

# 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 2006 term. 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 2006 term. If you are a returning student, fill out the application and 1) mail the application via U.S. Mail or 2) drop the application into the drop box outside the Admissions & 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. As a new student, either:

1. Complete the application manually 1) mail the application via U.S. Mail or 2) drop the application into the drop box outside of the Admissions & Records Office or 3) bring the signed signature page to the Admissions & Records Office in the AD/SS Building, (Room 100); 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 & Records Office, using any of the methods outlined above. When your signature has been received by the Admissions & Records Office, you will be cleared to register for classes.

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

If you are a high school junior or senior applying to attend both SBVC and high school concurrently, you must submit: 1) an SBVC 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:

- The public school district of residence must grant approval in writing.
- Parents must petition in writing to the Vice President of Student Services or designee.
- Provide 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).
- Courses cannot duplicate courses currently available at your 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 helps determine your placement in English and math and 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) 384-4401 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 with course placement information 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 identify your placement in English, reading, and math courses, where you can expect to succeed. 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 summer session, counselors are available Monday through Thursday, 8:00 a.m. to 6:00 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 65 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 \$186. Students who are both citizens and residents of a foreign country will also***

***be required to pay a Capital Outlay fee of \$13 in addition to the non-resident fee.***

- B. Add the required Health Fee of \$11.
- 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 annually for the Student Center fee is \$10. 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) \$11 + 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 college 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 43 and 44 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 45 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 Priority Registration
- Page 7 Web/Telephone Registration Schedule
- Page 8 Telephone Registration Instructions
- Page 9 Web Registration Instructions

## Step 7: Pay your fees.

If you register before the summer session starts and your payment is not received within three business days, your reserved place in your classes **will be dropped**. If you have not dropped classes by the end of the registration period, you are liable for the fees. After the start of the semester you must pay at the time of registration. There are four ways to register and 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 7), along with your check or money order made payable to San Bernardino Valley College, within three business 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 pay your fees in person at the Admissions and Records Office in the AD/SS Building, Room 100. During the Summer Session, office hours are Monday through Thursday, 8:00 a.m. to 6:00 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 throughout the campus as well as outside of the Admissions & Records Office in the AD/SS Building, Room 100.

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 Summer 2006 Session at SBVC!***

Print a copy of your schedule using any one of the 180 computers available on campus. **Remember to check for errors!**

## Open Registration

Students are required to register by web or telephone. Assistance is available in Admissions & Records. The Admissions & Records Office is open Monday through Thursday from 8:00 a.m. to 6:00 p.m. during the Summer Session.



**An online alternative to the printed schedule!**

<http://www.valleycollege.edu/eSchedule>

eSchedule was created to speed up the registration planning process and provide quick and easy access to a complete listing of Summer 2006 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 must be taken prior to enrolling in the desired course; the corequisite course must be taken 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.

## PRIORITY REGISTRATION

**STUDENTS:** If you experience any difficulty registering by phone or web and need assistance, please contact the Admissions & Records Office by email at [admissions@valleycollege.edu](mailto:admissions@valleycollege.edu) or by fax at (909) 889-4988. Admissions & Records is located in the Administration/Student Services Building, Room 100. During the Summer Session, the office hours are 8:00 a.m. to 6:00 p.m., Monday through Thursday.

Log on to [www.valleycollege.edu](http://www.valleycollege.edu) or call (909) 888-1996 to **confirm** your registration category beginning **May 1, 2006**. Web/Telephone registration **begins** on **May 11, 2006**.  
\*\*DSPS and EOPS registration is **May 11, 2006**.\*\*

### *Categories of Registration*

To determine your priority registration date and time, you need to know your category level (A, B, C, D, E, or F) based on your student status. To confirm your category, log on to [www.valleycollege.edu](http://www.valleycollege.edu) or call (909) 888-1996 beginning **May 1, 2006**. **Be sure to calculate both the number of units completed at SBVC and the number of units you are currently taking.**

Once you have determined your category level, you will be assigned a date to register. If you do not register by telephone or web on the published date, you may register on any date up until the deadlines posted at the top of page 7.

#### *Category A*

- Students enrolled at SBVC during the Spring 2006 term who have completed 40 to 109 units at SBVC.

#### *Category B*

- Students enrolled at SBVC during the Spring 2006 term who have completed 30 to 39.9 units at SBVC.

#### *Category C*

- Students enrolled at SBVC during the Spring 2006 term who have completed 15 to 29.9 units at SBVC.

#### *Category D*

- Students enrolled at SBVC during the Spring 2006 term who have completed up to 14.9 units at SBVC.

#### *Category E*

- Students who attended SBVC previously but not in the Spring 2006 term who have reapplied for Summer 2006 admission.
- New students who have submitted an application for Summer 2006 admission **AND** who have completed Assessment.

#### *Category F*

- New students who have submitted an application for admission **BUT** have **NOT** completed Assessment.
- Students who have previously earned a Bachelor's degree or higher.
- Continuing students with 110 or more units.

## WEB/TELEPHONE REGISTRATION SCHEDULE – SUMMER 2006

Web/Telephone Registration begins May 11, 2006. While the Web/Telephone Registration system is in operation, it is available Monday-Saturday, 7:00 a.m. – midnight and Sunday, 6:00 a.m. – 7:00 p.m. Incomplete applications, prerequisite requirements or Academic and Probationary issues may cause the system to disallow registration. The deadline for students to register prior to the start of instruction using Web or Telephone Registration for the Summer Session is: June 18, 2006.

You may register on the day of your appointment or any day thereafter.

Thursday May 11	Friday May 12	Monday May 15	Tuesday May 16	Wednesday May 17	Thursday May 18
EOPS/CARE & DSPS only	EOPS/CARE & DSPS only	Category A Last Two Digits SSN 34-65	Category A Last Two Digits SSN 66-99	Category A Last Two Digits SSN 00-33	Category B Last Two Digits SSN 51-99
Friday May 19	Monday May 22	Tuesday May 23	Wednesday May 24	Thursday May 25	Friday May 26
Category B Last Two Digits SSN 00-50	Category C	Category D	Category E Last Two Digits SSN 00-50	Category E Last Two Digits SSN 51-99	Category F

May 27 – June 18: Open Web/Telephone Registration

### Registration Fee Payment Coupon – Summer Session 2006

(Please return with payment)



Social Security No. \_\_\_\_\_ Student ID# \_\_\_\_\_ Birthdate \_\_\_\_\_ Day Telephone # \_\_\_\_\_  
 Name \_\_\_\_\_  
     Last \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_  
 Address \_\_\_\_\_  
     No. & Street \_\_\_\_\_ Apt./Sp. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**REQUIRED FEES:**

Enrollment Fee	\$26 per unit	_____
Non-resident/Citizens of U.S. (\$160/unit plus enrollment fee \$26/unit)	\$186 per unit	_____
Non-resident/Citizens of Foreign Countries (\$160/unit plus enrollment fee \$26/unit <u>plus</u> Capital Outlay Fee \$13)	\$186 per unit <u>plus</u> \$13	_____
Health & Accident Fee	\$11	_____
Student Center Fee	\$1 per unit; not to exceed \$10 annually	_____
Student Representation Fee	\$1	_____
<i>(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.)</i>		
Signature _____		

**OPTIONAL FEES:**

Associated Students Discount Sticker	\$5	_____
Parking Fees	\$15	_____
I have Financial Aid: <input type="checkbox"/> BOGG and/or other _____		
<i>(Financial Aid/BOG Waiver recipients may still owe fees)</i>		
Send check or money order made payable to <b>SAN BERNARDINO VALLEY COLLEGE</b>		TOTAL FEES \$ _____

Payment may be made by check/money order/credit card. **ABSOLUTELY DO NOT SEND CASH!** All fees must be paid within three (3) business days during the registration period or your classes may be cancelled. **YOU ARE RESPONSIBLE FOR ALL FEES INCURRED.** 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) \_\_\_\_\_

Expiration Date



Signature of Card Holder \_\_\_\_\_

# 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. During the Summer Session, the HELP line is staffed Monday through Thursday, 8:00 a.m. – 6:00 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

*Get a printout of your schedule immediately!*

**To ensure your registration is complete,  
 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 three business days or you will be dropped from all classes selected in this phone session. After the start of class, you must pay immediately. You are responsible for all expenses incurred. 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. During the Summer Session, the HELP line is staffed Monday through Thursday, 8:00 a.m. – 6:00 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 San Bernardino Valley College e-mail address.  
Example: [firstname.lastnameXXX@studnet.sbccd.net](mailto:firstname.lastnameXXX@studnet.sbccd.net)  
first name is your full, official first name (no nicknames)  
last name is your full, official last name  
XXX is the last three digits of your student ID
- b) Your initial PIN/password is your date of birth.

The computer system will not allow you to use your e-mail address and date of birth more than once when you log onto the system. You must create a password immediately. If your e-mail address 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.

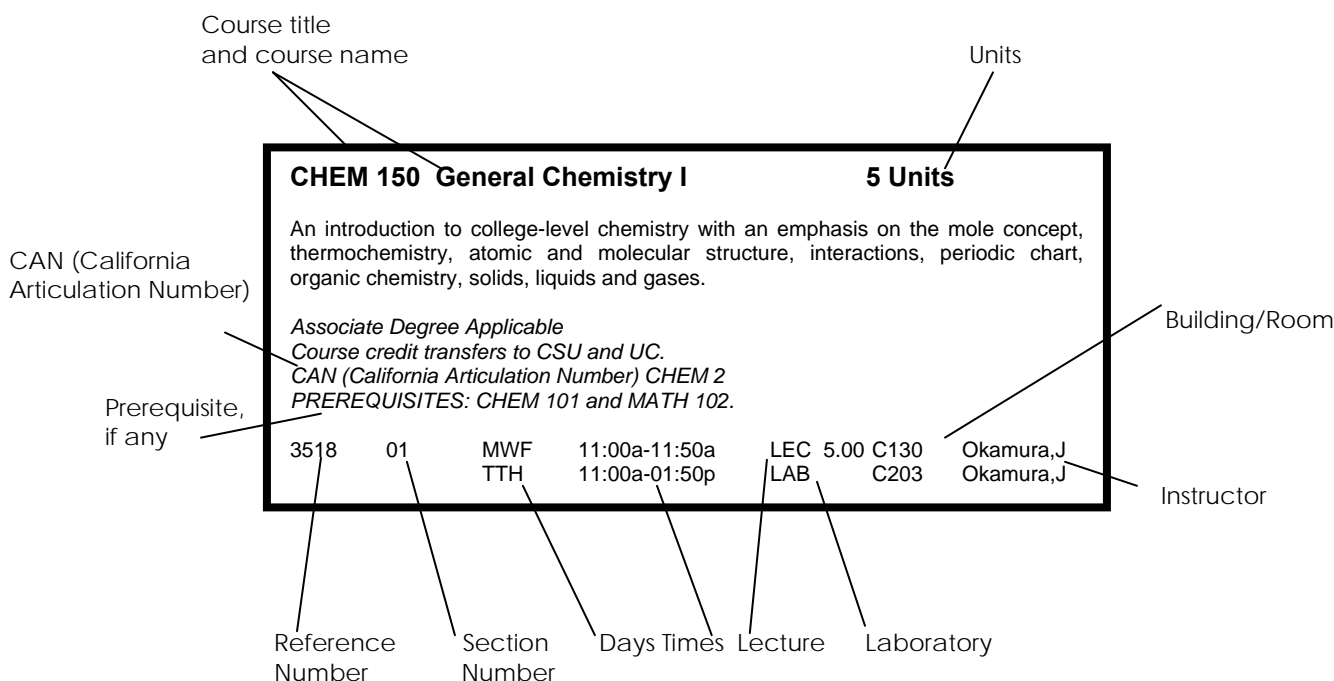
### Continuing Students

- a) Enter your SBVC e-mail address 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. You may speed up the process by having prepared a list of reference numbers.
  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 Review" to verify your schedule and fees. A new window will open. Check for errors.
    - b) PRINT A COPY OF YOUR SCHEDULE 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 three business days during the registration period or you will 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 three 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. See the "Policies" pages in the back of this schedule for a description of the refund policy if you are dropping a class.

**ADDING CLASSES:** AFTER the Web/Telephone registration period has closed 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.** 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 a web authorization ADD/DROP card** from your instructor or department secretary. Complete your portion of the card. Ask your instructor to sign the form. Place the card in a drop-box. If there are any problems enrolling you into a class, you will receive a call. Otherwise, you will receive your class schedule including any monies owed. Payment will be due immediately. You must come to the Admissions & Records Office only if you have both an instructor's signature and a webcode authorization sticker and want direct service.

### To pay:

- Use a credit card to pay over the web system, OR
- Bring your add/drop card and payment (check, money order or credit card) 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 payment coupon and payment (check, money order or credit card) 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. All classes may be dropped using either the web, telephone or a campus drop-box. If you'd like to drop using the web, log on to [www.valleycollege.edu](http://www.valleycollege.edu). If you have questions, call (909) 384-4401 for assistance. **It is the student's responsibility to drop classes he/she is no longer attending.**



## Interested in an Online Associate Degree or Certificate?

Online classes can provide you with the flexibility to complete coursework at times that are convenient to your work and family responsibilities or social activities. Working from your home computer, you may also save money normally associated with transportation and childcare costs.

**The courses listed below are offered in an online or hybrid format during the Summer 2006 Session:**

ACAD 100  
ANTHRO 102  
ART 110  
ART 111  
HIST 101  
MATH 090

MATH 095  
MATH 102  
PHIL 101  
PHIL 103  
PHIL 105  
POLIT 100

READ 015  
RELIG 101  
RELIG 135  
SOC 100  
SOC 130  
SOC 145

Visit <http://learnonline.sbccd.cc.ca.us/disted> to learn how most of these courses combine to meet the requirements of an online associate degree or certificate and to see if this format will work well for you!

### Career College at San Bernardino Valley College

In less than six months, the Career College at San Bernardino Valley College can help you move into a new profession!

Fast-track training is available in these high-demand fields:

- Warehouse / Forklift Operator
- Restaurant Management / Food Service
- Information Processing Specialist
- Clerical Assistant
- Automobile Mechanic
- Machine Trades
- Water Treatment
- GIS
- GED Preparation

Tuition waivers, financial aid, and other support services are available for qualified applicants with low income.

For more information, contact Zelma Russ (Dean) at 909-384-8670 or Carolyn Lindsey (program counselor) at 909-384-8282.

**Apply today and take control of your future!**

**C**alifornia  
**a**  
**I**  
**W**ork  
**O**ppportunity  
**R**esponsibility  
**K**ids  
**S**

Students on public assistance may be eligible to seek support and guidance through CalWORKs to ensure that they are successful in their education and work-related activities.

What can CalWORKs do for you?

- Academic Counseling/Tutoring
- Child Care/Transportation
- Job Placement/Work Study/ Work Experience

**CalWORKs Office  
(909) 384-4429**

**“Helping You Today To Build A Better Tomorrow!”**

## 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.

## STRATEGIES FOR COLLEGE SUCCESS



If you are planning on graduating with an AA/AS degree under Option #2 (as described in the SBVC Catalog) and will be taking 9 or more units during the Fall or Spring semesters of your first year of enrollment, you will be required to take ACAD 100 (Strategies for College Success.) This one-unit course is designed to help you identify your strengths, identify sources of help within the college community, and plan the most efficient path to your career goal. Reserve a place in your schedule for this important required class!

## 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.						
8:00 p.m.						
8:30 p.m.						
9:00 p.m.						

# FINANCIAL AID INFORMATION

## Apply Early!

If you need financial help to pay for the costs of attending San Bernardino Valley College, the Financial Aid Office (AD/SS Building, Room 106) offers assistance. While the primary responsibility for meeting college costs rests with you, the student, and with your 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 needs who might not otherwise be able to attend.

Please be aware that a minimum of six weeks is required to file the necessary documents and to process your application within the Financial Aid Office. You 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 to students with the greatest need.

## 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 versions of the test or additional time) by contacting Disabled Students Programs and Services at (909) 384-4443. In addition, a student receiving aid must have a stated educational objective and maintain satisfactory progress. California aid programs require recipients to be a resident of the state of California. Federal aid 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 \(FAFSA\)](#) as well as a [San Bernardino Valley College Supplemental Financial Aid Application](#). (These forms are available in the Financial Aid Office.) You can also file the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Make sure San Bernardino Valley College is listed on your FAFSA. Our Federal School Code is 001272.

Applications for each new academic year are available in January. Financial Aid is not continued from one year to the next. You must apply for Financial Aid each school year. Deadlines for the various programs may vary; therefore, you 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 adjacently. 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. The fee waiver application can be found on pages 43 and 44 of this schedule.

**Cal Grant:** The Cal Grant B program is available to a limited number of students who are from low-income families and who have at least a 2.0 GPA. 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 deadlines for Cal Grant applications are March 2 and September 2 for considered eligibility for the following academic

year. Please be aware that a GPA verification form and FAFSA must be completed prior to the deadline 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 Educational 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:** 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 2<sup>nd</sup> year student at a community college), college costs and other aid being received. The maximum loan amount is \$2,625 for first-year students and \$3,500 for second-year students. Attendance at a loan counseling workshop is required prior to borrowing. See Financial Aid for details.

## Satisfactory Progress

All students receiving Financial Aid are required to maintain satisfactory progress. Satisfactory progress will be monitored at the end of each Spring semester (at a minimum) for all Financial Aid students who apply for aid for the next school year. The Satisfactory Academic Progress Policy contains a completed unit requirement as well as a GPA requirement. Detailed information on standards required to maintain satisfactory progress is available in the Financial Aid Office.

## Refund Policy

SBVC 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 who 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% 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.



# CORE SKILL SETS

The six competencies (and their subsets) listed on this page describe the core skill sets a student should be able to demonstrate after completing the requirements for an associate degree at San Bernardino Valley College. These core skill sets are embedded in our established pattern of general education courses, in our more advanced major-preparation courses, and in the variety of support services and learning experiences we provide over the span of a student's enrollment at the college. In addition, assignments that lead to the acquisition of these core skill sets are embedded in many of the courses required for vocational certificates.

The core skill sets that your instructors will help you to achieve are:

## 1. Communication

Students learn to communicate effectively when they:

- 1.1. Read, retain, and apply published ideas
- 1.2. Write clearly and accurately in a variety of contexts and formats
- 1.3. Speak clearly and coherently in both formal and informal settings
- 1.4. Employ the vocabulary of the subject being studied
- 1.5. Demonstrate active listening skills and effective interpersonal communication

## 2. Information Competency

Students develop information competency skills when they:

- 2.1. Find and interpret information from text, tables, graphs, maps, media, personal communication, observation, and electronic resources
- 2.2. Evaluate authority, veracity and bias of information
- 2.3. Utilize technology to organize, and present information effectively
- 2.4. Demonstrate a working knowledge of basic computer function, software application, and problem solving.

## 3. Critical Thinking

Students develop critical thinking skills when they:

- 3.1. Evaluate strengths, weakness, and fallacies of logic in arguments and information
- 3.2. Locate, evaluate and select appropriate evidence to support or discredit an argument or position
- 3.3. Construct a persuasive argument that is based on sound reasoning and evidence
- 3.4. Apply lessons from the past or learned knowledge and skills to new and varied situations
- 3.5. Apply the principles of scientific and/or quantitative reasoning to solve problems

- 3.6. Devise and defend a logical hypothesis to explain observed phenomenon.

## 4. Ethics

Students develop a sense of personal and professional ethics when they:

- 4.1. Accept responsibility for their own actions
- 4.2. Demonstrate respect for a diversity of ideas and the rights of others
- 4.3. Exhibit personal, professional, and academic honesty
- 4.4. Display behavior consistent with the ethical standards within a discipline or profession
- 4.5. Apply lessons learned from the past to ethical issues faced in the present
- 4.6. Evaluate their own ethical beliefs in relationship to moral dilemmas
- 4.7. Assume civic, political, or social responsibilities

## 5. Creative Expression and Self Awareness

Students learn creative expression and self awareness when they:

- 5.1. Recognize their own strengths and weaknesses
- 5.2. Recognize their own biases and values
- 5.3. Recognize their learning style and make adjustments as necessary to improve their ability to receive and process information
- 5.4. Demonstrate the ability to give and receive constructive feedback
- 5.5. Develop time management skills
- 5.6. Develop stress management skills and/or other skills to maintain health and wellness
- 5.7. Set goals and develop strategies for educational, personal, and professional development
- 5.8. Set goals and develop strategies to create balance in their personal and professional lives
- 5.9. Evaluate diverse artistic works in varied media
- 5.10. Demonstrate creative thought in academic, artistic, or technical fields

## 6. Social Interaction and Cultural Diversity

Students learn effective social interaction and cultural diversity skills when they:

- 6.1. Demonstrate etiquette both in face-to-face and written interactions and communications
- 6.2. Work effectively as a leader and/or participant in group settings
- 6.3. Utilize conflict resolution skills when appropriate
- 6.4. Demonstrate knowledge of and respect for the history and culture of those who do not share the same race, gender, religion, age, sexual orientation, linguistic background or physical abilities
- 6.5. Demonstrate knowledge of and respect for one's own history and culture

# 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 summer session, the AALTC is open Monday-Thursday, 7:55 a.m. – 5:00 p.m.

## 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 spring 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.

## AS Discount Sticker

Each semester students are encouraged to purchase an AS Discount Sticker which, entitles them to many benefits, including a 5% bookstore discount, free admission to athletic events, and certain discounts at local businesses.

## 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 has 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.

## Campus Business Office

The Campus Business Office is located in the Administration/Student Services Building, Room 206. This office has responsibility for the accounting functions of the ASB, Clubs and Trusts, Bookstore and Cafeteria for both San Bernardino Valley College and Crafton Hills College. This office also processes all deposits for ASB and Club and Trust accounts; distributes all financial aid, scholarship, CARE and loan checks to students; and receipts payments for Facilities Use fees, key deposits and student obligations from various departments. For additional information, please call (909) 384-4453.

## Campus Clubs

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 Life Department (Campus Center) or call (909) 384-4400, extension 8692.

## 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 4:30 p.m., Monday – Friday. Parents with one child are required to spend 54 hours per semester (or three hours per week) participating in the Child Development Center. 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.

## College Police

The College Police & Safety Services Office (Campus Center, Room 100) should be contacted for assistance in reporting crimes on campus, emergencies, locating or turning in lost articles, etc. The office is open Monday – Thursday, 8:00 a.m. to 5:00 p.m. or they can be reached by calling (909) 384-4491. Parking permits are purchased from the Administrative Services Office (AD/SS 206). For student parking information see "Policies for Students."

## Counseling Center

The staff of the Counseling Center (AD/SS Building, Room 103) 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 – Thursday, 8:00 a.m. to 6:00 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

SBVC offers a comprehensive range of services and programs to ensure the success of students with mental, physical, and learning disabilities. To qualify for services, a student must provide professional verification of a disabling condition. Some of the services offered include disability adjustment counseling; academic planning; sign language interpreters; real-time captioning; text in alternate formats, such as Braille, e-text, large print, or audio tape; learning disability assessment; specialized curriculum; and training and access to adapted computing. Services are tailored to suit individual needs. The following programs and services are in place to ensure student success:

- Services for deaf and hard-of-hearing
- High-tech center
- Alternate media
- Learning disabilities program
- Adapted physical education
- Academic support offers test facilitation, note takers, and in-class aides to qualified students.

As a result of participation in DSPS, students will be able to:

- Understand their rights under federal and state disability law.
- Make informed choices about their education, vocational, and career pathways.
- Recognize their learning needs and take appropriate and proactive steps to ensure that they access services and programs necessary to their success.

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.

## 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. Television courses are broadcast on KVCR-TV, channel 24, and generally have five meetings on campus. KVCR is also available on cable systems and satellite systems, possibly on a different channel as selected by the independent provider. Online and hybrid courses require access to a computer system connected to the Internet, and may have meetings on campus. Fees and academic credits are the same as equivalent on-campus courses. Contact the Office of Distributed Education at (909) 384-4325. The internet site is:

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



Look for the star symbol next to the course listings throughout this schedule of classes to locate online, hybrid and television courses.

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

EOPS (Extended Opportunity Programs and Services) and CARE (Cooperative Agencies Resources for Education) are state-funded programs that provide support services to eligible financially, educationally or socially

disadvantaged students to ensure their academic success. These services include: career/personal/academic counseling; transfer assistance; priority registration; tutoring; book vouchers; and more. Referrals to other campus resources and community agencies are also available. For eligibility criteria and additional information, please call (909) 384-4412 or stop by the AD/SS Building, Room 202.

## Facilities Use

The Facilities Use desk is located in the Administration/ Student Services Building (Room AD 206C). If you are planning an event or need to schedule a facility for a future event, please call (909) 384-8247. Normal business hours are Monday through Thursday, 8:00 a.m. to 12:00 p.m. and 1:30 p.m. to 5:30 p.m. (subject to seasonal change).

The Civic Center Act allows for certain student organizations, clubs and associations to conduct activities and meetings for general character building or welfare purposes. Students can be granted use of designated facilities or grounds upon submission and approval of a completed On-Campus Facilities Use Request form. (Please note that direct costs to support the function may be charged).

Submit a completed Facility Use Application at least ten (10) working days prior to the event. Below is an example of when events would be submitted/scheduled for a certain semester:

- Fall - Miscellaneous events are scheduled after the Fall Schedule of Classes is completed;
- Spring - Miscellaneous events are scheduled after the Spring Schedule of Classes is completed;
- Summer - Miscellaneous events are scheduled after the Summer Schedule of Classes is completed.

## Financial Aid

The Financial Aid Office (AD/SS Building, Room 106) assists students who qualify for federal and/or state programs administered through the Financial Aid Office. These include fee waivers, grants and the Federal Work Study program. Call (909) 384-4403 for additional information.

## Food Service

The Campus Snack Bar is located on the main floor of the Campus Center. During the Summer Session, it is open Monday - Thursday, 7:00 a.m. to 5:30 p.m. Food items can also be obtained from the vending machines located in the North Dining Room in the Campus Center and other vending machines throughout the campus.

## Health Center

The Health Center (Women's Gym, Room 9) is available to assist you in staying well so you can accomplish your educational goals. It offers health counseling, education, medical referrals, insurance information, first aid and emergency care, immunizations, and health screening for vision, hearing and blood pressure. Mental health counseling is also available four hours per week.

Physicians are available for consultation, treatment, and referral. Family nurse practitioner clinic services include pap smear, STD screening, pregnancy tests, birth control, and general medical consultation. There is no charge for office visits, however a nominal fee is charged for medication, lab tests, and immunizations. The Health Center is open Monday through Thursday 8:00 a.m. to 6:30 p.m. Call (909) 384-4495 for additional information.

## Honors Program

The Honors Program consists of courses for students who demonstrate above-average academic achievement and motivation. Honors courses focus on critical thinking and communication in the context of introductory and advanced classes in a variety of subject areas. Students selecting one or several courses in the Honors Program enjoy enhanced access to scholarships and to the UC and CSU systems. Call (909) 384-8950 for additional information.

## 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 80 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 Summer Session, the Library is open Monday-Thursday, 7:55 a.m. – 5:00 p.m.

## Matriculation

Matriculation is a process that brings the college and the student into an agreement for the purpose of realizing the student's educational goals. 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.
- Follow-up evaluation of each student's progress in achieving his or her educational plan.

*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 classes.
- Work diligently to complete course assignments.
- Demonstrate effort toward attainment of an educational goal.
- Meet with a counselor to develop a student education plan 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 one of the first two semesters in which they are enrolled in 9 or more units.

## Matriculación

*La matriculación es un proceso cuya meta es ayudarles a los estudiantes a lograr sus objetivos educacionales.*

*Por medio de la matriculación, San Bernardino Valley College (SBVC) se compromete a proveerle a cada estudiante lo siguiente:*

- *Un proceso de admisión.*
- *Una orientación a los programas y servicios que ofrece SBVC.*
- *Una evaluación de sus habilidades, metas, aspiraciones profesionales, éxito académico y su necesidad de servicios especiales.*
- *El consejo para desarrollar un plan educativo. Para aprovecharse de los beneficios del proceso de la matriculación, al estudiante se le aconseja fuertemente:*
  - *Que participe en una sesión de evaluación/orientación/consejo antes de inscribirse en las clases.*
  - *Que se inscriba en el curso de Academic Advancement durante su primer semestre en SBVC.*
  - *Que trabaje junto con un consejero para desarrollar un "plan educativo estudiantil" que le satisfaga sus necesidades individuales.*

*La meta de matriculación son cumplidas parcialmente por medio de la clase de ACAD 100. Para estudiantes que tienen intenciones de graduar de San Bernardino Valley College se requiere que terminen ACAD 100 durante los primeros dos semestres que estan matriculados en 9 unidades o mas.*

## Scholarships and Awards Office

The Scholarship and Awards Office (Campus Center, Room 215) assists students in learning about and applying for campus and community scholarships. Recipients are selected on the basis of academic achievement, character and other criteria including, in some cases, financial need. Call (909) 384-8673 for additional information about filing periods and scholarships available.

## STAR Program

The Success Through Achievement and Retention (STAR) Program (AD/SS Building, Room 202) is a federal Student Support Trio program that is designed to increase the graduation and transfer rate of students who qualify (based on citizenship status, need for academic support, income, first-generation college student status, and



physical or learning disability). The purpose of STAR is to provide a learning support community that will empower students to complete the college-level classes required to obtain a degree and/or transfer. Participants receive tutoring, academic workshops, personal and academic counseling, financial aid counseling, and an opportunity to attend cultural enrichment activities. Students may enroll in the program during the fall and spring semesters. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. During the summer session, the office will be open 8:00 a.m. to 6:00 p.m., Monday through Thursday. Call (909) 384-8606 for additional information. Applications are also available online at [www.valleycollege.edu](http://www.valleycollege.edu).

### **Student Assistance Program**

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 areas of listening, assessing and referral. The motto is "For Students, By Students." The office is located in the Campus Center, Room 107. Please contact the SAP office at (909) 384-8233 to inquire about Summer Session hours.

### **Transfer & Career Center**

The Transfer & Career Center (AD/SS Building, Room 203) is open to students planning to transfer to any four-year college or university and/or seeking career exploration. During the Summer Session, the Transfer & Career Center operates Monday through Thursday, 8:00 a.m. to 6:00 p.m. The Center highlights the following services each semester: campus tours; scholarship and financial aid information relative to transfer institutions; preparation for the CBEST exam; transfer workshops; community speakers; transfer orientation sessions; credit evaluations; a monthly calendar of events; a quarterly newsletter; career testing; a library of college catalogs, videos, and CD-ROMs; college applications; articulation agreements; college fairs and a transfer/honor reception. Transfer materials can be requested from the Transfer & Career Center, and students may establish an appointment to see a four-year college or university representative.

A **Dual Admission Program (DAP)** has been established between San Bernardino Valley College and California State University, San Bernardino. This program is for students who have successfully completed the four general education basic skill courses required at CSU and have an overall grade point average of 2.0 and higher. TAG agreements with UC Davis and San Diego are available for students who qualify as well as other priority

admission transfer programs to public and/or private colleges and universities.

The Center also houses ASSIST, a computerized articulation system that provides information on comparable courses between SBVC and the other institutions. Kiosks allow students to access their current class schedule, register for classes, access four-year college websites, obtain academic grades, assessment scores, the Internet, e-mail, and other pertinent transfer information. For career exploration, the Transfer & Career Center provides off-campus placement (which includes referrals and on-campus interviewing), Federal Work Study, the Eureka and SiGi career exploration programs, and WorkAbility III for placement of students with disabilities. Eureka and SGI career exploration programs are available on the computer. Students may also do a job search via the Internet using CalJOBS or other websites. In addition, the Transfer & Career Center has a large number of resources to assist students with interviewing techniques, resume writing and job market projection. These resources include computer programs, videos, books, journals and other written materials.

The office staff publishes a monthly calendar and a quarterly newsletter. Visit the Transfer & Career Center or call (909) 384-4407 or (909) 384-4410 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. During the Summer Session, tutoring is available Monday through Thursday, 7:55 a.m. – 5:00 p.m. and by appointment. Please call (909) 384-8566 for additional information.

### **Veteran's Services**

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

### **Writing Center**

The Writing Center (Liberal Arts, Room 201) provides individual and small group tutoring sessions free of cost for enrolled students. Students may receive feedback on writing assignments for any subject area. Call (909) 384-8244 for additional information.

# POLICIES FOR STUDENTS

## Address Changes

Forms to change a mailing address are on the website [www.valleycollege.edu](http://www.valleycollege.edu) and in the Admissions & Records Office (AD/SS Building, Room 100) or on the website. It is the student's responsibility to keep the Admissions and Records Office informed of any changes of address. Identification is required for change of student information.

## Attendance

Students will be told at the beginning of each class exactly what is expected regarding attendance. The instructor's decision is final. In the event that an absence is unavoidable, students are responsible for notifying instructors. Failure to attend class meetings during the first week of a term may result in a student being dropped from the class.

## Auditing

Attending classes without formally registering is NOT permitted.

## 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.

## Bulletin Boards

Personnel in the Student Life Department (Campus Center) must approve all posters, ads and announcements before these items can be posted on public campus bulletin boards. Note: some bulletin boards are for private office use only and are identified with the office name.

## Canceling Classes

The college reserves the right to cancel any class that does not meet the minimum enrollment requirements established by the district. Students will automatically be mailed a refund of the enrollment fees for any class cancelled by the college. See page 53 for details regarding refunds.

## Cheating and Plagiarism

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.

### **Children on Campus and in the Classroom**

All children (with the exception of high school students 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. Should this occur, the College Police should be notified immediately.

### **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.

### **Credit/No Credit**

Students who wish to be graded in any class on a Credit/No Credit basis must pick up the appropriate form in the Admissions and Records Office (AD/SS Building). The paperwork must be filed no later than the end of the first 30% of the course. Once Credit/No Credit has been selected as a grading option, a letter grade (A-F) cannot be issued.

### **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 hour in lecture, students are expected to spend at least two hours of work outside of class engaged in reading, completing assignments, or other activities related to the course.

### **Non-Discrimination 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. San Bernardino Valley College is further committed to overcoming sex discrimination and sex stereotyping in vocational education programs. In addition, the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Students, job applicants, and employees may complain of any action which they believe discriminates against them on the above-cited grounds.

For information regarding the college's non-discrimination policy or to file a complaint, contact Trudy Largent, Vice Chancellor of Human Resources and Employee Relations, District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. He can also be reached by calling (909) 382-4041.

For information regarding the requirements of Section 503 and 504 of the Rehabilitation Act of 1973 or to file a complaint, contact the Vice President of Student Services, San Bernardino Valley College (Administration/ Student Services, Room 200G).

### **Políza de no Discriminación**

*El Distrito de Colegios de la Comunidad de San Bernardino, y sus dos colegios, San Bernardino Valley College y Crafton Hills College, están comprometidos a no discriminar. Nuestra meta es proveerles la oportunidad igual a todos los miembros de la comunidad, en todos los aspectos del colegio, incluso los servicios de admisión de, ayuda financiera, de facilidades & actividades estudiantiles y del empleo.*

*Las leyes federales y la políticas del Distrito prohíben absolutamente todo tipo de discriminación, incluso el acoso sexual, y la desigualdad, sea basada en la raza, el color, la religión, el sexo, la edad, el estado civil, la deshabilitad física, la condición médico o la orientación sexual. Las políticas antidiscriminatorias están apoyadas por los requisitos de los Títulos VI y VII del Acta de Derechos Civiles del 1964 con sus enmiendas; el Títulos IX de las Enmiendas de la Educación del 1972; el Acta sobre la Discriminación en el Empleo por la Edad del 1975; y Secciones 503 y 504 del Acta del Acta de Rehabilitación del 1972 con sus enmiendas. Además, San Bernardino Valley College se compromete a vencer la discriminación por el sexo y los estereotipos sexuales en los programas de la educación vocacional. La falta de facilidad con el uso del inglés no será barrera a la admisión ni a la participación en los programas de la educación vocacional.*

*Los estudiantes, los solicitantes para el empleo y los empleados pueden quejarse de cualquiera acción que les parezca discriminar contra ellos pro uno de los motivos antes descritos. Para información sobre la política del distrito o para quejarse: Póngase en contacto con: Trudy Largent, Vice Chancellor of Human*

*Resources and Employee Relation, District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. Telefóneé (909) 382-4041.*

*Para informaci3n sobre los requisitos de secciones 503 y 504 de Acto Rehabilitaci3n de 1973 3 para archivar una queja, p3nse en contacto con: Vice President of Student Services, San Bernardino Valley College (Administration/ Student Services, Room 200G).*

## Parking

The Summer Parking Permit is \$15 **and expires August 31, 2006**. 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 Administrative Services/ Campus Business Office (AD/SS 206).

Parking permits are purchased from the SBVC Administrative Services Office (Room AD/SS 206). Student parking permits can also be purchased during phone or web registration. 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 and in Administrative Services.

## Prerequisites, Corequisites, Departmental Advisories, and Limitations on Enrollment

Course information in this schedule of classes may include a prerequisite, corequisite, departmental advisory and/or other limitations on enrollment. A prerequisite is a course or skill that must be completed prior to enrolling in the course. A corequisite is another course that must be taken during the same semester as the course in which you would like to enroll. A departmental advisory is not required, but is a suggested course that would be helpful for you to have completed prior to enrolling.

Students may challenge a prerequisite or corequisite 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 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 because the prerequisite or corequisite course has not been made reasonably available.
- The prerequisite or corequisite is unlawfully 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.

It is the student's responsibility to provide documentation to support the challenge. The challenge must be filed in the appropriate Academic Division Office no later than

the first week of class. The college will process the challenge within five working days and the student will be advised of the approval or denial. For information on challenging a prerequisite, speak to the Matriculation Coordinator by calling (909) 384-8996.

## Probation and Dismissal

A student will be placed on Academic Probation when his/her current or cumulative grade point average following completion of 12 or more units falls below 2.0. A student will be placed on Progress Probation if, following completion of 12 or more units, he/she receives non-evaluative symbols of "W," "I" and/or "NC" in 50% or more of the units in which he/she has enrolled.

A student on Academic or Progress Probation may 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 2.0 for three consecutive semesters
- The student has received non-evaluative symbols of "W," "I" and "NC" in 50% or more of the units for which he/she was enrolled for three consecutive semesters.
- The student has been on Academic and/or Progress Probation for three consecutive semesters.

Students experiencing problems in any class are encouraged to consult with the instructor and a counselor.

## 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 short-term classes), minus a \$10 processing fee. During the summer session, 10% of the class is one week after the start of instruction. 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 Administrative Services Office (AD/SS, Room 206).

### Repeating a Course

A student may take a course only once. There are two exceptions to this statement. First, if a course number includes x2, x3, or x4, then the course may be taken 2, 3, or 4 times. Second, if a student receives a "D," "F," or "NC" grade, he/she may take the course one additional time. If necessary, a student receiving a "D," "F" or "NC" may petition the Committee on Academic Standards to take the class a third time. The petition is subject to approval or denial based on the rationale provided.

### 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.

### 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 individual 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 the Vice Chancellor of Human Resources and Employee Relations, District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408, or may be reached by calling (909) 382-4041.

### 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 includes 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, turning off cell phones and other electronic devices during class periods, and using a moderate, mature and respectful tone when participating in group discussions.
2. **Respect for other students:** This includes 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.

### Student Grievance Policy

In accordance with Board Policy 5530, a student may initiate a grievance against a college employee for any of the following reasons:

- An act or threat of intimidation, harassment, discrimination or physical aggression
- Any arbitrary action without proper regard to academic due process
- Any violation of student rights

Any student who wishes to discuss a grievance must first attempt to resolve the issue by contacting the employee. The next step requires a conference with the employee's immediate supervisors (first the Department Head, then that employee's Division Dean). Written documentation

at each step is necessary, particularly if a grievance is filed. If the alleged problem is still unresolved, the student may request a formal hearing by contacting the Vice President of Student Services in the Administration/ Student Services 200G. Before a formal hearing is filed, the student must review Board Policy 5530.

### Students Right to Know – Crime Reporting/ Crime Statistics

The San Bernardino Community College District maintains a Police and Safety Services Department with personnel available 24 hours a day. You may report any criminal action or any other emergency at SBVC any time – day or night – by calling **384-4491** or by coming in person to the College Police and Safety Services Office, Campus Center, Room 106. Hours are Monday – Thursday, 8:00 a.m. to 5:00 p.m.

Annual crime statistics can be found on the SBCCD website at [www.sbccd.org](http://www.sbccd.org), under “About the District.” In addition, the full “Jeanne Clery Disclosure of Campus

Security Policy and Crime Statistics Act” handbook is available at the following locations: SBCCD Chancellor’s Office; Vice President of Student Services, SBVC; SBVC College Police and Safety Services Department.

### Transcript Request

Transcripts can be ordered online at [www.valleycollege.edu](http://www.valleycollege.edu) or can be requested by completing a Transcript Request form and submitting it to the Admissions and Records Office, AD/SS Building, Room 100. Transcripts may not be processed as a result of: incomplete applications, prerequisite requirements or other financial or academic issues. The first two transcripts requested are provided at no charge; after that, there is a \$3 charge for each request (allow 5 to 7 working days for processing of standard requests). There is an \$8 charge for rush requests (24-hour service, excluding weekends and holidays).

Policies Relating to Students	Where to Find It
Academic Accommodations Policy	Disabled Students Program and Services
Academic Policies and Procedures	Dean, Student Development
AIDS Policies and Resources for Community Colleges	Student Health Center
Bulletin Board Policies	Student Life Department
Campaign and Election Policies	Associated Students, SBVC
Compliance with Handicapped Regulations	Disabled Students Program and Services
District Drug Policy	Dean, Student Development
Family Education Rights and Privacy Act of 1974	Director, Admissions and Records
Matriculation Appeal Process	Coordinator, Matriculation
Matriculation Plan	Coordinator, Matriculation
Policy on Life Threatening Illnesses	Student Health Center
Policy on Sexual Harassment	Dean, Student Development
Section 504 of the 1973 Rehabilitation Act	Dean, Student Development
Student Code of Conduct	Dean, Student Development
Student Grievance and Due Process	Dean, Student Development
Title IX Prohibiting Sex Discrimination in Education	Dean, Student Development

### Honors Program

The Honors Program consists of courses for students who demonstrate an above average academic achievement and motivation. Honors courses focus on critical thinking and communication through an in depth analysis of selected topics that are first encountered in introductory courses. Students selecting one of several courses in the Honors Program enjoy enhanced access to scholarships and to the UC and CSU systems. 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. Call Diana Rodriguez at (909) 384-8950 for additional information.

**Yes, I'm interested in the Honors Program!**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

**I intend to meet the Admission Requirements by satisfying two of the following:**

GPA of 3.0 in 12 units of transfer level coursework (courses numbered 100 or above)

Minimum high school GPA of 3.5

**Turn this application in to the Honors Office in AD/SS 203**

# STUDENT DISCIPLINARY PROCEDURES

## Resolving Student Concerns

San Bernardino Valley College functions within a basic framework that relies on the personal honor and integrity of its students and staff. The framework is fostered in an atmosphere of mutual trust and openness, relying on example and discussion to promote understanding and respect.

## 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 use of profanity or vulgarity, the open and persistent defiance of 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 or violence upon a student or visitor to the campus or college personnel.
- Willful misconduct which results in injury or death to a student, campus visitor or college personnel, 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 by Schedule D in Section 4160 of the Business and Professions Code, or the presence on campus of anyone under the influence of such drugs or 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 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.

## Types of Disciplinary Action

Disciplinary actions which 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 that 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 by the District Board of Trustees from the college and all college-sponsored activities).





# STUDENT GRIEVANCE PROCEDURES

## Student Grievance and Due Process

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.

Any one of the following constitutes a grievance:

1. Any act or threat of intimidation;
2. Any harassment (sexual or other);
3. Any act of discrimination;
4. Any act or threat of physical aggression;
5. Any arbitrary action or imposition of sanctions without a proper regard to academic due process as specified in college procedures.

The San Bernardino Community College District has established a due process procedure which has as its goal the satisfactory resolution of the problem at the lowest possible level. The procedure has several levels:

- |                  |  |
|------------------|--|
| <b>Level I</b>   | <b>Informal Discussion</b>   |
| <b>Level II</b>  | <b>Review of Request for Student Grievance Committee Hearing</b>         |
| <b>Level III</b> | <b>Student Grievance Committee Hearing</b>                               |
| <b>Level IV</b>  | <b>Recommendation of Grievance Committee/Action by College President</b> |

At the beginning of each school year, a standing panel is appointed from which one or more Student Grievance Hearing Committees may be established. The panel consists of five to fifteen faculty members, five to fifteen students and four to ten administrators/supervisors. The Hearing Committee will consist of a maximum of two faculty members, two students, and one administrator/supervisor to hear each grievance.

### Level I: Informal Discussion

A student who wishes to discuss a grievance relating to a condition or practice of the district/college, including but not limited to alleged unlawful discrimination, must first attempt to resolve the issue by contacting the instructor/administrator/supervisor of the class, service or office most closely related to the origin of the alleged problem. A student not satisfied with the outcome of that conference may next attempt to resolve the alleged problem by conferring with the immediate supervisor of the person with whom the initial conference was held.

### Level II: Review of Request for Student Grievance Committee Hearing

If the alleged problem is still unresolved, the student may request a formal hearing. A request for a hearing shall be submitted in writing to the Vice President of Student Services. This written notice shall state the condition, practice or alleged act, injustice, or unlawful discrimination which is being grieved and, if possible, should include a proposed solution to the problem.

Within three working days of receipt of the grievance notice, the Vice President of Student Services shall determine if the allegations were filed in a timely manner. If the grievance notice meets the criterion identified in Level I, within five working days the Vice President of Student Services shall appoint a Student Grievance Hearing Committee following the guidelines of the "Standards of Student Conduct and Disciplinary Procedures."

The student and any college personnel involved in the allegations shall be notified of 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).

### Level III: Student Grievance Committee Hearing

The Hearing shall convene within ten working days. Persons appearing before the Committee have the right to be assisted by an advocate and/or legal counsel. The burden of proof rests upon the party bringing the charge. The Committee renders a written report and a recommendation.

### Level IV: Recommendation by Hearing Committee/Action by College President

Within five working days following receipt of the report of the Hearing Committee Chairperson, the College President or designee shall provide a written notification to the student and to other parties directly involved in the issues as to the recommendation. In the case of a designee, the College President may accept or reject the recommendation. The College President will advise all parties directly involved of the decision within five working days.

**Notice: if either party is not satisfied with the final college-level disposition of the grievance, he/she shall, through the District Chancellor's Office, appeal directly to the San Bernardino College District Board of Trustees within ten working days. Contact the following: Chancellor's Office, San Bernardino Community College District, 114 S. Del Rosa Drive, San Bernardino, CA 92408.**



## ACADEMIC AND VOCATIONAL PROGRAMS AND DEPARTMENT HEADS

Program	Advisor	909-384-4400, Ext.
Academic Advancement	Odette Salvaggio	8589
Accounting	Nick Zombos	8912
Administration of Justice	Frank Peterson	8604
Aeronautics	Allen Moore	8270
Anthropology	Jan Brennecke	8586
Architecture & Environmental Design	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 Zombos	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 Zombos	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	Phil Mathews	8510
History	Ed Gomez	8596
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	Teri Strong	8526
Microbiology	David Bastedo	8563
Modern Languages	Nori Sogomonian	8544
Music	Leticia Hector	8618
Nursing	Pricilla Taylor	8925
Oceanography	Jerry Horne	8517
Paralegal Studies	Nick Zombos	8912
Pharmacy Technology	Marilyn Johnson	8553
Philosophy	Julius Jackson	8595
Physical Education	Phil Mathews	8510
Physics	Mike Lysak	8529
Police Science	Gloria Fisher	4431
Political Science	Ed Millican	8587
Pre-Medical	Marilyn Johnson	8575
Pre-Pharmacy	Marilyn Johnson	8575
Pre-Physician Assistant	Marilyn Johnson	8575
Psychiatric Technology	Mimi Tumang	8927
Psychology	Terry Maul	8594
Radio/TV/Film	Diane Dusick	8546
Real Estate/Escrow	Nick Zombos	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	Cindy Parish	8977
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)

Vice President, Instruction  
Linda Stevens, Ed.D. (AD 200)

Vice President, Student Services  
To Be Announced (AD 200G)

Vice President,  
Administrative Services  
Michael Perez, M.B.A. (AD 206)

Dean, Applied Technology &  
Transportation  
Tom Bauman, M.S., P.E. (T 108)

Dean, Business & Information  
Technology  
Margaret Ortiz, M.A. (LA 125)

Dean, Career College, CalWorks,  
and Workforce Development  
Zelma Russ, M.A., M.A. (CC 201)

Dean, Counseling & Matriculation  
To Be Announced, AD103D

Administrative Dean, Criminal  
Justice & Public Safety  
Gloria Fisher, J.D., (Planetarium, 2nd  
Floor)

Dean, Extended Day & Vocational  
Education  
Queen Hamilton, Ed.D. (CC 211A)

Dean, Health Science  
Marilyn Johnson, B.S., M.N. (HLS 100)

Dean, Humanities  
Marjorie Price, M.A., M.Ed. (NH 240)

Dean, Institutional Advancement;  
Executive Director, Foundation  
Gary Kelly, M.A. (CC 215)

Dean, Learning Resources  
Marie Mestas, M.L.S. (LIB 210)

Interim Dean, PE/Athletics  
Kay Ragan, Ed.D. (SG 28)

Dean, Research, Planning &  
Development  
Troy Sheffield, Ed.D. (AD 200E)

Dean, Science & Math  
Haragewin Kinde, Ed.D. (C 121)

Dean, Social Science & Human  
Development  
Janice Noble, M.Ed. (LA 122)

Dean, Student Development  
Ali Mossaver-Rahmani, Ed.D.  
(AD 103M)

Director, Admissions & Records  
Helena Johnson, M.Ed. (AD 100B)

Director, Athletics  
Phil Mathews, M.Ed. (WG6)

Director, DSP&S  
Rebecca Warren-Marlatt, M.A.  
(AD 105)

Director, EOPS & CARE  
Frank Dunn, M.A., M.P.A (AD 202F)

Director, Financial Aid  
Nancy Davis, M.S. (AD 106B)

Director, Marketing & Public  
Relations  
Paul Rubalcaba, B.A. (AD 200F)

Director, Student Life  
Denise Cayanan, B.A. (Campus  
Center)

Director, Transportation  
Kevin Anderson, M.B.A.  
Transportation Center

## DISTRICT ADMINISTRATION

Chancellor  
Donald F. Averill, Ed.D.

Vice Chancellor, Fiscal Services  
Robert Temple, M.A.

Vice Chancellor, Human Resources  
& Employee Relations  
Trudy M. Largent, Esq.

Chief Informational Officer,  
Computing Services  
Gary Van Voorhis, B.A.

Executive Director, Distributed  
Education & Technology Services  
Glen Kuck, Ed.D.

Executive Director, Facilities &  
Planning  
David Salazar, E.M.B.A.

Director, Fiscal Services  
Crispina Ongoco

Director, Human Resources  
Mary Nemnich, M.A.

District Director, Economic  
Development & Corporate Training  
Matthew Isaac, Ph.D.

Interim District Director, Public  
Safety (Chief of Police)  
Patrick C. McCurry

District Director, Marketing & Public  
Relations  
Donna Hoffmann, M.A.

General Manager, Radio & TV  
Stations  
Larry Cicalone, M.B.A.

Business Manager  
Ron Gerhard, M.B.A.

Assistant to the Chancellor  
Frank Reyes, M.A.

## CALENDAR OF IMPORTANT DATES, SUMMER 2006

May 1	Confirmation of Priority Registration
May 11-12	EOPS/CARE & DSPS Priority Registration
May 15-26	A-F Priority Registration
May 27-June 18	Open Registration
May 22	Four-Week Early-Start Instruction Begins

**(Students must come into Admissions & Records to register for all classes starting prior to June 19, 2006)**

June 19	Six-Week Instruction Begins
June 19-25	Late Registration *Web code stickers/instructor signature required*
June 21	Refunds – Last day to drop for a refund
June 25	Last day to add six-week classes
June 25	Last day to withdraw without a “W”
June 28	Last day to file CR/NC petition
July 18	Last day to drop with a “W”

### **Holidays and Deadlines**

July 1	Last day to petition for Summer 2006 graduation
July 4	Independence Day (college closed)
July 27	Final Examinations for Summer 2006 session
July 27	Last day of Summer 2006 session
August 3	Official Summer 2006 grades due

Inasmuch as the California Education Code prescribes that add and drop dates be course specific, depending upon a number of factors, there may, on occasion be slight inconsistencies in printed and programmed dates. Such inconsistencies should they occur, may be dealt with on a case-by-case basis.

**All other deadlines** – For all refund(s) and “W” dates not specifically noted above (short-term classes), the following will apply: **for refunds**, students must drop before 10% of the instructional days have passed. In order not to receive a “W” for a class, students must drop before 30% of the instructional days have passed. Students dropping after 30% of the instructional days have passed will receive a “W”.