

# Welcome to San Bernardino Valley College!

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

## **STEP 1. APPLICATION (ADMISSIONS)**

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

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

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

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

Hours: 8:00 am to 7:00 pm, Monday - Thursday  
8:00 am to 4:30 pm on Fridays

## **STEP 2. ASSESSMENT**

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

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

## **STEP 3. ORIENTATION**

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

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

## **STEP 4. REGISTER FOR CLASSES**

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

## **STEP 5. PAY FEES**

Fees can be paid in five ways:

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

Financial Aid is available to those who qualify. Go to the Financial Aid Office (AD/SS 106) or visit the website at [www.valleycollege.edu](http://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 Phone: (909) 384-4404**

# SPRING DATES TO REMEMBER

## Registration

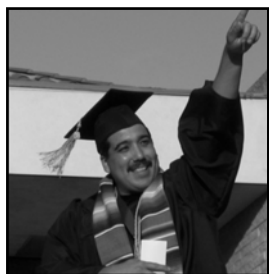
October 30, 31	Priority (EOPS/CARE, DSP& S and Veterans)
November 1, 2, 3	Category A
November 4, 5	Category B
November 6, 7	Category C
November 8, 9	Category D
November 10, 11, 12	Category E (November 11 is a holiday)
November 13, 14, 15	Category F

## Instruction

January 12	Full-Term Instruction Begins
January 12	8-Week Short-Term Session Begins
February 2	15-Week Short-Term Session Begins
February 9	14-Week Short-Term Session Begins
February 17	13-Week Short-Term Session Begins
February 23	12-Week Short-Term Session Begins
March 16	9-Week Short-Term Session Begins

## Holidays

January 19	Martin Luther King Day – Campus Closed
February 13	Lincoln’s Birthday – Campus Closed
February 16	Washington’s Birthday – Campus Closed
March 9-14	Spring Recess



## **SAVE THE DATE** **San Bernardino Valley College’s** **Annual Commencement** **May 22, 2009**

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

Inasmuch as the California Education Code prescribes that add and drop dates be course specific, depending upon a number of factors, there may, on occasion be slight inconsistencies in printed and programmed dates. Such inconsistencies should they occur, may be dealt with on a case-by-case basis.

**For refunds**, students must drop before 10% of the instructional days have passed. In order not to receive a “W” for a class, students must drop before 30% of the instructional days have passed. Students dropping after 30% of the instructional days have passed will receive a “W”.

# TABLE OF CONTENTS

## General Information

Academic Calendar	BC
Academic Program Codes	F
Academic Advancement Lab	140
Application for Admission	B
Associated Student Government	140
BOG Application	13
Bookstore	140, 144, 151
CalWORKs	11
Campus Administration	154
Campus Business Office	140
Career College	11
Child Development Center	140
Clubs	140
Corequisites/Prerequisites	145
Core Competencies	137
Counseling	141
Crime Statistics	147, 151
Dates to Remember	2
Disabled Students Program & Services	141
Distributed Education	138, 141
District Administration	154
District Police	140
Enrollment Fees	7
EOPS/CARE	141
e-Schedule	11
Fee Payment Coupon	7
Fee Waiver Application	13
Final Exam Schedule	153
Financial Aid	12, 141
Food Services	141
High School & College Codes	E
Honors Program	141, 148
How to Add/Drop Class	10
How to Read A Schedule	10
Library	141
Matriculation	142
Non-Discrimination Policy	145
Parking	145
Policies for Students	144
Priority Registration	5, 6
Professional Development	155
Program Advisors	15
Refund Policy	146
Registration Categories	6
Residency	5, 146
Schedule Planner	150
Scholarships & Awards	142
Services for Students	140
Sexual Harassment Policy	147
STAR Program	142
Student Assistance Program	142
Student Disciplinary Procedures	149
Student Grievance Policy	147
Student Health Services	142
Substance Abuse Policy	148
Telephone Registration	9
Transcripts	148
Transfer and Career Center	143
Tutorial Center	143
Veterans' Services	143
Web Registration	6, 8
Writing Center	143

## Academic Programs

Academic Advancement	16
Accounting	16
Administration of Justice	18
Aeronautics	19
Air Travel	21
American Sign Language	22
Anthropology	22
Architecture & Environmental Design	23
Art	25
Astronomy	29
Automotive	30
Big Bear Offerings	123
Biology	32
Business Administration	35
Business Calculations	37
Chemistry	38
Child Development	40
Computer Information Technology	44
Computer Science	49
Corrections	50
Criminal Justice	50, 126
Dance	51
Diesel	51
Economics	52
Education	44
Electricity/Electronics	53
Engineering	55
English	56
English as a Second Language	61
Family & Consumer Science	61
French	62
Geographic Information Systems	62
Geography	63
Geology	64
Health Education	65
History	65
Human Services	68
Inspection Technology	73
Library Technology	74
Machine Technology	74
Mathematics	76
Music	82
Nursing	85
Oceanography	88
Online/Hybrid Offerings	139
Paralegal	89
Pharmacy Technology	89
Philosophy/Religious Studies	90
Physical Education Individual/Dual Team Varsity	92 93 95 96
Physical Science	97
Physics	97
Police Science	98, 126
Political Science	98
Psychiatric Technology	99
Psychology	100
Radio, Television & Film	102
Railroad	104
Reading & Study Skills	105

Real Estate/Escrow	107
Refrigeration & Air Conditioning	108
Restaurant Management	109
Sociology	110
Spanish	111
Speech	112
Student Development	115
Technical Calculations	116
Theatre Arts	116
Warehouse	117
Water Supply Technology	118
Weekend College	135
Welding Technology	119
Work Experience, General	122

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

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

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

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

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## SBCCD Board of Trustees

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DEPARTMENT OFFICE	LOCATION	PHONE NUMBER	OPEN OFFICE HOURS
Campus Business Office (includes Parking)	AD 206	384-4453 384-8288	8:00 am – 6:30 pm Monday-Thursday 8:00 am – 4:30 pm Friday (No deposits accepted after 4:00 p.m.)
Bookstore	CC 123	384-4435	7:45 am – 7:00 pm Monday – Thursday 7:45 am – 4:00 pm Friday
Library	LIB	384-4448	7:30 am – 9:30 pm Monday – Thursday 7:30 am – 4:30 pm Friday and Saturday
Admissions & Registration Transcripts Veterans' Services	AD 100	384-4401	8:00 am – 7:00 pm Monday -Thursday 8:00 am – 4:00 pm Friday
Assessment (Testing)	AD 101	384-8959	8:00 am – 4:30 pm Monday, Tuesday, Thursday and Friday 8:00 am – 7:00 pm Wednesday; as needed. <i>Check with Assessment Center Staff</i>
Counseling Services	AD 103	384-4404	8:00 am - 7:00 pm Monday -Thursday 8:00 am – 4:30 pm Friday
Disabled Student Programs and Services	AD 105	384-4443	8:00 am -6:00 pm Monday –Thursday 8:00 am – 4:30 pm Friday
Financial Aid	AD 106	384-4403	8:00 am--7:00 pm Monday – Thursday Limited Counter Services, 8:00 am – 4:30 pm Friday
Student Life (Picture taken for student ID card)	CC 133	384-4474	9:00 am – 5:00 pm Monday – Friday
Transfer and Career Services	AD 203	384-4407	8:00 am – 7:00 pm Monday –Thursday 8:00 am – 4:30 pm Friday



# EXTENDED HOURS

## FIRST TWO WEEKS OF INSTRUCTION

**Do you need to register** for a class, purchase a *parking permit*, buy your *books* or file your *financial aid* paperwork? These offices are open late during the first two weeks of instruction to assist you!

<i>Department Office</i>	<i>Location</i>	<i>Phone Number</i>	<i>Open Office Hours</i>
Admissions and Records	AD100	384-4401	Monday-Friday, 8:00 am – 7:00 pm Saturday, 9:00 am – 1:00 pm
Bookstore	CC123	384-4435	Monday-Friday, 7:30 am – 7:00 pm Saturday, 8:00 am – 12 noon
Campus Business Office	AD206	384-4453	Monday-Thursday, 8:00 am – 6:30 pm Friday, 8:00 am – 4:30 pm
Financial Aid	AD106	384-4403	Friday, 8:00 am – 7:00 pm Saturday, 9:00 am – 1:00 pm

## FEES, PAYMENT OPTIONS & YOUR RESPONSIBILITIES

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

**Credit Card** – On-line ([www.valleycollege.edu](http://www.valleycollege.edu))  
Telephone (909) 888-1996

**Cash** - Admissions Office (AD/SS 100)

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

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

### RESIDENCY

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

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

**Members of the United States armed forces** stationed in California on active duty (except those assigned for educational purposes) are exempt from non-resident tuition for the duration of their attendance at a community college as long as they remain on active duty. Dependents are entitled to a waiver of the non-resident fee until they have resided in the state the minimum time necessary to become a resident.

### HIGH SCHOOL STUDENTS

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

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

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

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

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

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

### AB 540

1. SBVC, in compliance with California law, will classify non-resident students as California residents, for tuition purposes, if they meet all of the following criteria:
  - You have attended a California high school for at least 3 years
  - You have a high school diploma (or equivalent)
  - You have applied for legal status – or will sign an affidavit stating your intent to do so.

Please visit the Admissions Office for further information.

### Priority Registration

**Students:** If you experience difficulty registering by phone or web and need assistance, please contact the Admissions & Records Office by email at [admissions@valleycollege.edu](mailto:admissions@valleycollege.edu) or by fax at (909) 889-4988. Log on to [www.valleycollege.edu](http://www.valleycollege.edu) or call (909) 888-1996 to **confirm** your registration category beginning **October 1**. Web/Telephone registration begins on **November 1**. \*\*EOPS/CARE, DSPS and Veterans registration is **October 30 and 31**.

## HOW PRIORITY REGISTRATION WORKS

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

### WEB/TELEPHONE REGISTRATION SCHEDULE – SPRING 2009

Web/Telephone Registration begins **November 1**. 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.

October 30-31	EOPS/CARE, DSP&S and Veterans	November 8, 9	Category D
November 1, 2, 3	Category A	November 10, 11, 12	Category E
November 4, 5	Category B	November 13, 14, 15	Category F
November 6, 7	Category C	November 16 and on	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](http://www.valleycollege.edu) or call (909) 888-1996 beginning **October 1**. **Be sure to calculate both the number of units completed at SBVC and the number of units you are currently taking.**

Once you have determined your category level, you will be assigned a date to register. If you do not register by telephone or web on the published date, you may register on any date up until the deadlines posted at the top of this page.

#### *Category A*

- Students enrolled at SBVC during the Summer or Fall 2008 terms who have completed 40 to 109 units at SBVC.

#### *Category B*

- Students enrolled at SBVC during the Summer or Fall 2008 terms who have completed 30 to 39.9 units at SBVC.

#### *Category C*

- Students enrolled at SBVC during the Summer or Fall 2008 terms who have completed 15 to 29.9 units at SBVC.

#### *Category D*

- Students enrolled at SBVC during the Summer or Fall 2008 terms who have completed up to 14.9 units at SBVC.

#### *Category E*

- Students who attended SBVC previously but not in the Summer or Fall 2008 terms who have reapplied for Spring 2009 admission.
- New students who have submitted an application for Spring 2009 admission **AND** who have completed Assessment.

#### *Category F*

- New students who have submitted an application for admission **BUT** have **NOT** completed Assessment.
- Students who have previously earned a Bachelor's degree or higher.
- Continuing students with 110 or more units.

# Calculate Your Fees

Each course listed in the schedule will tell you how many semester "units" of credit have been assigned to it. Your fees will be based on these units. Use steps A, B, C and D below to do a preliminary calculation of your fees:

- A. If you are a resident of California, multiply the number of units you will be taking by \$20 and enter the total here: \_\_\_\_\_  
(Example: If you are taking 6 units, the total will be \$120.)
  
- Note: If you are not a resident of California, multiply the number of units by \$195. Students who are both citizens and residents of a foreign country will also be required to pay a Capital Outlay fee of \$15 in addition to the non-resident fee.*
  
- B. Add the required Health Fee of \$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 – Spring 2009

(Please return with payment)

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

**REQUIRED FEES:**

Enrollment Fee	\$20 per unit	_____
Non-resident/Citizens of U.S. (\$186/unit plus enrollment fee \$20/unit)	\$206 per unit	_____
Non-resident/Citizens of Foreign Countries (\$186/unit plus enrollment fee \$20/unit plus Capital Outlay Fee \$8)	\$195 per unit plus \$8	_____
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 Spring Semester	_____
I have Financial Aid: <input type="checkbox"/> BOG and/or other _____		
<i>(Financial Aid/BOG Waiver recipients may still owe fees)</i>		
Send check or money order made payable to <b>SAN BERNARDINO VALLEY COLLEGE</b>		TOTAL FEES \$ _____

Payment may be made by check/money order/credit card. **ABSOLUTELY DO NOT SEND CASH!** You must pay all your fees within three (3) working days of registration or you may be dropped from your classes. **YOU ARE RESPONSIBLE FOR ALL FEES INCURRED.** After the start of the semester, you must pay at the time of registration. **YOU WILL NOT BE BILLED!**

NAME: \_\_\_\_\_ SOC. SECURITY # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**TOTAL AMOUNT TO BE CHARGED**



Print Name as shown on card \_\_\_\_\_

Card Number (Please be accurate) \_\_\_\_\_

Expiration Date \_\_\_\_\_



Signature of Card Holder \_\_\_\_\_

## WEB REGISTRATION INSTRUCTIONS

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

### Web Registration Instructions:

1. Log on to [www.valleycollege.edu](http://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](mailto:firstname.lastnameXXX@student.sbccd.net)  
first name is your full, official first name (no nicknames)  
last name is your full, official last name  
XXX is the last three digits of your student ID
    - 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.***



## TELEPHONE REGISTRATION INSTRUCTIONS

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

### TELEPHONE REGISTRATION WORKSHEET • DIAL (909) 888-1996 *An Electronic Voice Will Guide You Through Each Step*

- STEP 1**      To access registration..... Press 1  
                   To access grades..... Press 2

- STEP 2**      To register for classes
- Enter your 9-digit Social Security number  
 (No dashes or spaces required)..... \_\_\_\_\_
- Enter your 6-digit birth date using your month, day, and year (mm/dd/yy)  
*Example: If you were born on February 12, 1972, enter 021272* \_\_\_\_\_

- STEP 3**      **Purchase AS Discount Sticker**
- Yes ..... Press 1  
 Otherwise ..... Press any other key

*Have this information ready for the next step:  
 (Use eSchedule to create your schedule)*

Courses to add:

Reference #	Sec #	Units	Course	Day	Time

- STEP 4**      To add a course..... Press 1  
                   To drop a course..... Press 2  
                   To review your schedule..... Press 3  
                   To accept schedule, receive balance & complete call... Press 6  
                   Print your schedule

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

***Get a printout of your schedule immediately!***

**To ensure your registration is complete,  
 always wait for "Thank You" before hanging up.**

**You must pay all your fees within three (3) working days of registration or you may be dropped from your classes.** After the start of class, you must pay immediately. You are responsible for all expenses incurred. When dropped from class for non-payment, your space becomes available to other students who want to register for the class.

***We are not responsible for any delay in the mail.***

## HOW TO READ A SCHEDULE

Course title and course name

Units

CAN (California Articulation Number)

Prerequisite, if any

Building/Room

Instructor

Reference Number

Section Number

Days Times

Lecture

Laboratory

**CHEM 150 General Chemistry I** **5 Units**

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

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

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

## HOW TO ADD OR DROP AFTER THE START OF CLASSES

If you revise your schedule, and if the total number of units taken changes, the amount of your fees will also change. Payment is due immediately. See the "Policies" pages in the back of this schedule for a description of the refund policy if you are dropping a class.

**ADDING CLASSES:** AFTER the Web/Telephone registration period has closed and beginning on the first day of class, there are three ways you can add a class, with payment due immediately if the total number of units you are taking also changes. If you add or drop a class after the start date, you are responsible for the fees.

**Obtain a webcode authorization sticker from your instructor.** Log on to [www.valleycollege.edu](http://www.valleycollege.edu), enter the Campus Central system, and follow the directions to register by using the web code authorization sticker information. Payment will be due immediately. YOU CANNOT ADD A CLASS VIA THE WEB after the "use by date" has expired. In the event your instructor runs out of authorization stickers, s/he may sign your add card. Signed add cards must be submitted to Admissions and Records for processing. Payment will be due immediately.

### To pay:

- Use a credit card to pay over the web system, OR
- Bring your add/drop card and payment (check, money order or credit card) to the Admissions & Records Office, OR
- Submit your add/drop card and payment through the U.S. Mail. **Do not mail cash!** OR
- Drop your payment coupon and payment (check, money order or credit card) into the Admissions and Records drop box, located outside the office.

**Always retain your registration and schedule information and/or copy of the add/drop form until after final grades are posted.**

**DROPPING CLASSES:** An instructor's signature *is NOT required to DROP a class*. All classes may be dropped using the web, telephone or a campus drop-box. If you'd like to drop using the web, log on to [www.valleycollege.edu](http://www.valleycollege.edu). If you have questions, call (909) 384-4401 for assistance. **It is the student's responsibility to drop classes he/she is no longer attending. Be aware dropping a class may affect your financial aid eligibility. Check with the Financial Aid Office.**



***An online alternative to the printed schedule!***

<http://www.valleycollege.edu/eSchedule>

eSchedule was created to speed up the registration planning process and provide quick and easy access to a complete listing of Spring 2009 classes.

The eSchedule gives students the option of downloading the entire semester schedule of classes onto their PC's hard drive so that internet delays or high usage of the website during peak registration hours/days does not delay retrieval of that information. Automatic updates can be downloaded in a matter of seconds.

The real beauty of the eSchedule is that you can see which courses are still available when you are scheduled for priority registration. Note: A link will take you to Campus Central to register.

Feedback and ideas regarding this site would be appreciated. We want this site to work for you.

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

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

Training is available in these high-demand fields:

- Warehouse / Forklift Operator
- Restaurant Management / Food Service
- Clerical Assistant
- Automobile Mechanic
- Machine Trades
- Water Treatment
- GIS
- GED Preparation

Tuition waivers, financial aid, and other support services are available for qualified applicants.

For more information, contact the CalWORKs Office at 909-384-4429.

**Apply today and take control of  
your future!**

**C**alifornia  
**a**  
**I**  
**W**ork  
**O**ppportunity  
**R**esponsibility  
**K**ids  
**S**

Students on public assistance may be eligible to seek support and guidance through CalWORKs to ensure that they are successful in their education and work-related activities.

What can CalWORKs do for you?

- Academic Counseling/Tutoring
- Child Care/Transportation
- Employment Services
- TANF-CDC-Special Program/ Child Development Majors

**CalWORKs Office  
(909) 384-4429**

**“Helping You Today To Build  
A Better Tomorrow!”**



## **NEED HELP PAYING YOUR ENROLLMENT FEES?**

### **Board of Governors Fee Waiver (BOG)**

This waiver is available to California residents to cover basic enrollment fees only. You will be responsible for other fees (health, student center and student representative fees). In order for the Financial Aid Office to determine eligibility, the student 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](http://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](http://www.valleycollege.edu/Financial_Aid/index.php)

### **Federal Pell Grant**

The Federal Pell Grant program provides grants up to a maximum of \$4731 per year for students, depending on the ability of the family and/or individual student to contribute to their educational costs determined by the FAFSA application process.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

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

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

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

### **Academic Competitiveness Grant (ACG)**

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

### **Federal Work-Study**

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

### **Federal Stafford Loan**

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

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# California Community Colleges 2008-2009 Board Of Governors Fee Waiver Application

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

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

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

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

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

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

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

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

## DEPENDENCY STATUS

1. Were you born before January 1, 1985?  Yes  No
2. As of today, are you married or in a Registered Domestic Partnership (RDP)? (Answer "Yes" if you are separated but not divorced or have not filed a termination notice to dissolve partnership.)  Yes  No
3. Do you have children who receive more than half of their support from you, or other dependents who live with you (other than your children and spouse/RDP) who receive more than half of their support from you, now and through June 30, 2009?  Yes  No
4. Are (a) both your parents deceased, or (b) are you (or were you until age 18) a ward/dependent of the court?  Yes  No
5. Are you a veteran of the U.S. Armed Forces or currently serving on active duty for purposes other than training?  Yes  No

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

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

6. If your parent(s) or his/her RDP filed or will file a 2007 U.S. Income Tax Return, were you, or will you be claimed on their tax return as an exemption by either or both of your parents?  Will Not File  Yes  No
7. Do you live with one or both of your parent(s) and/or his/her RDP?  Yes  No

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

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

## METHOD A ENROLLMENT FEE WAIVER

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

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

**METHOD B ENROLLMENT FEE WAIVER**

10. **DEPENDENT STUDENT:** How many persons are in your parent(s)/RDP household? (Include yourself, your parent(s)/RDP, and anyone who lives with your parent(s)/RDP and receives more than 50% of their support from your parents/RDP, now and through June 30, 2009.) \_\_\_\_\_
11. **INDEPENDENT STUDENT:** How many persons are in your household? (Include yourself, your spouse/RDP, and anyone who lives with you and receives more than 50% of their support from you, now and through June 30, 2009.) \_\_\_\_\_
12. **2007 Income Information**

	DEPENDENT STUDENT: PARENT(S)/ RDP INCOME	INDEPENDENT STUDENT: STUDENT ( & SPOUSE'S/ RDP) INCOME
a. Adjusted Gross Income (If 2007 U.S. Income Tax Return was filed, enter the amount from Form 1040, line 37; 1040A, line 21; 1040EZ, line 4).	\$ _____	\$ _____
b. All other income (Include <b>ALL money</b> received in 2007 that is not included in line (a) above (such as TANF benefits, disability, Social Security, child support).	\$ _____	\$ _____
<b>TOTAL</b> Income for 2007 (Sum of a + b)	\$ _____	\$ _____

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

**SPECIAL CLASSIFICATIONS ENROLLMENT FEE WAIVERS**

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

• If you answered "Yes" to any of the questions from 13-17, you are eligible for an ENROLLMENT FEE WAIVER and perhaps other fee waivers or adjustments. Sign the Certification below. Contact the Financial Aid Office if you have questions.

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

I hereby swear or affirm, under penalty of perjury, that all information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to provide proof of this information, which may include a copy of my and my spouse/registered domestic partner and/or my parent's/registered domestic partner's 2007 U.S. Income Tax Return(s). I also realize that any false statement or failure to give proof when asked may be cause for the denial, reduction, withdrawal, and/or repayment of my waiver. I authorize release of information regarding this application between the college, the college district, and the Chancellor's Office of the California Community Colleges.

\_\_\_\_\_  
Applicant's Signature Date Parent Signature (Dependent Students Only) Date

**California Information Privacy Act**

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

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

**FOR OFFICE USE ONLY**

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

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

# **ACADEMIC AND VOCATIONAL PROGRAMS AND DEPARTMENT HEADS**

Program	Advisor	909-384-4400, Ext.
Academic Advancement	Odette McGinnis	8589
Accounting	Walt Chatfield	8652
Administration of Justice	Patrick Buckley	8604
Aeronautics/Air Travel	Allen Moore	8270
Anthropology	Jan Pielke	8586
Architecture & Environmental Design	John Stankas	8268
Art	Mandi Batalo	8937
Astronomy	Mike Lysak	8529
Automotive	Guy Hinrichs	5450
Biology	David Bastedo	8564
Business Administration	Roger Powell	8910
Business Calculations	Walt Chatfield	8652
Chemistry	John Stankas	8268
Child Development	Juliann Martin	8542
Computer Information Technology	Roger Powell	8910
Computer Science	John Stankas	8268
Cooperative Work Experience	Mary Nemnich	1623
Corrections	Patrick Buckley	8604
Criminal Justice	Gloria Fisher	4431
Dance	Matie Scully	8545
Diesel	Kevin Anderson	4079
Economics	Walt Chatfield	8652
Electricity/Electronics	Ed Szumski	8501
English	Diane Hunter	8634
ESL	Diane Hunter	8634
Family & Consumer Science	Juliann Martin	8542
GIS	Todd Heibel	8638
Geography	Todd Heibel	8638
Geology	Todd Heibel	8638
Health Education	Dawn Adler	8964
History	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	Terry Maul	8594
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	Jan Pielke	8586
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	Mary Nemnich	1623

# CORE COMPETENCIES

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

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

## 1. Communication

Students learn to communicate effectively when they:

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

## 2. Information Competency

Students develop information competency skills when they:

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

## 3. Critical Thinking

Students develop critical thinking skills when they:

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

## 4. Ethics

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

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

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

## 5. Creative Expression and Self Awareness

Students learn creative expression and self awareness when they:

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

## 6. Social Interaction and Cultural Diversity

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

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





# 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.

### ***Spring Online and/or Hybrid (H) Courses***

ACAD 100 (H)	CIT 102 (H)	PHIL 180
ACCT 047 (H)	CIT 105 (H)	POLIT 100 (H)
ACCT 200	CIT 114 (H)	PSYCH 100 (H)
ACCT 201	CIT 116	PSYCH 100H (H)
ADJUS 101	CIT 118	READ 015
ADJUS 102	CIT 120	REALST 100 (H)
ADJUS 103	CIT 126	RELIG 100
ADJUS 104	CIT 232	RELIG 100H
ANTHRO 100	CS 120 (H)	RELIG 101
ANTHRO 102	CS 220 (H)	RELIG 110
ANTHRO 106	ECON 200	RELIG 135
ANTHRO 106H	ECON 201	RELIG 150
ANTHRO 109	ENGL 061	RELIG 175
ANTHRO 110	ENGL 101	RELIG 176
ARCH 145	ENGL 102	RELIG 180
ARCH 146	ENGL 161	RTVF 100
ART 110 (H)	ENGL 175	RTVF 104
BIOL 260 (H)	HEALTH 101	RTVF 106
BUSAD 039	HIST 100	RTVF 121 (H)
BUSAD 108 (H)	HIST 101	RTVF 131
CHEM 101 (H)	HIST 170	RTVF 240
CIT 010 (H)	HIST 171	RTVF 241
CIT 020 (H)	HUMSV 178	RTVF 242
CIT 021	LIB 066 (H)	SOC 100 (H)
CIT 025 (H)	LIB 067	SOC 100H (H)
CIT 080 (H)	LIB 069	SOC 110
CIT 081 (H)	MATH 090	SOC 130
CIT 091 (H)	MATH 095	SOC 141
CIT 092 (H)	MATH 102	SOC 145
CIT 093 (H)	PHIL 101	SPEECH 100 (H)
CIT 094 (H)	PHIL 102	SPEECH 135
CIT 100 (H)	PHIL 103	SPEECH 174
CIT 101 (H)	PHIL 105	SPEECH 176

### ***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](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.



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

## SERVICES FOR STUDENTS

### Academic Advancement Lab & Tutorial Center

The Academic Advancement Lab and Tutorial Center (AALTC) houses self-paced, open entry basic skills classes and the Tutoring Center. It is located in the Liberal Arts Building, Room 206. The AALTC also serves as an overflow open computer lab when the computers in the new campus Library are all in use. The AALTC is open Monday-Thursday, 7:30 a.m. to 9:30 p.m. and Friday, 7:30 a.m. to 4:30 p.m.

### 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. In addition, they plan and manage various ASG accounts, including the Student Center Fee Account, the Student Representation Fee Account and the General Account. Funds from these accounts are used to support activities. Students can become active in ASG either by running for office during the Spring semester or by requesting an appointment during the Spring semester. Appointments are at the discretion of the ASG President. All students interested in participating in student government should visit the ASG Office 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 which complements the academic curriculum. We provide programs and services to enhance students' ability to learn and develop the life skills necessary to become productive and caring members of our global society. Student participation in the design and implementation of campus wide programs provides opportunities to develop and enhance characteristics of leadership, interpersonal skills, and personal growth. The office provides structured activities, programs, services, employment, resources and facilities to accomplish this mission.

### AS Discount Sticker

Each semester students are encouraged to purchase an AS Discount Sticker which entitles them to many benefits, including a 5% Bookstore discount, free admission to athletic events, and certain discounts at local businesses. AS Stickers may be purchased at the point of registration or at the Bookstore after obtaining a student ID. For more information, contact the ASG Office at (909)387-1614.

### Bookstore

The Bookstore, located in the Campus Center, Room 108, sells textbooks and a wide variety of supplies, software, sportswear, accessories and gift items. The Bookstore has the upcoming session's textbooks available one week prior to the start of classes. Bookstore hours vary throughout the semester. Call (909) 384-4435 or visit their website at [www.sbvcbkstore.com](http://www.sbvcbkstore.com) for additional information.

### Campus Business Office

The Campus Business Office is located in the Administration/Student Services Building, Room 206. This

office processes deposits for ASB and Club and Trust accounts; distributes financial aid, scholarship, care and loan checks to students; receipts payments for student obligations such as grant overpayments, returned checks; parking citations, etc., and sells parking permits. In addition, the staff provides accounting service, for the ASB, Clubs and Trust Accounts, the Bookstore, and the Cafeteria accounts for SBVC and CHC. For additional information, please call (909) 384-4453.

### Campus Clubs

Students are invited to join one of the various campus clubs – or to start one of their own! For more information on campus clubs, please visit Student Life in the Campus Center or call (909) 387-1611.

### Child Development Center

The SBVC Child Development Center (CDC) is a licensed facility designed to meet the developmental needs of children from age one through pre-Kindergarten. The Center is open from 7:30 a.m. to 4:30 p.m., Monday – Friday. Parents with one child are required to spend 54 hours per semester (or three hours per week) participating in the Child Development Center. In addition, parents must enroll in a parent education class (CD 101). Preference is given to full-time students (12 or more units) who are on campus daily. Fees are assessed on a sliding scale and can range from \$0 to \$48 per day, depending on the income of the parent(s). For further eligibility and enrollment information, call (909) 384-4440.

### San Bernardino Community College District Police Department

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

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

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

The San Bernardino Community College District is required by the United States Department of Education to post and/or publish crime statistics. Crime statistics are

available in the District Police Department, Campus Center, Room 100, and on the District Police website:

[www.sbccd.org/index.php?CurrentDir=District Police Department/](http://www.sbccd.org/index.php?CurrentDir=District Police 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. The Counseling Center is open Monday – Thursday, 8:00 a.m. to 7:00 p.m. and Friday, 8:00 a.m. to 4:30 p.m. Students may be seen on a drop-in basis (first-come, first-served) for 15 minutes but are encouraged to make an appointment in advance to spend more time with a counselor. Appointments are not available during “peak” registration times with the exception of Veterans and students on dismissal/ probation. A variety of services are available through the Counseling Center, including:

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

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

## Disabled Student Programs & Services

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

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

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

- Make informed choices about their educational, vocational, and career pathways
- Recognize their learning needs and take appropriate and proactive steps to ensure that they access services and programs necessary to their success
- Understand their rights under Federal and State disability law

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

## Distributed Education

The Office of Distributed Education coordinates the televised and computer-delivered courses available to students of San Bernardino Valley College and Crafton Hills College. Television courses are broadcast on KVCR-TV, channel 24, and generally have five meetings on

campus. KVCR is also available on cable systems and satellite systems, possibly on a different channel as selected by the independent provider. Online and hybrid courses require access to a computer system connected to the Internet and may have meetings on campus. Fees and academic credits are the same as equivalent on-campus courses. Contact the Office of Distributed Education at (909) 384-4325. The internet site is:

<http://dets.sbccd.org>

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

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

## Financial Aid

The Financial Aid Office provides help in obtaining financial assistance from various federal and state programs. The Office is located in the AD/SS Building, Room 106. For additional information, go to: [www.valleycollege.edu/Financial\\_Aid/index.php](http://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) 384-4410 for additional information.

## Library

The SBVC Library houses a collection of over 100,000 volumes, accessible through an online catalog which displays items in both the SBVC and Crafton Hills College Libraries. The catalog may be accessed on the Internet at <http://lr.valley.sbccd.cc.ca.us/libhome.htm>. One or more copies of most textbooks used at SBVC are available for in-library use through the “Textbook Bank.” In addition, there are 300 current print magazine subscriptions and an extensive backfile of magazine volumes. A 16-workstation database network provides access to thousands of newspapers, magazines, journals and other materials supporting research. Enrolled students may request a password so that they can

access these databases from their home computers. The Library also houses the campus' open computer laboratory, with over 80 personal computers, audio and video cassette players, and other multi-media equipment available for student use in completing class assignments. Librarians are available to help students find materials for term papers and other research assignments. Library cards are free and will be issued upon proof of attendance. The Library is open Monday through Thursday, 7:30 a.m. to 9:30 p.m. and 7:30 a.m. to 4:30 p.m. Friday and Saturday.

## 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 1<sup>st</sup> 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.

## Matriculación

*La matriculación es un proceso cuya meta es ayudarles a los estudiantes a lograr sus objetivos educacionales.*

*Por medio de la matriculación, San Bernardino Valley College (SBVC) se compromete a proveerle a cada estudiante lo siguiente:*

- *Un proceso de admisión.*
- *Una evaluación de sus habilidades, metas, aspiraciones profesionales, éxito académico y su necesidad de servicios especiales.*
- *Una orientación a los programas, servicios que ofrece SBVC y como desarrollar un plan educativo.*
- *El consejo para desarrollar un plan educativo para aprovecharse de los beneficios del proceso de la matriculación, al estudiante se le aconseja fuertemente:*

- *Que participe en una sesión de evaluación/orientación/consejo antes de inscribirse en las clases.*
- *Que se inscriba en el curso de Academic Advancement durante su primer semestre en SBVC.*
- *Que trabaje junto con un consejero para desarrollar un "plan educativo estudiantil" que le satisfaga sus necesidades individuales.*

*La meta de matriculación es cumplida parcialmente por medio de la clase de ACAD 100 y las clases de SDEV 010 y 102. Para estudiantes que tienen intenciones de graduar de San Bernardino Valley College se requiere que terminen ACAD 100, durante los primeros dos semestres que están matriculados en 9 unidades o más.*

## Scholarships and Awards Office

The Scholarship and Awards Office (Campus Center, Room 205) assists students in learning about and applying for campus and community scholarships. Recipients are selected on the basis of academic achievement, character and other criteria including, in some cases, financial need. Call (909) 384-8673 for additional information about filing periods and scholarships available.

## STAR Program

The Success Through Achievement and Retention (STAR) Program (AD/SS Building, Room 202) is a federal Student Support Trio program that is designed to increase the graduation and transfer rate of students who qualify (based on citizenship status, need for academic support, income, first-generation college student status, and physical or learning disability). The purpose of STAR is to provide a learning support community that will empower students to complete the college-level classes required to obtain a degree and/or transfer. Participants receive tutoring, academic workshops, personal and academic counseling, financial aid counseling, and an opportunity to attend cultural enrichment activities. Students may enroll in the program during the fall and spring semesters. Office hours are 8:00 a.m. to 6:00 p.m. Monday through Thursday during the Summer. Call (909) 384-8606 for additional information. Applications are also available online at [www.valleycollege.edu](http://www.valleycollege.edu).

## Student Assistance Program

The Student Assistance Program (SAP) is designed to help students and their families deal with unforeseen problems and circumstances that they may encounter during their studies at San Bernardino Valley College. It is operated by students that are trained in areas of listening, assessing and referral. The motto is "For Students, By Students." The office is located in Campus Center, Room 213. Please contact the SAP office at (909) 384-8233 to inquire about Spring Semester hours.

## Student Health Services

The Student Health Center (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 and emergency care; immunizations; and health screening for vision, hearing and blood pressure. Mental health counseling is also available by appointment. Nurse practitioners are available for

consultation, treatment, and referral. Family nurse practitioner services also include pap smear, STD screening, pregnancy tests, birth control, and general medical consultation. There is no charge for office visits; however, a nominal fee is charged for medication, lab tests, and immunizations. The Student Health Center is open Monday and Thursday, 8:00 a.m. - 7:00 p.m., Tuesday and Wednesday, 8:00 a.m. - 6:00 p.m., Friday, 8:00 a.m. - 12:00 p.m. and the 2<sup>nd</sup> and 4<sup>th</sup> Saturday of the month from 9:00 a.m. - 1:00 p.m. during the regular semester. Call (909) 384-4495 for additional information.

### **Transfer & Career Center**

The Transfer & Career Center (AD/SS Building, Room 203) is open to students planning to transfer to any four-year college or university and/or seeking career exploration. During the semester, the Transfer & Career Center operates Monday through Thursday, 8:00 a.m. to 7:00 p.m. and Friday 8:00 a.m. to 4:30 p.m. 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. and Friday, 7:30 a.m. to 4:30 p.m.

### **Veterans' Services**

Veteran's Services (AD/SS Building, Room 100) provides assistance with paperwork and academic support to any veteran. For additional information, call (909) 384-8948.

### **Writing Center**

The Writing Center (Liberal Arts, Room 201) provides individual and small group tutoring sessions free of cost for enrolled students. Students may receive feedback on writing assignments for any subject area. Call (909) 384-8244 for additional information.



[www.assist.org](http://www.assist.org)

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

# POLICIES FOR STUDENTS

## Address Changes

Forms to change a mailing address are on the website [www.valleycollege.edu](http://www.valleycollege.edu) and in the Admissions & Records Office (AD/SS Building, Room 100). It is the student's responsibility to keep the Admissions & Records Office informed of any changes of address. Identification is required for change of student information.

## Attendance

Students will be told at the beginning of each class exactly what is expected regarding attendance. The instructor's decision is final. In the event that an absence is unavoidable, students are responsible for notifying instructors. Failure to attend class meetings during the first week of a term may result in a student being dropped from the class.

## Auditing

Attending classes without formally registering is NOT permitted.

## Bookstore

### Check Acceptance Policy for the Bookstore:

The Bookstore will accept payment with a check if the following conditions are met:

- The student must present a valid driver's license or a California state identification card.
- The check must be imprinted with a name and street address. (Post Office boxes are NOT accepted.)
- A phone number is required.
- The check must be made out to the "SBVC Bookstore" and will be accepted for the amount of purchase only.

### Refund Policy for the Bookstore:

- 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 April 1<sup>st</sup> through the end of the spring 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.

## Canceling Classes

The college reserves the right to cancel any class that does not meet the minimum enrollment requirements established by the district. Students will automatically be mailed a refund of the enrollment fees for any class cancelled by the college. See page 66 for details regarding refunds.

## Cheating and Plagiarism

It is the belief at San Bernardino Valley College that students share a responsibility with their instructors for assuring that their education is honestly attained. In keeping with this belief, every instructor has the responsibility and authority to deal with any instances of plagiarism, cheating and/or fabrication that occur in the classroom. Examples of academic dishonesty include (but are not limited to) the following:

Plagiarism: Plagiarism is the act of presenting someone else's work as one's own. Examples include:

- Copying and pasting text from websites or other electronic sources and presenting it in an assignment as your own original work.
- Copying and pasting text from printed sources (including books, magazines, encyclopedias or newspapers) and presenting it in an assignment as your own original work.
- Using another student's work and claiming it as your own original work (even if you have the permission of the other student).

Cheating: Cheating is the act of pretending (or helping others to pretend) to have mastered course material through misrepresentation. Examples include:

- Copying from another student's test or assignment.
- Allowing another student to copy from your test or assignment.
- Using the textbook, course handouts, or notes during a test without instructor permission.
- Stealing, buying or otherwise obtaining all or part of a test before it is administered.
- Selling or giving away all or part of a test before it is administered.

- Having someone else attend a course or take a test in your place.
- Attending a course or taking a test for someone else.
- Failing to follow test-taking procedures, including talking during the test, ignoring starting and stopping times, or other disruptive activity.

**Fabrication:** Fabrication is the intentional use of invented information. Examples include:

- Signing a roll sheet for another student.
- Giving false information to college personnel.
- Answering verbal or written questions in an untruthful manner.
- Inventing data or sources of information for research papers or other assignments.

As members of the San Bernardino Valley College learning community, students are not to engage in any form of academic dishonesty. Any act of academic dishonesty will be considered a very serious offense that is subject to disciplinary action. The consequences of academic dishonesty may include receiving a grade of "F" for a class or possible expulsion from the college.

### **Children on Campus and in the Classroom**

All children (with the exception of high school students who have been admitted to the college) must be accompanied by an adult while on campus. Children are not allowed in the classroom under any conditions and are not to be left unattended in any campus facility. Should this occur, the District Police should be notified immediately.

### **Complaints**

Any complaint about a grade, an instructor or course content should be made to the instructor involved, then to that instructor's Department Chair, then to the Division Dean of that department.

### **Credit Hours (Units)**

One credit is awarded for each 16-18 lecture hours of instruction, or for 48-54 laboratory hours, or for appropriate combinations of lecture and laboratory hours. For each hour in lecture, students are expected to spend at least two hours of work outside of class engaged in reading, completing assignments, or other activities related to the course.

### **Non-Discrimination Policy**

San Bernardino Community College District and its two colleges, San Bernardino Valley College and Crafton Hills College, are committed to non-discrimination. Our goal is to provide equal opportunities for all community members in all areas of the college including admission, student financing, student support facilities and activities, and employment. Federal laws and District policies strictly prohibit all types of discrimination, including sexual harassment and inequities based on race, color, religion, sex, age, marital status, physical disabilities or mental impairments, or sexual orientation. The District's non-discrimination policies are supported by the requirements of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the education amendments of 1972; the Age Discrimination in Employment Act of 1975; and sections 503 and 504 of the Rehabilitation Act of 1972, as amended, and the Americans with Disabilities Act. San

Bernardino Valley College is further committed to overcoming sex discrimination and sex stereotyping in vocational education programs. In addition, the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Students, job applicants, and employees may complain of any action which they believe discriminates against them on the above-cited grounds.

For information regarding the college's non-discrimination policy or to file a complaint, contact the Vice Chancellor of Human Resources and Employee Relations, District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. You may also call (909) 382-4041.

For information regarding the requirements of Section 503 and 504 of the Rehabilitation Act of 1973 or to file a complaint, contact the Vice President of Student Services, San Bernardino Valley College (Administration/Student Services Building, Room 200).

### **Parking**

The Spring semester parking permit is \$20 **and expires May 31, 2009**. If you purchased an Annual permits (only available during Fall semester), you do not need to purchase a Spring permit.

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.

### Residency

**California Residents:** The following conditions establish college residency status:

1. If the applicant is less than 18 years, his or her parents or guardian must have resided within California for 12 consecutive months preceding the first day of the semester.
2. If the applicant is 18 years but not yet 19 years of age, the applicant and the applicant's parents must have resided within California for 12 consecutive months preceding the first day of the semester.
3. If the applicant is 19 years or older, the applicant must have resided within California for 12

- consecutive months preceding the first day of the semester.
4. SBVC, in compliance with California law, welcomes undocumented, non-immigrant aliens, and will classify them as California residents, for tuition purposes, if they meet the following criteria:
    - You have attended a California high school for at least 3 years
    - You have a high school diploma (or equivalent)
    - You have applied for legal status – or will sign an affidavit stating your intent to do so.

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

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

### Sexual Harassment Policy

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

### Standards of Student Conduct

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

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

2. **Respect for other students:** This includes using appropriate language in public areas and refraining from physically or verbally harassing others in any way.
3. **Academic honesty:** Lack of honesty in the classroom is considered a very serious offense. Any form of cheating on tests or assignments, turning in work that is not one's own (i.e., plagiarism), talking during tests, furnishing false information to college personnel, or knowingly misrepresenting oneself to the college is grounds for disciplinary action. The consequences of cheating are severe and may include receiving a grade of "F" for the class or possible expulsion from the college.
4. **Instructor's rights:** An instructor has the right to remove a student from class at any time he or she considers a student's actions to be interfering with a proper collegiate environment. The instructor may also refer the incident to the administration for disciplinary action as warranted.

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

See Board Policy 5500 for additional information about student conduct.

### Student Grievance Policy

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

- An act or threat of intimidation
- Any arbitrary action or imposition without proper regard to due process

Any student who wishes to discuss a grievance must first attempt to resolve the issue by contacting the employee. The next step requires a conference with the employee's immediate supervisors (first the Department Head, then that employee's Division Dean). Written documentation at each step is necessary, particularly if a grievance is filed. If the alleged problem is still unresolved, the student may request a formal hearing by contacting the Vice President of Student Services in the Administration/ Student Services 200. Before a formal hearing is filed, the student must review Board Policy 5530. For further detail, see page 29 of the 2007-2008 College Catalog.

### Students Right to Know – Crime Reporting/ Crime Statistics

The San Bernardino Community College District maintains a Police and Safety Services Department with personnel available 24 hours a day. You may report any criminal action or any other emergency at SBVC any time – day or night – by calling **384-4491** or by coming in person to the College Police and Safety Services Office, Campus Center.

Annual crime statistics can be found on the SBCCD website at [www.sbccd.org](http://www.sbccd.org), under "About the District." In

addition, the full "Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act" handbook is available at the following locations: SBCCD Chancellor's Office; Vice President of Student Services, SBVC; SBVC College Police and Safety Services Department.

### Substance Abuse

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

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

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

### Transcript Request

Transcripts can be ordered online at [www.valleycollege.edu](http://www.valleycollege.edu). Click on Apply and Register; under Records, click on "Request for Transcripts." Transcripts may also be requested by completing a Transcript Request form and submitting it to the Admissions & Records Office, AD/SS Building, Room 100. Transcripts may not be processed as a result of: incomplete applications, prerequisite requirements or other financial or academic issues. The first two transcripts requested are provided at no charge; after that, there is a \$3 charge for each request (allow 5 to 7 working days for processing of standard requests). There is an \$8 charge for rush requests (24-hour processing, excluding weekends and holidays).

<b>Laws and Policies Relating to Students</b>	<b>Where to find it</b>
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) 384-4410 for additional information.

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

*Look what's being offered in the Spring:*

ANTHRO 106H	CHEM 213H	ENGL 102H	SOC 100H
BIOL 109H	CD 105H	POLIT 110H	SPAN 103H
CHEM 150H	ECON 200H	PSYCH 100H (2)	SPEECH 100H
CHEM 151H	ENGL 101H	RELIG 100H	

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

**I intend to meet the Admission Requirements by satisfying two of the following:**

GPA of 3.0 in 12 units of transfer level coursework (courses numbered 100 or above)

Minimum high school GPA of 3.5

# STUDENT DISCIPLINARY PROCEDURES

## Resolving Student Concerns

San Bernardino Valley College functions within a basic framework that relies on the personal honor and integrity of its students and staff. The framework is fostered in an atmosphere of mutual trust and openness, relying on example and discussion to promote understanding and respect.

## Grounds for Disciplinary Action

Student conduct must conform to district and college rules and regulations. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to, the following:

- Continued disruptive behavior, willful disobedience, habitual use of profanity or vulgarity, the open and persistent defiance of authority, or persistent abuse of college personnel.
- Dishonesty, such as cheating, plagiarizing or knowingly furnishing false information to the college or to college officials.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees.
- The use or possession of alcoholic beverages on college property or at any college sponsored event, or the presence on campus of anyone under the influence of alcohol.
- Assault, battery or any threat of force or violence upon a student or visitor to the campus or college personnel.
- Willful misconduct which results in injury or death to a student, campus visitor or college personnel, or cutting, defacing, or otherwise harming any real or personal property owned by the District.
- The use, sale or possession of illegal drugs or substance or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code, or the presence on campus of anyone under the influence of such drugs or substances.
- Forgery, alteration or misuse of college documents, records, or identification.

- Violation of college regulations governing student organizations, the use of college facilities or the time, place and manner of public expression or distribution of materials.
- Unauthorized entry to facilities or use of college supplies, equipment, and telephones.
- Possession or use of any firearm, explosive device, dangerous chemical or other deadly weapons while on college property or at college-sponsored activities.
- Driving of motorcycles and other off-road vehicles on college property, other than the regular roads and parking lots.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Obstruction of pedestrian and/or vehicular traffic while on college property or at college-sponsored activities.

## Types of Disciplinary Action

Disciplinary actions which are imposed by the college for the violation of its rules or the laws of the State of California include the following:

- Reprimand (a verbal or written recognition of a violation of good conduct that admonishes the offender to avoid future infractions).
- Probation (a disciplinary action which returns the offender to the college community on his or her promise of appropriate future behavior; may include, but is not limited to, ineligibility to participate in extra-curricular activities and certain other student privileges).
- Suspension (exclusion from the college and college-sponsored activities for a specified time).
- Expulsion (exclusion by the District Board of Trustees from the college and all college-sponsored activities).



# Schedule Planner SPRING 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.						



## **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 SBCCD 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%*

**EARN "BOOKSTORE BUCKS" FOR EVERY ON-LINE PURCHASE**

**Good towards any purchase in the Bookstore. Valid February 2-27, 2009.**

**(Excludes textbooks - No other promotions/discounts apply)**

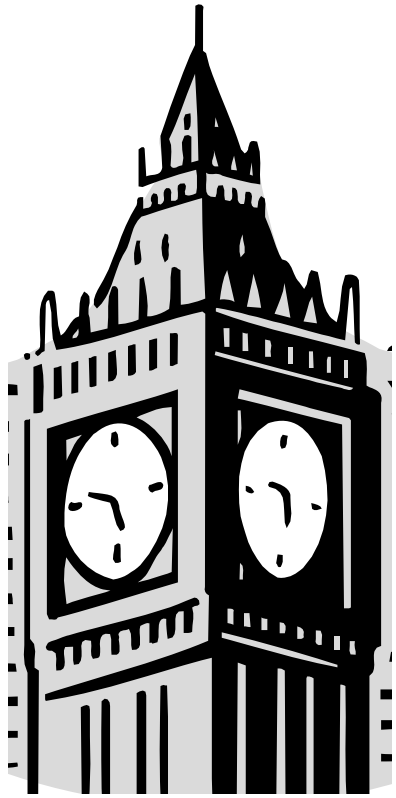
**\$0-\$99 Earn \$5; \$100-\$199 Earn \$10; \$200-\$299 Earn \$15; \$300+ Earn \$25**

- Textbooks available for reservation and sale ONLINE – **October 30**
- Online orders ship – **December 22**
- Textbook reservation pick up – **January 5**
- Last day to pick up reservations – **January 10**

**Don't Forget!!  
Book Buyback  
January 12-15**

**Last Day to Return  
Summer Textbooks:  
January 23**

# SEMESTER IN LONDON FALL 2009 Or SEMESTER IN SALAMANCA SPRING 2010



The semester in London during Fall 2009 and semester in Salamanca during Spring 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 London Fall 2009:

Monday, February 23, 9:00 a.m. &

Tuesday, February 24, 2:00 p.m.

LA-201

Financial aid available for qualified students

For more information, call Julie Tilton at (909) 384-8597 or email [jtilton@valleycollege.edu](mailto: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](http://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.

## 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>Thursday</u> May 14	<u>Friday</u> May 15	<u>Monday</u> May 18	<u>Tuesday</u> May 19	<u>Wednesday</u> May 20
8:00 a.m. - 10:30 a.m.	All English Composition classes	7 am MWF classes 7 am F and daily classes	9 or 9:30 am MW, MWF and daily classes	8 or 8:30 am TTh classes 7 or 7:30 am TTh classes	8 or 8:30 am MW, MWF and daily classes
10:30 a.m. - 1:00 p.m.	9 or 9:30 am TTh classes 10 or 10:30 am TTh classes	11:00 am F classes	10 or 10:30 am MW, MWF and daily classes	11 or 11:30 am TTh classes	11 or 11:30 am MW, MWF and daily classes
1:00 p.m. - 3:30 p.m.	12 or 12:30 pm TTh classes	2 pm F classes	12 or 12:30 pm MW, MWF and daily classes	1 or 1:30 pm TTh classes 2 or 2:30 pm TTh and daily classes	1 or 1:30 pm MW, MWF and daily classes 2 or 2:30 pm MW, MWF and daily classes
3:30 p.m. - 6:00 p.m.	3 or 3:30 pm TTh classes			Conflicts and Makeups	3 or 3:30 pm MW, MWF and daily classes

### 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...	May 18	May 19	May 20	May 14	May 15	May 16

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...	May 18			May 14		

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

## DISTRICT ADMINISTRATION

Chancellor Noelia Vela, Ed.D.	Executive Director, Facilities & Planning David Salazar, E.M.B.A.	District Director, Economic Development & Corporate Training Matthew Isaac, Ph.D.
Vice Chancellor, Fiscal Services Robert Temple, M.A.	Executive Director, Government Relations Frank Reyes, M.A.	District Director, Marketing & Public Relations Donna Hoffmann, M.A.
Vice Chancellor, Human Resources & Employee Relations Renee Brunelle, M.A.	Director, Computing Services Josh Feudi, M.S.	General Manager, Radio & TV Stations Larry Ciecalone, M.B.A.
Executive Director, Distributed Education & Technology Services Glen Kuck, Ed.D.	Director, Fiscal Services Crispina Ongoco, B.S.	Business Manager Ron Gerhard, M.B.A.
	Interim Director, Human Resources Dio Shipp, M.A.	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](mailto:misaac@sbccd.cc.ca.us) Website: [www.pdctraining.org](http://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 LEED 2.2 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:** 1<sup>st</sup> day: 8:00 am – 5:00 pm; 2<sup>nd</sup> day: 8:00 am – 12:00 pm

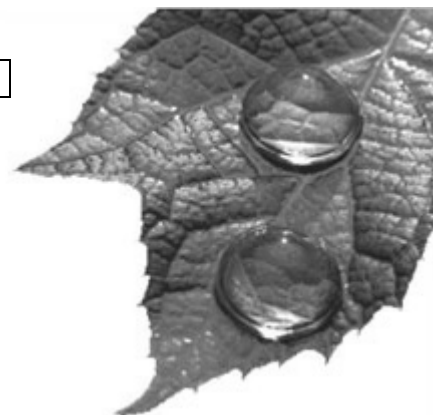
#### NANOTECHNOLOGY TRAINING SCHEDULE (Free Training for Executives, Scientists, Engineers and Managers)

The Donald F. Averill Applied Technology Training Center (ATTC) received a \$400,000 grant from the Economic and Workforce Development Division of the California Community Colleges System Office to offer Nanotechnology training to business executives, professional technical managers, scientists, educators, engineers and technicians of manufacturing companies. These intensive programs consist of classroom style lectures, group discussions and development of a mini-business proposal.

**Business Re-Engineering (2½ days)** - provides insight on the state of nanotechnology from an industry perspective and highlights fundamental applications, environmental issues, and how to finance and run a successful nanotech venture.

**Train the Trainer (4 days)** – features a series of technical workshops on state-of-the-art advanced manufacturing techniques, including nanocharacterization, nanofabrication, and the commercial applications for nanobiotechnology, thin films and carbon nanotubes. Course includes a tour of a nanomanufacturing site.

<u>Business Re-engineering, Level I</u>	<u>Business Re-engineering Level II</u>	<u>Train-the-Trainer, Level I</u>	<u>Train-the-Trainer Level II</u>
November 10—12, 2008 February 9—11, 2009	November 12 – 14, 2008-10-15 February 11 – 13, 2008-10-15	November 10—13, 2008 February 9—12, 2009	November 11 – 14, 2008 February 10 – 13, 2008



# 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:** 1/17/2009; 2/21/2009; 3/14/2009; 4/18/2009; 5/16/2009; **Time:** 8:00 am – 5:00 pm; **Room:** ATTC 120

## **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:** 1/24/2009; 2/28/2009; 3/21/2009; 4/25/2009; 5/23/2009; **Time:** 8:00 am – 5:00 pm; **Room:** ATTC 120

## **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:** 1/17/2009; 2/14/2009; 3/14/2009; 4/11/2009; 5/16/2009; **Time:** 8:00 am – 5:00 pm; **Room:** ATTC 119

## **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:** 1/24/2009; 2/21/2009; 3/21/2009; 4/18/2009; 5/23/2009; **Time:** 8:00 am – 5:00 pm; **Room:** ATTC 119

## **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:** 1/31/2009; 2/28/2009; 3/28/2009; 4/25/2009; 5/30/2009; **Time:** 8:00 am – 5:00 pm; **Room:** ATTC 119

## **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. Course topics include goal setting, business accounting, marketing and advertising, business plan, financing, business type and other subject areas.

**Dates:** 1/17/2009; 2/14/2009; 3/14/2009; 4/11/2009; 5/16/2009; **Time:** 8:00 am – 5:00 pm; **Room:** ATTC 118

## **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:** 1/24/2009; 2/21/2009; 3/21/2009; 4/18/2009; 5/23/2009; **Time:** 8:00 am – 5:00 pm; **Room:** ATTC 118

### **FOR FURTHER INFORMATION:**

Contact: Albert Maniaol, 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](mailto:amaniaol@sbccd.cc.ca.us) **Web site:** [www.attctraining.org](http://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](mailto:rlevesq@sbccd.cc.ca.us)

**Website: [www.pdctraining.org](http://www.pdctraining.org)**

<b>FOOD HANDLERS TRAINING CLASSES AND CERTIFICATE (\$24.00)</b>
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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](http://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:** December 2, 9, 16 and 23  
January 6, 13, 20, 27 and 29  
February 3, 10, 17 and 24  
March 3, 10, 17, 24 and 31  
April 7, 14, 21, and 28

**Thursdays:** December 4, 11 and 18  
January 8, 15, 22, and 29  
February 5, 12, 19 and 26  
March 5, 12, 19 and 26  
April 2, 9, 16, 23 and 30

**Saturday:** December 20  
January 17  
February 21  
March 21  
April 18

#### Spanish Classes

**Tuesdays:** December 2  
January 27  
February 3  
March 3  
April 7 and 28

**Thursdays:** December 11  
January 8  
February 12  
March 12 and 26

**Saturday:** December 20  
January 17  
February 21  
March 21  
April 18



### 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.**

<b>FOOD SERVICE MANAGERS CERTIFICATE (\$125.00)</b>
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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](http://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](mailto:rlevesq@sbccd.cc.ca.us). **Website: [www.ed2go.com/sbccd](http://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.**