



STUDENT HANDBOOK

2024 - 2025

Victor Valley College

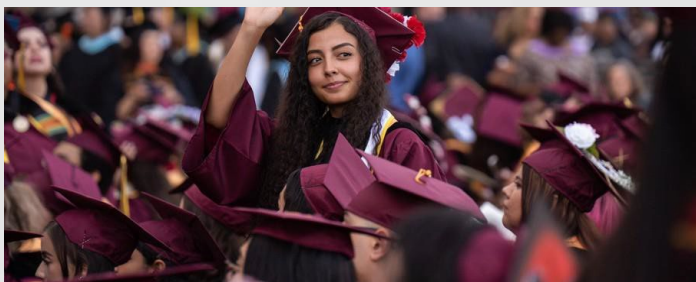


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Welcome to Victor Valley College



Welcome to Victor Valley College! You have chosen wisely.

The faculty, staff, administration, and The Board of Trustees are committed to providing you an affordable high quality educational opportunity. We believe your education is vital for strong families, resilient communities, and a skilled workforce.

Whether you are a first-year student in one of our transfer degree programs or enrolled in one of our many career and vocational programs, we are here to assist you in your journey. Our staff is committed to making your time at Victor Valley College as productive as we possibly can.

We want you to appreciate our quality academic programs, but we also encourage you to become involved in one or more of our student clubs each intended to expose you to formal and informal forums for areas of special interest. You are also encouraged to be active in your student government, which is an integral part of the College's participatory governance process.

From my own past experiences, I understand the sacrifices and hard work required to obtain a college education. Whichever program you have decided to pursue at VVC, you have taken the first step to a bright future and world of opportunities. Working together, we can make your dream of a college education come true.

It is truly an honor and privilege to serve as the Superintendent/President of Victor Valley and I look forward to celebrating your future success as you achieve your dreams and aspirations.

Victor Valley College is your community college!

A handwritten signature in blue ink, appearing to read "Daniel Walden". The signature is fluid and cursive, written over a white background.

Daniel Walden, Ph.D.
Superintendent/President

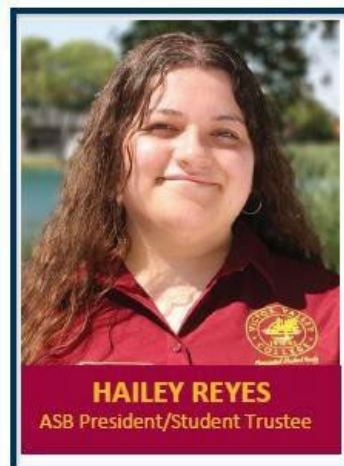
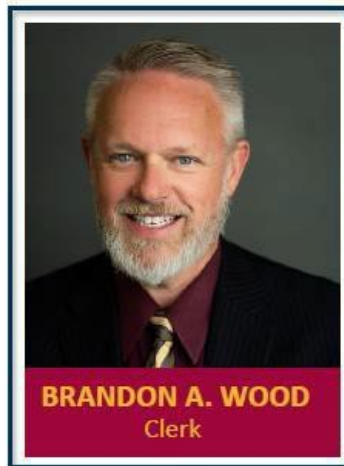
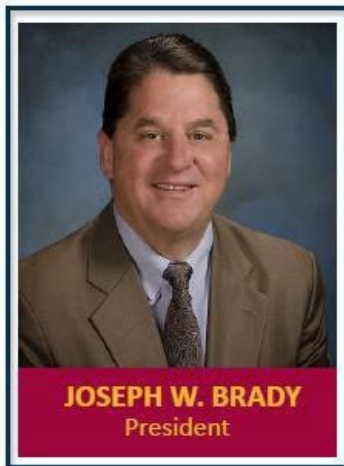
Board of Trustees

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 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.

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.

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.



Victor Valley Community College – Administration

Daniel Walden, Ph.D.....	Superintendent/President
TBD.....	Vice President, Administrative Services
Todd Scott, Ph.D.....	Executive Vice President, Instruction Innovation & Student Success
Monica Martinez	Vice President, Human Resources & Title IX
Arthur Lopez.....	Vice President, Student Services
McKenzie Tarango, Ed.D.....	Associate Vice President, Instruction
Jay Cohen	Chief Information Officer, Information Technology Services
Virginia Moran.....	Executive Dean, Institutional Effectiveness
Kelley Cahow.....	Dean, School of Humanities & Social Sciences
Richard Radcliffe, Ed.D	Dean, School of Public Safety & Industrial Technology
Henry Young, D.B.A	Dean, School of Business, Law, & Academic Resources
Amy Azul.....	Dean, School of Science, Technology, Engineering & Mathematics
Edward F. Alvarez	Dean, Student Services
Leonard Knight, Ed.D	Chief of Police



The Victor Valley College Student Handbook is intended to provide information about the campus and serves as a resource during your educational journey at VVC. This handbook is a guide and does not replace the Victor Valley Community College Catalog, which is the official document that contains college policies and procedures.

Vision, Values, Mission and Goals

VISION

Committed to equity and social justice, Victor Valley College will be the model of an innovative community college through exceptional student experiences that drive success, promote civic engagement, and meet community needs.

MISSION

Victor Valley College, in partnership with the community, is dedicated to providing opportunities for student learning and success through academic advancement, workforce development, and personal growth.

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

GOALS (Full language for each goal can be found in the College Catalog)

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

- **Student Experience and Success.**
- **High Quality Practice/Excellence.**
- **Institutional Learning.**



College History

Victor Valley College, located in Victorville, California, was established in 1961. It began as a part of the Victor Valley Union High School district, providing college-level courses to high school students. In 1965, the college gained its own district and was separated from the high school district. Since then, it has grown into a thriving community college serving the needs of around 17,000 students annually. In its early days, the college was located in temporary buildings on the Victor Valley High School campus. In the mid-1960s, the current 253-acre campus was purchased, and construction began on permanent facilities. The first buildings were completed in 1967, and the campus continued to expand over the years to include additional classrooms, labs, and administrative buildings. The campus also featured athletic fields, a swimming pool, and a performing arts center.

Victor Valley College offers a variety of associate degree programs and certificate programs in fields such as Business, Health Sciences, Public Safety, and Technology. In addition to traditional classes, the college also offers online courses and other distance learning options. Students can participate in a number of clubs and organizations, and the college has a strong athletics program with several teams competing in intercollegiate sports.

Like several community colleges, VVC has previously faced challenges over the years, including funding cuts and declining enrollment, however, VVC has remained committed to providing quality education and Student Success to students of the High Desert region and beyond. The college has a strong partnership with local businesses and community organizations, and its graduates have gone on to successful careers in a variety of fields.

Since the establishment of the Student Services Center — a new “front door” for VVC was created; a place where students can access all service departments under one roof — the focus has shifted to the long-awaited goal of building an educational event center and multi-purpose sports stadium on campus. The VVC Board of Trustees approved the sale of bonds to fund the establishment of this center in April 2020.

Construction began late 2022 with the intent to use the stadium in the Fall 2024 semester. The key goals of the project center on design, function, and sustainability, ensuring that the new facilities will be used daily to serve students and the community, will serve multi-functional purposes, and will be energy efficient and economically solvent. The opening of the “One-Stop” Student Services Center (2020) provided the opportunity to renovate and redesign Buildings 50 and 52 to support additional enhanced capacity classrooms, which opened in 2023.

Redesign and renovation of the Food Court in the Student Activities Center resulted in a January 2022 reopening of a larger Restaurant Management teaching lab and Desert Rock Café. In Fall 2023, a state-of-the-art Rams Café opened.

Local History of the Victor Valley

Long before the valley became homesteaded, clean water pools along the Mojave River offered all sorts of weary travelers a life sustaining opportunity to halt their journey and set up camps at a place that would later become known as the Victor Valley (named after railroad engineer, Jacob Nash Victor in the late 1800's). Lush green vegetation, access to water, and indigenous wildlife attracted Native Americans, Spanish missionaries, settlers in wagon trains coming from Utah and other points of departure, miners seeking their fortunes in the gold fields to the north, early explorers, cowboys herding cattle, and later railroad workers.

The next natural step was the arrival of merchants who set up shop out of their wagons to feed, supply and outfit these wayfarers around the early 1900s. As the stream of travelers increased, the first trading post was established in a place that later became known as Oro Grande. In time, the railroad completed laying track through the mountains and over the desert and people began to settle in the region. It didn't take long before enterprising land developers, guest ranch developers and business people saw the opportunity to profit from this influx of people and the region began to grow.

Eventually, the cities of Victorville, Hesperia, and the Town of Apple Valley incorporated between 1962 and 1988. With the commerce, came a need for schools. The first high school (Victor Valley High School) was established in 1915 and served as the only high school for the next 65 years. Since the mid- 80s, more than 20 diploma-granting institutions have been chartered to facilitate the needs of an ever- expanding population. The next logical step for the people of the High Desert was to establish a college to serve the needs of the region. It was on the campus of Victor Valley High School that Victor Valley College began its Tradition of Excellence 6 years ago.



Victor Valley College 2024-2025 Academic Calendar

- June 2024**
- 08 Spring Semester Ends
 - 12 Commencement
 - 17 Six & 8-Week Summer Classes Begin
 - 19 Juneteenth Holiday
 - 21 Grade Submission Deadline-Spring

JUNE 2024						
S	M	T	W	Th	F	S
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30						

- July 2024**
- 04 Independence Day Holiday
 - 27 Six-Week Summer Classes End

JULY 2024						
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21	22	23	24	25	26	27
28	29	30	31			

- August 2024**
- 05 Grade Submission Deadline (Six-Week Summer Classes)
 - 10 Eight-Week Summer Classes End
 - 20 Grade Submission Deadline (8-Week Summer Classes)
 - 23 In-Service/All College Day
 - 26 Fall Semester: 16-Week, 1st 12-week, 1st 8-Week Classes Begin

AUGUST 2024						
S	M	T	W	Th	F	S
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18	19	20	21	22	23	24
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- September 2024**
- 02 Labor Day Holiday
 - 23 2nd 12-Week Classes Begin

SEPTEMBER 2024						
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29	30					

- October 2024**
- 19 1st 8-Week Fall Classes End
 - 21 2nd 8-Week Fall Classes Begin
 - 28 Grade Submission Deadline (1st 8-Week Fall Classes)

OCTOBER 2024						
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- November 2024**
- 11 Veteran's Day Holiday
 - 16 1st 12-Week Classes End
 - 26 Grade Submission Deadline (1st 12-Week Fall Classes)
 - 28-29 Thanksgiving Holidays
 - 30 No Classes~College Closed

NOVEMBER 2024						
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- December 2024**
- 14 Fall Semester- Ends
 - 23 In Lieu of Admissions Day
 - 24-25 Christmas Eve/Day Observed
 - 26-27 Board Given Holidays
 - 28 College Closed~No Classes
 - 30 Winter Break Holiday
 - 31 New Year's Eve Observed

DECEMBER 2024						
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29	30	31				

- Key**
- First/Last day of Term
 - Holiday
 - College Closed ~ No Classes
 - Grade Submission Deadline
 - Spring/Fall Break ~ No Classes
 - Commencement
 - Twelve, Eight or 6-week Classes Begin/End
 - In-Service/All College Day

- January 2025**
- 01 New Year's Day Holiday
 - 06 Winter Classes Begin
 - Grade Submission Deadline-Fall
 - 20 Martin Luther King Jr. Holiday

JANUARY 2025						
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- February 2025**
- 07 Lincoln Day Holiday Observed
 - 14 In-Service/All College Day
 - 15 Winter Classes End
 - 17 Washington Day Holiday
 - 18 Spring Semester-16 Week, 1st 12-Week, 1st 8-Week Classes Begin
 - 25 Grade Submission Deadline (Winter Classes)

FEBRUARY 2025						
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- March 2025**
- 17 2nd 12-Week Spring Classes Begin

MARCH 2025						
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30	31					

- April 2025**
- 12 1st 8-Week Spring Classes End
 - 14-19 Spring Break~No Classes
 - 18 Spring Break Day~College Closed
 - 21 2nd 8-Week Spring Classes Begin
 - 28 Grade Submission Deadline (1st 8-Week Spring Classes)

APRIL 2025						
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30	31					

- May 2025**
- 17 1st 12-week Spring Classes End
 - 26 Memorial Day Holiday
 - 27 Grade Submission Deadline (1st 12-Week Spring Classes)

MAY 2025						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

- June 2025**
- 14 Spring Semester Ends
 - 18 Commencement
 - 19 Juneteenth Holiday
 - 23 Six & 8-Week Summer Classes Begin
 - 27 Grade Submission Deadline-Spring

JUNE 2025						
S	M	T	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- July 2025**
- 07 Independence Day Holiday Observed

JULY 2025						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- August 2025**
- 02 Six-Week Summer Classes end
 - 11 Grade Submission Deadline (6-Week Summer Classes)
 - 15 In-Service/All College Day
 - 16 Eight-Week Summer Classes End
 - 18 Fall Semester-16 Week, 1st 12-Week, 1st 8-Week Classes Begin
 - 26 Grade Submission Deadline

AUGUST 2025						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

STUDENT SERVICES
& MORE!



VICTOR VALLEY COLLEGE PRESENTS



VVC MOBILE

THE WC UNIVERSE IN YOUR POCKET!

FREE DOWNLOAD



VVC HACKS SURVIVAL KIT



PARKING PERMIT

It is recommended to buy your parking permit on a desktop and print out one copy and take a picture of temp permit until permanent permit is delivered to your home address.



VVC MOBILE APP <<< Apple Android >>>



ONLINE BOOKSTORE (ECAMPUS)

It is recommended that when you buy or rent your books, you have them shipped to the Rams Bookstore in Bldg 44. That's because it is FREE shipping. If you ship to your home address, there is a shipping charge.

Once the books have been shipped to the bookstore, you will receive an email when they are ready for pick up.





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(760) 245-4271

18422 Bear Valley College, Victorville,
CA 92395

www.vvc.edu



REGISTRATION



Educational Options - Explore VVC RAMPaths

Get familiar with the RamPath for your major.

Arts, Humanities, & Design Pathway Programs

3DAnimation	American Sign Language
Art	Commercial Art
English	Fine Arts
French	History
Liberal Arts	Music
Philosophy	Photography
Religious Studies	Spanish
Theater Arts	

Business, Office Services, & Law Pathway Programs

Business Administration	Business Education Technology
Business Real Estate and Escrow	Economics
Entrepreneurship	Global Studies
Law	Library Science
Paralegal Studies	Political Science
Public Administration	Restaurant Management

Education, Society, & Human Services Pathway Programs

Anthropology	Child Development
Communication Studies	Education
Ethnic Studies	Journalism
Psychology	Sociology

Public Safety Pathway Programs

Criminal Justice	Emergency Medical Services
Fire Technology	

Skilled Trades, Industry, & Transportation Pathway Programs

Automotive Technology	Aviation
Construction Technology	Welding

Health Sciences Pathway Programs

Allied Health	Health
Nursing	Respiratory Therapy

Science, Technology, Engineering, & Mathematics Pathway Programs

Agriculture and Natural Resources	Architecture
Astronomy	Biological Science
Chemistry	Computer Information Systems
Electronics and Computer Technology	Engineering Drafting
Geography	Geological Sciences
Kinesiology	Kinesiology Dance
Liberal Arts	Mathematics
Oceanography	Physical Sciences
Physics	

Once you know your RamPath, we have three ways to schedule a counseling appointment.

We offer appointments virtually as well as In-Person:

1. Call us at 760-245-4271
2. Come into BLDG 23, Window 14 & 15
3. Email vcounseling@vvc.edu, and put in the subject "Requesting a Counseling Appointment". Please use only your VVC student email and include your student ID and major.

Student Engagement Centers

The mission of the Student Engagement Centers is to serve a diverse population of students throughout their educational journey by providing access to learning resources that foster student success. The centers provide community building and a sense of belonging within the students' identified RAMPaths and empower them to be active participants in their education.

All four of Victor Valley College (VVC) academic schools have a Student Engagement Center with a Student Success Team that supports students' access and success by providing academic support, career counseling and campus engagement opportunities for all students. From fairs to workshops and panels, the engagement centers provide a unique opportunity for students to engage with peers, connect with resources and support services, and ensure success as students navigate their college and career journey.

The Student Engagement Centers partners with academic divisions, enrollment services, academic support services and student services to deliver an exceptional experience for all VVC students. To get started, select your school and get to know your Student Success Team! Located in Building 21 - Advanced Technology Center



School of Business, Law, and Academic Resources

 BLARStudentEngagement@vvc.edu

 <https://www.vvc.edu/school-business-law-and-academic-resources-blar-student-engagement-center>



School of Humanities, Arts, & Social Sciences

 HASSStudentEngagement@vvc.edu

 <https://www.vvc.edu/school-humanities-arts-social-sciences-engagement-center>



School of Public Safety and Industrial Technology

 PSITStudentEngagement@vvc.edu

 <https://www.vvc.edu/school-public-safety-and-industrial-technology-engagement-center>



School of Science, Technology, Engineering and Math

 STEMStudentEngagement@vvc.edu

 <https://www.vvc.edu/school-science-technology-engineering-and-math-engagement-center>

Steps to Enrollment

New or Returning Student

We are glad you are here! Whether you are a new or returning student, you have arrived at the right place to get information about the admissions process. At Victor Valley College, we invite you to find your path to your future through our degree and certificate programs. With flexible in-person and online learning options, you have more opportunities than ever to achieve your educational and career goals.

1. My VVC Self Service

Go to MyVVC Self-Service and click on the graduation icon  to complete the following:

- Complete the ORIENTATION (Required)
- Complete the CAREER COACH SURVEY (Optional)
- Complete the PLACEMENT SURVEY (Required)

2. My VVC Self Service

Meet with a Counselor to develop an Educational Plan: VVC Counseling Department

When scheduling your counseling appointment, please select your RAMPATH and follow the link to schedule your appointment.

* If you have attended another institution, your official transcripts must be sent in to evaluations@vvc.edu before your counseling appointment.

3. Register for Classes

Register for classes in Self-Service or in person at Admissions & Records in Bldg. 23.

- In Self-Service click on Student Planning and register for classes (on your assigned registration date).
- View these step-by-step help videos:
 1. Determine your Registration Date:
Reg Date Video
 2. Register for courses: How to Enroll
Video

4. Pay your Registration Fees

Pay your Registration Fees at:

<https://www.vvc.edu/fees-refunds>

If needed - request your parking permit at:

<https://www.paymycite.com/vvc/parkingpermit.aspx>

Follow up with the Financial Aid Office to complete any pending items.

5. Get your VVC ID Card

Required for all students and must be presented to access specific classes, computer labs, the weight room, and the library.

<https://www.vvc.edu/associated-student-body>

6. You're Ready!

Attend class and connect with support services early!

Learn more here:

<https://www.vvc.edu/welcome-student-services>

Dual (Concurrent) Enrollment: CCAP & Non-CCAP

Dual (Concurrent) Enrollment

College Credit for High School Students

Victor Valley College is dedicated to helping high school students throughout its district achieve college and career readiness. In partnership with local high schools, VVC strives to support students' needs by:

- Offering students opportunities to enroll in college-level courses to support high school graduation rates;
- Increasing the number of students who are college and career ready upon graduating from high school;
- Increasing students' preparation to transfer to four-year colleges and universities starting in high school;
- Developing seamless Career Education pathways from high school to community college;
- At Victor Valley College, there are multiple ways students can earn college credit while still in high school.

K-12 Grades

Dual Enrollment: CCAP & Non-CCAP

Dual Enrollment offers high school students the opportunity to enroll in VVC courses and receive college credit while pursuing their high school diploma. Dual Enrollment is divided into two areas: **CCAP** and **Non-CCAP (formerly Concurrent Enrollment)**. Courses are offered in a variety of disciplines and fields including general education and career pathway courses that align with local industry. Students can take these courses at their high school or at VVC depending on the agreement between the high school district and the college district.

Non-CCAP (Formerly Concurrent Enrollment)

Students can enroll in VVC courses offered on our campus or online with approval from their high school. Enrollment fees and any college-related fees may apply. Students are responsible for the cost of any books and supplies. Students receive college credit for courses taken, but their high school will determine if they are able to receive dual credit towards their high school graduation requirements as well. Students must complete the online CCCApply Application and submit the Dual Enrollment form to register.

Admission to VVC

All students must complete VVC's admissions application through CCCApply and follow the Steps to Enrollment for Dual Enrollment students. *Note: Home School students, who wish to enroll as a non-CCAP student, must provide a copy of the affidavit, which has been filed with the California Superintendent of Public Instruction to the Admissions and Records office prior to registration.*

Dual Enrollment Form (Non-CCAP Students)

A completed Dual Enrollment form must be submitted each semester before the student can register for classes.

Unit Limitations

Special admit students (CCAP) may take up to 15 units at their high school. All 15 units must be CCAP classes. **CCAP students also enrolling in non-CCAP classes cannot exceed 11 units total at any time.**

CCAP–College and Career Access Pathways

Assembly Bill No. 288 – Established the **College and Career Access Pathways (CCAP)**. Students enroll in a VVC course offered as part of a College and Career Access Pathways (CCAP) partnership agreement between the Victor Valley College and a local high school district. The classes are taught at a local high school campus during school hours. Classes taught at a high school are restricted and are only open to high school students. These courses are completely free for students, and students receive both high school and college credit. Students must complete the Online CCCApply Application and submit the CCAP Dual Enrollment Form (provided by the high school counselor) to register.

Students interested in participating in the **CCAP** program at their high school should meet with their **high school counselor** for more information.

The Classes I Want Are Full. What Do I Do Now?

Don't give up! Here are some actions you can take to get that class you need.

1. Waitlist

- The wait list feature allows students to add their name to a list of students waiting to enroll for a full or closed class before classes begin.
- There are a limited number of waitlist slots per class.
- Being on a waitlist DOES NOT guarantee enrollment in a class.
- When a seat becomes available, you will automatically be added in if you meet the course requirements.
- If not enrolled via the waitlist process, you must go to the class to try to obtain an Add Authorization Code.

2. Adding a Closed/Full Class

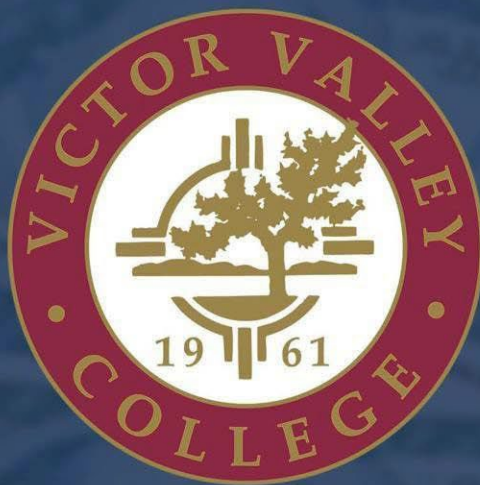
- Once the term begins, if you want to add a closed/full class, you will need to contact the professor directly. If the class is being held in person, you must attend the first class meeting and obtain an Add Authorization Code from the instructor.
- For online classes, you should communicate with the instructor through email.
- You must be eligible (have the appropriate prerequisite) for the class. Prerequisites are approved and entered by counseling. If you are blocked from registering for a class and believe that you do possess the appropriate prerequisite, or if you have a question regarding the prerequisite, contact Counseling via <https://www.vvc.edu/vvc-counseling> for assistance.
- If you receive an Add Authorization Code from the instructor, add the class online through Self-Service.

3. Dropping a Class

- Drop classes online in Self-Service or complete an Add/Drop form by printing your registration statement in Self-Service.
- See your schedule for important deadlines related to dropping classes, refunds, grading options.
- Don't forget to drop the classes you don't want/need. Not dropping can leave you with an "F" grade or owing money.



FINANCIAL AID



Financial Aid Quick Reference Guide



One Stop Center, Building 23 | financialaid@vvc.edu | <https://www.vvc.edu/financial-aid-home-page> Financial aid is money to help pay for college.

Grants, work-study, loans, and scholarships help make college affordable. Financial aid can come from federal, state, school, and private sources.

Victor Valley College's Financial Aid Office offers many services to students including assistance with filing the Free Application for Federal Student Aid (FAFSA) or CA Dream Act application, and financial aid advising. Our financial aid experts will answer your questions in person and over the phone. The department is here to help you fund your cost of education. Stop by the Financial Aid Office or follow the instructions on the website and remember that you are in charge of your education; we are here to help you finance it.

Types of Financial Aid

Grants

A grant is a form of financial aid that doesn't have to be repaid (unless, for example, you withdraw from school and owe a refund). A variety of federal grants are available, including Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), and Iraq and Afghanistan Service Grants (IASG).

Please note: Students who are attending less than 6 credits/unit may not receive Federal Pell Grant or Federal Supplemental Educational Opportunity (FSEOG) because the Cost of Attendance (COA) is not high enough to warrant the award, per federal regulations. All credits/units must be applicable to the student's graduation requirements. Class not required to complete the degree will not be considered in the enrollment level when determining Pell or FSEOG eligibility.

A variety of state grants are also available at VVC, including California College Promise Grant Fee Waiver (CCPG-formerly Board of Governor's Waiver), CalGrant, Dream Act funding, Student Success Completion Grant (SSCG), as well as other state funding.

Scholarships

Many nonprofit and private organizations offer scholarships to help students pay for school. This type of free money, which is sometimes based on academic merit, talent, or a particular area of study, can make a real difference in helping you manage your education expenses.

Work-Study Jobs

The Federal Work-Study Program allows you to earn money to pay for school by working part-time. Work-Study jobs are available on a first come, first served basis. JobSpeaker is an online platform that provides students access to current job and internship opportunities, and inform student of career-related activities happening on and off campus.

Please note: Students who are attending less than 6 credits/unit may not be eligible to receive Federal Work Study funds because the Cost of Attendance (COA) is not high enough to warrant the award, per federal regulations. All credits/units must be applicable to the student's graduation requirements. Classes not required to complete the degree will not be considered in the enrollment level when determining Federal Work Study eligibility.

How to Apply? <https://www.vvc.edu/how-apply-get-started-now>

These applications are for the following:	Types of Aid
FAFSA (online) application	Pell Grant, SEOG, Federal Work Study CCPG eligibility, Cal Grant eligibility
California College Promise Grant (CCPG) fee waiver*	Waives enrollment fees, reduces health fee
CA Dream Act application	Cal Grant eligibility, CCPG eligibility
Scholarships - separate application process	Scholarships based on many different criteria

*California College Promise Grant (CCPG) waived:

- Enrollment fees

***Fees not waived are:

- Student Activity fee \$10
- Student Representation fee \$2
- Student Service fee \$5
- Transportation fee \$6 (free Victor Valley Transit Authority bus pass)

When completing the **FAFSA** or **CA Dream Act application**, you will use tax returns from prior years.

Fees, Expenses, & Refunds

Using **Self-Service**, you can confirm your account balance and fee payment deadline date. Pay close attention to the **TOTAL FEES** and **DEADLINE DATE**.

Write down or print your total fees. Fees must be accurate. If your Student Fee Worksheet and payment are not correct, there may be a delay in your registration.

The fee payment deadline is the same as the "Last day to enroll online" for the Nelnet Payment Plans: See the Payment Plan Deadlines link on the Bursar's Office webpage:
<https://www.vvc.edu/bursars-office>

Pay in full or enroll in a payment plan through Self-Service to avoid being blocked from registering for other terms.

Students are responsible for dropping classes by the refund deadline to be eligible for a refund. If classes are not dropped, the student will be responsible for the fees. See Fee Refund Policy: <https://www.vvc.edu/fees-refunds>

Required Fees

Enrollment: \$46 per unit for each unit enrolled

Nonresident Tuition: For students who are NOT CALIFORNIA residents, the fee is \$366 per unit. (Fees for all California Community Colleges are set by the California Legislature and are subject to change.)

Student Center: Maximum is \$10 per academic year (\$5 fall term and \$5 spring term). Fees are mandatory and are used to maintain the Student Activities Center.

ASB Card: All students registering for credit classes are given the option of adding the ASB Card for a \$10 fee (fall/spring) and a \$5 fee (summer/winter). Fees are to be paid at the Bursar's Office or on Self-Service. The Associated Student Body in the Student Activities Center (BLDG 44) issues ASB cards and Student ID cards.

Student Representation Fee: In October 2019, Assembly Bill 1504 was signed into law, requiring California Community Colleges to collect a student representation fee of \$2 per semester. All students who initially register for classes on or after January 1, 2020 will have the \$2 Student Representation Fee (STRP) assessed. Students may opt out of the fee, please read below for more information on the fee and how to opt out.

What is it?

It is a mandatory fee supporting student representation efforts at the local and state level. The student representation fee is authorized by Education Code Section 76060.5, which states, "The student representation fee authorized by this section shall be collected by the officials of the community college...for student representation fees. The money collected pursuant to this section shall be expended to provide support for governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government..."

One dollar (\$1) of the fee goes to support the statewide Student Senate of California Community Colleges (SSCCC) and the other \$1 is to support Victor Valley College Associated Student Body to be used toward representing VVC students at the state and local level. The fees will cover the costs for registration and travel.

Does Financial Aid Cover the STRP?

Students are responsible for the Student Representation fee. If you do not pay this fee, your account may be placed on hold, and you may not be able to register. It is possible your financial aid (if eligible) will cover it upon disbursement. The California College Promise Grant (CCPG) covers enrollment fees only.

How do I opt out of this fee?

The STRP fee is charged at the time of initial registration, beginning January 1, 2020. Students may opt out of this fee by submitting the Student Representation Fee Opt-Out Form. The form must be filled out, signed, and submitted each fall, spring, or summer terms for which you are enrolled. Drop off at the Bursar's Office, mail hard copy to Victor Valley College Bursar's Office at 18422 Bear Valley Rd., Victorville, CA 92395 OR email to bursars.office@vvc.edu.

Student Transportation Fee: All students registering for credit classes will be charged a mandatory, non-waivable Transportation Fee. For fall/spring terms, the fee for students enrolled in less than 6 units will be \$5.50 and students enrolled in 6 or more units will be a maximum of \$6. For summer/winter terms, the fee will be \$3 per student. The Student Transportation Fee is authorized by revised Education Code Section 76361.1 and allows for this fee based upon the favorable vote of a majority of the students of the district who voted at an election on the question of whether or not the governing board should require all students to pay a fee for transportation services.

Optional Fees

Parking Permit: Students may purchase permits on <https://paymycite.com/vvc/parkingpermit.aspx>. Permits will be mailed directly to the student.

Parking fee:

- \$40.00 plus a \$4.95 processing fee- fall and spring semesters
- \$20.00 plus a \$4.95 processing fee- fall and spring semesters
- \$20.00 plus a \$4.95 processing fee-winter and summer sessions

****Parking permits are required and must be displayed to park on campus, Monday-Saturday. Parking rules and regulations can be found at /offices/campus police/. Parking rules and regulations are also printed on the front of the parking permits.***

Books & Supplies: Students may purchase books from VVC's Online Bookstore – eCampus and supplies for their classes at the Rams Bookstore. Students on book vouchers must use eCampus.

Auditing: Auditing is allowed by instructor permission on a space-available basis (Education Code 72252.3). This is to ensure that students taking courses for credit toward degree or certificate completion have the opportunity to do so. Students can obtain a course audit form from the Admissions and Records office the first day of classes. The cost is \$15 per unit per semester. Auditing fees are non-refundable and non-transferable.

Credit by Exam: Credit by Exam is allowed by a student after successfully completing 12 semester units of credit at Victor Valley College. The student must request a form from the Admissions and Records office to initiate the process. Keep in mind that Credit by Exam is not a right; it is the department's discretion to offer the exam. Upon approval, with the required signatures, California resident students will pay the current enrollment fees and non-residents must pay out-of-state resident tuition plus enrollment fees. The fees are non-refundable. A request for credit by examination must be submitted by the fourth week of the term (second week for summer courses). For more information, please contact the respective Dean's office.

How to Pay Fees?

Fee Refunds Policy

Fees are due and payable at the time of registration. Pay in full or enroll in a payment plan through Self-Service at the Pay with Payment Plan link to avoid being blocked from registering for other terms.

Students are responsible for dropping their classes by the refund deadline to be eligible for a refund. If classes are not dropped, the student will be responsible for the fees.

****FEE REFUND POLICY:** For 16-WEEK CLASSES the drop deadline is 14 calendar days (excluding holidays) from the first day of the term. For SHORT-TERM CLASSES, the drop deadline is before 10% of the class meetings that have been held.

****FINANCIAL AID STUDENTS:** It will be your responsibility to make sure any Financial Aid is in place for the upcoming term including fee waivers, scholarships, veteran's benefits etc. or you will be responsible to pay.

The following apply:

- **Parking Fee, Student Representation Fee (fall/spring), ASB Card Fee (fall/spring)** Full refunds are given to students withdrawing from all of their classes prior to the first day of the term. Refund applications are available from the Bursar's Office in Building 23 and online.
- **Enrollment Fees** Refunds are given for withdrawals up to the last day to drop classes with refund. A community college district governing board shall refund upon request any enrollment fee paid by a student pursuant to section 58501 for program changes made during the first two weeks of instruction for a primary term-length course, or by the 10 percent point of the length of the course for a short-term course. (Title V, sec. 58508.)
- **Non-resident Tuition** Refunds are given for withdrawals up to the refund deadline. Refunds will also be made for any erroneous determinations of non-resident status.

- **Military Withdrawals** Members of an active or reserve U.S. military service who withdraws from classes because of military orders receive a full refund of enrollment fees upon filing a Refund Application form and submitting documentation of military orders.
- **Refund Processing** A \$10 processing fee will be charged to students requesting a refund. This fee will be deducted from the amount of the refund due to the student. The Bursar's Office will begin processing refunds after the last day to pay registration fees (varies by semester). Please allow 4-8 weeks after that date for delivery of checks.

Online Refund Forms

- Refund Application
 1. Log on to <https://www.vvc.edu/fees-refunds>
 2. Click on **Refund Application** under **Refund Forms**.

Fee Exchange

This applies to 16-week classes **ONLY**.

Enrollment fees for dropped classes will be exchanged for added classes through the last day to drop classes with refund. After that, additional fees will be due for ANY classes, even if classes are dropped at the same time.

If you have any questions, please call (760) 245-4271.

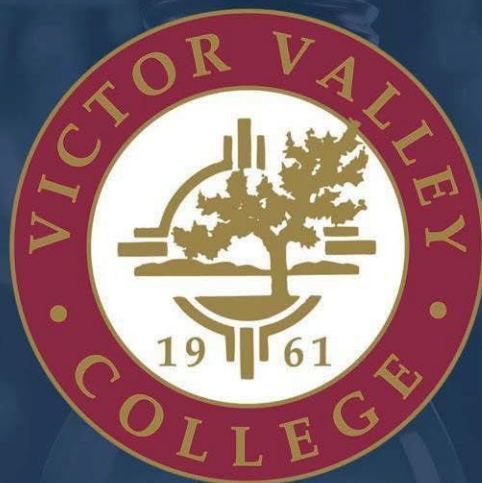
Fee Petition

The Petitions Committee meets twice a month to review all petitions; please allow two weeks for processing. Students will be notified by mail once a decision is made. Only Enrollment and Out-of-State Tuition will be considered for approval. ASB, Parking, Student Center, Student Representation, or Student Transportation Fees will not be granted on the petition.

RAMS



SUCCESS TIPS



Tips for Academic Success

mm
This Week:
BIOL 100
Math 226



1. ACTIVE CLASSROOM LEARNING

- Be prepared. Have your textbook, paper, pencil, and highlighter ready.
- Write notes in the textbook and highlight important topics with your highlighter if the instructor refers to information in the textbook.
- Listen carefully and do not be afraid to ask questions if you do not understand the material.




2. STUDYING

- Select the best time and quiet place for you to study. Set up a study schedule and follow it. Remember 1 unit of class = 2 hours of study.
- Be prepared. Have all materials (textbooks, notes, pencils, paper, dictionary) ready.

3. PREPARING FOR A TEST

- Find out as much information about the test as possible from the instructor, such as type of test, number of questions, material to be covered, value of the test toward the final grade.
- Set up an exam study schedule that you will not be overwhelmed at testing time.
- Review as actively as possible. Write down information you need to remember and highlight key concepts in your textbook. Make flash cards to assist in memorization of test material.

4. TAKING THE TEST

- Be prepared with pen and materials requested by the instructor (example: bluebook, scantron answer sheet, etc.)
 - Understand the test instructions. Ask questions for clarification before the test begins.
 - Be CONFIDENT and think POSITIVELY. Do not let anxiety determine the outcome.
- 

Success = Desire + Effort + Support

CLASS SCHEDULE

DATE: _____

S M T W T F S

TODAY'S ACTIVITY

- 07:00 _____
- 08:00 _____
- 09:00 _____
- 10:00 _____
- 11:00 _____
- 12:00 _____
- 13:00 _____
- 14:00 _____
- 15:00 _____
- 16:00 _____
- 17:00 _____
- 18:00 _____
- 19:00 _____

NOTES

MY TOP PRIORITIES

- _____
- _____
- _____
- _____

TODAY'S MOOD



TO DO LIST

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

10 Tips for Successful Time Management in College

1

USE A PLANNER

Use a planner to keep track of dates, deadlines, and daily to-dos! A planner is a resource for success.

2

PRIORITIZE GOALS

Is your to-do list getting a little overwhelming? Help yourself out by prioritizing your list by simply writing a letter or number next to each task to show it's importance. "A" = tasks you should be working on now. "B" = tasks that you can wait until "A" tasks are done. "C" = tasks that aren't very important and can wait.

3

LEARN TO SAY "NO"

Your schedule can quickly fill up in college. Learning to say NO is tricky, but important when keeping your priorities in order. Be assertive. Politely but firmly let visitors/phone-callers/texts know that you're busy.

4

PREPARE A PLACE TO STUDY

Use a quiet, well-lit, distraction-free place to study; you may want to find a place on campus and off campus to study. You'll find it easier to focus and get your work done in a good study space.

5

LET PERFECTION GO

Trying to make every college assignment you do letter-perfect can waste a lot of time. As long as you tried your best, you should feel accomplished. Let perfection go and focus on what you gained from your work instead.

6

MAKE A TO-DO LIST

As a college student, your semester will be full of commitments! Make your load more manageable by looking at your priorities one day at a time. Make a daily to-do list, it feels good to check things off!

7

DISCOVER YOUR PEAK

If you're like most people, you probably enjoy certain parts of the day when you're at your best. Which are yours? Find out when your high-energy (peak-time) and low-energy times of the day are to work best. Plan to work on your "A" tasks during your peak times and schedule less demanding or less important tasks for the low-energy times.

8

KNOW YOUR INSTRUCTIONS

There's no bigger waste of time than following the wrong directions for an assignment. If you're unsure about directions, ask your instructor.

9

REMOVE DISTRACTIONS

Fighting through the constant flow of texts and notifications interrupts your time and focus, which can eat up massive chunks of time. Remove or limit distractions to make better use of your time.

10

TAKE CARE OF YOURSELF

Proper exercise and nutrition help you stay physically fit and mentally alert. (Always consult your physician before you start an exercise program). Additionally, schedule social time because it is also important.

HOW TO EFFECTIVELY READ A COLLEGE TEXT

Reading a college text effectively requires an active approach. Active readers engage with text through “a conversation” with the author, gaining a deeper understanding of the information and retaining the material beyond the initial reading. Active readers read with a purpose in mind and a pencil or pen in hand. Use this reading process to actively read a text:

PREVIEWING THE TEXT

- Skim through the headings, subheadings, and the first sentence of each headed section to look ahead at what will be covered in text.
- Skim the end of the section/chapter textbook questions and summaries.
- Divide the reading into manageable “chunks” (often 10-page chunks per sitting).

READING THE TEXT

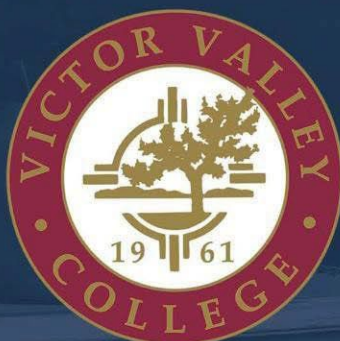
- Turn the title/heading into a question to set the purpose for your reading.
- Underline/identify main idea.
- Circle and define (if not included) key terms.
- Ask yourself questions about the material that start with how, why, or what.

REVIEWING THE TEXT

- Write to recall (paraphrase/summarize the paragraph, section, chapter, etc.
- Reread challenging sections.
- Critically think about the text (author’s purpose, make inferences (an educated guess), draw conclusions, identify fallacies, look for bias, determine fact vs. opinion, etc.)



COLLEGE TERMS TO KNOW



College Terms to Know

Academic Calendar – The Victor Valley College Academic Calendar is the master schedule of instruction days, holidays, and special dates related to admission, registration, and some college activities. The calendar is developed and board-approved each year. Based upon requirements of the California Community Chancellor’s Office and local needs.

Accessing Grades – Grades are available through Self-Service, at <https://selfservice.vvc.edu/> at approximately two weeks after the end of the semester. Grades are not mailed to students.

Adding a Class after the Term Begins – Once classes begin, an authorization code, obtained from the instructor, is needed to add a class to a schedule. If a schedule is revised in such a way as to change the total number of units taken, the amount of enrollment fees will also change. All fees are due at the time the change is made.

Attendance – Students have the responsibility to attend classes regularly and apply themselves to the college classes in which they are enrolled. When you have been absent due to illness, you should explain the absence to your instructor. No credit will be given for a class in which a student is not officially enrolled. Students who do not attend the first meeting of each class in which they are registered may be dropped from the class. However, it is the students’ responsibility to officially drop any class they stop attending or do not attend.

Canvas – Canvas is a course management system that supports online learning and teaching. It allows professors to post online learning materials and access student learning, and students to engage in online courses.

College Catalog – Programs, academic departments, course descriptions, and more can be found in the Catalog, which is available online at <https://catalog.vvc.edu/>

Commencement/Graduation – Graduating with your associate 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. For further information regarding graduation, please see your counselor. For more information on your diploma or certificate, please contact the Admissions and Records office. More information can be found at <https://www.vvc.edu/graduation-commencement>

Course Repetition - Students who have received any combination of W, D, F, FW, NP, or NC in the same course for a total of three times may not repeat the course. A course in which a grade of “C” or better was received may not be repeated unless such repetition is provided for in the official course description or by District policy. Only under specific conditions can a course be repeated in which a satisfactory grade (“C” or better) was earned or when the course was taken three times as noted above. Reference: Title 5: Sections 55000; 55023; 55040-55046; 58161

Degree Appropriate – College-level classes that are acceptable toward an associate degree or certificate program.

Dropping Classes – There are four ways to drop a class:

1. Students may complete and submit an **Add/Drop** form found on: www.vvc.edu/student-forms (Allow 2-3 business days for review and processing).
2. Students may drop a class in-person by visiting an Admissions and Records counter in the One Stop Center (Bldg. 23). (Immediate service during normal operating hours).
3. Students can drop a class by request via email to admissions@vvc.edu (Allow 2-3 business days for review and processing).
4. Students may drop a class by using Self-Service <https://selfservice.vvc.edu>

eCampus – Victor Valley College has partnered with Books by eCampus as the new official bookstore provider. Students can enjoy a convenient online experience at vvc.ecampus.com with competitive pricing on new, used, rental, eBook, and marketplace options.

Elective – Courses that are not required for the major or general education, but which are acceptable for credit. An elective course may be in the student’s major area of study or any department of a college.

Full-time Student – A student enrolled in 12 units in a regular term, 6 or more in an eight-week session or 4 or more units during a six-week session. A part-time student enrolled in fewer than 12 units during a regular term, fewer than 6 units in an eight-week session, and fewer than 4 units during a six-week session.

General Education Requirements – A group of courses required for graduation, selected by the student from varied areas of the arts, humanities, social sciences, natural sciences and math.

IGETC – Intersegmental General Education Transfer Curriculum – Completion of the IGETC will permit a student to transfer from Victor Valley College to a campus in either the University of California (UC) system or California State University (CSU) without the need, after transfer, to take additional lower-division general education courses to satisfy university general education requirements.

Late Add Petition Procedure – Late adds are not accepted. However, there is a petition for students who have serious extenuating circumstances. The late add petition, which is available in the Admissions and Records office, must be electronically signed by both the student and instructor. Missing the add deadline due to inability to pay fees, misunderstanding of the add deadlines, confusion about enrollment expectations, transfer or graduation requirements, hold or online enrollment mistakes are not acceptable reasons for petitioning.

Maximum Units – Maximum units allowed for fall or spring semesters (16-week session) are 18 units. Maximum units allowed for concurrent students for fall or spring semesters (16-week session) are 11 units.

- Maximum units allowed for all students for summer/winter sessions are 8 units.
- For larger loads, you must petition prior to enrolling. Concurrent students cannot petition for overloads.

Low Textbook Cost (LTC) – Low Textbook Cost sections, designated as “LST” in the class schedule to purchase textbooks and/or materials that will be \$50 or less.

Open Educational Resources (OER) – Open Educational Resources are teaching, learning, and research resources that reside in the public domain or have been released under an open license. OER are legally available and free of cost to students. Class sections using OER with no textbook are designated as “ZTC” on the class schedule.

Pass/No Pass – A grading option whereby a student can request to receive a PASS (P) or NO PASS (NP) instead of an A, B, C, D, or F. A Pass is assigned for coursework equivalent for above.

Probation – Students can be placed on academic and/or progress probation based on grades received and numbers of courses/units completed.

Parking Permit & Fees – All vehicles parking on the Campus must abide by the parking rules and regulations. Semester permits are available online. Additional parking is available at the meters. Daily permits can be purchased at the dispensers. Permits are not valid in metered stalls. Meters take **QUARTERS ONLY**. Dispensers will take coins, dollar bills and credit/debit cards. Permits must be displayed in plain view. Parking permits are required Monday through Saturday.

The College provides Officers for patrol of the parking lots. However, persons parking on district property do so at their own risk. Victor Valley College does not assume any responsibility for loss or damage to vehicles or their contents while parked anywhere on District property.

- **Habitual Parking Offenders** – Any vehicle that has been issued five (5) or more parking citations that are unpaid is subject to tow-away per CVC 22651.

- **Traffic Rules**– All California vehicle laws are enforced. Violators are issued citations to San Bernardino Superior Court.

- **Parking Violations Include:**

- Not displaying a valid parking permit.
- Exceeding time at a parking meter.
- Improper display of permit.
- Possession of a lost/stolen parking permit.
- Parking beyond stall lines or in more than one stall.
- Unauthorized parking in a Disabled parking stall.
- Unauthorized parking in Faculty/Staff stalls.
- Parking in unauthorized dirt areas.
- No overnight parking.

Citations - The Campus Police Department receives its authority to enforce traffic and parking regulations from the California Penal Code, the California Vehicle code, and provisions established by the California Legislature. Ignoring a citation will result in immediate legal action in the form of substantial additional penalties, a hold placed on your vehicle registration with the DMV, and a transcript hold at VVC.

Motorcycles - A motorcycle parked at Victor Valley College must display a parking permit, which must be affixed to the front fork of the motorcycle or clearly displayed. A motorcycle permit can be purchased online.

Disabled Persons Parking - Vehicles parked in the blue-lined disabled parking stalls are required to properly display a state-issued disabled person’s license plate or placard and a Victor Valley College parking permit.

Police office hours are Monday – Thursday, 8:30 am to 5:00 pm, and Friday 7:30 am to 3:45 pm. Campus Police can be reached by calling (760) 245-4271 Ext. 2555. In an emergency, dial 911.

IT IS RECOMMENDED TO PURCHASE YOUR PARKING PERMIT ON A DESKTOP, PRINT OUT A COPY AND TAKE A PICTURE OF YOUR TEMPORARY PERMIT UNTIL YOUR PERMANENT PERMIT IS DELIVERED TO YOUR HOME ADDRESS.

PURCHASE YOUR PARKING PERMIT AT: <https://www.paymycite.com>



Prerequisite, Co-requisites, Advisories -

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

- a. A “Prerequisite” is a course or other enrollment condition that a student must meet with a grade of “C” or better before enrolling in a course or program.
- b. A “Co-requisite” is a course that a student must take simultaneously in order to enroll in another course.
- c. An “Advisory” or recommended preparation is a course or other enrollment condition that a student is advised but not required to meet before or concurrent with enrollment in a course of program.
- d. “Limitations on Enrollment” are conditions for enrollment in courses, including honors, public performance or intercollegiate competition.

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

- a. The prerequisite, co-requisite, or limitation on enrollment violates VVCCD Board Policy 4260 or Administrative Procedure 4260.
- b. The prerequisite, co-requisite, or

limitation on enrollment violates Section 55003 of Title 5 of the California Code of Regulations.

- c. The prerequisite or co-requisite is unlawfully discriminatory or is being applied in such a manner.
- d. The student has the knowledge or ability to succeed without meeting the prerequisite, co-requisite, or limitation on enrollment.
- e. The prerequisite or co-requisite has not been made reasonably available, and the student, as a result, will be subject to undue delay.
- f. A limitation on enrollment will delay by at least one semester attaining a degree or goal specified in the student’s Education Plan.
- g. Enrollment will not pose threat to the student or others in a course with a health and safety prerequisite course.

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

Late challenges will be considered, but enrollment will not be guaranteed pending their resolution.

For more details, contact the Office of Admissions and Records or the Counseling office.

Registration – Registration is the process of becoming officially enrolled or registered in your classes.

Properly completing all steps of the most current registration process is the responsibility of the student.

Students interested in attending Victor Valley College can view the schedule of classes online <https://selfservice.vvc.edu/Student/Courses/> before the beginning of each semester.

Registration and other deadline dates are available on our website <https://www.vvc.edu/register/>

Students who do not correctly complete the registration process cannot be enrolled in classes or receive course credit.

Registration is a privilege and maybe withheld if a student has outstanding fees, unpaid parking fines, returned checks, library fines, or has not returned physical education materials and/or equipment, or has other outstanding financial obligations to the college.

Registration for summer/fall begins in late April; winter/spring registration begins in mid- November.

Resident/Non-resident Status – Students who are residents of California qualify for certain benefits such as in-state enrollment fees. Non-resident students are not local residents of California and must pay non-resident fees.

Satisfactory Academic Progress (SAP) – Students can be placed on academic and/or progress probation based on grades received and numbers of courses/units completed. Students receiving financial aid must maintain a certain level of academic progress as there may be negative impact based on their grades and units completed.

Scholarships – The Foundation office serves as the primary repository for scholarships used by students at Victor Valley College. In an effort to demonstrate a respect for the Donor’s intent and maintain compliance with regulatory agencies, this policy will govern the acceptance and establishment of scholarships with the Victor Valley College District Foundation. Visit the Financial Aid office or the Foundation office for more information.

Scholastic Honors at Commencement – Students completing associate degree programs with prescribed cumulative grade point averages are recognized as honor

graduates at the college commencement exercises. These honor graduates are 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:

- **Summa Cum Laude (Highest Honors) 3.90 – 4.00 GPA**
- **Magna Cum Laude (High Honors) 3.75 – 3.89 GPA**
- **Cum Laude (Academic Distinction) 3.50 – 3.74 GPA**

*These honors are noted on student diplomas.

Self-Service – Self-Service is a tool to enroll in courses, check grades, view planned courses (educational plan), and other student-related information.

Skills/Certificate of Achievement – Students completing a specific program may earn skills certificates of Certificates of Achievement.

Student Identification – The Student Identification Card is now required for VVC students and must be presented to access certain classes, computer labs, the weight room, the library and to ride the Victor Valley Transit Authority (VVTA) bus. The Student Identification Card can be obtained in the Student Activities Center, 2nd floor. A current class printout and valid picture ID (driver’s license, CA ID, military ID, or passport) must be presented at the time the card is issued.

- 1) **FREE ID CARD:** Available by taking your paid registration statement and a valid picture ID (driver’s license, CAID, Military ID, or passport) to the ASB office which is located on the 2nd floor of the Student Activities Center Building, or
- 2) **ASB ID CARD:** If you wish to purchase an ASB ID Card, all fees must be paid and your registration statement must show a zero balance, before you go to the ASB office as stated above.

Student Registration Priorities – The Board of Governors of the California Community Colleges intends to provide priority registration for students who enroll in a community college for a degree or certificate attainment, transfer to a four-year college or university, or career advancement. Registration priority shall be provided to students who have completed orientation, assessment, and developed a student education plan, remain in good academic standing, and have not completed more than ninety (90) degree-applicable semester units at Victor Valley College. Registration priority, in the order of priority listed below, shall be provided to students as follows:

Units completed at other colleges are not used in determining registration priority

PRIORITY REGISTRATION – BLOCK 1

1 **Member of the Armed Forces** (must provide copy of orders to Admissions and Records)
Military Veterans (must provide copy of DD214 to Admissions and Records)
Homeless Youth/ Foster Youth/ Former Foster Youth; EOPS

PRIORITY REGISTRATION – BLOCK 2

2A Students with 45-90 units completed at VVC *and* students with more than 90.0 units completed at VVC with an approved petition

2B Spouses of Disabled Veterans; ASB Council Members; Work Study Students; Active Phi Theta Kappa Members; Student Athletes; Trio/UB Cohort; Active PACE Students and First Year Student Equity Cohort Groups; UMOJA;

PRIORITY REGISTRATION – BLOCK 3

3A Students with 30-44.5 units completed at VVC

3B Students with 15 – 29.5 units completed at VVC

3C Students with 0 – 14.5 units completed at VVC

¹Continuing Student =currently enrolled at VVC

REGISTRATION - BLOCK 4

New²/Returning³/Inter-College Transfer⁴ Students

²New-fully matriculated student = first time attending any college and must have completed Orientation, the Placement Survey and developed an Education Plan

REGISTRATION – BLOCK 5

Concurrently enrolled K-12 Students^s

Students who have submitted an online VVC application, concurrent enrollment form,

REGISTRATION – BLOCK 6

Students not fully matriculated (has not completed orientation, a placement survey or developed an education plan) Students not in good standing (e.g., academic and/or progress probation for two consecutive semesters)

A Loss of Priority Registration Appeal form may be filed with the Admissions and Records Office.

Transcript – A student’s official academic record that lists all courses taken and the final grades received for each course. Official transcripts bear a seal of the college and signature of a designated college official and are sent directly from one institution to another.

Transfer – Transferring from one college to another meeting the requirements for admission to the second institution.

- **CSU Transfer** – Courses designated “CSU” are baccalaureate-level and will transfer to all of the California State University campuses and count toward graduation at Victor Valley College.
- **UC Transfer** – Courses designated “UC” are baccalaureate-level and will transfer to all of the University of California campuses and count toward graduation at Victor Valley College.

Transportation Fee – Students are required to pay \$6.00 each term for the *Transportation Fee*, which allows any student with a Student ID card to ride the Victor Valley Transit Authority buses for no additional cost.

Unit – Every course taken for credit contains one unit for each lecture hour per week or for every two to three laboratory hours per week.

Waitlists – Before the beginning of the semester, if a class is full, you may place yourself on a waitlist. If a seat becomes available, you may automatically be added to the class depending on your place on the waitlist, and your student account will be charged with enrollment fees. If you choose not to take the class, it is your responsibility to drop the class before the drop and refund deadline.

Important: Check Self-Service frequently to see if you have moved from the waitlist to enrolled status.

Withdrawing from Classes – Students should not rely on instructors to drop or withdraw them from classes. A student may drop or withdraw (or be dropped by an instructor) before the 75% point of completing the class.

Students may not drop or be dropped after this point, and instructors must issue a grade if the student remains on the class roster beyond this point.

A student who drops a class (or who is dropped by an instructor) on or before 20% of the course will have no record of the class appearing on their permanent transcript, although they may still be responsible for payment of fees.

Drops that occur after 20% of the course and on or before 75% of a course will result in a W symbol being entered. Students may be dropped for lack of attendance or “good cause” as defined in California Education Code, Article 3, Section 76033.

Refer to the Add/Drop policy and Important Dates and Deadlines listed on the Admissions & Records Register (<https://www.vvc.edu/register/>) page

Zero Textbook Cost (ZTC) – Zero Textbook Cost sections, designated as “ZTC” in the class schedule, do not require students to purchase a textbook. These sections may have recommended (but not required) books, or may use free, openly licensed teaching and learning resources, such as Open Educational Resources (OER). ZTC sections may have a material fee such as lab supplies, calculator, text forms, etc. but no conventional textbook fee.

Please Note...

*** *It is the student’s responsibility to keep all information such as name, address, telephone number, major, and email current and accurate with Victor Valley College. If a change is needed please fill-out the “Student Update Form”, found on the Admissions and Records website:*

<https://www.vvc.edu/admissions-records>

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.

Units, Credits & Grades

How many units per semester?

- Unlike the formal structure of a high school schedule, a college schedule can be unstructured. You are in charge of your own schedule. Many sections of the same class are offered at various times of the day. It is up to you to select the time which best meets your needs.
- A common schedule is 12 college units per semester. With a normal course load, students may expect to devote 2 hours study time for every unit to support academic success equaling approximately 24 hours per week.
- It is important to consider all aspects of your life when planning your class schedule. Work, family commitments, recreational activities and other areas must be included in your daily schedule. Work, family commitments, recreational activities and other areas must be included in your daily schedule. Most students have to balance work, family and school at the same time.

Units and Credits

- One "unit" of credit represents one lecture hour per week, or three hours in a laboratory.
- Students are considered full-time students if they take 12 or more units per normal 16-week semester, 6 units during an 8-week term, or 4 units during winter or summer sessions.
- Students are limited to a maximum of 18 units per fall or spring semester. Concurrent students are limited to 11 units and cannot petition. All students are limited to a maximum of 8 units summer session.
- An exception is sometimes granted if a student has achieved a grade point average of 3.0 (a "B" average) or better and a request to take additional units is approved by the college Petitions Committee.

GradePoints

- Final grades are issued after the close of each term. The determination of a student's grade by the instructor of record is final in the absence of instructor error, fraud, bad faith, or incompetence. College procedures for corrections of grades given in error include expunging the incorrect grades from the record.
- The student has 2 years following the semester in which the grade was recorded to request a change of grade or to request any corrections to the academic record in which a grade was never awarded. After the 2-year limit, the grade, or any other corrections of the academic record are no longer subject to change.
- Cumulative grade point averages are calculated by dividing the total number of **grade points** by the total number of **units attempted**. For the academic

record, calculations are made on a semester and on a cumulative basis.

Grade Evaluation System and Symbols

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

NOT COUNTED IN GRADE POINT AVERAGE:

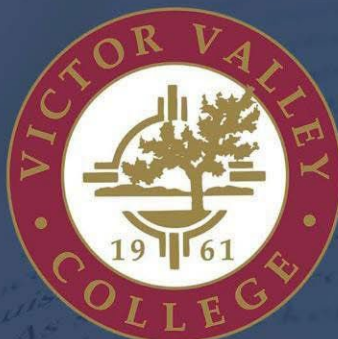
P	Pass (at least satisfactory)
SP	Satisfactory progress towards completion of a course (Used for noncredit)
NP	No Pass (less than satisfactory or failing – units Awarded)
CR	Credit (at least satisfactory)
NC	No Credit (less than satisfactory or failing)
I	Incomplete
IP	In Progress (courses which extend beyond the normal end of an academic term)
RD	Report Delayed (assigned by the registrar when there is a delay in reporting the grade)
W	Withdrawal
MW	Military Withdrawal
EW	Excused Withdrawal (in accordance with Title 5 Section 55204)
FW*	Grade symbol indicates student has both ceased participating in a course after the last day to officially Withdrawal and the student has not received district authorization to withdrawal from the course

Satisfactory Standing

Each student's work is considered satisfactory if an average of 2.0, or "C" or better is maintained.



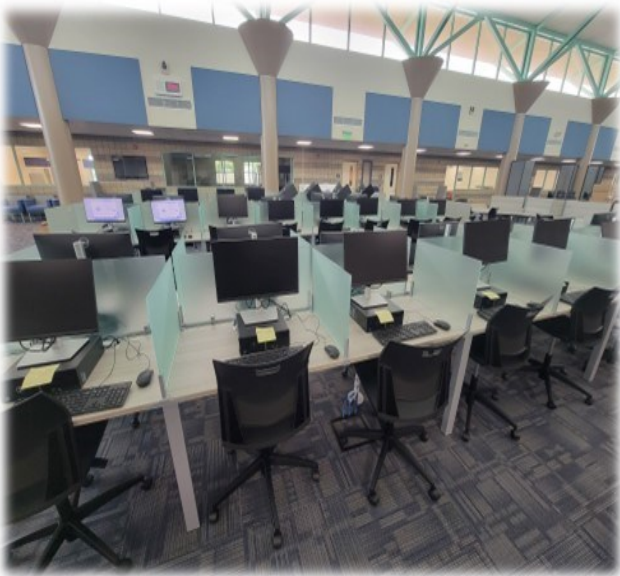
STUDENT SERVICES DIRECTORY



Directory of Student Services

*Student Services is the umbrella name for a variety of departments that provide all the necessary services for a student while attending Victor Valley Community College. Below is a list of many of the departments that fall within the Student Service umbrella and their location on campus. **Operating hours are usually from 8:30a.m—5:00p.m. and vary during the summer and winter semesters.***

Academic Computer Mall Lab



Location: Bldg 21

Academic Computer Lab staff can guide students with access to computers, printers, assist with internet access, printing, saving documents, word processing, and navigation of VVC website. The Academic Computer Lab staff can also assist student with proper use of equipment and lab procedures.

Academic Success and Equity Programs



Location: Bldg 30

We are your first "Step to Success"! The Department of Academic Success and Equity supports the college's mission of providing opportunities for student learning and student success regardless of gender, race, age, disability, or economic circumstance. The department offers various programs, including the UMOJA Program and MultiCultural Center; both dedicated to enhancing the cultural and educational experience of students.

ACCESS



Location: One Stop Center (Bldg 23)

Email: ACCESS@vvc.edu

Website: <https://www.vvc.edu/access-resource-center-2>

Victor Valley College ACCESS supports individuals with communicative, developmental, learning, psychological, physical, visual, and/or hearing disabilities with the opportunity to acquire the necessary knowledge and skills to increase personal growth and independence.



Achievement Center



Location: Advanced Technology Center (Bldg 21)

The Achievement Center helps students review and master the foundational skills needed to succeed in courses: College Algebra, Ideas of Math and Statistics! Computers and faculty are available to support student success. Math noncredit, open entry/open exit lab offers personalized and media-based instruction. Success in these lab classes provides a solid foundation for further and transfer level courses.

Admissions and Records



Location: One Stop Center (Bldg 23)

Email: Admissions@vvc.edu

Website: <https://www.vvc.edu/admissions-records>

The Admissions and Records office provide support and assistance necessary to be successful from the application and registration process all the way through graduation of certificate completion.



Associated Student Body



Location: Student Activities Center (Bldg 44, 2nd floor)

Website: <https://www.vvc.edu/associated-student-body>

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.



CalWORKs



Location: One Stop Center (Bldg 23)

Website: <https://www.vvc.edu/what-calworks>

California Work Opportunity and Responsibility to Kids is a state-funded welfare-to-work program designed to help individuals on public assistance. CalWORKs provides temporary, Cash Aid assistance to families with dependent children to help meet basic needs. CalWORKs aids parents in completing training programs with the goal of helping families become self-sufficient.



Child Development Center Lab



Location: Bldg 12

Website: <https://www.vvc.edu/victor-valley-child-development-instructional-lab>

The Child Development Center Lab is licensed by the State of California, Community Care Licensing #360906573 and provides for the care and education of toddler and preschool aged children. The Center meets and exceeds the standards and regulations required by the State of California for childcare providers and is regularly inspected.



Communication Center / ESL Lab

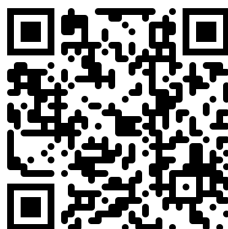


Email: CommCenter@vvc.edu

Location: Performing Arts Center (Bldg 54-213)

Website: <https://www.vvc.edu/communications-center>

The Communication Center is available to all VVC students, staff, faculty, and the public who would like help with the development and delivery of oral presentations from research, outlining, delivery, and visual aids including PowerPoint presentations. Additionally, the center offers tutoring in foreign language(s) and is home to the ESL lab.



Connect2Success



Email: Info@vvc.edu

Phone: (760) 245-4271

Website: <https://www.vvc.edu/connect2success-center>

Your primary point of contact for general questions. Speak to a live person for help with a variety of general support questions about admissions and financial aid processes, registering for classes, navigating the campus, accessing the MyVVC portal, and student email accounts.



Counseling



Location: One Stop Center (Bldg 23)

Email: VCCounseling@vvc.edu

Website: <https://www.vvc.edu/vvc-counseling>

Counseling faculty are committed to helping you achieve your educational and career goals. Whether you wish to take one course, earn a certificate or an associate degree, transfer to a four-year college, or transfer to a four-year college or university, we are available to help you clarify your academic and career goals and discuss personal issues in confidence.



E.O.P.S. and C.A.R.E.



Location: One Stop Center (Bldg 23)

Website: <https://www.vvc.edu/welcome-eops-and-care>

The purpose of E.O.P.S. is to provide educational and financial support to students. This includes book grants, school supplies, vendor cards, priority registration, counseling, waived graduation fees and much more.

The C.A.R.E Program is funded by the State of California and is an educational support program for single parents. To qualify for C.A.R.E., you must be eligible and on active status in E.O.P.S.



Financial Aid



Location: One Stop Center (Bldg 23)

Email: FinancialAid@vvc.edu

Website: <https://www.vvc.edu/offices/financial-aid/>

Financial Aid helps students, and their families pay for college. If eligible, financial assistance covers educational expenses including tuition and fees, books, and supplies. There are several types of financial aid, including grants, scholarships, and work-study.



Justice-Involved Education (Rising Scholars)



Location: One Stop Center (Bldg 23)

Website: <https://www.vvc.edu/justice-involved-education>

Justice-involved education is here to support pre-entry, incarcerated, and re-entry educational supports to individuals who are justice-involved in our service area.



Library



Location: Library (Bldg 41)

Email: Library@vvc.edu

Website: <https://library.vvc.edu/welcome>

The library supports student learning and success with a variety of services and resources, including research help, print and eBooks, computers and printing, reserve textbooks, online databases, streaming media and DVDs, research guides, group study rooms, copy-machines, quiet study space and Wi-Fi.



Math Success Center



Location: Advanced Technology Center (Bldg 21-145)

Website: <https://www.vvc.edu/math-success-center>

The Math Success Center is here to help you study your math class. You don't need an appointment; just drop by, sign in with your student ID number, and get the help you need. Come by to study with your classmates, to study on your own, or to get help from the tutors. We have several computers available for your on-line math homework needs, and the tutors are well-versed in these particular platforms.



Mental Health



Location: Bldg 44-203

Website: <https://www.vvc.edu/mental-health-wellness>

Victor Valley College offers free Mental Health & Wellness services to all students on campus. An onsite therapist is available for students to see during drop-in hours or for a scheduled appointment! Other services include group counseling, couples counseling, workshops, etc.



MultiCultural Center



Location: Bldg 30

Phone: (760) 245-4271 Ext. 2996

The Multicultural Center is a space where all students, faculty, and staff identities intersect and are celebrated. The goal as a center is to create a compassionate and safe community space of trust that fosters a sense of unity and belongingness while embracing and promoting cultural awareness, learning, and advocacy through its rich array of support programs and services. The center is designed to build understanding among all communities to which we may belong or have yet to come to know.

NextUp



Location: NextUp (Bldg 10B-3)

Text: (760) 515-9025

Email: Nextup@vvc.edu

Website: <https://www.vvc.edu/nextup>

NextUp is a program that offers financial and academic support for current/former foster youth that may include textbooks, school supplies, tutoring, on-going counseling, food, transportation, emergency housing, childcare, and student fee assistance.



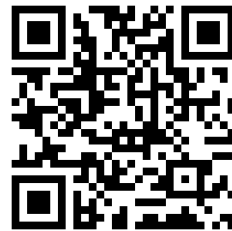
Rams Bookstore



Location: Student Activities Center (Bldg 44)

Website: <https://www.vvcrams.com>

The Rams Bookstore is the place for purchasing educational necessities, such as: pens, pencils, scantrons, snacks, drinks, and VVC apparel. All books can be purchased and or rented online by visiting <https://vvc.ecampus.com>.



Thrive Care Corner



Location: Bldg. 51C

Website: <https://www.vvc.edu/thrive-care-corner>

The Thrive Care Corner is a resource on campus that gives students access to daily on-the-go snacks, food bundles with non-perishable items, hygiene kits, and school supplies.

Eligibility Requirements:

- Must be actively attending courses in the current term.
- Both credit and non-credit courses qualify.
- Must bring a physical student ID card.



Thrive Mart

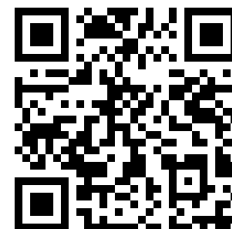


Location: Bldg 44

Website: www.vvc.edu/thrive-mart

Thrive Mart is a free grocery resource on campus available to currently enrolled students who are actively attending classes. This resource offers groceries such as fresh produce, bread, dairy, etc.; each week is different.

Pop-up location is by the lake in front of Building 44, the SAC. Student ID required.



UMOJA



Location: 30

The UMOJA (a Kiswahili word meaning unity) Program actively serves and promotes student success for all students through a curriculum and pedagogy responsive to the legacy of the African and African American Diasporas. This program targets students that are interested in learning about African American history and culture. Traditionally, African American students are underrepresented in community college, therefore, the goal of this program is to promote academic and personal success as well as encouraging transfer to 4-year colleges/universities.

Transfer Center



Location: One Stop Center (Bldg 23)

Email: Transfer@vvc.edu

Website: <https://www.vvc.edu/transfer-center>

The VVC Transfer Center provides services, resources, and activities to support students through the process of transferring to a university. By utilizing the Transfer Center, students can explore their transfer university options, learn about transfer admission requirements, connect with counselors and university representatives to create a transfer plan, and receive assistance with the application process.



Tutoring & Academic Support Center



Location: Advanced Technology Center (Bldg 21)

Email: Tutoring@vvc.edu

Website: <https://www.vvc.edu/tutoring-and-academic-support-center>

The Tutoring and Academic Support Center offers online and face-to-face support in a variety of subjects, such as: biology, chemistry, accounting, economics, and more. You don't need an appointment; just drop by, sign in with your student ID number, and get the help you need. We offer drop-in, by-appointment, one-on-one, and group tutoring. Students are encouraged to drop in and receive assistance from tutors or study independently or in groups. Computers, whiteboard tables, and study space help support your learning.

NetTutor: Free online tutoring in over 55 subjects 24/7. Students can access NetTutor online via their dashboard courses in Canvas by selecting Tutoring and Academic Support and clicking on NetTutor.



Veterans Resource Center



Location: Veterans Resource Center (Bldg 80.01C)

Email: VRC.GiBill@vvc.edu

Website: <https://www.vvc.edu/veterans-resource-center-0>

Victor Valley College welcomes all veterans, active-duty military, and their dependents with varying educational goals. The center provides Academic Counseling, Computer Lab, Wi-Fi, Study Area, Lounge, Tutoring, Printer/Copier, Small Library, Work Study Opportunities, and assistance with the application process for Admissions, and Financial Aid.



Work Experience Education



Location: Academic Commons (Bldg 42-D)

Website: <https://www.vvc.edu/cooperative-work-experience-education>

Work Experience Education (WEE) provides an educational opportunity for students to earn transferable college elective credit through their paid or volunteer work experience through their employer or an internship. Please visit the website for more information.



Writing Center



Location: Advanced Technology Center (Bldg 21-143)

Website: <https://www.vvc.edu/welcome-writing-center>

The Writing Center is here to help you make your writing better by working with you at various points of your writing process. Let us know what you need help with. We'll help you with everything from beginning an essay or project all the way to printing a final draft.



Student Life Info & Resources

Student Activities

Many activities and services are available to students who attend Victor Valley College. College services help facilitate each student's educational career and should make college life pleasant and productive while students pursue their educational goals.

Student Body Privileges

Every student at Victor Valley College is a member of the student body and is entitled to participate in academic and extracurricular activities at the college. The Associated Student Body (ASB) is the organization, which constitutes official membership in the community of students at Victor Valley College. (Please refer to the catalog or contact the Associated Student Body).

Student Clubs

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

Student Government

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

Student Employment

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

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

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

Information on student employment opportunities can be found by visiting <https://www.vvc.edu/student-employment-office>

Performing Arts Center

Victor Valley College Associated Student Body cardholders are allowed one ticket without cost to all "VVC Presents" events, redeemable only at the Box Office prior to the performance.

Advance tickets to Victor Valley College sponsored events are available online at <https://www.vvc.edu/performing-arts-center> or at the Box Office on the east end of the Performing Arts Center (Building 54) one hour before curtain. Call (760) 245-4271, ext. 849 (TIX) for more information.

24-hour message line= (760) 245-A.R.T.S.(2787) for event schedules.



NEW HIGHLIGHT IN THE CITY
NEW HIGHLIGHT IN THE CITY
ROSEMARIE TROCKE

I can pass exam
I can do it!

Student
Life



Trust The
Process

JUST
THE
BEGINNING

VICTOR VALLEY COLLEGE ATHLETICS

MEN'S SPORTS

- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Soccer
- Wrestling

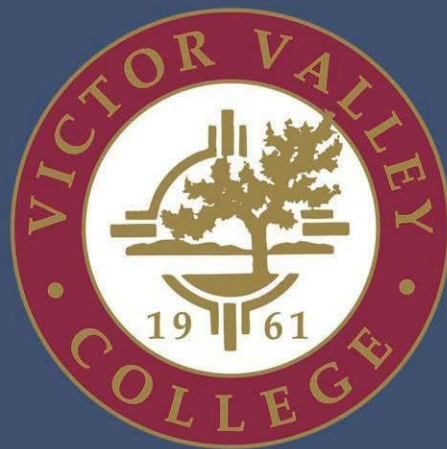
WOMEN'S SPORTS

- Basketball
- Cross Country
- Soccer
- Softball
- Wrestling
- Volleyball





CAMPUS POLICIES



Campus Policies

Computer and Network Use Policy

Victor Valley College has a strong commitment to providing a quality education for its students, including access to and experience with current technology. The District's goals for technology in education include providing access to all students, faculty and staff, fully integrating technology into the daily curriculum and preparing students and educators to meet the challenge of a technological and information-rich classroom and workplace.

This policy is authorized by Board Policy 3720 Computer and Network Use. Employees and students who use district computers and networks and the information they contain, and related sources, shall not abuse those resources and will respect the rights of others. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

Student Conduct

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

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

In addition, a copy is available on the VVC web site, the VVC Catalog, and the Student Handbook.

Victor Valley College: Proscribed Student Conduct

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

Victor Valley College: Proscribed Student Conduct Definition:

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

A. Student Conduct Code - Rules and Regulations

Any student found to have committed the following misconduct is subject to disciplinary sanctions. The Discipline Procedures (AP 5520) are described in the following section of this publication and they are available in the Office of the Vice President of Student Services and the Office of the Director of Campus Police & Public Safety. Normally, any student found guilty of misconduct or more specifically, violence or threats of violence against another will be suspended from the College for at least one semester.

- 1a. Open contempt for any of the following safety rules and regulations.
- 1b. Acts of dishonesty, including, but not limited to the following:
 - a) Cheating, plagiarism, or other forms of academic dishonesty
 - b) Furnishing false information to any Victor Valley College official, faculty member or office.
 - c) Forgery, alteration, or misuse of any Victor Valley College document, record or instrument of identification.
 - d) Tampering with the election of any Victor Valley College recognized student organization.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Victor Valley activities, including its public-service functions on or off campus, or other authorized non-Victor Valley College activities, when the act occurs on Victor Valley College premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct, which threatens or endangers the health and safety of any person.

4. Committing sexual harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.

5. Attempted or actual theft of and/or damage to property of Victor Valley College or property of a member of the Victor Valley College community or other personal or public property.

6. Any fighting or challenging a fight, which threatens or endangers the health or safety of any person, is immediate grounds for dismissal or removal from campus.

7. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

8. Failure to comply with directions of Victor Valley College officials (including faculty) or law enforcement officers acting in performance of their duties and/or failure to identify oneself to one of these persons when requested to do so.

9. Unauthorized possession, duplication, or use of keys to any Victor Valley College premises or unauthorized entry to or use of Victor Valley College premises.

10. Violation of published Victor Valley College policies, rules, or regulations, including those concerning student organization and the use of college facilities or the time, place and manner of public expression or distribution of materials.

11. Violation of federal, state, or local law on Victor Valley College premises or at Victor Valley College sponsored or supervised activities.

12. Use, possession, or distribution of narcotic or other controlled substances or poison classified as such by Schedule D (Section 4160 of the Business and Professions Code) except as expressly permitted by law.

13. Use, possession, or distribution of alcoholic beverages except as expressly permitted by law and Victor Valley College regulations, or public intoxication.

14. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on Victor Valley College premises.

15. Possession of any article, not usually designated as a weapon, when used to threaten bodily harm on Victor Valley College premises.

16. Participation in a campus demonstration which disrupts the normal operations of Victor Valley College and infringes on the rights of other members of the Victor Valley College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular on campus. Obstruction of the free flow of pedestrian or vehicular traffic on Victor Valley College premises or at Victor Valley College sponsored or supervised functions.

17. Conduct which is disorderly, lewd, indecent, or obscene or expression which interferes with the college's primary educational responsibility, or which adversely affects a student's standing as a member of the college community, breach of peace, or aiding, abetting, or procuring another person to breach the peace on Victor Valley College premises or at functions sponsored by, or participated in by, Victor Valley College.

18. Theft or other abuse of phones, electronic devices, or computer time, including but not limited to:

- a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- b) Unauthorized transfer of a file (not educational related)
- c) Unauthorized use of another individual's identification and password.
- d) Unauthorized use of electronic devices in the classroom including but not limited to headphones and cellular phones.
- e) Use of computing facilities to interfere with the work of another student, faculty member or Victor Valley College staff official.
- f) Use of computing facilities to download or view material deemed to be lewd, indecent and/or obscene matter that is not educational related.
- g) Use of computing facilities to send obscene or abusive threatening messages.
- h) Use of computing facilities to interfere with normal operation of Victor Valley College computing systems.

19. Abuse of the Student Conduct System, including, but not limited to:

- i) Failure to obey the summons of the Student Conduct Hearing Committee or Victor Valley College official.
- j) Falsification, distortion, or misrepresentation of information.
- k) Disruption or interference with the orderly conduct of a judicial proceeding or Student Conduct Hearing committee.
- l) Institution of a judicial proceeding or Student Conduct Hearing Committee knowingly without cause.
- m) Attempting to discourage an individual's proper participation in, or use of, the Victor Valley College judicial system.
- n) Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the Judicial proceeding or Student Conduct Hearing Committee.
- o) Failure to comply with the sanctions imposed under the Student Code of Conduct and/or Education Code.
- p) Influencing or attempting to influence another person to commit an abuse of the judicial system.

B. Other Campus Regulations

1. Only officially registered students are allowed to attend classes. Minors or other students who are not registered or do not have permission to be in the class may not remain in the classroom.
2. Students are not permitted to eat or drink in classrooms.
3. Per AP 3570, Victor Valley College is a smoke-free institution. Smoking or the use of any tobacco products including smokeless devices such as e-cigarettes and the smoking of marijuana is prohibited at all District sites including in personal vehicles.
4. Card playing on Victor Valley College premises is prohibited except in a designated game or recreation area.
5. Animals, dogs (except trained service animals such as guide dogs for the visually impaired or previously authorized animals) and other pets are not allowed on Victor Valley College premises.

6. Printed materials that are not class-related to be distributed must be approved for distribution by the Office of Student Activities.
7. Students must be fully attired, including shoes, while in the classroom or on Victor Valley College premises.
8. Library books and materials must be returned promptly.
9. Use of audio equipment on Victor Valley College premises is restricted to personal headphones or preapproved authorized activities.
10. Children must be under the supervision of parents at all times.

C. Violation of Law and Victor Valley College Discipline

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

D. Cheating and Plagiarism Defined

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

- Use of any unauthorized assistance in taking quizzes, tests, or examinations:
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments or Acquisition, without permission, of tests or other academic material belonging to a member of the VVC faculty or staff.
- ChatGPT – a language model developed by Open AI which is trained to follow an instruction in a prompt and provide a detailed response.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined below:

The term “**plagiarism**” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

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 chairperson, within 10 working days. The Chairperson 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 business days. The Dean/Vice President will render a decision in writing within 10 business 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 business 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.

Petitions Committee

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

Family Educational Rights and Privacy Act

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.

Release of Student Information

A student may prohibit the release of this information by marking the appropriate box on the application for admission.

- 1) **Record Notice:** The College may also release records. Student records primarily include those found in the Admission and Records Office (admission application, transcripts, petitions. . .) and the Office of the Dean of Student Services (discipline). The required log of access to these records are kept in the respective offices. Officials and employees may have access to these records if they are operating within the scope of their assigned duties.

These access logs are kept for a minimum of five years. Students may have access to their records with appropriate notice and on payment of appropriate cost and may challenge the content as defined by campus policy. Students may also file a complaint with the U.S. Dept. of Education concerning any alleged failure by the institution to comply with Section 43 of the General Education Provisions Act.

Nondiscrimination Policy

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

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

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

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

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

Inquiries regarding the application of this policy may be directed to the Director of ACCESS. For employment or staff-related discrimination concerns contact the Director of Human Resources. For disabilities-related concerns, contact the ADA Coordinator.

AB 2683 – Compliance & Student Training

At Victor Valley College, we pride ourselves on providing an enlightening college experience, which demands a safe and healthy environment. Assembly Bill 2683 (AB 2683) requires all community college students to complete one training on sexual violence and harassment within six months after the start of the academic term. Following AB 2683, VVC is requiring that you complete the online Prevention and Awareness programs from SafeColleges.

Sexual Harassment

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

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

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

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

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

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

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

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

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

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

Discrimination Complaint Procedure

Any student who feels he/she has been discriminated against has the right to file a complaint of unlawful discrimination with the Vice President, Human Resources & Title IX Victor Valley College, 18422 Bear Valley Rd., Victorville, CA 92395.

Equal Opportunity Policy

Victor Valley College is an equal educational opportunity college. It follows all federal guidelines including Title IX of the Educational Amendments of 1972 relating to the recruitment, employment, and retention of employees.

VVC does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, or disability in any of its policies, procedures or practices. This nondiscrimination policy covers admission and access to treatment and employment in college employment programs and activities. The Section 504/508 Disabled Counselor/Enabler at Victor Valley College may be reached at the Human Resources Office.

Americans with Disabilities Compliance

Victor Valley College does not unlawfully discriminate based on disabling conditions. Any complaint from students, college employees or the public concerning equal access, academic accommodation, faculty/staff access or accommodation, or access to technology as it relates to disabling conditions should contact:

- ❖ **The ADA 504/508 Coordinator is the Vice President, Human Resources & Title IX who can be reached at the Human Resources Office.**

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

ADA 504/508 Complaint Procedures

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

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

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

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

ADA 504/508 Hearing Procedures

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

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

Hearing Panel: The ADA 504/508 Hearing panel for any action shall be composed of the following Representatives:

- (1) Administrator/Manager,
- (1) Faculty member,
- (1) DSP & staff member and,
- (1) Student.

The College Superintendent/President, the President of the Academic Senate, and the ASB President shall each, at the beginning of the academic year, establish a list of at least three persons who will serve on the ADA 504/508 Hearing panel and/or the Student Disciplinary hearing panels. The College Superintendent/President shall appoint the ADA 504/508 hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

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

Conduct of the ADA 504/508 Hearing:

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

- The members of the hearing panel shall be provided with a copy of the ADA complaint against the college and any written response provided by the student before the hearing begins.
- The facts supporting the complaint and applicable profiles shall be presented by a college representative, who shall be the ADA 504/508 Coordinator or designee.
 - The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
 - Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

- Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by substantial evidence that the facts alleged are true.
- The student may represent himself or herself and may also have the right to have an advocate present of his or her choice. The advocate must be an officially enrolled or college staff member.
- Hearings shall be closed and confidential unless the student makes a written request that the hearing be open to the public. Any such written request must be made no less than 7 working days prior to the date of the hearing.
- In a closed ADA 504/508 hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
- The ADA 504/508 hearing shall be recorded by the District, either by tape recording, or stenographic recording, or other appropriate method and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask all person's present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording, transcript, or preferred alternative format.
- All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape-recorded shall be considered to be unavailable.

- Within five (5) working days following the close of the ADA 504/508 hearing, the ADA 504/508 hearing panel shall prepare and send to the College Superintendent/President a written decision. The decision shall include specific factual findings regarding the complaint and shall include specific conclusions regarding whether any specific section of the ADA 504/508 were violated. The decision shall also include a specific recommendation regarding the complaint action to be taken, if any. The decision shall be based only on the record of the ADA 504/508 hearing, and not on the matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral or signed and written evidence produced at the hearing.

College Superintendent/President’s Decision:

Within five (5) working days following receipt of the ADA 504/508 hearing panel’s recommended decision, the College Superintendent/President shall render a final written decision. The College Superintendent/President or designee may accept, modify, or reject the findings, decisions, and recommendations of the ADA 504/508 hearing panel. If the College Superintendent/ President or designee modifies or rejects the ADA 504/508 hearing panel’s decision, the College Superintendent/President or designee shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decisions of the College Superintendent/ President or designee shall be final.

Board of Trustees Decision:

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

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

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

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

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

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

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 is a smoke-free campus. That means that smoking or the use of any tobacco products, including smokeless devices such as e-cigarettes and the smoking of marijuana as well as the paraphernalia used for the smoking of marijuana is prohibited in all buildings and enclosures at the college and at any activities sponsored by the college. This policy is to protect the well-being of students, faculty, staff, and guests. Student violators are subject to procedures found in the Student Code of Conduct.

Right to Know, Crimes on Campus

As expected on a campus with more than 14,000 students and with open access to the public, students need to understand that unlawful activities may occur at Victor Valley College and at activities which the college sponsors. Although the college provides security and takes reasonable preventive measures, it is important that students also take reasonable preventive steps to prevent or avoid criminal behavior. For example, students should keep their automobiles locked and their possessions secured at all times to discourage and prevent thefts. Victor Valley college's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Victor Valley College and on public property within, or immediately adjacent to and accessible from campus. The report also includes institutional policies concerning campus security; policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You may obtain a copy of this report by contacting the Campus Police Department at (760) 245-4271 Ext. 2329.

Reporting Criminal Offenses to VVC Other Than the Campus Police

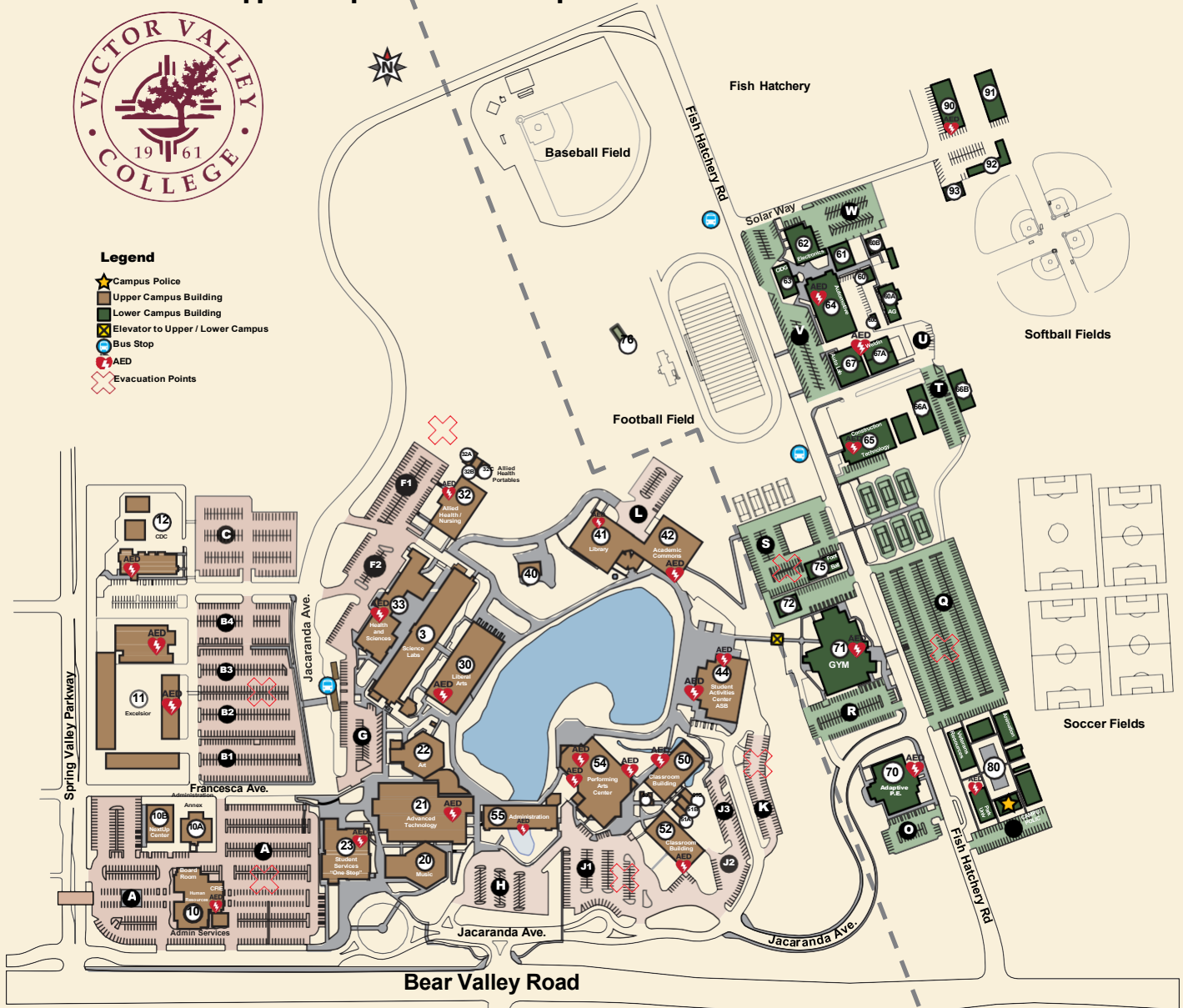
Students are encouraged to report any problems with the campus environment to the Campus Police Department, but we encourage reporting anywhere on campus you feel comfortable, such as Student Services staff or any administrator. The Campus Police and Public Safety Department and Counseling Department will accept confidential and anonymous reports of crimes for inclusion in the annual statistical report. It is our goal to provide assistance wherever the report is made to make sure we include the crime in our annual security report.

Upper Campus Lower Campus



Legend

- ★ Campus Police
- Upper Campus Building
- Lower Campus Building
- ✚ Elevator to Upper / Lower Campus
- Bus Stop
- AED
- Evacuation Points



Upper Campus Lower Campus

Campus Buildings & Services

Academic Commons	42
ACCESS Resource Center	23
Adapted Physical Education	70
Administration	55
Admissions / Records	23
Agriculture & Natural Resources	60
Allied Health / Nursing	32
Allied Health Portables	32A-C
Art	22
Associated Student Body (ASB)	44
Automotive	64
Auxiliary Services	44
Board Room	10
Bookstore	44
Building 80 Complex	80
Bursar	23
Business Education Technology	42
CalWORKS	23
C.A.R.E.	23
Career / Transfer Center	23
Center For Institutional Excellence (CFIE)	10
Central Plant	40
Child Development Center	12
CIDG	63
CIS Instructors & Classrooms	42
Communication Studies Center (CMST)	54
Conference Center	44
Construction Technology	65
Contract Education Lab	10A
Cooperative Education Office	42

Counseling	23
Dance Studio	70
Desert Rock Café	44
Digital Animation Lab	80
Electronics Lab	62
Excelsior Education Center	11
Extended Opportunity Program & Services (EOPS)	23
Facilities Construction	10
Financial Aid	23
Farmers Market parking Lot Q	Q
Fiscal Services	10A
Food Court	44
Football Offices	75
Grounds	76
Gym / Athletics	71
Health & Sciences (Dr. Prem Reddy Bldg.)	33
Help Desk	21
Human Resources	10
Information Technology Services	21
Institutional Research	10
Instructional Media Services (IMS)	52
Kinesiology Classrooms	72
Liberal Arts	30
Library / Learning Resource Center	41
Lower Portable Classrooms	66
M & O Auto	90
M & O Shop	92
Maintenance Offices	93
Math Success Center	21
Music	20

Next Up Center	10B
Payroll	10A
Performing Arts Center	54
Planetarium	31
Police (Campus)	80
Phi Theta Kappa Honor Society	44
Printshop	41
Public Information Office	44
RampPage Office	54
Restaurant Management	44
Science Building	31
Sewing Classes	66
Student Activities Center	44
Student Employment	23
Student Services Center "ONE-STOP"	23
Superintendent / President	55
Technology Center	21
Theatre Arts (TA)	54
Tutoring	21
Upper Portable Classrooms	51A-C
Veterans Resource Center (Rms 1-2)	80
VVC District Foundation	10
Warehouse	91
Welding Lab	67
Writing Center	21

Campus Police: 760.245.4271 ext. 2555