

VICTOR VALLEY 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)
Police Technician Specialist 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 Gardener 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 the Social Sciences Certificate (CP)

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 (CP)
Recreational Vehicle Service and Repair Technician (CP)
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 Certificate (CA)
Medical Office Certificate (CA)
Office Services Certificate (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 (CP)
CADD Technician I Certificate (CP)
Civil CADD Technician I Certificate (CP)
Digital Animation Artist Certificate (CP)
Digital Animation Technician I-Softimage XSI Certificate (CP)
Digital Animation Technician I-3ds Max Certificate (CP)
Drafting Technician I Certificate (CP)
Geographical Information Systems Certificate (CP)
Visual Communications Graphic Design Certificate (CP)
Visual Communications Print Production Certificate (CP)

Construction and Manufacturing Technology, A.S.

Basic Electrical Technician Certificate (CP)
Basic HVAC/R Certificate (CP)
Basic Residential Maintenance Technician Certificate (CP)
Basic Woodworking Certificate (CP)
Building Construction Certificate (CA)
Building Inspection Certificate (CA)
Construction Management Certificate (CA)
Construction Technology Certificate (CA)
Plumbing Technician Certificate (CP)
Public Works Certificate (CA)
Renewable Energy Certificate (CP)

Education Technology

Collegial Education I/II Certificates (CP)
Education Technology Certificate (CP)

Electronics and Computer Technology, A.S.

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

Electronics Engineering Technology, A.S.

Associate Degree Electronics Engineering Technology
Certificate (CA)

Emergency Medical Technician

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

Fine Arts, A.A.

*This major is recommended for students interested in areas
such as the following:*
Art, Music, Photography, Theatre Arts

Fire Technology, A.S.

Fire Company Officer Certificate (CA)
Fire Fighter Certificate (CA)
Fire Prevention Officer Certificate (CA)

Journalism

Journalism Certificate (CP)

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 (CP)
Digital Animation Technician I-Softimage XSI Certificate (CP)
Digital Animation Technician I-3ds max Certificate (CP)

Medical Assistant, A.S.

Medical Assistant Certificate (CA)

Nursing, A.S.

Associate Degree Nursing Certificate (CA)
Nursing Licensure Certificate (CA)

Paralegal

Paralegal Studies Certificate (CA)

Paramedic, A.S.

Paramedic Certificate (CA)

Photography

Digital Photography Certificate (CP)

Physical Education

Physical Education Dance Certificate (CP)

Political Science

International Studies Certificate (CP)

Respiratory Therapy, A.S.

Respiratory Therapy Certificate (CA)

Restaurant Management, A.S.

Restaurant Management Certificate (CA)

Welding, A.S.

Welding Certificate (CA)

I.
WELCOME TO VICTOR VALLEY COLLEGE

*“Education forms the common mind:
Just as the twig is bent, the tree will follow.”*

*-Alexander Pope
1688-1744*

Vision, Values, Mission & Goals

VISION

Victor Valley Community College uplifts the diverse communities we teach and serve by promoting educational excellence, enhancing local prosperity, and ensuring environmental leadership.

VALUES

As a student-centered learning organization, we will uphold the following core values:

Excellence - providing superior service and educational *learning* opportunities

Integrity - guiding the college's actions with an internally consistent framework of principles

Accessibility - facilitating access to the college's programs from other locations

Diversity - valuing different points of view and contributions of all

Collaboration - encouraging recursive interaction of knowledge experience and mutual learning of people who are working together toward a common creative goal

Innovation - providing creative approaches to learning problem solving and growth

MISSION

The mission of Victor Valley Community College is to:

Cultivate - intellectual growth, social responsibility, environmental stewardship, cultural enrichment, and economic development.

Create - exceptional and accessible lifelong learning opportunities that afford students within our expanding communities the attainment of knowledge and skills necessary for success in the global economy.

Embrace - difference in our communities by integrating their wealth of multicultural knowledge and wisdom into a cohesive and resourceful *learning* environment for all.

Inspire - innovative teaching and service with imaginative uses of collaboration and technology, fostering vibrant programs that are measurably effective in addressing *student learning* and community needs.

Empower - each student to learn by modeling academic integrity, democratic citizenship, and meaningful contribution to society.

GOALS

The goals of Victor Valley Community College are to:

■ create sustainability and environmental stewardship for our colleagues, our students, and our community.

■ become an agile learning organization consistent with the needs of students and the communities that the college serves.

■ offer educational programs that lead to meaningful and measurable student learning and success through seamless transfer opportunities to colleges, universities, and careers.

■ increase the number of students served through recruitment, persistence, and retention strategies.

■ provide affordable and attractive options for members of the community seeking a post secondary education, which includes an environment in which diversity thrives.

■ develop and deliver enriching courses for community members and businesses seeking additional training and development.

RICH HISTORY

Victor Valley Community College is one 109 community colleges in California that are attended by 10 percent of all students in the United States. For more than 45 years, the college has served students from the High Desert, across the country, and around the world. The same pioneering spirit that brought people to this region of the country, drove local residents to move the college forward from a shared idea to a burgeoning reality.

Victor Valley Community College serves one of the largest geographical areas in the state. The area was first inhabited by several Native American tribes. Spanish missionaries followed and established Ranchos throughout the region. Later, pioneers moved through the area from Utah and other northern outposts on their way to establish settlements in what later became known as Southern California. The first non-indigenous people to reside in the Victorville area were merchants who built trading posts to provide provisions for gold miners, railroaders, farmers and ranchers that included staples such as ammunition, tools, mining equipment, food stock, horses, pack animals, postal service, and other necessities.

Commerce grew over time and a community began to form. The first town was called Oro Grande and then came Victorville followed by Hesperia, Apple Valley and Adelanto. The population of the area soon reached 60,000 people. It was at this time that local residents decided to bring higher education to the valley.

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 for the benefit of local residents.

BOARD OF TRUSTEES

Elected by the voters of the community, the Victor Valley Community College District Board of Trustees is the governing body of the college.

The Board of Trustees sets overall standards and academic policies for the college and guides the development of college programs and policies.

Policies set by the board are implemented on a day-to-day basis by the superintendent/president of the district and a well-trained group of administrators, faculty, and staff on behalf of the trustees.

Many Victor Valley College students transfer to four-year colleges and universities, and the Board of Trustees designs those educational programs in conjunction with the entire network of community colleges and universities in California.

The Victor Valley Community College District Board of Trustees also works closely with local community and business leaders to establish programs which will benefit the community at large. These and other initiatives are parts of the Integrated Plan mandated by the Board.

Working with employers within the Victor Valley area, the Board of Trustees has approved a number of programs to train students for specific jobs. With these technical programs, the Board of Trustees aims to help provide greater vocational opportunities within the Victor Valley area.

The Victor Valley Community College District Board of Trustees is under the advisory supervision of the California Board of Governors, which oversees higher education in California.

The Board of Trustees is responsible for budgeting funds received from state and local districts for the benefit of the college and its student body.

CAMPUS CULTURE AND CLIMATE

At Victor Valley College there is one constant upon which everything is based: The student is always first! This is true in all stages of planning and implementation. This includes the preparation of the college's budget, program development, and all services offered to the student. It is basic to our success and the success of our students.

According to Terrence E. Deal and Allen A. Kennedy, in *Corporate Culture* (1982, ch. 1), "A strong culture is a system of informal rules that spells out how people are to behave most of the time." Climate, on the other hand, is the informal day-to-day behavior, with its underlying attitudes, beliefs, and values, of members of the organization. Climate is not visual, but it is the feel, tone, atmosphere, and internal characteristics of the institution. Accordingly, Victor Valley College will seek to enhance its supportive organizational culture and climate by

Classes began in the fall of 1961 on the campus of the only high school in the region, Victor Valley High School. Originally, the college served a little over 600 students and employed a total of 15 faculty and staff. Construction began on the present campus in 1963 on land that was once a sprawling 230-acre ranch. Six buildings opened to students in 1965 and the landscape didn't change until an expanded technical complex was completed in 1979. This facility was followed by the Performing Arts Center that began operations in 1981.

Next, a building dedicated to Allied Health studies opened in 1983. In 1988, the Student Services Building was added to the campus complex.

In the 90's the campus grew with additions of: Gymnasium, Science, Library, Construction Technology, Student Activities Center, and Child Development Center. Student population also increased from 6,000 to approximately 9,500 during this period.

Most recently, the college opened the doors for two projects that included a 51,682 square foot Technology Center and the 28,156 square foot Speech/Drama Addition to the Performing Arts Center.

The Technology Center offers High Desert students a facility that contains a large open computer lab (mall), five smaller computer labs, three large class labs, four medium size class labs, and four smaller class labs. It houses 26 faculty and staff offices, a Management Information Systems office meeting room, and a server room. Almost all of the computerized training conducted on campus is located within this building. Digital Art, Writing labs, Computer Education classes and other related training are some of the programs which have been relocated to this building.

The Speech/Drama Addition to the Performing Arts Center features an experimental theater, a new scene shop, a rehearsal lab, a makeup lab, a costume lab, a lighting lab, a design lab, four speech labs, a large speech lab and an open communications lab.

The latest project under construction is the \$7 million Adapted Physical Education Building. This building will provide the college with dance and adapted PE facilities, open courtyard for presentations and performances, offices and showers. This facility, when completed, will enhance the college's ability to offer programs for a traditionally underserved segment of the High Desert population.

Today the college serves more than 11,000 students. It doesn't stop there. The college is expected to grow, enhance programs and services, and expand within its service area to meet the overall demand of our communities. Victor Valley College is a dynamic institution of higher learning and our history is still being written.

continuous implementation of all elements of a well defined plan. We will:

- motivate all members of the college community to do their best.
- recognize that tone and expectation, in essence climate and culture, are at the CEO level.
- foster the development and support the success of an increasingly diverse student population.
- encourage a quality-focused paradigm characterized by embracing institutional effectiveness, measuring student success, and creating innovative yet relevant educational programs and services.
- build cooperation and trust and create cross-cultural teams capable of meeting the political and educational demands for effectiveness and quality.
- develop leaders who are self-confident, group-oriented, facilitative of change, catalytic toward quality, and persuasive with all external and internal constituencies.
- destroy the illusion that constituent groups are separate, unrelated, and often competing forces.
- provide leadership that will guide activities resulting in appropriate change.
- promote continuous development of administration, faculty, and staff to provide programs and services of quality and excellence.
- encourage decision-making to be decentralized, management to be participative, and governance to be shared.
- advocate a college-wide problem-solving attitude desirous of institutional excellence and a quality college for the 21st century.
- acknowledge that learning and work can and should be fun and satisfying.
- thrive on effective communications, vertically and laterally, formally and informally, throughout the organization and in the community.
- reward and respect quality, excellence, and success, constantly and continuously seek institutional renewal and improvement.

ADMINISTRATION

Dr. Robert Silverman, Superintendent/President
Dr. Christopher O'Hearn, Deputy Superintendent/
Executive Vice President, Instruction/Student Services
Fusako Yokotobi, Vice President, Human Resources
Dr. Victoria Hinds, Executive Dean, Student Services
Virginia Moran, Executive Dean, Institutional Effectiveness
Jeffrey Holmes, Interim Dean, Student Workforce Development
Dr. E. Paul Williams, Dean, Humanities & Social Sciences
Dr. Lori Kildal, Academic Dean, STEM
Dr. Pat Luther, Dean, Health Sciences & Public Safety

The administration of Victor Valley College implements the policies and direction set by the Victor Valley Community College District Board of Trustees.

Under the direction of the superintendent/president, the administration of Victor Valley College keeps the college running smoothly on a day-to-day basis.

WHAT WE OFFER

Adult/Continuing Education

Victor Valley College maintains a program of Adult/Continuing Education which offers a variety of day and evening classes as well as some classes on weekends. All of these classes are non-credit.

Adult/Continuing Education classes are designed to meet a broad range of needs in the Victor Valley community, and include subjects such as basic skills training, older adult education, parenting, ESL and physical fitness.

Adult Education also provides classes in vocational areas such as home economics, which allow students to grow personally and professionally.

Awards

Each year, Victor Valley College sponsors an awards program where scholarships are given by companies, private groups, or individuals to college students who excel.

Information on awards, as well as a variety of student financial aid programs, is available in detail from the Financial Aid Office where application forms for scholarships and grants may be found (see Section VI - Financing Your Education) .

Phi Theta Kappa, the International Honor Society of the Two-Year College, was established in 1918. It is the only internationally acclaimed honor society serving institutions which offer associate degree programs. Membership is given added significance by the fact that the society is recognized by the American Association of Community Colleges as the official honor Society for two-year colleges.

The purpose of Phi Theta Kappa is to encourage scholarship and community service. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership

in an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Included in the lifetime membership is a nationwide job search program and the availability of over \$1,000,000 of transfer scholarships. Our chapter's name is Alpha Phi Gamma. To qualify for membership, a student must complete 12 units at Victor Valley College and have a cumulative G. P. A. of at least 3.5.

Community Service

Victor Valley College offers self-financing Community Services classes in areas in which students may desire personal growth or have a particular interest. These classes often include a cultural component involving seminars, film festivals, forums, and short-term general interest courses.

Community Service classes are funded entirely by fees collected at the time of registration and not by the Victor Valley Community College District. Fees for community service classes are not refundable unless the particular class is canceled.

Degrees and Certificates

Victor Valley College offers two degrees and over 100 certificates of achievement for satisfactory completion of specific programs of study. For a complete listing see pages I, II in the front of the catalog.

Associate degrees typically require two years of full-time study, although the length of time may vary according to individual student programs.

Associate in Science (A.S.) degrees are awarded in the areas of Math/Science and various technical areas.

Associate in Arts (A.A.) degrees are awarded in the areas of liberal arts and fine arts.

Non-degree continuing education courses for adults are also offered at Victor Valley College on a regular basis during the day, evening, or on Saturdays.

Requirements For Degrees/Certificates

Recipients of Associate in Arts (A.A.) or Associate in Science (A.S.) degrees from Victor Valley College must have completed 60 units of college work, with a grade point average of "C" or better. For a complete listing of requirements, see page 54.

Units to be counted toward graduation must include 18 or more units in an approved departmental major or in a certificate program having 18 or more units. At least 18 units of general education courses must also be completed to meet requirements in the areas of natural science, social science, the humanities, language skills, and logic/mathematical skills. Courses used to satisfy the major cannot also fulfill general education requirements. In addition, students must complete a physical education course.

At least 12 units must be completed while the student is a resident of the Victor Valley Community College District. Students receiving a Certificate of Achievement must have

completed all required courses with a grade point average of "C" or better, including 12 units in residence at VVC.

The College accepts most lower division courses from other colleges accredited by the following institutions: Middle States Association of Colleges and Schools and Colleges, The Northwest Association of Schools and Colleges, North Central Association of Schools and Colleges, New England Association of Schools and Colleges, Inc./Commission on Institutions of High Education, Southern Association of Colleges and Schools/Commission on Colleges, Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities (see Accredited Institutions of Post Secondary Education Handbook xi).

Student Honors

The President's List, the Dean's List, and the Honor Roll are marks of superior academic achievement.

To qualify for these prestigious honors, students must complete at least 12 units of credit classes with a letter grade (A, B, C) each semester and achieve outstanding grades as follows:

- To qualify for the President's List, a student must achieve a grade point average of 4.0 or an "A" grade in all classes.
- To qualify for the Dean's List, a student must achieve a grade point average of 3.50 - 3.99.
- To qualify for the Honor Roll, a student must achieve a grade point average of 3.0 - 3.49.

Technical Education

Certificates of Achievement are available to students who successfully complete the requirements of various certificate programs. These certificates are evidence of proficiency which are recognized by potential employers.

Victor Valley College offers certificates in major areas of study, including Administration of Justice, Allied Health, Automotive Technology, Business Administration, Business Real Estate and Escrow, Business Education Technologies, Child Development, Construction Technology, Computer Information Systems, Drafting Technology, Electronics and Computer Technology, Fire Technology, Nursing, Ornamental Horticulture, Paralegal Studies, Restaurant Management, Respiratory Therapy, and Welding.

To be awarded a certificate, a student must have completed all prescribed course work with a cumulative grade point average of 2.0 or a "C" average. At least 12 units of course work must have been completed at Victor Valley College.

Technical Education students who are earning certificates of achievement may also take additional courses to earn an Associate Degree.

Technical certificates are listed in *Section VIII* along with programs of study and course descriptions.

Graduation Honors

Students completing associate degree programs with prescribed cumulative grade point averages are recognized as honor students through the college commencement exercises and diplomas. These honor students will also be eligible to wear honor cords at graduation.

All lower division degree applicable courses, units, and grades earned by students at VVC and other colleges and universities are included in calculating grade point averages for graduation and academic honors.

Academic honors are as follows:

Highest Honors	3.90 - 4.00 GPA
High Honors	3.75 - 3.89 GPA
Academic Distinction	3.50 - 3.74 GPA

These honors are noted on student degrees.

ABOUT YOUR CAMPUS

Student Responsibilities

Students have a responsibility to understand and follow all college policies and procedures.

Students should study the schedule of classes as well as this catalog, which provides a wealth of information on admissions, registration, graduation, transfer, and managing and financing a college education.

Students must plan their own education by carefully considering the courses they take and the requirements for the educational degrees and certificates which they seek.

Student responsibilities include the selection of courses which will complete the general education and major requirements of the area in which they are studying (See Section XIII - Moving On).

Counseling and guidance services are available to help students plan and successfully complete their education at Victor Valley College.

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 basic ethical responsibilities of the teaching profession.

Open Class Policy

Victor Valley College strives to maintain an "open class" policy which allows any person admitted to the college to enroll in any course section or class. This includes all students who meet prerequisites in Chapter II, Division 3, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820, unless specifically exempted by law.

No preference in admission shall be given to either men or women, in accordance with Title IX.

California law requires that the average daily attendance in classes be recorded for state reimbursement.

Student Accident Insurance

All students who are properly registered at Victor Valley College are provided student accident insurance for accidents which occur in class or during college-sponsored activities such as sporting events. This insurance is secondary to other insurances.

If a student is injured in an athletic or nonathletic activity, claim forms are available in the Athletic Trainer's office which is located in the Victor Valley College Main Gymnasium.

Student Handbook

Important procedural and policy information is contained in the Student Handbook, which is available to all Victor Valley College students at no cost. Copies may be obtained in the Office of the Vice President for Student Services.

The **Student Handbook** includes important information on:

- Activities
- College Regulations
- Matriculation
- Student Services

Drug and Alcohol-Free Campus

Victor Valley College is a drug and alcohol-free campus.

This means that 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 have concerns about alcohol or drugs.

Smoke-Free Campus

Victor Valley College has been designated as a smoke-free campus. This means that smoking is prohibited in all buildings and enclosures at the college and at 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.

Campus Security/Police

As to be expected with more than 15,000 students and with open public access to the campus, 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.

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.
4. Card playing on Victor Valley College premises is prohibited except in a designated game or recreation area.
5. Dogs (except service eye dogs) and other pets are not allowed on Victor Valley College premises.
6. Printed materials 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.

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, 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-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 re-tención 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 en el Colegio Victor Valley, (760) 245-4271, extensión 2212.

Sexual Harassment

Victor Valley College policies prohibit sexual harassment. The college abides by the policy and appeal procedures of Assembly Bill 803, "Protection For Students and Staff Regarding Sexual Harassment." If a student experiences sexual harassment problems, he or she should immediately notify the District Affirmative Action Officer, Victor Valley College, 18422 Bear Valley Rd., Victorville, CA 92395 (760) 245-4271, extension 2386.

Acoso Sexual

El reglamento del Colegio de Victor Valley prohíbe el acoso sexual. El colegio se atiene a las normas y al procedimiento de apelación del Proyecto de ley 803, "Protección del acoso sexual para los estudiantes y los empleados." Si el estudiante experimenta acoso sexual, él o ella debe notificar inmediatamente al Oficial del distrito de acción afirmativa, Colegio de Victor Valley, Calle Bear Valley 18422, Victorville, CA 92395 (760) 245-4271, extensión 2386.

Student Affirmative Action Plan

Victor Valley College strives to overcome any remaining ethnic, economic, disabled, and gender under-representation in the composition of the student body or any factors that discriminate against students who seek to be educated here.

The college has responsibility for ensuring equal educational opportunity for all eligible residents of the district. Within its financial capacity, Victor Valley College will provide for the prompt, fair, and impartial consideration of all student grievances regarding race, color, religion, gender, disability, sexual orientation, or national origin.

The college provides access to counseling or grievance procedures for all students and encourages the resolution of students' problems on an informal basis.

As an equal educational opportunity campus, Victor Valley College complies with Title IX of the 1972 Education Amendments and Section 504 of the Rehabilitation Act of 1974.

The college will make every attempt to eliminate any remaining barriers that cause significant under-representation of minority, disabled, or economically, educationally, or socially disadvantaged students.

Discrimination Complaint Procedure

Any student who feels he or 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.

Nondiscrimination Policy

Victor Valley Community College District provides opportunities for the pursuit of excellence through educational programs and services primarily for college district residents. The purpose of these programs and services is to enhance the quality of human life by providing public access to college education without regard to race, ethnic or national origin, sex, age, disability, sexual orientation, or prior educational status or any other

unreasonable basis for discrimination. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Inquiries regarding the application of this policy may be directed to the appropriate compliance officer for Title 5 and Coordinator for Title IX, Regulation 504/ADA - Director of Human Resources, Victor Valley College, 18422 Bear Valley Rd., Victorville, CA 92395 (760) 245-4271, extension 2386.

Política No Discriminatoria

El Colegio Victor Valley proporciona, principalmente a los residentes de su distrito, oportunidades a fin de alcanzar metas de excelencia por medio de sus programas educativos y de otros servicios. El propósito de estos programas y servicios es mejorar la calidad de la vida humana haciendo accesible la educación universitaria al público en general, sin prestar atención a su raza, origen étnico o nacional, sexo, edad, insuficiencias o incapacidad física, su orientación sexual, previa situación educacional, o cualquier otra base irrazonable de discriminación. La falta de habilidad en el lenguaje inglés no será una barrera a la admisión o participación en el programa de educación vocacional.

Preguntas respecto a la aplicación de esta política pueden dirigirse al oficial designado responsable de la aplicación del Título 5 y al coordinador del Título IX, Regulación 504/ADA - Oficial de Recursos Humanos, Colegio del Victor Valley, Calle Bear Valley 18422, Victorville, CA 92395 (760) 245-4271, extensión 2386.

Information Para Estudiantes de Inglés Como Segundo Idioma (ESL)

Los estudiantes que no tengan un inglés fluido pueden pedir ayuda sobre preguntas respecto a los cursos ofrecidos en el Colegio Victor Valley y para inscribirse en las clases, está disponible por cita el consejera bilingüe en el edificio de Servicios Estudiantes en el Departamento de Consejería.

Estudiantes deberán inscribirse en las clases para inglés como segundo idioma hasta que estén preparados para seguir un programa de educación.

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 Students (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 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.

Americans With Disabilities Act (ADA)/504

Victor Valley College does not unlawfully discriminate based on physical or mental disability. Any complaints from students, employees or the public about unlawful discrimination in academic accommodation or facility access due to disability should be directed to the ADA/504 Coordinator who is the Vice President for Administrative Services. The Complaint Procedures may be obtained at that office or the Dean of Students Office. Assistance with disabilities for students can be obtained at the campus DSPS office located in the Student Services Building for physically disabled or the Academic Commons for Learning Disabled Center.

Student Right To Know

In agreement with the federal government and under the terms of the "Student Right-To-Know Subscription Agreement," Victor Valley Community College (VVCC) makes available its outcomes regarding the 1998 cohort. Rates were assembled from a **cohort** including only:

- First-time, full-time, credit freshman students in Fall 1998
- Indicated a goal of degree, certificate, or transfer

In looking at VVCC's Fall '98 initial cohort, only 225 students are represented. This amounts to only 2.7% of students enrolled in credit courses at the time of first census. Out of this proportionately small cohort, 28.0% of students either graduated, completed, or became transfer prepared. The overall transfer rate was viewed at 16.4%.

The Tracking Period for the current cohort was three years (Fall '98-Spring '01). Summer sessions were not included. Students in the '98 cohort were placed into categories based upon the following criteria:

- **Graduation/Completion/Transfer Preparation Rate:** A student received an Associate Degree, Certificate of Completion, or became eligible for transfer (earned at least 56 transferable units with a 2.0 GPA or greater).
- **Transfer:** A student who does not meet the graduation /completion /transfer preparation definition, but does transfer to a UC, CSU, or another CCC.
- **Still enrolled:** A student who has not completed a degree or certificate program but is still enrolled at the college.
- **Left in good standing:** A student who left the college in good academic standing.
- **Left in poor standing:** A student who left the college in poor academic standing.

- **Other:** A student either became permanently disabled, left to serve in the armed forces, left to serve in the foreign aid services, left to serve on a church mission, or died.

According to the IPEDS-GRS methodology, a student can only be counted once in any of the aforementioned categories. For example, a student who has received a degree yet is still attending the college will only be counted under the "Graduation/completion/transfer preparation rate" category and not the "Still enrolled" category. In addition, students who leave school to serve in the armed forces are also excluded from the cohort.

VVCC's results are shown below:

Completers	28.0%
Left in good standing	14.7%
Left in poor standing	16.0%
Still enrolled	21.8%
Transfers	16.4%
Other	3.1%

16.0% of students left in poor standing, whereas 66.2% either completed a degree or certificate, transferred, are still enrolled or became transfer prepared

In viewing the previous data, one must realize that the selected cohort discloses a very narrow view of college success. VVCC has been founded upon very diverse and established goals which are not reflected in the current rates. Some of VVCC's goals have translated into characteristics such as:

- Providing programs for disabled students and special populations
- Offering programs for low income students
- Teaching English as a second language
- Offering an AA degree in 2 academic areas, an AS degree in 21 academic and technical areas, and over 100 certificates
- Providing many courses in Vocational Education
- Providing many courses in precollegiate basic skills

