

available at the following locations: SBCCD Chancellor's Office; Vice President of Student Services, SBVC; SBVC College Police and Safety Services Department.

### **Student Assistance Program**

The Student Assistance Program (SAP) is designed to help students deal with problems and circumstances that they may encounter. 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 and can be reached by calling (909) 384-8233.

### **Student Health Services**

Student Health (SHS Building, Lot 8) 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; immunizations; vision, hearing and blood pressure screening. Mental health counseling is also available by appointment. Nurse practitioners are available for consultation, treatment, and referral. There is no charge for office visits; however, a nominal fee is charged for medication, lab tests, and immunizations. Call (909) 384-4495 for information or check our website for hours of operation:

[www.valleycollege.edu/Student\\_Services/Health\\_Services](http://www.valleycollege.edu/Student_Services/Health_Services)

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

### **Transcript Request**

Transcripts can be ordered online at [www.valleycollege.edu](http://www.valleycollege.edu). Click on Apply and Register; under Records, click on "Request for Transcripts."

### **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. 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), the Eureka career exploration program, and WorkAbility III for placement of students with disabilities. Eureka career exploration program is available on the computer. Students may also do a job search via the Internet using CaJOBS 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. The Center is open Monday-Thursday, 7:30 a.m. to 9:30 p.m.

### **Veterans Services**

Veterans 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.