

Welcome to San Bernardino Valley College!

Follow these easy steps, and it will take you from the application to registration.

STEP 1. APPLICATION (ADMISSIONS)

An application must be completed by all **NEW** students. You may apply online at <http://www.valleycollege.edu> and click on "Apply and Register," then click on "Application for Admission – Online" under the Admissions column. You **must** print the Statement of Residency page and **submit** it to Admissions **before** you will be cleared for **ASSESSMENT**.

Returning students who have had a break in attendance of one or more semesters must fill out an admission application and submit it to the Admissions Office in person or by mail. Returning students who do not know their SBVC student Identification Number may dial (909) 888-1996 and follow the prompts.

Upon completion of the Application Process, you will receive a **Student Identification Number (new students)**. This is mandatory for all the other steps of enrollment!

ADMISSION OFFICES: AD/SS 100 Phone: (909) 384-4401

Hours: 8:00 am to 6:00 pm, Monday - Thursday
Closed Fridays and Weekends during the Summer

STEP 2. ASSESSMENT

After completing your application, you may take the Assessment exam for placement into **English, reading and math**, or ESL (English as a Second Language). Appointments can be made through Admissions or by calling the **Assessment Office: (909) 384-8955**.

Note: Assessment testing begins promptly at the times designated, so do not be late: You **must** bring your **Student Identification Number** and a **valid photo Identification Card**. Upon completion of the assessment, you will be given an appointment for orientation which will be conducted by a counselor. You will have an opportunity to develop a one semester education plan at that time.

STEP 3. ORIENTATION

Orientation will show you how the college system works for you! You will learn about: Student Support Services, Financial Assistance, Clubs and Organizations, Academic Success Tips, How to Establish an Educational Goal, Course Requirements for Associate, Certificate and Transfer Programs, Rights and Responsibilities as a student, and other information for your academic success.

After Orientation, you will be ready to register for classes. If you prefer further guidance, make an appointment with a counselor later during the semester to develop a long-term education plan and you can register for SDEV 010 – a course in Educational Planning.

STEP 4. REGISTER FOR CLASSES

You are now ready to register! Follow the advice that you received in Orientation and use the Education Plan provided to you by the Counselor and pick the courses that apply to your goal. You may register online at any time or in the Admissions Office during registration hours.

STEP 5. PAY FEES

Fees can be paid in five ways:

1. Online: www.valleycollege.edu (by credit card)
2. Telephone: (909) 888-1996 (by credit card)
3. U.S. Mail (by check or money order)
4. Placing fee payment coupon and check or money order in a drop-box on campus located in front of the Admissions Office.
5. In person at the Admissions Office.

Financial Aid is available to those who qualify. Go to the Financial Aid Office (AD/SS 106) or visit the website at www.valleycollege.edu for additional information.

STEP 6. COUNSELING

As a new student, seeing a counselor is very important. A counselor is an excellent navigational tool to help you with career choices and to answer questions that you have regarding your educational goal. Counselors will help you find the right level of classes and assist in creating an Educational Plan as well as direct you to other services.

Please schedule an appointment with a counselor during a ***non-registration time period**. The recommend time is between: ***September – October or *February – April**. Counselors are available throughout the Summer session on a drop-in basis.

COUNSELING OFFICE: AD/SS 103 Phone: (909) 384-4404

SUMMER DATES TO REMEMBER

Registration

April 14-15 EOPS/CARE & DSPS Priority Registration
April 16-23 A-F Priority Registration
April 24 Open Registration Begins

Summer Session I

May 27 - June 26

Summer Session II

June 30 - August 7

Please refer to your registration statement for last day to drop and last day to withdraw.

Ref#	Instructor	Days	Meeting Times	Site Bldg/Room/Meth	Inst Start Date	Drop Date*	Withdraw Date*	Cred Stat
3394	BIOL-050-03 Anat & Physio F. Caracol	TTH	04:00PM 05:50P	SBVC HLS 134	LEC 01/14/08	02/07/08	04/25/08	4.00 Add

* Drop Date - Last day to withdraw without a "W"
* Withdraw Date - Last day to withdraw

Holidays

May 26 Memorial Day – Campus Closed
July 4 Independence Day – Campus 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.

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 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.

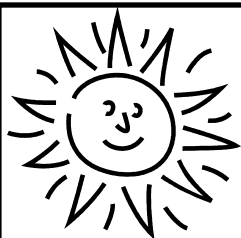
Non-Discrimination Policy – All programs and activities of the San Bernardino Community College District shall be operated in a manner that is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap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

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DEPARTMENT OFFICE	LOCATION	PHONE NUMBER	OPEN OFFICE HOURS
Campus Business Office (includes Parking)	AD 206	384-4453 384-8288	8:00 am – 6:00 pm Monday – Thursday
Bookstore	CC 123	384-4435	7:30 am – 7:00 pm Monday - Thursday
Library	LIB	384-4448	May 25 – June 26 8:00 am – 9:00 pm – Monday – Thursday June 30 – August 7 8:00 am – 9:00 pm – Monday – Thursday
Admissions & Registration Transcripts Veterans' Services	AD 100	384-4401	8:00 am - 6:00 pm Monday -Thursday Closed Fridays and on Weekends
Assessment (Testing)	AD 101	384-8959	8:00 am – 6:00 pm Monday – Thursday
Counseling Services	AD 103	384-4404	8:00 am -6:00 pm Monday –Thursday Closed Fridays and on Weekends
Disabled Student Programs and Services	AD 105	384-4443	8:00 am -6:00 pm Monday –Thursday Closed Fridays and on Weekends
Financial Aid	AD 106	384-4403	8:00 am--6:00 pm Monday - Thursday Closed Fridays and on Weekends
Student Life (Picture taken for student ID card)	CC 133	384-4474	8:00 am – 6:00 pm Monday – Thursday Closed Fridays and on Weekends
Transfer and Career Services	AD 203	384-4407	8:00 am – 6:00 pm Monday – Thursday Closed Fridays and on Weekends



Weekend College During the Summer!

Weekend College will be offering the following courses on
Fridays/Saturdays this summer:

ACAD 100
ART 100
ART 111

PSYCH 100
RM 298
SDEV 102

SPAN 015
SPEECH 111
WST 010x2

Weekend College Hours:

1:30 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) 384-4476

FEES, PAYMENT OPTIONS & YOUR RESPONSIBILITIES

SBVC is one of the most affordable colleges in the country, but it isn't free. You are responsible for all fees related to your enrollment here. You may pay your fees the following ways:

Credit Card – On-line (www.valleycollege.edu)
Telephone (909) 888-1996

Cash - Admissions Office (AD/SS 100)

Check – Admissions Office (AD/SS 100) or the drop box outside the office.

As a student at SBVC, you are responsible for registering for your classes, paying your fees, and if necessary, dropping your classes. If your fees are not paid in full, the College may drop you from your classes, **but this may not happen, and you should not rely on it**, because if it doesn't, you are still responsible for the fees. If you do not drop your classes, you owe the fees, and may receive failing grades. So please – pay your fees on time, and drop any classes that you can't complete.

RESIDENCY

To be declared a California resident, you must have been physically present in the state, continuously, for a year prior to the beginning of the term, during which time you must have taken steps to make California your permanent residence. In matters of residency, the burden of proof lies with the student. **If the applicant is less than 18 years**, s/he may derive residency status from the parents (or guardian) if the parent (guardian) has established residency according to the above standard.

Non-California Residents are welcome to attend SBVC, but are required to pay non-resident tuition, as well as the enrollment fees paid by California residents.

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.

HIGH SCHOOL STUDENTS

High school students may benefit from the challenge of a college level course and the more mature climate of the SBVC campus. To be considered for special admission to SBVC as a concurrently enrolled in high school student,

you must complete a regular application for admission, a petition for concurrent high school enrollment, an emergency youth contact card, and supply an official copy of your high school transcript (a packet with these forms is available at the SBVC Office of Admissions, AD/SS 100). These forms must be submitted **no later than** two weeks before the beginning of class.

If you want to enroll in a transfer level course you must be a junior or senior, have the approval of your parent (or guardian) and your high school principal (or designee). You should also have approximately a 3.0 GPA, although other factors will be taken into account, including test scores, and your success in your high school courses.

If you want to enroll in a technical/vocational course you must be in at least the ninth grade, have the approval of your parent (or guardian) and your high school principal (or designee). You should also have approximately a 2.0 GPA, although other factors will be taken into account, including test scores, and your success in your high school courses.

Courses taken at SBVC cannot duplicate courses currently available at your high school.

Things to consider before you enroll – you should be aware that enrollment in a College course creates a permanent record that must be reported to any college the student applies to in the future. College courses may or may not be accepted by your high school – please check with your high school in advance. College courses may contain adult content. High school students are expected to comply with all SBVC rules and regulations as listed in the SBVC Catalog. Parents/guardians do not have the right to access college records without the student's written consent or a court order.

AB 540

1. SBVC, in compliance with California law, welcomes undocumented, non-immigrant aliens, and will classify them as California residents, for tuition purposes, if they meet all of 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.

Please visit the Admissions Office for further information.

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 or by fax at (909) 889-4988. Log on to www.valleycollege.edu or call (909) 888-1996 to confirm your registration category beginning **March 17**. Web/Telephone registration begins on **April 16**. ****DSPS and EOPS registration is April 14.**

HOW PRIORITY REGISTRATION WORKS

SBVC uses a priority system for registration. Because not everybody can go first, we have to use a priority system. SBVC, in compliance with California law, allows disabled and disadvantaged students, as well as Veterans, the first opportunity to register. To be eligible for this service, students must be approved for services with the DSPS Office, the EOPS/CARE office or the Veterans' Office. After these students have registered, the students who have the highest number of units earned at SBVC have the highest priority. You can find out when you are authorized to register by reviewing the table below, or by calling (909) 888-1996.

WEB/TELEPHONE REGISTRATION SCHEDULE – SUMMER 2008

Web/Telephone Registration begins **April 14**. The registration system is available Monday-Saturday, 7:00 a.m. – midnight and Sunday, 6:00 a.m. – 7:00 p.m. Please be aware that incomplete applications, prerequisite requirements or Academic and Probationary issues may cause the system to disallow registration. We encourage you to pay with a credit card when you 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, may be dropped.

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

April 14-15	EOPS/CARE, DSPS and Veterans	April 19-21	Priority D
April 16	Priority A	April 22	Priority E
April 17	Priority B	April 23	Priority F
April 18	Priority C	April 24 and following	Open Registration

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 or call (909) 888-1996 beginning **March 17**. **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 2008 term who have completed 40 to 109 units at SBVC.

Category B

- Students enrolled at SBVC during the Spring 2008 term who have completed 30 to 39.9 units at SBVC.

Category C

- Students enrolled at SBVC during the Spring 2008 term who have completed 15 to 29.9 units at SBVC.

Category D

- Students enrolled at SBVC during the Spring 2008 term who have completed up to 14.9 units at SBVC.

Category E

- Students who attended SBVC previously but not in the Spring 2008 term who have reapplied for Summer 2008 admission.
- New students who have submitted an application for Summer 2008 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 \$195. Students who are both citizens and residents of a foreign country will also be required to pay a Capital Outlay fee of \$15 in addition to the non-resident fee.**
- B. Add the required Health Fee of \$13
- C. Add the required Student Center fee. To do this, multiply the number of units you will be taking by \$1 per unit. (Example: If you are taking 3 units the fee will be \$3.) The maximum amount paid 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) \$13 + C) _____ + D) \$1 = _____.

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

You will also be given the option of purchasing an Associated Student (AS) Discount Sticker for \$5. If you decide to purchase an AS Sticker, you will be able to attend 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 a 5% discount on the cost of your textbooks!



Registration Fee Payment Coupon – Summer 2008

(Please return with payment)

Student ID# _____	Birth Date _____	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. (\$175/unit plus enrollment fee \$20/unit)	\$195 per unit	_____
Non-resident/Citizens of Foreign Countries (\$175/unit plus enrollment fee \$20/unit <u>plus</u> Capital Outlay Fee \$15)	\$195 per unit <u>plus</u> \$15	_____
Health & Accident Fee	\$13	_____
Student Center Fee	\$1 per unit; not to exceed \$10 annually	_____
Student Representation Fee	\$1	_____
<i>(This \$1 fee may be waived for moral, religious, political or financial reasons. Circle a reason if applicable, sign and drop in registration drop box in the Admissions and Records Office in the AD/SS Building.)</i> Signature _____		

OPTIONAL FEES:

Associated Students Discount Sticker	\$5	_____
Parking Fees	\$15 Summer	_____

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

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

Payment may be made by check/money order/credit card. **ABSOLUTELY DO NOT SEND CASH!** You must pay all your fees within three (3) working days of registration or you may be dropped from your classes. **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

If you experience difficulty registering during the registration period and need assistance, please call the Valley College HELP Desk at: (877) 241-1756.

Web Registration Instructions:

1. Log on to www.valleycollege.edu
2. Log on to Campus Central.
 - a) New Students and Students Returning After an Absence
 - i) Your initial login is your San Bernardino Valley College e-mail address.
Example: 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
 - ii) 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 (877) 241-1756 and give them your student identification number **AND** social security number.

- b) Continuing Students
 - i) 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 "Purchase an AS Discount Sticker." (Note: Once this purchase is made, the sale cannot be cancelled through Web Registration.)
8. If desired, click on "Purchase a Parking Permit." (Note: Once this purchase is made, the sale cannot be cancelled through Web Registration.)
9. If desired, click "Pay now with your credit card." Visa and MasterCard are accepted.
 - a) Enter your card number and expiration date, click "Continue."
 - b) Confirm that the information submitted is correct, click "Pay."
 - c) If your payment is successful, your account balance will be adjusted accordingly.
 - d) Click "Return to Registration."
10. If desired, click on the "FACTS" link. This gives you the option of paying your fees in several small payments. There is a fee for this service.
11. 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.

TELEPHONE REGISTRATION INSTRUCTIONS

Please listen carefully to the voice response for instructions. If you experience difficulty registering during the registration period and need assistance, please call the Valley College HELP Desk at: (877) 241-1756.

TELEPHONE REGISTRATION WORKSHEET • DIAL (909) 888-1996 An Electronic 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.

You must pay all your fees within three (3) working days of registration or you may be dropped from your classes. 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.

We are not responsible for any delay in the mail.

HOW TO READ A SCHEDULE

Course title and course name

Units

CAN (California Articulation Number)

Prerequisite, if any

Building/Room

Instructor

Reference Number

Section Number

Days Times

Lecture

Laboratory

CHEM 150 General Chemistry I **5 Units**

An introduction to college-level chemistry with an emphasis on the mole concept, thermochemistry, atomic and molecular structure, interactions, periodic chart, organic chemistry, solids, liquids and gases.

Associate Degree Applicable
Course credit transfers to CSU and UC.
CAN (California Articulation Number) CHEM 2
PREREQUISITES: CHEM 101 and MATH 102.

3518 01 MWF 11:00a-11:50a LEC 5.00 C130 Okamura,J
TTH 11:00a-01:50p LAB C203 Okamura,J

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.

Obtain a webcode authorization sticker from your instructor. Log on to 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. In the event your instructor runs out of authorization stickers, s/he may sign your add card. Signed add cards must be submitted to Admissions and Records for processing. Payment will be due immediately.

To pay:

- Use a credit card to pay over the web system, OR
- Bring your add/drop card and payment (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. 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. Be aware that there may be consequences for your Financial Aid if you drop a class.**



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 2008 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!**

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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!”**



NEED HELP PAYING YOUR ENROLLMENT FEES?

Board of Governors Fee Waiver (BOG)

This waiver is available to California residents to cover basic enrollment fees. In order for the Financial Aid Office to determine eligibility, the student must submit a Board of Governors Fee Waiver Application or a FAFSA (Free Application for Federal Student Aid).

F I N A N C I A L A I D

DID YOU KNOW YOU MIGHT BE ELIGIBLE FOR ADDITIONAL FUNDS TO HELP PAY FOR BOOKS, TRANSPORTATION AND LIVING EXPENSES?

See the listing below of all federal and state funds available through the FAFSA process at San Bernardino Valley College. To file a FAFSA (Free Application for Federal Student Aid) go to www.fafsa.ed.gov and use school code 001272 for Valley College. Additional information regarding each of the programs listed is available in the Financial Aid Office and our staff is eager to help you.

Information is also available at www.valleycollege.edu/Financial_Aid/index.php

Federal Pell Grant

The Federal Pell Grant program provides grants up to a maximum of \$4176 per year for students, depending on the ability of the family and/or individual student to contribute to their educational costs determined by the FAFSA application process.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program provides federal grant funds to supplement the Federal Pell Grant. The average grant for San Bernardino Valley College students is \$750. Students must be eligible for a Pell Grant and have exceptional need.

Cal Grant (B and C)

Cal Grant B helps students from low income families who meet all the Cal Grant eligibility requirements meet costs for academic programs. Cal Grant C helps meet costs for vocational training programs for students from low income families. The primary deadline for Cal Grant is March 2 and there is also a secondary filing deadline of September 2. The application for Cal Grant is a 2 step process: a FAFSA and a GPA Verification Form must be submitted in order to be considered for the grant.

Academic Competitiveness Grant (ACG)

The new grant is for students who graduated from high school in 2005 or 2006 who completed a rigorous program of study as defined by Federal regulations and confirmed by the student's high school. Student's who qualify can receive a grant for two years. The amount for the first year is \$750 and \$1300 for the second year.

Federal Work-Study

Federal Work-Study offers students the opportunity to earn funds to help cover their educational expenses through part-time employment during the school year. The maximum award is \$3000 per year.

Federal Stafford Loan

The Federal Stafford Loan is available to eligible students in the following amounts: up to \$3500 per year for first year students, up to \$4500 for second year students.

California Community Colleges 2007-2008 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 or at the Financial Aid Office.**

Note: Students who are exempt 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 style="display: flex; justify-content: space-between; width: 100%;">LastFirstMiddle Initial</small>	Student ID # _____
Email (if available): _____	Telephone Number: (____) _____
Home Address: _____ <small style="display: flex; justify-content: space-between; width: 100%;">StreetCityZip Code</small>	Date of Birth: _____ / _____ / _____
Has the Admissions or 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 Enrollment 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 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, 1984? Yes No
 2. As of today, are you married or in a Registered Domestic Partnership (RDP)? (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, 2008? Yes No
 4. Are (a) both your parents deceased, or (b) are you (or were you until age 18) a ward/dependent of the court? Yes No
 5. Are you a veteran of the U.S. Armed Forces or currently serving on active duty for purposes other than training? Yes No
- If you answered "Yes" to any of the questions 1 - 5, you are considered an **INDEPENDENT** student for enrollment 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 2006 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 enrollment 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 ENROLLMENT FEE WAIVER

8. Are you (the student ONLY) currently receiving monthly cash assistance for yourself or any dependents from:

TANF/CalWORKs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SSI/SSP (Supplemental Security Income/State Supplemental Program)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
General Assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 an **ENROLLMENT FEE WAIVER**. Sign the Certification at the end of this form. You are required to show current proof of benefits. Complete a FAFSA to be eligible for other financial aid opportunities.

METHOD B ENROLLMENT FEE WAIVER

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, 2008.) _____
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, 2008.) _____
12. **2006 Income Information**

	DEPENDENT STUDENT: PARENT(S)/ RDP INCOME	INDEPENDENT STUDENT: STUDENT (& SPOUSE'S/ RDP) INCOME
a. Adjusted Gross Income (If 2006 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 ALL money earned in 2006 that is not included in line (a) above (such as TANF benefits, disability, Social Security, child support).	\$ _____	\$ _____
TOTAL Income for 2006 (Sum of a + b)	\$ _____	\$ _____

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

SPECIAL CLASSIFICATIONS ENROLLMENT 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 from 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 an ENROLLMENT FEE WAIVER and perhaps other fee waivers or adjustments. 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 2006 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"/> National Guard Dependent <input type="checkbox"/> Medal of Honor <input type="checkbox"/> 9/11 Dependent <input type="checkbox"/> Dep. of deceased law enforcement/fire personnel	RDP <input type="checkbox"/> Student <input type="checkbox"/> Parent	<input type="checkbox"/> Student is not eligible
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Comments: _____

Certified by: _____ Date: _____

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/Air Travel	Allen Moore	8270
Anthropology	Jan Pielke	8586
Architecture & Environmental Design	John Stankas	8268
Art	Mandi Batalo	8937
Astronomy	Mike Lysak	8529
Automotive	Guy Hinrichs	5450
Biology	David Bastedo	8564
Business Administration	Roger Powell	8910
Business Calculations	Nick Zombos	8912
Chemistry	John Stankas	8268
Child Development	Juliann Martin	8542
Computer Information Technology	Roger Powell	8910
Computer Science	John Stankas	8268
Cooperative Work Experience	Mary Nemnich	1623
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	Diane Hunter	8634
ESL	Diane Hunter	8634
Family & Consumer Science	Juliann Martin	8542
GIS	Todd Heibel	8638
Geography	Todd Heibel	8638
Geology	Todd Heibel	8638
Health Education	Dawn Adler	8964
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	David Bastedo	8564
Modern Languages	Nori Sogomonian	8544
Music	Matie Scully	8545
Nursing	Priscilla Taylor	8925
Oceanography	Todd Heibel	8638
Paralegal Studies	Nick Zombos	8912
Pharmacy Technology	Marilyn Johnson	8553
Philosophy	Julius Jackson	8595
Physical Education	Dawn Adler	8964
Physics	Mike Lysak	8529
Police Science	Gloria Fisher	4431
Political Science	Ed Millican	8587
Pre-Medical	Susan Bangasser	8650
Pre-Pharmacy	Susan Bangasser	8650
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/ Culinary Arts	Stacy Meyer	8913
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	John Stankas	8268
Welding Technology	William Kastner	8290
Work Experience	Mary Nemnich	1623