

Victor Valley Community College



Student Handbook

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Informacion Para Estudiantes de Ingles Como Segundo Idioma (ESL)

Los estudiantes que no tengan un ingles fluido pueden pedir ayuda sobre preguntas respecto a los cursos ofrecidos en el Colegio Victor Valley y para inscribirse en las clases, esta disponible por cita el consejera bilingue. Para informacion general del Colegio de Victor Valley, llame al (760)245-4271 x2789.

Estudiantes deberan inscribirse en las clases pare ingles como Segundo idioma hasta que esten preparados para seguir un programas de ingles de segunda idioma y otros cursos.

Welcome to Victor Valley College!

Superintendent/President Dr. Robert Silverman, Ph. D.



The search for knowledge has led you to Victor Valley College. Our goal is to support your efforts to obtain your goals through participation in higher education. The college offers one of this country's most beautiful and tranquil learning environments, and our award-winning faculty and staff are dedicated to offering a student-centered learning experience.

If you are a new student this semester, please take time to learn about the valuable services that are available to help you transition from high school, the home front, or the working world to a college learning environment. If you are a returning student, I encourage you to continue to use these resources to assist you in making progress toward your individual goals.

At Victor Valley College, faculty and staff have created exceptional opportunities for educational growth. Everyone at the college is determined to help you achieve your educational goals, exceed your expectations, and succeed at a pace that meets your schedule. Ultimately, we want you to enjoy a smooth transition to a university, access a new career, or reach the goal you have set for yourself.

During the time you are attending VVC, you will certainly become involved in the many programs and services available to you (for example, tutoring, clubs, athletics, and other academic endeavors). While attending the college, or after you graduate or earn a certificate, you can help the college ensure continuing student success by becoming an advocate for outstanding opportunities Victor Valley College provides. By working together, VVC and its community will be poised to continue ensuring success well into the future. Welcome to Victor Valley College!

Associated Student Body

We, the Associated Student Body would like to extend our sincerest welcome to all students at Victor Valley College.

ASB advisor Robert A. Sewell and each member of the association believe in and strive for personal growth through higher education. Our goals include the development of leadership abilities through active participation in political and social issues on campus and in the community at large.

Completion of our personal educational goal at Victor Valley College is of primary concern. We desire to maintain, foster and understand further, a strong sense of pride in the cultural, political, and academic achievements of our community.

The College is continually striving to provide instructional excellence, to be responsible and sensitive to the needs of the community. To provide a nurturing learning environment for all... this is our promise!

Victor Valley College Board of Trustees

Joe Range	President	Angela Valles	Vice President
Betty Underhill, Ph. D.	Clerk	Don Nelson	Trustee
Dennis Henderson	Trustee	Christina Zambora	ASB President

Victor Valley Community College Administration

Dr. Robert Silverman, Ph.D.	Superintendent/President
Christopher O'Hearn	Interim, Deputy Superintendent
G.H. Javaheripour	V. P. of Administrative Services
Fusako Yokotobi	V.P. Human Resources
Frank Smith	Executive Dean of Technology/ Information Resources
Victoria Hindes, Ed.D.	Executive Dean, Student Services
Virgina Moran	Executive Dean, Instructional Effectiveness
Patricia Luther	Dean, Health Sciences & Public Safety
Jeffery Holmes	Interim Dean, Student & Workforce Development
Lori Kidal, Ph. D.	Dean, STEM
Paul Williams	Dean Humanities, Arts, and Social Sciences

Victor Valley College Associated Student Body Officers

President
Vice President
Treasurer
Secretary
Executive Senator
Activities Senator
Allied Health Senator
Art/Music Senator
Business Senator
CalSACC Senator
Humanities/Social Science Senator
Inter Club Council Senator
Math/Science Senator
Public Relations Senator
Vocational Technology Senator

PHILOSOPHY AND MISSION STATEMENT

Philosophy

Victor Valley Community College District should be accessible to all people in the community who seek growth and can benefit from its programs, courses, and activities. The College's educational, civic, social, and cultural programs will be designed to meet the needs of individual students and the community as a whole.

Mission Statement

The mission of Victor Valley Community College is threefold:

To enable students to succeed and to develop competence through academic and vocational instruction at the lower division college level. This instruction will lead to the granting of certificates and degrees as well as transfer to other institutions;

To contribute to community and state-wide economic growth and competitiveness through vocational and technical instruction leading to employment, continuing education, student support services, adult non-credit instruction, and instruction in basic skills and English as a Second Language;

To foster personal development and lifelong learning through culturally enriching programs and activities for the expanding learning community.

Victor Valley Community College is a learning organization that is committed to

- ❖ verified student learning success,
- ❖ instructional and institutional innovation and excellence,
- ❖ systematic self-evaluation and improvement,
- ❖ learning-centered planning and allocating of resources,
- ❖ respect and civility in personal conduct,
- ❖ integrity and collaboration among students, staff, faculty and administrators,
- ❖ active and responsible citizenship,
- ❖ equality of access,
- ❖ understanding and appreciation of diversity, and
- ❖ responding to community employment needs.

RICH HISTORY

Clean air, sunny days, and clear, star-studded nights complement the unusual natural beauty of the High Desert which is the home of Victor Valley College. Around the campus is a landscape ringed with nearby mountains and Joshua trees, featuring spectacular explosions of beautiful desert wild flowers in the spring.

Victor Valley College is one of the most modern of the 109 community colleges in California, which are attended by 10 percent of all students in the United States. For more than 43 years, the history of the college has been entwined with the rich heritage and history of the High Desert and its people.

Victor Valley College serves one of the largest geographical areas in the state and was first settled more than a hundred years ago by California gold miners, trappers, ranchers, merchants, and railroad men.

Known locally as the Inland Empire North, the boundaries of the Victor Valley Community College District include an area of some 2,200 square miles.

Victorville, site of the college and the commercial hub of the High Desert area, was originally a trading post. Victorville's first inhabitants were merchants who provided a stream of railroaders, farmers, and miners with the necessities of life such as ammunition, postal service, and provisions.

Victor Valley College has at its core the fundamental elements and history of the California community college movement, which began around 1910.

The Victor Valley Community College District was created by a vote of the public in 1960, when residents enthusiastically approved the creation of a new community college district to educate local students.

The first classes at the college were held in 1961 on the campus of Victor Valley High School and included a small student body of only 500 students and a 15-member faculty and staff. Construction began on the present campus in 1963, on the site of what was once a sprawling 230-acre ranch.

In 1965, the new Victor Valley College campus opened its doors to students. An expanded technical complex was opened in 1979. In 1981, the Performing Arts Center was opened for the use of both students and the community as a whole. A new Allied Health building opened in 1983. In 1988, the Student Services Building was added to the campus complex.

The campus has changed considerably over the past five years: Gym, Science, Library, Construction Technology, Student Activities Center, Child Development Center building, and additional softball and soccer fields have been added. The old library has been remodeled into a learning center, language lab, and computer labs. In addition to these, an elevator connecting the upper and lower campus, parking lots, and tennis courts have become part of the landscape of the campus.

In 2008 both the addition to the Performing Arts Center and the New Technology Center celebrated their Grand Openings. On the horizon is an adaptive physical education gym scheduled to open in Summer 2009.

The college draws students from Adelanto, Apple Valley, Victorville, Helendale, Hesperia, Las Flores, Lucerne Valley, Oro Grande, Phelan, Piñon Hills, Wrightwood and nationally and internationally via online courses.

Student Services

Student Services is the umbrella name for a variety of departments that provide all the necessary services for a student while attending Victor Valley Community College. Below is a list of many of the departments that fall within the Student Service umbrella and their location on campus.

<u>Department</u>	<u>Building</u>
Admissions & Records	Building 54, windows 1-4
Advanced Technology Center	Building 21
Assessment	Building 54, Window 18
Bursar's Office	Building 54, Windows 13-17
CalWorks	Building 51-A
Career & Transfer Center	Building 55
Community Education	Building 52, window 7
Counseling	Building 55
D.S.P.S.	Building 50
E.O.P.S./CARE	Building 50
Financial Aid	Building 52, windows 8-12
Title V/GEAR UP	Building 55
TRIO, SSS, Upward Bound	Building 42

Victor Valley Community College Degrees and Certificates

Administration of Justice, A.S.

Administration of Justice Certificate (CA)
Autopsy Assistant Certificate (CA)
Correctional Science Certificate (CA)
Corrections Certificate (CP)
Fingerprint Recognition and Classification Certificate (CP)
Forensic Specialist Certificate (CP)
Juvenile Counselor Course Certificate (CP)
Law Enforcement Modulated Course Level II Certificate (CP)
Law Enforcement Modulated Course Level III Certificate (CP)
Module A Reserve Academy Firearms Only Certificate (CP)
PC 832 Law Enforcement Course Certificate (CP)
School Police Course: PC 832.3 Certificate (CP)

Agriculture and Natural Resources

Environmental Horticulture, A.S.
Animal Science Technician Certificate (CP)
Ecological Restoration Technician Certificate (CP)
Environmental Field Studies Certificate (CP)
Equine Science Specialist Certificate (CP)
Floral Design Certificate (CP)
Geospatial Technician Certificate (CP)
Horticulture & Landscape Technician Certificate (CP)
Horticulture Specialist Certificate (CA)
Landscape Specialist Certificate (CA)
Landscape Irrigation Certificate (CP)
Mojave Desert Master Gardner Certificate (CP)
Natural Resource Management Technician Certificate (CP)

Allied Health

Certified Phlebotomy Technician IA Certificate (CP)
Certified Phlebotomy Technician IB Certificate (CP)
Certified Phlebotomy Technician IC Certificate (CP)
Nursing Assistant/Home Health Aide Certificate (CP)

Anthropology

GIS for Social Sciences

Automotive Technology, A.S.

Automotive Brake & Suspension Specialist Certificate (CP)
Automotive Drivability Specialist Certificate (CP)
Automotive Inspection and Maintenance (CP)
Technician Certificate (CP)
Automotive Repair Shop Manager Certificate (CP)
Automotive Specialist I Certificate (CA)
Automotive Specialist II Certificate (CA)
Automotive Technician Certificate (CA)
Automotive Transmission Specialist Certificate (CP)
Automotive Window Tinting Technician Certificate (CP)
Basic Inspection Area Smog Technician Certificate (CP)
Collision Repair Technician Certificate (CP)
Engine Machinist Specialist Certificate (CP)
Enhanced Inspection Area Smog Technician Certificate (CP)
Heavy Duty Diesel Truck Lubrication and Inspection
Specialist Certificate (CP)
Heavy Duty Truck Brake Repair Specialist Certificate (CP)
Import Sport Tuning and Customization Certificate (CP)

Motorcycle Repair Technician Certificate (CP)
Recreational Vehicle Service and Repair Technician
Certificate (CP)
Small Engine Repair Specialist Certificate (CP)

Aviation

Airframe-Aviation Maintenance Technology Certificate (CA)
General Aviation Maintenance Technology Certificate (CP)
Powerplant-Maintenance Technology Certificate (CA)

Biological Science

Biotechnology Certificate (CP)

Business, A.S.

Business Administration, A.S.

Bookkeeping I Certificate (CP)
Management Certificate (CA)

Business Education Technologies, A.S.

Administrative Assistant Certificate (CA)
Computer Systems I Certificate (CP)
Computer Systems II Certificate (CA)
Data Typist Certificate (CP)
Legal Office Assistant (CA)
Medical Office Assistant (CA)
Office Services Assistant (CP)
Spreadsheet Processor Certificate (CP)
Word Processor Certificate (CP)

Business Real Estate and Escrow, A.S.

Advanced Business Real Estate Certificate (CA)
Basic Business Real Estate Certificate (CA)
Business Real Estate Apprentice Certificate (CP)
Property Management Certificate (CA)
Real Estate Appraiser Certificate (CA)
Real Estate Marketing Certificate (CA)
Real Estate Secretarial Services Certificate (CA)

Child Development, A.S.

Level I: Associate Teacher (CA)
Level II: Teacher (CA)
Level III: Supervisor (CA)

Computer Information Systems, A.S.

Database Administration Certificate (CA)
My SQL Database Developer Certificate (CP)
Network Certificate (CP)
Network Specialist Certificate (CP)
Programming I Certificate (CA)
Programming II Certificate (CA)
Productivity Software Specialist Certificate (CA)
UNIX Administrator Certificate (CP)
Visual Basic Programming Certificate (CP)
Web Authoring Certificate (CP)

Computer Integrated Design and Graphics, A.S.

Architectural CADD Technician I Certificate
CADD Technician I Certificate
Civil CADD Technician I Certificate
Computer Animation Technician I Certificate
Geographical Information Systems Certificate
Visual Communications Graphic Design Certificate
Visual Communications Print Production Certificate

Construction and Manufacturing Technology, A.S.

Building Construction Certificate
Building Inspection Certificate
Construction Management Certificate
Construction Technology Certificate
Basic Electrical Technician Certificate
Plumbing Technician Certificate
Public Works Certificate
Basic Residential Maintenance Technician Certificate
Basic HVAC/R Certificate

Education Technology

Education Technology Certificate
Collegial Education I/II Certificates

Electronics and Computer Technology, A.S.

A+ Certification Examination Preparation Certificate
CISCO Networking Academy I, II, III, IV, V, VI, VII
Certificate
Communication Electronics Certificate
Computer Technology Certificate
Digital Electronics Certificate
TV Electronic Technology Certificate
Fiber Optic Cabling Technician Certificate
N+ Certification Examination Preparation Certificate
Wireless Communication Technology Certificate
Wireless MSCSE Examination Preparation Certificate
Level I, II

Electronics Engineering Technology, A.S.

Associate Degree Electronics Engineering Technology
Certificate

Emergency Medical Technician

Emergency Medical Technician I (Ambulance)
Certificate
Emergency Medical Technician (Refresher) Certificate

Fine Arts, A.A.

*This is usually the major for students
interested in areas such as the following:*

Art, Music, Photography, Theatre Arts

Fire Technology, A.S.

Fire Company Officer Certificate
Fire Fighter Certificate
Fire Prevention Officer Certificate

Journalism

Journalism Certificate

Liberal Arts, A.A.

*This is usually the major for students who are undecided but
who wish to transfer to a university, and/or for those who are
interested in areas such as the following,*

Anthropology, Economics, English, French, Geography;
History, Journalism, Liberal Studies, Philosophy, Political
Science, Psychology, Religious Studies, Sociology,
Spanish

Math/Science, A.S.

*This is usually the major for students interested
in areas such as the following,*

Anatomy, Astronomy, Biology, Chemistry, Geography,
Geology, Mathematics, Microbiology, Oceanography,
Physical Education, Physical Science, Physiology,
Physics

Media Arts

Digital Animation Artist Certificate
Digital Animation Technician I-Softimage XSI Certificate
Digital Animation Technician I-3ds max Certificate

Medical Assistant, A.S.

Medical Assistant Certificate

Nursing, A.S.

Associate Degree Nursing Certificate
Nursing Licensure Certificate

Ornamental Horticulture, A.S.**Paramedic, A.S.**

Paramedic Certificate

Paralegal (Political Science)

Paralegal Studies Certificate

Photography

Digital Photography Certificate

Physical Education

Physical Education Dance Certificate

Respiratory Therapy, A.S.

Respiratory Therapy Certificate

Restaurant Management, A.S.

Restaurant Management Certificate

Welding, A.S.

Welding Certificate

WHAT'S NEW at VICTOR VALLEY COLLEGE

College Information is available at www.vvc.edu

Accessing Grades

Grades will be available by **WebAdvisor** approximately two weeks after the end of the semester. Grades are not mailed to students.

College Catalog

Schedule of Classes and the Catalog are available online at www.vvc.edu.

Registration Dates

See the calendar in the class schedule.

Student ID

All VVC students have been assigned a student ID# that is separate from your social security number to ensure confidentiality and privacy. This student ID# appears on your schedule printout. We encourage students to memorize and use your student ID# whenever possible instead of your social security number.

Late Add Petition Procedure

Late adds are generally not accepted. However, there is a petition process for students who have serious extenuating circumstances. The late add petition, which is available in the Admissions and Records Office, must be signed by both the instructor and the division dean. Missing the add deadline due to inability to pay fees, misunderstanding of the add deadlines, confusion about enrollment expectations, transfer or graduation requirements, hold or online enrollment mistakes are not acceptable reasons for petitioning. See Calendar of Important Dates and Deadlines for late add petition dates.

Student I.D. Card

The Student Identification Card is now required for VVC students and must be presented to access certain classes, computer labs, the weight room and the library.

The Student Identification Card can be obtained in the Student Activities Center, 2nd floor. A current class printout and a valid picture ID (driver's license, CA ID, military ID, or passport) must be presented at the time card is issued.

Web-based Services Available for Students Through WebAdvisor

Victor Valley College transitioned to **WebAdvisor**, an internet-based system that allows current and prospective students to access academic information and to complete most registration tasks. Students can use **WebAdvisor** for the following services: search the class schedule, register for classes, pay registration fees, add classes, drop classes, access individual class schedule, access an unofficial transcript, access assessment scores, purchase parking permit, access grade point average, access financial aid information. Click on **WebAdvisor** from the VVC home page or go to <http://www.vvc.edu/offices/mis-ar>. On this page you will find a link to **WebAdvisor** along with information on hours of availability and support services.

Important Change in Fee Payment

Beginning Summer 2006...

You will have **five (5)** working days from the date of enrollment to pay your fees. Failure to pay fees within **five (5)** working days will result in your being dropped from your class(es). For students who register toward the end of the registration period, fees must be paid in full on the day of registration. Failure to pay fees as indicated will result in your being dropped from your class(es).

Students are encouraged to apply for financial aid. The application is free and can be accessed at www.fafsa.ed.gov.



ADMISSIONS and REGISTRATION

STEPS TO REGISTRATION

1. COMPLETE THE ADMISSIONS & APPLICATION PROCESS

Complete the Admissions Application online at www.vvc.edu (processed in 24 hours)

OR

Complete the Admissions Application and submit it to the Admissions Office located in Student Services 1, Building #52 (processed in 48 hours)

WHEN: See the Semester Schedule for application dates

2. ATTEND “NEW STUDENT” ORIENTATION

WHERE: Go to the Counseling Office in building 52 to get times and locations and to make an appointment

WHEN: After you have submitted your admissions application.

3. COMPLETE THE ASSESSMENT TEST

WHERE: Assessment Center in Student Services 1, Building 52

WHEN: After completing “New Student” orientation
Assessment cannot be completed online at this time.

4. INITIAL ADVISEMENT FOR INTERPRETATION OF YOUR ASSESSMENT RESULTS AND COURSE SELECTION

WHERE: Assessment Center in Student Services 1, Building 52

WHEN: After you have attended orientation and completed assessment.

5. REGISTER FOR CLASS(ES) USING

WebAdvisor www.vvc.edu –or–
In person at Building 52, Admissions & Records.

6. PAY FEES AT THE BURSAR’S OFFICE

WHERE: in Student Services 1, Building 52, or by mail, drop box, or by credit card: call (760) 245-4271 x2520

...OR online at www.vvc.edu

WHEN: see the Calendar in the Class Schedule

Admissions Requirements

Admission to Victor Valley College is open to the following individuals:

- ◆ California residents and nonresidents possessing a high school diploma or equivalent

- ◆ Non-high school graduates 18 years of age or older

- ◆ K-12 students may be considered for concurrent enrollment provided they meet course prerequisites, have parental approval, and the recommendation of their high school principal and/or counselor, and satisfy the criteria for concurrent enrollment. VVC is an open, unsupervised, and adult-oriented learning environment. Materials and experiences in some classes may be unsuitable for certain age groups. K-12 students must register in person and have picture ID.

Definitions

New Student

You are a *new student* if you have never attended classes at Victor Valley College or any other college. Complete the “VVC Steps to Enrollment” shown in this booklet.

Returning Student

You are a *returning student* if you previously enrolled in credit classes at Victor Valley College, but have a break in enrollment of one or more semesters. Complete Step 1 and all other steps that apply (see the “VVC Steps to Enrollment” shown in this booklet).

Continuing Student

You are a *continuing student* if you were enrolled in credit classes at Victor Valley College during the previous semester. See the “Registration Dates” page in the class schedule for your priority registration date.

Inter-College Transfer Student

You are an *inter-college transfer* student if you completed courses at other colleges or universities. Follow the “VVC Steps to Enrollment” show on the next pages. If you successfully completed (C or better grade) college level English or math courses at another institution, order a copy of the transcript(s) showing completion. Then contact the VVC Counseling department for an appointment by visiting the Counseling desk in Building #55, or by calling 245-4271, x2296. You will need to bring a photocopy of your transcripts to the counseling session during your appointment, ask your counselor for registration instructions.

Concurrent Student

You are a *concurrent student* if you are enrolled in K-12. Follow the “VVC Steps to Enrollment for Concurrent Students (K-12 Grade)” in this booklet.

Confirmation of Classes

A confirmation of classes, including parking permit will be mailed to all students who pay by mail or use a credit card. Those who pay in person will receive these materials at the time of payment.

FEES, EXPENSES & REFUNDS

Fee Categories

All required fees must be paid in full by the payment deadline. Non-residents may pay the out-of-state tuition portion of their fees in installments; all other fees must be paid in full.

1) Enrollment Fee *(Subject to Change)*

\$26 per unit for each unit enrolled.

For example: 3 units 3 x \$26 = \$78

12 units 12 x \$26 = \$312

2) Nonresident Tuition *(Subject to Change)*

(For students who are NOT California residents)

To take a class with a 3 unit value:

	enrollment	tuition	total
Nevada: \$30/unit	\$60	+ \$90	= \$150
for each unit enrolled			

Other nonresidents: \$173/unit \$60 + \$519 = \$579
for each unit enrolled

Fees for all California Community Colleges are set by the California Legislature and are subject to change.

3) Nonresident Fee Waiver AB540

Any student other than a nonimmigrant alien, who meets all of the following requirements shall be exempt from paying nonresident tuition at the California Community Colleges, the California State University and the University of California.

- The student must have attended a high school (public or private) in California for three or more years.
- The student must have graduated from a California high school or attained the equivalent prior to the start of the term.
- An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.
- Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under

- Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they WILL NOT be classified as California residents. Therefore, students WILL NOT be eligible for any state supported financial aid such as the Board of Governors Waiver, CalGrant, etc.

- AB540 does not provide student financial eligibility for undocumented students. These students remain ineligible for state and federal financial aid.

- This exemption IS NOT available to students who are absent from California and taking distance education classes from California Community Colleges.

Please see Admissions and Records for the exemption request form.

4) Student Center Fee (Fall/Spring Only)

Maximum is \$10 per academic year. Fees are mandatory and are used to maintain the Student Activities Center. *This fee requirement shall be waived for any student who, **at the time of enrollment**, is a recipient of benefits under the Temporary Assistance to Needy Families (TANF) program, the Supplemental Security Income/State Supplementary Program, or a general assistance program.

5) ASB Card Fee (Fall/Spring Only)

All students registering for credit classes are automatically assessed a \$10 fee for Fall/Spring session (\$5 Winter/Summer session) for the ASB card. Replacement cost is \$5 for lost cards. Monies are to be paid at the Bursar's Office.

ASB Card Fee Waiver (Fall/Spring Only)

Students who do not want a card when registering and who are paying fees either in person or by mail; must submit a signed ASB card fee waiver form that states he/she does not want to purchase the card. The \$10 fee will then be waived. The student will not have access to privileges associated with the ASB card.

6) Student Representation Fee (Fall/Spring Only)

The fee is \$1.00 per student, per semester. The student representation fee is authorized by Education Code Section 76060.5 and implements Title 5 regulations commencing with Section 54801. Section 54805 requires a notice to be provided to students stating that: "The money collected pursuant to this article shall be expended to provide support for students or representatives who may be stating their positions and viewpoints before city, county, and district government, and before offices and agencies of the state and federal government."

7) Parking Permits

Parking permits are required and must be displayed to park on campus; Monday-Saturday. Parking rules and regulations are explained in the Victor Valley College parking booklet, which is available free of charge in the Student Services Building.

Parking Fees

Parking Fee without ASB card: \$40
Parking Fee combined with ASB card: \$40
Parking Fee for BOGG eligible students: \$20
Parking Fee for Winter/Summer sessions: \$20 for all students

IT IS THE RESPONSIBILITY OF THE STUDENT TO OBTAIN A BOOKLET AND READ IT THOROUGHLY

For students who have purchased a full-term-length parking permit, a motorcycle permit may be purchased for an additional \$5.00. Proof of motorcycle registration is required. If a full-term-length parking permit has not been purchased, a motorcycle permit will cost the same as a full-term-length parking permit.

If your permit is lost or stolen, you must report it to the Bursar's Office. Replacement/additional permits will cost \$20 for Fall/Spring and \$10 for Summer/Winter. Disabled parking rules are enforced Monday-Sunday. Purchasing a parking permit does not guarantee a parking space.

Limited "Visitor Only" (non-student) parking is available. A daily permit is also available from coin-operated dispensers at various campus locations (see campus map). Parking lots are closely monitored by Victor Valley College campus police to ensure safe parking conditions. Fines for violating Victor Valley College parking regulations are similar in cost to those of the city of Victorville. Violations not resolved are forwarded for civil action.

PARKING PERMITS ARE NOT VALID IN METERED STALLS.

Questions regarding parking information should be directed to the Campus Police Office at 245-4271, ext. 2329/2516.

8) Books and Supplies

Students may purchase books and supplies for their courses at the Rams Bookstore. Expenses for full-time students range from \$200-400 per semester. Scholarships and Financial Aid may be available. Order online at www.vvcRams.com

Got Financial Aid? You may not need to pay for your books if you qualify for Financial Aid. Call us for more details. 245-4271, extension 2707.

9) Auditing

Auditing is allowed by instructor permission on a space-available basis (Education Code 72252.3). This is to ensure that students taking courses for credit toward degree or certificate completion have the opportunity to do so.

Students can obtain a course audit form from the Admissions Office the first day of classes.

The cost is \$15 per unit per semester. Auditing fees are non-refundable and non-transferable.

10) Credit by Exam

Credit by Exam is allowed by a student after successfully completing 12 semester units of credit at Victor Valley College. The student must request a form from the Admissions Office to initiate the process. Keep in mind that Credit by Exam is not a right; it is the department's discretion to offer the exam. The following criteria must be met:

- A. Student must be currently enrolled at VVC but not currently enrolled in the course for which credit by exam is being requested.
- B. Student must have a minimum cumulative GPA of 2.0.
- C. Student must not have previously received a grade for the course.

Upon approval, with the required signatures, the student must pay the \$35 fee at the Bursar's Office. **The fee is non-refundable.**

A request for credit by examination must be submitted by the fourth week of the term (second week for Summer/Winter courses).

Fee Deadline

All required fees must be paid in full.

WebAdvisor Registration will give you the fee payment or deadline date.

Students are encouraged to pay by check, money order, or credit card.

Fee Refund Policy Resident Refund

DROP DEADLINE for 6-week classes (Winter Session). See current class schedule.

DROP DEADLINE FOR 16-week classes (Spring semester). See current class schedule.

The drop deadline for classes of less than 16-weeks is before 10% of the class meetings have been held.

The following apply:

- 1. Student Center Fee/ASB/Student Representation Fee/Parking:** Full refunds will be given to students withdrawing from all of their classes prior to the first day of class. NOTE: In order to be eligible for a parking refund, the parking permit must be surrendered at the time the refund is filed.
- 2. Enrollment Fees:** Refunds are given for withdrawals up to the drop deadline (Title V, sec. 58508.). Details on the Board of Governors Grant are on this page.
- 3. Military Withdrawals:** Members of an active duty or reserve U.S. military service who withdraw from classes because of military orders receive a full refund of enrollment fees upon filing a request for refund and submitting documentation of military orders.
- 4. Refund Processing:** The Bursar's Office will begin processing refunds two weeks after the last day to pay fees. Please allow 4-6 weeks from the last day to pay fees for a refund check.

Refunds for classes dropped by the drop deadline date will be processed upon the student submitting a Request for Refund form to the Bursar's Office by the drop deadline. A \$10 processing fee will be charged for each student-initiated refund. Full refunds—without penalty—are automatically processed for program changes resulting from college action to cancel or reschedule a class.

Students not requesting refunds may apply their credit balance toward their student fees during the next term.

Nonresident Tuition Refund

Refunds will be made for the following reasons only:

1. Erroneous determination of nonresident status.
2. Withdrawal from enrollment or reduction of programs will be refunded in accordance with the following schedule:

Full Semester Classes

Prior to beginning of classes.....	100%
During the 1st week.....	75%
During the 2nd week.....	50%
During the 3rd week.....	25%
During the 4th week.....	0%

Short-term/Summer/Winter Session Classes

Prior to beginning of classes.....	100%
From the 1st day of classes to and including10% of the class sessions (1st census)	50%
After 10% of class session.....	0%

Fee Exchange

Fee exchange applies to 16-week classes only.

Enrollment fees for dropped classes will be exchanged for added classes. For full-term classes, the fee exchange period is two weeks. For short-term length classes, the fee exchange period is by drop deadline date.

Financial Aid: Funding Your Education

Money may be available to you. Check it out!

The Financial Aid Office assists students who are seeking financial assistance to pay for the costs of attending Victor Valley College. Money may be provided to cover the cost of registration/enrollment fees; books; transportation; and room and board. Students may be working and still qualify to receive financial aid. We in the Financial Aid Office like to think of financial aid as a partnership between you and our department. Our motto is "Financial Aid and You: Working Together for Student Success." In addition to administering the financial aid programs, the financial aid office offers workshops throughout the academic year on financial aid, scholarships, student loans, money management, and other topics of interest to students. Brochures, newsletters, and other publications are also available at our office, located in Building 52, Student Services 1.

The Financial Aid webpage on the VVC website should be a first stop in learning about and applying for aid. Our webpage is located at: <http://www.vvc.edu/offices/financial-aid/index.htm>, or you may access the page from www.vvc.edu and click on the "Financial Aid" link. On the website are current disbursement dates, steps to complete a financial aid file, loan applications, and current workshop offerings. To apply, complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov or mail the application to the Department of Education (DOE). It is important to list the school(s) you plan to attend when completing the FAFSA. This will allow the college/university you listed to receive your information electronically. DOE will process your application and mail you a Student Aid Report (SAR) for you to retain for your records.

The Financial Aid Office will mail students a post card with a Web link to print additional forms that must be submitted to the Financial Aid Office. Additional documentation may be required to support the information reported on your FAFSA. It is important that all requested documents be turned in as soon as possible. Financial Aid awards are not processed until a student's file is complete, and some sources of assistance are limited and awarded on a first-come, first-served basis.

Students may file the FAFSA at anytime after January 1 for the upcoming school year. For Cal Grant consideration, the FAFSA and the Cal Grant GPA verification must be processed by the deadlines established by the State of California; March 2nd and September 2nd.

The Financial Aid Office has detailed information on the following financial aid programs: Federal Pell Grant (Pell); Federal Supplemental Educational Opportunity Grant (FSEOG); Federal Work Study (FWS); Federal Family Education Loan Program (FFELP); Bureau of Indian Affairs Grant (BIA); Extended Opportunity Program and Services (EOPS); Board of Governor's Grant Waiver



The Financial Aid Office is available to assist you. Those needing help or advice are encouraged to contact the office at (760) 245-4271, extension 2277. We are eager to assist you and wish you success in your personal and educational goals!

There is a new federal law about paying back money if you leave school. If you receive a GRANT and then WITHDRAW from all of your classes, you will owe money back to the federal program. Here's how it works: According to the day you withdraw, the Financial Aid Office will calculate the part of the grant that you have "earned."

NOTE: If you withdraw after you have earned 60% of your grant, you do not owe any repayment. The Financial Aid office will calculate the amount for you.

IMPORTANT INFORMATION

****NEW FOR 2005-2006:** Students will be paid for added classes; likewise, repayment will be required for dropped classes. The Department of Education requires that if financial aid is paid for added classes, adjustment/repayment must also apply for dropped classes; therefore, VVC has adopted this policy to adhere to Federal Regulations.

REQUIRED RECALCULATION OF AWARDS

Federal Regulations, Chapter 534, CFR 690.80(b) states that: All students who do not begin attendance in all of his or her classes, the school must recalculate the student's awards based on the lower enrollment status. If students received payment for non-attendance classes and are recalculated to the lower enrollment status, they are required to repay the funds received for non-attendance (no show) classes.

In addition to financial need, to be eligible for financial aid, students must have completed the matriculation process: assessment, orientation and academic advising. They must have an education goal which results in either a degree or certificate (minimum of one year). They also must have an education plan on file in the Financial Aid Office, follow the plan, and make satisfactory progress toward degree/certificate completion.

BOARD OF GOVERNORS GRANT

You may be eligible for a Board of Governors Grant to pay your enrollment fees. There are two ways to qualify.

First: You may fill out the Free Application for Student Financial Aid (FAFSA) and send it in. When the Student Aid Report (SAR) comes back in the mail, bring it in to the Financial Aid Office. They will tell you if you are eligible.

Second: You could go to the Financial Aid Office and ask to fill out the BOGG application. Alternatively, students may access and print the form on our website at: <http://www.vvc.edu/offices/financial-aid/bgfwa.htm>. Financial Aid staff will determine your eligibility at that time.

If you pay your fees before your SAR comes back, you may be eligible for a refund.

TIPS FOR EASIER REGISTRATION

1. **Choose a *major*.** If you're not sure, use the resources in the Career Center to help you explore. Several Computer programs can help you make career/major choices. Once you have a career in mind, it's easier to choose your classes!
2. **Decide how many *units* you want to take.** Each unit represents about one hour per week in class. And don't forget: for each in class, plan to spend about two hours studying, doing homework, writing papers, etc. For example, if you're taking 6 units: 6 x 2 = 12 hours *out* of class, plus 6 hours *in* class for a total of 18 hours per week spent on school.)
3. **Identify several classes you could take.**
 - **Start with your *Assessment* results** for deciding which math and English classes to take.
 - **Unsure about your CAREER?** Take Guidance 100, "Career and Life Planning."
 - **Want to know more about COMPUTERS?** Take Computer Information Systems 101, "Computer Literacy" or Business Education Technologies (BET) classes.
 - **Want to learn to TYPE?** (EVERYONE should know how to type!) Take BET101, "Beginning Keyboarding/Typing."
 - **Planning to earn a CERTIFICATE?** Look up your chosen certificate in the VVC Catalog and take those courses.
 - **Want an AA or AS DEGREE?** Take courses in your major and also look in the catalog under "Requirements for Graduation" for your General Education (GE) course options.
 - **Want to TRANSFER to a 4-year college or university?** See in the VVC Catalog the CSU or UC General Education requirements. Then, sometime during your first semester, make a counseling appointment to receive help with your long-term planning.
4. **Prerequisites.** Look at the course descriptions carefully. Are there any prerequisites (classes that prepare you for success in your chose class)? Some examples are English 50 for English 101 or Math 50 for Math 90. You don't want to take a class if you're not ready for it.!
5. **Draft a schedule of classes you want.** When you register, you'll need to provide the 4-digit section number (found in the current Schedule of Classes) for the specific course and time you want. Be sure to have some "backups" planned, in case your first choices are already taken.
6. **Remember: Registration gets easier every semester!** Often people get frustrated because so many of their preferred classes are full before they get to register. But guess what? It won't be long before you build up your seniority--the more units you've completed, the earlier your registration date.



VVC STEPS TO ENROLLMENT

WebAdvisor www.vvc.edu

All students, except those exempted on the basis of locally established criteria (see next page), are expected to complete the following matriculation steps. Detailed information regarding matriculation policies and provisions can be found in the College catalog and Schedule of Classes.

STEP 1: APPLICATION

- Complete the Admissions Application online at www.vvc.edu

Name _____

ID# _____

Date _____

Staff Verification _____

STEP 2: ATTEND "NEW STUDENT" ORIENTATION.

Orientation prepares you to register for your first semester classes

- **WHERE:** To Be Determined
- **WHEN:** After you have completed your Admissions application, you must schedule your orientation.
- **HOW:** Sign up at Counseling/Administration, Building #55, or call (760) 245-4271, ext. 2296 or 2531.

STEP 3: COMPLETE ASSESSMENT TEST

- **NOTE:** You must complete these activities unless you meet one of the exemptions listed on the reverse side. Bring your photo ID, student ID number or social security number, and this form (with Step #1 initialed by the Admissions staff) **OR** bring your printout from your online Admissions Application.
- Assessment consists of placement exams in reading, sentence skills, and mathematics. Results will be immediately available. Visit the Student Transition Center in Building #52, Window 18, to be seated for assessment (available on a first-come, first-served basis). No appointment is necessary.

STEP 4: COUNSELING/EDUCATIONAL PLAN

- Counselors will be available by appointment or on a limited walk-in basis in the Counseling/Administration Building #55 for additional career and educational planning. Call (760) 245-4271, ext. 2296 or 2531.
- Questions may be submitted to counselor@vvc.edu for brief answers and/or referrals.
- Students who have previously attended VVC or any other college must have an educational plan filed with the Financial Aid office in order to receive funds.

STEP 5: REGISTER FOR CLASSES

- To determine your registration date, consult the “**Registration Dates**” information available at www.vvc.edu/schedule/ or in the Schedule of Classes.
 - WebAdvisor** registration instructions and hours of operation are listed in the Schedule of Classes.
 - WebAdvisor** registration and fee payment are available through VVC’s website: www.vvc.edu.
- A Student Identification Card is required for VVC students and must be presented to access certain classes, computer labs, the weight room, and the library. Bring your photo ID and class printout to the ASB Office, Bldg. 44.*

STEP 6: PAY FEES

- For your convenience, you may pay your fees by
 - Mail/Drop Box
 - Online
 - In person at the VVC Bursar’s Office after you register.
- Payments must be received no later than 4:30 pm on the fee payment deadline date.
For more information go to <http://www.vvc.edu/offices/admissions-records/fees-refund.htm> or check the class schedule.

FINANCIAL AID (Optional):

- Many VVC students receive some type of financial assistance in the form of grants, loans, and/or scholarships to help pay for the costs of attending Victor Valley College.
- To apply, complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov or mail the application to the Department of Education.
- You can obtain all necessary forms and instructions at the Financial Aid Office located in Student Services I, Building #52.

EXEMPTIONS

If you meet any one or more of the following conditions, you can choose not to participate in the matriculation activities outlined in **STEP 3**.

Those students who do not meet any of these exemptions must complete the activities in **STEP 3**.

Check all that apply

ASSESSMENT EXEMPTIONS

- 1. Completed an Associate (AA/AS) or higher degree from an accredited college.
- 2. Completed the equivalent of at least Math 50 and English 101 at another higher education institution. (See Counseling)
- 3. Have placement recommendations from an ASSESSMENT taken within 3 years at another California Community College. (See Counseling)
- 4. Enroll only in non-credit classes.
- 5. Planning to only take classes for personal development or enrichment.
- 6. Taking classes for recertification or licensing.
- 7. Currently enrolled in a four-year college/university.

ORIENTATION/ADVISEMENT EXEMPTIONS

- 1. Completed an Associate (AA/AS) or higher degree from an accredited college.
- 2. Enroll only in non-credit classes.
- 3. Taking classes for recertification or licensing.
- 4. Currently enrolled in a four-year college/university.



VVC STEPS TO ENROLLMENT FOR CONCURRENT STUDENTS (K-12 GRADE)

CONCURRENT STUDENT ENROLLMENT is limited to K-12 students who have been certified by their school that they are prepared to undertake credit coursework at VVC. Some courses have age and/or grade level restrictions. These courses are listed on the back of this form.

***Students must be present with a photo ID for all transactions with Admissions and Records.**

STEP 1: APPLICATION FOR ADMISSIONS

- A concurrent enrollment student who is 14 years of age or older must apply for admission online at www.vvc.edu.
- A concurrent enrollment student who is **under 14 years of age** must fill out and submit to the Admissions office the Victor Valley College paper application for admissions which is available at the VVC Admissions office in Building #52.

Please note:

Concurrent enrollment students may enroll in a maximum of 11.0 units for Fall and Spring semesters or 8.0 units for Summer and Winter sessions, per CCA law SB338.

Name _____

ID# _____

Date _____

Admissions staff initials _____

STEP 2: ORIENTATION AND ASSESSMENT TESTING

- **Orientation:** Sign up in Building #55 at the Counseling Desk or call (760) 245-4271 ext. 2296.
- **Assessment Test:** Located in Building 52 at window 18. **NO APPOINTMENT IS NECESSARY.** Allow approximately **THREE HOURS** to complete. You **must** have a **PHOTO ID**, your **Student ID Number** or Social Security Number, and either your Application Confirmation page or this **STEPS form** with STEP 1 initialed by the Admissions staff.

If you have **NOT PREVIOUSLY** completed orientation and assessment testing, you **MUST** do so. Assessment testing is not necessary if you plan to enroll only in music performance, theatrical performance, physical education activity courses, or youth symphony.

Staff Verification

STEP 3: IN-PERSON REGISTRATION AND FEE PAYMENT

Check the semester class schedule for your registration date or go to www.vvc.edu and click the link for **Class Schedule**. Click the **Term** you will be registering for. Click **Registration Dates** from the **Term Menu** on the left side of the screen. Scroll through the **Registration Blocks** to find "Concurrently enrolled K-12 student" to view your Registration Date.

- **To Register:** After completing Steps 1 and 2, return your application confirmation page or admissions application (students under 14 years of age), your assessment test results, and your completed Concurrent Student Enrollment Form to the Admissions Office. **Home School students must have the signature of the appropriate administrator from their local unified District or an Affidavit that has been filed with the Superintendent of Public Instruction.**
- Complete an Add form listing your courses.
- Pay fees at the Bursar (Cashier) in Bldg 52. Concurrent enrollment students are responsible for the student center fee (\$5 Fall/Spring, \$10 max per year). This is a mandatory fee. All other fees are optional.

AGE/GRADE LEVEL RESTRICTIONS BY COURSE

(Other courses may have been added to this list after printing.)

COURSE AGE/GRADE RESTRICTION

ADPE 60 – PHYSICAL FITNESS

at least 16 years of age

ADPE 61 – ADVANCED PHYSICAL FITNESS

at least 16 years of age

AENG – ALL AENG COURSES

at least 16 years of age and HS Junior

ALDH 71 – EMERGENCY MEDICAL TECHNICIAN I (AMBULANCE)

at least 18 years of age

BSKL – ALL BASIC SKILLS COURSES

at least 18 years of age

CMST 105 – INTERCULTURAL COMMUNICATION

at least 16 years of age or HS Junior

CMST 106 – HUMAN COMMUNICATION

at least 16 years of age or HS Junior

CMST 107 – FAMILY COMMUNICATION

at least 16 years of age or HS Junior

CMST 108 – GROUP DISCUSSION

at least 16 years of age or HS Junior

CMST 109 – PUBLIC SPEAKING

at least 16 years of age or HS Junior

CMST 121 – FINGERSPELLING/NUMBERS I

at least 16 years of age or HS Junior

CMST 122 – AMERICAN SIGN LANGUAGE I

at least 16 years of age or HS Junior

CMST 123 – AMERICAN SIGN LANGUAGE II

at least 16 years of age or HS Junior

CMST 124 – AMERICAN SIGN LANGUAGE III

at least 16 years of age or HS Junior

CMST 125 – AMERICAN SIGN LANGUAGE IV

at least 16 years of age or HS Junior

ENGL – ALL COURSES

at least 16 years of age

ESL – ALL ESL COURSES

at least 16 years of age and HS Junior

GUID 50 – COLLEGE SUCCESS

at least 16 years of age

GUID 59 – SELF ESTEEM

at least 16 years of age

GUID 100 – CAREER AND LIFE PLANNING

at least 16 years of age

GUID 105 – PERSONAL AND CAREER SUCCESS

at least 16 years of age

MUSC 135 – BEGINNING BAND

at least 16 years of age

MUSC 143 – BEGINNING STRING ENSEMBLE

at least 16 years of age

MUSC 144 – PRELUDIUM STRING ENSEMBLE

at least 16 years of age

MUSC 145 – COLLEGE SYMPHONY ORCHESTRA

at least 16 years of age

*Note: Students under 16 years of age should enroll in the music courses offered through Community Service. See Community Service classes in the Schedule of Classes.

PE 162 – WEIGHT TRAINING

at least 16 years of age

PE 163 – WEIGHT LIFTING II

at least 16 years of age

PSYC 105 – PERSONAL AND CAREER SUCCESS

at least 16 years of age

SPAN – ALL SPANISH COURSES

at least 14 years of age

TA 101 – INTRODUCTION TO THEATRE

at least 16 years of age or HS Junior

TA 102 – HISTORY OF THE THEATRE

at least 16 years of age or HS Junior

TA 104 – ORAL INTERPRETATION OF LITERATURE

at least 16 years of age or HS Junior

TA 106 – BEGINNING ACTING

at least 16 years of age or HS Junior

TA 107 – INTERMEDIATE ACTING

at least 16 years of age or HS Junior

TA 110 – PRINCIPLES OF DESIGN FOR THEATRE

at least 16 years of age or HS Junior

TA 111 – TECHNICAL STAGE PRODUCTION

at least 16 years of age or HS Junior

TA 113 – STAGE MAKE-UP

at least 16 years of age or HS Junior

TA 115 – STAGECRAFT

at least 16 years of age or HS Junior

TA 116 – AUTHORS OF THE THEATRE

at least 16 years of age or HS Junior

TA 117 – TECHNICAL THEATRE I: LIGHTING AND SOUND

at least 16 years of age or HS Junior

TA 120 – COSTUMING FOR THE THEATRE

at least 16 years of age or HS Junior

WebAdvisor Registration System

In order to use **WebAdvisor** (online registration: www.vvc.edu), you first must complete the Admissions process before you can register for classes. If you have not been continuously enrolled, you are considered a new or returning student.

Registration Tips

Before you begin or connect to the registration system:

- have clearance (prior to enrollment) for campus-related debts or holds, student loans, parking and library fines.
- have a copy of the Schedule of Classes and college catalog to assist with course requirements and restrictions.
- prepare the Registration worksheet that follows this page.

WebAdvisor Fee Payment

With **WebAdvisor** you may confirm your account balance online.

If you fail to pay your registration fees by the deadline, you will be dropped from your classes.

Note: For Winter and Spring 2006, if you do not pay your fees, your registration will **not** be canceled. **Please note that beginning Summer 2006, students will be dropped for nonpayment of fees.**

Write down your total fees. See the Student Fee Worksheet in the Class Schedule. Fees must be accurate. If your worksheet and payment are not correct, there may be a delay in your registration.

For your convenience, you may pay your fees by credit card, mail/drop box, online, or in person after you register. Payments must be received no later than 6:30 p.m. on the deadline date.

CREDIT CARD

Please have credit card number and expiration date READY. Pay by credit card in the following ways:

- Prior to fee payment deadline - by telephoning (760) 245-4271, extension 2520. If payment is made after those deadline dates, you will need to come to the Bursar's Office to pick up parking permits and receipt.
- Mail - Fill out the Student Fee Worksheet in the Class Schedule and either MAIL or place in DROP BOX. Be sure to include Student ID# on check. Receipt and parking permit will be mailed.

ONLINE

Go to www.vvc.edu, select 'Register: Pay Online'

MAIL/DROP BOX

You have two options to pay. Fill out the Student Fee Worksheet in the Class Schedule for both.

- U.S. Postal Service Must be received no later than the deadline date. Mail to:

**Bursar's Office
Victor Valley College
18422 Bear Valley Road
Victorville, CA 92395-5850**

- Drop-In Bring your SEALED envelope to the campus where a drop box is available:

Drop Boxes - Located in parking lot 6 in front of Student Services 1, Building 52 and parking lot 9 next to Student Services 2, Building 50.

IN PERSON

You may pay in person at the Bursar's Office in Student Services 1, Building 52 before the fee payment deadline date. Payment hours are as follows:

Bursar's office hours:
Monday-Thursday, 8:30am - 7:00pm
Friday, 8:30am-3:00 pm
Saturday, 9:00am-1:00pm

STUDENTS ARE RESPONSIBLE FOR PROCESSING THEIR VOUCHERS SUCH AS THOSE FOR REHABILITATION, EOPS, FINANCIAL AID, AND VETERANS.

WebAdvisor REGISTRATION WORKSHEET

Complete this worksheet before calling registering online (**WebAdvisor**). When your worksheet is complete register online (**WebAdvisor**) on your scheduled date.

SECTION #	COURSE NAME	UNITS	MEETING DAY	MEETING TIME

WebAdvisor Helpline: 760-245-4271, ext. 2573

POLICY FOR DROPPING CLASSES

It is not the instructor’s responsibility to drop students from classes even in cases where the student does not attend the first class meeting or any class meetings. It is the student’s responsibility to ensure the class was dropped on time in order to not be responsible for fees. Student’s must request a refund from the Bursar’s Office. Student’s who do not drop classes within the appropriate deadlines will be held accountable for payment of fees for these classes even if the student does not attend any class meetings.

Please refer to the DROP and REFUND dates in the schedule of classes.

PLEASE REMEMBER. . .

**IT IS THE STUDENT’S RESPONSIBILITY TO DROP CLASSES
California Code of Regulations, T5 58004, 58507, 58508**

POLIZA PARA CANCELAR CLASES

El estudiante, no el maestro, siempre tiene la responsabilidad de asegurarse que su(s) clase(s) cancelada(s) para no ser responsable del cobro de la inscripción. Estudiantes que quieren un reembolso necesitan ir a la ventanilla del “Bursar” en edificio #52. Los Estudiantes que no cancelan en el tiempo apropiado serán responsables de pagar el cobro de la inscripción aunque no hayan asistido a la(s) clase(s).

Favor de referirse al “Scheduel of Classes” para las fechas de cancelación (“drop dates”) y de reembolso.

ACUÉRDEDENSE...

**ES LA RESPONSABILIDAD DEL ESTUDIANTE PARA CANCELAR CLASES
Código de Reglamentos de California, TS 58004, 58507, 58508**

WebAdvisor Registration Questions and Answers

Is it true that my Student ID number or Social Security number and birth date are critical to my successfully using the WebAdvisor registration system?

Yes. When you access the *WebAdvisor* registration system, you will first be prompted to enter your Student ID or Social Security number. You will then be prompted to enter your 6 digit PIN, which is your birthdate without the century. The Student ID or Social Security number and birthdate you enter on the phone must match the Student ID or Social Security number and birth date you provided on your application form. If the numbers do not match, you will be denied access to the *WebAdvisor* registration system.

2. If I miss my preassigned registration date, when can I register?

You may register on your assigned date, or any day thereafter through the end of the scheduled *WebAdvisor* registration period, for the term.

3. During WebAdvisor registration, may I come in and register on campus?

All students should use *WebAdvisor* to register for classes according to their assigned registration date. If you experience difficulty, you can call the *WebAdvisor* Help Line at (760) 245-4271, extension 2573. Additionally, you can come to the campus (Admissions & Records Office, Student Services 1, Building 52 to receive assistance.

4. Will counselors be available during the WebAdvisor registration period?

Individual counseling appointments are available for currently enrolled students. New students should attend an advisement session (see steps to enrollment for schedule of advisement sessions). Stop by the counseling center or call (760) 245-4271, extension 2531 and/or extension 2296 to make an appointment.

5. How will I know my preassigned registration date?

See VVC Steps to Enrollment, Step 3 for more information. Or the Registration Calendar in the Schedule of Classes.

6. When will I receive my class schedule printout?

After completing registration on the *WebAdvisor* registration system, you may pay your fees by mail, drop box, online, credit card by phone, or in person. Students paying by mail, drop box, online or credit card by phone, will be mailed a copy of their class schedule printout, and other requested materials, to the last known address on file at Victor Valley College. Students receiving enrollment/tuition assistance, BOGG, financial aid or scholarships must pick up a copy of their class schedule printout at the Bursars Office. Students paying in person at the Bursars Office will be issued a copy of their class schedule printout.

7. What if my class is closed?

If the class you are trying to select is closed, *WebAdvisor* registration system will offer you 'alternate' section numbers, of the same class, when available. Seats will continually open and close due to students making schedule changes so seats will become available in classes throughout the registration cycle. Students are encouraged to regularly check class enrollments by accessing the VVC website at www.vvc.edu and click on *WebAdvisor*.

8. What if the WebAdvisor registration system will not let me add my class?

There are several reasons the *WebAdvisor* registration system will not allow you to add a class. The class you are requesting could be closed, canceled or be causing you to exceed the maximum number of enrolled units allowed for the term. It could be in conflict with another class you are enrolled in. You could be requesting a class that is identified as a repeat, meaning you have previously taken the class. You could have a 'hold', which prevents registration until cleared.

9. What happens if I do not pay my fees by the deadline date?

Through Spring 2006, if you fail to pay your registration fees, you will be blocked from registering in future semesters, blocked from obtaining grades/transcripts, and your outstanding amount owed may be turned over to a collection agency. Remember, if you do not pay your fees, your registration will **not** be canceled. **Please note that beginning Summer 2006, students will be dropped from classes for nonpayment of fees.**

ACADEMIC SUCCESS

TIPS FOR ACTIVE CLASSROOM LEARNING

1. Be prepared. Have your textbook, paper, pencil, and highlighter ready.
2. Write notes in the textbook and highlight important topics with your highlighter if the instructor refers to information in the textbook.
3. When taking notes from the instructor's lecture, write down the main points. Avoid writing every word; rather, be concise and to the point. List your questions in the margin.
4. Listen carefully and do not be afraid to ask questions if you do not understand the material.
5. Actively participate in classroom discussions.

TIPS FOR STUDYING

1. Select the best time for you to study. Set up a study schedule and follow it. Refer to the Time Management information in this handbook. Keep up with your assignments daily or weekly at the very least. This will help you avoid having to "cram" at the last minute.
2. Select a quiet place to study. Be aware of proper lighting and ventilation. Sit upright at a desk.
3. Avoid interruptions (TV, phone, radio, conversations).
4. Be prepared. Have all materials (textbook, notes, pencils, paper, dictionary) ready.
5. Keep a list of things you have to do with corresponding deadlines in a calendar. Refer to the course syllabus periodically during the semester to make sure you're understanding and doing what the instructor requires.
6. Review class notes the day you write them. Re-write your notes so they are complete and easily understandable. Underline important information.
7. Read your assignments before the next class meets. Survey the chapter you are about to read in order to get an overview of the content and where the author is headed. Outline the chapter by looking at headings, subheadings, and captions. Separate key points from minor points.
8. Be strict with your study time. It takes discipline and determination to stick to your study time.
9. Reread information you do not understand until it becomes clear. If you still have problems comprehending the information, ask your instructor or make an appointment to see a tutor.
10. Form study groups with other students, in which you meet regularly to go over class materials.

TIME MANAGEMENT

UNITS = TIME

Before you can decide how many courses to take, you need to know about “units” of credit. College courses differ in the amount of time and work they require. This measured in terms of units.

The number of units of credit granted for a course is usually the same as the number of lecture hours per week the class meets. For example, a 1-unit class usually meets for one hour per week. A 3-unit class meets three hours per week. Classes that have labs generally meet more hours than this.

Important Note: For *each unit* you take, there will probably be a 2-3 hours per week of outside study, such as reading the textbook, doing homework, writing papers, preparing for tests, etc. You must keep this in mind when planning out your schedule — school’s not over for the day just because the class is! For example, if you’re taking a 3-unit class, plan on spending 3 hours **in class** and 6 hours (3 units x 2 hours per unit of study time) **out of class**, for a total of 9 hours per week.

How many units per semester?

Unlike the formal structure of a high school schedule, a college schedule can be very unstructured. You are in charge of your own schedule. Many sections of the same class are offered at various times of the day. It is up to you to select the time which best meets your needs.

It is important to consider all aspects of your life when planning your class schedule. Work, family commitments, recreational activities and other areas must be included in your daily schedule. Planning for study time is one of the most important ingredients of academic success. Most college classes require far more study time than high school classes. Most students have to balance work, family and school at the same time. Please refer to the following recommended guidelines to determine your schedule:

<u>If you work</u>	<u>take no more than</u>
40 hours per week	6 units
30 hours per week	9 units
20 hours per week	12 units
5-15 hours per week	14-16 units

TIPS FOR PREPARING FOR A TEST

1. Find out as much information about the test as possible from the instructor:
 - a. Type of test (objective, essay, true/false, etc.)
 - b. The number of questions and amount of points assigned to each.
 - c. The material to be covered.
 - d. The value of the test toward the final grade.
2. Set up an exam study schedule so that you will not be overwhelmed at testing time.
3. Know your own best time to study. Most people learn best during the daylight hours.
4. Review as actively as possible. Write down information you need to remember and highlight key concepts in your textbook. Make flash cards to assist in memorization of test material.
5. Make up an exam as if you were the instructor and then take the exam.
6. Avoid “cramming” for tests. This is only a temporary measure and is seldom effective.

TIPS FOR TAKING THE TEST

1. Get to class early.
2. Be prepared with pen and materials requested by the instructor (example: bluebook, scantron answer sheet., etc.).
3. Understand the test instructions. Ask questions for clarification before the test begins.
4. Be aware of how much time you have to complete the test.
5. Skim the entire test first. Note the point value and the types of questions.
6. Answer the easier questions first, leaving appropriate time for the rest.
7. Look for key words on true/false questions such as “always,” “sometimes,” “never,” “usually.”
8. On multiple choice questions eliminate the obviously incorrect answer first.
9. On matching questions, answer those items which you are sure of first.
10. On essay questions, outline in your mind how to organize your answer before you begin writing.
11. If you have time at the end of the test, reread all of your answers.
12. Be confident and think positively. Do not let anxiety determine the outcome.

Important College Information Sources

Students should be familiar with the following sources of information about VVC: SCHEDULE OF CLASSES - Each fall and spring semester; winter and summer intersession. VVC publishes a Schedule of Classes to be offered during that term. The schedule shows the course description, day, time, and location of each class. It also lists important campus policies. Schedules are posted on our COLLEGE WEBSITE at www.vvc.edu.

Units and Credits

One “unit” of credit represents one lecture hour per week, or three hours in a laboratory.

Students are considered full-time students if they take 12 or more units per normal 16-week semester, 6 units during an 8-week term, or 4 units during winter or summer sessions.

A common schedule is 15 college units per semester. With a normal course load, students may expect to devote 2 hours study time for every unit to support academic success equaling approximately 45 hours per week.

Students are limited to a maximum of 18 units per fall or spring semester. Concurrent students are limited to 11 units, and cannot petition. All students are limited to a maximum of 8 units per winter or summer session.

An exception is sometimes granted if a student has achieved a grade point average of 3.0 (a “B” average) or better and a request to take additional units is approved by the college Petitions Committee.

Grade Points

Final grades are issued after the close of each term. The determination of a student’s grade by the instructor of record is final in the absence of instructor error, fraud, bad faith, or incompetence. College procedures for corrections of grades given in error include expunging the incorrect grades from the record.

The student has 2 years following the semester in which the grade was recorded to request a change of grade or to request any corrections to the academic record in which a grade was never awarded. After the 2-year limit, the grade, or any other corrections of the academic record are no longer subject to change.

Cumulative grade point averages are calculated by dividing the total number of **grade points** by the total number of **units attempted**. For the academic record, calculations are made on a semester and on a cumulative basis.

Here is the system of evaluative grade symbols and grade points currently in effect:

Grade Symbol	Explanation	Grade Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing	1.0
F	Failing	0.0

Other Symbols:

(NOT CALCULATED INTO GPA)

CR Credit (not counted in GPA, equivalent to “C” or better)

NC No Credit (not counted in GPA, less than “C”)

I Incomplete

W Withdrawal from class

IP In Progress—Class extends beyond the end of the academic term. Remains on the permanent record to satisfy enrollment documentation but is replaced by the grade and unit credit when the course is completed. Not used in calculating GPA.

RD Report Delayed—Assigned by the Registrar when the assignment of a grade is delayed due to circumstances beyond the control of the student. This is a temporary symbol, not to be used in calculating GPA, and to be replaced by a permanent grade as soon as possible.

MW Military Withdrawal—The “MW” is to be assigned for students who are members of an active or reserve military service and who receive verified orders compelling a withdrawal from courses. The “MW” symbol is not counted in Progress Probation and Dismissal calculations.

Satisfactory Standing

Each student’s work is considered to be satisfactory if an average of 2.0, or “C” or better, is maintained.

PLANNING YOUR SCHEDULE

Refer to the previous page before filling out your semester weekly time schedule. Mark off the days and hours already committed to work and other obligations. Then note the remaining time available for your educational goal. Keep in mind the study time and work formulas outlined on the previous page when selecting the number of units you take.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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PREREQUISITE QUESTIONS and ANSWERS

Students wanting to enroll in a course with a prerequisite must satisfactorily complete that prerequisite before they are allowed to register. A course has a prerequisite to ensure that a student has the appropriate body of knowledge to successfully take the course. Courses with a co-requisite ensure that the student has taken the co-requisite before or is taking it at the same time as the course.

Usually, a prerequisite is a course for a lower sequence of courses. For example: You may **not** enroll in Math 90,

(Intermediate Algebra) without first passing Math 50 with a grade of “C” or better, or an adequate assessment score.

Refer to the individual course offerings in the catalog or our web site at www.vvc.edu for prerequisites and/or co-requisite courses. Victor Valley College will enforce these prerequisites during the registration process. For more information, read the college schedule or catalog.

MATRICULATION INFORMATION

Matriculation Policies

DEFINITION - *Matriculation* is the process that brings the college and student who enrolls for credit into agreement for the purpose of realizing the student’s educational objective through the college’s programs, policies and services.

Matriculated students, who must follow matriculation requirements, are those who are enrolled in credit programs and indicate on their VVC Admissions Application that they wish to transfer to another institution for further study, or to obtain a certificate or AA/AS degree or are “undecided.” *In addition*, all students enrolling in an English, reading, or math course or enrolling in a course for which English, math or reading is a prerequisite must complete assessment.

Matriculation Steps

The STEPS that a student must follow, unless exempted, for proper matriculation are application, assessment, orientation, counseling/advisement, and registration. Matriculation exemptions are listed in the Admissions “Steps To Register” sheets.

Other Assessment Measures

Other assessment measures used by the counseling staff include study habits, certainty of educational goals, specific skills, emotional well being, employment, family or other commitments, family support, health, maturity and motivation, self assessment, educational history, etc.

Student Rights and Responsibilities

VVC Agrees To:

- Provide admission and registration services
- Provide assessment services
- Orient you to College programs, services and policies
- Provide assistance in selecting courses and defining an Education Plan and Major
- Provide support services
- Provide quality instruction
- Provide appropriate follow-up and referral services

VVC Students Agree To:

- Declare a broad educational goal on initial enrollment (transfer, AA. . .)
- Participate in assessment and orientation and have all prior transcripts sent to VVC
- Read the Catalog, Class Schedule and other college materials
- Meet all course prerequisites, corequisites and limitations
- Attend the first class session of each class and regularly attend all classes
- Properly add and drop all classes
- Complete class assignments
- Develop an Educational Plan and choose a specific Educational Major by the completion of 15 units
- Seek support services as needed
- Make progress toward your goals by successfully completing classes
- Follow all campus rules and regulations

Open Class Policy

It is the policy of Victor Valley Community College District that, unless specifically exempted by statute, every course shall be 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 Chapter 11, Division 2, part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

Prerequisites, Corequisites, Advisories

Victor Valley College enforces the prerequisites, corequisites, and limitations on enrollment which have been formally established and are listed in the class schedule and college catalog. In some cases students will be responsible for submitting at the time of admission, documentation that they have met all prerequisites. If you attempt to enroll in a course but do not meet the enrollment conditions, you may be dropped from the course.

1. A "Prerequisite" is a course or other condition of enrollment which a student must meet with a grade of "C" or better before enrolling in a course or program.
2. A "Corequisite" is a course which a student must take simultaneously in order to enroll in another course.
3. An "Advisory" or recommended preparation, is a course or other condition of enrollment which a student is advised, but not required to meet, before or concurrent with enrollment in a course or program.
4. "Limitations on Enrollment" are conditions for enrollment in honors courses or courses which include public performance or intercollegiate competition.

Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to a limitation on enrollment, may seek entry into the class through initiating a challenge based on one or more of the following reasons:

1. The prerequisite, corequisite, or limitation on enrollment violates VVCC District Policy 5109.
2. The prerequisite, corequisite, or limitation on enrollment violates Article 2.5 of Title 5 of the California Administrative Code.
3. The prerequisite or corequisite is unlawfully discriminatory or is being applied in such a manner.
4. The student has the knowledge or ability to succeed without meeting the prerequisite, corequisite, or limitation on enrollment.
5. The prerequisite or corequisite has not been made reasonably available and the student as a result will be subject to undue delay.
6. A limitation on enrollment will delay by at least one semester the attainment of a degree or goal specified in the student's Education Plan.
7. Enrollment will not pose a threat to the student or others in a course with a health and safety prerequisite.

The Challenge Process requires the approval of a fully completed Challenge Form available from the Dean of Students Office. Challenges involving academic qualifications, health and safety, or noncourse prerequisites such as interview or recency require approval of the chair of the department in which the course is offered. Challenges based on unlawful discrimination require approval by the VVC Affirmative Action Officer.

Complete and documented Challenge Forms must be submitted by June 30 for the fall semester, October 15 for the spring semester, and April 15 for the summer term. Late challenges will be considered but enrollment will not be guaranteed pending their resolution. For more details contact the Office of Admissions and Records or Dean of Student Services.

The Challenge Process

A prerequisite, corequisite, or limitation on enrollment challenge requires the submission of a Prerequisite Challenge Form. This form can be obtained from the Office of the Dean, Student Services or from the Office of the Vice President of Student Services located in the Counseling/Administration Building. A student may file a Prerequisite Challenge Form for one or more of the following reasons.

1. A prerequisite or corequisite is not reasonably available;
2. The student believes the prerequisite was established in violation of regulation or in violation of the District-approved processes;
3. The student believes the prerequisite is discriminatory or being applied in a discriminatory manner and has documentation for such a claim; OR...
4. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite.
5. The student can document that he/she does not pose a health or safety threat to himself/herself or others.

Upon completing this challenge form the student may enroll in the challenge course by presenting this form at the office of the Vice President of Student Services during registration. If this challenge is not upheld, the student will be dropped from the course. If no space is available in the course when the challenge is filed and, if the challenge is upheld, the student will be permitted to enroll in the subsequent term provided that space is available at the time the student registers.

Challenge To Matriculation Policies

Students may appeal any portion of the Matriculation Policies (other than Prerequisites, etc.) by contacting the office of the Dean of Student Services. This includes claims that the process is unlawfully discriminatory or is being applied in such a manner. The Dean will conduct a timely review and make such adjustments as are appropriate. A record of all complaints will be maintained in the office of the Dean of Student Services for 3 years.

Reto a la Política de Matriculación

Estudiantes pueden hacer una petición sobre cualquier parte de la política de matriculación (menos los requisitos) dirigido al Decano de Servicios Esudiantiles. Esto incluye reclamos acerca del proceso discriminatorio. El Decano va a conducir una revisión para hacer algunos ajustes que sean apropiados. Un record de los reclamos sera mantenido en la oficina del Decano de Servicios Estudiantiles por 3 años.

Para ayuda con servicios de matriculación en español durante la temporada de registros, por favor pida servicios de traducción a los siguientes departamentos de servicios estudiantiles que se encuentran en el edificio #52 "Student Services 1": * Ingresos y Archivos - Ayuda Económica - Evaluación *

Dropping Classes

To drop students may use **College web site (*WebAdvisor*)** or submit an **Add/Drop form to the Admissions & Records Office**.

Students who drop must do so before the withdrawal deadline in order to receive a "W" (see your Important Dates and Deadlines page). After that date a grade must be given.

If a class is dropped and a refund is due, you must apply for a refund. See Refund Policy and drop deadline date.

Nonattendance First Day

If you do not attend the first class, you **MAY** be dropped by the instructor. If you miss the first class meeting and do not plan to attend, you must drop the course to avoid receiving an '**F**' grade. In addition, if you do not drop in a timely manner you will **OWE FEES** for the course.

Maximum Units

MAXIMUM UNITS ALLOWED FOR FALL OR SPRING SEMESTERS (16-week session): 18 units

MAXIMUM UNITS ALLOWED FOR CONCURRENT STUDENTS FOR FALL OR SPRING SEMESTERS (16-week session): 11 units

MAXIMUM UNITS ALLOWED FOR ALL STUDENTS FOR SUMMER/WINTER SESSIONS: 8 units

For larger loads you must petition prior to enrolling. Concurrent students cannot petition for overloads.

Withdrawals

Each student is responsible for either completing or officially with-drawing from each class in which he/she enrolls. No notation is entered on the student's transcript for semester-length courses dropped during the first three weeks of the semester. A 'W' is assigned if the student **Officially** withdraws before the withdrawal deadline. Failure to **officially** process a withdrawal may result in an '**F**' grade and liability for payment of fees.

Residency Determination

Each person applying for admission or enrolled in a California Community College is classified in one of the following categories for purposes of admission and/or tuition: **Resident:** Has resided in California for at least one year and one day before classes begin. Any person who has lived in California for less than two (2) years must clearly demonstrate the following:

- ◆ Intent to make California his/her residence (Title 5, Section 54024)
- ◆ Physical presence in California for at least one year immediately prior to enrollment (Title 5, Section 54022)
- ◆ Financial independence (Title 5, Section 54032)

Non-Resident: (a) a citizen or permanent resident of the United States but a resident of California for less than one year on the day before classes begin; (b) a person who is neither a citizen nor permanent resident of the United States.

Persons who are not citizens or permanent residents of the United States who wish to enroll at Victor Valley College should contact the Admissions and Records Office for further information. Note: Residency laws also apply to high school students.

Member of military: An active duty military student must provide the Registrar with a statement from the student's commanding officer or personnel officer that the assignment to active duty in the state is not for educational purposes. The student must also produce evidence of the assignment date to California.

Military dependents: A dependent natural or adopted child, stepchild or spouse of a member of the armed forces of the U.S. should provide the Registrar with a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date or is outside the continental U.S. on active duty after having been transferred immediately and directly from a California duty station. A statement that the student is a dependent of the military person for an exemption on federal taxes should also be provided.

Students Seeking Reclassification of Residence:

Students who have been classified as non-residents are not automatically reclassified as residents. It is the responsibility of the student to request reclassification to residency status. The petition for reclassification to residency status must be submitted to the Admissions and Records Office prior to registration for the term in which the student is seeking reclassification. Retroactive reclassifications are not considered. The petition must be accompanied by documentation which verifies the student's intent to become

a California resident, evidence of physical presence in California, and evidence of financial independence. The law clearly states that the burden of proof of residence rests with the applicant or student.

Authority to Determine Residency

The Director of Admissions is the college official responsible for making residence decisions. Students who need clarification on their residence status may contact the office of Admissions and Records

EDUCATIONAL OPTIONS

Victor Valley College recognizes the educational achievements of its students by granting the associate in arts degree, associate in science degree and occupational certificates. For more information, refer to your VVC Catalog.

Associate Degrees

For those interested in pursuing the associate in arts or associate in science degree, Victor Valley College offers degrees in liberal arts; fine arts; science and mathematics, and vocational/technical fields.

Occupational Certificates

Victor Valley College offers a variety of occupational certificate opportunities. The awarding of a certificate acknowledges to a potential employer that the student has completed all courses in an approved occupational program.

Nursing Program Applications

Applications can be obtained through the Nursing or Counseling departments. Return your completed application along with one copy of each college transcript(s) to the Nursing Department. Contact the Nursing Department for application dates.

Paramedic Program

The Paramedic Academy accepts applications twice yearly through the Allied Health Office. Applications are available in March for June admission and in October for January admission. Detailed information is available on the VVC Paramedic Academy Webpage or contact the Allied Health Department at 245-4271, extension 2463.

Respiratory Therapy Program

Respiratory Therapy applications are accepted September 15- March 15 of each year. Applications are available in Allied Health or Counseling Departments. Return your completed application along with one copy of each college transcript(s) to the Allied Health Department.

Graduation Requirements

Graduation from VVC usually requires the equivalent of two years of full-time study and leads to an Associate in Arts or an Associate in Science degree. Requirements for graduation with an associate degree are:

1. Complete 60 degree-applicable units, not to include more than 4 units of physical education activity.
2. Earn a cumulative GPA of 2.0 or higher in all degree-applicable units including all units from other colleges attended if applicable.
3. Complete at least 12 units at Victor Valley College. Active duty military need to complete a minimum of 12 units at VVC.
4. Complete an application for graduation before deadline. Deadlines are published each year in the VVC catalog. Applications for degrees and certificates are available in Admissions and Records and in Counseling.
5. Have official transcripts of other colleges attended and/or Advanced Placement scores sent to VVC. Students are responsible for furnishing official transcripts. Final evaluation and acceptance of transfer courses taken at other accredited colleges will be determined by the Registrar's Office at the time the student's graduation application is evaluated. VVC does not accept credits from all institutions of higher education.
6. Minimum proficiencies in English, Reading and Math are met by completing the general education requirements in Categories IV and V.

GENERAL INFORMATION

Probation and Dismissal Policies

VVC specific policies governing probation, dismissal and readmission which apply to all enrolled students.

■ Probation

Academic. Students who have attempted 12 or more units at VVC are placed on **academic probation** if the cumulative G.P.A. (grade point average) falls below 2.0. Students are removed from academic probation at the end of the next semester in attendance at VVC (excluding summer session), if their cumulative G.P.A. is 2.0 or higher.

Progress. Students who have attempted twelve or more units at VVC are placed on **progress probation** when half or more of the units attempted consist of “W,” “I” and/or “NC”. Students are removed from progress probation at the end of the next semester in attendance at VVC (excluding summer session) when fewer than half of their cumulative units attempted consist of “W,” “I” and/or “NC”.

VVC notifies students of their probation status by a letter encouraging students to see a counselor and/or to seek other support services.

■ Dismissal

Academic. Students who have been on academic probation are **subject to academic dismissal** at the end of the second consecutive semester of enrollment (excluding summer session) when their cumulative G.P.A. continues to be below 2.0.



VVC notifies students of their **subject to academic dismissal** status by a letter requiring the student to see a counselor during the current term.

Students subject to academic dismissal at the end of the spring semester may be prohibited from registering for fall semester unless they file a **Petition for Readmission**. As part of this petition process students **must** meet with a counselor and may be limited to a certain number of units, may be required to take specific classes, and/or may be required to seek specific support services.

Continued enrollment at VVC will depend on whether students have followed the conditions specified in the **Petition for Readmission** and whether they have made progress academically. Students are responsible for satisfactorily completing the terms of their **Petition for Readmission**, and failure to do so may result in immediate dismissal from VVC. In general, academic dismissal shall be for a minimum of one semester and a **Petition for Readmission** must be filed to recover enrollment privileges..

Progress. Students who have been on progress probation are **subject to progress dismissal** at the end of the second consecutive semester of enrollment (excluding summer session) when half or more of the units attempted consist of “W,” “I” and/or “NC”.

VVC notifies students of their **subject to progress dismissal** by a letter strongly urging the student to see a counselor.

Students who do not meet progress standards for three consecutive semesters of enrollment may be prohibited from registering for the following semester unless they file a **Petition for Readmission**. As part of this petition process students **must** meet with a counselor and may be limited to a certain number of units, may be required to take specific classes, and/or may be required to seek specific support services.

Continued enrollment at VVC will depend on whether students have followed the conditions specified in the **Petition for Readmission** and whether they have made progress in reducing the percentage of “W,” “I” and/or “NC.” Students are responsible for satisfactorily completing the terms of the **Petition for Readmission** and failure to do so may result in immediate dismissal from VVC.

In general, progress dismissal shall be for a minimum of one semester and a **Petition for Readmission** must be completed if reentry is desired.

Academic Freedom

Teachers must be free to think and to express ideas, free to select and employ materials and methods of instruction, free from undue pressures of authority, and free to act within their professional group. Such freedom should be used judiciously and prudently to the end that it promotes the free exercise of intelligence and student learning.

Academic freedom is not an absolute. It must be exercised within the basic ethical responsibilities of the teaching profession.

Authority of Instructors

According to Education Code Section 76032, faculty members have the authority to manage their classes and classrooms and to maintain an acceptable level of conduct within each class. Faculty may suspend students from class for up to two consecutive class meetings for misconduct which disrupts the class.

Students suspended from class may not return to class during the time they are suspended unless permission to return is granted by the instructor.

Instructors must complete an incident report on all suspensions and forward the form to the Vice President of Student Services.

Please refer to the Victor Valley College Proscribed Student Conduct.

Apply for Graduation

Graduating with your associate's degree or with a certificate is not automatic. You will need to file an application for graduation in the Admissions and Records Office at the beginning of the term in which you expect to complete the requirements. If you do not complete requirements for that term you will need to **REAPPLY** for graduation for the term in which you will complete requirements.



It is important to apply for graduation prior to each graduation deadline. There is one commencement ceremony held annually in June.

Course Repetition

A grade once entered on the official transcript remains a permanent part of the student's record.

NOTE: It is the student's responsibility to file a Course Repeat form with the office of Admissions and Records to be processed.

There are three situations in which students may repeat courses.

Courses with Repeatability

Some courses are designated as repeatable in the course description in the Catalog, which indicates repetition is allowed for increased skill development. Credit awarded for these courses may be applied to graduation and/or transfer each time they are successfully completed, within repeatability limitations (check with the Admissions and Records Office or a counselor for the latest list).

Substandard Grades

College policy states that students who have earned substandard grades of "D," "F," or "NC" in a particular course may repeat that course one time to improve the grade.

The grade received for the course repeat will be counted in the student's GPA.

Students should note that their permanent records and transcripts are annotated to reflect every course they take at Victor Valley College. This ensures a complete and accurate transcript reflecting the student's academic history while at VVC.

Grades of "C" or Better

A course in which a grade of "C" or better is achieved may not be repeated by a student unless special circumstances exist for its repetition. The student must petition and the petition be approved **prior** to enrolling in a class to be repeated. Special circumstances for which a student may be approved for a petition include:

- 1) The lapse of time—a significant number of years since the course was previously completed.
- 2) Changes in course content since the courses were completed,
- 3) Need to acquire knowledge or skills in order to be able to progress to the next higher level course work;

OR...

- 4) Enrollment in the course for credit is required for recertification in a technical or medical field.

Grades and credits awarded for courses repeated under this policy are not counted in calculating a student's grade point average or cumulative credits. The student's academic record (transcript) remains legible so as to ensure a true and complete academic history.

When students are allowed to repeat courses in which a "C" or better was achieved the first time, only the units and grades earned for the first course count toward graduation.

Debts Owed to the College

Debts pending with Victor Valley College for loans, tuition, returned checks, athletic equipment, ASB fees, library books and/or book fees, failure to adjudicate outstanding vehicle parking citations, or failure to pay for other services will result in a student not being able to register until all debts are cleared. In addition, the student's academic records will not be released until the debt is cleared.

Full-time/part-time

A full-time student is one enrolled in 12 or more semester units (Fall/Spring). Four (4) units is considered full-time in the Summer/Winter Session. A part-time student is one taking fewer than 12 semester units (Fall/Spring) and fewer than 4 semester units (Summer/Winter Session).

Transcripts

To order a transcript:

- ▶ Go to www.vvc.edu and click on Admissions and Records. Select transcripts and then Transcript Request Form. Complete the form and submit to the Admissions & Records Office.
- ▶ Complete the Transcript Request Form in person at Victor Valley College Admissions & Records Office.

Transcripts are available through the Admissions and Records Office in Student Services I, Building 52. The first two copies of transcripts are free. Additional copies, \$5 each. "Rush" transcripts are \$10.

Class Cancellations

Keep your address current in the Admissions and Records Office. In the event a class is canceled before the first day of classes, letters will be sent to the students enrolled in that class. If a class has to be canceled after classes begin, the instructor will inform the students and signs will be posted on the wall. Refunds for classes canceled will be automatically processed two weeks after the last day to pay.

Please Note. . .

Victor Valley College has made every effort to determine that everything stated in the class schedule is accurate. Class sections offered, together with other matters contained herein, are subject to change without notice by the administration of Victor Valley College for reasons related to student enrollment, level of financial support, or for any reason, at the discretion of the College. The College further reserves the right to add, amend, or repeal any of the rules, regulations, policies and procedures consistent with applicable laws. Some programs and portions of some classes may be assigned to instructors other than those identified in this schedule.

Additions, changes and deletions to the class schedule will be made available at registration.

NOTIFICATION TO STUDENTS

Student Conduct

Each student has the right to pursue his or her education free of any undue infringement on his or her lawful rights.

Victor Valley College follows a “zero” tolerance philosophy when it comes to any behavior or incident that disrupts the learning environment. Student conduct issues are handled in a fair, just manner. In general, student misconduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student. All students are expected to read and review this important information. Copies are available in the Dean of Student Services office and the Vice President of Student Services office at no charge upon request. In addition, a copy is available on the VVC web site, the VVC Catalog, and the Student Handbook.

Victor Valley College: Proscribed Student Conduct

Generally, Victor Valley College jurisdiction and discipline shall be limited to conduct which occurs on Victor Valley College premises or at official VVC off-campus activities except as noted.

Victor Valley College: Proscribed Student Conduct

Definition: The following samples of student conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

A. Student Conduct Code - Rules and Regulations

Any student found to have committed the following misconduct is subject to disciplinary sanctions. The Discipline Procedures are described in the following section of this publication and they are available in the Office of the Dean of Student Services and the Office of the Director of Campus Police and Public Safety. Normally, any student found guilty of misconduct or more specifically, violence or threats of violence against another will be suspended from the College for a least one semester.

- 1a. Open contempt for any of the following safety rules and regulations.
- 1b. Acts of dishonesty, including, but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any Victor Valley College official, faculty member or office.
- c. Forgery, alteration, or misuse of any Victor Valley College document, record or instrument of identification.
- d. Tampering with the election of any Victor Valley College recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Victor Valley activities, including its public-service functions on or off campus, or other authorized non-Victor Valley College activities, when the act occurs on Victor Valley College premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health and safety of any person.
4. Committing sexual harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
5. Attempted or actual theft of and/or damage to property of Victor Valley College or property of a member of the Victor Valley College community or other personal or public property.
6. Any fighting or challenging a fight, which threatens or endangers the health or safety of any person is immediate grounds for dismissal or removal from campus.
7. Hazing, defined as an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
8. Failure to comply with directions of Victor Valley College officials (including faculty) or law enforcement officers acting in performance of their duties and/or failure to identify oneself to one of these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys to any Victor Valley College premises or unauthorized entry to or use of Victor Valley College premises.
10. Violation of published Victor Valley College policies, rules or regulations, including those concerning student organization and the use of college facilities or the time, place and manner of public expression or distribution of materials.

11. Violation of federal, state or local law on Victor Valley College premises or at Victor Valley College sponsored or supervised activities.
12. Use, possession or distribution of narcotic or other controlled substances or poison classified as such by Schedule D (Section 4160 of the Business and Professions Code) except as expressly permitted by law.
13. Use, possession or distribution of alcoholic beverages except as expressly permitted by law and Victor Valley College regulations, or public intoxication.
14. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on Victor Valley College premises.
15. Possession of any article, not usually designated as a weapon, when used to threaten bodily harm on Victor Valley College premises.
16. Participation in a campus demonstration which disrupts the normal operations of Victor Valley College and infringes on the rights of other members of the Victor Valley College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular on campus. Obstruction of the free flow of pedestrian or vehicular traffic on Victor Valley College premises or at Victor Valley College sponsored or supervised functions.
17. Conduct which is disorderly, lewd, indecent, or obscene or expression which interferes with the college's primary educational responsibility or which adversely affects a student's standing as a member of the college community, breach of peace, or aiding, abetting, or procuring another person to breach the peace on Victor Valley College premises or at functions sponsored by, or participated in by, Victor Valley College.
18. Theft or other abuse of phones, electronic devices or computer time, including but not limited to:
 - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file (not educational related).
 - c. Unauthorized use of another individual's identification and password.
 - d. Unauthorized use of electronic devices in the classroom including but not limited to head phones, cellular phones and pagers.
 - e. Use of computing facilities to interfere with the work of another student, faculty member or Victor Valley College staff official.
 - f. Use of computing facilities to download or view material deemed to be lewd, indecent and/or obscene matter that is not educational related.
 - g. Use of computing facilities to send obscene or abusive threatening messages.
 - h. Use of computing facilities to interfere with the normal operation of Victor Valley College computing systems.
19. Abuse of the Student Conduct System, including but not limited to:
 - a. Failure to obey the summons of the Student Conduct Hearing Committee or Victor Valley College official.
 - b. Falsification, distortion, or misrepresentation of information.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding or Student Conduct Hearing Committee.
 - d. Institution of a judicial proceeding or Student Conduct Hearing Committee knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the Victor Valley College judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the Judicial proceeding or Student Conduct Hearing Committee.
 - g. Failure to comply with the sanctions imposed under the Student Code of Conduct and/or Education Code.
 - h. Influencing or attempting to influence another person to commit an abuse of the judicial system.

B. Other Campus Regulations

1. Only officially registered students are allowed to attend classes. Minors or other students who are not registered or do not have permission to be in the class may not remain in the classroom.
2. Students are not permitted to eat or drink in classrooms.
3. Smoking is prohibited in all college buildings or within 20 feet of building entrance.
4. Card playing on Victor Valley College premises is prohibited except in a designated game or recreation area.
5. Animals, dogs (except trained service animals such as guide dogs for the visually impaired or previously authorized animals) and other pets are not allowed on Victor Valley College premises.
6. Printed materials that are not class-related to be distributed must be approved for distribution by the Office of Student Activities.
7. Students must be fully attired, including shoes, while in the classroom or on Victor Valley College premises.
8. Library books and materials must be returned promptly.

9. Use of audio equipment on Victor Valley College premises is restricted to personal headphones or preapproved authorized activities.
10. Children must be under the supervision of parents at all times.

C. Violation of Law and Victor Valley College Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrated flagrant disregard for the Victor Valley College community. In such cases, no sanctions may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or “nolo contendere”).
2. Victor Valley College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state or local authorities with a violation of law, Victor Valley College will not request or agree to special consideration for that individual because of his or her status as a student. Victor Valley College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

D. Cheating and Plagiarism Defined

The term “cheating” includes, but is not limited to:

- ▶ Use of any unauthorized assistance in taking quizzes, tests, or examinations;
- ▶ Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments or Acquisition, without permission, of tests or other academic material belonging to a member of the VVC faculty or staff.
- ▶ Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined below.

The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use

of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Probation and Dismissal Policies

VVC has specific policies governing probation, dismissal and readmission which apply to all enrolled students.

* Probation

Academic. Students who have attempted 12 or more units at VVC are placed on **academic probation** if the cumulative G.P.A. (grade point average) falls below 2.0. Students are removed from academic probation at the end of the next semester in attendance at VVC (excluding summer session), if their cumulative G.P.A. is 2.0 or higher.

Progress. Students who have attempted twelve or more units at VVC are placed on **progress probation** when half or more of the units attempted consist of “W,” “I” and/or “NC”. Students are removed from progress probation at the end of the next semester in attendance at VVC (excluding summer session) when fewer than half of their cumulative units attempted consist of “W,” “I” and/or “NC”.

VVC notifies students of their probation status by a letter encouraging students to see a counselor and/or to seek other support services.

* Dismissal

Academic. Students who have been on academic probation are **Subject to Academic Dismissal** at the end of the second consecutive semester of enrollment (excluding summer session) when their cumulative G.P.A. continues to be below 2.0.

VVC notifies students of their **subject to academic dismissal** status by a letter requiring the student to see a counselor during the current term.

Students subject to academic dismissal at the end of the spring semester may be prohibited from registering for fall semester unless they filed a **Petition for Readmission**. As part of this petition process students *must* meet with a counselor and may be limited to a certain number of units, may be required to take specific classes, and/or may be required to seek specific support services.

Continued enrollment at VVC will depend on whether students have followed the conditions specified in the Petition for Readmission and whether they have made progress academically. Students are responsible for satisfactorily completing the terms of their **Petition for Readmission**, and failure to do so may result in immediate dismissal from VVC. **In general, academic dismissal**

shall be for a minimum of one semester and a petition for Readmission must be filed to recover enrollment privileges.

Progress. Students who have been on progress probation are **subject to progress dismissal** at the end of the second consecutive semester of enrollment (excluding summer session when half or more of the units attempted consist of “W,” “I” and/or “NC”).

VVC notifies students of their **subject to progress dismissal** status by a letter strongly urging the student to see a counselor.

Students who do not meet progress standards for three consecutive semesters of enrollment may be prohibited from registering for the following semester unless they file a **Petition for Readmission**. As part of this petition process students *must* meet with a counselor and may be limited to a certain number of units, may be required to take specific classes, and/or may be required to seek specific support services.

Continued enrollment at VVC will depend on whether students have followed the conditions specified in the Petition for Readmission and whether they have made progress in reducing the percentage of “W,” “I” and/or “NC”. Students are responsible for satisfactorily completing the terms of their **Petition for Readmission**, and failure to do so may result in immediate dismissal from VVC. **In general, progress dismissal shall be for a minimum of one semester and a petition for Readmission must be filed to recover enrollment privileges.**

Student Grievances

A student may use the following process to file a grievance if they feel they have been unjustly treated academically or administratively:

Step 1: Initial Level - Meet and confer with the person with whom you have a grievance.

Step 2: Chairperson/Dean Level - If the grievance is not resolved in Step 1, you may then take the matter, in writing, to the appropriate department or program Chairperson/Director/Coordinator or Dean, if there is no chairman, within 10 working days. The Chairman or Dean will render a decision in writing within 10 working days.

Step 3: Dean/Vice President Level - If the problem is not resolved at Step 2, you may appeal in writing to the appropriate Dean (if the Dean was not involved in Step 2) or Vice President within 10 working days. The Dean/Vice

President will render a decision in writing within 10 working days.

Step 4: Final Review - If the problem is not resolved at Step 3, you may appeal in writing to the appropriate Vice President (if the Vice President was not involved in Step 3) or the President within 10 working days, but only on the following grounds:

- a. There was a significant lack of due process that deprived you of a fair and equitable result
- b. The Step 3 decision is clearly unreasonable or arbitrary
- c. There is significant newly discovered information which, in spite of reasonable diligence on your part, could not have been produced earlier

The decision will be rendered in writing within 10 working days and will be final.

Student Record Notice/ Directory Information

The Federal Family Education Rights and Privacy Act of 1974, as implemented by the California Education Code (76200...) and Title V (54600...), protects the privacy of student records. The college is authorized to release “Directory Information” which at VVC includes a student’s name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and any other information authorized in writing by the student. *A student may prohibit the release of this information by marking the appropriate box on the application for admission.* The college may also release records.

Student records primarily include those found in the Admission and Records Office (admission application, transcripts, petitions. . .) and the Office of the Dean of Student Services (discipline). The required log of access to these records is kept in the respective offices. Officials and employees may have access to these records if they are operating within the scope of their assigned duties. These access logs are kept for a minimum of five years. Students may have access to their records with appropriate notice and on payment of appropriate cost and may challenge the content as defined by campus policy. Students may also file a complaint with the U.S. Dept. of Education concerning any alleged failure by the institution to comply with Section 43 of the General Education Provisions Act.

Petitions Committee

The Petitions Committee, which meets as needed when classes are in session, considers special requests from students for exemptions from certain academic student and college policies.

Nondiscrimination Policy

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the district, shall provide access to its services, classes, and programs without regard to race, religion, creed, color, national origin, ancestry, disability, sex (i.e., gender), marital status, or sexual orientation.

The Superintendent/President shall establish administrative procedures to assure equal opportunity.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of race, creed, color, sex (i.e., gender), religion, or national origin.

Inquiries regarding the application of this policy may be directed to the appropriate compliance officer. For employment or staff related

discrimination concerns contact the Director of Human Resources, for disabilities related concerns contact the ADA Coordinator at Victor Valley College, 18422 Bear Valley Road, Victorville, CA 92395 (760) 245-4271, extension 2596.

Sexual Harassment

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The district shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, color, religion, ancestry, national origin, disability, sex (i.e., gender), sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

Harassment based on any of the following statuses is prohibited and will not be tolerated: race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

Sexual harassment violates state and federal laws, as well as this policy, and will not be tolerated. It is also illegal to retaliate against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investigation, and retaliation constitutes a violation of this policy.

Sexual harassment is further defined as unwelcome sexual advances, requests for sexual favor and other conduct of a sexual nature when:

- ▶ submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- ▶ submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- ▶ the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or education environment; or
- ▶ submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grade, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education activities to counter discrimination and minimize and eliminate a hostile environment that impairs access to equal education opportunity [E.C. 66252]

The Superintendent/President shall establish procedures that define sexual harassment and other forms of harassment on campus. The Superintendent/President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment and discrimination, and procedures for students to resolve complaints of sexual and other harassment and discrimination. All participants are protected from retaliatory acts by the district, its employees, students, and agents.

This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employee who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

Discrimination Complaint Procedure

Any student who feels he/she has been discriminated against has the right to file a complaint of unlawful discrimination with the Affirmative Action Officer, Victor Valley College, 18422 Bear Valley Rd., Victorville, CA 92395 (760) 245-4271, extension 2386.

Equal Opportunity Policy

Victor Valley College is an equal educational opportunity college. It follows all federal guidelines including Title IX of the Educational Amendments of 1972 relating to the recruitment, employment and retention of employees. VVC does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, or disability in any of its policies, procedures or practices. This nondiscrimination policy covers admission and access to, and treatment and employment in, college employment programs and activities. The Section 504/508 Disabled Counselor/Enabler at Victor Valley College may be reached at (760) 245-4271, extension 2212.

Reglamento Imparcial de Oportunidad

El Colegio de Victor Valley es un colegio de oportunidad educacional imparcial: sigue las guías federales incluyendo el Título IX de la Enmienda Educacional de 1972 la cual se relata al reclutamiento, empleo y la retención de empleados. VVC no hace distinción a base de raza, color, sexo, origen nacional, edad, situación de inferioridad o edad, en ninguna de sus prácticas o procedimientos. Este reglamento imparcial abarca admisión y acceso y también tratamiento y empleo en las actividades y programas de empleo del colegio. Puede llamar a la consejera y habilitadora bajo la sección 504/508 en el Colegio de Victor Valley, (760) 245-4271, extensión 2212.

Americans With Disabilities Compliance

Victor Valley College does not unlawfully discriminate based on disabling conditions. Any complaint from students, college employees or the public concerning equal access, academic accommodation, faculty/staff access or accommodation, or access to technology as it relates to disabling conditions should contact the ADA 504/508 Coordinator, who is the Disabled Student Program and Services Director or designee.

A copy of the complaint procedures may be obtained from the following offices: Vice President, Administrative Services; Vice President, Student Services and Deputy Superintendent/Executive Vice President, Instruction.

ADA 504/508 Complaint Procedures

Any complaint from students, college employees or the public, may use the following process to file a complaint if the individual feels he or she has been unjustly treated concerning equal access, academic accommodation, faculty/staff access or accommodation, or access to technology as it relates to disabling conditions.

Step 1: Initial level - Meet and confer with ADA 504/508 coordinator, who is the Director of Disabled Student Program and Services or designee within ten (10) working days of the incident.

Step 2: If the complaint is not resolved in Step 1, he or she may then make a written complaint to the ADA 504/508 Coordinator (Disabled Student Program and Services Director) within ten (10) working days of the Step 1 meeting. The ADA 504/508 Coordinator will investigate the complaint and render a decision.

Step 3: If the complaint is not resolved to the satisfaction of the complainant in Step 2, the complaint may appeal in writing to request a hearing to resolve the complaint within ten (10) working days of the receipt of the ADA 504/508 Coordinator's decision.

ADA 504/508 Hearing Procedures

Request for Hearing: Within ten (10) working days after receipt of the ADA 504/508 coordinator's decision, if the complainant is not satisfied with the results regarding the complaint, he or she may request a formal hearing. The request must be made in writing to the ADA 504/508 coordinator, or Superintendent/President or designee. In addition, students requesting specific accommodations as part of the complaint must list such accommodations requested for the ADA hearing (i.e., interpreter, adaptive furniture or media technology).

Schedule of Hearing: The formal hearing shall be held within fifteen (15) working days after a formal written request for a hearing is received by the ADA 504/508 coordinator, or Superintendent/President or designee.

Hearing Panel: The ADA 504/508 Hearing panel for any action shall be composed of the following Representatives: (1) administrator/Manager, (1) faculty member, (1) DSP&S staff member and (1) student.

The College Superintendent/President, the President of the Academic Senate, and the ASB President shall each, at the beginning of the academic year, establish a list of at least three persons who will serve on the ADA 504/508 Hearing panel and/or the Student Disciplinary hearing panels. The College

Superintendent/President shall appoint the ADA 504/508 hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

Hearing Panel Chair: The College Superintendent/President (or designee) shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final in all matters relating to the conduct of the hearing unless there is a vote by all remaining member of the panel to the contrary.

Conduct of the ADA 504/508 Hearing:

Note: The hearing must comply with principles of due process, including the right to confront and cross-examine witnesses. The following procedure is legally advised.

- ▶ The members of the hearing panel shall be provided with a copy of the ADA complaint against the college and any written response provided by the student before the hearing begins.
- ▶ The facts supporting the complaint and applicable profiles shall be presented by a college representative, who shall be the ADA 504/508 Coordinator or designee.
- ▶ The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
- ▶ Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
- ▶ Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by substantial evidence that the facts alleged are true.
- ▶ The student may represent himself or herself, and may also have the right to have an advocate present of his or her choice. The advocate must be an officially enrolled student or college staff member.

- ▶ Hearings shall be closed and confidential unless the student makes a written request that the hearing be open to the public. Any such written request must be made no less than 7 working days prior to the date of the hearing.
- ▶ In a closed ADA 504/508 hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
- ▶ The ADA 504/508 hearing shall be recorded by the District, either by tape recording, or stenographic recording, or other appropriate method and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording, transcript or preferred alternative format.
- ▶ All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.
- ▶ Within five (5) working days following the close of the ADA 504/508 hearing, the ADA 504/508 hearing panel shall prepare and send to the College Superintendent/President a written decision. The decision shall include specific factual findings regarding the complaint, and shall include specific conclusions regarding whether any specific section of the ADA 504/508 were violated. The decision shall also include a specific recommendation regarding the complaint action to be taken, if any. The decision shall be based only on the record of the ADA 504/508 hearing, and not on the matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral or signed and written evidence produced at the hearing.

College Superintendent/President's Decision:

Within five (5) working days following receipt of the ADA 504/508 hearing panel's recommended decision, the College Superintendent/President shall render a final written decision. The College Superintendent/President or designee may accept, modify or reject the findings, decisions and recommendations of the ADA 504/508

hearing panel. If the College Superintendent/President or designee modifies or rejects the ADA 504/508 hearing panel's decision, the College Superintendent/President or designee shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decisions of the College Superintendent/President or designee shall be final.

Board of Trustees Decision:

The Board of Trustees shall consider any recommendation from the College Superintendent/President for accommodation at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an ADA 504/508 recommendation in a closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)

The student shall be notified in writing, by registered or certified mail or by personal service, at least five days prior to the meeting, of the date, time, and place of the Board's meeting. (Alternative media services available upon request)

The student may, within forty-eight hours after receipt of the notice, make a written request that the hearing be held as a public meeting.

Even if a student has requested that the board consider an ADA 504/508 recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student, other than the student requesting the public meeting, in closed session.

The Board may accept, modify or reject the findings, decisions and recommendations of the College Superintendent/President and/or the ADA 504/508 Hearing Panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the Board shall be final. The final action of the Board on the complaint shall be taken at a public meeting, and the result of the action shall be a public record of the District.

Parking and Traffic Regulations

Parking permits are required to park on campus Monday-Saturday. Parking lots are provided for student vehicles displaying valid parking permits. Parking rules and regulations are explained in the Victor Valley College Parking booklet, which is available free of charge, at the time of registration.

It is the responsibility of each student to obtain a booklet and to read it thoroughly.

Purchasing a parking permit does not guarantee a parking space to individual students, nor does it guarantee a parking space close to classroom buildings. Disabled parking is enforced Monday-Sunday.

Limited 1 hour "Visitor Only" (non-student) parking is available in lot 10. A daily permit is also available from coin-operated dispensers (6 quarters) at various campus locations (see campus map).

Parking lots are closely monitored by VVC Campus Police personnel to ensure safe parking conditions. Fines for violating VVC Parking Regulations are similar in cost to those of the city of Victorville. Violations not resolved are forwarded for civil action.

Vehicles with excessive unpaid parking citations are subject to tow-away at the owner's expense.

Questions regarding parking information should be directed to the Campus Police Office at 245-4271, extension 2329/2516 between the hours of 7:30am and 4:00pm. For assistance after 4:00pm, dial x2555.

Traffic regulations are enforced by Campus Police Monday through Sunday. Violations are processed by the Victorville Court.

Disabled Persons Parking

Visitors or Persons transporting Disabled Persons may park in the designated Visitor Parking Disabled Stalls (Lot 6) while they are conducting their campus business provided they display an authorized licence plate or disabled placard. Disabled Persons may also park in the metered parking stalls without paying the meter fee while conducting campus business provided they display an authorized licence plate or disabled placard. If you are enrolled as a student, you must display a valid license plate or Disabled Placard and a current Student Parking Permit to park in a Disabled Parking Stall.

Vehicles parking in the blue-lined disabled persons parking stalls are required to properly display a state issued disabled persons license or placard and the VVC campus parking permit.

Drug and Alcohol-Free Campus

Victor Valley College is a drug and alcohol-free campus. This means that use, possession, or distribution of either illicit drugs or alcohol by students or their guests is prohibited on college property or at any college-sponsored activity. Students or their guests who violate these

requirements may be suspended or expelled from Victor Valley College. Counseling and referral services are available through the Counseling Department for students who have concerns about alcohol or drugs.

Smoke-Free Campus

Victor Valley College has been designated as a smoke-free campus. That means that smoking is prohibited in all buildings and enclosures at the college and at any activities sponsored by the college. This policy is to protect the well-being of students, faculty, staff and guests. Student violators are subject to procedures found in the Student Code of Conduct.

Right to Know, Crimes on Campus

As expected on a campus with more than 14,000 students and with open access to the public, students need to understand that unlawful activities may occur at Victor Valley College and at activities which the college sponsors. Although the college provides security and takes reasonable preventive measures, it is important that students also take reasonable preventive steps to prevent or avoid criminal behavior. For example, students should keep their automobiles locked and their possessions secured at all times to discourage and prevent thefts.

Victor Valley College's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Victor Valley College and on public property within, or immediately adjacent to and accessible from campus.

The report also includes institutional policies concerning campus security; policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You may obtain a copy of this report by contacting the Campus Police Department at (760) 245-4271, extension 2329.

COLLEGE SERVICES

Many programs and services are available to students. This is just a brief overview. For a more complete listing and description, look in the catalog. To telephone, dial the main number for the college (760) 245-4271 and listen to the prompt.

Advanced Technology Center extension 2154 Building 21

The newly completed Advanced Technology Center houses the Math Lab, Basic Skills Lab, The Writing Center, and Peer Tutoring. In addition there are 7 smart classrooms, faculty offices, and computers for student usage.

Admissions, extension 2272 Student Services 1, Building 52

The Admissions and Records Office in addition to admitting students to the college, provides various services for the student. This office handles transcripts of academic records, applications for graduation, evaluation of transfer credit, associate degrees, and certificates of proficiency. This office also handles verification and certification of enrollment status, certifying good student insurance discount forms, processing of student petitions, name and address changes, mailing of final grade reports and registration for credit, noncredit and community service classes.

A&R office hours:

Monday-Thursday, 8:30am to 7:00pm
Friday, 8:30am to 3:00pm

Assessment, extension 2367/2608 Student Services 1, Building 52

The completion and processing of an admissions application to Victor Valley College is required prior to assessment testing. At the time of testing, students are required to have photo identification, their Social Security number and proof of application. If the student applied at the Admissions office a "Steps to Registration" form is required or if the student applied online, a printout of the application confirmation page will be required for the administration of the assessment test.

An assessment of a student's existing academic skills is required to assure a reasonable match between existing skills and the academic demands of certain courses. For example, all students enrolling in an English, mathematics or reading course or enrolling in a course for which English, mathematics or reading is a prerequisite must have completed the required assessment test. These individual assessment tests provide the placement recommendations which can guide students to the class that will assure success.

For recorded Assessment information and current test hours, please call (760) 245-4271, extension 2367

Associated Student Body extension 2278/2378/2331 Student Activities Center, Bldg 44, 2nd floor

The ASB Council meets on a regular basis and determines social policies and program activities for students at Victor Valley College. Students on campus are encouraged to bring matters of interest before the council or to sit in on student council meetings.

The student council's executive board consists of a President, Vice President, Treasurer, Secretary and Executive Senator. A number of student senators sit on the student council as representatives of various departments on campus.

According to the ASB Constitution, ASB students who are taking six or more units with a cumulative grade point average of 2.0 are eligible to run for office or be appointed to student government positions.

As members of the VVC Associated Student Body, all students are eligible to vote for student representatives to student government and to participate in the government of their campus.

Elections for the ASB Council are held in the spring of each year. ASB election information is available at the ASB office, 2nd floor, Student Activities Center.

Athletics, extension 2444 Gymnasium, Bldg 71

There are many sports available to VVC students. If you are a student athlete or you are interested in the Athletic Programs, call the Athletic Office at 245-4271, ext. 2444.

Bookstore, extension 2259/2563 Student Activities Center, Bldg 44

The Rams Bookstore is owned and operated by the Victor Valley Community College District. It is located in the Student Activities/Community Conference Center at the east end of the lake and adjacent to the elevator complex.

Textbooks, tradebooks, supplies, general merchandise and computer software are available through the Rams Bookstore. Other academic supplies such as graduation announcements, graduation regalia and college rings may also be purchased.

The Rams Bookstore is generally open Monday-Tuesday 8am to 7pm; Wednesday-Thursday 8am-5pm; and on Friday 8am-2pm. The hours of operation are extended during the beginning of the Fall and Spring semesters. Please call to verify these hours at (760) 245-4271, extension 2259 or 2563, or check out the bookstore website at: www.vvcRams.com

A reasonable profit margin for required textbooks and supplementary materials based on invoice price to the bookstore is established by the Board of Trustees or their designee. This profit margin and a list of current projects funded by the bookstore are published in a manner which

provides ready access to this information for students and other members of the college community.

The Rams Online Bookstore is now open 24-hours, 7 days a week. Books can be ordered and/or reserved online at www.vvcRams.com

VVC Bookstore Policies

1. Please leave all drinks, food, textbooks, notebooks, backpacks, and briefcases outside the bookstore.

ASB Card holders can use the lockers in the SAC for only \$10 per semester!

2. There is a limited supply of used books available at lower prices for most courses. Used books are on the same shelves as the new textbooks.

3. **REFUND POLICY - CHECK YOUR BOOKSTORE RECEIPT FOR SPECIFIC REFUND DEADLINES.**

SAVE YOUR RECEIPT

Your receipt is required for all refunds and exchanges. No exceptions

RUSH HOURS

Check online at www.vvcRAMS.com for current bookstore hours or call 245-4271, extension 2259 or extension 2563.

BUY BACK DATES: PLEASE VISIT

www.vvcRAMS.com

Dates and hours will be posted.

Textbooks . . .

- Books must be returned in the same condition as when purchased. Shrink-wrapped books must be returned with the plastic wrapping unopened.
 - **No book returns are allowed during the last two weeks of the semester.**
 - No returns on study aids, software, disks or CDs.
4. **SHELF TAGS:** Each book has a shelf tag that indicates COURSE #, SECTION #, INSTRUCTOR'S NAME and TITLE under a required or optional heading. Match the COURSE # and SECTION # to your registration printout to select the correct book (s).

A required book is a textbook that every student is expected to have. An optional book is a textbook recommended by the instructor.

5. PURCHASING POLICIES: We accept American Express, Discover, Master Card, Visa and ATM cards for the amount of purchase. **The credit card holder must be present to sign the charge draft.**

ALL RETURNED CHECKS are subject to a \$20 collection fee. No unimprinted or out-of-state checks are accepted. A current student I.D. is required for all checks.

6. There is a 10-business day waiting period on all checks before a cash refund will be issued. We do not accept 3rd party checks.

VVC Presents

Tickets to on-campus musical and theatrical events are available at the Ticket Information Center (TIC), Bldg 53. Call (760) 245-4271, ext. 849 (TIX) for more information.

HOURS WILL BE POSTED ON THE FRONT OF THE BOOKSTORE.

Bursar's Office, extension 2370 Student Services 1, Building 52

- ✓ Payment of fees
- ✓ Parking permit distribution

CalWORKs, extension 2592 Counseling/Administration, Bldg 51A

Eligible CalWORKs participants must be enrolled in a minimum of 9 units and be receiving adult cash aid. Assistance is offered in the form of specialized counseling and career planning to assist in meeting the requirements of county agencies, assistance with child care, and assistance in job search.

The CalWORKs office is located in the Counseling/Administration Building. For program details and office hours information, call extension 2592.

Career and Transfer Center extension 2447 Counseling/Administration, Bldg 55

Career Planning, extension 2447 - Services include career assessment tools to clarify goals; research materials for Victor Valley College career planning courses; computer assisted and written information on various career trends, benefits, and requirements; job search skills training; and an occupational resource library.

Transfer, extension 2447 - Services include assistance with transfer to 4-year colleges including computer and written information about academic programs, eligibility requirements, and costs; college catalogs; articulation agreements which evaluate Victor Valley College courses versus courses on other campuses; Transfer Guarantee Agreements with UCR and CSUSB; college recruiter visits to Victor Valley College; annual college fair at Victor Valley College featuring more than 40 four-year colleges from California and other states.

Child Development Center (CDC), extension 2618, Building 12

CDC provides Early Education Child Development programs. Enrollment is *free* to eligible families.

- ☞ For the State Preschool Program, eligibility is determined by income level and family size
- ☞ Other programs require parents to be working, going to school, or to be enrolled in a training program in addition to income eligibility
- ☞ Children ages 18 months through Kindergarten
- ☞ Nutritious meals prepared on site
- ☞ Positive, nurturing learning environment
- ☞ Conveniently located on the VVC campus
- ☞ CalWORKs families welcome
- ☞ Lab site for students majoring in Child Development or related fields
- ☞ Training Center for student workers becoming teachers, food service experience and office experience
- ☞ State licensed facility
- ☞ Credentialed staff

For additional information or to schedule a visit to the Child Development Center, please call 245-4271, ext. 2618 (*Se habla Espanol*) Eligibility forms are available at the Child Development Center or online at www.vvc.edu/offices/CDC/
Hours of operation: 7:30am-6:00pm Monday-Thursday;
7:30am-5:30pm - Friday
Accredited by the NAEYC (National Association for the Education of Young Children)

Cooperative Agencies Resources for Education (CARE), extension 2291/ 2208 Student Services 2, Building 50

The CARE Program is designed specifically for single parents on welfare. Through grants, services and vouchers, CARE provides grants for child care, transportation, books and/or supplies. Eligibility includes the following:

- ◆ being EOPS eligible
- ◆ being single head of household and primary earner
- ◆ being on TANF
- ◆ having at least one child under the age of 14
- ◆ having applied for financial aid

Cooperative Work Experience Education, extension 2281 Academic Commons, Bldg 42

Cooperative Education (Co-op) is a key element of Victor Valley College's comprehensive approach to career development.

Co-op is a 16-, 12-, or 8-week course that enables the student to receive college credit for on-the-job training that will make him/her a more efficient and valuable employee, while providing a practical education that supplements and enhances classroom theory. It relates education to real work environments through learning while earning. Students are required to set new learning objectives at their worksites. It also provides the opportunity for work improvement by improving skills. Victor Valley College recognizes job experience as a valuable learning resource. It has the uniqueness of turning community business, industry, and public agencies into an expanded education training laboratory. Co-op also allows credit for volunteer training. College elective credit is awarded on the basis of objectives completed and the number of hours a student works/trains. Students may utilize their present work sites.

For program details and office hours information call (760) 245-4271, extension 2281. You can visit our website at www.vvc.edu/office/coopedu.

Counseling Services, ext. 2296/2531 Counseling/Administration, Bldg 55

The Victor Valley College Counseling staff is committed to helping you achieve your educational and career goals. Whether your goal is to take one course, earn an certificate or an associate degree, or transfer to a four-year college or university, Victor Valley counselors are available to assist you. We can also help you clarify your goals and discuss personal issues in confidence. Call (760) 245-4271, ext. 2296/2531 or stop by for assistance.

Disabled Student Programs and Services (DSPS), extension 2212 Student Services 2, Building 50

The DSPS office provides a variety of support services and selected classes for students with documented physical, psychological, or learning disabilities. Support services include, but are not limited to, counseling services, training with adaptive computer equipment and software through the ACT Center, academic accommodations, texts in alternate forms, ASL interpreting, notetaking services, equipment loans, and agency referrals. Services provided are based on the student's documented disability(ies) and functional limitations. Students are encouraged to complete a DSPS application as early as possible in the admission and registration process, but must be enrolled in a course to receive services. Contact the DSPS office for additional information at extension 2212 or on the web at [www.vvc.edu/ student services link](http://www.vvc.edu/student_services).

Disabled Persons Parking - Vehicles parking in the blue-lined disabled persons parking stalls are required to properly display a state issued disabled persons license or placard and the VVC campus parking permit.

STUDENT SUPPORT SERVICES PROGRAM **(760) 245-4271, x2643**

Are you a first-generation and/or low income college student?

Do you plan to earn an associates degree or transfer to a university?

Contact the SSS Office in Student Services 2, Building 50.

- ✓ **TUTORING**
- ✓ **COUNSELING**
- ✓ **COMPUTER LAB**
- ✓ **WORKSHOPS**
- ✓ **CULTURAL ACTIVITIES**

**Extended Opportunity Program and Services (EOPS), extension 2422/2389
Student Services 2, Building 50**

Extended Opportunity Program and Services (EOPS) provides book service, extra tutoring in the Learning Center, career counseling, work/study programs, student assistants, priority registration, ASB cards, graduation regalia and other support services to educationally and economically disadvantaged students.

To be eligible for EOPS, a student must be a resident of California and be enrolled in at least 12 units of classes, but not have received an associate's degree (AA/AS) or completed more than 70 degree applicable units from any college, including Victor Valley College. Students must also be qualified for the Board of Governors Waiver A or B (economically disadvantaged) and be educationally disadvantaged.

To become eligible for EOPS, students must submit an EOPS application to the EOPS Office located in Student Services 2, Building 50.

Short Term Courses

Short term courses are available each semester for students who wish to complete a course in less than the usual 16 week semester. Courses are listed in the schedule of classes and are offered on 8, 10, and 12 week basis. Short term courses are accelerated classes that meet as above; the requirements for short term are identical to 16 week courses.

**Financial Aid, extension 2277
Student Services 1, Building 52**

Financial Aid is a sharing concept in which funds for your education are provided by you, your parents (if applicable), and state, private and federal agencies. This assistance comes in the form of grants, scholarships, employment and loans. These programs assist eligible students to pursue their educational goal(s), a transfer degree program or a degree/certificate program. This combination of funds is typically referred to as a financial aid package and is intended to help you meet the difference between your resources and the cost of attending college. Applications are available at the Financial Aid Department.

**Food Services, extension 2567
Student Activities Center, Bldg 44
(plus various vending machines on campus)**

Hot food, sandwiches, snacks and beverages are available in the Food Court located in the Student Activities Center. The convenience store also located in the Student Activities Center provides students the opportunity to purchase food and beverages.

Vending machines are located throughout campus. The locations include the Science, Bldg 31; Allied Health, Bldg 32; Humanities and technical buildings.

Labs at VVC:

Adapted Computer Training Lab (ACT), extension 2597

Student Services 2, Bldg 50

The primary purpose of the ACT Lab is to train students with disabilities to use adaptive hardware and software. ACT Lab services enable students to reach academic independence and subsequently, use these skills in the instructional labs and library on campus. Computer tutorials in math, memory skills, and critical thinking are also available. A DSPS counselor referral is required. Contact the ACT Lab for additional information at extension 2597.

Basic Skills Lab, extension 2595

Advanced Technology Center, Building 21

Ten basic skills courses offer instruction in reading, writing and arithmetic. The courses are one-unit, open- entry/exit courses held in the Basic Skills Lab located in the Humanities Center. Success in these classes provides a foundation for other introductory college level courses. Thirty-six (36) hours of lab work are required.

Foreign Language Lab, extension 2655 **Liberal Arts, Building 30, Room 11**

Open to all students enrolled in ESL or Foreign language classes. The lab is designed to accommodate classroom software requirements. In Addition, the lab has supplemental software available to language students wishing to enhance their language skills in ESL, Spanish, French, and German. The ESL Dept. has included new software for the beginning English learner and the more advanced student to practice their English skills. Call 245-4271, ext. 2655 for hours.

Math Lab, Extension 2788

**Advanced Technology Center, Building 21,
Room 155, 156, 157**

The Math Lab will be open for walk-in students from 12:30pm-9pm, Monday - Friday, and Saturdays from 12noon-5pm. A variety of math software will be available to help students at all levels of mathematics. A full time instructional Assistant and Math Department faculty members will often be available to help students. Regularly scheduled hours of faculty members holding office hours in the lab will be posted on the door during the first week of every semester. We hope our warm and friendly atmosphere will help students feel free to come for help with homework for both online and on campus classes, test preparation and tutorials.

The Writing Center Lab, extension 2607

Advanced Technology Center, Building 21

The Writing Center faculty and student tutors are trained to work with students in a variety of writing tasks including:

- ▶ generating ideas
- ▶ focusing on topics
- ▶ adding support
- ▶ organizing ideas
- ▶ revising essays
- ▶ recognizing grammar, punctuation, and spelling errors
- ▶ researching ideas
- ▶ documenting research

Software programs, word processing, and written pro-grams are available to help students. Students from all disciplines are welcome.

Call 245-4271, extension 2607 for information on hours.

For those students not regularly on campus, visit our web site for writing information and on-line tutoring:
www.vvc.edu/offices/writing_center/index.htm.

Library (Learning Resources Center) extension 2262/2427Library, Building 41

The library offers a diverse collection that includes books, periodicals, electronic databases, audio and video cassettes, CDs and DVDs. The library's web site (<http://www.vvc.edu/library>) provides access to the online catalog, instructional handouts, and online periodical and reference databases. Currently enrolled students may apply for passwords to access subscription databases from off-campus. Professional librarians are on duty at all times to assist students with research needs. Students must have a current semester ID card (or a picture ID along with registration printout) to checkout materials. Internet-accessible computers, photocopiers, group study rooms, typewriters, video players for instructional tapes and microfiche/film reader printers are also available in the library. Check the library's web site for current hours of operation, or call (760) 245-4271, x2262 for more information.

Public Telephones, extension 2707

Public telephones are available at several locations on campus including pay telephone locations: Student Services 1, Bldg 52; Library, Bldg 41; Allied Health, Bldg 32; Humanities Center, #80; Vocational Complex; Gym, Bldg 71; Science, Bldg 31; Student Activities Center, Bldg 44, and Counseling/Administration, Bldg 55.

Telecommunication devices for the deaf (TDD) have been placed on two telephones. Located in the Student Activities Center, Bldg 44, there is one on each level.

Student Activities

Many activities and services are available to students who attend Victor Valley College.

College services help facilitate each student's educational career and should make college life pleasant and productive while students pursue their educational goals.

Student Body Privileges

Every student at Victor Valley College is a member of the student body and is entitled to participate in academic and extracurricular activities at the college.

The Associated Student Body (ASB) is the organization which constitutes official membership in the community of students of Victor Valley College. (Please refer to catalog or contact the Associated Student Body.)

Student Clubs, extension 2278/2378/2331

Clubs for students with a variety of special interests are an on-going part of campus life at Victor Valley College. A complete listing of clubs is available from the Office of the Associated Student Body (ASB). Also refer to the college catalog.

Student Government

As members of the Associated Student body of Victor Valley College, all students are eligible to vote for student representatives to student government and to participate in the government of their campus.

Student Employment Office, extension 2265/2244 Financial Aid, Building 52,

The Victor Valley Community College Student Employment Office is established for the purpose of assisting students in securing employment.

The Student Employment Office staff is sensitive to the needs of the students and employers, and is committed to a program of personal attention to both participants.

The Student Employment Office focus is one of matching interests, training, and work history of the student to the job qualifications listed by the employer.

We offer students and employers the following employment options:

- ▶ Part-time or full-time employment during day or evening hours
- ▶ Seasonal employment
- ▶ On-call employment
- ▶ Permanent or temporary employment

Services include:

- ▶ technical support services available through the Internet, JobTrak, CalJOBS, and much more
- ▶ coordination of placement, "on" and "off" campus, for eligible Federal Work Study
- ▶ assistance with resume-writing and interview techniques

Veterans, extension 2256 Student Services 1, Bldg 52, Window 12

For active duty veterans, active service of 181 days or more and an honorable discharge is required to receive Chapter 30, 32 or 34 GI Bill. You must also be within 10 years of your discharge date. You can call 1-888-442-4551 to verify your GI Bill eligibility with the Veterans Administration.

Additionally, dependents of veterans who are 100% disabled (or deceased) from service-related causes may be eligible for Chapter 35 GI Bill benefits. Guard/Reserve six-year enlistees may also have access to the GI Bill through Chapter 1606.

Dependents of veterans with a 0% or greater disability from the V.A. may be eligible for tuition and fee waiver. Parents should contact the County V.A. office at (760) 843-2790 for further information and an application.

Active duty military may be eligible for tuition assistance from their respective branch of service. Contact your base/post education office for further information.

With few exceptions, the entire curriculum (including online classes) of the college is approved for GI Bill use. See the Veterans representative for further information.

GI Bill students assume full liability for overpayments of benefits. To avoid this, students must report to the Veterans representative when they drop classes.

As required by the V.A., GI Bill students must have a current education plan on file by the end of the second semester of attendance. The education plan must show the student's declared program and must have all previous college work and military experience properly evaluated. The Veterans office can provide the necessary forms to order military transcripts.

GI Bill students must stop by the Veterans office at the start of each semester with their enrollment printout and verify that their classes meet requirements.

Veterans may not receive benefits for repeating a course that was previously completed successfully. Grades necessary for “successful completion” are defined by a “D” for non-transfer or non-prerequisite classes and by a “C” for transfer or prerequisite classes as outlined in the catalog.

To receive veteran’s benefits, students must maintain a 2.0 or higher cumulative GPA (Grade Point Average) and show satisfactory progress in their program. For V.A. purposes, your GI Bill benefits will be terminated for either of the following two conditions:

- ▶ You fail to maintain an overall (cumulative) 2.0 GPA for three consecutive semesters.
- ▶ You fail to complete more than half your attempted units for three consecutive semesters. (For example, if you’ve attempted 20 units but have withdrawn from 11.)

If you fall into either of the preceding categories, the V.A. will not allow further certifications for GI Bill until you again meet the standards. You must also meet and be approved for recertification by your counselor.

For questions, and assistance with applications, please contact Doug Foxworthy at (760) 245-4271, extension 2256 or foxworthyd@vvc.edu

Victor Valley College District Foundation, Inc.

extension 2523/2251

Student Activities Center, Bldg 44 2nd floor

The mission of the Victor Valley College District Foundation is to assist the college in accomplishing its goals through

effective resource development. Incorporated in 1975, the nonprofit organizations dedicated to promoting and supporting educational activities at Victor Valley College by accepting and actively seeking contributions from public and private organizations, foundations, business and individuals.

The Victor Valley College District Foundation provides funding for a variety of college programs, activities, departments, associations, and organizations. Fund-raising activities include an annual giving campaign, payroll deduction plan, personal solicitation teams, planned giving bequests, memorial giving, grant proposal writing, special events, and a major capital campaign. Gifts are accepted in the form of cash, pledges, stocks, bonds, real estate, insurance, trusts, wills, and in-kind commitments.

As a tax-exempt public benefit corporation, the Victor Valley College District Foundation continuously seeks additional funding for student scholarships, faculty minigrants, child development, technology, equipment, endowments, and other college identified educational needs. Its dedicated twenty-seven member volunteer board of directors focuses entirely on supporting excellence at Victor Valley College. Board meetings are held on the second Wednesday of every month in the Student Activities Center and are open to the public.

For further information on how you can work together for student success, please contact Ginger Ontiveros, Executive Director, (760) 245-4271, extension 2523.

PETITION FOR LATE WITHDRAWAL

Student's Name: _____ Date of Request: _____

Address: _____ Student ID # _____

City/State _____ Zip _____ Phone No. _____

Course Title: _____ Section Number _____

Instructor: _____ Semester/Year _____

State below the reason for the petition request, extenuating circumstances, and why it should be granted. NOTE: Documentation must be attached.

Student Signature

Date

Petitions Committee Action:

Approved	Denied	Name	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Comments: _____

Student notified: _____
Date Initials

Office Intake Initial _____



PREREQUISITE CHALLENGE FORM

Last Name: _____ First Name: _____ SSN: _____

Date Submitted: _____ Phone: (____) _____

Street Address: _____ City _____ ST _____ Zip _____

A separate form must be completed for each course you wish to enter. All forms must be submitted to the Office of the Vice President of Student Services (Counseling/Administration Building). Return to the Office of the Vice President, Student Services 5 working days after submitting the form to receive the challenge decision. The last day to submit a prerequisite challenge form is the end of the first week of classes. Use back for additional comments/explanations.

Course I wish to enter and Section Number: _____ Prerequisite, corequisite, or limitation on enrollment I wish to challenge: _____

Challenge Categories

Please circle the number which applies to your challenge:

- 1. Challenging the prerequisite, corequisite, or limitation on enrollment on the grounds that the course has not been made reasonably available and the student will be unduly delayed in achieving an educational goal. A Dean of Student Learning or designee shall determine within 5 working days whether the required course was reasonably available, and if not, shall waive the prerequisite for the term. *Students wishing to appeal the decision of the Dean or designee may do so by meeting with the Vice President, Student Learning or designee.*
- 2. Challenging the prerequisite, corequisite, or limitation on enrollment based on my knowledge or ability to succeed in the course despite not meeting the stated conditions of enrollment (student documentation required). I understand that I must attach documented evidence in support of the challenge. A Department Chair will arrange for an instructor to evaluate the documentation and will render a decision within 5 working days. It is the student's responsibility to contact the office for the results. *Students wishing to appeal the decision of the Instructor may do so by meeting with the Dean of Student Learning responsible for the course being challenged.*
- 3. Challenging the prerequisite, corequisite, or limitation on enrollment on the grounds that it was established in violation of regulation or in violation of the District-approved processes (student documentation required). The Dean of Student Services or designee shall review the challenge and provide written notification to the student within 5 working days. *Students wishing to appeal the decision of the Dean of Student Services or designee may do so by meeting with the Vice President, Student Services or designee.*
- 4. The prerequisite, corequisite, or limitation on enrollment is discriminatory or applied in a discriminatory manner (student documentation required). I understand that I must present documented evidence in support of the challenge. The Dean of Student Services or designee will review the evidence and provide written notification to me within 5 working days. *Students wishing to appeal the decision of the Dean of Student Services or designee may do so by meeting with the Vice President, Student Services.*
- 5. The prerequisite is designed to protect health and safety and the student can demonstrate that he/she does not pose a threat to himself/herself or others. I understand that I must present documented evidence in support of the challenge. The Dean of Student Services or designee will review the evidence and provide written notification to me within 5 working days. *Students wishing to appeal the decision of the Dean of Student Services or designee may do so by meeting with the Vice President, Student Services.*

It is the responsibility of the student to provide compelling evidence (documentation) to support the Challenge.

Student Signature: _____

Upon completing this Challenge form you may enroll in the course by presenting this form at the Office of the Vice President of Student Services during registration. If this Challenge form is not upheld, you will be dropped from the course. If no space is available in the course when the Challenge is filed and, if the Challenge is upheld, you will be permitted to enroll in the subsequent term provided that space is available when you register.

For Official Use Only:

Initial Review: approved not approved Date: _____

Comments: _____

Reviewer's Name: _____ Signature: _____

Appeal: approved not approved Date: _____

Comments: _____

Reviewer's Name: _____ Signature: _____

Note: After action has been taken, forms are to be returned to the Office of the Vice President of Student Services

Revised 8/07

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REV 1/07