

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 an overflow open computer lab when the computers in the new campus Library are all in use. During the summer, the AALTC is open Monday-Thursday, 7:30 a.m. to 9:30 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 in the 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 in the Campus Center, Room 108, 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 their website at www.sbvcbookstore.com for additional information.

Campus Business Office

The Campus Business Office is located in the Administration/Student Services Building, Room 206. This office processes deposits for ASB and Club and Trust accounts; distributes financial aid, scholarship, care and loan checks to students; receipts payments for student obligations such as grant overpayments, returned checks; parking citations, etc., and sells parking permits. In addition, the staff provides accounting service, for the ASB, Clubs and Trust Accounts, the Bookstore, and the Cafeteria accounts for SBVC and CHC. 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 in the 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 or more 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

It is a policy of the Board of Trustees for the San Bernardino Community College District to protect members of the entire college community and the property of San Bernardino Valley College. In accordance with this policy, the District maintains a Police Department 24 hours a day, 7 days a week. The officers are sworn and duly Commissioned Police Officers of the State of California as defined in section 830.32 of the Penal Code and 72330 of the California Education Code and their authority extends to anywhere within the state.

FOR NON-EMERGENCIES: Contact the San Bernardino Community College District Police Department at (909) 384-8667. This number would be the number to call in order to locate or turn in lost articles or to relay concerns for personal safety or parking rules and regulations. Our office is located on the SBVC Campus in the Campus Center, Room 100.

TO REPORT ANY CRIMINAL ACTION OR A LIFE-THREATENING EMERGENCY: Contact the San Bernardino Community College District Police Department Office at (909) 384-4491. Be aware that when the office is closed, the San Bernardino County Sheriff will dispatch for the District Police Department.

The San Bernardino Community College District is required by the United States Department of Education to post and/or publish crime statistics. Crime statistics are available in the District Police Department, Campus Center, Room 100, and on the District Police website:

[www.sbccd.org/index.php?CurrentDir=District Police Department/](http://www.sbccd.org/index.php?CurrentDir=District%20Police%20Department/)

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 6:00 p.m. during the Summer. 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 dismissal/ probation. A variety of services are available through the Counseling Center, including:

- *Academic Counseling*
- *Career Planning*
- *Short-term personal counseling and referral*

To make an appointment or for additional information, please call (909) 384-4404 and press zero (“0”).

Disabled Student Programs & Services

Disabled Student Programs and Services (DSP&S) is designed to meet the individual needs of regularly enrolled, permanently and temporarily disabled students. Upon providing professional verification of a physical, learning, or mental disability, students may obtain a variety of services, including: assessment for learning disabilities, registration assistance, specialized counseling, academic planning, mobility assistance, special classes and access to adapted computers. To ensure student success, DSP&S offers:

- Adapted computer lab equipment
- Adapted physical education
- Course materials in Braille, on tape, or in large print formats
- Interpreting services for deaf/hard hearing students and/or note takers
- Test taking accommodations
- Tutoring services

As a result of participation in DSP&S, students will be able to:

- Make informed choices about their educational, 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
- Understand their rights under Federal and State disability law

Students who need services related to a disability or who desire further information may either contact DSP&S at (909) 384-4443 or visit the department in AD/SS Building, Room 105 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://dets.sbccd.org>

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

EOPS/CARE are state-funded programs that provide support services to eligible financially, educationally or socially disadvantaged students to ensure their academic success. For eligibility criteria and additional information, please call (909) 384-4412 or stop by the AD/SS Building, Room 202.

Financial Aid

The Financial Aid Office provides help in obtaining financial assistance from various federal and state programs. The Office is located in the AD/SS Building, Room 106. For additional information, go to: www.valleycollege.edu/Financial_Aid/index.php or call (909) 384-4403.

Food Services

The Campus Snack Bar is located on the main floor of the Campus Center. During the semester, it is open Monday-Thursday, 7:00 a.m. to 8:00 p.m., and Friday, 7:00 a.m. to 1:30 p.m. Food items can also be obtained from vending machines located 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 7:00 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. - 6:30 p.m., and Friday, 8:00 a.m. – 12:00 p.m. during the regular semester. 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) 384-4410 for additional information.

Library

The SBVC Library houses a collection of over 100,000 volumes, accessible through an online catalog which displays items in both the SBVC and Crafton Hills College Libraries. The catalog may be accessed on the Internet at <http://lr.valley.sbccd.cc.ca.us/libhome.htm>. One or more copies of most textbooks used at SBVC are available for in-library use through the "Textbook Bank." In addition, there are 300 current print magazine subscriptions and an extensive backfile of magazine volumes. A 16-workstation database network provides access to thousands of newspapers, magazines, journals and other materials supporting research. Enrolled students may request a password so that they can access these databases from their home computers. The Library also houses the campus' open computer laboratory, with over 80 personal computers, audio and video cassette players, and other multi-media equipment available for student use in completing class assignments. Librarians are available to help students find materials for term papers and other research assignments. Library cards are free and will be issued upon proof of attendance. During the Summer, the Library is open Monday through Thursday, 8:00 a.m. to 9:00 p.m.

Matriculation

Matriculation is a process that brings the college and the student into an agreement for the purpose of realizing the student's educational goals. The primary purpose of matriculation is student success.

The college agrees to provide:

- An admissions application process.
- An orientation to the college's programs and services.
- An assessment of the student's study skills, English language proficiency, computational skills, goals, career aspirations, academic performance and need for special services.
- Counseling, courses, and advisement to develop a student education plan.
- Follow-up evaluation of each student's progress in achieving his or her education 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 and SDEV 010 and 102 classes. 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 y las clases de SDEV 010 y 102. 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 6:00 p.m. Monday through Thursday during the Summer. Call (909) 384-8606 for additional information. Applications are also available online at 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 Fall Semester 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 through Thursday, 8:00 a.m. to 6:00 p.m. during the Summer. The Center highlights the following services each semester: scholarship and financial aid information relative to transfer institutions; transfer workshops, HACU Internship Workshop; 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 Job/Career Fair. 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.

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.

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 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.

Visit the Transfer & Career Center or call (909) 384-4407 or (909) 384-4410 for additional information.

Tutorial Center

The Tutorial Center (Liberal Arts, Room 206) provides individual and small group tutoring sessions free of cost for enrolled students. Tutoring is available in accounting, art history, biology, business administration, chemistry, computer systems, economics, English, ESL, geography, history, math, music, oceanography, orientation, philosophy, physics, psychology, Spanish, and a growing number of other subjects. During the Summer, the Center is open Monday-Thursday, 7:30 a.m. to 9:30 p.m.

Veterans' 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.



www.assist.org

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 and in the Admissions & Records Office (AD/SS Building, Room 100). 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 items. (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 on the Buyback "Guarantee" Program.
- 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 in the 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 66 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 District 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 Chair, 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, Room 100). 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 the Vice Chancellor of Human Resources and Employee Relations, District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. You may also call (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 Building, Room 200).

Parking

The Summer Session Parking Permit is \$15 **and expires August 31, 2008.**

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 Campus Business Office, located in the Administration/Student Services Building, Room AD-206.

Parking permits are purchased from the SBVC Campus Business Office, Room AD-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 1, 5, 7, 8 and 9. The cost of a daily permit is \$1. Parking permits are required Monday at 7:00 a.m. through Friday at 4:30 p.m.

Protect your vehicle and its contents by locking your car! Parking Rules & Regulations brochures are available at the Campus Business Office and District Police Department.

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 Campus Business Office, Administration/Student Services Building, 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.
4. SBVC, in compliance with California law, welcomes undocumented, non-immigrant aliens,

and will classify them as California residents, for tuition purposes, if they meet the following criteria:

- You have attended a California high school for at least 3 years
- You have a high school diploma (or equivalent)
- You have applied for legal status – or will sign an affidavit stating your intent to do so.

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

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

Sexual Harassment Policy

Sexual harassment of students or employees in the academic and work environments violates both federal and state law and district policy, and it will not be tolerated. It also violates law and policy to retaliate against any individual for filing a complaint of sexual harassment, or for participation in the investigation or resolution of a formal or informal, written or oral complaint of sexual harassment. Unlawful harassment on the basis of sex includes, but is not limited to, classroom conditions, grades, academic standing, scholarships, recommendations, employment opportunities, disciplinary action, or any other aspect of college life within the control of the District. Complaints of sexual harassment may be registered with the Vice Chancellor of Human Resources and Employee Relations, District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408, or may be reached by calling (909) 382-4041.

Standards of Student Conduct

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

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

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

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

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

See Board Policy 5500 for additional information about student conduct.

Student Grievance Policy

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

- An act or threat of intimidation
- 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. For further detail, see page 29 of the 2007-2008 College Catalog.

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.

Annual crime statistics can be found on the SBCCD website at www.sbccd.org, under "About the District." In addition, the full "Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act" handbook is available at the following locations: SBCCD Chancellor's

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

- The use or possession of alcoholic beverages on college property or at any college-sponsored event.

Substance Abuse

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

- The use, sale or possession of illegal drugs.
- The presence on campus of anyone under the influence of drugs or alcohol.

Transcript Request

Transcripts can be ordered online at 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	Associate Dean, Enrollment Management
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 (909) 384-4410 for additional information.

Yes, I'm interested in the Honors Program! Turn this application in to the Honors Office in AD/SS 103.

Look what's being offered in the Fall:

ANTHRO 106H	CHEM 212H	ENGL 102H	PSYCH 100H
BIOL 109H	CD 105H	MATH 285	SOC 100H
CHEM 150H	ECON 200H	PHIL 101H	SPAN 103H
CHEM 151H	ENGL 101H	POLIT 110H	SPEECH 110H

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

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:

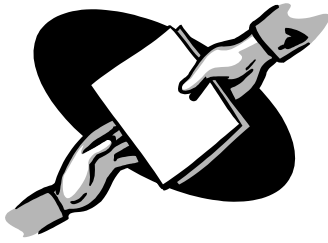
- Reprimand (a verbal or written recognition of a violation of good conduct that admonishes the offender to avoid future infractions).
- Probation (a disciplinary action which returns the offender to the college community on his or her promise of appropriate future behavior; may include, but is not limited 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).



Schedule Planner

Summer 2008

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



WORKING?

EARN COLLEGE CREDIT FOR WHAT YOU LEARN ON THE JOB!!!

Enroll in

COOPERATIVE WORK EXPERIENCE EDUCATION

BENEFITS TO STUDENTS:

- NO CLASSROOM HOURS - THE JOB SITE IS THE CLASSROOM
- NO TESTING - KNOWLEDGE OF WORK IS TESTED ON THE JOB
- BECOME A MORE VALUABLE EMPLOYEE

Cooperative Work Experience Units apply as Elective Units in all SBVC majors and are transferable, in some cases, to four-year colleges and universities.

WORK EXPERIENCE 198

- a) The student's major and job MUST MATCH
- b) Applicable for AA Degree
- c) Units may transfer

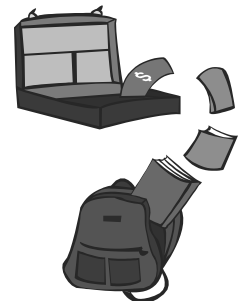
GENERAL WORK EXPERIENCE 099

- a) The student's major and job DO NOT HAVE TO MATCH
- b) Applicable for AA Degree
- c) Units are NOT transferable

NOTE: * Student must be working, for pay or volunteer.
* *Orientation meeting is mandatory.*

We offer Cooperative Work Experience in the following areas:

- | | |
|---------------------------------|--------------------------------|
| Administration of Justice | Inspection Technology |
| Aeronautics | Library |
| Art | Machinist Technology |
| Automotive Technology | Nursing |
| Business Administration | Physical Education |
| Child Development | Radio/Television/ Film |
| Computer Information Technology | Refrigeration/Air Conditioning |
| Electronics | Restaurant Management |
| Human Services | Welding Technology |
| | General Work Experience |



**For information, visit the Work Experience Office
Located in the Business Building, Room B-100
Or call 384-8685**

San Bernardino Valley College is an equal opportunity institution.

'INCREASE YOUR CHANCES FOR ACADEMIC SUCCESS'

WITH

STAR

TUTORIAL & TRANSFER PROGRAM

WHAT FREE SERVICES ARE PROVIDED BY STAR

- ★ Academic Tutoring
- ★ Academic and Personal Counseling
- ★ Cultural Activities
- ★ Field Trips to Four-Year Universities
- ★ Meal Vouchers
- ★ STAR Program Grant Aid
- ★ Transfer & Career Guidance
- ★ Workshops
- ★ MORE!

STAR Is A Federally Funded Student Support Services TRiO Program

STAR students are either first-generation college students (neither parent has a bachelor's degree), learning or physically disabled, or low-income. They must be enrolled in a minimum of six units, and be taking at least one core subject course: biology, chemistry, English, math, or reading, during their first semester with the program.

Pick Up An Application In Person at AD/SS 201

Or

Online at www.depts.vallycollege.edu/star

STAR Office – (909) 384-4433



I'M A STAR...because the services offered help me stay in school and reach my academic goals.
Joshua



I'M A STAR...because of the quality service and one-on-one attention.
Victoria

SEMESTER IN SALAMANCA ■ SPRING 2009

Or

SEMESTER IN LONDON ■ FALL 2009

The semester in Salamanca during Spring 2009 and semester in London Fall 2009 provide a very enriching experience. With either trip you choose, you will enjoy historical surroundings, grow intellectually and enhance your overall knowledge of the world while making normal progress toward your degree objectives. You will earn 12 units in courses taught by faculty from community colleges in the Southern California Foothills Consortium, which includes San Bernardino Valley College. You will receive credit through Citrus College.

Either study abroad semester will enable you to:

- ❖ Earn college credit transferable for a bachelor's degree.
- ❖ Fulfill general education requirements with most courses
- ❖ Participate in the Spanish or British Life and Culture class with exciting guest speakers and field trips.
- ❖ Take advantage of low-cost flights and living accommodations.
- ❖ Consider optional tours to explore the great cities and historic sites of Europe.

Information Meetings for Salamanca ■ Spring 2009:

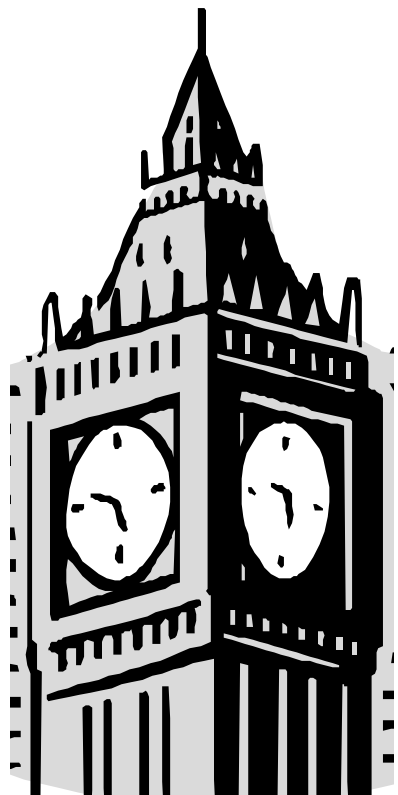
Monday, September 15, 2:00 p.m. &

Tuesday, September 16, 11:00 a.m.

LA-201

Financial aid available for qualified students

For more information, call Julie Tilton at (909) 384-8597 or email jtilton@valleycollege.edu



Transfer to the California State University (CSU) and the University of California (UC)



Students who plan to transfer to the UC should refer to the UC Transfer Course Agreement (TCA) for any credit limitation that may apply to courses for their transfer course unit calculation. The TCA may be accessed through ASSIST at www.assist.org. ASSIST provides the most accurate and up-to-date information available about student transfer in California.

Although a course may be designated as transferable to the CSU and/or UC, it may not meet IGETC, CSU GE-Breadth, or major preparation requirements. Major preparation varies from university-to-university at both the UC and CSU.

Students should consult with a counselor and review general education and major requirements. Transfer university representatives meet with students in the Transfer and Career Center.

How Long Will It Take To Complete My Degree?

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

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

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



Students Right to Know Crime Reporting/Crime Statistics

REPORTING CRIMES AND EMERGENCIES

The San Bernardino Community College District maintains a Police Department 24 hours a day, 7 days a week. You may report any criminal action or any other emergency at SBVC any time – day or night – by calling **(909) 384-4491** or by coming in person to the District Police Department located in the **Campus Center Building, Room 100**. Hours are Monday-Thursday, 8 a.m.– 5 p.m.

CRIME STATISTICS

Annual crime statistics can be found on the SBCCD website at www.sbccd.or/index.php?CurrentDir=District_Police_Department/. In addition, the full *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* is available at the following locations:

- SBCCD Chancellor's Office
- Vice President of Student Services, SBVC
- SBVC District Police Department

**Get out of
line...
GO
ONLINE!**

**SBVC BOOKSTORE
ORDER ONLINE @
WWW.SBVCBOOKSTORE.COM**

*Have your books AND your supplies delivered to your home
and save an additional 5%*

- Textbooks available for reservation and sale ONLINE for all sessions – **Same day as registration**
- Online Orders for all summer classes ship – **May 12**
- Textbook reservation pick up for **Summer Session I – May 12**
- **Summer Session I** textbooks available for sale IN THE BOOKSTORE – **May 19**
- Textbook reservation pick up for **Summer Session II – June 16**
- **Summer Session II** textbooks available for sale IN THE BOOKSTORE – **June 18**

**Last Day to Return
Summer Textbooks:
1 week from the
start of class**

**Don't forget!!
Spring Book Buyback
May 16-22**

CORE SKILL SETS

The college is committed to helping students achieve the following skill sets if you complete your Associate Degree at SBVC.

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

1. Communication

Students learn to communicate effectively when they:

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

2. Information Competency

Students develop information competency skills when they:

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

3. Critical Thinking

Students develop critical thinking skills when they:

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

4. Ethics

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

- 4.1. Accept responsibility for their own actions
- 4.2. Demonstrate respect for a diversity of ideas and the rights of others

- 4.3. Exhibit personal, professional, and academic honesty
- 4.4. Display behavior consistent with the ethical standards within a discipline or profession
- 4.5. Apply lessons learned from the past to ethical issues faced in the present
- 4.6. Evaluate their own ethical beliefs in relationship to moral dilemmas
- 4.7. Assume civic, political, or social responsibilities

5. Creative Expression and Self Awareness

Students learn creative expression and self awareness when they:

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

6. Social Interaction and Cultural Diversity

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

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

CAMPUS ADMINISTRATION

President Debra Daniels, Ed.D. (AD 208)	Dean, Health Science Marilyn Johnson, B.S., M.N. (HLS 100)	Associate Dean, Enrollment Management Dan Angelo, M.A. (AD 100)
Vice President, Instruction To Be Announced	Humanities Kathryn Weiss, Ed.D. (LA 217)	Director, Athletics David Rubio, M.A. (WG6)
Vice President, Student Services Damon A. Bell, M.Ed. (AD 200)	Dean, Library and Learning Resources Marie Mestas, M.L.S. (LIB 207)	Director, Community Relations and Resource Development Paul Rubalcaba, B.A. (CC 204.1)
Vice President, Administrative Services Michael Perez, M.B.A. (AD 206)	Dean, Math Haragewin Kinde, Ed.D. (C 121)	Director, DSP&S Kathleen Pryor, M.A. (AD 105)
Dean, Applied Technology & Transportation Gary Kelly, M.A. (T 100)	Dean, PE/Athletics Corene Schwartz, Ed.D. (SG 28)	Director, EOPS & CARE Herbert English, M.A., (AD 202)
Dean, Business & Information Technology Margaret Ortiz, M.A. (B 101)	Dean, Research, Planning & Development Troy Sheffield, Ed.D. (CC 212)	Director, Financial Aid Nancy Davis, M.S. (AD 106)
Dean, Career College, CalWorks, and Workforce Development Zelma Russ, Ed.D (CC 219)	Dean, Science Susan Bangasser, Ph.D. (C 121)	Director, Marketing & Public Relations Craig Petinak, B.A. (AD 200)
Dean, Career Technical Queen Hamilton, Ed.D. (AD200)	Dean, Social Science & Human Development To Be Announced	Director, Student Life Nikki Schaper, M.A. (CC 137)
Dean, Counseling & Matriculation Marco Cota, M.A. (AD103M)	Dean, Student Development Rebeccah Warren-Marlatt, M.A. (AD 103D)	Director, Transportation Kevin Anderson, M.B.A. Transportation Center
Administrative Dean, Criminal Justice & Public Safety Gloria Fisher, J.D., (Planetarium, 2nd Floor)	Dean, Visual, Performing & Media Arts Marjorie Price, M.A., Ed.D. (NH 240)	Director, Weekend College & Mountain Centers Helena Johnson, M.Ed. (AD200)

DISTRICT ADMINISTRATION

Chancellor Donald F. Averill, Ed.D.	Executive Director, Facilities & Planning David Salazar, E.M.B.A.	District Director, Marketing & Public Relations Donna Hoffmann, M.A.
Vice Chancellor, Fiscal Services Robert Temple, M.A.	Director, Fiscal Services Crispina Ongoco, B.S.	General Manager, Radio & TV Stations Larry Ciecalone, M.B.A.
Interim Vice Chancellor, Human Resources & Employee Relations John Matulich, M.S.	Interim Director, Human Resources Dio Shipp, M.A.	Business Manager Ron Gerhard, M.B.A.
Chief Informational Officer, Computing Services Melissa Mullinax, B.A.	District Director, Economic Development & Corporate Training Matthew Isaac, Ph.D.	Executive Director, Government Relations Frank Reyes, M.A.
Executive Director, Distributed Education & Technology Services Glen Kuck, Ed.D.	Police Chief, District Police Patrick C. McCurry	