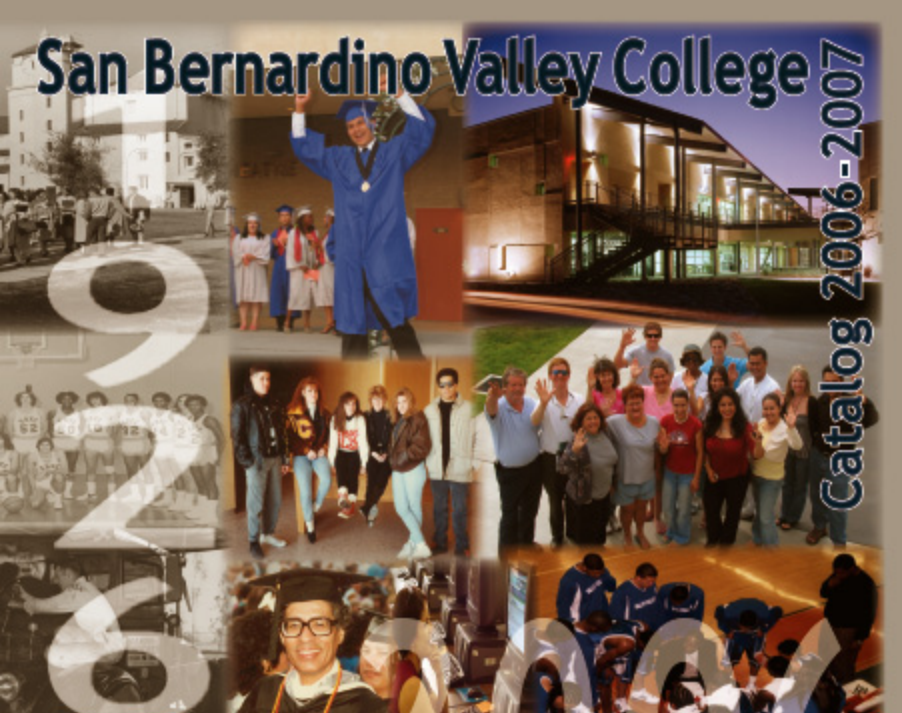


San Bernardino Valley College

Catalog 2006-2007



80
years



Continuing our commitment to quality and excellence

SAN BERNARDINO VALLEY COLLEGE

2006-2007

A PUBLIC COMMUNITY COLLEGE IN CALIFORNIA
A COLLEGE OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT



PART I	THE COLLEGE
PART II	DEGREE, CERTIFICATE, AND TRANSFER INFORMATION
PART III	CORE SKILL SETS
PART IV	COURSE DESCRIPTIONS
PART VI	ADMINISTRATION AND FACULTY

701 South Mount Vernon Avenue • San Bernardino, CA 92410 (909) 384-4400

SBVC is an affirmative action institution. All courses and programs are provided for all residents regardless of race, color, sex or handicap.

SBCCD y sus dos planteles, SBVC y Crafton Hills College proveen oportunidades iguales en cuanto a admisión, ayuda financiera a los estudiantes, infraestructura de apoyo estudiantil y actividades y empleo sin discriminar a causa de raza, color religión, sexo, edad, o incapacidad física o nacionalidad. Cada curso que recibe renumeración del estado es de matrícula abierta a toda persona que haya sido admitida a la universidad y que cumpla con los requisitos del curso. Para información adicional llame a Marco Cota o Laura Gómez, (909)384-4404.

This publication is available in alternate formats (Braille, large print, e-text) for qualified persons with disabilities. Call (909) 384-4443 or (909) 384-8277 for information or contact us by email at dsps@valleycollege.edu.



Welcome to San Bernardino Valley College and to the San Bernardino Community College District.

Valley College has dramatically changed its physical appearance over the last four years, but internally we're still committed to helping you achieve your goal of transfer to a four-year university, vocational training, personal enrichment or career development. We're proud of our quality programs and faculty that are dedicated to student-centered learning.

There are a variety of student clubs, athletics, student government and many other activities to enrich your experience here. I encourage you to make the most of your time while you're in college. Try something different and make new friends.

As always, the faculty, staff and administration of the San Bernardino Community College District are dedicated to "enhancing your life with quality education."

Donald F. Averill, Ed.D.
Chancellor



The 2006-2007 academic year is San Bernardino Valley College's 80th Anniversary. We have been the engine that drives higher education in our region since 1926.

This publication is an important document for all SBVC students. It provides you with detailed information regarding our degree and certificate programs as well as a complete listing of services for our students.

If you have not been on our campus in recent years, you will immediately notice our new face. With the completion of a new Art Center this Fall, we will have five new buildings encompassing 186,000 square feet of classroom, lab and student service space. This ambitious construction project began in 2000 with a groundbreaking for our new library. In addition to the Library, we have new Administration & Student Services, Campus Center, and Health & Life Science buildings.

The one thing that has not changed is our commitment to your success. Our motto reflects it all: *Where Dreams Come True.*

Thank you for choosing San Bernardino Valley College.

Denise Whittaker, M.A.
President



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CALENDAR FOR THE 2006-2007 ACADEMIC YEAR

FALL SEMESTER 2006

August 14	First Day of Fall Semester Instruction
September 4	Labor Day – Holiday
October 1	Deadline - Last Day to apply for Fall 2006 graduation
November 10	Veteran's Day – Holiday
November 23-25	Thanksgiving Recess
December 7	Last Day of Instruction, Day and Evening
December 11-16	Final Examinations
December 23 – January 15	Winter Recess

SPRING SEMESTER 2007

January 15	Martin Luther King Day – Holiday
January 16	First Day of Spring Semester Instruction
February 16	Lincoln's Birthday – Holiday
February 19	Washington's Birthday – Holiday
March 1	Deadline - Last Day to apply for Spring 2007 graduation
March 19-24	Spring Recess
May 16	Last Day of Instruction, Day and Evening
May 17-23	Final Examinations
May 24	Commencement

SUMMER SESSION 2007

Start dates will be available during the Spring 2007 semester.

Check the fall, spring or summer *Schedule of Classes* as well as www.valleycollege.edu for specific dates in that semester, such as the period of registration and the last day to withdraw.





PART I – THE COLLEGE GENERAL INFORMATION

The College

San Bernardino Valley College is a comprehensive community college that serves the residents of the Inland Empire. The college is one of 110 locally governed California community colleges, and as such, is regulated by the California Education Code and is subject to the decisions of the California Legislature and the California Community College Board of Governors. The college is responsible to its local constituency through an elected Board of Trustees, which is the principal policy-making body for the college.

Students of the college are drawn, for the most part, from the local community. In addition, specific programs at the college attract students from throughout the state and world. Students range in age from under 18 to over 80 years, and reflect the ethnic and cultural diversity of the region.

Mission Statement

The mission statement describes San Bernardino Valley College's reason for being. The district's Board of Trustees formally adopted this mission on June 13, 2002. The mission statement was reaffirmed by the college in December 2004.

San Bernardino Valley College is a comprehensive community college dedicated to making lifelong learning opportunities accessible to a diverse student population. The college serves high school graduates and those over eighteen years of age. In addition, the college provides a gateway to higher education and vocational training for non-traditional populations, including: qualified high school students; re-entry adults; immigrants; the educationally or financially challenged; and those who cannot or choose not to attend the main campus.

The mission of San Bernardino Valley College is: to prepare students to transfer to four-year colleges and universities; to provide students with the knowledge and skills needed to succeed in business, industry and the professions; to advance the state and region's economic growth and global competitiveness through continuous workforce development; to work in partnership with the local community to improve the quality of life in the Inland Empire; and to prepare students for active participation in

a multicultural society. The faculty and staff of San Bernardino Valley College are committed to student success and to teaching and service excellence.

Educational Philosophy

The college tenets describe the philosophy and values of San Bernardino Valley College's faculty, staff, and administration:

We believe:

- *That a well-educated populace is essential to the general welfare of the community.*
- *That a quality education empowers the student to think critically, to communicate clearly, and to grow personally and professionally.*
- *That an enriched, culturally diverse learning environment promotes creativity, self-expression, and the development of problem-solving skills.*
- *That we must provide students with access to the resources, services, and technological tools that will enable them to achieve their educational goals.*
- *That we can measure our success by the degree to which our students become self-sufficient learners and contributing members of society.*
- *That plans and decisions must be based on an informed consideration of what will best serve students and the community.*
- *That we must model our commitment to lifelong learning by maintaining currency in our professions and subject disciplines.*
- *That all levels of the college organization must openly engage in sharing ideas and suggestions to develop innovative ways to improve our programs and services.*
- *That interaction between all members of the college community must be marked by professionalism, intellectual openness, and mutual respect.*
- *That we must hold ourselves and our students to the highest ethical and intellectual standards.*
- *That we must maintain a current, meaningful and challenging curriculum.*
- *That students succeed best when enrolled in classes that meet their interests and match their level of academic preparedness.*

- *That all members of our campus community are entitled to learn and work in an environment that is free from physical, verbal, sexual, and/or emotional threat or harassment.*
- *That institutional effectiveness must be verified annually by using empirical data as demonstrated through each standing committee in the collegial consultation process.*
- *That students learn best on a campus that is student-centered and aesthetically pleasing.*
- *That we must be responsible stewards of campus resources.*

Vision Statement

The vision statement represents the collective sense of the direction the faculty, staff and administration would like to see the college move over the next decade. The district's Board of Trustees adopted the vision statement on June 13, 2002. The vision statement was reaffirmed by the college in December 2004.

San Bernardino Valley College will become the college of choice for students in the Inland Empire, and will be regarded as the "alma mater" of successful, lifelong learners. We will build our reputation on the quality of our programs and services and on the safety, comfort, and beauty of our campus. We will hold both our students and ourselves to high standards of achievement, and will expect all members of the college community to function as informed, responsible, and active members of society.

History

San Bernardino Valley College was established in 1926, and originally served only the San Bernardino and Colton Unified School Districts. The population served has now expanded to include communities throughout the Inland Empire. Over the years, the original four-building campus has grown to one of eighteen major buildings grouped conveniently around a central quadrangle and mall, giving easy access to the numerous special purpose classrooms, lecture halls, laboratories, studios, shops and practice rooms. A faculty of 16 has grown to a teaching staff of more than 160 full-time and 340 hourly faculty, and student body of 140 has grown to one of over 13,000. San Bernardino Valley College is proud of its long tradition of service to our community, and the faculty and staff are gratified to know they have played an important part in improving the lives of so many.

Length of Programs

San Bernardino Valley College offers associate degrees and a wide variety of certificate programs.

The amount of time it will take a student to complete an associate degree will depend on whether he/she is attending full-time or part-time, on the student's level of preparation, and on the number of prerequisite courses he/she is required to take. Typically, a student attending full-time with few prerequisite requirements could complete an associate degree in two years. Students attending part-time could take as long as four or five years.

The amount of time it will take to complete a certificate program will depend on whether the student is attending full-time or part-time, the number of units required for the certificate, the rotation of courses over a one- or two-year sequence, and the number of prerequisite courses the student is required to take. A very limited number of certificate programs can be completed in one semester. The majority will take one or two years if the student attends fulltime. Consult with the vocational advisor for your program. A list of advisors is found in the *Schedule of Classes*.

Accreditation

San Bernardino Valley College is fully accredited by the following agencies:

- Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges
10 Commercial Boulevard, Suite 204
Novato, CA 94949
(415) 506-0234
- California Board of Registered Nursing
P.O. Box 944210
400 R. Street, Suite 4030
Sacramento, CA 95814
(916) 322-3350
- National League for Nursing Accrediting Commission
61 Broadway – 33rd Floor
New York, NY 10006
(800) 669-1656 ext. 153
(212) 363-5555

ADMISSION REGULATIONS

Admission to San Bernardino Valley College is governed by the laws of the State of California and by supplementary regulations established by the San Bernardino Community College District Board of Trustees. Every course, whether offered on the main campus or at a satellite location, is fully open to any person who is eligible for admission to San Bernardino Valley College and who meets any prerequisites as have been established in accordance with Title V of the California Administrative Code.

Admission Requirements

The following groups are eligible for admission to San Bernardino Valley College:

- Any individual, age 18 or above, who can reasonably profit from instruction.
- Any individual who has graduated from high school or who has been awarded a California Certificate of Proficiency, who has successfully completed the GED, or has been awarded a certificate of completion from a high school.

High School Students

In accordance with Board Policy 6020, any pupil enrolled in grades 9-12 from a public school district may apply for admission to the college upon submitting evidence that the Board of Trustees of the public school district has granted such approval. A parent or guardian of a pupil who is not enrolled in a public school district may petition the college president for such admission. The college president or designee shall review and act upon all applications.

The three categories of high school students listed below may be admitted to San Bernardino Valley College. All high school students must complete an admission application and take the College Assessment Test before registering for classes:

High School Juniors and Seniors enrolling in Transfer Level Courses (courses numbered 100-200)

- Must have an overall high school GPA of 3.0 or better as verified by an official transcript. An appeals process will be available to students with GPA between 2.7 and 3.0, in which provisional admission will be granted based on a letter of recommendation from an instructor currently teaching the student in an academic course.
- Must submit a completed application for admission to the college.
- Must submit a **Special Student Attendance Approval** form signed by parent/guardian and high school principal or designee.
- Must register in transfer level courses.
- Must submit official high school transcript each semester while attending SBVC.
- Courses cannot duplicate courses currently available in their high school.

High School Vocational Education Students, Grades Nine Through Twelve

- Must have an overall high school GPA of 2.0 or better as verified by an official transcript.

- Must submit an application for admission to the college.
- Must submit a **Special Student Attendance Approval** form signed by parent/guardian and high school principal or designee.
- Must register in Vocational Education courses only.
- Must submit official high school transcript each semester while attending SBVC.
- Courses cannot duplicate courses currently available in their high school.

Students Below Grade Eleven

- Parents must petition in writing to the Vice President of Student Services or designee.
- The public school district of residence must grant approval in writing.
- Student must have proof of an overall high school 3.0 GPA or better as verified by an official transcript (except for students enrolling in Vocational Education courses, as described above).
- Must submit a **Special Student Attendance Approval** form.
- Must register in transfer level courses only (courses numbered 100 - 200).
- Must submit official high school transcript each semester while attending SBVC.
- Courses cannot duplicate courses currently available in their high school.

Residence Requirements

Residence determination must be made each semester for nonresident tuition purposes. The college application and, if necessary, other evidence furnished by the student are used in making residence determination.

Any adult who is physically present in the state while, at the same time, intending to make California his/her permanent home, may establish legal residence. The resident determination date is that day immediately preceding the opening day of instruction for each semester or term. Steps must be taken at least one year prior to the residence determination date to establish the intent to make California one's permanent home with concurrent relinquishment of the prior legal residence. Some indications of intention to establish and maintain California residence include, but are not limited to:

- Payment of California state income tax as a resident.
- Registering to vote and voting in California.
- Possessing California motor vehicle license plates.
- Possessing a valid California driver's license.
- Maintaining a permanent military address or home of record in California while in the armed services.
- Establishing and maintaining active California bank accounts.
- Being a petitioner for a divorce in California.

In general, an unmarried minor (a person under 18 years of age) derives legal residence from the parent or parents with whom he/she lives. The student who is within the state only for educational purposes does not gain the status of resident regardless of the length of his/her stay in California. Exceptions to the residence requirements are as follows:

1. Persons below the age of 19 whose parents were residents of California but who left the state while the student who remained was still a minor. When the minor reaches 18, the exception continues for one year to enable the student to qualify as a resident student.
2. Persons below the age of 19 who have been present in California for more than a year before the residence determination date and who have been entirely self-supporting for that period of time.
3. Persons below the age of 19 who have lived with and have been under the continuous direct care and control of an adult, not a parent, for the two years immediately preceding the residence determination date. Said adult must have been a California resident for the most recent year.
4. A student who is a member of the armed forces of the United States stationed in this state on active military duty shall be entitled to resident classification for one year from the time the member reports for duty in California.
5. A student who is a natural or adopted child, stepchild or spouse and who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification for one year from the time the member reports for duty in California. This military exception does not require any intent on the part of the military member or dependent to become a resident of California. If, however, after the one year has elapsed the member or dependent has not satisfied California residence requirements, he/she will not be entitled to resident classification until the intent requirements have been fulfilled for the one-year period.
6. A student who is a full-time employee of a public institution of higher learning, or whose parent or spouse is a full-time employee, will be entitled to resident classification until he/ she has resided in the state the minimum time necessary to become a resident.

Any student may make a written appeal to the Dean, Student Development within 30 calendar days of notification of a final decision by the college regarding classification.

Out-of-State Students

Out-of-state applicants are admitted to the college on the same basis as California residents except that they are required to pay non-resident tuition fees in addition to other fees required by the college. After a student has been present in California for one year and has manifested clear intent to become a California resident, he/she may apply for reclassification as a California resident.

International Students

San Bernardino Valley College is approved by the U.S. Citizenship and Immigration Services (USCIS) to admit non-immigrant international students who are taking lower division work for transfer to four-year institutions or who are taking coursework to complete a two-year occupational major. San Bernardino Valley College requires the full completion of each of the following items:

- An international student application for admission and a San Bernardino Valley College application accompanied by a nonrefundable processing fee of \$25.
- A minimum score of 450 on the paper-based Test of

English as a Foreign Language (TOEFL), 133 on the computer-based TOEFL, or 45 on the Internet based TOEFL.

- Official transcripts of high school and college records, accompanied by a notarized translation if the original is not in English.
- A bank statement and a notarized verification of funds and affidavit of support, sufficient to cover all expenses while in this country.
- One recent passport sized photograph.
- One copy of passport.
- F1 students must purchase International Health Insurance by the first week of classes.

When all requirements have been met, the student will be mailed a letter of acceptance, along with an I-20 (certificate of eligibility) form. Transfer students must submit a copy of the I-20 form from the previous school attended, along with an Intent to Transfer form obtained in the Counseling Center (Administration/Student Services Building, Room 103) or on the SBVC website.

In order to be considered for admission, all application items must be submitted (by May 1 for the fall semester and October 1 for the spring semester) to the Counseling Center (Administration/Student Services Building, 103). Prior to registering for classes, the international student must also be prepared to present to the International Student Counselor the results of a chest x-ray or a negative tuberculosis skin test taken in the United States (The skin test may be taken in the campus Health Center for a nominal fee). F-1 students must be enrolled in 12 units per semester, per USCIS regulations.

Veterans

San Bernardino Valley College offers courses approved for Veterans Administration benefits under Title 38, Chapters 30, 31, 32, 35, and 106 of the U.S. Code. An enrollment certification will be returned to the Veterans Administration when a veteran or his/her eligible dependent has completed the following:

- Filed a D.D. 214 form and other required documents with the Veterans Affairs Office.
- Filed an official transcript of all previous work taken at other colleges or universities with the Records Office (These records have to be evaluated and appropriate credit granted before the student can be certified for benefits. The applicant's initial certification to the Veterans Administration will reflect the total credit granted).
- Student must have their program approved by a counselor prior to the start of their second semester of attendance. The program must be listed in the College Catalog.
- To be certified as a student, you must be enrolled in classes listed on their education plan.

Grades of W (withdrawal) and NC (no-credit) are interpreted as unsatisfactory progress by the Veterans Administration. Additionally, a complete withdrawal during a term is considered unsatisfactory progress except in extenuating circumstances. Veterans and their eligible dependents are responsible for notifying the Veterans Administration of any changes in their academic program, in their marital or dependent status, or in their address.

ENROLLMENT

Application Procedures

1. *Filing an Application for Admission to the College*

You must have attended last semester for your file to be current. All new students who have never attended San Bernardino Valley College and **all returning students who did not attend San Bernardino Valley College last semester** must complete an application for admission before registering for classes. New student applications may be submitted online at the San Bernardino Valley College website www.valleycollege.edu or in person at the Admissions & Records Office (Administration/Student Services Building). The signature page and statement of residency may be submitted in person or by U.S. Mail. Both the signature page and the statement of residency must be submitted before a student can be admitted. **Note: Returning students must submit their applications at the Admissions & Records Office.**

2. *Transcripts of Prior Work*

Students must have official transcripts of all high school and college work (all work not done at San Bernardino Valley College) sent to the Admissions & Records Office (Administration/Student Services Building) if they are planning to attend. **If the student does not submit an application, transcript will be destroyed.**

3. *Assessment / Orientation / Advisement*

When you submit an application for admission in person, you will be able to make an appointment to take an Assessment test. New students are **required** to participate in assessment unless specifically exempted from this process.

If you mail your application, or submit it online, you may come to the Admissions & Records Office (Administration/Student Services Building) to make an appointment or call, which is your admission ticket to assessment. To get an appointment for the Ability-to-Benefit (ATB), please go to Financial Aid.

Report at least fifteen minutes early on the assessment date you have chosen. Bring your appointment card with you as well as a picture ID (driver's license or school ID).

You may be exempt from Assessment if:

- You have an associate degree or higher from an accredited college or university; **or,**
- You have earned a score of 3 or higher in Advanced Placement Tests in **both** math and English; **or,**
- You have proof of taking an assessment test at another California community college within the last three years; **or,**
- You are taking courses for career advancement, to improve job skills, or to maintain certificate or license requirements **and** the courses you are taking do not require either math or English prerequisites; **or,**
- You are taking courses only for personal enrichment **and** are enrolled in 6 or fewer units in courses that do not have a math or English prerequisite **and** you have not completed more than 12 units total at the college.

You may be exempt from the English Assessment if:

- You received a grade of "C" or better in a prerequisite English course at the college level.

You may be exempt from the math Assessment if:

- You received a grade of "C" or better in a prerequisite math course at the college level.

Here are questions students most often ask about Assessment:

Why is the Assessment required?

Assessment will place you in proper English, reading, and math courses. During the Orientation/Advisement session following assessment, you will be introduced to the college's services. After your assessment is processed, the counselor will help you select appropriate courses for the semester.

If I don't do well on the Assessment, will I still be able to attend San Bernardino Valley College?

Yes. This is not a pass/fail exam. It is a tool to help you and the counselor make appropriate educational plans.

How long will the Assessment take?

Approximately 3 hours.

What if I need disability-related accommodations to complete the test?

If you have a learning or physical disability that requires reasonable accommodation to complete the assessment test, please contact Disabled Student Programs and Services, located in Administration/Student Services, Room 105.

Do other colleges require Assessment?

Yes. Every community college in California is required to assess all new students. Most four-year colleges and universities also require an assessment of basic skills.

Does a counselor discuss my Assessment results?

Yes. Counselors are your best resource to tell you how to interpret placement skills.

If my class has a prerequisite, what do I need to do?

Take the prerequisite course, or refer to page 12 for other options.

4. *Registration*

The *eSchedule* on the Valley College website or the *Schedule of Classes* provides detailed instructions on the procedures involved in registering for classes. Students may register either by telephone, online, or in person, in accordance with the dates identified in the *Schedule of Classes*. **Attending courses without formally enrolling (i.e., auditing) is not permitted.**

Students who have an incomplete application, dismissal or probationary issues, or an outstanding financial obligation will not be allowed to register for classes until the obligation is cleared. Examples of obligations falling under this policy include but are not limited to: returned checks, unpaid loans, equipment breakage, unpaid library fines, and registration fees.

The college reserves the right to cancel any class that does not meet the minimum size requirements established by the district. In some cases, cancellation may take place before the first class meeting. Students will automatically be mailed a refund of the enrollment fees for any class cancelled by the college.

5. **Payment of Fees**

Current fees are listed each semester on the payment coupon in the *Schedule of Classes and on the website*. All fees are due and payable three business days prior to the start of the semester. After the start of the semester, all fees are due and payable at the time of registration. In addition to enrollment fees, students can be assessed the following: health fee, accident insurance, Student Representation fee, and Student Center fee. Optional fees include those for a parking permit and for the Associated Students (AS) discount card.

Students who are not residents of California are required to pay non-resident tuition. Non-resident tuition is payable at the time of registration.

6. **Class Attendance**

Students who are not in attendance at the first class meeting are considered "no-shows." Instructors may choose to drop no-shows in order to give their seats to non-registered students seeking admission.

7. **Late Registration**

Applicants who do not enroll during the registration period may enroll in classes during the first two weeks of the full-term fall and spring semesters, using the "Web Authorization Sticker." Keep in mind that an instructor may refuse to admit a late registrant when the work missed cannot reasonably be made up, when the class is full, or when normal progress in the course would be impossible or unsafe. Students who are added to classes must bring only signed web authorization forms to the Admissions & Records Office **immediately**. Students will **not** be enrolled into a class if the deadline date for admissions has passed.

8. **Change of Program**

Registered students may change their programs during a designated period at the beginning of each semester. Once the telephone/web registration period has passed (or the first day of classes lasting less than 17 weeks), a *Web Authorization Add/Drop* form is needed to change a schedule. These forms are in the classrooms or Division Secretaries. Students must request a computer printout whenever they make a schedule change. 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 time of service.

9. **Refunds**

A. Designated Fees including 1) Enrollment 2) Non-Resident Tuition 3) Parking 4) Health 5) Accident Insurance 6) Student Services Card 7) Student Center 8) SBVC Student Representation.

B. Conditions

1. Refund requests must be initialed and signed by the student utilizing the District refund form.
2. If a refund is requested for the parking or student services car fees, the parking decal or the student services card must be attached to the refund request.

C. Military Service Exception

If a student who is a member of an active or reserve military service receives orders compelling a withdrawal from courses, the District shall, upon petition of the affected student, refund the entire enrollment fee unless academic credit is awarded.

D. **Refund Schedule**

This refund schedule applies to all fees listed in Paragraph A, above:

1. Fees are collected in error – Fees collected in error will be refunded in their entirety.
2. Class cancelled by the college – If a class is cancelled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. If that cancellation results in a student's withdrawal from the college, refunds of the appropriate fees listed in Paragraph A will apply.
3. Withdrawal from the College
 - a. Enrollment Fee/Non-Resident Tuition – If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees or non-resident tuition fees will be refunded;
 - b. Parking fee, Health fee, Accident Insurance fee, Student Services Card fee, Student Center fee, Student Representation fee – In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.
4. Unit Reduction – If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.
5. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

E. Refund Processing Fee – A charge of \$10 will be collected for each refund transaction not to exceed \$10.00 per student per semester, except for cancelled classes or over-payment.

It takes approximately six to eight weeks to process a refund check. If a student wishes to apply the refund credit toward registration in another class, he/she must submit the drop and add at the same time.

Matriculation

Matriculation is a process which is designed to assist students in accomplishing their educational goals. The process brings the college and the student into an agreement for the purpose of realizing the student's educational goal. The primary purpose of matriculation is student success.

The college agrees to provide:

- An admissions application process
- An orientation to the college's programs and services
- An assessment of the student's study skills, English language proficiency, computational skills, goals, career aspirations, academic performance, and need for special services
- Counseling and advisement to develop a student education plan (SEP) Follow-up evaluation of each student's progress in achieving an educational goal.

The student agrees to:

- Express at least a broad educational intent upon admission

- Declare an educational goal by the time the student has completed 15 units
- Attend class
- Work diligently to complete course assignments
- Demonstrate an effort to attain an educational goal
- Meet with a counselor to develop a student educational plan (SEP) that will meet his/her unique needs.

Matriculation goals are partially fulfilled through the ACAD 100 class. Students who intend to graduate from San Bernardino Valley College are required to complete ACAD 100 during the first two semesters in which they are enrolled in 9 or more units.

ACADEMIC STANDARDS & POLICIES

Attendance

All students are expected to attend classes regularly. Each instructor will inform students at the beginning of each term exactly what is to be expected regarding attendance in his/her class, and the instructor's decision is final. In the event an absence is unavoidable, students are responsible for notifying instructors.

A student's failure to attend class meeting(s) during the first week of a term may result in the student being dropped from the class. After the first week of classes during any term, an instructor may drop a student from any class in which the student has:

- Violated the instructor's stated attendance requirements;
- Accrued more than two absences per unit; or,
- Attended so irregularly that the instructor feels it is unwise for the student to continue.

Instructors may not drop students after the 14th week of instruction (for full semester classes) or after 75 percent of instruction (for short-term classes).

Credit Hours (Units)

One credit is awarded for each 16-18 lecture hours of instruction, or for 48-54 laboratory hours, or for appropriate combinations of lecture and laboratory hours. For each one hour of lecture, students are expected to fulfill at least two hours of work outside of class in reading, preparing assignments, or other activities related to the course.

Classification of Student Load

Students are defined as full-time when enrolled in 12 or more units in either the fall or spring semesters. A part-time student is one who is enrolled in fewer than 12 units in either the fall or spring semesters. During the summer session, a full-time student is enrolled in 6 or more units and a part-time student is enrolled in fewer than 6 units.

An overload of units requires a counselor's signature for registration. An overload is considered to be anything over 18 units for the fall or spring semesters and anything over 8 units for the summer.

Grades & Grade Points

The system of grades and grade points at San Bernardino Valley College is as follows:

	Grade Points Per Unit
A Excellent	4
B Good	3
C Satisfactory	2
D Passing, less than satisfactory	1
F Failing	0
* CR Credit	0
** NC No Credit	0

*** I	Incomplete	—
*** W	Withdrawal	—
*** MW	Military Withdrawal	—
*** IP	In Progress	—
*** RD	Report Delayed	—

- * At least satisfactory; units are not counted in GPA; credit is earned.
- ** Less than satisfactory; units not counted in GPA; NC units used in calculating units attempted for progress, probation and dismissal.
- *** Non-evaluative symbols; no units or credit earned.

Only instructors may assign grades, and the grades given are final except in cases of mistake, fraud, bad faith, or incompetence. No grade will be changed for any reason or any circumstances after three years from the end of the term in which the grade was assigned.

Credit / No Credit Grading

Students who wish to be graded in any class on a Credit/No Credit basis must complete the appropriate form which is available in the Admissions & Records Office (Administration/ Student Services Building, Room 100) or on the college website. The paperwork must be submitted no later than the end of the first 30 percent of the course. Credit will be granted only when the work is of a quality equivalent to a grade of "C" or better. A maximum of 15 units of credit (CR) courses may apply toward graduation requirements. Credit/No Credit grading is not permitted in a course within a student's major area of study. This rule may be waived for students who complete courses for credit and who later declare a major in that field of study. Once Credit/No Credit has been selected as a grading option, a letter grade (A-F) cannot be issued.

Incompletes

An incomplete or "I" symbol will be awarded to the student who, in the judgment of the instructor, is unable to complete a course due to a verified emergency. An *Incomplete* form will be completed by the instructor for each student and submitted to the Admissions & Records office. This form will cover the conditions for the removal of the "I" and the grade that will be recorded if the work is not completed within one year from the end of the semester in which the "I" was assigned. The student cannot register into the same course until the "I" has been removed.

Withdrawals

If a student stops attending class, it is the student's responsibility to officially drop the class. A student who wishes to drop one or more classes but continue enrollment in other classes should complete an add/drop/

web authorization form. The completed form must be returned to the Admissions & Records Office immediately or entered online. Prior to the end of the third week (or 30 percent of a term, whichever is sooner), no entry will be made on the student's record for dropping a class. A student who withdraws or is dropped from a course before the end of the 14th week of a semester (or before 75 percent of a short-term class has been completed) will not receive a letter grade. Instead, the letter W (Withdrawal) will be recorded on the student's transcript. This symbol carries no evaluation of the student's work, but is a clerical notation that the student was enrolled in the course and withdrew or dropped without grade or unit credit. However, W's are used in probation and dismissal procedures. Students will receive a letter grade if they continue any course after the 14th week of the semester (or after 75 percent of a short-term class has been completed).

A student activated for military service may receive a military withdrawal (MW) at any time during the semester. Military withdrawals will not factor into progress probation and disqualification. Students who are members of the military (active or reserve) or National Guard should present their military orders to the Admissions & Records Office in order to have the MW assigned.

Repeated Courses

Generally, students may take a course only once. There are three exceptions to this general statement:

1. Certain activity-based courses may be repeated when the faculty have determined that students are best able to achieve the objectives of the course through repetition. If a course number includes the notation x2, x3, or x4, then the course may be taken 2, 3, or 4 times. In accordance with Title 5, Section 55763 (b), students may also repeat courses that are necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
2. Courses in which a D, F, or NC were received may be repeated **one** time. The units for which credit is given will count only once toward a degree or certificate. This will apply whether the course was repeated at SBVC or at another accredited college or university.
3. Students who have received a grade of A, B, C or CR and who wish to repeat a course may file a petition for academic exception to establish that exceptional circumstances exist that would justify such a repetition. If the *Petition for Academic Exception* is approved by the Scholastic Standards Committee, the course may be repeated **one** time. The grades issued for repeating a course under this petition process will not be counted in the computation of the college grade point average, and the units for which credit is given will count only once toward a degree or certificate.

Final Examinations

Final examinations are given at the close of each semester. Students are required to take scheduled final examinations in order to receive credit. Any student who is purposely absent from an examination at any time during a semester forfeits the right to make up work by re-examination.

Final Grades and Transcripts

Final grades are accessible via the Internet or through the telephone registration system approximately four weeks after the completion of the semester. To access Valley's *Campus Central* on the Internet, go to:

<http://www.valleycollege.edu>

To access grades through the campus telephone system, dial (909) 888-1996. Note: Final grades will not be released if a student has holds, an outstanding financial obligation, or other academic or probationary issues.

Requests for transcripts must be made in writing. Students may complete the appropriate form in the Records Office (Administration/Student Services Building, Room 100). Requests will be filled within a predetermined timeframe, providing the student has no outstanding obligation to the college. The first two transcripts requested are provided at no charge; after two, there is a nominal charge for each request.

Prerequisites, Corequisites, and Departmental Advisories

When registering for classes, students are required to adhere to enrollment policies that relate to prerequisites, corequisites, and departmental recommendations.

1. A *prerequisite* is a course or skill that must be met before a course is taken. Students registered in a class without having completed the prerequisite(s) may be dropped from the class. Prerequisite courses must be completed with a grade of C or higher. Prerequisite courses completed with a grade of D or F indicate unsatisfactory performance in the course and do not satisfy the prerequisite.
2. A *corequisite* is a course that must be taken during the same semester as another course in which the student would like to enroll.
3. A *departmental advisory* is a suggested course that would be helpful for a student to have completed prior to enrolling. A departmental advisory is a suggestion, not a requirement.

Students may challenge a prerequisite or corequisite on one or more of the following grounds:

- The student can demonstrate he/she has the knowledge or ability to succeed in the course or program despite not having satisfied the prerequisite or corequisite
- The student will be subject to undue delay in attaining his/her educational goal as outlined in his/her Student Education Plan (SEP) because the prerequisite or corequisite course has not been made reasonably available.
- The prerequisite or corequisite is discriminatory or is being applied in a discriminatory manner.
- The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites or was established in violation of Title V.

It is the student's responsibility to provide information to support the challenge. The challenge must be filed in the Division Office within the first week of class. The college will process the challenge within five working days. For information on challenging a prerequisite, contact the Matriculation Coordinator.

Non-Degree Applicable Courses

Courses numbered in the 900s do not apply toward a degree, and are designed to provide the fundamental skills necessary for successful completion of other college courses. These include precollegiate courses in reading, writing, computation, learning skills, study skills, and English as a second-language. Non-degree applicable courses, including basic skills courses, are indicated in this catalog by numbers from 900 to 999. In accordance with Title 5, Section 55758.5 (b), grades earned in non-degree applicable courses are not included when calculating a student's degree applicable grade point average.

Students will not receive credit for more than 30 units of basic skills course work taken in the San Bernardino Community College District. Basic skills coursework earned in another community college district will not be counted toward the 30-unit limit. Students enrolled in English as a second-language courses and students identified by the District for learning disabled programs are exempt from this 30-unit limit. Other students may apply for a waiver of the 30-unit limit. Contact a counselor for more information about the waiver process.

Credit-by-Examination

Students who feel that their knowledge of a subject is equivalent to the content of a course offered by the college may apply for credit-by-examination. To do so, the following conditions must exist:

- The student must submit evidence of extensive background and/or experience in the subject to the instructor of the course.
- The student must have completed twelve (12) or more units at San Bernardino Valley College or be a permanent employee of the San Bernardino Community College District.
- The student must be enrolled in the college during the semester in which he/she takes the examination.
- In accordance with Board Policy 5080, credit by examination for Modern Language courses may be granted only to students who take the next higher language course while attending San Bernardino Valley College, and only with the approval of the Modern Languages Department Head.

An application for credit-by-examination is available from the Records Office (Administration/Student Services Building, Room 100). In addition to paying an enrollment fee based on the number of units in the course that is being challenged, there is an additional \$20 processing fee that is applied to all credit-by-examination applications. (Note: All students, including those with Board of Governor fee waivers, must pay the processing fee and enrollment fee based on units when applying for credit by exam.) Once the application has been approved by the administration and the necessary fees have been paid, notice will be sent to the instructor that he/she may administer the examination and submit the grade earned. Grades will be consistent with the grading systems established by the college and will be submitted to the Admissions & Records Office by the end of the semester in which the examination is completed. The student's transcript will contain a notation that indicates that the credit was earned by examination. Any grades earned through credit by examination will be counted when determining athletic, financial aid and Dean's List eligibility. The units earned will not be counted in

determining the twelve (12) semester hours of credit in residence required for graduation from the college (see Associate of Arts Degree graduation requirements on page 30 of this catalog). Financial Aid is not available for credit by examination.

Credit for Military Service

Currently enrolled students who have had a minimum of one year of military service may petition to receive up to two semester units of credit for the Physical and Health Education requirement for graduation. One unit is allowed toward CSU GE-Breadth in area E. A DD-214 is required. Petition *For Military Service Credit* forms may be obtained in the Admissions & Records Office (Administration/Student Services Building, Room 100). Students who have completed coursework at other institutions while in the military must submit official transcripts to appropriate division deans for approval of course equivalency.

Credit for Advanced Placement

Students who have completed Advanced Placement (AP) examinations of the College Entrance Examination Board with scores of 3, 4, or 5 may receive credit at San Bernardino Valley College as indicated in the table on page 16. A grade of Credit (CR) will be assigned on the transcript. Credit awarded through advanced placement may be used to satisfy graduation requirements toward the associate degree, IGETC and CSU General Education-Breadth requirements. Transfer universities re-evaluate AP. The units earned from AP credit will not apply toward financial aid nor can they be used to satisfy the 12-unit residence requirement for graduation. Students request credit for AP through the Admissions & Records Office. (See Associate Degree Graduation Requirements on page 30 of this catalog).

Credit Through the College Level Examination (CLEP) Program

A student must be enrolled at San Bernardino Valley College to receive course credit for CLEP Examinations. Credit will not be granted for courses in which equivalent or more advanced course work has been completed. Students will receive appropriate credit for CLEP Examinations, for which faculty have determined equivalent to SBVC courses. Students should be aware of the following:

1. University of California does not accept CLEP Examinations.
2. The California State University is only obligated to accept the following CLEP Examinations:
 - College Algebra/Trigonometry (score 49) applicable toward CSU GE-Breadth Area B4.
 - Calculus with Elementary Functions (score 51) applicable toward CSU GE-Breadth Area B4.
 - General Chemistry (score 48) applicable toward CSU-GE Breadth Area B1.
3. Students should be aware that acceptance of CLEP at the various campuses of the CSU varies. CLEP Examinations get re-evaluated at transfer universities.
4. SBVC Departmental approval is required for degree ad/or certificate requirements.
5. CLEP is evaluated on a credit basis only; no letter grades are assigned.
6. At the time of publication of this catalog, CLEP is under review at SBVC. CLEP scores other than those listed below will be evaluated on an individual basis.

Please refer to the table on page 15.

Credit for Courses Taken at Other Colleges

Academic credits earned at other regionally accredited institutions are evaluated at the time of a student's initial enrollment at SBVC. It is therefore important that the student request official transcripts from all colleges previously attended. These transcripts should be sent to the Admissions & Records Office (Administration/Student Services Building, Room 100). All religious courses taken at a denominational college need to be equated with courses at San Bernardino Valley College; otherwise, the religious courses are not allowed.

A student who has taken coursework at institutions of higher learning outside of the United States and who wishes to have that coursework considered toward his/her educational goal at San Bernardino Valley College must have the academic credentials evaluated by a bonafide independent evaluating agency. A list of recommended agencies is available in the Records Office (Administration/Student Services Building).

International Baccalaureate

A student must be enrolled at San Bernardino Valley College to receive course credit for the International Baccalaureate diploma or certificates. At the time of catalog publication, policy for acceptance of the International Baccalaureate diploma or certificates is under review for only the higher levels (HL). Scores below 4 for English A1 and 5 for Mathematics will require that students complete assessment at SBVC. The International Baccalaureate is re-evaluated by the CSU and UC. Please refer to the table below. Any questions may be directed to the Articulation Officer in the Counseling Center, Administration/Student Services Building, Room 103.

Examination	Score	Units	SBVC Equivalent	CSU GE-Breadth	IGETC
English A1 (HL)	5	4	ENGL 101	A2	Area 1A
English A1 (HL)	4	4	Placement into ENGL 101; credit for ENGL 015	No credit	No credit
French B (HL)	5	5	FRENCH 102	C2	Language other than English
Mathematics and Computer Science(HL)	5	4	MATH 250	B4	Area 2
Spanish B (HL)	5	5	SPAN 102	C2	Language other than English

Progress Probation:

A student will be placed on progress probation when he/she has completed at least 12 units and has received course completion symbols of W, I and/or NC in 50 percent or more of these units. A student will be informed that he/she is on progress probation by letter. The letter will list common causes of unsatisfactory progress and will recommend services for improving academic achievement. If the student on progress probation also has a grade point average of less than 2.00, he/she will not be allowed to register for additional courses until he/she meets with a counselor. A student will be released from progress probation status whenever more than 50 percent of all the units he/she has taken at the college

have been completed with an assigned letter or CR grade. In addition, a student may appeal his/her probation status.

Probation & Disqualification

Academic Probation:

A student will be placed on academic probation when his/her cumulative grade point average in 12 or more units falls below 2.00 in all units attempted which were assigned on the basis of the college grading scale. A student will be informed that he/she is on academic probation by letter. The letter will list common causes of unsatisfactory progress and will recommend services for improving academic achievement. A student on academic probation will not be allowed to register for additional courses until he/she meets with a counselor. A student will be released from academic probation when his/her accumulated grade point average reaches 2.00 or higher. In addition, a student may appeal his/her probation status.

Academic Disqualification:

A student on academic and/or progress probation shall be dismissed for one semester when one or more of the following conditions exists:

- The student has earned a cumulative grade point average of less than 2.00 in all units attempted in each of the three consecutive semesters. (For purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment.)
- The student has received course completion symbols of NC, I and/or W in 50 percent or more of the units for which he/ she was enrolled in each of three consecutive semesters.
- The student has received a combination of the two patterns listed above in each of three consecutive semesters.

As with probation, a student will be informed of dismissal by letter. A student may appeal his/her disqualification status.

Readmission After Disqualification:

A student may be reinstated one semester after the date of dismissal. Students enrolled following dismissal shall be on probationary status for one semester. If, after this semester, the scholastic achievement of the readmitted student continues at a probationary level, the student may be disqualified for one year. Students must see a counselor and complete readmissions documents.

Academic Renewal

Students who feel that past substandard grades earned from San Bernardino Valley College or any other accredited college no longer reflects their current level of academic performance may petition to have the grades from any two consecutive semesters eliminated from the computation of their total grade point average. Students must contact each institution individually to request academic renewal. The following conditions will apply:

- The substandard grades must have been earned during no more than two consecutive semesters of attendance at any accredited college.
- The number of units under consideration for these two consecutive semesters may not exceed 30 semester units.
- During the time since the substandard grades were achieved, the student must have attended San

Bernardino Valley College or any other accredited college and completed at least two semesters and at least 24 consecutive semester units with a cumulative grade point average of 2.50 or higher.

- Of the units obtained since the standard grades were achieved, only the last 24 units completed will be used to determine eligibility.
- The student may not petition under these procedures more than one time.

If the conditions above are met and if the petition is approved, the student's grade point average will be recalculated. Nonetheless, any institutional action taken under Academic Renewal will not remove the original courses, units, or grades from the student's permanent record. In accordance with Title V, all work attempted, once entered on the record, must remain legible and reflect the student's complete academic record. The petition may be obtained and reviewed by a counselor to determine if the criteria has been satisfied and submitted to Admissions & Records (Administration/Student Services Building, Room 100).

Open Enrollment Policy

San Bernardino Community College District and its two colleges, San Bernardino Valley College and Crafton Hills College, are committed to non-discrimination. Our goal is to provide equal opportunities for all community members in all areas of the college including admission, student financing, student support facilities and activities, and employment. Federal laws and district policies strictly prohibit all types of discrimination, including sexual harassment and inequities based on race, color, religion, sex, age, marital status, physical disabilities or mental impairments, or sexual orientation. The District's non-discrimination policies are supported by the requirements of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the education amendments of 1972; the Age Discrimination in Employment Act of 1975; and sections 503 and 504 of the Rehabilitation Act of 1972, as amended, and the Americans with Disabilities Act.

Sexual Harassment Policy

Sexual harassment of students or employees in the academic and work environments violates both federal and state law and district policy, and it will not be tolerated. It also violates law and policy to retaliate against any individuals for filing a complaint of sexual harassment, or for participation in the investigation or resolution of a formal or informal, written or oral complaint of sexual harassment. Unlawful harassment on the basis of sex includes, but is not limited to, classroom conditions, grades, academic standing, scholarships, recommendations, employment opportunities, disciplinary action, or any other aspect of college life within the control of the District. Complaints of sexual harassment may be registered with Kay Ragan, Interim Vice President of Student Services, Administration 200. She can also be reached by calling (909) 384-8297.

Academic Freedom

San Bernardino Valley College is committed to the principle that the free expression of ideas is essential to the effective education of its students and should be limited only by the responsibility to express ideas with fairness and in a manner that respects the differing ideas of others and distinguishes between established fact and theories and one's own opinion.

No special limitations shall be placed upon the study, investigation, presentation, and interpretation of facts and ideas concerning human society, the physical and biological world, and other branches of learning, subject to accepted standards of academic and professional responsibility. Students shall have the opportunity to study controversial issues and divergent views and to arrive at their own conclusions. While students may represent without penalty any opinion in or out of class, they may be required to demonstrate knowledge of views contrary to their own in order to fulfill course requirements.

(Excerpted from Board Policy 5150; for the full text of Board Policy 5150, ask at the Library Reference Desk to see the Board Policy Manual.)

CLEP EXAMINATION	SBVC REQUIRED SCORE	SBVC UNITS	SBVC EQUIVALENT COURSE (to clear prerequisite requirements)	SBVC Graduation Requirement	CSU GE-Breadth Area
Accounting Principles	50	6	ACCT 200 & 201	N/A	N/A
Algebra, College	50	3	MATH 102	Category IV	No credit
Algebra – Trigonometry, College	50	4	MATH 151	Category IV	B4
American Government	under review	under review	under review	under review	under review
Biology	46	3	N/A	Category I (no lab credit)	No credit
Calculus	50	4	MATH 250	Category IV	B4
Chemistry	48	3	N/A	Natural Science (no lab credit)	B1
English – Freshman Comp	N/A	N/A	N/A	No credit	No credit
Humanities	420	3	N/A	Category III	No credit
Literature – Analyzing & Interpreting	under review	under review	under review	under review	No credit
Marketing Principles	under review	under review	under review	under review	No credit
Mathematics, College	N/A	N/A	N/A	No credit	No credit
Mathematics – Precalculus	50	4	MATH 250	Category IV	B4
Psychology - Introductory	N/A	N/A	N/A	No credit	No credit
Sociology	50	3	SOC 100	Category II	No credit
Spanish Language	N/A	N/A	N/A	No credit	No credit
Trigonometry	50	3	MATH 103	Category IV	No credit

ADVANCED PLACEMENT EXAMINATION SCORES

Advanced Placement Exam with Score of 3, 4, or 5	SBVC Units Awarded	SBVC Prerequisite Course	SBVC General Education Graduation Credit	CSU General Education Credit	IGETC Credit
Art: History of Art	3	ART 100 or 102	Category III, 1 course	Area C1	Area 3A
Art: Studio	3	ART 120	Category III, 1 course	None	None
Biology	4	BIOL 100	Category I, 1 course	(no lab) Area B2	Area 5B
Chemistry	5	CHEM 150 or CHEM 150H	Category I, 1 course	Areas B1and B3	Area 5A
Computer Science A	3	(CS 110 + (CS 120 or CS 190)	None	None	None
Computer Science AB	3	CS 190 + CS 265	None	None	None
Economics: Macroeconomics	3	ECON 200 or 200H	Category II, 1 course	Area D2	Area 4
Economics: Microeconomics	3	ECON 201	Category II, 1 course	Area D2	Area 4
English: Language & Composition	3	ENGL 101 or ENGL 101H	Competency in English	Area A2	Area 1A
English: Literature & Composition	6	(ENGL 101 or ENGL 101H) + ENGL 151	Competency in English	Areas A2, C2	Area 1A
Environmental Science	3	BIOL 104	Category I, 1 course	Area B2	Area 5B (no lab)
French Language	6	Score 3, 4 or 5 = FRENCH 102 Score	Category III, 1 course	Area C2	Language Other than English
French Literature	6	No equivalent	Category III, 1 course	Area C2	Area 3B
German Language	6	No equivalent	Category III, 1 course	Area C2	Language Other than English
Government and Politics: Comparative	3	No equivalent	Category II, 1 course	Area D8	Area 4
Government and Politics: US	3	No equivalent	Category II, 1 course	Area D8	Area 4
History: European	3	No equivalent	Category II, 1 course	Area D6	Area 3B
History: U.S.	3	No equivalent	Category II, 1 course	Area D6	Area 3B
History: World	3	No equivalent	Category II, 1 course	Area D6	Area 3B
Human Geography	3	No equivalent	Category II, 1 course	Area D5	Area 4
Latin: Vergil	3	No equivalent	Category III, 1 course	Area C2	Area 3B
Latin: Latin Literature	3	No equivalent	Category III, 1 course	Area C2	Area 3B
Mathematics - Calculus AB	3	MATH 250	Competency in Math	Area B4	Area 2
Mathematics - Calculus BC	3	MATH 251	Competency in Math	Area B4	Area 2
Music Theory	3	MUS 101 + MUS 101L + MUS 102 + MUS 102L	Category III, 1 course	Area C1	Area 3A
Physics B	6	PHYSIC 150A + 150B	Category I, 1 course	Areas B1and B3	Area 5A
Physics C (Electricity/Mechanics Magnetism)	5	PHYSIC 200 + 201	Category I, 1 course	Areas B1and B3	Area 5A
Psychology	3	PSYCH 100 or 100H	Category II, 1 course	Area D9	Area 4
Spanish Language	6	Score 3=SPAN 102 Score 4=SPAN 103 or 103H Score 5=SPAN 104	Category III, 1 course	Area C2	Score of 4 or 5 Area 3B Language Other than English
Spanish Literature	6	No equivalent	Category III, 1 course	Area C2	Area 3B
Statistics	4	MATH 108	Competency in Math	Area B4	Area 2

STUDENT AWARDS AND HONORS

Academic Recognition Programs

Recognition for outstanding academic achievement is given in the following ways:

Dean's List:

Outstanding scholastic achievement by San Bernardino Valley College students is recognized through the *Dean's Honors List*. The *Dean's List* is generated twice in each academic year, once during the fall semester and once during the spring semester. This scholastic recognition is based on GPA earned during the prior semester as opposed to a cumulative GPA. To qualify for the *Dean's List*, students must complete 12 units of college-level courses during the prior semester. (Units earned through credit-by examination will be counted when determining eligibility.) Courses taken on a "Credit/No Credit" basis and/or courses numbered in the 900s that do not apply toward a degree are not included when evaluating whether a student has met the 12-unit requirement. Qualifying students will be included on the *Dean's List* in the following categories:

- *Highest honors* for students earning GPAs between 3.90 and 4.00.
- *Honors* for students earning GPAs between 3.70 and 3.89.
- *Distinction* for students earning GPAs between 3.50 and 3.69.

Graduating with Honors:

Students who complete 60 units and who graduate with cumulative GPAs in the above three categories will be honored at graduation with special mention in the graduation program. No more than 15 units of course work graded on a Credit/No Credit basis will be included in this 60-unit requirement.

Students completing their associate degrees with an overall GPA of 3.0 are eligible to wear a sash at graduation. Students completing their vocational certificates with an overall GPA of 3.0 or above are eligible to wear a cord at graduation.

Alpha Gamma Sigma:

Students who have a cumulative grade point average of 3.00 or higher may join Alpha Gamma Sigma, the California Community College Honor Scholarship Society. Applications for admission to Alpha Gamma Sigma are available in the Alpha Gamma Sigma office in Liberal Arts 113.

Honors Program

The mission of the Honors Program is to provide students with a rigorous learning experience that encourages independent and creative thought, to enhance students' critical reading, writing and thinking abilities as tools for achieving further academic success, and to prepare students for transfer to four-year institutions and to remain in the academic honors track.

Students involved in the Honors Program have the opportunity to develop unique links with UCLA, UC Irvine, UC Riverside, Cal Poly Pomona, Pepperdine University, UC Santa Cruz, and Chapman University including:

- Priority admission consideration

- Priority scholarship consideration
- Privileges such as use of the libraries
- Opportunities to attend academic, cultural, and athletic events, campus tours, and the Honors Transfer Day

For admission to the Honors Program, a student must be eligible for ENGL 101. In addition, the student must meet one of the following standards:

1. A GPA of 3.0 or higher in at least 12 units of transfer-level college coursework (courses numbered 100 or above); or,
2. A high school GPA of 3.50 or higher.

Students who complete the Honors Program will receive a special seal on their transcripts and diplomas, a gold tassel for graduation, and an Honors Program medallion. To complete the program, a student admitted to the Honors program must:

1. Complete a minimum of 15 units of honors classes.
2. Complete 4 points (64 hours) of community service.
3. Maintain a GPA of 3.3 in Honors classes.
4. Maintain an overall GPA of 3.0 in all college coursework.

The honors courses range from one to three units. Most courses are accepted by the University of California and California State University systems, and most can be used to satisfy general education requirements. Students who qualify for the Honors Program may register for any of the following honors courses:

- ACCT 285
- ANTHRO 106H
- ART 285
- CD 105H
- CHEM 150H, 151H, 212H, 213H
- ECON 285
- ENGL 101H, ENGL 102H
- GEOG 285
- MATH 285
- MUS 285
- PHIL 101H
- POLIT 110H
- RELIG 100H
- SOC 100H
- SOC 285
- SPAN 103H
- SPEECH 100H

For a complete course description of any of these, refer to the specific department listing in this catalog.

Students who would like to take a single honors course without fully participating in the Honors Program may enroll after satisfactorily demonstrating skill or aptitude in the discipline covered by that honors course. The prerequisite(s) for each course must be met by the individual student. Call (909) 384-8950 for additional information.

SERVICES FOR STUDENTS

Academic Advancement Lab & Tutorial Center

The Academic Advancement Lab and Tutorial Center (AALTC) houses self-paced, open entry basic skills classes and the Tutoring Center. It is located in the Liberal Arts Building (Room 206). The AALTC also serves as overflow open computer lab when the computers in the new campus Library are all in use. During the fall semester, the AALTC is open Monday-Thursday, 8:00 a.m. – 9:45 p.m., and Friday-Saturday, 8:00 a.m. - 4:45 p.m.

Art Gallery

The campus Art Gallery showcases the work of national, regional, local and student artists in 10 - 16 exhibits each year. The hosted receptions that open each show enable the public to meet the artists and instructors. During some shows, the artists will show slides and discuss their work. During the fall and spring semesters, the Art Gallery is open Monday-Friday, 10 a.m. – 2 p.m. Call (909) 384-8939 for additional information.

Associated Students/Student Life

The Associated Students (AS) is the official Student Government Organization of San Bernardino Valley College. The AS represents all SBVC students. The primary responsibility of AS members is to represent student interests on college, district and statewide committees. In addition they plan and manage various AS accounts, including the Student Center Fee Account, the Student Representation Fee Account and the General Account. Funds from these accounts are used to support various activities. Students can become active in AS either by running for office during the spring semester or by requesting an appointment during the fall semester. Appointments are at the discretion of the AS President. All students interested in participating in student government should visit the AS Office (Campus Center) or should call (909) 384-8590.

The Student Life Department (SLD) supports and advises the student governing groups. The SLD may be contacted for assistance in the Campus Center or by calling (909) 384-4474.

Athletics

San Bernardino Valley College is proud of the success of its athletic teams. Men's sports include football, basketball, baseball, track, cross-country, swimming, soccer and tennis. Women's sports include basketball, volleyball, soccer, swimming, softball, tennis, track, and cross-country.

Students interested in competing on an inter-collegiate team should contact the Athletic Directors at (909) 384-8510 (Men's) or (909) 384-8654 (Women's).

Also under the direction of the Athletic Department is the Pep Squad of cheerleaders and yell leaders. Tryouts are held annually in the spring and interested persons should contact the Athletic Directors.

Bookstore

The Bookstore, located on the lower level of the Campus

Center, sells textbooks, a wide variety of supplies, sportswear, accessories, snacks and novelty items. Bookstore hours vary throughout the semester. Call (909) 384-4435 or visit our website at www.sbvcbkstore.com for additional information.

Campus Child Development Center

The SBVC Child Development Center (CDC) is a licensed facility designed to meet the developmental needs of children from age one through pre-Kindergarten. The Center is open from 7:30 a.m. to 4:00 p.m., Monday-Friday. In addition, parents must enroll in a parent education class (CD 101). Preference is given to full-time students (12 units) who are on campus daily. Fees are assessed on a sliding scale, and can range from \$0 to \$48 per day, depending on the income of the parent(s). For further eligibility and enrollment information, call (909) 384-4440.

Clubs/Organizations

Students are invited to join one of the various campus clubs – or to start one of their own! For more information on campus clubs, please visit the Student Activities Office (Campus Center) or call (909) 384-8692.

Counseling Center

The Counseling Center staff and counselors (Administration/Student Services Building, Room 103) are available to assist students in making informed decisions about their academic, career and life goals. Counselors help students select the courses they need to meet requirements for associate degrees, certificates, and transfer. The Counseling Center is open Monday through Thursday from 8:00 a.m. to 7:00 p.m., and on Friday from 8:00 a.m. to 4:00 p.m. Students may be seen on a drop-in basis (first-come, first-served), but are encouraged to make an appointment in advance to spend more time with a counselor. A variety of services are available through the Counseling Center:

- **Educational and career planning**, including development of a student education plan.
- **Personal counseling** to meet the short-term needs of students with personal concerns.
- **International student counseling** to meet the specialized enrollment and counseling needs of F-1 Visa students.

To make an appointment or for additional information, please call (909) 384-4404.

Disabled Student Programs and Services

The department of Disabled Student Programs and Services (DSP&S) is designed to meet the individual needs of regularly enrolled, permanently and temporarily disabled students. Upon providing professional verification of a physical, learning, or mental disability, students may obtain a variety of services, including: disability management counseling; test taking accommodations; course materials in Braille, on tape, or in large print formats; the services of sign language interpreters and/or note-takers; tutoring services; and a variety of adapted equipment.

To obtain an accommodation for a disability, a student:

1. Must have a professionally verified disability. Professionals who are qualified to provide verification of a disability include—but are not limited to—physicians, psychologists, learning disabilities specialists, optometrists, and rehabilitation counselors.
2. May consult with a DSP&S faculty or staff member regarding the accommodation request.
3. May inform the instructor of the need for an academic adjustment or auxiliary aid. The student must allow the instructor a reasonable length of time to implement his/her accommodation request and make the necessary adjustments. Either the student or the instructor may choose to consult with a DSP&S faculty/staff member regarding verification or arrangements.

Students who need services related to a disability or who desire further information may either contact DSP&S at (909) 384-4443, or else visit the department in the Administration/Student Services Building, room 105 to make an appointment for intake and advisement.

Distributed Education

The office of Distributed Education coordinates the televised and computer-delivered courses available to students of San Bernardino Valley College and Crafton Hills College. Televised courses are broadcast on KVCR-TV, channel 24, and generally have five meetings on campus. KVCR is also available on cable systems and DirectTV, possibly on a different channel as selected by the independent provider. Online courses require access to a computer system connected to the Internet, and may have up to three meetings on campus. Fees and academic credits are the same as equivalent on-campus courses. Contact the Office of Distributed Education (909) 384-4325. The Internet site is:

<http://learnonline.sbccd.cc.ca.us.us/disted>

Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE)

San Bernardino Community College District recognizes that, as a result of financial need, language differences, and academic difficulties, some students will need special assistance for college success. The EOPS program is a state funded effort that provides special services to full time community college students. Participants must meet financial and educational disadvantage criteria. After eligibility requirements are met, EOPS services include the following: specialized academic, career, and personal counseling, book service, tutoring, priority registration, transfer assistance, and special activities and workshops.

EOPS also offers CARE (Cooperative Agencies Resources for Education) to EOPS students who are single parents on TANF/CalWORKs with children under the age of fourteen. CARE services are in addition to what a student would receive as an EOPS student.

For more information, visit the Administration/Student Services Building, Room 202, or call (909) 384-4412.

Food Service/Snack Bar

During the fall and spring semesters, the Campus Snack

Bar, located on the main floor of the Campus Center, is open Monday - Thursday, 7:00 a.m. - 8:00 p.m. and Friday 7:00 a.m. - 1:30 p.m. At other hours, food items can be obtained from the vending machines located in the North Dining Room in the Campus Center building as well as at other locations around campus.

During the fall and spring semesters, the college's award-winning Restaurant Management program operates an on-campus restaurant, The Sun Room. The Sun Room is open to faculty, staff and students on Mondays, Wednesdays and Fridays from 11:00 a.m. to 1:30 p.m., and offers a variety of sandwiches, salads and daily specials at a nominal cost.

Library

The SBVC Library houses a collection of over 100,000 volumes, accessible through an online catalog which displays items in both the SBVC and Crafton Hills College Libraries. The catalog may be accessed on the Internet at <http://lr.valley.sbccd.cc.ca.us/libhome.htm>. One or more copies of most textbooks used at SBVC are available for in-Library use through the "Textbook Bank." In addition, there are 300 current print magazine subscriptions and an extensive backfile of magazine volumes. A 16-workstation database network provides access to thousands of newspapers, magazines, journals and other materials supporting research. Enrolled students may request a password so that they can access these databases from their home computers. The Library also houses the campus' open computer laboratory, with over 40 personal computers, audio and video cassette players, and other multi-media equipment available for student use in completing class assignments. Librarians are available to help students find materials for term papers and other research assignments. Library cards are free and will be issued upon proof of attendance. During the fall semester, the Library is open Monday-Thursday, 8:00 a.m. – 9:45 p.m. and Friday-Saturday, 8:00 a.m. – 4:45 p.m.

Puente

The mission of the Puente Project is to increase the number of educationally underrepresented student who enroll in four-year colleges and universities to obtain their bachelor's degree, and return to the community as leaders and mentors. Puente has been at SBVC since 1984. Puente is a successful statewide transfer program consisting of counseling, mentoring and writing components. Students take two consecutive writing classes: English 015 (fall) and English 101 (spring). Students build confidence in their writing skills through an exploration of Mexican/American/Latino literature. English classes are linked with a one-unit class each term, Student Development 015 and 101. Puente is open to all students. For more information on this program, contact the Puente Office at (909) 384-8255 or (909) 384-8244.

Scholarships and Awards

Scholarships are offered each year to students enrolled at San Bernardino Valley College. The scholarships are funded through businesses, associations and college organizations. Recipients are selected on the basis of academic achievement, character and other criteria including, in some cases, financial need. The Scholarships and Awards Office (in the Campus Center) administers the program in conjunction with the Scholarship and Honors

Committee. Students who have completed 12 units at SBVC may apply for scholarships. Call (909) 384-8673 for additional information.

STAR Program

The STAR Program (Administration/Student Services Building, Room 202) provides specialized support to students who qualify (based on citizenship status, need for academic support, income, first-generation college student status, and physical or learning disability). Participants receive tutoring, academic workshops, personal and academic counseling, financial aid counseling and referral, and cultural enrichment activities. Call (909) 384-8605 for additional information.

Student Assistance Program (SAP)

The Student Assistance Program (SAP) is designed to help students and their families deal with unforeseen problems and circumstances that they may encounter during their studies at San Bernardino Valley College. It is operated by students that are trained in the areas of listening, assessing and referral. The MOTTO is "For Students, By Students." Hours of operation are Monday through Thursday, 8:00 a.m. – 6:00 p.m. and Friday, 8:00 a.m. – 4:00 p.m. Call (909) 384-8233 or visit us in the Campus Center.

Student Health Center

The Student Health Center (Women's Gym, Room 9) is open Monday and Wednesday, 8:00 a.m. – 6:30 p.m., Tuesday and Thursday, 9:00 a.m. – 7:30 p.m. and Friday, 8:00 a.m. – 12:00 noon. Summer hours and services vary. The Center offers first aid, health education, nursing advice emergency care, immunizations, and health screening for vision, hearing and blood pressure. Physicians are available for consultation, treatment, and referral. Women's clinic services include pap smear, pregnancy tests, STD screening and birth control. Personal counseling by licensed therapists is also available by appointment. There is no charge for office visits. Nominal fees are charged for pharmacy services, lab work, immunizations, and vision and hearing testing. Call (909) 384-4495 for additional information.

A Health and Accident fee paid at the time of registration supports the Health Center. The amount of this fee is posted in the *Schedule of Classes*. In addition to the health fee, International Students attending SBVC on a student visa must purchase an international insurance through the Counseling Center which covers re-patriation and medical evacuation expenses in addition to medical coverage. They must also provide a negative tuberculin skin test or a chest X-ray. Students are not charged the health fee if they qualify for one of the following exemptions:

- Apprentices attending college under an approved training program.
- Students attending college classes on high school campuses.
- Students enrolled only in community services classes.
- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bonafide religious sect, denomination or organization (documentation required).
- Students who submit evidence that they are financially unable to pay the fees because of low

income. This includes recipients of TANF benefits, the supplemental security income / state supplementary program, or a general assistance program. However, for students receiving a government grant, such as PELL Grants, the health fee will be included as part of the financial aid packet. *Legislative changes are pending which may change this exemption in 2006.*

Those students who have none of their classes on a college campus, or who are registered only for Distributed Education classes, will pay only an accident insurance premium of \$1.50 per term. This insurance includes a \$50 deductible.

Transfer and Career Services

Transfer and Career Services (TCS) (Administration/ Student Services Building, Room 203) is open to students planning to transfer to any four-year college or university and/or seeking career exploration. Transfer and Career Services operates Monday - Thursday from 8:00 a.m. - 7:00 p.m. and Friday from 8:00 a.m. - 4:00 p.m. TCS highlights the following services each semester: scholarship and financial aid information; Honors Program; preparation for CBEST exam and various college workshops; community speakers; transfer orientation sessions; credit evaluations; monthly calendar of events; career testing; library of college catalogs; career/job fair; videos and CD-ROMs; college applications; articulation agreements; college fairs; transfer honors reception; and workshops (resume writing, job interview, internship, job application). Transfer materials may be requested from Transfer and Career Services, and students may make an appointment to see a four-year college or university representative. Computers located in the TCS allow students to access class schedule, ASSIST, college and university web sites, grades, assessment scores, the Internet, e-mail, and other transfer information. For career exploration, TCS provides off-campus placement (which includes referrals and on-campus interviewing), the Eureka and SIGI career exploration programs, and WorkAbility III for placement of students with disabilities. Students may also do a job search via the Internet using CalJOBS or other websites. Call (909) 384-4410 or (909) 384-4407 for additional information.

Tutorial Center

The Tutorial Center (Liberal Arts, Room 206) provides individual and small group tutoring sessions free of cost for enrolled students. Tutoring is available in accounting, art history, biology, business administration, chemistry, computer systems, economics, English, ESL, geography, history, math, music, oceanography, orientation, philosophy, physics, psychology, Spanish, and a growing number of other subjects. Tutoring is available Monday – Friday, 8:00 a.m. – 5:00 p.m., and by appointment at selected other times. Please call (909) 384-8566 for additional information.

Veteran's Services

Veteran's Services (Administration/Student Services Building, Room 100) provides assistance with paperwork and academic support to any veteran. For additional information, call (909) 384-8948.

Web Home Page/Internet Information

The college home page on the World Wide Web can be accessed at: www.valleycollege.edu.

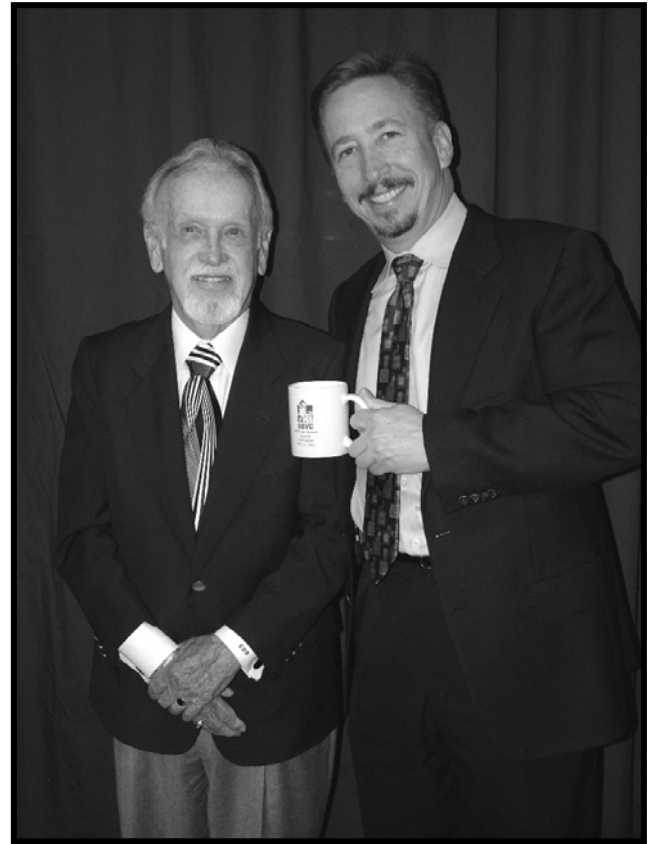
Writing Center

The Writing Center helps students at all levels and from all disciplines to improve their writing. The Center houses an experienced staff of writing consultants who are available for one-on-one writing conferences with students. In addition, the Center offers ESL conversation groups that meet weekly to explore language issues that challenge non-native speakers of English and schedules workshops through the year that focus on various aspects of the writing process. For more information, or to schedule an appointment with a writing consultant, visit the Writing Center in Liberal Arts, Room 201, or call (909) 384-8244.

Workforce Development Office and Career College/CalWORKs

CalWORKs is the welfare reform initiative that began in January 1998. As a result of this legislation, SBVC students who are on public assistance must now meet new school attendance and work requirements. Students on public assistance can seek support and guidance through the Workforce Development Office (Campus Center) to assure that they are successful in their education and work-related activities while they remain in the CalWORKs program. Services are available to assist with childcare, work-study, community service, job placement and educational goal attainment. For additional information, contact the Workforce Development Office at (909) 384-4429.

In less than six months, the Career College at San Bernardino Valley College can help you move into a new profession. Tuition, waivers, financial aide and other support services are available for qualified low-income applicants. For more information, contact Zelma Russ (program director) at (909) 384-8670 or Carolyn Lindsey (program counselor) at (909) 384-8282.



FINANCIAL AID PROGRAMS

If a student needs financial help to pay for the costs of attending San Bernardino Valley College, the Financial Aid Office (Administration/Student Services, Room 106) offers assistance. While the primary responsibility for meeting college costs rests with the student and the student's family, the college recognizes that many students are not able to meet the full cost of a college education. Therefore, San Bernardino Valley College offers programs to provide assistance for students with documented need who might not otherwise be able to attend.

It is important that students apply for financial aid early. A minimum of six weeks is required to file the necessary documents and to process an application within the Financial Aid Office. Students may apply for financial aid at any time during the academic year. Financial aid awards, however, are limited to availability of funds and are awarded on a first-come, first-served basis with priority given to students with the greatest need who apply by the priority deadline.

The Financial Aid office can be reached by calling (909) 384-4403.

Eligibility Requirements

In order to receive financial assistance, a student must either possess a high school diploma (or its equivalent) or pass a standardized test. Students with professionally verified disabilities may request testing accommodations (for example, large print or Braille version of the test or additional time) by contacting Disabled Student Programs and Services at (909) 384-4443. In addition, a student receiving aid must have a stated educational objective and maintain satisfactory progress. California programs require recipients to be a resident of the State of California. Federal programs (grants and work) require recipients to be U.S. citizens or eligible non-citizens.

Application Procedure

For most student aid programs described in this section, students must complete the *Free Application for Federal Student Aid (FAFSA)*. This form is available in the Financial Aid Office. Make sure San Bernardino Valley College is listed on your FAFSA. The Federal School Code for SBVC is 001272. These forms are available in the Financial Aid Office, or can be accessed at www.fafsa.ed.gov.

Applications for each new academic year are available in January. Financial aid is not continued from one year to the next. A student must apply for financial aid each school year. Deadlines for the various programs may vary; therefore, students are encouraged to visit the Financial Aid Office early each January for information.

Financial Aid Programs

San Bernardino Valley College participates in the financial aid programs listed below. Additional information regarding each of the programs listed is available in the Financial Aid Office.

Board of Governors Enrollment Fee Waiver (BOG):

This waiver is available to California residents to cover

basic enrollment and health fees. Students must demonstrate financial need and complete the *Free Application for Federal Student Aid (FAFSA)* or *Board of Governors Enrollment Fee Waiver* application.

Cal Grant:

The Cal Grant B program is for students from low-income families who meet all Cal Grant eligibility requirements. The Cal Grant C program helps meet vocational training program costs for students from low and middle-income families. Selection is based on grades, vocational interests, and aptitude. Cal Grant C is not available to students who are pursuing a standard four-year college program. The deadline for all Cal Grant applications is March 2 and September 2 for considered eligibility for the following academic year. Please be aware that a GPA verification form and a FAFSA must be completed prior to March 2 and or September 2 to be considered for the Cal Grant programs.

Federal Pell Grant Program:

The Federal Pell Grant program provides federal grants up to a maximum of \$4,050 per year for students, depending upon the financial ability of the family and/or individual to contribute toward their cost of education (as determined by a federal formula).

Federal Supplemental Education Opportunity Grant (FSEOG):

The FSEOG program provides federal grants to a maximum of \$2,000 per year for students who qualify. The average grant at San Bernardino Valley College is \$500.

Federal Work-Study:

Federal Work-Study offers students the opportunity to earn a portion of their college expenses through part-time employment during the school year.

Federal Stafford Loans:

Subsidized Stafford Loans are awarded based on demonstrated financial need. The federal government pays the interest while a student is enrolled in school and for the first six months after the student graduates, leaves school or drops below half-time enrollment. The amount that can be borrowed depends upon the student's year in school (maximum 2nd year student at a community college), college costs and other aid being received. The maximum loan amount for first-year students is \$2,625 and \$3,500 for second-year students. Attendance at a loan counseling workshop is required prior to borrowing. See Financial Aid for details.

Progress Requirement

All students receiving financial aid are required to maintain satisfactory progress. Satisfactory progress will be monitored at the end of each spring semester for all Financial Aid students who apply for aid for the next school year. Detailed information on standards required to maintain satisfactory progress is available in the Financial Aid Office.

Financial Aid Refund Policy

San Bernardino Valley College will determine the amount of federal financial aid that a student has earned in

accordance with federal law. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they received. Students who withdraw from all classes prior to completing more than 60 percent of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed, and will be required to repay any unearned financial aid they received. At San Bernardino Valley College, a student's withdrawal date is: 1) the date the student officially notified the Admission Office of his or her intent to withdraw; or 2) the midpoint of the semester for a student who leaves without notifying the college; or 3) the student's last date of attendance at a documented academically related activity.

Air Force ROTC

Through arrangements with California State University, San Bernardino (CSUSB), the first two years of the Air Force ROTC program are available for all qualified students. Scholarship opportunities, which pay up to

\$9,000 tuition per year plus books/ fees and a \$150 monthly allowance, are available for minorities and students in certain technical majors. Students in the last two years of the program automatically qualify for \$3,500 per school year. Upon graduation, students continuing in Air Force ROTC must transfer to a four-year university in the Inland Empire (including CSUSB, University of California, Riverside, and the University of Redlands) and complete the junior and senior years of a bachelor's degree. Entry into the last two years of the program is competitive and is based on academic qualifications, scores on physical fitness tests, and performance in Air Force ROTC leadership training.

Successful completion of the Air Force ROTC program and a four-year bachelor's degree leads to a commission as a Second Lieutenant with subsequent active-duty service in the Air Force. Interested students may obtain more information by contacting the CSUSB Air Force ROTC unit at (909) 880-5442.



CAMPUS SAFETY

College Police and Safety Services

It is a policy of the Board of Trustees for the San Bernardino Community College District to protect members of the total college community and the property of San Bernardino Valley College. In accordance with this policy, SBVC maintains police and safety services 24 hours a day, 7 days a week.

- FOR NON-EMERGENCIES: Contact the San Bernardino Community College Police Department Office at (909) 384-4491. This number would be the number to call in order to locate or turn in lost articles or to relay concerns for personal safety on campus.
- TO REPORT ANY CRIMINAL ACTION OR A LIFE-THREATENING EMERGENCY: Contact the San Bernardino Community College District Police Department at (909) 384-4491 or use any of the emergency telephones located in all campus buildings to connect directly to the Valley College Police Department.

San Bernardino Valley College is required by the United States Department of Education to post and/or publish crime statistics. Crime statistics are available in the College Police Department and on the Valley College website under College Police.

http://www.valleycollege.edu/College_Police/Crime_Statistics.php

Parking Regulations

A parking permit or a daily pass is required to park in all college streets and lots. **Faculty and Staff** semester and annual parking permits are purchased directly from the SBVC College Police Department (Campus Center, Room 101). **Student** semester and annual parking permits can be also be purchased directly from the Campus Police located in the Campus Center.

At this time, daily permits may be purchased from dispensers located in Lots 7, 8 and 9. Individuals with disabilities must display a valid DMV Handicap Permit placard and a college parking permit to park in designated disabled parking spaces. The San Bernardino Community College District is not responsible for loss or damage to vehicles that are parked or stored on college property. Protect your vehicle and its contents by locking your car!

Parking permit fees are as follows:

Annual (includes Spring, Summer and Fall)	\$35.00
One Semester (Spring or Fall)	\$20.00
Summer Session	\$15.00
Daily Permit	\$ 1.00

To be eligible for a refund of the parking permit fee: 1) all classes must be cancelled by the college and such cancellation must result in a student's withdrawal from the college; or 2) the student must withdraw from all classes PRIOR to the first day of instruction. The parking permit must be attached to the refund request. Refund request forms are available through the San Bernardino Community College District Police Department, Valley College campus. Brochures are available in the Valley College Police Department for additional information on parking rules and regulations.

Substance Abuse

The San Bernardino Community College District strives to maintain a workplace free from the illegal use, possession or distribution of controlled substances as defined in the Controlled Substances Act. Students, employees and visitors are subject to applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol. Disciplinary action may be imposed on a student for misconduct for the following infractions while attending college classes or college-sponsored events:

- The use, sale or possession of illegal drugs.
- The presence on campus of anyone under the influence of drugs or alcohol.
- The use or possession of alcoholic beverages on college property or at any college-sponsored event.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance 21 U.S.C. 844 (a)

- **1st conviction:** Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.
- **After 1 prior drug conviction:** At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.
- **After 2 or more prior drug convictions:** At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine:

Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both.

- a) first conviction and the amount of crack possessed exceeds 5 grams.
- b) second crack conviction and the amount of crack possessed exceeds 3 grams.
- c) third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. § 853 (a) (2) and § 881 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. § 881 (a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. § 844 a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. § 853 a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. § 922 (g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

NOTE: These are only **Federal** penalties and sanctions. Additional **State** penalties and sanctions may apply.

Drugs

Hallucinogens are very unpredictable. On some occasions euphoria may result; on other occasions disorientation, depression or panic may prevail. A reaction or "trip" can occur without warning weeks or months after taking the drug.

Heroin/Narcotics are opiates and are used to relieve pain. Narcotics are both physically and psychologically addictive.

Marijuana, when smoked or burned, breaks down into over 2,000 chemicals entering the body. Two or three marijuana "joints" per day can do as much damage to the body as a pack of cigarettes a day.

Nicotine is the active chemical found in tobacco. Its chief hazards are cancer of the lungs, larynx, and mouth. It is estimated that nicotine kills approximately 340,000 Americans every year.

Sedatives/Barbiturates cause motor activities and coordination to be hampered and brain functions to decrease. It is very dangerous, as well as unlawful, to drive while under the influence of any sedative.

Amphetamines/Stimulants often provide a feeling of euphoria initially. However, these feelings usually change to anxiety, depression, and fatigue - often quickly and without warning.

Anabolic Steroids (artificial male hormones) suppress the gonadotropic functions of the pituitary. Some side effects include: liver and kidney dysfunction, testicular atrophy, premature closure of bone growth plates, hair loss, and acne.

Caffeine is found in coffee, tea, cocoa, cola drinks, some aspirin and diet pills, and some non-prescription cough and cold remedies. High doses may cause nausea, diarrhea, sleeplessness, headache, nervousness, and trembling.

Cocaine/Crack is extremely physically and psychologically addictive. The effects of crack are especially intense, immediate, and potentially deadly. There is **no antidote** for cocaine or crack overdose.

FOR ILLEGAL DRUGS, THERE IS NO SUCH THING AS RESPONSIBLE USE.

It's the Law!

A blood alcohol level of .08 = Driving Under the Influence. This means if you weigh 150 lbs, you'll reach the DUI (Driving Under the Influence) level after consuming three drinks or less in one hour.

Alcohol and the Body

Mouth and Esophagus

Alcohol irritates the delicate linings of the throat and esophagus; that's why it causes a burning sensation as it goes down.

Stomach and Intestines

Alcohol also irritates the stomach's protective lining and can result in gastric or duodenal ulcers. In the small intestine, alcohol blocks absorption of substances such as thiamine, folic acid, xylose, fat, vitamin B1, vitamin B12 and amino acids.

Bloodstream

Ninety-five percent of the alcohol taken into the body is absorbed into the bloodstream through the lining of the

stomach and duodenum. Alcohol causes a slowing of the circulation system and deprives tissues of oxygen. Alcohol also slows the ability of white blood cells to engulf and destroy bacteria and the clotting ability of blood platelets.

Pancreas

Alcohol irritates the cells of the pancreas and can lead to acute hemorrhagic pancreatitis. Pancreatitis can destroy the pancreas and create a lack of insulin.

Liver

Alcohol inflames and destroys the cells of the liver. This condition prevents bile from being properly filtered through the liver. Jaundice develops, turning the whites of the eyes and the skin yellow.

Heart

Alcohol causes inflammation of the heart muscle.

Bladder and Kidneys

Alcohol inflames the lining of the bladder. In the kidneys, alcohol causes an increased loss of fluids through its irritating effect.

Sex Glands

Swelling of the prostate gland caused by alcohol interferes with the ability of the male to perform sexually. It also interferes with the ability of the male and female to climax during intercourse.

Brain

The most dramatic and noticed effect of alcohol is on the brain. It produces a lack of coordination, confusion, disorientation, stupor, amnesia, coma, and finally death.

Referral Resources

CAMPUS:

STUDENT HEALTH CENTER

Women's Gym 9 • (909) 384-4495

Monday -Thursday • 8 a.m. - 10 p.m.

ALCOHOL & DRUG STUDIES PROGRAM

(909) 384-8583

CODEPENDENTS ANONYMOUS

Weekly meetings

Contact Student Health Center for information.

COUNSELING

(909) 384-4404

LOCAL:

OFFICE OF ALCOHOL & DRUG PROGRAMS TREATMENT CENTER

565 N. Mt. Vernon Ave., Suite 100

San Bernardino, CA 92410, (909) 387-7677

ALCOHOLICS ANONYMOUS

1263 N. Mt. Vernon Ave.

Colton, CA 92324, (909) 825-4700/825-9216

AL ANON (For Families)

1012 E. Cooley Dr., Suite J2

Colton, CA 92324, (909) 824-1516

NARCOTICS ANONYMOUS

(818) 780-3951 or (909) 883-2519

TOLL FREE INFORMATION

1-800-222-LINK - California Self Help Center (for self help groups near you)

1-800-322-3363 - The Resource Center

1-800-356-9996 - Al-Anon

1-800-527-5344 - American Council on Alcoholism Help Line

1-800-COCAINE - Cocaine Hotline

1-800-NCA-CALL - National Council on Alcoholism

1-800-662-HELP - National Institute on Drug Abuse Hotline

STUDENT RIGHTS AND RESPONSIBILITIES

Academic Records

Students have a right to expect their academic records to be treated in a confidential and responsible manner as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). Specifically, they have:

1. *The right to inspect and review their education records within 45 days of the day the College receives a request for access.*

A student should submit to the Dean, Student Development, a written request that identifies the record(s) he/ she wishes to inspect. The Dean will make arrangements for access and will notify the student of the time and place where the record(s) may be inspected. If the records are not maintained by the Admissions & Records Office, the Dean will advise the student of the correct official to whom the request should be addressed.

2. *The right to request the amendment of the portions of their education records that they believe are inaccurate or misleading.*

Students should write to the Dean, Student Support, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

One exception that permits release of student records without written consent is disclosure to school officials with legitimate educational interests. A "school official" is defined as a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a member of the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. *Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by San Bernardino Valley College to comply with the requirements of FERPA.*

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Academic Dishonesty

It is the belief at San Bernardino Valley College that students share a responsibility with their instructors for assuring that their education is honestly attained. In keeping with this belief, every instructor has the responsibility and authority to deal with any instances of plagiarism, cheating and/or fabrication that occur in the classroom. Examples of academic dishonesty include (but are not limited to) the following:

Plagiarism: Plagiarism is the act of presenting someone else's work as one's own. Examples include:

- Copying and pasting text from websites or other electronic sources and presenting it in an assignment as your own original work.
- Copying and pasting text from printed sources (including books, magazines, encyclopedias or newspapers) and presenting it in an assignment as your own original work.
- Using another student's work and claiming it as your own original work (even if you have the permission of the other student).

Cheating: Cheating is the act of pretending (or helping others to pretend) to have mastered course material through misrepresentation. Examples include:

- Copying from another student's test or assignment.
- Allowing another student to copy from your test or assignment.
- Using the textbook, course handouts, or notes during a test without instructor permission.
- Stealing, buying or otherwise obtaining all or part of a test before it is administered.
- Selling or giving away all or part of a test before it is administered.
- Having someone else attend a course or take a test in your place.
- Attending a course or taking a test for someone else.
- Failing to follow test-taking procedures, including talking during the test, ignoring starting and stopping times, or other disruptive activity.

Fabrication: Fabrication is the intentional use of invented information. Examples include:

- Signing a roll sheet for another student.
- Giving false information to college personnel.
- Answering verbal or written questions in an untruthful manner.
- Inventing data or sources of information for research papers or other assignments.

As members of the San Bernardino Valley College learning community, students are not to engage in any form of academic dishonesty. Any act of academic dishonesty will be considered a very serious offense that is subject to disciplinary action. The consequences of academic dishonesty may include receiving a grade of "F" for a class or possible expulsion from the college.

Animals on Campus

The college does not permit staff or students to bring animals on campus, with the exception of "seeing eye" and "hearing ear" dogs and animals used for instructional purposes. At no time should dogs be left in vehicles.

Children on Campus and in the Classroom

All children (with the exception of high school juniors and seniors who have been admitted to the college) must be accompanied by an adult while on campus. Children are not allowed in the classroom under any conditions and are not to be left unattended in any campus facility.

Complaints

Any complaint about a grade, an instructor, or course content should be made to the instructor involved, then to that instructor's Department Head, then to the Division Dean of that department. If necessary, complaints beyond the Dean's level should go to the Vice President of Instruction.

Financial Obligations

Students who have an outstanding financial obligation will not be allowed to register for classes, receive grades, transcripts, diplomas or certificates, obtain enrollment verification or receive any other services normally afforded students in good standing. Examples of obligations falling under this policy include (but are not limited to) returned checks, unpaid loans, equipment breakage, and unpaid library fines. An item or service withheld shall be released when the student satisfactorily meets the financial obligation.

Standards of Conduct

In the classroom: Students are expected to take responsibility for helping to create a quality classroom environment. Students are expected to show:

1. **Respect for the instructor:** This would include arriving on time, staying for the entire class period, bringing assignments, textbooks and other appropriate materials to class, refraining from talking while the instructor or classmates are making a presentation, leaving cell phones and other electronic devices off during class periods, and using a moderate, mature and respectful tone when participating in group discussions.
2. **Respect for other students:** This would include using appropriate language in public areas and refraining from physically or verbally harassing others in any way.

An instructor has the right to remove a student from class any time he or she considers the student's actions to be interfering with a proper collegiate environment. The instructor may also refer the incident to the administration for disciplinary action as warranted.

On the Campus: Creating a proper campus environment is also very important for academic and individual success. The Board of Trustees of the San Bernardino Community College District has established district-wide standards of student conduct, which will be enforced at all times. These rules of conduct are particularly important in large common areas such as the cafeteria, bookstore, vending areas, campus quads, and other highly frequented areas.

Grounds for Disciplinary Action

Student conduct must conform to district and college rules and regulations. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to, the following:

- Continued disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority or persistent abuse of college personnel.
- Dishonesty, such as cheating, plagiarizing or knowingly furnishing false information to the college or to college officials.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees.
- The use or possession of alcoholic beverages on college property or at any college sponsored event, or the presence on campus of anyone under the influence of alcohol.
- Assault, battery or any threat of force of violence upon a student, visitor to the campus, or college personnel.
- Willful misconduct which results in injury or death to a student, campus visitor or college personnel member, or cutting, defacing, or otherwise harming any real or personal property owned by the district.
 - The use, sale or possession of illegal drugs or substance or any poison classified as such in § 4160, Schedule D of the Business and Professions Code, or the presence on campus of anyone under the influence of such drug substances.
 - Forgery, alteration or misuse of college documents, records or identification.
 - Violation of college regulations governing student organizations, the use of college facilities or the time, place and manner of public expression or distribution of materials.
 - Unauthorized entry to facilities or unauthorized use of college supplies, equipment, and telephones.
 - Possession or use of any firearm, explosive device, dangerous chemical or other deadly weapons while on college property or at college-sponsored activities.
 - Driving of motorcycles and other off-road vehicles on college property other than the regular roads and parking lots.
 - Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
 - Obstruction of pedestrian and/or vehicular traffic while on college property or at college-sponsored activities.

See Board Policy 6060 for additional information about student conduct.

Types of Disciplinary Action

Disciplinary actions that are imposed by the college for the violation of its rules or the laws of the state of California include the following:

- **Reprimand** (a verbal or written recognition of a violation of good conduct which admonishes the offender to avoid future infractions).
- **Probation** (a disciplinary action which returns the offender to the college community on his or her promise of appropriate future behavior; may include, but is not limited to, ineligibility to participate in extra-curricular activities and certain other student privileges.)

- **Suspension** (exclusion from the college and college-sponsored activities for a specified time).
- **Expulsion** (exclusion from the college and all college-sponsored activities by the District Board of Trustees).

Student Grievance and Due Policy

It is the stated policy of the Board of Trustees of the San Bernardino Community College District that, “the relationship between students and college personnel is of vital importance to the learning process.” With this principle comes the recognition that there may be many divergent viewpoints and that a process by which these viewpoints can be aired and resolved must be established.

I. Cause and Filing

Student grievance proceedings may be initiated against a District employee or another student for any of the following reasons:

1. Any act or threat of intimidation
2. Any act or threat of physical aggression
3. Any arbitrary action or imposition of sanctions without a proper regard to due process as specified in college procedures.

NOTICE:

1. Grades are not grievable (see NOTATION at end of policy).
2. Sexual Harassment complaints are filed in accordance with Board Regulation 3430 and are not covered under Student Grievances.
3. Discrimination complaints are filed in accordance with Board Regulation 3430 and are not covered under Student Grievances.

Who to File a Grievance With?

A student may submit a grievance to any manager or employee in any area for delivery to the Vice President of Student Services who will assess which manager or vice president is to oversee the grievance process.

A student grievance is to be handled in the area where the alleged grievance occurred. Examples are:

- Classroom or teacher-related issues would go to the vice president or manager in Instruction
- Student service or counselor-related issues would go to the vice president or manager in Student Services
- Building, grounds, cashiering, or police-related issues would go to the vice president or manager in Administrative Services

II. Time for Filing a Grievance Notice

The appropriate vice president, district manager, or designee will accept a formal written student grievance when submitted within 180 calendar days of the event’s occurrence and under the provisions specified. A grievance may be denied if the events occurred more than 180 calendar days prior to the date in which the grievance was filed in writing.

III. Student Status for Filing a Grievance

Only registered students may file a student grievance. Non-student grievances may be considered by the designated vice president or manager if the grievance is a result of a dispute arising out of the registration or enrollment process and the grievance is filed within thirty (30) calendar days of the alleged incident.

IV. Group Grievance

If more than one student files a grievance against an individual on the same issue or situation, members of the group shall select one person to serve as spokesperson / representative for the entire group.

V. Informal Student Complaint Resolution Process (Non-written)

Step 1. Every effort shall be made to resolve a student complaint at the lowest level possible. A student must first attempt to resolve the issue directly. If this is not practical or possible, or due to the nature of the problem, or failing a resolution the grievance progresses to Step 2.

Step 2. A student who is not satisfied with the Step 1 outcome may next attempt to resolve the alleged problem by conferring with the immediate supervisor of the employee with whom the initial conference was held. If the grievance is alleged against another student, Step 2 would be taken to the Director of Student Life. Upon such a request, the administrator shall inform and confer with any employee or student named by the student. In turn, the administrator shall schedule a meeting with the grievant and if requested, all involved parties, not more than ten (10) school days from the date of the initial request.

VI. Formal Procedures

If the alleged problem is not resolved at the Informal Level, the student may request a formal hearing in writing with the appropriate vice president or designee. This written notice shall state the conditions, practice, alleged act, or injustice that is being grieved, the date(s) of the alleged occurrence and should, if possible, include a proposed remedy or resolution to the problem.

Step 1: Within three (3) working days of receipt of the written student grievance notice, the appropriate Vice President or designee, shall determine if the allegations were filed in a timely manner and meet the criteria outlined. If the student grievance notice fails to meet the above criterion, the Vice President shall notify the student of this determination and the grievance shall be terminated. If the student grievance notice is not terminated, the Vice President shall appoint a Student Grievance Hearing Committee within five (5) working days.

Step 2: Any employee who has conferred with a student who requests a hearing shall prepare a written account of the discussion which shall be forwarded to the appropriate Vice President or designee.

Step 3: The student and any college personnel or student involved in the allegations shall be notified of a hearing and the time and place of the hearing in writing. The notice shall include the names of the Hearing Committee and all documentation relating to the allegation(s).

Step 4: The Hearing Committee shall consist of either a maximum of two faculty or two classified staff members, based on the nature of the classification of staff involved, two students, and one administrator to hear the grievance. The administrator where the issue relates shall serve as chairperson of the hearing committee.

VII. Hearing Procedures

a. The hearing shall convene within ten (10) working days of the receipt of the student grievance notice unless mutually agreed upon for a delay.

b. The hearing shall be closed unless the District employee or student against whom the grievance is brought requests that it be open.