

Table of Contents

Chapter 5: Student Services

Admissions and Concurrent Enrollment	5010
Residence Determination	5015
Non-Resident Tuition	5020
Fees	5030
Withholding of Student Records	5035
Student Records and Directory Information	5040
Matriculation	5050
Open Enrollment.....	5052
Enrollment Priorities	5055
Counseling	5110
Transfer Center	5120
Financial Aid	5130
Disabled Student Services and Programs	5140
Extended Opportunity Programs and Services	5150
Student Health Services	5200
Student Accident Insurance	5205
Communicable Disease	5210
Student Equity	5300
Associated Students Organization	5400
Associated Students Elections	5410
Associated Students Finance	5420
Standards of Conduct	5500
Speech: Time, Place, and Manner	5550
Student Credit Card Solicitations.....	5570
Athletics	5700
Prevention of Identity Theft in Student Financial Transactions	5800

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Admissions and Concurrent Enrollment

5010

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Superintendent/President or his or her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Section 3077 of the Labor Code.
- Any student whose age or class level is equal to grades K-12 grades is eligible to attend concurrently as a special part-time student for advanced scholastic or vocational courses.
- Any student whose age or class level is equal to grade K-12 grades is eligible to attend as a special full-time student.
- Any students enrolled in K-12 may attend summer session.

The Superintendent/President shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission

- If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.
- The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

BP 5010 - Admissions and Concurrent Enrollment

The Superintendent/President shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

Claims for State Apportionment for Concurrent Enrollment:

- Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Superintendent/President shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

Reference: Education Code Section 76000, 76001, 76002; Labor Code Section 3077

Board adopted 9/11/01

Approved by College Assembly for first read 2-21-06 with recommended changes from CCLC

Board revised 4/11/06

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Residence Determination

5015

Students shall be classified at the time of each registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately proceeding the first day of a semester or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Superintendent/President shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

Reference: Education Code Sections 68040; 76140, Title 5, Sections 54000, et seq.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Nonresident Tuition

5020

Nonresident students shall be charged nonresident tuition for all units enrolled, **unless specifically required otherwise by law.**

Not later than ~~January~~ **February** 1 of each year, the Superintendent/President shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Superintendent/President shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

Reference: Education Code Sections 68050, 68051, 68052, 68130, **68130.5, 76141; Title 5 Section 54045.5**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Fees

5030

The Board authorizes the following fees. The Superintendent/President shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

Enrollment fee: Each student shall be charged a fee for enrolling in credit courses as required by law.

Auditing fees: Persons auditing a course shall be charged a fee of not more than \$15.00 per unit per semester. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Parking fee: The Superintendent/President shall present for Board approval fees for parking for students.

Student representation fee: Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

Transcript fees: The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The superintendent/president is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International students application processing fee: The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the Superintendent/President. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

BP 5030 – Fees

Instructional materials usage fees: ~~The Superintendent/President is authorized to establish instructional materials/usage fees which may vary by course. Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.~~

Reference: ~~Education Code Sections 76300, et seq., Education Code 76370, Education Code 76360, Education Code 76060.5, Education Code 76223, Education Code Section 76142~~ **76060.5, 76142, 76223, 76300, 76360, 76365, 76370; Title 5 Sections 59400, et seq.**
See Administrative Procedure: 5030.

Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Withholding of Student Records

5035

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.

Reference: Title 5, Section 59410

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Student Records and Directory Information, and Privacy

5040

The Superintendent/President shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Superintendent/President may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the district has a right of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- ~~Name and dates of attendance~~, Degrees, certificates, and awards received by students, including honors, scholarship awards, athletic awards and academic recognition and Deans List recognition.

The Superintendent/President shall establish procedures regarding student records and directory information.

Reference: Education Code Sections 76200 et seq.; Title 5, Sections 54600, et seq.
See Administrative Procedures: 5040 and 5045

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Matriculation

5050

The District shall provide matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of matriculation is to bring the student and the district into agreement regarding the student's educational goal through the District's established programs, policies and requirements.

The Superintendent/President shall establish procedures to assure implementation of matriculation services that comply with the Title 5 regulations.

Reference: Education Code Sections 78210 et seq.; Title 5 Section 55500

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Open Enrollment

5052

The policy of the District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulation

The Superintendent/President shall assure that this policy is published in the catalog and schedule of classes.

Reference: Title 5 Sections 51006, 55200

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Enrollment Priorities

5055

NOTE: If Board adopts BP 5052, then the language in the first paragraph may be deleted from this policy.

~~All courses of the district shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.~~

The Superintendent/President shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

Reference: Title 5 Sections **51006**, 58106, 58108

Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Counseling

5110

Counseling services are an essential part of the educational mission of the District. The Superintendent/President shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.

Reference: Education Code Section 72620; Title 5, Section 51018

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Transfer Center

5120

The District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

The Superintendent/President shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with law and regulations.

Reference: Title 5, Section 51027. Education Code Section 66720-66744

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Financial Aid

5130

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state and other applicable regulatory requirements.

The Superintendent/President shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

Reference: 20 U.S.C. Sections 1070, et seq.;
34 CFR Section 668; Education Code Section 76300

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Disabled Students Programs and Services

5140

Students with disabilities shall be assisted to participate whenever possible in the regular educational programs in the District.

The Disabled Students Programs and Services (DSPS) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, accessible facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.

No student with disabilities is required to participate in the Disabled Students Programs and Services program.

The Superintendent/President shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

Reference: Education Code Sections 67310, 84850; Title 5, Sections 56000 et seq.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Extended Opportunity Programs and Services

5150

Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Superintendent/President shall assure that the EOPS program conforms to all requirements established by the relevant law and regulations.

Reference: Education Code 69640 – 69656; Title 5 Sections 56200 et seq.

Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Student Accident Insurance

5205

The District shall assure that students are covered by accident insurance in those instances required by law or contract.

Reference: Education Code Section 72506

Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Communicable Disease

5210

The Superintendent/President shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.

Reference: Education Code Section 76403

Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Student Equity

5300

The Board is committed to assuring student equity in educational programs and college services. The Superintendent/President shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

Reference: Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5
Section 54220

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Students Services

Chapter 5

Associated Students Organization

5400

The students of the District are authorized to organize a student body association. The Board hereby recognizes that association as the Associated Student Body of Victor Valley College.

The Associated Students' organization is recognized as the official voice for the students in district decision-making processes. It may conduct other activities as approved by the Superintendent/President. The Associated Students' activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students shall conduct itself in accordance with state laws and regulations and administrative procedures established by the Superintendent/President.

The Associated Students shall be granted the use of District premises subject to such administrative procedures as may be established by the Superintendent/President. Such use shall not be construed as transferring ownership or control of the premises.

Reference: Education Code Section 76060

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Associated Students Elections

5410

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Superintendent/President.

Any student elected as an officer in the Associated Students shall meet both of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his or her term of office, with a minimum of five semester units or the equivalent.
- The student shall meet and maintain the minimum standards of scholarship (see Board Policy 4220 and related administrative procedures).

Reference: Education Code Section 76061

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Associated Students Finance

5420

Associated Student funds shall be deposited with and disbursed by the Superintendent/President.

The funds shall be deposited, loaned or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- the Superintendent/President or designee;
- the employee who is the designated adviser of the particular student body organization; and
- a representative of the student body organization.

The funds of the Associated Students shall be subject to an annual audit.

Reference: Education Code Sections 76063–76065

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Standards of Conduct

5500

The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The Board shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

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

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in by the college president.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.

BP 5500 – Standards of Conduct

5. Causing or attempting to cause damage to district property or to private property on campus.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, national origin, disability, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the district.
14. Unauthorized entry upon or use of college facilities.
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at district-sponsored or supervised functions.
16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District Administrative Procedures, or the substantial disruption of the orderly operation of the district.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- 18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not**

BP 5500 – Standards of Conduct

limited to handwritten or typewritten class notes, except as permitted by any District policy or Administrative Procedure.

Reference: Education Code Section 66300, **66301**, ~~66450~~, Accreditation Standard II:
A.7.b

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Speech: Time, Place and Manner

5550

The college(s) of the District is/are non-public forums, except for those areas that are generally available for use by students or the community, which are limited public forums. The Superintendent/President shall enact such Administrative Procedures as are necessary to reasonably regulate the time, place and manner of the exercise of free expression in the limited public forums.

The Administrative Procedures promulgated by the Superintendent/President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin Boards designated for such use, the distribution of printed materials or petitions in those parts of the college designated as areas generally available to students and the community, and the wearing of buttons, badges, or other insignia.

Students shall be free to exercise their rights of free expression, subject to the requirements of this policy.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on district property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, intimidation, or hate violence unless such speech is constitutionally protected.

Reference: Education Code Section 76120, 66301

Board adopted 9/11/01

Approved by College Assembly for second read 3-07-06 (with recommended changes from CCLC)

Board revised 4/11/06

***NEW*Reviewed 9/2009**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Student Credit Card Solicitations

5570

The Superintendent/President shall establish procedures that regulate the solicitation of student credit cards on campus.

Reference: Title 5 Section 54400; Civil Code Section 1747.02(m); education Code Section 99030.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Athletics

5700

The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

The Superintendent/President shall assure that the athletics program complies with **state law**, the California Community Colleges Commission on Athletics Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

Reference: Education Code Section 78223, 66271.6, 66271.8, **67360, et seq.**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Athletics

5700

The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

The Superintendent/President shall assure that the athletics program complies with **state law**, the California Community Colleges Commission on Athletics Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

Reference: Education Code Section 78223, 66271.6, 66271.8, **67360, et seq.**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICIES

Student Services

Chapter 5

Prevention of Identity Theft in Student Financial Transactions

5800

The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students. This is because the District serves as a creditor in relation to its students. The Superintendent/President is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

Reference: Fair and Accurate Credit Transactions Act, (Pub.L. 108-159)