal
Tuesday, November 11, 2025	Veterans Day Holiday (No classes, District closed)
Sunday, November 16, 2025	Last day to drop a semester length class <u>with</u> "W" symbol
Thursday, November 27 - Sunday, November 30, 2025	Fall Break (No classes, District closed)

Friday, November 28, 2025	Professional Development 1/2 Flex Day (No classes or activities, District closed)
Friday, December 12, 2025	Last day to opt for P/NP for a semester length class
Saturday, December 13 - Friday, December 19, 2025	Final Examinations
Saturday, December 20, 2025 - Sunday, January 11, 2026	Semester Break (No classes)
Friday, January 2, 2026	Final grade rosters due
Saturday, January 3, 2026	Fall semester processing finalized

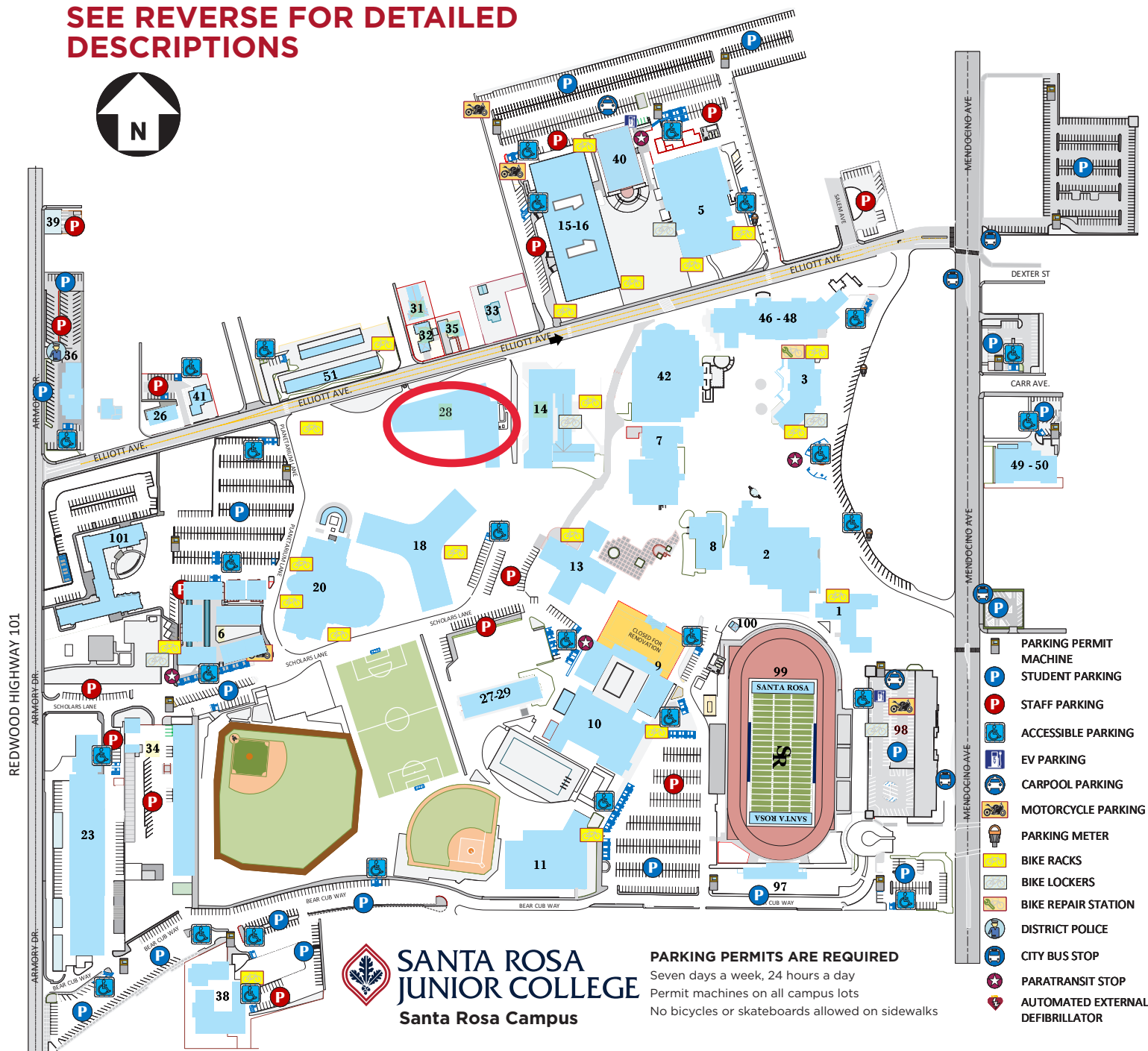
Spring Semester 2026

Spring class schedule available (www.santarosa.edu) *

Monday, January 12, 2026	CLASSES BEGIN
Monday, January 19, 2026	Dr. Martin Luther King Jr. Day Holiday (No classes, District Closed)
Sunday, January 18, 2026	Last day to register/add semester length class <u>without</u> instructor's signature or add code
Sunday, January 25, 2026	Last day to drop semester length class and be eligible for a refund
Sunday, February 1, 2026	Last day to register/add semester length class <u>with</u> the instructor's signature or add code
Sunday, February 1, 2026	Last day to drop a semester length class <u>without</u> "W" symbol
Monday, February 2, 2026	First Census Day
Thursday February 12, 2026	Mandatory Professional Development Activities Institutional Day (No classes, District closed for PDA)
Friday, February 13, 2026	Lincoln's Day Holiday Observance (No classes, District closed)

Saturday, February 14 - Sunday, February 15, 2026	Saturday and Sunday (Classes will meet)
Monday, February 16, 2026	Washington's Day Holiday (No classes, District closed)
Monday, March 16 - Sunday, March 22, 2026	Spring Break (No classes)
Thursday, March 19, 2026	Professional Development Flex Day (No classes)
Friday, March 20, 2026	Professional Development 1/2 Flex Day (No classes)
Monday, March 23 - Sunday, April 19, 2026	Midterm progress indicators posted in student portal
Tuesday, March 31, 2026	Cesar Chavez / Dolores Huerta Day (No classes, District closed)
Sunday, April 19, 2026	Last day to drop a semester length class <u>with</u> "W" symbol
Friday, May 15, 2026	Last day to opt for P/NP for a semester length class
Saturday, May 16 - Friday, May 22, 2026	Final Examinations
Saturday, May 23, 2026	Commencement Exercises
Monday, May 25, 2026	Memorial Day Holiday (No classes, District closed)
Tuesday, May 26, 2026	Asian American & Pacific Islander Day (No classes, District closed)
Friday, May 29, 2026	Final grade rosters due
Saturday, May 30, 2026	Spring semester processing finalized

SEE REVERSE FOR DETAILED DESCRIPTIONS



- | | | |
|----------------------------------|---|--|
| 1 Norton Forsyth Hall | 18 Milo Baker Hall | 40 William B. Race |
| 2 Luther Burbank Auditorium | 20 Warne Lark Hall | 41 Adult Education (705 Elliott) |
| 3 Pioneer Hall | 23 John Lounibos Center | 42 Frank P. Doyle Library |
| 5 Bernard C. Plover Hall | 26 SRJC Foundation (707 Elliott) | 46-48 Lawrence A. Bertolini Student Center |
| 6 Analay Village | 27, 29 Albert Maggini Hall | 49-50 B. Robert Burdo Culinary Arts |
| 7 Analay Hall | 28 Lindley Center for STEM Education | 51 Jeff Kunde Hall |
| 8 A.M. Garcia Hall | 31 Capital Projects (1816 Albany) | 97 Athletics Field House |
| 9 C. J. Tauzer Gym - Closed | 32 Custodial Services (1808 Albany) | 98 Don Zumwalt Parking Pavilion |
| 10 Robert Quinn Swim Center | 33 Capital Projects (425 Elliott) | 99 Floyd P. Bailey Field |
| 11 Walter Haehl Pavilion | 34 Facilities Operations & Warehouse | 100 Food Pantry |
| 13 Floyd P. Bailey Hall | 35 All Faculty Association (437 Elliott) | 101 Polly O'Meara Doyle Hall |
| 14 Peter W. Bussman Hall & Annex | 36 Christine Pedroncelli Center - District Police | |
| 15-16 Emeritus Hall | 38 Robert Call Center | |

1 Norton Forsyth Hall	Music Department	100 - 199
2 Luther Burbank Auditorium	Theater Arts	101 - 187
	Main Theater	161
	Studio Theater	175
3 Pioneer Hall	Santa Rosa Book Store	329 - 349
	Sawubona Center	358 - 360
	Intercultural Center (ICC)	370 - 399
5 Bernard C. Plover	Financial Aid	501 - 512
	Veterans Office	513 - 516
	International Students	517 - 519
	Admissions & Records	520 - 526
	Student Outreach	527 - 529
	Welcome Center	531 - 533
	Assessment Services	538
	Dream Center	539
	VIDAS Law Office	540
	DRD Testing	559
6 Analay Village	Sports Medicine	601
	Weight Room	615
	High School Equivalency (HEP)	618 - 624
	Dance	643
	Wrestling	645
	Adaptive P.E.	651 - 655
7 Analay Hall	Fine Arts	701 - 777
	Photography - Digital Media	780 - 799
8 A.M. Garcia Hall	Communication Studies	101 - 125
	Oakleaf Newsroom	106
9 C. J. Tauzer Gym	UNDER CONSTRUCTION	
	Programs Have Moved to Analay Village	
10 Robert Quinn Swim Center	Men's Lockers	1030 - 1049
	Swimming Center	1050 - 1099
11 Walter Haehl Pavilion	Main Gym	1105
13 Floyd P. Bailey Hall	Office of the President	1303 - 1308
	VP Administration	1311
	Purchasing	1312 - 1318
	Copy Center	1320
	Payroll	1351 - 1354
	Accounting	1340 - 1396
	VP Academic Affairs	1370
	Marketing & Communications	1330
	Mail Room	1390 - 1395
14 Peter W. Bussman Hall & Annex	SRJC Museum	1401 - 1427
	Information Technology (IT)	1431 - 1468
	Human Resources (HR)	100 - 116
15 - 16 Emeritus Hall	Liberal Arts	1504 - 1699
	Newman	1564
	HOPE Program	1575 - 1581
18 Milo Baker Hall	Lecture Hall	1801 - 1809
	Anatomy	1820 - 1837
	Life Sciences	1840 - 1869
19 George Bech Hall (CLOSED)	Chemistry Department	1900 - 1999
20 Warne Lark Hall	ESL Department	2069 - 2090
23 John Lounibos Center	Machine Technology	2319 - 2339
	Auto/Diesel Technology	2342 - 2370
	Welding	2380 - 2399
26 SRJC Foundation (707 Elliott)		
27, 29 Albert Maggini Hall	Business Administration	2700 - 2826
	Computer Studies	2901 - 2926
28 Lindley Center for STEM Education	Chemistry & Physics, Mathematics	103 - 396
	Engineering & Applied Technology	
	Avanzando (MESA and HOPE Programs)	
31 Capital Projects (1816 Albany)		
32 Custodial Services (1808 Albany)		
33 Capital Projects (425 Elliott)		
34 Facilities Operations	Facilities Operations	3400 - 3469
	Warehouse	3470 - 3479
35 All Faculty Association (437 Elliott)		
36 Christine Pedroncelli Center	District Police	3600 - 3623
38 Robert Call Center	Child Development Center	3800 - 3870
	Foster & Kinship Care (FKCE)	3854
40 William B. Race	Dental	4024 - 4033
	Health Sciences	4035 - 4044
41 Adult Education (705 Elliott)		
42 Frank P. Doyle Library	Art Gallery	101 - 103
	Media Services	119 - 146
	Tutorial Services	151 - 160
	Library Services	201 - 426
	Center For Exc. in Teaching & Learning	321
46-48 Lawrence A. Bertolini Student Center	Student Activity Center (SAC)	4608
	Dining Hall	4612
	Food Services Bear's Den	4616
	Student Life, Equity & Engage. (SLEE)	4638 - 4665
	Student Resource Center	4657
	CalWORKs/E.O.P.S.*	4703 - 4724
	Transfer Center	4731 - 4733
	Counseling	4735 - 4775
	VP Student Services	4777 - 4780
	Student Health & Psych. Services	3 Floor West
	MESA & Puente Programs	4831 - 4841
	DisAbility Resources	4842 - 4876
	College to Career (C2C)	4869
	Deaf & Hard of Hearing Program	4874
	Career Hub/Career Education/	
	Workforce Development in Bertolini	4874-4891
	Assistive Technology Lab	4876
	Workforce Development	4880 - 4891
	Student Employment	4881
49-50 B. Robert Burdo Culinary Arts	Bakery (Retail)	4931
	Café Rose	4929
	Culinary Arts	4912 - 5023
51 Jeff Kunde Hall	Math Department	101 - 114
	Administration of Justice	201 - 204
	Engineering & Applied Technology	151 - 152
	Math Computer Lab	153
97 Athletics Field House		
98 Don Zumwalt Parking Pavilion		
99 Floyd P. Bailey Field		
100 Food Pantry		
101 Polly O'Meara Doyle Hall	Student Housing	

