

Welcome to San Bernardino Valley College!

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

STEP 1. APPLICATION (ADMISSIONS)

An application must be completed by all **NEW** students, and returning students who have had a break in enrollment. 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.

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

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.

STEP 5. PAY FEES

Fees can be paid in four ways:

1. Online: www.valleycollege.edu (by credit card)
2. U.S. Mail (by check or money order)
3. Placing fee payment coupon and check or money order in a drop-box on campus located in front of the Admissions Office.
4. 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 recommended time is between: *September – October* or *February – April.* Counselors are available throughout the Fall and Spring Semesters on a drop-in basis.*

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

FALL DATES TO REMEMBER

Registration

July 1, 2, and 3
 July 4, 5, 6 and 7
 July 8, 9 and 10
 July 11, 12, 13 and 14
 July 15, 16 and 17
 July 18, 19, 20, and 21
 July 22, 23 and 24
 July 25 – August 16

Priority (EOPS/CARE, DSP& S and Veterans)
 Category A
 Category B
 Category C
 Category D
 Category E
 Category F
 Open Registration

SBVC will be closed on all Fridays during the months of June and July.

Instruction

August 17
 August 17
 September 1
 September 8
 September 14
 September 21
 October 13

Full-Term Instruction Begins
 8-Week Short-Term Session Begins
 15-Week Short-Term Session Begins
 14-Week Short-Term Session Begins
 13-Week Short-Term Session Begins
 12-Week Short-Term Session Begins
 9-Week Short-Term Session Begins

Holidays

September 7
 October 20
 November 11
 November 26, 27 and 28
 December 25 – January 1

Labor Day – Campus Closed
 Faculty Flex Day – Classes Will Not Meet
 Veterans Day – Campus Closed
 Thanksgiving Recess – Campus Closed
 Campus Closed

Refer to your registration statement for last day to drop and last day to withdraw.

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Consulte a su declaración de registro para el último día para soltar y el último día para retirar.

HOW TO READ A SCHEDULE

Course ID, Course Title	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.	
CAN (California Articulation No)	Associate Degree Applicable Course credit transfers to CSU and UC. CAN (California Articulation Number) CHEM 2	
Prerequisite, If any	PREREQUISITES: CHEM 101 and MATH 102.	
Reference No	3518 01	Okamura, J Okamura, J
	MWF TTH	LEC 5.00 C130 LAB C203
	11:00a-11:50a 11:00a-01:50p	
	Section No	Building/Rm
	Days Times	Instructor
	Lecture	Laboratory

TABLE OF CONTENTS

GENERAL INFORMATION

Academic Calendar	BC
Academic Program Codes	F
Academic Advancement Lab	147
Associated Student Government	147
BOG Application	11
Bookstore	147, 155
Campus Administration	160
Campus Business Office	148
Child Development Center	148
Clubs	148
Corequisites/Prerequisites	150
Counseling	148
Crime Statistics	151, 155
Dates to Remember	2
Disabled Students Program & Services	148
Distributed Education	145, 148
District Administration	160
District Police	151
Enrollment Fees	4
EOPS/CARE	149
Fee Payment Coupon	6
Fee Waiver Application	11
Final Exam Schedule	159
Financial Aid	10, 149
Food Services	149
High School & College Codes	E
Honors Program	149, 153
How to Add/Drop Class	8
How to Read A Schedule	2
Library	149
Matriculation	149
Non-Discrimination Policy	149
Parking	149
Pass/No Pass	150
Priority Registration	5
Professional Development	161
Program Advisors	9
Refund Policy	150
Registration Categories	5
Schedule Planner	154
Scholarships & Awards	151
Services and Policies for Students	147
Sexual Harassment Policy	151
Standards of Conduct	151
STAR Program	151
Student Assistance Program	152
Student Disciplinary Procedures	153
Student Grievance Policy	151
Student Health Services	152
Substance Abuse Policy	152
Transcripts	152
Transfer and Career Center	152
Tutorial Center	152
Veterans Services	152
Web Registration	7
Writing Center	152

ACADEMIC PROGRAMS

Academic Advancement	19
Accounting	20
Administration of Justice	21
Aeronautics	23
American Sign Language	25
Anthropology	25
Architecture & Environmental Design	26
Art	28
Astronomy	32
Automotive	33
Big Bear Offerings	132
Biology	36
Business Administration	39
Business Calculations	41
Chemistry	41
Child Development	44
Computer Information Technology	48
Computer Science	54
Correction	54
Criminal Justice	55, 134
Culinary Arts	56
Dance	56
Diesel	57
Economics	58
Electrics/Electricity	59
Engineering	61
English	62
English as a Second Language	67
Family & Consumer Science	68
French	68
Geographic Information Systems	69
Geography	69
Geology	71
Health Education	72
History	73
Human Services	75
Inspection Technology	80
Machine Technology	82
Mathematics	85
Music	90
Nursing	93
Oceanography	97
Paralegal	98
Pharmacy Technology	98
Philosophy/Religious Studies	99
Physical Education	102
Physical Education – Ind/Dual	102
Physical Education – Team	105
Physical Education – Varsity	106
Physical Science	107
Physics	107
Police Science	136
Political Science	108
Psychiatric Technology	109
Psychology	110
Radio, Television, Film	111
Railroad	115

Reading & Study Skills	114
Real Estate/Escrow	116
Refrigeration & Air Conditioning	
Restaurant Management	118
Sociology	119
Spanish	120
Speech	121
Student Development	123
Technical Calculations	125
Theater Arts	125
Warehouse	126
Water Supply Technology	127
Weekend College Offerings	143
Welding Technology	128
Work Experience, General	131

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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SBCCD Board of Trustees

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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.

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.** 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 are exempt from non-resident tuition for the duration of their attendance at a community college as long as they remain on active duty. Spouses and dependents are entitled to a waiver of the non-resident fee as long as they are continuously enrolled.

AB 540

1. SBVC, in compliance with California law, will waive non-resident tuition for non-resident students 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.

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 you apply 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.

Please visit the Admissions Office in AD/SS 100 for further information.

Priority Registration

Students: If you experience difficulty registering and need assistance, please contact the HELP Desk at (877) 241-1756. Log on to www.valleycollege.edu to *confirm* your registration category. Registration begins on **July 4**. **EOPS/CARE, DSP&S and Veterans registration is **July 1, 2 and 3**.

PRIORITY REGISTRATION SCHEDULE

Registration begins **July 4**. 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

July 1, 2, and 3	Priority (EOPS/CARE, DSP&S and Veterans)
July 4, 5, 6 and 7	Category A
July 8, 9 and 10	Category B
July 11, 12, 13 and 14	Category C
July 15, 16 and 17	Category D
July 18, 19, 20, and 21	Category E
July 22, 23 and 24	Category F
July 25 – August 16	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. **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 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 2009 term who have completed 40 to 109 units at SBVC.
- SBVC special student populations (including athletes).

Category B

- Students enrolled at SBVC during the Spring 2009 term who have completed 30 to 39.9 units at SBVC.

Category C

- Students enrolled at SBVC during the Spring 2009 term who have completed 15 to 29.9 units at SBVC.

Category D

- Students enrolled at SBVC during the Spring 2009 term who have completed up to 14.9 units at SBVC.

Category E

- Students who attended SBVC previously but not in the Spring 2009 term who have reapplied for Fall 2009 admission.
- New students who have submitted an application for 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 \$214. Students who are both citizens and residents of a foreign country will also be required to pay a Capital Outlay fee of \$5 in addition to the non-resident fee.

- B. Add the required Health Fee of \$17
- 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) \$17 + 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 – Fall 2009

(Please return with payment)



Student ID Number	Birth Date	Day Telephone Number
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. (\$194/unit plus enrollment fee \$20/unit)	\$214 per unit	_____
Non-resident/Citizens of Foreign Countries (\$194/unit plus enrollment fee \$20/unit <u>plus</u> Capital Outlay Fee \$5)	\$194 per unit <u>plus</u> \$5	_____
Health & Accident Fee	\$17	_____
Student Center Fee	\$1 per unit; not to exceed \$10 annually	_____
Student Representation Fee	\$1	_____
<i>(This \$1 fee may be waived for moral, religious, political or financial reasons. Circle a reason if applicable, sign and drop in registration drop box in the Admissions and Records Office in the AD/SS Building.) Signature _____</i>		

OPTIONAL FEES:

Associated Students Discount Sticker	\$5	_____
Parking Fees	\$20 Fall	_____

I have Financial Aid: BOG 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!



- Visa
 MasterCard

Print Name as shown on card	_____
Card Number (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 San Bernardino 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. 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.

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 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.

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. Log on to www.valleycollege.edu. It is the student's responsibility to drop classes he/she is no longer attending. Be aware dropping a class may affect your financial aid eligibility. Check with the Financial Aid Office.

CÓMO AÑADIR O CANCELAR CLASES DESPUÉS DE QUE EL SEMESTRE HAYA EMPEZADO

Si usted cambia su horario, y el número de clases que iba a tomar cambia, la cantidad de su costo también cambiará. El pago de las clases hay que hacerse inmediatamente. Véa las páginas de "Reglas" al final de este horario de clases para que se entere de las reglas de reembolso si usted va a cancelar una clases.

CÓMO AÑADIR CLASES: Después de que se ha cerrado el periodo de matrículas y a partir del primer día de clases, hay formas que usted puede usar para añadir una clase, con tal de que haga sup ago inmediatamente si el número de unidades que usted va a tomar ha cambiado. Si usted añade o cancela una clase después de que haya empezado el semestre, usted tendrá que pagar el costo.

Obtenga una estampilla de autorización de su professor(a). Conéctese al sitio www.valleycollege.edu, entre a la página principal llamada "Campus Central", y sig alas instrucciones para matricularse usando la información de la estampilla de autorización. Tendrá que hacer el pago inmediatamente. Usted no podrá añadir clases a través del Internet después de que haya expirado el "use by date", en caso que a su professor(a) se le hayan acabado las estampillas de autorización, él/ella podrá firmar su tarjeta de añadir clases. Después de firmada la tarjeta, esta tarjeta de añadir clases la debe de entregar a la oficina de Admisiones y Registros para procesamiento. Deberá pagar inmediatamente.

Por favor, siempre guarde su recibo de registro y la información de su horario y/o la copia de añadir/cancelar clases hasta que los grados finales hayan sido enviados.

CÓMO CANCELAR CLASES:

Usted no necesita la firma de su professor(a) para cancelar clases. Usted puede usar el Internet. Conéctese con www.valleycollege.edu. El estudiante tiene la responsabilidad de cancelar las clases que ya no esté tomando. Por favor recuerde que el cancelar clases puede afectar su elebigilidad para ayuda financiera. Consulte con la oficina de Ayuda Financiera antes de cancelar clases.



ACADEMIC AND VOCATIONAL PROGRAMS AND DEPARTMENT CHAIRS

Program	Advisor	909-384-4400, Ext.
Academic Advancement	Odette McGinnis	8589
Accounting	Walt Chatfield	8652
Administration of Justice	Patrick Buckley	8604
Aeronautics	Allen Moore	8270
Anthropology	Romana Pires	8602
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	Walt Chatfield	8652
Chemistry	John Stankas	8268
Child Development	Kathy Adams Denise Knight	8549 8547
Computer Information Technology	Roger Powell	8910
Computer Science	John Stankas	8268
Cooperative Work Experience	Business Division	8908
Corrections	Patrick Buckley	8604
Criminal Justice	Gloria Fisher	4431
Dance	Matie Scully	8545
Diesel	Gary Kelly	8904
Economics	Walt Chatfield	8652
Electricity/Electronics	Ed Szumski	8501
English	Diane Hunter	8634
ESL	Diane Hunter	8634
Family & Consumer Science	Kathy Adams Denise Knight	8549 8547
GIS	Todd Heibel	8638
Geography	Todd Heibel	8638
Geology	Todd Heibel	8638
Health Education	Dawn Adler	8964
History	Colleen Calderon	8622
Human Services	James Robinson	8583
Inspection Technology	William Kastner	8290
Library Technology	Celia Huston	8574
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	Walt Chatfield	8652
Pharmacy Technology	Priscilla Taylor	8925
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
Psychiatric Technology	Mimi Tumang	8927
Psychology	Social Science	8603
Radio/TV/Film	Matie Scully	8545
Reading & Study Skills	Helen Garcia	8627
Real Estate/Escrow	Walt Chatfield	8652
Refrigeration	Ed Szumski	8501
Religious Studies	Julius Jackson	8595
Restaurant Management/ Culinary Arts	Stacy Meyer	8913
Sociology	Romana Pires	8602
Speech	Leticia Hector	8618
Student Development	Cindy Parish	8977
Technical Calculations	Ed Szumski	8501
Theatre Arts	Matie Scully	8545
Transportation	Gary Kelly	8904
Warehouse	Gary Kelly	8904
Water Supply Technology	John Stankas	8268
Welding Technology	William Kastner	8290
Work Experience	Business Division	8908

NEED HELP PAYING YOUR ENROLLMENT FEES?



Board of Governors Fee Waiver (BOG)

This waiver is available to California residents to cover basic enrollment fees **only**. Students must submit a Board of Governors Fee Waiver (BOG) Application or a FAFSA (Free Application for Federal Student Aid).

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 Aid Programs

- **Federal Pell Grant – Foundation of Federal Student Aid**
- **Federal Supplemental Educational Opportunity Grant (FSEOG)**
Students must be eligible for a Pell Grant and have exceptional need.
- **Academic Competitiveness Grant (ACG)**
The grant is for students who graduated from high school after January 1, 2005 who completed a rigorous program of study as defined by Federal regulations and confirmed by the student's high school.
- **Federal Work-Study**
Part-time employment on campus.
- **Federal Stafford Loan**
Low interest loan for students enrolled at least half-time.

Student Aid Programs

- **Cal Grant (B and C)**

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.

- **Chafee Grant**

Students who are eligible for the California Chafee Grant may receive up to \$5,000 per year. To qualify, you must be a current or former foster youth and not have reached your 22nd birthday as of July 1 of the award year. Go to the California Chafee Web page to apply – www.chafee.csac.ca.gov

California Community Colleges 2009-2010 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 a fee waiver. Do not complete this application. You may apply for financial aid by completing the FAFSA.

Name: _____ Student ID # _____
Last First Middle Initial

Email (if available): _____ Telephone Number: (____) _____

Home Address: _____ Date of Birth: ____/____/____
Street City Zip Code

Has the Admissions or Registrar's Office determined that you are a California resident? Yes 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

The questions below will determine whether you are considered a Dependent student or Independent student for fee waiver eligibility and whether parental information is needed. If you answer "Yes" to **ANY** of the questions 1-10 below, you will be considered an **INDEPENDENT** student. If you answer "No" to all questions, you will be considered a Dependent student thereby reporting parental information and should continue with Question 11.

1. Were you born before January 1, 1986? (If "Yes," skip to question 13) 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. Also, if you answer "Yes," skip to question 13.) Yes No
3. Are you a veteran of the U.S. Armed Forces **or** currently serving on active duty for purposes other than training? (If "Yes," skip to question 13) Yes No
4. 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, 2010? (If "Yes," skip to question 13) Yes No
5. When you were age 13 or older, were both your parents deceased, were you in foster care or were you a dependent/ward of the court? (If "Yes," skip to question 13) Yes No
6. As of today, are you an emancipated minor as determined by a court in your state of legal residence? (If "Yes," skip to question 13) Yes No

DEPENDENCY STATUS (Continued)

- 7. As of today, are you in legal guardianship as determined by a court in your state of legal residence?
(If "Yes," skip to question 13) Yes No
- 8. At any time on or after July 1, 2008, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless? (If "Yes," skip to question 13) Yes No
- 9. At any time on or after July 1, 2008, did the director of an emergency shelter program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
(If "Yes," skip to question 13) Yes No
- 10. At any time on or after July 1, 2008, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
(If "Yes," skip to question 13) Yes No

• If you answered "Yes" to any of the questions 1 - 10, 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 #13.

• If you answered "No" to all questions 1 - 10, complete the following questions:

- 11. If your parent(s) or his/her RDP filed or will file a 2008 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
- 12. 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 - 10 and "Yes" to either question 11 or 12, 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 11, and "No" to question 12, 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

- 13. Are you (the student **ONLY**) currently receiving monthly cash assistance for yourself or any dependents from:
 - TANF/CalWORKs? Yes No
 - SSI/SSP (Supplemental Security Income/State Supplemental Program)? Yes No
 - General Assistance? Yes No
- 14. 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 13 or 14 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

15. **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, 2010.) _____
16. **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, 2010.) _____
17. **2008 Income Information**

(Dependent students should not include their income information for Q 17 a and b below.)	DEPENDENT STUDENT: PARENT(S)/ RDP INCOME ONLY	INDEPENDENT STUDENT: STUDENT (& SPOUSE'S/ RDP) INCOME
a. Adjusted Gross Income (If 2008 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 received in 2008 that is not included in line (a) above (such as disability, child support, military living allowance, Workman's Compensation, untaxed pensions).	\$ _____	\$ _____
TOTAL Income for 2008 (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

18. 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
19. Do you have certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver?
Submit certification. Yes No
20. 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
21. 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
22. 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 2008 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.

I understand the following information (please check each box):

- Federal and state financial aid programs are available to help with college costs (including enrollment fees, books & supplies, transportation and room and board expenses). By completing the FAFSA, additional financial assistance may be available in the form of Pell and other grants, work study and other aid.
- I may apply for and receive financial assistance if I am enrolled, either full time or part time, in an eligible program of study (certificate, associate degree or transfer).
- Financial aid program information and application assistance is available in the college financial aid office.

Applicant's Signature

Date

Parent Signature (Dependent Students Only)

Date

CALIFORNIA INFORMATION PRIVACY ACT

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

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

FOR OFFICE USE ONLY

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

Certified by: _____ Date: _____

Solicitud para la Exención de Cuotas de Inscripción de la Junta de Gobernadores de los Colegios Comunitarios de California 2009-2010

Esta es una solicitud para que sus CUOTAS DE INSCRIPCIÓN SEAN EXENTAS. Esta EXENCIÓN DE LAS CUOTAS es estrictamente para residentes de California. Si usted necesita dinero para asistirle con la compra de libros, material, comida, renta, transporte, u otros gastos, por favor, llene la SOLICITUD GRATUITA PARA AYUDA ESTUDIANTIL FEDERAL (FAFSA) inmediatamente. Comuníquese con la Oficina de Ayuda Financiera para más información. La FAFSA está disponible en la página de Internet www.fafsa.ed.gov, o también en la Oficina de Ayuda Financiera.

Aclaración: Aquellos estudiantes que no sean residentes legales, pero que sean exentos de pagar una colegiatura de no-residentes bajo el Código Educativo de la Sección 68130.5 (AB 540), NO SON CONSIDERADOS residentes de California. Si usted NO ES residente legal de California, NO es eligible para recibir la exención de las cuotas de inscripción. No llene esta solicitud. Usted puede solicitar para recibir otros tipos de ayuda financiera llenando la FAFSA.

Nombre: _____ <i>Apellido Nombre Inicial de Segundo Nombre</i>	Número de Identificación Estudiantil: _____
Correo Electrónico (si aplica): _____	Número de Teléfono: (____) _____
Dirección: _____ <i>Calle Ciudad Código Postal</i>	Fecha de Nacimiento: ____/____/____
¿Ha sido usted declarado como residente de California por las Oficinas de Registros y Admisiones? <input type="checkbox"/> Sí <input type="checkbox"/> No	

IMPLEMENTACIÓN DEL ACTA DE DERECHOS Y RESPONSABILIDADES DE PAREJAS DOMÉSTICAS DE CALIFORNIA

El Acta de Derechos y Responsabilidades de las Parejas Domésticas de California amplía nuevos derechos, beneficios, responsabilidades y obligaciones a personas en relaciones de pareja domésticas que estén registradas con la Secretaría del Estado de California bajo la Sección 297 del Código de Familia. Si usted está en una Relación Registrada de Pareja Doméstica (RDP), usted será tratado como un estudiante casado-independiente para determinar su eligibilidad para esta exención de la cuota de inscripción, y tendrá que proporcionar información de su vida doméstica y los ingresos de su pareja. Si usted es un estudiante-dependiente y su padre de familia está en una Relación Registrada de Pareja Doméstica, usted será tratado de la misma manera que cualquier estudiante con padres de familia casados, y tendrá que proporcionar información doméstica, así como los ingresos de los padres en la relación de pareja doméstica.

Aclaración: Estas cláusulas aplican ÚNICAMENTE a la ayuda financiera estudiantil del estado, y no a la ayuda financiera estudiantil del gobierno federal.

¿Está usted o su padre/madre en una Relación Registrada de Pareja Doméstica con la Secretaría del Estado de California bajo la Sección 297 del Código de Familia? *(Responda "Sí" en caso de que usted o su padre/madre de familia se hayan separado de su Pareja Doméstica Registrada, pero NO HAYAN PRESENTADO el Aviso de Rescisión del Convenio Doméstico con la Oficina de la Secretaría del Estado de California.)*

Sí No

Si usted respondió "Sí" a la pregunta anterior, la Pareja Doméstica Registrada será tratado/a como su cónyuge. Usted tendrá que incluir los ingresos de su pareja doméstica, así como información del hogar, o bien, los ingresos de la pareja doméstica de su padre/madre y su información del hogar en las Preguntas 4, 11, 12, 13, 14, 15, 16, y 17.

Estado Civil del Estudiante: Soltero/a Casado/a Divorciado/a Separado/a Viudo/a En una Relación Registrada de Pareja Doméstica

ESTADO DE DEPENDENCIA

Las preguntas posteriores determinarán si es que usted es considerado como un estudiante Dependiente o Independiente para la eligibilidad de la exención de la cuota de inscripción, y si es necesario que usted incluya información de sus padres de familia. Si usted responde "Sí" a CUALQUIERA de las preguntas posteriores ennumeradas del 1 al 10, entonces será considerado como un estudiante INDEPENDIENTE. Si usted responde "No" a TODAS las preguntas, será considerado como un estudiante DEPENDIENTE, por lo que tendrá que proporcionar información de sus padres de familia, y deberá responder a la Pregunta # 11.

1. ¿Nació usted antes del 1 de enero de 1986? *(Si responde "Sí", vaya directamente a la Pregunta # 13)* Sí No
2. A partir del día de hoy, ¿está usted casado/a o en una Relación Registrada de Pareja Doméstica (RDP)? *(Responda "Sí" en caso de que se encuentre separado/a, pero no divorciado/a, o no haya aún presentado un aviso de rescisión de convenio. Si responde "Sí", vaya directamente a la Pregunta # 13)* Sí No
3. ¿Es usted veterano de las Fuerzas Armadas de los Estados Unidos o se encuentra actualmente en servicio activo que no sea entrenamiento? *(Si responde "Sí", vaya directamente a la pregunta # 13)* Sí No

4. ¿Tiene hijos que reciban más de la mitad de su manutención de usted, u otros dependientes que vivan con usted (que no sean sus hijos o esposo/a o RDP) que reciban más de la mitad de su manutención de usted, ahora y hasta el 30 de junio del 2010? *(Si responde "Sí", vaya directamente a la Pregunta # 13)* Sí No
5. ¿Fue usted huérfano de padre y madre a partir de los 13 años de edad, y/o estuvo en un orfanato o bajo el cuidado/tutela de los tribunales? *(Si responde "Sí", vaya directamente a la Pregunta # 13)* Sí No
6. A partir de hoy, ¿es usted o era un menor de edad emancipado bajo la determinación de un tribunal en el estado donde resida legalmente? *(Si responde "Sí", vaya directamente a la Pregunta # 13)* Sí No

ESTADO DE DEPENDENCIA *(Más)*

7. A partir de hoy, ¿se encuentra usted bajo una tutela legal asignada por un tribunal en su estado de residencia legal? *(Si responde "Sí", vaya directamente a la Pregunta # 13)* Sí No
8. ¿Ha sido usted calificado como un menor de edad no-acompañado y desamparado/sin hogar por su preparatoria o representante de personas desamparadas de su distrito escolar antes o después del 1 de julio del 2008? *(Si responde "Sí", vaya directamente a la Pregunta # 13)* Sí No
9. ¿Ha sido usted calificado como un menor de edad no-acompañado y desamparado/sin hogar por el director de un albergue de emergencia financiado por el Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos antes o después del 1 de julio del 2008? *(Si responde "Sí", vaya directamente a la Pregunta # 13)* Sí No
10. ¿Ha sido usted calificado como un menor de edad no-acompañado y desamparado/sin hogar que se esté manteniendo por sí sólo y en riesgo de no tener un hogar, por el director de algún centro para jóvenes que se han escapado de su hogar o desamparados, o algún programa de vivienda transicional, antes o después del 1 de julio del 2008? *(Si responde "Sí", vaya directamente a la Pregunta # 13)* Sí No

• Si usted respondió "Sí" a cualquiera de las preguntas enumeradas del 1 al 10, entonces será considerado como un estudiante INDEPENDIENTE en la solicitud para la exención de cuotas de inscripción, y tendrá que proporcionar información personal/familiar, así como sus ingresos (y los de su cónyuge o RDP, si es que aplica esta situación). Vaya directamente a la Pregunta # 13.

• Si usted respondió "No" a todas las preguntas del 1 al 10, responda a las siguientes preguntas:

11. ¿Serás declarado como un dependiente de los impuestos por uno o ambos de tus padres (incluyendo parejas RDP), en la Declaración de Impuestos de Ingresos Personales de los Estados Unidos del 2008? No Declararán Impuestos Sí No
12. ¿Resides actualmente con uno o ambos de tus padres, o su parejas RDP? Sí No

• Si usted respondió "No" a las preguntas del 1 al 10 y "Sí" a cualquiera de las preguntas 11 y 12, tendrá que proporcionar información personal/familiar, así como los ingresos de sus padres de familia/RDP. Por favor responda a las preguntas para los estudiantes DEPENDIENTES en las siguientes secciones.

• Si usted respondió "No" o "No Declararán Impuestos" a la Pregunta # 11, y "No" a la Pregunta # 12, usted es considerado un estudiante dependiente en todo tipo de ayuda financiera a la que solicite, con la excepción de esta exención de la cuota de inscripción. Usted podrá responder a las preguntas como un estudiante INDEPENDIENTE en lo que resta de esta solicitud, pero por favor, trate de obtener la información de su/s PADRE/S DE FAMILIA, y entregue una solicitud FAFSA para que sea considerado/a para otros tipos de ayuda financiera. Usted no podrá recibir ningún otro tipo de ayuda financiera estudiantil sin la información su su/s padre/s de familia.

MÉTODO A DE LA EXENCIÓN DE LA CUOTA DE INSCRIPCIÓN

13. Está (el estudiante ÚNICAMENTE) recibiendo asistencia monetaria mensualmente para usted o cualquiera de sus dependientes de:
- ¿TANF/CalWORKs? Sí No
- ¿SSI/SSP (Ingresos Complementarios de Seguridad/Programa Complementario Estatal)? Sí No
- ¿Asistencia General? Sí No
14. Si usted es un estudiante dependiente, ¿están sus padres/RDP recibiendo asistencia monetaria mensual como su principal fuente de ingresos, ya sea por parte de TANF/CalWORKs o SSI/SSP? Sí No

• Si usted respondió "Sí" a las preguntas 13 ó 14, usted es eligible para recibir la EXENCIÓN DE LA CUOTA DE INSCRIPCIÓN. Firme la Certificación al final de esta solicitud. Será necesario que usted presente pruebas de sus beneficios actuales. Llene la solicitud FAFSA para determinar su elegibilidad en otros tipos de ayuda financiera.

MÉTODO B DE LA EXENCIÓN DE LA CUOTA DE INSCRIPCIÓN

15. **ESTUDIANTE DEPENDIENTE:** ¿Cuántas personas viven en el hogar de sus padre/s de familia/RDP? (Inclúyase a si mismo, su/s padre/s/RDP, y cualquier otra persona que viva con su/s padre/s/RDP y reciban ayuda económica de más del 50% por parte de sus padres/RDP, actualmente y hasta el 30 de junio del 2010.) _____
16. **ESTUDIANTE INDEPENDIENTE:** ¿Cuántas personas viven en su hogar? (Inclúyase a si mismo, su cónyuge/RDP, y cualquier persona que viva con usted y reciba ayuda económica de más del 50% de su parte, ahora y hasta el 30 de junio del 2010.) _____
17. **Información de Ingresos del 2008**

	ESTUDIANTE DEPENDIENTE: INGRESOS ÚNICAMENTE DE PADRE(S)/ RDP	ESTUDIANTE INDEPENDIENTE: INGRESOS DE ESTUDIANTE (& CÓNYUGE/RDP)
(Estudiantes dependientes no deben incluir la información de sus ingresos en las Preguntas 17 a y b.)		
a. Ingresos Brutos Ajustados (Si ya entregó su Declaración de Impuestos de Estados Unidos Sobre Sus Ingresos Personales del 2008, ponga la cantidad del Formulario 1040, línea 37; 1040A, línea 21; 1040EZ, línea 4.)	\$ _____	\$ _____
b. Cualquier otro ingreso (Incluyendo TODO el dinero que recibió en el 2008 que no esté incluido en la línea (a) (tal y como ingresos de discapacidad, manutención, ingresos militares, compensación de trabajadores lesionados, pensiones libres de impuestos).	\$ _____	\$ _____
Ingresos TOTALES del 2008 (La suma de a + b)	\$ _____	\$ _____

La Oficina de la Ayuda Financiera examinará sus ingresos y le dejará saber si usted califica para la EXENCIÓN DE LA CUOTA DE INSCRIPCIÓN bajo el Método B. Si usted no califica usando este sencillo método, entonces rellene la solicitud FAFSA.

CLASIFICACIONES ESPECIALES DE LAS EXENCIONES DE CUOTAS DE INSCRIPCIÓN

18. ¿Cuenta usted con una certificación del Departamento de Asuntos de los Veteranos de Guerra de California indicando su elegibilidad como dependiente para recibir una exención en la cuota de inscripción?
Presente su certificación. Sí No
19. ¿Cuenta usted con una certificación del General Edecán de la Guardia Nacional indicando su elegibilidad como dependiente para recibir una exención en la cuota de inscripción?
Presente su certificación. Sí No
20. ¿Recibió usted la Medalla de Honor del Congreso, o es hijo/a de alguien que haya recibido este honor?
Presente su documentación del Departamento de Asuntos de los Veteranos de Guerra. Sí No
21. ¿Es usted dependiente de una de las víctimas de los ataques terroristas del 11 de septiembre del 2001? *Presente su documentación de la Junta de Reclamos del Gobierno y la Indemnización de Víctimas de California.* Sí No
22. ¿Es usted dependiente de un agente del orden o de un bombero que haya perdido la vida cumpliendo con su deber?
Presente su documentación del registro de la agencia pública del empleador. Sí No
- Si usted respondió "Sí" a cualquiera de las preguntas 18 a la 22, usted es elegible para recibir la EXENCIÓN DE LA CUOTA DE INSCRIPCIÓN, y puede también recibir exenciones o ajustes en otras cuotas. Firme la Certificación posterior. Comuníquese con la Oficina de Ayuda Financiera si tiene preguntas adicionales.

CERTIFICACIÓN PARA TODOS LOS SOLICITANTES: LEA ESTA DECLARACIÓN Y FIRME ABAJO

Por medio de la presente, juro y afirmo que, bajo pena de perjurio, toda la información en esta solicitud es verídica, completa y fidedigna, según mis conocimientos. **Si un agente autorizado me lo pide, acuerdo presentar pruebas de esta información, las cuales pueden incluir una copia de las Declaraciones de Impuestos Sobre Ingresos Personales del 2008, tanto míos como los de mi cónyuge/pareja doméstica registrada, y/o mis padres/parejas registradas domésticas.** También estoy consciente de que cualquier información o declaración falsa, o el incumplimiento de la presentación de pruebas de mi parte, podría resultar en el rechazo, reducción, retiro, y/o indemnización de la exención. Yo autorizo que la información incluida en esta solicitud sea compartida entre los planteles educativos, distritos, y la Oficina del Rector de los Colegios Comunitarios de California.

Yo estoy consciente y entiendo la siguiente información (por favor, marque favorablemente todos los espacios):

- Programas de ayuda financiera del gobierno federal y del estado están disponibles para asistir con los gastos de una educación superior (incluyendo las cuotas de inscripción, libros y material, transporte, y vivienda). Al llenar la solicitud FAFSA, asistencia monetaria adicional podría estar disponible mediante varias becas, como la Pell Grant, así como programas de estudio-trabajo, y otros tipos de ayuda financiera.
- Puedo solicitar para recibir ayuda financiera si estoy matriculado en un programa eligible de estudios superiores, ya sea como estudiante de tiempo-completo o de medio-tiempo (incluyendo programas de certificación, licenciaturas, o traslados a otros planteles).
- Información sobre los programas de ayuda financiera y asistencia para llenar las solicitudes correspondientes están disponibles en las oficinas de ayuda financiera de los colegios comunitarios.

Firma del Solicitante

Fecha

Firma de Padre de Familia (Sólo Para Estudiantes Dependientes) Fecha

INFORMACIÓN DEL ACTA DE PRIVACIDAD DE CALIFORNIA

Las leyes federales y estatales protegen el derecho de privacidad con respect a la información de cada individuo. El Acta de Prácticas de Información de California de 1977 dicta que la siguiente información sea proporcionada a solicitantes de ayuda financiera a quienes se les haya pedido proveer información privada. El principal propósito de la información requerida en esta solicitud es para determinar su elegibilidad para recibir ayuda financiera. La política de la Oficina del Rector, así como la política de los colegios comunitarios a los que usted está solicitando para recibir ayuda, autoriza el manejo de esta información. Cualquier insuficiencia en la información que usted proporcione podría demorar e incluso hasta impedir la emisión de la ayuda financiera. La información en esta solicitud puede ser compartida con otras agencias estatales y entidades del gobierno federal, si es que la ley lo dicta. Por ley, toda persona puede tener acceso a los archivos que contengan la información proporcionada en esta solicitud.

Las entidades responsables de mantener y resguardar la información de esta solicitud son los administradores de la ayuda financiera de los planteles a los que usted está solicitando para recibir dicha ayuda financiera. El Número de Seguro Social (SSN) puede ser usado para verificar su identidad bajo bases de datos establecidos antes del 1 de enero de 1975. Si su colegio comunitario le pide su Número del Seguro Social y usted tiene preguntas, comuníquese con un agente de ayuda financiera de su colegio comunitario. La Oficina del Rector y los colegios comunitarios de California, en conformidad con reglamentos federales y estatales, no discriminan por etnicidad, religión, color de la piel, nacionalidad, sexo, edad, discapacidad, condición médica, orientación sexual, relaciones de parejas domésticas, u otras bases que están protegidas bajo la ley. Si necesita más información sobre estas políticas, puede dirigir sus preguntas a la oficina de ayuda financiera del colegio comunitario al que esté solicitando.

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: _____

DISTRIBUTED EDUCATION

(Online/Hybrid/Telecourse Sections)

General Information

The Office of Distributed Education coordinates the televised and computer-delivered courses available to the students of Crafton Hills College in Yucaipa and San Bernardino Valley College in San Bernardino. Telecourse sections are broadcast by KVCR-TV, channel 24, and generally have five meetings on campus. KVCR is also available on cable and satellite systems, possibly on a different channel as selected by the independent provider. Online and hybrid courses require accessibility to a computer system with an Internet connection, and may have meetings on campus. Fees and academic credits are the same as equivalent traditional classroom courses.

Office Location

SBCCD Annex
441 West Eighth Street
San Bernardino, CA 92401
(909) 384-4325

D. E. Website

<http://dets.sbccd.org>

Requirements for Online Courses

Although each class has its own set of technical requirements, generally online classes require a computer with a "modern" operating system (Mac OS X or Windows 2000 or Windows XP), a connection to the internet (usually an Internet Service Provider), a CD-ROM drive, speakers and/or headphones, and the ability to download plug-ins or clients to run on your computer.

Technical Support

Help Desk, (877) 241-1756
24 hours/day, 7 days a week

How to Succeed In a Telecourse or an Online Course

Successful students claim that determination, planning, and self-motivation are needed to complete a course that lacks the regular meetings of an on-campus structure. Here is a plan of action that might help you.

1. For a telecourse, attend the first on-campus meeting to meet the instructor, understand the course goals and requirements, and receive the course syllabus and assignments. For an online or hybrid course, access the instructor's web site to get a copy of the syllabus and learn what is expected of you as a student.
2. Read the study materials related to assignments as presented by the instructor. Take notes and highlight important information.
3. For a telecourse, watch the programs weekly. If you have a VCR, record the programs to review them or make an appointment at the college Learning Center to view the programs. For an online or hybrid course, log in to your online server several times a week to keep up with new messages from the instructor and classmates.

4. For a telecourse, complete the assignments in the telecourse study guide and textbook after each program viewing. For online and hybrid courses, be aware of due dates and don't wait until the last hour to send them.
5. Formulate a list of questions during your study time to present to the instructor at the telecourse on-campus meetings or to post to your online class or call the instructor during his or her scheduled office hour.
6. Form a support group with other members of the class to review and discuss the content of the course.

Are you a Candidate for a Telecourse, Online or Hybrid Class?

This assessment is provided to help you decide if TV, Online or Hybrid learning is appropriate for you. This exercise is an indicator but not a definitive answer. The assessment covers two parts: Learning Style and Technical Aspects.

Learning Style

- Do you stay on task without direct supervision?
- Can you prioritize your own workload and adhere to timelines?
- Do you usually understand and properly interpret written materials especially instructions?
- Could you allocate as much time in your schedule as you would for a "traditional" class but with more flexibility?
- Are you able to attend some class meetings on campus (less than 6 a semester)?
- Would you enjoy the new experience of learning by way of television or a computer?

If you answered "YES" to the Learning Style questions, continue to the next section.

Technical Aspects for TV

- Do you have a television receiver available to you that can display broadcast channels?
- Can this television receive KVCR-24, either with an antenna or a cable system?
- Do you have a video recorder as an option to record the programs for viewing according to your schedule?
- If you miss a program, could you go to the campus Learning Center to view the program?
- Would you be willing to lease the programs for a course on VHS tape as an option?

If you answered "YES" to the TV questions, you meet the conditions for telecourse delivery.

Technical Aspects for ONLINE and HYBRID

- Do you have a computer system available to you that can access the Internet?
- Could you "go online" on a weekly basis, sometimes twice a week or more?
- Have you opened and sent e-mail messages?
- Have you installed a program after "downloading" it from a remote computer to your computer? Do you

know how to "copy and paste" text from a word processing document to an email message?

If you answered "YES" to the ONLINE questions, you meet the conditions for online delivery.

Conditions

The TV and Online courses require structure, which you will create for yourself. You will need self-discipline to adhere to your self-made schedule. Much of the material covered in a Distributed Education course will require that you learn from reading textbooks, Internet-based articles, and written materials from the instructor. For some of the courses online, lectures are recorded by the instructor, which means you must use either a cassette player or a CD-Rom drive with headphones or speakers.

Benefits

The beauty of Distributed Education learning is the flexibility of time available for you, as the student, to access the virtual classroom or to view TV programs. You can set your class time around your work schedule and family or social activities. You will soon realize the savings normally incurred with driving time and vehicle-related costs. If you take only D.E. courses you won't have to deal with parking constraints on a weekly basis. Plus,

there may also be a reduction in childcare costs. You could also benefit by combining D.E. courses with traditional classes. Now it's your choice. Check with an Academic Counselor to determine which classes you need, then see if they are listed in this schedule. Distributed Education may not be for everybody. However, for those who are self-motivated, it could prove to be an invaluable experience.

DEPARTMENTS OFFERING ONLINE and/or HYBRID COURSES

Academic Advancement	English
Accounting	Health Education
Administration of Justice	History
Anthropology	Human Services
Architecture	Library
Art	Math
Astronomy	Philosophy
Biology	Political Science
Business Administration	Psychology
Chemistry	Radio/TV/Film
Child Development	Reading
Computer Information Technology	Real Estate
Computer Science	Religious Studies
Corrections	Sociology
Economics	Spanish
	Speech



REMEMBER to look for this symbol next to the course listings throughout this schedule of classes to locate all online and hybrid sections!

Are Online Classes right for me?

Online classes require discipline and self-motivation. If you have these qualities, online classes might work for you. Please visit this website for some self-assessment tools to determine whether online classes fit your learning style and your lifestyle:

http://www.cvc4.org/student_prepare/quizaccess.htm

What are the Minimum Technology requirements?

Although each class has its own set of technical requirements, generally online classes require a computer with a "modern" operating system (Mac OS X or Windows 2000 or Windows XP), a connection to the internet (usually an Internet Service Provider), a CD-ROM drive, speakers and/or headphones, and the ability to download plug-ins or clients to run on your computer.

Please see the list of classes below and visit the Universal Access Point (the URL listed in the next paragraph) for specific technical requirements for each section. If you have access to this technology, you probably have the minimum requirements to take the classes listed below. But please check each section for the specific technical requirements.

What to do after I register for an online or hybrid class?

The Universal Access Point for information for all online and hybrid classes is:

<http://online.valleycollege.edu>

Before the semester begins, point your browser to this web page and you will be able to find your online or hybrid class and be linked to all the information you need to begin that class. The information for each online class might be different. So be sure to visit the link for each online and/or hybrid that you have chosen. Do NOT assume that the technical requirements or the processes and procedures for each class are the same.

This Universal Access Point is your gateway for all the information you need to begin your online and/or hybrid classes. In addition, this Universal Access Point will provide you with people to contact if you have further questions about any online and/or hybrid class.

SERVICES AND POLICIES 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. The AALTC is open Monday-Thursday, 7:30 a.m. to 9:30 p.m.

Address Changes

Forms to change a mailing address are on the website www.valleycollege.edu and in the Admissions Office (AD/SS 100). Identification is required for change of student information.

Associated Student Government

The Associated Student Government (ASG) is the official student government organization. The ASG represents all SBVC students. The primary responsibility of ASG members is to represent student interests on college, district and statewide committees. Students can become active in ASG either by running for office during the Spring semester or by requesting an appointment during the Spring semester. The ASG Office is in Campus Center 128 or call (909) 387-1614.

The Office of Student Life (OSL) assumes a leadership role in creating a campus environment that integrates the learning experience with academic curriculum. We provide opportunities to develop and enhance characteristics of leadership, interpersonal skills, and personal growth.

ASB Discount Sticker

Students who purchase a sticker are entitled to many benefits including a 5% Bookstore discount, free admission to athletic events, and certain discounts at local businesses. The sticker is purchased at the point of registration or at the Bookstore after obtaining a student ID card. For more information, contact the ASG office at (909) 387-1614.

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

The Bookstore, located in the Campus Center, Room 123, sells textbooks and a wide variety of supplies, software, sportswear, accessories, bus passes 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.sbvcbkbookstore.com for additional information.

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:

- Textbook refunds are given the first two weeks of the Fall/Spring semesters and the first week of Summer sessions. All short-term classes have exactly one week from the start date of class to return/exchange. After the above refund period, textbooks must be returned within 24 hours from the date of purchase in order to qualify for a refund. Textbooks purchased November 2nd through the end of the fall semester are **not returnable**.
- 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 appropriate office 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.

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 Student Life in the Campus Center or call (909) 387-1611.

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.

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.

Child Development Center

The San Bernardino Valley College Child Development Center located at 701 South Mt. Vernon (corner of Grant and "K") is monitored by California State Department of Education and subject to child care licensing regulations established by California's Department of Social Services for center-based care. We strive to provide the highest quality of early care and education for San Bernardino Valley College students and the children of our community. The program exists and operates with four primary elements: *Services to children and families, demonstration, professional development and parent education*. The Center is open from 7:00AM – 4:00PM, Monday – Friday. For further eligibility and enrollment information, call (909) 384-4460.

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.

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. 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").

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.

Disabled Student Programs & Services

Disabled Student Programs and Services (DSP&S) are 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, special classes and access to adapted computers. 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.

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) 384-8612 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. The Library is open Monday through Thursday, 7:30 a.m. to 9:30 p.m.

Matriculation

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

The college agrees to provide:

- An admissions application process.
- An assessment of the student's study skills, English language proficiency, computational skills, goals, career aspirations, academic performance and need for special services.
- An orientation to the college's programs, services and assistance to develop a 1st semester Education Plan.
- 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.

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. 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.

Parking

The Fall semester parking permit is \$20 and **expires December 31, 2009**. The Annual parking permit is \$45 and expires on August 31, 2010.

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.

Pass/No Pass

Students who wish to be graded in any class on a Pass/No Pass basis must file 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 Pass/No Pass has been selected as a grading option, a letter grade (A-F) cannot be issued.

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:

If you drop a class after the first 10% of the class.

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.

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/)

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.

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

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;
2. Respect for other students;
3. Academic honesty;
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.

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. Call (909) 384-8606 for additional information. Applications are also available online at www.valleycollege.edu.

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

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.

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

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. 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 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. 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.

Student Disciplinary Procedures, including *Resolving Student Concerns*, *Grounds for Disciplinary Action* and *Types of Disciplinary Action* can be found in the College Catalog as well as online at www.valleycollege.edu

Laws and Policies Relating to Students	Where to find it
Academic Accommodations for Individuals with Disabilities	Director, Disabled Students Program and Services
Academic Policies and Procedures	Dean, Student Development
Americans with Disabilities Act	Director, Disabled Students Program and Services
Bulletin Board Policies	Director, Student Life
Campaign and Election Policies	Director, Student Life
Compliance with Handicapped Regulations	Disabled Students Program and Services
Drugs, District Policy on...	Vice President, Administrative Services
Family Education Rights and Privacy Act of 1974	Associate Dean, Enrollment Management
Matriculation Plan and Appeals Process	Dean, Counseling and Matriculation
Section 504 of the Rehabilitation Acts	Vice President, Student Services
Sexual Harassment Policy	Vice President, Student Services
Student Code of Conduct	Dean, Student Development
Student Equity	Vice President, Student Services
Student Grievance and Due Process	Vice President, Student Services
Title IX Prohibiting Sex Discrimination in Education	Vice President, Student Services

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) 384-8612 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 150H	CD 105H	ENGL 102H	PSYCH 100H
ART 285	CHEM 151H	ECON 200H	PHIL 101H	SOC 100H
BIOL 109H	CHEM 212H	ENGL 101H	POLIT 110H	SPEECH 100H

Name _____ Student Identification 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

Schedule Planner

FALL 2009

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

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, Room 106**. Hours are Monday-Friday, 8 a.m. – 5 p.m.



CRIME STATISTICS

Annual crime statistics can be found on the San Bernardino Community College District website at [www.sbccd.or/index.php?CurrentDir=District Police Department/](http://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 ONLINE sales: July 6
- Online sales for Fall ship: July 26
- Fall 2009 textbooks available to purchase: August 10



**LAST DAY TO RETURN
FALL 2009 TEXTBOOKS:
AUGUST 28**

**DON'T FORGET!
FALL 2009 BOOK BUY BACK:
AUGUST 17-20**

SEMESTER IN SALAMANCA - SPRING 2010

Or

SEMESTER IN LONDON - FALL 2010



The semester in Salamanca during Spring 2010 and semester in London during Fall 2010 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 2010

Monday, September 14 – 2:00 p.m. *or*

Tuesday, September 15 – 11:00 a.m.

LA201

Financial aid available for qualified students

For more information about the Semester in Spain or England, contact Julie Tilton in the English Department 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.

***What's happening behind those green fences?
What's going to be in those buildings anyway?
When is everything going to be completed?***

San Bernardino Valley College is undergoing a building campaign to prepare the campus for growth and the needed infrastructure to continue providing quality education and services that support a diverse community of future learners.

Thank you for your patience with the construction of the following three projects:



Media & Communications

Opening 2010

Project Facts:

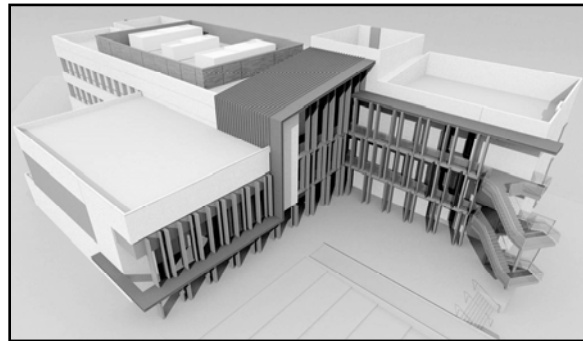
- Future home of KVCR and Radio, TV and Film program
- 18,000+ square feet
- Behind Business building
- Project budget: \$11.6 million

New North Hall Building

Opening 2010

Project Facts:

- Future home of Criminal Justice, Music, Social and Consumer Sciences and Speech/Language classrooms & programs
- 50,000+ square feet
- Near Library & Liberal Arts
- Project budget: \$25.9 million



Science Building

Opening 2011

Project Facts:

- Future home of Math, Physical Science, Chemistry, Physics, Architecture, and Campus I.T. classrooms & programs
- 56,000+ square feet
- Located near current North Hall
- Project budget: \$38.5 million

For your safety, please remember to follow directional signage and not enter fenced or barricaded areas at construction sites.

DEPARTMENT OFFICE	LOCATION	PHONE NUMBER	CHECK OUR SBVC WEBSITE FOR HOURS OF OPERATION
Campus Business Office (includes Parking)	AD/SS 206	384-4453 384-8288	http://www.valleycollege.edu/Administrative_Services/Campus_Business_Office
Bookstore	CC 123	384-4435	http://bookstore.valleycollege.edu
Library	LIB	384-4448	http://library.valleycollege.edu
Admissions & Registration Transcripts Veterans Services	AD/SS 100	384-4401	www.valleycollege.edu/Admissions
Assessment (Testing)	AD/SS 101	384-8959	http://www.valleycollege.edu/Matriculation/Assessment
Counseling Services	AD/SS 103	384-4404	http://www.valleycollege.edu/Counseling
Disabled Student Programs and Services	AD/SS 105	384-4443	http://www.valleycollege.edu/Dsps
Financial Aid	AD/SS 106	384-4403	http://www.valleycollege.edu/Financial_Aid
Student Life (Picture taken for student ID card)	CC 133	384-4474	http://www.valleycollege.edu/Student_Life
Transfer and Career Services	AD/SS 203	384-4407	http://www.valleycollege.edu/Student_Services/Transfer_Center/index.php

Student Health Services



Student Health is available to assist you in staying well so you can accomplish your educational goals.

Health Counseling/Education

Medical Referrals

First Aid

Vision, Hearing Checks

Insurance Information

Immunization

Blood Pressure Screening

Call (909) 384-4495 for additional information or check our website for hours of operation:
www.valleycollege.edu/Student_Services/Health_Services

FINAL EXAMS

During the final examination period, all classes, including technical shops, physical education, art, music, and regular academic classes, will meet according to this schedule.

No course or student is exempt from the final examination. Any change from this schedule must be approved by the appropriate Division Dean.

Examinations for lecture-laboratory classes are to be held in accordance with lecture hours unless separate exams are scheduled.

In case of a room or hour conflict, notify the instructor at once. All conflicts must be resolved with the instructor before final exam week.

Full Semester Day Classes

Final Exam Time	<u>MONDAY</u> DEC 14	<u>TUESDAY</u> DEC 15	<u>WEDNESDAY</u> DEC 16	<u>THURSDAY</u> DEC 17	<u>FRIDAY</u> DEC 18
8:00 a.m. - 10:30 a.m.	All English Composition classes	8 or 8:30 a.m. TTh classes	7 am MWF classes		8 or 8:30 am MW, MWF and daily classes 8, 9 or 9:30 a.m. F classes
10:30 a.m. - 1:00 p.m.	9 or 9:30 am MW, MWF and daily classes	11 or 11:30 am TTh classes	10 or 10:30 am MW, MWF and daily classes	9 or 9:30 a.m. TTh classes 10 or 10:30 a.m. TTh classes	11 or 11:30 am MW, MWF and daily classes 11 a.m. F classes
1:00 p.m. - 3:00 p.m.	1 or 1:30 p.m. MW, MWF and daily classes	1 or 1:30 pm TTh classes 2 or 2:30 pm TTh and daily classes	12 or 12:30 pm MW, MWF and daily classes	12 or 12:30 p.m. TTh classes	2 p.m. F classes
3:30 p.m. - 6:00 p.m.	2 or 2:30 pm MW, MWF and daily classes	3 or 3:30 p.m. TTh classes	3 or 3:30 pm MW, MWF and daily classes	Conflicts and Makeups	

Evening and Weekend Classes

If your class meets once a week on...	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
Your final exam will be at your regular class time on...	Dec 14	Dec 15	Dec 16	Dec 17	Dec 18	Dec 19

If your class meets twice a week on...	<u>Monday / Wednesday</u>	<u>Tuesday / Thursday</u>				
Your final exam will be at your regular class time on...	Dec 14	Dec 15				

Short-Term Classes

All short-term classes conduct their final examinations during their last regularly scheduled class meeting.

CAMPUS ADMINISTRATION

President
Debra Daniels, Ed.D. (AD/SS 208)

Vice President, Instruction
To Be Announced

Vice President, Student Services
Damon A. Bell, M.Ed. (AD/SS 200)

Vice President,
Administrative Services
To Be Announced

Dean, Applied Technology &
Transportation
Gary Kelly, M.A. (T 100)

Dean, Career College, CalWorks,
& Workforce Development
Zelma Russ, Ed.D (CC 219)

Dean, Counseling & Matriculation
Marco Cota, M.A. (AD/SS103M)

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

Humanities & Performing Arts
Kathryn Weiss, Ed.D. (LA 217)

Dean, Library & Learning Resources
Marie Mestas, M.L.S. (LIB 207)

Dean, Math & Business
Haragewen Kinde, Ed.D. (PS 212)

Dean, Research, Planning &
Development
Troy Sheffield, Ed.D. (CC 212)

Dean, Science
Susan Bangasser, Ph.D. (C 121)

Dean, Social Science, Human
Development & PE
Corene Schwartz, Ed.D. (LA 122)

Dean, Student Development
Rebecca Warren-Marlatt, M.A.
(AD 103D)

Associate Dean, Enrollment
Management
Dan Angelo, M.A. (AD/SS 100)

Director, Athletics
David Rubio, M.A. (WG6)

Director, Child Care Center
Melissa Thompson, M.P.A. (CDC)

Director, Community Relations and
Resource Development
To Be Announced

Director, DSP&S
Kathleen Pryor, M.A.
(AD/SS 105)

Director, EOPS & CARE
Herbert English, M.A., (AD/SS 202)

Director, Facilities, Operations &
Maintenance
William Rankin (M&O)

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

Director, Marketing & Public
Relations
Craig Petinak, B.A. (AD/SS 200)

Director, Student Life
Nikki Schaper, M.A. (CC 137)

DISTRICT ADMINISTRATION

Chancellor
Noelia Vela, Ed.D.

Vice Chancellor, Fiscal Services
To Be Announced

Vice Chancellor,
Human Resources & Employee
Relations
Renee Brunelle, M.A.

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

Executive Director, Facilities &
Planning
To Be Announced

Interim Director, Computing Services
Everett Garnick, M.B.A.

Director, Fiscal Services
Crispina Ongoco, B.S.

Director, Human Resources
To Be Announced

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

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

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

Business Manager
To Be Announced

Police Chief, District Police
Patrick C. McCurry

PROFESSIONAL DEVELOPMENT AND CUSTOMIZED TRAINING

Welcome to the San Bernardino Community College District's Economic Development and Corporate Training Division! We provide high quality and affordable customized training solutions for businesses as well as professional development programs and services for individual workers. Well situated in the San Bernardino International Airport area, we offer customized performance improvement training, market intelligence research, training needs analysis, employee performance improvement consulting, and technology training services through our two dedicated facilities.

As a leading provider of customized training programs, we are committed to the development and delivery of high quality and affordable educational products and services to employers. We have a highly skilled, experienced, and professional staff who can ascertain your individual or organizational training needs and provide training services at your workplace or at our facilities.

The Economic Development and Corporate Training Division comprises the following full-service and one-stop centers: 1) The Donald F. Averill Applied Technology Training Center (ATTC), 2) Professional Development Center (PDC), 3) the Regional Center of Excellence and Southern California Strategic Initiative Hub, 4) the On-line Education Center (Ed2Go), and 5) the Office of the Statewide Director for the Centers of Applied Competitive Technologies.

Matthew Isaac, Ph.D. Executive Director

Phone: (909) 382-4001 **E-mail:** misaac@sbccd.cc.ca.us **Website:** www.pdctraining.org

DONALD F. AVERILL APPLIED TECHNOLOGY TRAINING CENTER (ATTC) SEMINARS AND WORKSHOPS SCHEDULE

GREEN BUILDING 101 WORKSHOP (Cost: \$45.00)

This workshop will provide an introduction to sustainability, green building design and the LEED rating systems; an explanation of LEED certification and accreditation; an introduction to the family of LEED rating systems and application guides; an overview of costs, summary of design and construction processes; and a review of the LEED NC rating system and selected criteria.

Date: To be determined (please call for update); **Time:** 8:00 am - 12:00 pm

LEED TEST PREP 2-DAY INTENSIVE TRAINING (Cost: \$225.00 + \$25.00 Materials Fee)

This course will provide a complete overview of the revised LEED New Construction Rating System and is designed to supplement a candidate's preparation for the LEED NC (New Construction) Accredited Professional Exam. It will include one full day and one half day course on consecutive days.

Date: To be determined (please call for update)

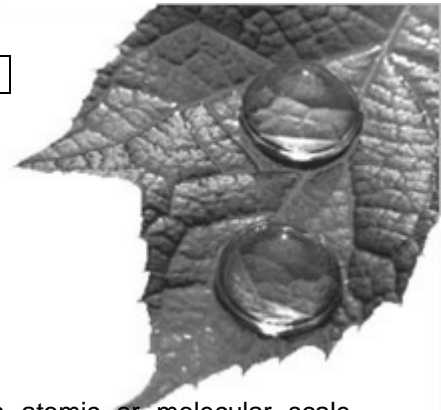
Time: 1st day: 8:00 am – 5:00 pm; 2nd day: 8:00 am – 12:00 pm

FREE NANOTECHNOLOGY TRAINING

nanotechnology \na-nō-tek-nā-lə-jē\ noun: the art of manipulating materials on an atomic or molecular scale especially to build microscopic device (as in robot).

The San Bernardino Community College District was recently awarded a \$2 million grant from the U.S. Department of Labor to sustain its Nanotechnology program and for establishing a California Nanotechnology Collaborative including a Center for the Advancement of Nanotechnology (NanoCenter). The grant is part of the nearly \$123 million awarded by the DOL to community colleges and community-based institutions that competed successfully under the President's Community-Based Job Training Grants Initiative. The NanoCenter will provide nanotechnology training (not-for-credit) for preparing the workforce in this emerging high technology field. Our major partners in this new nanotechnology training grant include University of California, Riverside; NASA; Workforce Investment Board (WIB); California Community College Chancellor's Office and San Bernardino Valley College.

For training and additional information, please contact Albert Maniaol, Director of Applied Technologies Training at (909) 382-4074 or via e-mail at amaniaol@sbccd.cc.ca.us. (Website: www.attctraining.org)



DONALD F. AVERILL APPLIED TECHNOLOGY TRAINING CENTER (ATTC)

SEMINARS AND WORKSHOPS SCHEDULE

FUNDAMENTALS OF COAXIAL, TWISTED PAIRS AND FIBER OPTIC CABLING (Cost: \$200.00)

An 8-hour intensive and detailed instruction on the installation, termination and testing of various transmission medium, such as Unshielded Twisted Pair (UTP-CAT5E/6), Coaxial and Fiber Optic cables, used in voice, data and video communications.

Dates: To be announced **Time:** 8:00 am – 5:00 pm; **Room:** ATTC 118

HANDS-ON STRUCTURED CABLING (Cost: \$200.00)

An 8-hour comprehensive training in designing, organizing and distributing various types of cabling used in digital cable and satellite communications, video monitoring, multi-room audio/video, public address/intercom system, security CCTV camera system, Internet (LAN/WAN) and basic systems design.

Dates: To be announced **Time:** 8:00 am – 5:00 pm; **Room:** ATTC 118

IB-100: STARTING A WEB BUSINESS (Cost: \$99.00)

This seminar is designed for individuals who are planning to start a web-based business. Topics include: Web page design tips, web usability testing, finding low cost web hosting, registering a domain name, accepting credit cards, web site promotion tips, legal issues, marketing and advertisement. Participants will learn and understand the overall concepts in starting a web business.

Dates: To be announced **Time:** 8:00 am – 5:00 pm; **Room:** ATTC 120

IB-101: MAKING MONEY ON THE INTERNET (Cost: \$99.00)

This seminar is designed for starting a web-based business on the Internet, affiliate (or referral) program-per-pay sale, pay per load, pay-per click or hosting reseller program. Topics include developing business plan, finding web site hosts, accepting credit cards, forming a limited liability company (LLC), keyword information, finding a search engine optimization firm and other subject areas.

Dates: To be announced **Time:** 8:00 am – 5:00 pm; **Room:** ATTC 120

IB-102: HOW TO MAKE PODCAST AND BLOG (Cost: \$99.00)

This seminar covers the creation, promotion and distribution of podcasts and blogs to reach millions of audience via the Internet. Setting-up podcast, how to record audio and saving it to an .mp3 file, creating an RSS file, writing the “directions” inside the RSS file, uploading the RSS “feed” and the .mp3 file, validating the file written, correctly sending the file and other step-by-step procedures are some of the topics to be covered in this class.

Dates: To be announced **Time:** 8:00 am – 5:00 pm; **Room:** ATTC 120

C-101: CREATING A CONSTRUCTION BUSINESS (Cost: \$225.00)

This class is designed to provide the person who is contemplating going into the construction business the tools and skills to make the decision and ultimately a viable business. Focus is on Green Technology and its impact on the business world. Course topics include goal setting, business accounting, marketing and advertising, business plan, financing, and other subject areas.

Dates: To be announced **Time:** 8:00 am – 5:00 pm; **Room:** ATTC 119

C-101: CREATING A CONSTRUCTION BUSINESS PLAN (Cost: \$225.00)

Providing the students with the skills and techniques to prepare a business plan for a new or existing construction business is the intent of this course. Other topics include applying for a business loan, developing an executive summary, business development, marketing analysis, marketing and sales activities and operations plan.

Dates: To be announced **Time:** 8:00 am – 5:00 pm; **Room:** ATTC 119

FOR FURTHER INFORMATION:

Contact: Albert Maniaol, BSEE/MBA, Director of Applied Technologies Training

Location: Applied Technology Training Center, 114 S. Del Rosa Drive, San Bernardino, CA 92408

Phone: (909) 382-4074 **Fax:** (909) 382-4003 **E-mail:** amaniaol@sbccd.cc.ca.us **Web site:** www.attctraining.org

PROFESSIONAL DEVELOPMENT CENTER (PDC) SEMINARS AND WORKSHOPS SCHEDULE

San Bernardino Community College District's Professional Development Center (PDC) provides fee-based seminars and workshops, short-term training programs leading to certifications, and customized training solutions for employers. For more information, please contact:

Robert Levesque, MPA, Program Coordinator, PDC

Phone: (909) 382-4039. E-mail: rlevesq@sbccd.cc.ca.us

Website: www.pdctraining.org

FOOD HANDLERS TRAINING CLASSES AND CERTIFICATE (\$24.00)

The Professional Development Center, located at 114 S. Del Rosa Drive in San Bernardino is an approved training site for the Food Handler Certification providing both classroom instruction and certification. Classes are available in English and Spanish. The fee for this class is \$24.00 which includes the certificate card. The card is valid for 3 years. Seating is limited. Arrive early and bring a pencil. For other training dates and times, call 909-382-4076 or visit us on-line at www.pdctraining.org.

San Bernardino County Code ([Title 3, Division 3, Chapter 4, Section 33.0410](#)) requires food handlers employed in San Bernardino County to possess a valid, unexpired Food Handler Certification Card. Food handlers are defined as waiters, waitresses, bartenders, bus-persons, cooks, dishwashers, hosts, hostesses, managers, meat cutters, deli person, etc.

FOOD HANDLER CLASS SCHEDULE

Class Time: *Weekdays* (Tuesday or Thursday): 4:30 pm – 7:00 pm
Saturdays: 9:00 am – 11:30 am

Please select only one class date from the following schedules:

English Classes

Tuesdays: August 18, 25
September 1, 8, 15, 22, 29
October 6, 13, 20, 27
November 3, 10, 17, 24
December 1, 8, 15, 22

Thursdays: August 20, 27
September 3, 10, 24
October 1, 8, 22, 29
November 5, 12
December 3, 10

Saturday: August 15
September 19
October 17
November 21
December 19

Spanish Classes

August 20, 27
September 3, 10, 24
October 1, 8, 22, 29
November 5, 12
December 3, 10

August 15
September 19
October 17
November 21
December 19



FOOD HANDLER CLASS/ON-SITE TRAINING

Food Workers Certificate Classes can also be offered to your employees at your employment site. The PDC can send an instructor to your restaurant or business to conduct a class if you have 20 or more employees. **Please call (909) 382-4076 for details.**

FOOD SERVICE MANAGERS CERTIFICATE (\$125.00)

Restaurant owners/managers are required to take the Food Service Manager Certificate class which is offered the third Saturday each month from 7:30 to 4:30 at the Professional Development Center. Applicants must register at least one week in advance. The manager's card is valid for 5 years.

PROFESSIONAL DEVELOPMENT CENTER (PDC) SEMINARS AND WORKSHOPS SCHEDULE

CUSTOMER SERVICE SKILLS TRAINING

Attention Business Owners!

The following 4 hour classes are an example of the kinds of training that can be made available to your group for as little as \$165.00 per hour:

Providing Exceptional Customer Service
Communication with Difficult People Using Tact
and Skill

Team Building
Working with Diverse Customers and Employees
Attitude is Everything

These seminars introduce the participants to the common causes and impacts of negative attitudes in the workplace. Techniques are presented to transform negative attitudes into positive attributes. Explore ways to demonstrate a positive attitude in the workplace that can lead to better job performance and improved services.

ED2GO ON-LINE TRAINING

The PDC provides online training programs for businesses or individuals interested in enhancing their skills in a convenient, time-efficient manner. The online training will allow you to develop the right skills at the right pace. Attend class from the comfort and convenience of your home or office! Below is a sample of the kinds of classes available. Simply visit our website at: www.ed2go.com/sbccd and register today!



Computer Courses - Photoshop, Access, Excel, Word, PowerPoint, Publisher, QuickBooks, Quicken, and more!

Certification Prep Courses - Prepare for all major computer industry certification exams, including the A+, MCSE, and CCNA.

Personal Enrichment Courses - Eliminate debt, research your genealogy, write a successful grant proposal, plan for your retirement, eat better, live happier, or chart a new career path.

Test Prep Courses - GRE, SAT, ACT, LSAT, GMAT, or GED

Entrepreneur/Business Courses - Discover how best to plan, start, finance, grow, staff, and market your business.

Business Administration/Management Courses - Supervision, logistics, inventory, and project management, among others!

For information, please contact: Robert Levesque, Program Coordinator, Professional Development Center

Phone: (909) 382-4039. E-mail: rlevesq@sbccd.cc.ca.us. **Website: www.ed2go.com/sbccd**

BECOME A NOTARY PUBLIC (\$135.00)

In this class, you will learn everything you need to become an effective Notary and the new laws that went into effect in 2008. Applicants must have a clean background record; fingerprints and a background check will be required after you pass the exam. Bring a proper ID (current drivers' license with photo or state issued ID card) #2 pencils, and passport-size (2x2) photo. The Notary Public training is offered by Notaryclasses.com, which is a state approved training provider. Bring one \$95.00 check (payable to PDC) and one \$40.00 check, or money order, payable to the Secretary of State. Offered on January 16, March 20 or May 19, 2009 from 8 am – 6 pm. Cooperative Personnel Services (CPS) will administer the exam from 4:00 pm - 6:00 pm.

LOAN SIGNING AGENT (\$100 + \$60 Materials Fee)

California's real estate industry is in need of notaries and loan document specialists. Find out how to contact the most profitable businesses and who your primary contact should be. We also take you through a practice loan package where you'll learn how to properly notarize loan packages, negotiate your fee, advertise yourself in your market, get called back and brand yourself as a professional. Prerequisite: must have taken a Notary class. Please call for the schedule.

CUSTOMIZED TRAINING FOR EMPLOYERS

The Professional Development Center (PDC) and the Applied Technology Training Center (ATTC) can provide customized training at your site or at our high-tech facilities to help your business operate more efficiently. Topics include: computer software and hardware applications, mechanical craft training, business communication, leadership development, supervision, financial management, information technology, marketing, ESL, writing and oral communication skills, web development, green technology, nanotechnology, mechatronics and more! **For more information, please contact (909) 382-4001.**

**Economic Development and Corporate Training Division
San Bernardino Community College District**

Summary of Nanotechnology Grant Project Funded by US Department of Labor

Prepared by Dr. Matthew Isaac, Executive Director,
Economic Development and Corporate Training

The Donald F. Averill Applied Technology Training Center (ATTC) of the San Bernardino Community College District won a \$2 million competitive grant for Nanotechnology from the US Department of Labor in January 2009. This is the only grant awarded to a college this year for Nanotechnology by DOL under the President's Community-Based Job Training Initiative. The ATTC was one of the 68 organizations in the US that successfully competed and won this grant in response to a competition announced October 10, 2008.

The overall goal of this grant project is to advance the economic development opportunities of Nanotechnology by providing a pipeline of trained workforce and bring about job development and wealth creation in our region. The specific objectives of this \$2 million grant project are: 1) Create a California Nanotechnology Collaborative to serve as an Advisory Council for the development and advancement of Nanotechnology Training at the ATTC; 2) Train workers for entry-level jobs as technicians in nanotechnology-based industries; 3) Develop a Center for the Advancement of Nanotechnology (**NanoCenter**) as a technical resource center for the 110 California community colleges in the State; 4) Introduce participants to various career pathways at the two-year, four-year and graduate level opportunities in nanotechnology; and 5) Promote Science, Technology, Engineering and Mathematics (STEM) and career pathways for middle and high school students.

In 2007, Dr. Matthew Isaac, Executive Director, competed and won a \$400,000.00 grant from the Economic and Workforce Development Division of the California Community Colleges Chancellors Office. As the only successful Nanotechnology project funded by the Chancellor's Office, this project served as a pilot program in providing nanotechnology training to manufacturing companies in Southern California. This program introduced executives, managers, scientists and engineers to applications of nanotechnology in manufacturing in partnership with California Institute of Nanotechnology based in San Jose. This grant from the Chancellor's Office provided ATTC the needed seed money to incubate a nanotechnology training program and to compete and win the \$2 million DOL grant. The DOL grant will increase our capacity for delivering training and enable us to meet the anticipated increase in demand for highly-skilled, highly-trained nanotechnology workers.

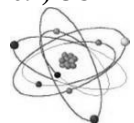
A curriculum has been developed in partnership with Bourns College of Engineering at the University of California, Riverside. The Nanotechnology training program will consist of 90 hours of hands-on training that introduces participants to Nano Characterization, Micro/Nanofabrication, Materials Characterization, Device Characterization, Electronic Devices, and Optoelectronic Devices. The Nanotechnology training will be mostly conducted at the ATTC facility and some components of the hands-on training will be held at the Bourns College of Engineering at UCR. Equipment will be acquired and placed at both UCR and ATTC.

The major partners in training delivery are: the Bourns College of Engineering at the University of California, Riverside, NASA Ames Research Center for Nanotechnology, and State of California Community Colleges Chancellor's Office. Other partners for outreach, marketing and recruitment are: the Workforce Investment Board (WIB), the Centers of Applied Competitive Technologies (CACT), San Bernardino Valley College, San Bernardino County Superintendent of Schools, the Community Action Partnership, Pacific Nanotechnology, Advatech Pacific, IBEW/NECA, NPD Corp., Operation Grace/Grace Chapel, and the Praise Chapel Christian Fellowship of Monrovia.

Albert Maniaol, Director, and Dr. Matthew Isaac, Executive Director, are the Primary Investigators of this grant.

Nanotechnology is the science of manipulating materials at the atomic level to design and manufacture new and better materials and products. One nanometer equals one billionth of 1 meter. A sheet of paper is about 100,000 nanometers thick. Due to quantum mechanical effects at the nanoscale, the physical properties of materials change as well as rules of manufacturing.

For more information please call, Albert Maniaol, Director of Applied Technologies Training, or Dr. Matthew Isaac, Executive Director of Economic Development and Corporate Training at (909) 382-4001.





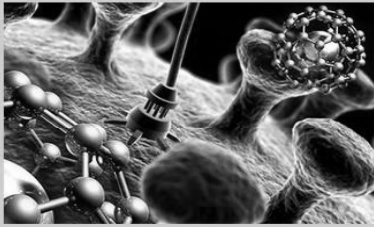
Applied Technology Training Center

San Bernardino Community College District

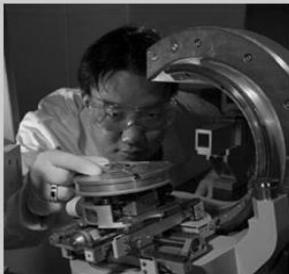
114 S. Del Rosa Drive, San Bernardino, CA 92408

(909) 382-4001 Fax - (909) 382-4003

Nanotechnology will revolutionize how we manufacture products...



Nanotechnology is not a single technology, it is an enabling technology...



Let's get ready and educate our future technicians, scientists and engineers in this emerging and high growth industry...



Free Technician's Training in Nanotechnology



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Questions? Contact:

Albert R. Maniaol, Director, ATT

Donald F. Averill Applied Technology Training Center

114 S. Del Rosa Drive, San Bernardino, CA 92408

909-382-4001 amaniaol@sbccd.cc.ca.us www.attctraining.org

The Donald F. Averill Applied Technology Training Center (ATTC) is an arm of the Economic Development and Corporate Training of the San Bernardino Community College District