

# Student General Information

## Winter - Spring 2008



Victor Valley College  
Winter - Spring 2008

# 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](http://www.vvc.edu) for prerequisites and/or co-requisite courses. Victor Valley College will enforce these prerequisites during the registration process. For more information, contact the Admissions Office, 245-4271, ext. 2280 or Counseling, exts. 2296 or 2531.

## 1. What if I completed the prerequisite at VVC?

In most cases, the completed prerequisite will be in your student records. You will be able to complete registration through telephone registration (RamTalk), in person, or online, as usual.

## 2. What if I completed the prerequisite at another college?

For courses taken at other schools, you must have your official transcripts on file with the Admissions Office. A transcript request form can be found in the Admissions Office and Counseling Center. This form must be submitted several weeks prior to your date to register or brought in-person to Admissions.

## 3. Do I need an official transcript sent to VVC?

For best results, you will need to have your official transcripts from other schools in the Admissions Office prior to your registration appointment at VVC.

## 4. What is an official transcript?

An official transcript is a document of your coursework that is sealed in an envelope. **If the seal is broken, it will be considered an unofficial transcript.**

## 5. Will VVC accept coursework from high schools as completion of a prerequisite?

In most cases, no. However, you should consult the Schedule of Classes to ensure that you have met the prerequisite.

## 6. Can an instructor sign me into his or her class without having completed the course prerequisite?

**NO.** The purpose of a prerequisite being enforced is to make sure that you have the necessary background to be successful in the course. An instructor's signature will not override the prerequisite block to enroll.

## 7. How can I challenge a prerequisite?

You can challenge the prerequisite on one or more grounds:

- You learned the necessary prerequisite skills some other way
- The prerequisite course was not reasonably available
- A prerequisite based on health and/or safety requirements is either valid nor applies
- The prerequisite is discriminatory
- The prerequisite violates district policy or procedures

## 8. How do I file a challenge?

You can get a "Prerequisite Challenge" form from the Vice President of Student Services office located in the Counseling/Administration building OR online at <http://www.vvc.edu/forms>. The form must be submitted with documentation (unofficial transcript, assessment from another California Community College, etc.) to the Vice President of Student Services.

## 9. Is there a timeline for processing challenges?

The challenge must be acted on no later than five working days (this excludes semester breaks) after you submit it to the Vice President of Student Services office with documentation. If the process takes longer, you will be allowed to stay in the class. The challenge form must be submitted by June 30 for the fall semester and November 15 for the spring semester.

## 10. Can I be dropped from a class for not having a prerequisite?

Yes. The college has the authority to drop students from any course if they have not met the prerequisite.

# 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, and Advisories

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

1. A "Prerequisite" is a course or other condition of enrollment which a student must meet 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.

## 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 as well as online at [www.vvc.edu/offices/admissions-records](http://www.vvc.edu/offices/admissions-records). 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 Dean 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 Matriculation

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 revision 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 \*

Victor Valley College

## CHILD DEVELOPMENT CENTER

PROVIDING 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
- ☞ State licensed facility
- ☞ Credentialed staff
- ☞ 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

For additional information or to schedule a visit to the Child Development Center, please call 245-4271, ext. 2618 (*Se habla Español*)

Eligibility forms are available at the Child Development Center or online at [www.vvc.edu/offices/CDC/](http://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)***



# 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 from the Nursing Department. 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 January for June admission and in July 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

In order to be admitted to the Respiratory Therapy program, separate application must be made in addition to application to the college. Applications are available January through March 15. Applications can be obtained online shortly before the application period or in the Health Sciences office during the application period.

## 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. Completion of at least 60 units of college work, which may include up to four units of physical education activity classes.
2. Completion of twice as many grade points as units attempted including physical education activity units ("C" or better average).
3. Completion of at least 18 units of study in an approved departmental major or the completion of the course requirements for a certificate having 18 or more units. Units counted in the major may not be applied toward any other degree requirements.
4. Completion of at least 12 units while in residence at Victor Valley College. The student must be in attendance when requirements are completed or must have completed a minimum of 45 units in residence if not in attendance at the time of qualification for graduation.
5. Evaluation and acceptance of transfer courses taken at accredited colleges will be determined by the VVC Admissions and Records office.
6. Completion of 18 units of general education. Three units must be completed in categories 1, 2, 3, and 5, and six units in category 4 (see catalog). These categories will meet the requirements in the areas of natural science, social science, humanities, and learning skills.
7. A minimum 1.0 unit physical education course is required of all students who plan to receive an associate degree.

~ TRiO ~

## STUDENT SUPPORT SERVICES PROGRAM

(760) 245-4271, x2641

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

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

Located in:

Student Services 2, Building 50.

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



# GENERAL INFORMATION

## Probation and Dismissal Policies

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

- ▶ **Probation Academic.** Students who have attempted 12 or more units at Victor Valley College 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 Victor Valley College 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".

Victor Valley College notifies students of their probation status on their grade report received at the end of each semester. This is followed 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.

Victor Valley College notifies students of their **subject to academic dismissal** status on the grade report received at the end of

each semester (excluding summer session). A follow-up letter is sent to these students requiring them 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 Victor Valley College 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 this Petition for Readmission, and failure to do so may result in immediate dismissal from Victor Valley College

**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".

Victor Valley College notifies students of their **subject to progress dismissal** status on the grade report received at the end of each semester of enrollment (excluding summer session). A follow-up letter is sent to these students strongly urging that they 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 Victor Valley College 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.

## 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 Dean of Student Services.

Please refer to the Victor Valley College Proscribed Student Conduct in the Student Handbook.

## 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.

The deadline to apply for June 2008 graduation is Monday, March 3, 2008. There is one commencement ceremony held annually in June.

## 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.

## Transcripts

To order a transcript:

- Go to [www.vvc.edu](http://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.



# SSPIRE PROGRAM

**STUDENT SUPPORT PARTNERSHIP INTEGRATING RESOURCES  
and EDUCATION (SSPIRE) PROGRAM**

The **SSPIRE Program** is an intensive academic support program open to students in need of guidance and support in achieving their goals. Program services include a book stipend, English and math tutoring, study groups, career counseling and assistance with registration, and selecting classes. To be eligible students must be registered in the program. To enroll in the program, students must complete the **SSPIRE** application available in the Counseling/Administration Building (55) or contact Eartha Johnson, **SSPIRE** Coordinator/Counselor at (760) 245-4271 ext. 2629 for further information.

# NOTIFICATION TO STUDENT

## 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.

## 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, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent school attended, 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 under other defined circumstances without the student’s consent.

Student records primarily include those found in the Admission and Records Office (admission application, transcripts, petitions. . .) and the Office of Dean of Student Services (discipline). The required log of access to these records is kept in the Admissions and Records Office and the Office of the Dean of Student Services. Officials and employees may have access to these records if they are operating within the scope of their assigned duties. These records 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 438 of the General Education Provisions Act.

## Petitions Committee

The Petitions Committee meets weekly and considers requests from students for exemptions from various college policies including maximum academic load, course repetition, late adds/drops, late withdrawal, etc. Petitions are available at the Admissions and Records Office.

## Nondiscrimination Policy

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

The District, and each individual who represents the district or service provider to the District, shall provide access to its services, classes, and programs without regard to “national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, Veteran status, physical or mental disability, or the perception that an individual has one or more of the foregoing characteristics.”

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 "national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, Veteran status, physical or mental disability, or the perception that an individual has one or more of the foregoing characteristics."

Inquiries regarding the application of this policy may be directed to the appropriate compliance officer. For employment or staff related discrimination concerns contact the Vice President of Human Resources, at extension 2386. For disabilities related concerns contact the ADA Compliance Officer 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: "national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, Veteran status, physical or mental disability, or the perception that an individual has one or more of the foregoing characteristics."

Harassment based on any of the following statuses is prohibited and will not be tolerated: "national origin,

religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, Veteran status, physical or mental disability, or the perception that an individual 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, grades, 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 educational activities to counter discrimination and to minimize and eliminate a hostile environment that impairs access to equal educational opportunities [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 (other than ADA)

Any student who feels he/she has been discriminated against has the right to file a complaint of unlawful discrimination with the Vice President of Human Resources/Equal Employment Opportunity 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, marital status, color, national origin, religion, sex, age, sexual orientation, disability, or Veteran status 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.

## 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.

## 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 Compliance Officer or designee at 18422 Bear Valley Rd., Victorville, CA 92395 (760) 245-4271, ext. 2596.

For more information regarding complaint procedures for the protected

classes of such as disabled, race, color, creed, religion, sex, age, or national origin can review board Policy available on the VVC website or contact the office of Human Resources at (760) 245-4271, extension 2386.

## 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 Campus Police Department.

*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, 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 (8 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.

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 Mon-Fri, 7:30am and 7:00pm. 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 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

The 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 abuse alcohol or drugs.

## Smoke-Free Campus

Smoking is prohibited within 20 feet of all building entrances per California Penal Code 19994.30-19994.35. Smoking is also prohibited inside all buildings and enclosures at the college and at any activities sponsored by the college. Student violators are subject to procedures found in the Student Code of Conduct. Direct questions to the Dean of Student Services.



## 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.

The following offenses have occurred at VVC:

<u>Category</u>	<u>Incidents</u>	
	<u>Sept '06-Feb 07</u>	<u>March '07-Sept 07</u>
Murder	0	0
Rape	0	1
Robbery	0	0
Assault	0	1
Auto Theft	1	1
Burglary	7	9
Weapons Violations	1	1
Alcohol Violations	2	0
Narcotics Violations	2	1
Arrests	6	2
Petty Theft	6	14



# COLLEGE SERVICES

## **Academic Commons, extension 2240**

**Advanced Technology, Bldg 21**

*Come visit us on the web at:*

**[www.vvc.edu/offices/lc/academic\\_common.htm](http://www.vvc.edu/offices/lc/academic_common.htm)**

The Academic Commons supports most courses at Victor Valley College. Services include computer software provided on 85 computer workstations for CIS and the Learning Center, which includes math, biology, chemistry, philosophy, psychology, real estate, anatomy, Spanish, religious studies, economics, political science and more. The Commons also offers Internet access and word processing for all registered students doing "class-related" work. *NOTE: Printing of assignments is limited to 10 pages per day.*

Tutoring assistance is available in a variety of subjects including CIS for all *current* VVC students. Students can make a one-hour appointment, per week, per subject at no charge. Walk-in tutoring is available during scheduled times throughout the week, if tutors are available in the subject needed. Tutors circulate among the computers to provide assistance where needed.

The Academic Commons currently houses classrooms for BET and CIS classes, the Cooperative Education Office, the Allied Health Lab, the Help Desk, the Dean of Instruction, Academic Programs/Humanities, Arts & Social Sciences Office and offices for CIS, BET, and Business Administration faculty.

***Students must have current student ID cards, and sign in on Accutrack for all services in the Academic Commons. Please turn off cell phones and pagers, and discard all food and/or drinks before entering the building.***

Please call (760) 245-4271, extension 2240 for questions or additional information.

## **Admissions, extension 2272/2315/2267/2678**

**Student Services 1, Bldg 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 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, and registration for credit, noncredit classes.

## **Assessment, extension 2367/2608 Student Services 1, Bldg 52**

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.

Students must submit an application to Victor Valley College prior to taking the assessment test. At the time of testing, a student is required to have their photo identification, their Social Security number or Victor Valley College student identification and proof of enrollment to Victor Valley College. 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.

**For recorded Assessment Office information and the current testing schedule, 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.



**Basic Skills Lab,  
extension 2595  
Advanced Technology, Bldg 21**

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

**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](http://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](http://www.vvcRams.com)**

**VVC Bookstore Policies**

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

**Students 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

**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 \$30 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.

**RAMS BOOKSTORE HOURS**

Check online at [www.vvcRAMS.com](http://www.vvcRAMS.com) for current bookstore hours or call 245-4271, extension 2259 or extension 2563.

**BUY BACK DATES: PLEASE VISIT**

**[www.vvcRAMS.com](http://www.vvcRAMS.com)**

**Dates and hours will be posted.**



**Bursar's Office,  
extension 2370  
Student Services 1, Bldg 52**

- ✓ Payment of fees
- ✓ Parking permit distribution

**CalWORKs, extension 2592  
Counseling/Administration,  
Bldg 55**

Eligible CalWORKs/TANF participants must be currently enrolled and be receiving adult cash aid. Assistance with admissions, financial aid, specialized counseling, career planning, childcare and job search is available to meet the requirements of county agencies. Assistance with books/supplies and transportation may be available to eligible students.

The CalWORKs office is located in the Counseling/Administration Building. For program details please call extension 2592.

**Career and Transfer  
Services,  
extension 2447/2439  
Counseling/Administration,  
Bldg 55**

**Career Planning, extension 2447/2439** - Services include career assessment tools to clarify goals; research materials for Victor Valley College career courses; and written information on various career trends, benefits, and requirements; job search; and an occupational resource library.

**Transfer, extension 2447/2439** - Services include assistance with transfer to 4-year colleges including computer and written information about academic programs, eligibility requirements, and costs; college catalogs; Transfer Guarantee Agreements with UCR and CSUSB; college recruiter visits to Victor Valley College; annual college fair at Victor Valley College featuring more than 50 four-year colleges from California and other states.

**Cooperative Agencies  
Resources for Education  
(CARE), extension 2291/ 2208  
Student Services 2, Bldg 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, ext. 2281. You can visit our website at [www.vvc.edu/offices/coopedu](http://www.vvc.edu/offices/coopedu).

**Counseling Services,  
extension 2296/2531  
Counseling/Administration,  
Bldg 55**

The Victor Valley College Counseling staff is committed to helping you to clarify and achieve your educational/career goals. Whether your goal is to take a class or two, complete a certificate, earn an associate degree or transfer to a four-year college/university, VVC counselors can assist you in developing an education plan. Personal issues may also be discussed in the same confidential environment. Counselors can refer you to other helpful services when appropriate. We also offer a variety of Guidance courses including but not limited to College Success, Career and Life Planning, Self-esteem and Math Confidence. For a complete list of these classes, refer to the GUIDANCE and COUNSELING section in this publication. Meet with a counselor during the middle of fall and spring semesters to avoid registration periods (winter/summer) when demand for counseling is at its peak. To schedule an appointment, stop by the Counseling reception desk in Building 55 (over the lake) or call (760) 245-4271, ext. 2296 or ext. 2531.

**Disabled Student Programs  
and Services (DSPS),  
extension 2212  
Student Services 2, Bldg 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/](http://www.vvc.edu/) student services link.

**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.

### **Adapted Computer Training Center (ACT), extension 2597 Student Services 2, Bldg 50**

The primary purpose of the ACT Center is to train students with disabilities to use adaptive hardware and software. ACT Center 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 Center for additional information at extension 2597.

### **ESL Title V-HSI (Hispanic Serving Institute) Computer Lab extension 2397/2793 Advanced Technology, Bldg 21**

The purpose of the ESL Title V Lab is to help ESL (English as a Second Language) students improve their English language skills by providing consistent and meaningful access to a variety of current computer technologies.

The ESL Title V Lab is open to ESL students enrolled in ESL classes. The computer lab has 30 networked computers with multimedia capabilities. It features a vast array of software for student practice. Software programs available are listening, pronunciation, grammar, writing, typing, and word processing. There are many Internet based sites available for English practice. Students are strongly encouraged to use the lab to enhance their language skills. Tutoring is available.

Two Instructional Assistants are available: Xochitl Morales (ext. 2397) and Susana Jimenez (ext. 2397)

In order to get the full benefit of the lab experience, orientations are set up for the first time users throughout the Winter and Spring semesters. Dates and times will be posted at the beginning of each semester.

### **ESL(Inglés como Segundo Idioma) TÍTULO V CONCESIÓN DEL LABORATORIO DEL SERVICIO PARA HISPANOS Situado: Edificio 21 Teléfono #: 245-4271, ext 2397/2793**

El propósito del laboratorio es para ayudar a los estudiantes de ESL (Inglés como Segundo Idioma) a mejorar sus habilidades en el Idioma Inglés. El laboratorio provee consistencia y acceso significativo a una variedad de tecnología en computadoras del presente.

El Laboratorio de ESL está abierto para estudiantes matriculados en estas clases. El laboratorio tiene 30 computadoras con capacidades en la red de multimedia. Ofrece una enorme selección de programas de práctica para los estudiantes. Programas disponibles son: escuchar, pronunciación, gramática, escritura, y mecanografía. El programa de escritura (word processing) y muchos lugares basados en la internet están disponibles. Los estudiantes son animados a usar el laboratorio para enriquecer sus habilidades en el idioma Inglés.

Dos asistentes de instrucción están disponibles para ayudar. Xochitl Morales, ext. 2397 Y Susana Jiménez, ext. 2793.

Para obtener los beneficios completos y experiencia del laboratorio, orientaciones han sido preparadas para los estudiantes que usen el laboratorio por primera vez.

**HORARIOS:** Durante los semestres del Invierno y Primavera fechas y horarios serán anunciados a cada principio de semestre.

**PARAMAS INFORMACIÓN CERCA DEL LABORATORIO LLAMEA:**  
Xochitl Morales 245-4271, ext. 2397  
Susana Jimenez 245-4271, ext. 2397

**PARAMAS INFORMACIÓN CERCA DE LAS CLASES DE ESL (INGLES) LLAME:**  
Laird Eklund 245-4271 ext. 2380.  
Maria Ruiz 245-4271 ext.2686

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

Extended Opportunity Program and Services (EOPS) provides book service, extra tutoring in the Learning Center, career counseling, 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 in the Fall/Spring semester and at least 4 units of classes for the summer/winter intersession, 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.

### **Financial Aid, extension 2277 Student Services 1, Bldg 52**

Financial Aid is a sharing concept in which funds for your education are provided by you, your parents (if applicable), 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 on the web at [www.vvc.edu](http://www.vvc.edu) and click on "Financial Aid."

### **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.

### **Language Lab, extension 2655**

**Advanced Technology, Bldg 21**  
Day hours: Mon.-Friday, 8:45am-5pm  
Evening hours: Tues.-Fri., 5pm-8:45pm, Sat. 10am-2pm

Open to all students enrolled in 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 Spanish, French, and German. The Digital Language Lab allows students to record and listen to their voices for pronunciation development.

### **Library (Learning Resources Center) extension 2262/2427**

**Library, Bldg 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, audio/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.

Student body privileges include participation in classes, use of the library, plus a wide variety of student testing and counseling services which are available free of charge.

The Associated Student Body (ASB) is the organization which constitutes official membership in the community of students of Victor Valley College.

All students registering for credit classes are automatically assessed a \$10 fee for the ASB card (Fall/Spring) and a \$5 fee during Winter/Summer sessions. These dollars are used to support athletic programs,

Theatre Arts productions, and student events. They afford students the availability to scholarship programs, discounts and access to the Student Activities Computer room.

An ASB card entitles a student to reduced and/or free admission to all ASB activities; free admission to athletic events; reduced pricing for Theatre Arts and Master Artists performances; access to the ASB Internet Room, and a free copy of the College newspaper and other campus publications.

In addition, ASB cardholders are eligible to be employed by the Associated Students, compete for Associated Student Awards, and hold office in Student Government.

Full refund of ASB fees, less the cost of photo identification, is permitted for students withdrawing from all classes prior to the first day of the semester.

### **Student Activities/ Community Conference Center, extension 2707**

**Student Activities Center, Bldg 44**

This building is a central gathering place for students, faculty, staff and the Victor Valley College community. Included in the center are the:

Associated Student Body (ASB) offices, Auxiliary Services, Computer Room, Conference Center, Faculty/Staff Dining, Food Court (Coffee Shop, Deli, Pizza), Foundation Office, Rams Bookstore, Campus Police/Parking.

The building is located on upper campus, east of the lake. The elevator complex connecting lower and upper campus empties at the Student Activities Center patio.



The Student Activities/Community Conference Center is available for special interest and/or community use. For more information, call (760) 245-4271, x2707.

### **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).

Students interested in a particular activity find that campus clubs are a good way to meet other students and share ideas and information.

Interested students may join a club of their choice by contacting the club's president or advisor and expressing an interest in joining.

Among the clubs now in existence are the Arts Club, California Nursing Association, Future Teachers of America Club, Gay/ Straight Alliance, PTK Honor Society, Model United Nations Club, Computer Club, Theater Club and Rambassadors.

### **Student Employment Office, extension 2244 Counseling/Administration, Bldg 55**

The **Student Employment Office** at Victor Valley College offers employment resources, job referrals, and job placement services to students. Our mission is to assist Victor Valley College students the opportunity to gainwork experience and marketable skills in their field of study.

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.

Services include:

- ▶ Student employment workshops
- ▶ Job referrals
- ▶ On-line job search
- ▶ Interview techniques
- ▶ On-campus and off-campus interviews
- ▶ Computerized resume building
- ▶ Federal Work Study Placements
- ▶ Paid and non-paid internships

### **Student Support Partnerships Integrating Resources and Education (SSPIRE) Program, extension 2629 Counseling/Administration, Bldg 55**

The SSPIRE Program is an intensive academic support program open to students in need of guidance and support in achieving their goals. Focus is on assisting students to develop academic skills necessary for certificate or degree completion. Components of the program include a team-based approach to instruction, tutoring and counseling.

Program services include a book voucher, English and math tutoring, study groups, career counseling and assistance with registration and selecting classes. To be eligible for the program, students must have assessment scores at the Math 10 or English 6 level.

To enroll in the program for the Fall or Spring semester, students must complete the SSPIRE application and attend a group orientation. Applications are available in the Counseling/ Administration Bldg. 55 and on the VVC website. For further information, please contact Eartha Johnson, extension 2629.

### **TRiO-Student Support Services, extension 2643 Student Services II, Bldg 50**

The TRiO-Student Services Support Program is designed to assist participants in achieving their goals of

transferring to a four-year university and completing a bachelor's degree. The program is staffed with English and math tutor/peer advisors and a computer lab for supplemental instruction or independent study. The TRiO-Student Services Support Program provides academic and career counseling, tutoring in English and math, assistance with financial aid and university applications, transfer assistance, cultural activities and tours at four-year colleges and universities.

To be eligible for the Student Services Support Program at VVC you must:

- ▶ Be a first generation and/or low income college student
- ▶ Have a goal to transfer to a four-year university
- ▶ Be enrolled in a minimum of nine (9) units
- ▶ Be a citizen or permanent resident of the United States
- ▶ Have an academic need for the program services

The TRiO-Student Services Support Program is a federal program funded by the U.S. Department of Education. For inquiries regarding eligibility and services, please contact our office at (760) 245-4271, ext. 2641.

### **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.**

### **Veterans, extension 2211 Student Services I, Bldg 52, Window 12**

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 Financial Aid office representative for further information.

GI Bill students assume full liability for overpayments of benefits. To avoid this, students must report to the Financial Aid Office Specialist 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 prior college work and military experience properly evaluated. The Financial Aid office can provide the necessary forms to order military transcripts.

GI Bill students must stop by the Financial Aid 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 call (760) 245-4271, ext. 2211 and you will be directed to your specialist for assistance.

**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. Fundraising 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.

**The Writing Center,**  
**extension 2607**  
**Advanced Technology, Bldg 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 programs 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](http://www.vvc.edu/offices/writing_center/index.htm).

