

# Welcome to San Bernardino Valley College

## SIX EASY STEPS TO THE REGISTRATION PROCESS!

<p><b>1</b></p> <p><b>ADMISSION</b></p> <p>An application must be completed by all NEW and RETURNING students (Returning students are those who who have had a break in attendance of one or more semesters.) New students may apply on line at <a href="http://www.valleycollege.edu">www.valleycollege.edu</a>, and must deliver or mail the signature page. However, returning students must complete their application in person in the Admissions Office (AD/SS 100).</p>	<p><b>4</b></p> <p><b>COUNSELING</b></p> <p>Continuing and returning Students need to see a counselor prior to registration and are strongly advised to do so before the end of the previous semester. Counseling is available by appointment or walk-in. The Counseling office is open Monday-Thursday from 8am-7pm and Friday 8am-4:30pm.</p>
<p><b>2</b></p> <p><b>ASSESSMENT</b></p> <p>Your skills for course success need to be evaluated in English, mathematics and reading when you submit your application. Call (909) 384-8955 or stop by Admissions and Records and make a date to take the Assessment Test. Appointments for orientation are available after the assessment process.</p>	<p><b>5</b></p> <p><b>FINANCIAL AID</b></p> <p>Many students qualify for financial assistance. Students may apply today at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>. Go to the Financial Aid office located in the AD/SS Building Room 106 or visit the website at <a href="http://www.valleycollege.edu">www.valleycollege.edu</a> for more information.</p>
<p><b>3</b></p> <p><b>ORIENTATION</b></p> <p><u>New Students</u> are required to attend an introduction to the College. When you have completed the assessment process, an appointment will be made for an orientation with a counselor.</p>	<p><b>6</b></p> <p><b>REGISTRATION</b></p> <p>Continuing students (those enrolled during Spring 2007) are given first registration priority. New, returning and Special Admit students are permitted to register at the end of the priority period. Register on-line on your assigned date and time or any time after your appointment during registration hours.</p>

# CALENDAR OF IMPORTANT DATES, SUMMER 2007

## Registration

April 2	Confirmation of Priority Registration
April 16-17	EOPS/CARE & DSPS Priority Registration
April 18-25	A-F Priority Registration
April 26-July 3	Open Registration, Sessions 1-3

## Five-Week Session

May 29	Five-Week Instruction Begins
May 30	Last day to drop for a refund/enrollment fees
June 5	Last day to opt for Credit/No Credit
June 6	Last day to withdraw without a "W"
June 20	Last day to withdraw with a "W"

## Seven-Week Session

June 25	Seven-Week Instruction Begins
June 26	Last day to drop for refund/enrollment fees
July 5	Last day to withdraw without a "W"
July 9	Last day to opt for Credit/No Credit
July 24	Last day to withdraw with a "W"

## Six-Week Session

July 2	Six-Week Instruction Begins
July 3	Last day to drop for a refund/enrollment fees
July 11	Last day to opt for Credit/No Credit
July 12	Last day to withdraw without a "W"
July 31	Last day to withdraw with a "W"

## Holidays and Deadlines

May 28	Memorial Day
June 28	Last day to petition for Summer 2007 graduation
July 4	Independence Day (college closed)

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".

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

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

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

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

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DEPARTMENT OFFICE	LOCATION	PHONE NUMBER	OPEN OFFICE HOURS
Campus Business Office	ADSS 206	384-4453	8:00 am-6:00 pm Monday through Thursday
Parking	ADSS 206	384-4453	8:00 am – 6:00 pm – Monday - Thursday
Bookstore	CC 123	384-4435	7:45 am – 7:00 pm --Monday - Thursday
Library	LIB	384-4448	May 29 – June 28 8:00 am--9:00 pm --Monday -Thursday  July 2 – August 4 8:00 am - 9:00 pm –Monday – Thursday 5:00 pm - 9:00 pm – Friday 8:00 am - 2:00 pm - Saturday
Admissions & Registration Transcripts Veterans' Services	ADSS 100	384-4401	8:00 am--6:00 pm – Monday -Thursday
Assessment (Testing)	ADSS 101	384-8959	8:00 am – 6:00 pm Monday – Thursday
Counseling Services	ADSS 103	384-4404	8:00 am--6:00 pm – Monday -Thursday
Financial Aid	ADSS 106	384-4403	8:00 am--6:00 pm – Monday - Wednesday 8:00 am--6:00 pm – Thursday (Limited Services)
Student Life (Picture taken for student ID card)	CC 133	384-4474	8:00 am – 6:00 pm Monday through Thursday

**NEW!**

## Weekend College During the Summer!

Weekend College will be offering the following courses on Fridays/Saturdays this summer, beginning July 6 – August 4:

ACAD 100  
ART 100  
ART 102

POLIT 100  
PSYCH 100  
REALST 901

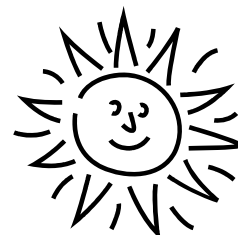
REALST 902  
SPAN 015  
SPEECH 100

Weekend College Hours:

5:30 p.m. – 9:50 p.m. Fridays  
8:30 a.m. – 2:20 p.m. Saturdays

Contact Information:

Helena Johnson, Director  
AD/SS 200 (909) 384-8249



# 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 2007 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 2007 term. If you are a returning student, go to the San Bernardino Valley College website at [www.valleycollege.edu](http://www.valleycollege.edu), print a copy of the application and Residency Statement, complete them and 1) mail them via U.S. Mail or 2) drop them 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. 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 Residency Statement to the Admissions & Records Office by mail, in person, or via the drop box outside the Admissions & Records Office. When your Residency Statement has been received by the Admissions & Records Office, you will be cleared to register for classes.
2. Download, print and complete the application and Residency Statement. 1) Mail them via U.S. Mail or 2) drop them into the drop box outside of the Admissions & Records Office or 3) bring them to the Admissions & Records Office in the AD/SS Building, (Room 100).  
*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 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), 3) an official, sealed copy of your high school transcript and Confidential Youth Emergency Card. High school students must have an overall high school 3.0 GPA or better if enrolling in transferable college courses, or 2.0 if enrolling in Vocational Education courses. Additional information about enrolling while attending high school is found on the SBVC College website.

If you are a public school student below grade 11, you must comply with all requirements for high school juniors and seniors, plus:

- 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.

- 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.

## Step 3: Attend an Orientation.

All first time college students are to attend an Orientation session. When you have completed the assessment process, an appointment will be made for an orientation session with a counselor. At that session you will select your classes for the semester.

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

## Step 4: 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 5: 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 urged to register and pay by web or telephone. Incomplete applications, outstanding financial obligations, or Academic and Probationary issues will cause the system to disallow registration.**

- Page 7 Priority Registration
- Page 7 Web/Telephone Registration Schedule
- Page 9 Web Registration Instructions
- Page 10 Telephone Registration Instructions

## Step 6: Pay your fees.

### ***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 15 and 16 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 14 for more detailed information.

You have three business days to pay for transactions prior to the start of the semester. 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 check bank withdrawal statements.

### **Option Two:**

You may use the **U.S. mail** to submit your fee payment coupon (found on page 8), 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 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 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 the Admissions drop-box. A drop-box is located outside of the Admissions & Records Office in the AD/SS Building, Room 100.

### **Option Four:**

The least desirable option is to pay your fees **in person** at the Admissions and Records Office in the AD/SS Building, Room 100. You will likely have to stand in line for a substantial amount of time. Office hours are Monday through Thursday, 8:00 a.m. to 7:00 p.m. and Friday from 8:00 a.m. to 4:30 p.m. during the regular semester.

**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 via the Web or Telephone Registration systems before the class begins. If you do not attend and the instructor drops you, **you** are responsible for the fees. See the "Policies for Students" page in the back of this schedule for information on the Refund Policy for Fees.

***You've finished the registration process.  
Welcome to the Summer 2007 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 and other lab locations. The Admissions & Records Office is open Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Friday from 8:00 a.m. to 4:30 p.m.

### **Priority Registration**

**Students:** If you experience 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. Log on to [www.valleycollege.edu](http://www.valleycollege.edu) or call (909) 888-1996 to confirm your registration category beginning April 2, 2007. Web/Telephone registration begins on April 18, 2007. \*\*DSPS and EOPS registration is April 16-17, 2007.

## WEB/TELEPHONE REGISTRATION SCHEDULE – SUMMER 2007

Web/Telephone Registration begins **April 18, 2007**. 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. Students who register by telephone or by Web may pay all fees with a credit card at the time they register. Those wishing to pay by cash or check have three business days to do so. Students who do not pay within three business days from the time of registration, will be dropped on the fourth day.

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

Monday April 16	Tuesday April 17	Wednesday April 18	Thursday April 19
EOPS/CARE & DSPS only	EOPS/CARE & DSPS only	Category A	Category B
Friday April 20	Monday April 21	Tuesday April 22	Wednesday April 23
Category C	Category D	Category E	Category F

### *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 **April 2, 2007**. **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 this page.

#### *Category A*

- Students enrolled at SBVC during the Spring 2007 term who have completed 40 to 109 units at SBVC.

#### *Category B*

- Students enrolled at SBVC during the Spring 2007 term who have completed 30 to 39.9 units at SBVC.

#### *Category C*

- Students enrolled at SBVC during the Spring 2007 term who have completed 15 to 29.9 units at SBVC.

#### *Category D*

- Students enrolled at SBVC during the Spring 2007 term who have completed up to 14.9 units at SBVC.

#### *Category E*

- Students who attended SBVC previously but not in the Spring 2007 term who have reapplied for Summer 2007 admission.
- New students who have submitted an application for Summer 2007 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.

# 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 \$20 and enter the total here: \_\_\_\_\_  
(Example: If you are taking 6 units, the total will be \$120.)
  
- 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!



## Registration Fee Payment Coupon – Spring 2007

(Please return with payment)

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

**REQUIRED FEES:**

Enrollment Fee	\$20 per unit	_____
Non-resident/Citizens of U.S. (\$160/unit plus enrollment fee \$20/unit)	\$180 per unit	_____
Non-resident/Citizens of Foreign Countries (\$160/unit plus enrollment fee \$20/unit plus Capital Outlay Fee \$15)	\$180 per unit <u>plus</u> \$15	_____
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.) Signature _____</i>		

**OPTIONAL FEES:**

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

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 \_\_\_\_\_



## WEB REGISTRATION INSTRUCTIONS

**STUDENTS:** If you experience difficulty registering during the registration period and need assistance, please call the Admissions and Records Office at (909) 384-4401. The HELP line is staffed Monday through Thursday, 8:00 a.m. – 7:00 p.m., and Friday, 8:00 a.m. – 4:30 p.m. during the regular semester.

### 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@student.sbccd.net](mailto:firstname.lastnameXXX@student.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) 384-8988 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. 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.

**Payment is due immediately. When dropped from class for non-payment, your space becomes available to other students who want to register for this class. If you add or drop a class after the start of instruction, you are responsible for the fees. It is your responsibility to get a printout of your schedule and checking bank withdrawal balances.**

# TELEPHONE REGISTRATION INSTRUCTIONS

**STUDENTS:** Please listen carefully to the voice response for instructions. If you experience any difficulty registering and need assistance, please call the Admissions and Records Office at (909) 384-4401. The HELP line is staffed Monday through Thursday, 8:00 a.m. – 7:00 p.m., and Friday, 8:00 a.m. – 4:30 p.m. during the regular semester. Due to the heavy volume of calls received during registration periods, we may take longer to answer incoming phone calls. We apologize for the inconvenience.

## 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  
**Print your schedule**

**STEP 5**      **Credit Card**  
 To pay by credit card..... Press 1  
 To skip this option..... Press any other key

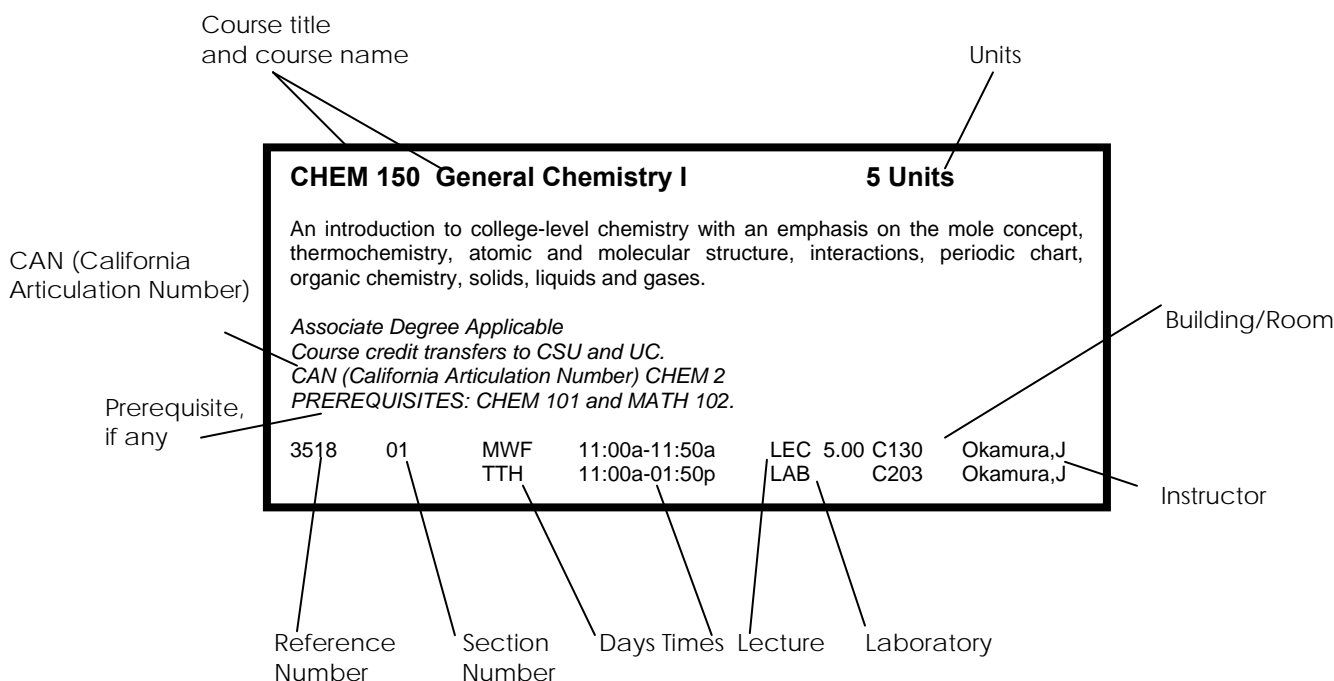
*Get a printout of your schedule immediately!*

**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 ensure 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.***

## 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. Payment is due 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 three ways you can add a class, with payment due immediately if the total number of units you are taking also changes. If you add or drop a class after the start date, you are responsible for the fees.

**Option 1: Registration if open.** You may register for classes using the web site or the telephone through the first week of the semester if the class is open.

**Option 2: Obtain a webcode authorization sticker from your instructor.** Log on to [www.valleycollege.edu](http://www.valleycollege.edu), enter the Campus Central system, and follow the directions to register by using 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 3: 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. You will receive an e-mail indicating your registration status. Payment is due immediately. You must come to the Admissions & Records Office only if you have both an instructor's signature and a webcode authorization sticker.

### 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 the Admissions and Records drop box, located outside the office.

**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*. All classes may be dropped using 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.**



***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 2007 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.

## **Career College at San Bernardino Valley College**

The Career College at San Bernardino Valley College can help you move into a new profession!

Training is available in these high-demand fields:

- Warehouse / Forklift Operator
- Restaurant Management / Food Service
- 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 the CalWorks Office at 909-384-4429.

**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 AND VOCATIONAL PROGRAMS AND DEPARTMENT HEADS

Program	Advisor	909-384-4400, Ext.
Academic Advancement	Odette Salvaggio	8589
Accounting	Nick Zombos	8912
Administration of Justice	Patrick Buckley	8604
Aeronautics	Allen Moore	8270
Anthropology	Jan Pielke	8586
Architecture & Environmental Design	John Stankas	8268
Art	Mandi Batalo	8937
Astronomy	Mike Lysak	8529
Automotive	Richard Jaramillo	8505
Biology	John Olsen	8555
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	Patrick Buckley	8604
Criminal Justice	Gloria Fisher	4431
Dance	Matie Scully	8545
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	Division Office	8645
Health Education	Phil Mathews	8510
History	Ed Gomez	8596
Human Services	James Robinson	8583
Inspection Technology	William Kastner	8290
Library Technology	Marie Mestas	8576
Machinist Technology	William Clarke	8504

Program	Advisor	909-384-4400, Ext.
Mathematics	Jeremiah Gilbert	1604
Microbiology	John Olson	8555
Modern Languages	Nori Sogomonian	8544
Music	Matie Scully	8545
Nursing	Pricilla Taylor	8925
Oceanography	Division Office	8645
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	Matie Scully	8545
Reading & Study Skills	Helen Garcia	8627
Real Estate/Escrow	Nick Zombos	8912
Refrigeration	Ed Szumski	8501
Religious Studies	Julius Jackson	8595
Restaurant Management	Division Office	8908
Sociology	Jan Pielke	8586
Speech	Leticia Hector	8618
Student Development	Cindy Parish	8977
Technical Calculations	Ed Szumski	8501
Theatre Arts	Matie Scully	8545
Transportation	Kevin Anderson	8580
Warehouse	Kevin Anderson	4079
Water Supply Technology	William Clarke	8504
Welding Technology	William Kastner	8290
Work Experience	Dan Angelo	8568

# San Bernardino Valley College Financial Aid Recipient ALERT!

## RETURN OF FUNDS REGULATIONS

*There is an important federal law about paying back money if you leave school.*

If you receive a federal GRANT and then WITHDRAW from all your classes, you will OWE money to the federal program. Here's how it works: According to the day you withdraw, the Financial Aid Office will calculate the part of the grant that you have "earned". If you have been paid more than you "earned", you must pay back the difference. NOTE: If you withdraw after you have earned 60% of your grant, you do not owe any repayment.

If you receive LOAN money and withdraw, you will pay back the money according to the normal rules of the loan program. If you receive WORK money and withdraw, you do not owe any repayment. You always get to keep wages you have earned.

*If you are thinking of withdrawing or just leaving...please, think again.*

Immediately see a counselor or advisor and discuss your academic or personal reasons for leaving. Perhaps you can stay but take fewer courses. Maybe there are services (like tutoring or personal support) that will help you stay. Talk to your teachers; see what advice and help they can offer.

*Don't leave unless you must. But if you must, take care of business before you go.*

Begin the withdrawal process in the Admissions Office, AD/SS, Room 100. This office will tell you all about the process and the rules.

Please work with the Financial Aid Office. You can arrange for regular payments with the federal government without losing your student aid eligibility, so it's important to take care of the details before you go. If you leave without taking care of this business and you owe money, the Financial Aid Office will have to put a national HOLD on your student aid eligibility.

Note: Even dropping a class can affect your financial aid eligibility. Check with the Financial Aid Office before dropping.

### **\*7 Steps to Financial Aid\***

1. Student applies on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or mails the 2006-2007 free application for Federal Student Aid (FAFSA) or Renewal FAFSA to the federal processor.
  - Students must list SBVC on FAFSA. Our federal school code is 001272.
  - This process takes four to six weeks!
2. SBVC receives FAFSA data from federal processor.
  - This information is received electronically as long as SBVC is listed on the application.
  - Student completes a Supplemental Application available in the Financial Aid Office
  - If student is new to SBVC, student must complete an Application for Admission to the college. Contact the Admissions & Records office.
3. Student receives Student Aid Report (SAR).
  - Review SAR for accuracy and keep it for your records.
4. SBVC sends Missing Information letter to student.
  - Once your FAFSA data has been reviewed, required documents will be requested from the student. This takes 2-3 weeks from the time the FAFSA data is received and can take longer if you apply past the priority deadline.
5. Student returns requested documents to SBVC.
  - Documents are reviewed for changes and, often, electronic corrections are required.
  - Sometimes additional documents are required and requested.

### **Your financial aid file is complete!**

6. SBVC mails Award Notice to student (or denial letter if not eligible).
7. SBVC disburses financial aid.
  - Financial aid checks are mailed to the address on file in Admissions & Records. Refer to the disbursement schedule mailed with your award letter for specific dates.

\*\*\* If student has not completed Steps 105 prior to registration, student submits a Board of Governors Enrollment Fee Waiver (BOG) application. (Apply for BOG before you register!) The BOG covers enrollment fees.

# California Community Colleges 2006-2007 Board Of Governors Fee Waiver Application

This is an application to have your enrollment fees waived. This **FEE WAIVER** is for California residents only. If you need money to help with books, supplies, food, rent, transportation and other costs, please complete a FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) immediately. Contact the Financial Aid Office for more information. The FAFSA is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or at the Financial Aid Office

**Note:** Students who are exempted from paying nonresident tuition under **Education Code Section 68130.5 (AB 540)** are NOT California residents. If you are NOT a California resident, you are not eligible for this fee waiver. Do not complete this application. You may apply for financial aid by completing the FAFSA.

Name: _____ <small>Last First Middle Initial</small>	Student ID # _____
Email (if available): _____	Telephone Number: (____) _____
Home Address: _____ <small>Street City Zip Code</small>	Date of Birth: ____/____/____
Has the Admissions or the Registrar's Office determined that you are a California resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## IMPLEMENTATION OF THE CALIFORNIA DOMESTIC PARTNER RIGHTS AND RESPONSIBILITIES ACT

The California Domestic Partner Rights and Responsibilities Act extends new rights, benefits, responsibilities and obligations to individuals in domestic partnerships registered with the California Secretary of State under Section 297 of the Family Code. If **you** are in a Registered Domestic Partnership (RDP), you will be treated as an Independent married student to determine eligibility for this Fee Waiver and will need to provide income and household information for your domestic partner. If you are a dependent student and your parent is in a Registered Domestic Partnership, you will be treated the same as a student with married parents and income and household information will be required for the parent's domestic partner.

**Note:** These provisions apply to state funded student financial aid ONLY, and not to federal student financial aid.

Are you or your parent in a Registered Domestic Partnership with the California Secretary of State under Section 297 of the Family Code? (Answer "Yes" if you or your parent are separated from a Registered Domestic Partner but have **NOT FILED** a Notice of Termination of Domestic Partnership with the California Secretary of State's Office.)  Yes  No

If you answered "Yes" to the question above treat the Registered Domestic Partner as a spouse. You are required to include your domestic partner's income and household information or your parent's domestic partner's income and household information in Questions 3, 6, 7, 8, 9, 10, 11, 12.

Student Marital Status:  Single  Married  Divorced  Separated  Widowed  Registered Domestic Partnership

## DEPENDENCY STATUS

1. Were you born before January 1, 1983?  Yes  No
2. As of today, are you married or in a Registered Domestic Partnership? (Answer "Yes" if you are separated but not divorced or have not filed a termination notice to dissolve partnership.)  Yes  No
3. Do you have children who receive more than half of their support from you, or other dependents who live with you (other than your children and spouse/RDP) who receive more than half of their support from you, now and through June 30, 2007?  Yes  No
4. Are you an orphan or a ward of the court, or were you a ward of the court until your 18th birthday?  Yes  No
5. Are you a veteran of the U.S. Armed Forces?  Yes  No

• If you answered "Yes" to any of the questions 1 - 5, you are considered an **INDEPENDENT** student for fee waiver purposes and must provide income and household information about yourself (and your spouse or RDP if applicable). Skip to Question #8.

• If you answered "No" to all questions 1 - 5, complete the following questions:

6. If your parent(s) or his/her RDP filed or will file a 2005 U.S. Income Tax Return, were you, or will you be claimed on their tax return as an exemption by either or both of your parents?  Will Not File  Yes  No
7. Do you live with one or both of your parent(s) and/or his/her RDP?  Yes  No

• If you answered "No" to questions 1 - 5 and "Yes" to either question 6 or 7, you must provide income and household information about your PARENT(S)/RDP. Please answer questions for a **DEPENDENT** student in the sections that follow.

• If you answered "No" or "Parent(s) will not file" to question 6, and "No" to question 7, **you are a dependent student for all student aid except this fee waiver.** You may answer questions as an **INDEPENDENT** student on the rest of this application, but please try to get your PARENT information and file a FAFSA so you may be considered for other student aid. You cannot get other student aid without your parent(s) information.

## METHOD A

8. Are you (the student ONLY) currently receiving monthly cash assistance from:  
TANF/CalWORKs?  Yes  No  
SSI/SSP (Supplemental Security Income/State Supplemental Program)?  Yes  No  
General Assistance?  Yes  No
9. If you are a dependent student, are your parent(s)/RDP receiving monthly cash assistance from TANF/CalWORKs or SSI/SSP as a primary source of income?  Yes  No

• If you answered "Yes" to question 8 or 9 you are eligible for a **FEE WAIVER**. Sign the Certification at the end of this form. You are required to show current proof of benefits. Ask the Financial Aid Office for the FAFSA to be eligible for other financial aid opportunities.

**METHOD B**

10. **DEPENDENT STUDENT:** How many persons are in your parent(s)/RDP household? (Include yourself, your parent(s)/RDP, and anyone who lives with your parent(s)/RDP and receives more than 50% of their support from your parents/RDP, now and through June 30, 2007.) \_\_\_\_\_
11. **INDEPENDENT STUDENT:** How many persons are in your household? (Include yourself, your spouse/RDP, and anyone who lives with you and receives more than 50% of their support from you, now and through June 30, 2007.) \_\_\_\_\_
12. **2005 Income Information**

	DEPENDENT STUDENT: PARENT(S)/ RDP INCOME	INDEPENDENT STUDENT: STUDENT ( & SPOUSE'S/ RDP) INCOME
a. Adjusted Gross Income (If 2005 U.S. Income Tax Return was filed, enter the amount from Form 1040, line 37; 1040A, line 21; 1040EZ, line 4).	\$ _____	\$ _____
b. All other income (Include <b>ALL money</b> earned in 2005 that is not included in line (a) above (such as TANF benefits, disability, Social Security, child support).	\$ _____	\$ _____
<b>TOTAL</b> Income for 2005 (Sum of a + b)	\$ _____	\$ _____

The Financial Aid Office will review your income and let you know if you qualify for a FEE WAIVER under Method B. If you do not qualify using this simple method, you should file a FAFSA.

**SPECIAL CLASSIFICATIONS FEE WAIVERS**

13. Do you have certification from the CA Department of Veterans Affairs that you are eligible for a dependent's fee waiver?  
*Submit certification.*  Yes  No
14. Do you have certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver?  
*Submit certification.*  Yes  No
15. Are you eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient?  
*Submit documentation from the Department of Veterans Affairs.*  Yes  No
16. Are you eligible as a dependent of a victim of the September 11, 2001, terrorist attack?  
*Submit documentation the CA Victim Compensation and Government Claims Board.*  Yes  No
17. Are you eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty?  
*Submit documentation from the public agency employer of record.*  Yes  No

• If you answered "Yes" to any of the questions from 13 - 17, you are eligible for a FEE WAIVER and perhaps other fee waiver/reductions. Sign the Certification below. Contact the Financial Aid Office if you have questions.

**CERTIFICATION FOR ALL APPLICANTS: READ THIS STATEMENT AND SIGN BELOW**

I hereby swear or affirm, under penalty of perjury, that all information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to provide proof of this information, which may include a copy of my and my spouse/registered domestic partner and/or my parent's/registered domestic partner's 2005 U.S. Income Tax Return(s). I also realize that any false statement or failure to give proof when asked may be cause for the denial, reduction, withdrawal, and/or repayment of my waiver. I authorize release of information regarding this application between the college, the college district, and the Chancellor's Office of the California Community Colleges.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature (Dependent Students Only) \_\_\_\_\_

Date \_\_\_\_\_

**California Information Privacy Act**

State and federal laws protect an individual's right to privacy regarding information pertaining to oneself. The California Information Practices Act of 1977 requires the following information be provided to financial aid applicants who are asked to supply information about themselves. The principal purpose for requesting information on this form is to determine your eligibility for financial aid. The Chancellor's Office policy and the policy of the community college to which you are applying for aid authorize maintenance of this information. Failure to provide such information will delay and may even prevent your receipt of financial assistance. This form's information may be transmitted to other state agencies and the federal government if required by law. Individuals have the right of access to records established from information furnished on this form as it pertains to them.

The officials responsible for maintaining the information contained on this form are the financial aid administrators at the institutions to which you are applying for financial aid. The SSN may be used to verify your identity under record keeping systems established prior to January 1, 1975. If your college requires you to provide an SSN and you have questions, you should ask the financial aid officer at your college for further information. The Chancellor's Office and the California community colleges, in compliance with federal and state laws, do not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation, domestic partnership or any other legally protected basis. Inquiries regarding these policies may be directed to the financial aid office of the college to which you are applying.

**FOR OFFICE USE ONLY**

<input type="checkbox"/> BOGFW-A <input type="checkbox"/> TANF/CalWORKS <input type="checkbox"/> GA <input type="checkbox"/> SSI/SSP	<input type="checkbox"/> BOGFW-B _____ <input type="checkbox"/> BOGFW-C	<input type="checkbox"/> Special Classification <input type="checkbox"/> Veteran <input type="checkbox"/> Medal of Honor <input type="checkbox"/> Dep. of deceased law enforcement/fire personnel	<input type="checkbox"/> National Guard Dependent <input type="checkbox"/> 9/11 Dependent	RDP <input type="checkbox"/> Student <input type="checkbox"/> Parent	<input type="checkbox"/> Student is not eligible
---	---	--	--	--	--

Comments: \_\_\_\_\_

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_



## 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 semester, the AALTC is open Monday-Thursday, 7:30 a.m. to 9:30 p.m. and Friday-Saturday, 7:30 a.m. to 4:30 p.m.

### Associated Students/Student Life

The Associated Students (AS) is the official Student Government Organization. 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 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) 387-1612.

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 at 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 Associated Students, Clubs and Trusts, Bookstore and Cafeteria for both San Bernardino Valley College and Crafton Hills College. This office also processes all deposits for AS and Club and Trust accounts; distributes all financial aid, scholarship, CARE and loan checks to students; 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.

### San Bernardino Community College District Police Department

The San Bernardino Community College District maintains a Police Department, which is staffed 24 hours a day, seven days a week. The Police Department is located in the Campus Center Building, Room 100. To report criminal activity on campus, medical emergencies and suspicious behavior call (909) 384-4491. The Police Department is the only designated location for turning in or locating lost property. The office is open Monday – Thursday, 8:00 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 4:30 p.m. or they can be reached by calling (909) 384-4491. The officers are duly appointed and sworn officers for the State of California under Penal Code section 830.32. Their authority extends anywhere within the state of California with powers of arrest. Protect your vehicle and its contents by locking your car and removing items of value!

The Administrative Services Office in the Administration/Student Services Building, Room 206, handles all parking permits, citation payments and citation appeal requests. For student parking information, see "Policies for Students." Parking Rules and Regulations brochures are available at the Police Department and Administrative Services.

### Counseling Center

The staff of the Counseling Center (AD/SS Building, Room 103) assists 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 university transfer. The Counseling Center is open Monday – Thursday, 8:00 a.m. to 7:00 p.m. and Friday, 8:00 a.m. – 4:30 p.m. Students may be seen on a drop-in basis (first-come, first-served) for 15 minutes, but are encouraged to make an appointment in advance to spend more time with a counselor. Appointments are not available during "peak" registration times with the exception of Veterans' and students on academic

probation. A variety of services are available through the Counseling Center, including:

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

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

### Disabled Student Programs & Services

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 this 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.

### Food Services

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 8:00 p.m., and closed on Friday. Food items can also be obtained from the vending machines located in throughout the campus.

We now offer Info Joe's Coffee Shop next to the Library serving a variety of flavored coffees and assorted pastries. Info Joe's is open 8:00 a.m. to 11:00 a.m. and 3:00 p.m. to 6:00 p.m., Monday – Thursday.

### 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-Thursday 8:00 a.m. to 6:30 p.m., and Friday, 8:00 a.m. – 12:00 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) 384-8980 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 semester, the Library is open Monday-Thursday, 7:30 a.m. to 9:30 p.m., and Friday and Saturday, 7:30 a.m. to 4:30 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 es cumplida 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 están matriculados en 9 unidades o más.*

## Scholarships and Awards Office

The Scholarship and Awards Office (Campus Center, Room 205) 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. 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 Campus Center, Room 213. 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 semester, the Transfer & Career Center operates Monday-Thursday, 8:00 a.m. to 6:00 p.m., and Friday, 8:00 a.m. to 4:30 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.

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 semester, the Center is open Monday-Thursday, 7:30 a.m. to 9:30 p.m. and Friday-Saturday, 7:30 a.m. to 4:30 p.m.

### **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.



**Students failing to attend the first class session may be dropped by the instructor and their place given to a student who would like to add the class. If you do not drop before the session begins and the instructor drops you, you will be charged the enrollment fee.**

# 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 & 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 present 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 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 23 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.

### **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 & 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. She 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 200).

### **Parking**

The Summer Parking Permit is \$15 **and expires August 31, 2007**. If you purchased an Annual Parking Permit (2006-2007), it will **expire on August 31, 2007**.

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 Office, located in the Administration/Student Services Building, Room 206.

Parking permits are purchased from the SBVC Administrative Services Office, Room 206. Student parking permits can also be purchased during 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 Administrative Services and Police Department offices.

### **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 by the college, enrollment and/or non-resident enrollment fees will be refunded in their entirety. If the cancellation results in a student's withdrawal from the college, refunds of the mandatory fees will apply.

**If a student drops a class during the registration period and before the first day of the class being dropped...**

You will be mailed a refund of enrollment, health and student center fees, minus a \$10 processing fee.

**You are eligible for a partial refund:**

1. If student withdraws during the first two weeks of full-term classes or during the first 10% of a short-term class, enrollment fees or non-residential fees will be refunded.
2. If a change of program within the first two weeks of full-term classes or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee will be refunded at the per unit cost of the reduction.

**All other fees are non-refundable after the first day of classes.**

Refunds of less than \$15 will not be processed.

**You are NOT eligible for a refund:**

1. If you drop a class after the first 10% of the class.
2. If you are dropped by the instructor.

**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, 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 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 proceeding 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 proceeding 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 Office; Vice President of Student Services, SBVC; SBVC College Police and Safety Services Department.

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
- Any arbitrary action or imposition without proper regard to due process

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 200. 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. Hours are Monday – Thursday, 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. to 4:00 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



## Transcript Request

Transcripts can be ordered online at [www.valleycollege.edu](http://www.valleycollege.edu). Click on Apply and Register; under Records, click on "Request for Transcripts." Transcripts may also be requested by completing a [Transcript Request](#) form and submitting it to the Admissions & 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 processing, 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 & Records
Matriculation Appeal Process	Dean, Counseling and Matriculation
Matriculation Plan	Dean, Counseling and Matriculation
Policy on Life Threatening Illnesses	Student Health Center
Policy on Sexual Harassment	Dean, Student Development
Section 504 of the 1973 Rehabilitation Act	Vice President, Administrative Services
Student Code of Conduct	Director, Student Life
Student Grievance and Due Process	Director, Student Life
Title IX Prohibiting Sex Discrimination in Education	Director, Student Life

## 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 Wendy Whitney at (909) 384-8980 for additional information.

ANTHRO 106H	CHEM 212H	ENGL 102H	PSYCH 100H
ART 285	CD 105H	MATH 285	SOC 100H
BIOL 109H	ECON 200H	PHIL 101H	SPAN 103H
CHEM 150H	ENGL 101H	POLIT 110H	SPEECH 100H

**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 103 or LA 145.**

# 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.

### I. Cause and Filing

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

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

#### NOTICE:

1. Grades are not grievable (see NOTATION at the end of policy).
2. Sexual harassment complaints are filed in accordance with Board Policy 5510 and are not covered under Student Grievances.
3. Discrimination complaints are filed in accordance with Board Administrative Regulation 3430 and are not covered under Student Grievances.

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.

### Who to File a Grievance With?

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

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

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

### II. Time for Filing a Grievance Notice

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

### III. Student Status for Filing a Grievance

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

### IV. Group Grievance

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

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

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

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

### VI. Formal Procedures

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

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

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

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

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

## VII. Hearing Procedures

- a. The hearing shall convene within ten (10) working days of the receipt of the student grievance notice unless mutually agreed upon for a delay.
- b. The hearing shall be closed unless the District employee or student against whom the grievance is brought requests that it be open.
- c. The following persons should be present:
  - (1) The Hearing Committee
  - (2) The student grievant and non-legal representative/advocate if any;
  - (3) The college employee or student against whom the grievance is brought and a representative of the appropriate bargaining unit, if any;
  - (4) Witnesses, while presenting testimony.
- d. Both parties shall notify the appropriate Vice President or designee, in writing within three (3) working days of the hearing if he/she will be accompanied by a representative/advocate. Such notification shall include the name and title of the representative. The Committee Chairperson shall be obligated to immediately notify the parties directly involved.
- e. Although minutes will be taken at the hearing to provide a written record, if all parties agree the hearing may also be tape recorded.
- f. All participants in a hearing shall be advised by the Committee Chairperson that the proceedings are confidential.
- g. Witnesses shall not be required to testify under oath; however, witnesses shall be advised that false testimony will constitute grounds for college disciplinary action.
- h. The proceedings will not be bound by formal rules of evidence nor trial-like procedures. Rather, the procedures will be those upon which reasonable persons would rely in the conduct of serious affairs. The Committee Chairperson shall rule on all procedural issues. If substantive or procedural issues arise during the hearing that require external assistance for resolution, the Hearing Committee Chairperson should recess the hearing and submit the issue to the college president for resolution.
- i. Evidence and/or testimony which may be irrelevant or unduly repetitious may be so noted by the Committee Chairperson.
- j. The burden of proof to sustain a grievance rests with the student.
- k. If the grievant fails to appear at the time and place scheduled for the hearing, and fails to notify the committee of the circumstances the grievance will be considered to have been withdrawn and procedures will be terminated. Depending on the nature of the circumstances, the committee shall determine if the hearing should be rescheduled within a reasonable period of time. It is recommended that the defendant participate in the hearing.
- l. Upon conclusion of the hearing, within five (5) working days, the Committee Chairperson shall submit to the Vice President a written report. The report shall include:
  - (1) A brief summary of evidence submitted;

- (2) A finding of facts, supported by a preponderance of the evidence;
  - (3) A recommendation that the grievance be sustained or denied; and
  - (4) In the event the recommendation is to sustain the grievance, a recommendation of appropriate corrective action.
- m. Upon review of the Hearing Committee's report, the Vice President or designee shall make a final determination.

## VIII. Notification

Within five (5) working days following receipt of the report of the Hearing Committee Chairperson, the Vice President or designee shall provide a written notification to the student/s and to the employee/s directly involved in the issues as to the final determination.

## IX. Appeal to President

If either the complainant or accused is not satisfied with the final college-level disposition of the grievance, the party may, within ten (10) working days, appeal the decision to the College President. The basis of appeals are: All parties shall be notified by the President of the appeal. The President shall provide written notification to the student and to other parties directly involved in the issues as to his/her recommendation within five (5) working days.

## X. Appeal to the Chancellor

If either party is not satisfied with the final college-level disposition of the grievance, he/she may, within ten (10) working days, appeal (state the basis of the appeal again) the decision to the Board of Trustees through the District Chancellor. All parties shall be notified by the Chancellor of the appeal. The Chancellor shall report the grievance in closed session to the Board of Trustees for final determination. The Chancellor shall provide written notification to the student and to other parties directly involved in the issues as to his/her recommendation within five (5) working days. The determination of the Board of Trustees is final.

## XI. General Provisions

1. The time limits specified in this procedure may be shortened or extended if there is mutual written concurrence between the parties.
2. At any step of the grievance procedure, the college President may designate a substitute for the designated college officials.
3. Failure of the student grievant to appeal a grievance determination at any step to another step within the specified time limits shall be deemed acceptance of the last determination rendered.
4. It is the intent of this policy that the confidentiality of the discussions, including any documents or written records, be maintained by the participants.
5. It will not be mandatory for any staff member to attend the student grievance meetings nor will the student grievance procedure supersede staff member's contractual rights.

