

# SAN BERNARDINO VALLEY COLLEGE SHORT-TERM CLASSES FALL 2005

- First eight-week session begins: August 15, 2005
- Thirteen-week session begins: September 12, 2005
- Second nine-week session begins: October 10, 2005

701 South Mt. Vernon Avenue  
San Bernardino, CA 92410  
(909) 384-8990  
[www.valleycollege.edu](http://www.valleycollege.edu)



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## President's Message



This fall semester marks the beginning of our 80<sup>th</sup> year. During those eight decades, we have served nearly 700,000 students, preparing them for the world of work and for transfer to a four-year college or university.

Our campus has taken on a modern look with three new high tech buildings currently in operation and two more to be completed within the next 18 months. In addition, we will be reopening the Auditorium which has been closed for over two years, as well as unveiling our newly installed state-of-the-art artificial playing surface in our football stadium. In the midst of all of this, the new Campus Center, Art Building, Child Care Center, and Student Health Services Center will be under construction while old buildings are being demolished, making way for additional parking.

This fall we will also become the first community college in California to offer an online Honors Program whereby students can earn a degree from the comfort of their homes or from anywhere in the world.

New buildings, programs and technology have enhanced the learning environment but it is our faculty and staff that constitute the real heart of the campus. We are dedicated to the success of our students and are committed to inspiring each of them to attain their goals. I encourage each of you to take advantage of the many services we offer students. Many will help you succeed with the challenges you will face.

When we adopted our motto "Where Dreams Come True," it was inspired by our family of graduates and alumni. By enrolling this fall, you also become a part of that family. Thank you for choosing San Bernardino Valley College

Denise Whittaker  
President, San Bernardino Valley College

### Mission Statement

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

#### 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 interactions 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.

Adopted: June 2002. Revised: December 2004

# TABLE OF CONTENTS

## General Information

Academic Calendar	BC
Academic Advisors	32
Admission/Registration	
Procedures	2
Assessment/Orientation /	
Advisement	2
BOG Application	27
Bookstore	30
Campus Administration	33
College Police	30
Counseling	30
Disabled Students	30
Program & Services	
District Administration	33
Drug Abuse Policy	29
Enrollment Fees	3
Fee Payment Coupon	6
Fee Waiver Application	27
Financial Aid	28
How to Add/Drop Class	9
How to Read A Schedule	9
Parking	31
Policies for Students	30
Prerequisites (Q&A)	5
Program Advisors	32
Refund Policy	31
Schedule Planner	6
Services for Students	30
Standards of Student	
Conduct	31
Telephone Registration	7
Web Registration	8

## Academic Programs

Academic Advancement	10
Accounting	10
American Sign Language	12
Architecture &	
Environmental Design	12
Art	12
Biology	14
Business Administration	15
Child Development	10, 15, 25
Computer Information	
Technology	15
Computer Science	17
Diesel	10
English	17, 25
English as a Second	
Language	19
Family & Consumer	
Science	19
Geography	19
History	19, 25

Library Technology	10
Machine Technology	11
Mathematics	22
Music	22
Nursing	11
Physical Education	22
Team/Varsity	23
Physical Science	23
Political Science	23, 26
Psychology	11, 26
Real Estate/Escrow	11, 26
Reading & Study Skills	23
Spanish	24
Speech	24
Student Development	11, 26
Theatre Arts	24
Warehouse	12
Water Supply Engineering	12
Work Experience	
(General)	25, 26

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**Accreditation** – San Bernardino Valley College is fully accredited by the Western Association of Schools and Colleges. We are a member of the American Association of Community and Junior Colleges and the California Association of Community Colleges.

**Accuracy Statement** – The San Bernardino Community College District has made every effort to publish an accurate schedule of classes and may, without notice, change general information, courses, or programs offered. The reasons for change may include student enrollment, level of funding, or other issues decided by the district or college. The district and college also reserve the right to add to, change, or cancel any rules, regulations, policies and procedures as provided by law. Please visit the San Bernardino Valley College webpage at [www.valleycollege.edu](http://www.valleycollege.edu) for the most up-to-date and accurate information.

**Alternate Formats** – This schedule of classes is available in Braille, large print and e-text formats. Contact Disabled Students Program and Services, (909) 384-4443 to inquire.

**Non-Discrimination Policy** – All programs and activities of the San Bernardino Community College District shall be operated in a manner that is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veteran status.

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This supplemental schedule is designed for students enrolling after the beginning of the fall semester. Although we list several short-term offerings in this supplement, please review our full list of offerings at [www.valleycollege.edu](http://www.valleycollege.edu)

# ADMISSION AND REGISTRATION PROCEDURES

## Step 1: Be admitted as a student.

**You are a CONTINUING student** if you were enrolled in classes at SBVC during the Spring or Summer 2005 terms. If you are a continuing student, skip ahead to Step 3!

**You are a RETURNING student** if you have attended SBVC in the past but did not enroll during the Spring or Summer 2005 terms. If you are a returning student, fill out an application. Bring it to the Admissions and Records Office in the AD/SS Building (Room 100). Once the Admissions Office has reactivated your status as a SBVC student, you can go to Step 3.

**You are a NEW student if you have never attended SBVC.** If you are a new student, either:

1. Fill out an application. Mail or bring it to the Admissions and Records Office in the AD/SS Building ; **or**,
2. Log on to [www.valleycollege.edu](http://www.valleycollege.edu) and click on the link that will take you to the online application. You may download a copy of the application and complete it or you may complete the application form online. Once you have completed the application, you will need to submit the signature page to the Admissions and Records Office. When your signature has been received, you will be cleared to register for classes. Signed forms may be submitted by mail or in person.

*Note: Applications must be submitted to the Admissions and Records Office and cleared before registering for classes online or by telephone.*

**If you are a high school junior or senior applying to attend both SBVC and high school concurrently,** you must submit: 1) an application, 2) a Special Student Attendance form (available from the Admissions and Records Office or from your high school counselor), and 3) an official, sealed copy of your high school transcript. Additional information about enrolling while concurrently attending high school is found in the SBVC College Catalog.

**If you are a public school student below grade 11, use the following steps:**

- Parents must petition in writing to the Vice President of Student Services.
- 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).
- 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.

## Step 2: Sign up for Assessment.

When you submit an application for admission in person, you will be able to choose a date and time for Assessment. All new students are **required** to participate in Assessment unless specifically exempted from this process. Taking the Assessment test will enhance your educational planning when you meet with a counselor.

If you mail your application or apply online, you must contact the Admissions and Records Office at (909) 384-4400 to make an appointment for Assessment. To get an appointment for the Ability-to-Benefit (ATB), please go to Financial Aid (AD/SS Building, Room 106).

Report at least fifteen minutes early on the assessment date you have chosen. Bring your appointment card with you as well as a photo ID (driver's license or school ID) and Social Security number or school ID number to take the Assessment test.

**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 the 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 within the last two years.

**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. After your assessment is processed, a counselor will help you select appropriate courses for the semester and begin your educational plan.

**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 Assessment take?**

Approximately three hours.

**What if I need 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 Students Programs and Services, located in AD/SS Building, 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.

**Step 3: Select your classes.**

Take time to look through the list of course offerings in this schedule or at the eSchedule on our website. As you make your selections, think about the hours in the day you have available to take classes. If you would like help selecting your courses, stop by the Counseling Center in the AD/SS Building, Room 103. During the fall semester, counselors are available Monday through Thursday, 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. until 4:00 p.m.

If you wish to enroll in English, math, or another course that requires a prerequisite, you must satisfy the prerequisite before you will be permitted to enroll in the class. See page 5 for additional information about prerequisites.

For help in selecting first semester classes in a vocational program, see a counselor and/or refer to page 32 for a list of vocational advisors.

**Remember to select some alternate courses, in case your first-choice classes are already closed by the time you register.**

**Step 4: Calculate your fees.**

Each course listed in the schedule will tell you how many semester "units" of credit have been assigned to it. Your fees will be based on these units. Use steps A, B, C and D below to do a preliminary calculation of your fees:

- A. If you are a resident of California, multiply the number of units you will be taking by \$26 and enter the total here: \_\_\_\_\_  
(Example: If you are taking 6 units, the total will be \$156.)

**Note: If you are not a resident of California, multiply the number of units by \$177. Students who are both citizens and residents of a foreign country will also be required to pay a Capital Outlay fee of \$5 in addition to the non-resident fee.**

- B. Add the required Health Fee of \$13.
- C. Add the required Student Center fee. To do this, multiply the number of units you will be taking by \$1 per unit. (Example: If you are taking 3 units the fee will be \$3.) The maximum amount paid per semester for the Student Center fee will be \$5. The computer will keep track of this for you.
- D. Add a \$1 Student Representation fee. (This fee may be waived for moral, financial, political, or religious reasons.) Use the fee payment coupon to note your reason for requesting a waiver for this fee.

Add the totals of items A, B, C and D above:

A) \_\_\_\_\_ + B) \$13 + C) \_\_\_\_\_ + D) \$1 = \_\_\_\_\_ .

Your preliminary calculations will be confirmed when you register by telephone or on the web.

You will also be given the option of purchasing an Associated Student (AS) Discount Sticker for \$5. If you decide to purchase an AS Sticker, you will be able to attend many sporting events, dances and other campus activities for free. In addition, you will receive discounts from many area businesses when you show your AS Sticker. Finally, showing your AS Sticker to the campus Bookstore cashier will enable you to receive 5% discount on the cost of your textbooks!

**Do you need financial assistance to attend college?**

You may be eligible for a fee waiver (Board of Governor's Waiver) if you or your parents qualify according to one of the following:

- Low income
- CalWorks/TANF recipient
- SSI recipient
- Veterans
- Child or spouse of disabled or deceased veteran

A fee waiver form is found on pages 27 and 28 of this schedule. Bring this form to the Financial Aid Office in the AD/SS Building for additional instructions and advice on how to proceed in obtaining a fee waiver. The fee waiver must be processed 24 hours prior to registering by telephone or the web.

The Financial Aid Office has a variety of other programs that may assist low-income students in reaching their goals. See page 28 for more detailed information.

**Step 5: Make a date!**

The first two weeks of web or telephone registration are open to students according to specific categories. These categories have been created to make your registration as easy as possible. Use the information in this schedule to identify the first day you will be able to register by web or telephone.

**IMPORTANT NOTICE: You can register by web or telephone on your assigned day or any day thereafter. You cannot register before your assigned day.** Since classes are filled on a first-come, first-served basis, it is

recommended that you register as soon as your date becomes available.

### Step 6: Register by Web or Telephone.

You may register on the web at [www.valleycollege.edu](http://www.valleycollege.edu) or by phone at (909) 888-1996.

**In order to avoid lines, students are encouraged to register and pay by web or telephone. Incomplete applications, outstanding financial obligations, or Academic and Probationary issues may cause the system to disallow registration.**

- Page 6 Fee Payment Coupon
- Page 7 Telephone Registration Instructions
- Page 8 Web Registration Instructions

### Step 7: Pay your fees.

If you register before the semester starts and your payment is not received within five working days, your reserved place in your classes **may be dropped**. After the start of the semester you must pay at the time of registration. There are four ways to pay for classes:

#### Option One:

You may use a **credit card** (Visa or MasterCard) to pay fees when using the web or telephone registration systems. Print a copy of your SBVC registration schedule and verify withdrawals from your credit card provider for errors.

#### Option Two:

You may use the **U.S. mail** to submit your fee payment coupon (found on page 6), along with your check or money order made payable to San Bernardino Valley College, within five working days after you have registered by web or telephone. Write your student identification number or social security number in the lower left corner of your check/money order. **NOTE: Do not mail cash.** Mail your payment and coupon to:

**Web/Telephone Registration Payment Center  
San Bernardino Valley College  
701 S. Mt. Vernon Avenue  
San Bernardino, CA 92410**

#### Option Three:

You may also pay your fees **in person** at the Admissions and Records Office in the AD/SS Building, Room 100. Office hours are Monday through Thursday, 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. to 4:00 p.m.

#### Option Four:

You may put your fee payment coupon and your check or money order made payable to San Bernardino Valley College in an envelope and place it into an on-campus drop-box. Drop-boxes are located in the Campus Center and adjacent to the Admissions and Records Office in the AD/SS Building.

Once your classes are confirmed over the Web/Telephone Registration systems, **YOU ARE RESPONSIBLE FOR ALL FEES INCURRED.** If you cannot attend the class(es) for which you have registered, you must drop your classes either in person or via the Web or Telephone Registration systems. See the "Policies for Students" pages in the back of this schedule for information on the Refund Policy for Fees.

***You've finished the registration process.  
Welcome to the Fall 2005 Semester at SBVC!***

Print a copy of your schedule or request a printout from the Admissions & Records Office. **Remember to check for errors!**

San Bernardino Valley College

# e Schedule

**An online alternative to the printed schedule!**  
<http://www.valleycollege.edu/eSchedule>

Valley College is pleased to introduce a new online eSchedule that was created to speed up the registration planning process and provide quick and easy access to a complete listing of Fall 2005 classes.

The eSchedule gives students the option of downloading the entire semester schedule of classes onto their PC's hard drive so that internet delays or high usage of the website during peak registration hours/days does not delay retrieval of that information. Automatic updates can be downloaded in a matter of seconds.

The real beauty of the eSchedule is that you can see which courses are still available when you are scheduled for priority registration. Note: A link will take you to Campus Central to register.

Feedback and ideas regarding this site would be appreciated. We want this site to work for you.

# PREREQUISITE/COREQUISITE INFORMATION

## Questions & Answers

**Q. What is a prerequisite, a corequisite or an advisory?**

A. A prerequisite, corequisite, or departmental advisory is a limitation on enrollment in a particular class. A *prerequisite* is a requirement that **must** be met before a course is taken, while a *corequisite* is a course that must be taken at the same time as another course. A *departmental advisory* is a recommendation that **should** be met before taking a course, but is not required. If a course has a prerequisite/corequisite, the prerequisite course can be taken either prior to enrolling in the desired course **or** concurrently with the desired course.

**Q. What grade must I receive in a prerequisite course to show that I have met the requirement?**

A. To satisfy a prerequisite, you must have received a grade of "C" or better in the course.

**Q. If I have not met the prerequisite, is there any possibility that I can take the course?**

A. If you have not met a prerequisite, **it is possible to challenge the prerequisite.**

**Q. What is a prerequisite challenge?**

A. A prerequisite challenge is a process that allows students to demonstrate that they can succeed in a course even though they have not met the prerequisite. According to Title 5 of the California Code of Regulations (55201), a student may challenge a prerequisite on one or more of the following grounds:

- The student can demonstrate that he/she has the knowledge or ability to succeed in the course despite not meeting the prerequisite or corequisite requirements.
- The student will be subject to an undue delay in attaining his/her educational goal as outlined in his/her Student Educational 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 approved process for establishing prerequisites or corequisites or was established in violation of Title V.

A challenge consists of documentation that the student provides to show his/her ability to succeed in the course. It is the student's responsibility to provide information to support a challenge.

**Q. What is the process for challenging a prerequisite?**

A. A student should proceed as follows:

- Prior to the beginning of the semester or session, the student should go to the appropriate Academic Division Office to challenge a prerequisite or corequisite. The Academic Division Office will provide consultation for the challenge process.
- The college is required to respond to a challenge within five working days. If the college does not give a decision within five working days, the student may stay in the class.
- The assessment process may be used to satisfy a prerequisite if the course placement recommended is equivalent to having completed the prerequisite course.
- If the prerequisite course has been successfully completed (with a "C" or better) at another college or university, the student must take an official copy of the college transcript to the Records Office (AD/SS Building). A records clerk will verify that the course taken meets the prerequisite and will have this information entered into the system to remove the computer prerequisite block. An unofficial copy of the transcript may help before the official copy arrives; nevertheless, the official copy of the transcript must be in the SBVC Records Office no later than the Friday of the second week after the term starts.
- If a student successfully challenges a prerequisite, no college credit is given. Students who have sufficient knowledge and experience may be able to earn credit for a course through "Credit by Examination." (For more information on this topic, see the College Catalog or come to the Records Office.)
- A student MAY appeal a challenge decision by contacting the appropriate Academic Division Dean or the Dean of Student Support, AD/SS Building, 103E.

## Registration Fee Payment Coupon – Fall 2005

(Please return with payment)

Social Security No. \_\_\_\_\_ Student ID# \_\_\_\_\_ Birthdate \_\_\_\_\_ Day Telephone # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**REQUIRED FEES:**

Enrollment Fee	\$26 per unit	_____
Non-resident/Citizens of U.S. (\$151/unit plus enrollment fee \$26/unit)	\$177 per unit	_____
Non-resident/Citizens of Foreign Countries (\$151/unit plus enrollment fee \$26/unit plus Capital Outlay Fee \$5)	\$172 per unit <u>plus</u> \$5	_____
Health & Accident Fee	\$13	_____
Student Center Fee	\$1 per unit	_____
Student Representation Fee	\$1	_____

*(This \$1 fee may be waived for moral, religious, political or financial reasons. Circle a reason if applicable, sign and drop in registration drop box in the Admissions and Records Office in the AD/SS Building.)* Signature \_\_\_\_\_

**OPTIONAL FEES:**

Associated Students Discount Sticker	\$5	_____
Parking Fees	\$20 per semester; \$35 annually	_____

I have Financial Aid:  BOGG and/or other \_\_\_\_\_  
(Financial Aid/BOG Waiver recipients may still owe fees)

Send check or money order made payable to **SAN BERNARDINO VALLEY COLLEGE** TOTAL FEES \$ \_\_\_\_\_

Payment may be made by Check/Money Order/Credit Card. **ABSOLUTELY DO NOT SEND CASH!**

**\*\*All fees must be paid within five (5) business days during the registration period or your classes may be cancelled. After the start of the semester, you must pay at the time of registration. YOU WILL NOT BE BILLED!\*\***

NAME: \_\_\_\_\_ SOC. SECURITY # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ TOTAL AMOUNT TO BE CHARGED \_\_\_\_\_



Print Name as shown on card \_\_\_\_\_  
Card Number (Please be accurate) \_\_\_\_\_  
Signature of Card Holder \_\_\_\_\_ Expiration Date \_\_\_\_\_

### PLAN YOUR SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 a.m.						
8:30 a.m.						
9:00 a.m.						
9:30 a.m.						
10:00 a.m.						
10:30 a.m.						
11:00 a.m.						
11:30 a.m.						
12:00 p.m.						
12:30 p.m.						
1:00 p.m.						
1:30 p.m.						
2:00 p.m.						
2:30 p.m.						
3:00 p.m.						
3:30 p.m.						
4:00 p.m.						
4:30 p.m.						
5:00 p.m.						
5:30 p.m.						
6:00 p.m.						
6:30 p.m.						
7:00 p.m.						
7:30 p.m.						



# TELEPHONE REGISTRATION INSTRUCTIONS

**STUDENTS:** Please listen carefully to the voice response for instructions. If you experience any difficulty registering and need assistance, please call the Admissions and Records Office at (909) 384-4401. The HELP line is staffed Monday through Thursday, 8:00 a.m. – 7:00 p.m., and Friday, 8:00 a.m. – 4:00 p.m.

## TELEPHONE REGISTRATION WORKSHEET • DIAL (909) 888-1996 A Voice Will Guide You Through Each Step

**STEP 1**      **To access registration**..... Press 1  
**To access grades**..... Press 2

**STEP 2**      **To register for classes**

Enter your 9-digit Social Security number  
 (No dashes or spaces required)..... \_\_\_\_\_

Enter your 6-digit birth date using your month, day, and year (mm/dd/yy)  
*Example: If you were born on February 12, 1972, enter 021272* \_\_\_\_\_

**STEP 3**      **Purchase AS Discount Sticker**

Yes ..... Press 1  
 Otherwise ..... Press any other key

*Have this information ready for the next step:  
 (Use eSchedule to create your schedule)*

**Courses to add:**

Reference #	Sec #	Units	Course	Day	Time

**STEP 4**      **To add a course**..... Press 1  
**To drop a course**..... Press 2  
**To review your schedule**..... Press 3  
**To accept schedule, receive balance & complete call**... Press 6

**STEP 5**      **Credit Card**

To pay by credit card..... Press 1  
 To skip this option..... Press any other key

**Print a copy of your schedule or request a printout from the Admissions & Records Office immediately!**

**To ensure your registration is successful,  
 always wait for "Thank You" before hanging up.  
 PAY YOUR FEES IMMEDIATELY TO BE ENROLLED IN ANY CLASS!**

Prior to the start of class, we must receive your payment within five working days or you may be dropped from all classes selected in this phone session. After the start of class, you must pay immediately. When dropped from class for non-payment, your space becomes available to other students who want to register for the class. It is your responsibility to insure that your transaction cleared by getting a copy of your schedule and checking bank withdrawal balances.

***We are not responsible for any delay in the mail.***

# WEB REGISTRATION INSTRUCTIONS

**STUDENTS:** If you experience any difficulty registering during the registration period and need assistance, please call the Admissions and Records Office at (909) 384-4401. The HELP line is staffed Monday through Thursday, 8:00 a.m. – 7:00 p.m., and Friday, 8:00 a.m. – 4:00 p.m.

## Web Registration Instructions:

1. Log on to [www.valleycollege.edu](http://www.valleycollege.edu)
2. Log on to Campus Central.

### New Students and Students Returning After an Absence

- a) Your initial login is your social security number.
- b) Your initial PIN is your date of birth.

The computer system will not allow you to use your social security number and date of birth more than once when you log onto the system. You must create a user name and password immediately. If your User ID and password need to be reset for any reason, please contact the Help Desk at (909) 384-4357 and give them your student identification number **AND** social security number.

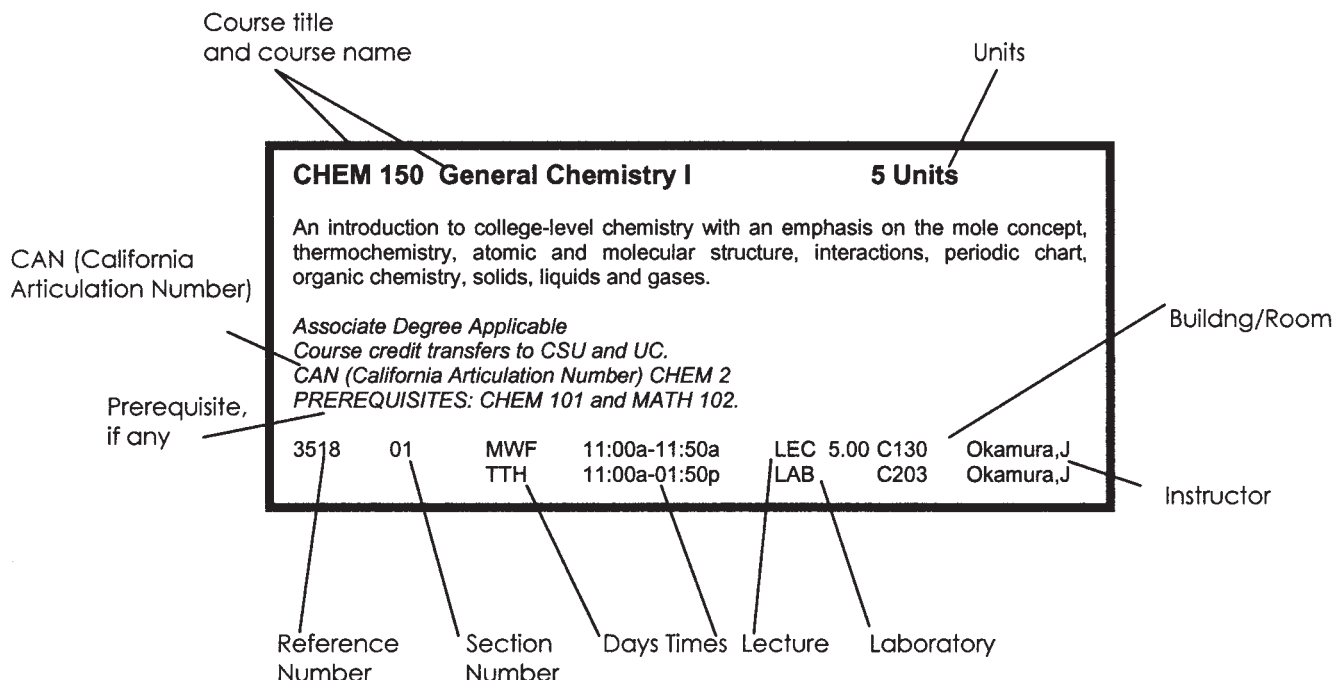
### Continuing Students

- a) Enter your user ID and password to gain entry.

3. Click on the "Valley" online registration link. [Note: Remember that you may not access the registration link until on or after your priority date.]
4. Click on the semester you wish to register for.
5. Click on "Add a New Section" to register for your classes.
  - a) Use the four-digit reference number found in the printed schedule of classes or click on the "Browse the Schedule of Classes" link to see this information online.
  - b) Confirm your selection.
  - c) Repeat for all desired classes.
6. Click on "Drop a Section" if you wish to cancel registration for a class.
  - a) Click on the four-digit reference number of the class you want to drop.
  - b) Confirm your selection.
  - c) Repeat for all desired classes.
7. If desired, click on the "Purchase an AS Discount Sticker." (Note: Once this purchase is made, the sale cannot be cancelled through Web Registration.)
8. If desired, click "Pay now with your credit card." Visa and MasterCard are accepted.
  - a) Enter your card number and expiration date and click "Continue."
  - b) Confirm that the information submitted is correct, then click "Pay."
  - c) If your payment is successful, your account balance will be adjusted accordingly.
  - d) Click "Return to Registration."
9. Once all transactions are complete, exit Web Registration by clicking on the "Finished" link. Your registration will be created.
  - a) Click "Registration Statement" to view your statement. A new window will open.
  - b) PRINT A COPY OF YOUR STATEMENT AT THIS TIME.
  - c) Close this window.
10. Log out of Campus Central by clicking on the "log out" link.

**If paying by check or money order, we must receive your payment within five working days during the registration period or you may be dropped from all classes selected in this Web session. When dropped from class for non-payment, your space becomes available to other students who want to register for this class. It is your responsibility to insure that your transaction cleared by getting a copy of your schedule and checking bank withdrawal balances.**

## HOW TO READ A SCHEDULE



## HOW TO ADD OR DROP AFTER THE START OF CLASSES

If you revise your schedule, and if the total number of units taken changes, the amount of your fees will also change. You will have five working days during the registration period to pay your additional fees if additional payment is required. After the registration period ends, you are required to pay all fees immediately.

**ADDING CLASSES:** AFTER the Web/Telephone registration period has passed and beginning on the first day of class, there are two ways you can add a class, with payment due immediately if the total number of units you are taking also changes.

**Option 1: Obtain a webcode authorization sticker** from your instructor. Once you have obtained the webcode, log on to [www.valleycollege.edu](http://www.valleycollege.edu), enter the Campus Central system, and follow the directions to enter the web code authorization sticker information. Payment will be due immediately. YOU CANNOT ADD A CLASS VIA THE WEB after the "use by date" has expired.

**Option 2: Obtain an ADD/DROP card** from your instructor or from the Admissions & Records Office. Fill out the top portion of the card. Obtain either a webcode authorization sticker to place on the form or ask your instructor to sign the form. Bring the form to the Admissions & Records Office. Payment will be due immediately.

### To pay:

- Use a credit card to pay over the web system, OR
- Bring your add/drop card and payment to the Admissions & Records Office, OR
- Submit your add/drop card and payment through the U.S. Mail. **Do not mail cash!** OR
- Drop your authorization sticker into an on-campus drop box.

**Always retain your registration and schedule information and/or copy of the add/drop form until after final grades are posted.**

**DROPPING CLASSES:** An instructor's signature is NOT required to DROP a class. To drop after the Web/Telephone registration period has ended, simply complete the ADD/DROP form, check the box labeled "drop" on the form and return the form to the Admissions and Records Office. You may also drop your classes on the web by logging on to [www.valleycollege.edu](http://www.valleycollege.edu). If you have questions, call (909) 888-1996 for assistance. **It is the student's responsibility to drop classes he/she is no longer attending.**

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT DRUG ABUSE POLICY



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.

Illicit drug use and alcohol abuse account for two-thirds of violent behavior, one-half of all injuries, one-third of all emotional difficulties and one-third of all academic problems on college campuses. Students must be aware that substance abuse leads to financial, health, psychological, work, school, and legal problems. Health risks include:

- **ALCOHOL- Physical Effects:** impairs coordination and thinking, contributes to brain, heart, and liver disease, fetal alcohol syndrome, some forms of cancer, reduced life expectancy, addiction. **Overdose:** alcohol poisoning reduced respiratory and heart rate and possible death.
- **COCAINE & CRACK COCAINE- Physical Effects:** severe mood swings and irritability, depression, increased blood pressure and heart rate, excitability and restlessness, false feeling of self-confidence, painful nosebleeds and nasal erosion, quick addiction. **Overdose:** agitation, hallucinations, convulsions. Heart failure and possible death.
- **DEPRESSANTS-** (Barbiturates, Tranquilizers, chloral Hydrate) **Physical Effects:** Slurred speech, impaired judgment, and loss of motor coordination. **Overdose:** (compounded if used with alcohol) respiratory depression, clammy skin, dilated pupils, weak rapid pulse, coma, and possible death.
- **HALLUCINOGENS-** (PCP), Angel Dust, Love boat, LSD, Acid, Green/Red Dragon, Mescaline, Peyote, Psilocybin, Designer Drugs, Ecstasy, PCE) **Physical Effect:** Increase in blood pressure, heart rate and blood sugar, possible muscle rigidity, rapid changing feelings, depression, anxiety, violent behavior, & a distorted perception of time. Once use may cause irreversible brain damage. **Overdose:** convulsions, coma, heart/lung failure, ruptured blood vessels in the brain, and possible death.

- **INHALANTS-** (glue, paint thinner, hairspray, gasoline, correction fluid, marking pens, laughing gas) **Physical Effect:** loss of muscle control, slurred speech, drowsiness, excessive secretions from the nose and watery eyes, brain damage and damage of lung cells. **Overdose:** excessive fatigue, increased pulse, loss of consciousness and possible death.
- **MARIJUANA- Physical Effects:** increased appetite, loss of sex drive and reduced fertility, may cause heart and lung (contains more than 400 chemicals) damage, diminished immune system, impairs judgment and relaxes inhibitions, loss of motivation and purpose, impaired memory, a short attention span and delayed reflexes, heavy psychological dependence.
- **NARCOTICS-** (Opium, Morphine, Codeine, Heroin, Dilaudid) **Physical Effects:** loss of appetite, sniffles, watery eyes, cough, nausea, drowsiness, low raspy speech, decreased pulse, respiratory depression, constricted pupils. **Overdose:** slow-shallow breathing, clammy skin, convulsions, coma and death.
- **STEROIDS-** (Anabolic (male hormone), Cortical, Estrogenic (female hormone) **Physical Effects:** severe acne, rashes, stunted growth, sexual function problems, women develop masculine traits and increased hair growth, behavioral changes, aggressiveness ("road rages"), cholesterol increases, heart disease, liver tumors, cataracts, and possible death.
- **STIMULANTS-** (Cocaine, Amphetamines, Met amphetamines, Phenmerazine, Methyphenidate, Ice) **Possible Effects:** decreased appetite, blurred vision, dizziness, a feeling of restlessness, anxiety, delusion, increased heart and respiratory rates, increased blood pressure, high doses can cause rapid or irregular heart rate, dilated pupils. **Overdose:** agitation, increase in body temperature, hallucination, convulsions, heart failure and possible death.

Are you at risk for a substance abuse related problem? If you answer yes to one or more of the following, there is a problem.

1. Have you blacked out after using drugs or alcohol?
2. Have you been arrested during or after you were drinking or using drugs?
3. Do you drink or use drugs to get wasted?
4. Has someone close to you, talked with you about your alcohol or drug usage?
5. Does a family member have an alcohol or other drug problem, or had one in the past?

## Resources for Help:

Student Health Center.....(909) 384-4495  
 Counseling Center.....(909) 384-4404  
 Alcoholics Anonymous Meeting Referrals.....(909) 825-4700  
 Narcotics Anonymous Meeting Referrals.....(909) 883-2519  
 Office of Alcohol and Drug Programs (OADP) Treatment Services.....(909)387-7677  
 National Database of Drug and Alcohol Treatment  
 Email: [www.samhsa.gov](http://www.samhsa.gov)

## SERVICES FOR STUDENTS

### Bookstore

The Bookstore, located on the lower level of the Campus Center, sells textbooks and a wide variety of supplies, software, sportswear, accessories and gift items. The Bookstore will have the upcoming session's textbooks available one week prior to the start of classes. Bookstore hours vary throughout the semester. Call (909) 384-4435 or visit our website at [www.sbvcbkbookstore.com](http://www.sbvcbkbookstore.com) for additional information.

### College Police

The College Police & Safety Services Office (Campus Center, Room 106) should be contacted for assistance in reporting crimes on campus, emergencies, locating or turning in lost articles, etc. The office is open Monday – Friday, 7:30 a.m. to 7:30 p.m., or they can be reached by calling (909) 384-4491. To report a life-threatening/medical emergency, dial internally extension 1222 or externally (909) 384-4491, or use one of the emergency telephones located in all campus buildings to connect directly to the College Police. Staff parking permits are purchased directly from the College Police & Safety Services Office. For student parking information see "Policies for Students."

### Counseling Center

The staff of the Counseling Center (AD/SS Building, Room 103) can 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. Beginning August 1, the Counseling Center is open Monday – Thursday, 8:00 a.m. to 7:00 p.m. and Friday, 8:00 a.m. to 4:30 p.m. Students may be seen on a drop-in basis (first-come, first-served) for 15 minutes, but are encouraged to make an appointment in advance to spend more time with a counselor. Appointments are not

available during "peak" registration times with the exception of Veterans' and students on academic probation. A variety of services are available through the Counseling Center, including:

- **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 needs of F-1 Visa students.

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

### Disabled Student Programs & Services

The department of Disabled Student Programs and Services (DSPS) is designed to meet the individual needs of regularly enrolled, permanently or temporarily disabled students. Students who provide professional verification of a physical, learning, or mental disability may obtain a variety of services including disability management counseling; test taking arrangements; course materials in Braille, tape, or large print formats; sign language interpreters; note taker services; tutors; and a variety of services including disability management counseling; test taking arrangements; course materials in Braille, tape, or large print formats; sign language interpreters; note taker services; tutors; and a variety of adapted equipment. Students who need services related to a disability or who wish further information should contact DSPS at (909) 384-4443 to make an appointment for intake and advisement.

## POLICIES FOR STUDENTS

### Bookstore

#### Check Acceptance Policy for the Bookstore:

The Bookstore will accept payment with a check if the following conditions are met:

- The student must be able to show a valid driver's license or a California state identification card.
- The check must be imprinted with a name and street address. (Post Office boxes are NOT accepted.)
- A phone number is required.
- The check must be made out to the "**SBVC Bookstore**" and will be accepted for the amount of purchase only.

#### Refund Policy for the Bookstore:

- Book refunds will be given during the first three weeks of the Fall and Spring semesters and during the first week of summer and short-term classes. (After this general refund period, books must be returned within 24 hours from the date of purchase in order to qualify for a refund.)

- Supplies will be refunded if the items are returned in new, unopened condition within three days from the date of purchase.
- An original cash register receipt and personal identification are required to exchange/return. (Note that there will be a seven-day period from the day a check was written to the day a cash refund will be distributed.)
- To receive a full refund, new textbooks must be returned in brand new condition; if they are not, refunds will be at 75% of the new price.
- No refunds will be given on shrink-wrapped textbooks, reference books or special order books.

#### Buyback Policy for the Bookstore:

Textbooks can be sold back to the Bookstore during the first and last week of each semester or session. (Please note that the Bookstore does NOT buy back workbooks.) The Bookstore will buy back textbooks at 50% of the new price and 50% of the used price if:

- The textbook has been assigned by an instructor for the upcoming semester.
- The book is in good condition.
- The book is needed by the Bookstore.

A book wholesaler manages the buybacks and may also buy other books at up to 30% of the original price.

### Parking

The Fall Parking Permit is \$20 and expires **December 31, 2005**. If you purchased an Annual Parking Permit (2005-2006), it will **expire on August 31, 2006**.

Parking permits are required for all college lots and campus streets. Avoid Reserved, Staff, Visitor, Handicapped and red zones. Violators who receive parking citations must pay at the SBVC College Police & Safety Services Office (Campus Center, Room 106).

Faculty and staff parking permits are purchased directly from the SBVC College Police & Safety Services Office. Student parking permits are purchased directly from the Admissions and Records Office. At this time, daily parking passes can be purchased from dispensers located in Lots 7, 8 and 9. The cost of a daily permit is \$1. Parking permits are not required on Friday from 4:30 p.m. through Monday at 7:00 a.m.

Protect your vehicle and its contents by locking your car! Parking Rules & Regulations brochures are available at the College Police & Safety Services Office.

### Refund Policy for Fees

If a class is cancelled, you will automatically be mailed a refund of the enrollment fees. If this class is your only class for the term, you will also receive a refund of the health/accident fee.

**If you drop a class during the registration period and before the first day of classes...**

You will automatically be mailed a refund of enrollment, health and student center fees, minus a \$10 processing fee. Refunds of less than \$15 will not be processed.

**If you drop a class after the first day of classes...**

You will automatically be mailed a refund of enrollment fees for any class dropped by the refund deadline (10% of the class), minus a \$10 processing fee. Refunds of less than \$15 will not be processed. **All other fees are non-refundable as of the first day of classes. If you drop a class after the first 10% of the class, you are NOT eligible for a refund.**

**If you are dropped by the instructor, you are NOT entitled to a refund.**

**In all cases...**Allow 6-8 weeks for all refund checks. Please be sure the college has your current address. If you wish to apply the refund credit toward registration in another class, you must submit the drop and add at the same time.

### Refund Policy for Parking Permits

To be eligible for a refund of the parking permit fee: (a) all classes must be cancelled by the college and such cancellation must result in a student's withdrawal from the college or (b) 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 College Police & Safety Services Office (Campus Center, Room 106).

### Residency

**California Residents:** The following conditions establish college residency status:

1. If the applicant is less than 18 years, his or her parents or guardian must have resided within California for 12 consecutive months preceding the first day of the semester.
2. If the applicant is 18 years but not yet 19 years of age, the applicant and the applicant's parents must have resided within California for 12 consecutive months preceding the first day of the semester.
3. If the applicant is 19 years or older, the applicant must have resided within California for 12 consecutive months preceding the first day of the semester.

**Non-California Residents:** Out-of-state applicants may be admitted to San Bernardino Valley College under the following conditions:

1. Applicants who are not residents of California as of the day immediately preceding the first day of classes in any given semester or summer session must pay non-resident tuition fees.
2. Members of the United States armed forces stationed in California on active duty (except those assigned for educational purposes) are exempt from non-resident tuition for the duration of their attendance at a community college as long as they remain on active duty. Dependents are entitled to a waiver of the non-resident fee until they have resided in the state the minimum time necessary to become a resident.

### Standards of Student 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.
3. **Academic honesty:** Lack of honesty in the classroom is considered a very serious offense. Any form of cheating on tests or assignments, turning in work that is not one's own (i.e., plagiarism), talking during tests, furnishing false information to college personnel, or knowingly misrepresenting oneself to the college is grounds for disciplinary action. The consequences of cheating are severe and may include receiving a

grade of "F" for the class or possible expulsion from the college.

4. **Instructor's rights:** An instructor has the right to remove a student from class at any time he or she considers a 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 SBCCD Board of Trustees 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.

See Board Policy 5500 for additional information about student conduct.

## ACADEMIC AND VOCATIONAL PROGRAMS AND ADVISORS

Program	Advisor	909-384-4400, Ext.
Academic Advancement	Odette Salvaggio	8589
Accounting	Nick Zoumbos	8912
Administration of Justice	Frank Peterson	8604
Aeronautics	Allen Moore	8270
Anthropology	Jan Brennecke	8586
Architecture	John Stankas	8268
Art	Mary Sue Andersen	8936
Astronomy	Mike Lysak	8529
Automotive	Richard Jaramillo	8505
Biology	David Bastedo	8564
Business Administration	Roger Powell	8910
Business Calculations	Nick Zoumbos	8912
Chemistry	John Stankas	8268
Child Development	Juliann Martin	8542
Computer Information Technology	Roger Powell	8910
Computer Science	John Stankas	8268
Cooperative Work Experience	Dan Angelo	8568
Corrections	Frank Peterson	8604
Criminal Justice	Gloria Fisher	4431
Dance	Leticia Hector	8618
Diesel	Kevin Anderson	4079
Economics	Nick Zoumbos	8912
Electricity/Electronics	Ed Szumski	8501
English	Judith Ashton	8617
ESL	Judith Ashton	8617
Family & Consumer Science	Juliann Martin	8542
GIS	Todd Heibel	8638
Geography	Todd Heibel	8638
Geology	Jerry Horne	8517
Health Education	Dan Bridges	8507
History	Colleen Calderon	8622
Human Services	James Robinson	8583
Inspection Technology	William Kastner	8290
Library Technology	Patti Wall	8577
Machinist Technology	William Clarke	8504

Program	Advisor	909-384-4400, Ext.
Mathematics	Haragewen Kinde	8265
Microbiology	Darlene Gamboa	8558
Modern Languages	Nori Sogomonian	8544
Music	Leticia Hector	8618
Nursing	Pricilla Taylor	8925
Oceanography	Jerry Horne	8517
Paralegal Studies	Nick Zoumbos	8912
Pharmacy Technology	Marilyn Johnson	8553
Philosophy	Julius Jackson	8595
Physical Education	Dan Bridges	8507
Physics	Mike Lysak	8529
Police Science	Gloria Fisher	4431
Political Science	Ed Millican	8587
Pre-Medical	John Stankas	8268
Pre-Pharmacy	John Stankas	8268
Pre-Physician Assistant	John Stankas	8268
Psychiatric Technology	Mimi Tumang	8927
Psychology	Terry Maui	8594
Radio/TV/Film	Diane Dusick	8546
Real Estate/Escrow	Nick Zoumbos	8912
Refrigeration	Ed Szumski	8501
Religious Studies	Julius Jackson	8595
Restaurant Management	Bob Baldwin	8695
Sociology	Jan Brennecke	8586
Speech	Leticia Hector	8618
Student Development	Ali Mossaver-Rahmani	8276
Technical Calculations	Ed Szumski	8501
Theatre Arts	Leticia Hector	8618
Transportation	Kevin Anderson	8580
Warehouse	Kevin Anderson	4079
Water Supply Engineering	William Clarke	8504
Welding Technology	William Kastner	8290
Work Experience	Dan Angelo	8568

## CAMPUS ADMINISTRATION (with Office Locations)

President Denise Whittaker, M.A. (AD 208)	Dean, Health Science Marilyn Johnson, B.S., M.N. (HLS 100)	Dean, Student Support Ali Mossaver-Rahmani, Ed.D. (AD 103E)
Interim Vice President, Instruction Kay Ragan, Ed.D. (AD 200)	Dean, Humanities Marjorie Price, M.Ed. (NH 240)	Director, Admissions & Records Helena Johnson, M.Ed. (AD 100B)
Vice President, Student Services W.G. Garland, M.S. (CC 215)	Dean, Institutional & Community Advancement; Executive Director, Foundation Gary Kelly, M.A. (CC 215)	Director, Athletics To Be Announced (WG6)
Vice President, Administrative Services Michael Perez, M.B.A. (AD 206)	Dean, Learning Resources Marie Mestas, M.L.S. (LIB 210)	Director, DSP&S Rebecca Warren-Marlatt, M.A. (AD 105)
Dean, Applied Technology Tom Bauman, M.S., P.E. (T 108)	Dean, PE/Athletics Dan Bridges, Ph.D. (SG 28)	Director, EOPS & CARE To Be Announced (AD 202F)
Dean, Business & Information Technology Margaret Ortiz, M.A. (LA 125)	Dean, Research, Planning & Development Troy Sheffield, Ed.D. (CC 215)	Interim Director, Financial Aid Sandi Clarke, B.S. (AD 106B)
Dean, Career College, CalWorks, and Workforce Development Zelma Russ, M.A., M.A. (CC 201)	Dean, Science & Math Haragewin Kinde, Ed.D. (C 121)	Director, Marketing & Public Relations Paul Rubalcaba, B.A. (AD 200F)
Administrative Dean, Criminal Justice & Public Safety Gloria Fisher, J.D., (Planetarium, 2nd Floor)	Dean, Social Science & Human Development Janice Noble, M.Ed. (LA 122)	Director, Student Life To Be Announced (Campus Center)
Dean, Extended Day & Vocational Education Queen Hamilton, Ed.D. (CC 211A)	Dean, Student Development To Be Announced (AD 103O)	Director, Transportation Kevin Anderson, M.B.A. Transportation Center

Note: Rooms beginning with AD are located in the new Administration/Student Services Building.

## DISTRICT ADMINISTRATION

Chancellor Donald F. Averill, Ed.D.	Interim Director, Facilities & Planning Laurens Thurman, M.A.	General Manager, Radio & TV Stations Larry Ciecalone, M.B.A.
Vice Chancellor, Fiscal Services Robert Temple, M.A.	Director, Fiscal Services Crispina Ongoco	District Director, Marketing & Public Relations Donna Hoffmann, M.A.
Interim Vice Chancellor, Human Resources & Employee Relations John Matulich, M.S.	Director, Human Resources Mary Nemnich, M.A.	Business Manager Ron Gerhard, M.B.A.
Chief Information Officer, Computing Services Gary Van Voorhis, B.A.	District Director, Economic Development & Corporate Training Matthew Isaac, Ph.D.	Assistant to the Chancellor Frank Reyes, M.A.
Executive District Director, Distributed Education & Technology Services Glen Kuck, Ed.D.		