

# Welcome to San Bernardino Valley College!

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

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

An application must be completed by all **NEW** students and returning students who have had a break in enrollment. You may apply online at <http://www.valleycollege.edu> and click on "Apply and Register," then click on "Application for Admission – Online."

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!

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

## **STEP 2. ASSESSMENT**

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

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

## **STEP 3. ORIENTATION**

Orientation will inform 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**

Follow the advice that you received in Orientation, use the Education Plan provided to you by the counselor and pick the courses that apply to your goal. You may register online at any time.

## **STEP 5. PAY FEES**

**Fees can be paid in four ways:**

1. Online: [www.valleycollege.edu](http://www.valleycollege.edu) (by credit card)
2. U.S. Mail (by check or money order). PLEASE WRITE YOUR STUDENT ID# ON THE CHECK OR MONEY ORDER.
3. Place your check or money order in drop-box located in front of the Admissions Office. PLEASE WRITE YOUR STUDENT ID# ON THE CHECK OR MONEY ORDER.
4. In person at the Admissions Office.

Financial Aid is available to those who qualify. Go to the Financial Aid Office (AD/SS-106) or visit the website at [www.valleycollege.edu](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 resource 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 course study and assist you in creating an Educational Plan as well as direct you to other services.

*Please schedule an appointment with a counselor during a "non-registration" time period. The recommended time is between: September – October or February – April. Counselors are available throughout the Fall and Spring Semesters on a drop-in basis.*

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

# FALL DATES TO REMEMBER

## Registration

June 21-23	Priority (EOP&S/CARE, DSP& S and Veterans)
June 24-26	Category A
June 27-29	Category B
June 30-July 2	Category C
July 3-6	Category D
July 7-9	Category E
July 10-12	Category F
July 13	Open Registration

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

## Instruction

August 16	Full-Term Instruction Begins
August 20	8-Week Short-Term Session Begins
September 1	15-Week Short-Term Session Begins
September 8	14-Week Short-Term Session Begins
September 13	13-Week Short-Term Session Begins
September 30	12-Week Short-Term Session Begins
October 11	9-Week Short-Term Session Begins
October 15	9-Week Short-Term Session Begins – Weekend Courses

## Holidays

September 6	Labor Day
November 11	Veterans Day
November 25, 26 and 27	Thanksgiving Recess
December 24-31	Campus Closed

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

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

# HOW TO READ A SCHEDULE

<p>Course ID, Course Title</p> <p>Transfer Information</p> <p>Prerequisite, If any</p> <p>Reference No</p>	<p style="text-align: center;"><b>CHEM 150 General Chemistry I</b> <span style="float: right;"><b>5 Units</b></span></p> <p>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.</p> <p><i>Associate Degree Applicable</i> Course credit transfers to CSU and UC. <b>PREREQUISITES: CHEM 101 and MATH 102.</b></p> <table border="0" style="width: 100%; font-family: monospace;"> <tr> <td style="width: 15%;">3518</td> <td style="width: 15%;">01</td> <td style="width: 15%;">MWF</td> <td style="width: 15%;">11:00a-11:50a</td> <td style="width: 15%;">LEC</td> <td style="width: 15%;">5.00</td> <td style="width: 15%;">C130</td> <td style="width: 15%;">Okamura,J</td> </tr> <tr> <td></td> <td></td> <td>TTH</td> <td>11:00a-01:50p</td> <td>LAB</td> <td></td> <td>C203</td> <td>Okamura,J</td> </tr> </table>	3518	01	MWF	11:00a-11:50a	LEC	5.00	C130	Okamura,J			TTH	11:00a-01:50p	LAB		C203	Okamura,J	<p>Units</p> <p>Building/Rm</p> <p>Instructor</p>
3518	01	MWF	11:00a-11:50a	LEC	5.00	C130	Okamura,J											
		TTH	11:00a-01:50p	LAB		C203	Okamura,J											
	<p>Section No</p> <p>Days Times</p> <p>Lecture</p> <p>Laboratory</p>																	

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

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

**Credits:**

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### SBCCD Board of Trustees

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## FEES, PAYMENT OPTIONS & YOUR RESPONSIBILITIES

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

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

### RESIDENCY

**To be declared a California resident**, you must have been physically present in the state, continuously, for a year prior to the beginning of the term during which time you must have taken steps to make California your permanent residence. In matters of residency, the burden of proof lies with the student. **If the applicant is not 18 years or older**, s/he may derive residency status from their parents (or guardian) if the parent (or guardian) has established residency according to the above standard.

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

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

### AB 540

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

**High school students** 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 high school student, you must complete a regular admission application, a petition for concurrent high school enrollment, an emergency youth contact card and submit an official copy of your high school transcript (forms available at [www.valleycollege.edu/admissions/highschool](http://www.valleycollege.edu/admissions/highschool)). 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 must also have 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 must also have a 2.0 GPA, although other factors will be taken into account, including test scores and your success in your high school courses.

Courses available at your high school cannot be taken at the college.

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

**Please visit**

**[www.valleycollege.edu/admissions/highschool](http://www.valleycollege.edu/admissions/highschool)**

## Priority Registration

**Students:** If you experience difficulty registering and need assistance, please contact the HELP Desk at (877) 241-1756. Log on to [www.valleycollege.edu](http://www.valleycollege.edu) to confirm your registration category. Registration begins on June 24, 2010. **\*\*EOP&S/CARE, DSP&S and Veterans registration is June 21, 2010.**

## PRIORITY REGISTRATION SCHEDULE

Regular registration begins on **June 24**. 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

June 21-23	Priority (EOP&S/CARE, DSP& S and Veterans)
June 24-26	Category A
June 27-29	Category B
June 30-July 2	Category C
July 3-6	Category D
July 7-9	Category E
July 10-12	Category F
July 13	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). To confirm your category, log on to [www.valleycollege.edu](http://www.valleycollege.edu). **Be sure to calculate both the number of units completed at SBVC and the number of units you are currently taking.**

### **Category A**

- Students enrolled at SBVC during the Spring 2010 term who have completed 40 to 109 units at SBVC.
- SBVC special student populations (including athletes).

### **Category B**

- Students enrolled at SBVC during the Spring 2010 term who have completed 30 to 39.9 units at SBVC.

### **Category C**

- Students enrolled at SBVC during the Spring 2010 term who have completed 15 to 29.9 units at SBVC.

### **Category D**

- Students enrolled at SBVC during the Spring 2010 term who have completed up to 14.9 units at SBVC.

### **Category E**

- Students who attended SBVC previously but not in the Spring 2010 term who have reapplied for Fall 2010 admission.
- New students who have submitted an application for admission **AND** who have completed Assessment.

### **Category F**

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

## FEES

### **Required Fees:**

#### California Residents

Enrollment Fee	\$26.00/Unit
Health & Accident Fee	\$17.00
Campus Center Fee	\$1.00/Unit – not to exceed \$10.00 per fiscal year
Student Representation Fee	\$1.00

#### Non-California Residents

Non-Resident Tuition	\$183.00/Unit
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*(Non-residents must pay all fees required of residents plus non-resident tuition).*

Students on a visa must also pay \$8.00/Unit Capital Outlay Fee.

#### Other Fees

Parking (Term)	\$30.00
Parking (Annual)	\$75.00
Associated Student Discount Sticker	\$7.50

## REFUNDS

Refunds are:

- processed automatically
- paid by check
- mailed to the address we have on file for you
- sent approximately 10 weeks after the beginning of the term
- subject to a \$10 processing fee

*Refunds of \$15 or less cannot be processed.*

You are eligible for a **full** refund if:

- you drop your class(es) before the beginning of the term (full-term classes)
- you drop your class(es) before the start of the class (short-term classes)

You are eligible for a **partial** refund (*enrollment fees & tuition only*) if:

- you drop your class(es) within the first two weeks of the term (full-term classes)
- you drop your class(es) within the first 10% of the class (short-term classes)

*Students who are not eligible for a refund but who can document extenuating circumstances (accident, illness, death, etc.) may petition for a refund in the Admissions Office.*

*Section 58508 of Subchapter 6 of Chapter 9 or Division 6, Title 5 of the California Code of Regulations states that a community college district shall not refund any enrollment fee or differential enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of the length of the course for a short-term course, unless the program change is a result of action by the district to cancel or reschedule a class or to drop a student pursuant to Section 58106 (g) where the student fails to meet a prerequisite.*

## WEB REGISTRATION INSTRUCTIONS

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

### Web Registration Instructions:

1. Log on to [www.valleycollege.edu](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, legal first name (no nicknames)  
last name is your full, legal 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 your priority date.]
4. Click on the semester you wish to register. You may speed up the process by having prepared a list of reference numbers.
5. Click on "Add a New Section" to register for your classes.
  - a) Use the four-digit reference number found in the printed Schedule of Classes or click on the "Browse the Schedule of Classes" link to see this information online.
  - b) Confirm your selection.
  - c) Repeat for all desired classes.
6. Click on "Drop a Section" if you wish to cancel registration for a class.
  - a) Click on the four-digit reference number of the class you want to drop.
  - b) Confirm your selection.
  - c) Repeat for all desired classes.
7. If desired, click on "Purchase an AS Discount Sticker." (Note: Once this purchase is made, the sale cannot be cancelled through Web Registration.)
8. If desired, click on "Purchase a Parking Permit." (Note: Once this purchase is made, the sale cannot be cancelled through Web Registration.)
9. If desired, click "Pay now with your credit card." Visa and MasterCard are accepted.
  - a) Enter your card number and expiration date, click "Continue."
  - b) Confirm that the information submitted is correct, click "Pay."
  - c) If your payment is successful, your account balance will be adjusted accordingly.
  - d) Click "Return to Registration."
10. Log out of Campus Central by clicking on the "log out" link.

***Payment is due immediately. When dropped from class for non-payment, your space becomes available to other students who want to register for this class. If you add or drop a class after the start of instruction, you are responsible for the fees.***

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

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

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

**Obtain a webcode authorization sticker from your instructor.** Log on to [www.valleycollege.edu](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" (located on the web authorization sticker) has expired.

**Always retain your registration and schedule information until after final grades are posted.**

**DROPPING CLASSES:** An instructor's signature *is NOT required to DROP a class*. All classes may be dropped using the web. Log on to [www.valleycollege.edu](http://www.valleycollege.edu). **It is the student's responsibility to drop classes he/she is no longer attending. Be aware that dropping a class may affect your financial aid eligibility. Check with the Financial Aid Office.**

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

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

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

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

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

### **CÓMO CANCELAR CLASES:**

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





## ACADEMIC AND VOCATIONAL PROGRAMS AND DEPARTMENT CHAIRS

Program	Advisor	909-384-4400, Ext.
Academic Advancement	Dean – M. Mestas	8576
Accounting	Michael Assumma	8923
Administration of Justice	Patrick Buckley	8604
Aeronautics	Kevin Kammer	8503
Anthropology	Romana Pires	8602
Architecture & Environmental Design	Dean – S. Bangasser	8650
Art	Dean – K. Weiss	8535
Astronomy	Mike Lysak	8529
Automotive	Division Office	8902
Biology	David Bastedo	8564
Business Administration	Michael Assumma	8923
Business Calculations	Michael Assumma	8923
Chemistry	Dean – S. Bangasser	8650
Child Development	Kathy Adams Denise Knight	8549 8547
Computer Information Technology	Roger Powell	8910
Computer Science	Roger Powell	8910
Cooperative Work Experience	Technical Division	8902
Corrections	Patrick Buckley	8604
Criminal Justice	Gloria Fisher	4431
Culinary Arts	Stacy Meyer	8913
Dance	Dean – K. Weiss	8535
Diesel	Division Office	8902
Economics	Walt Chatfield	8652
Electricity/Electronics	Ed Szumski	8501
English	Diane Hunter	8634
English as a Second Language	Diane Hunter	8634
Family & Consumer Science	Stacy Meyer	8913
Geographic Information Systems	Todd Heibel	8638
Geography	Todd Heibel	8638
Geology	Todd Heibel	8638
Health Education	Sue Crebbin	8509
History	Colleen Calderon	8622
Human Services	James Robinson	8583

Program	Advisor	909-384-4400, Ext.
Inspection Technology	Division Office	8902
Library Technology	Patti Wall	8577
Machinist Technology	Division Office	8902
Mathematics	Jeremiah Gilbert	1604
Microbiology	David Bastedo	8564
Modern Languages	Lydia Barajas-Zapata	8237
Music	Dean – K. Weiss	8535
Nursing	Priscilla Taylor	8925
Oceanography	Todd Heibel	8638
Paralegal Studies	Patti Wall	8577
Pharmacy Technology	Susan Bangasser	8650
Philosophy	Julius Jackson	8595
Physical Education	Sue Crebbin	8509
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	Dennis Jackson	8934
Psychology	Susan Shodahl	1633
Radio/TV/Film	Patti Wall	8577
Reading & Study Skills	Dean – M. Mestas	8627
Real Estate/Escrow	Michael Assumma	8923
Refrigeration	Ed Szumski	8501
Religious Studies	Julius Jackson	8595
Sociology	Romana Pires	8602
Speech	Dean – K. Weiss	8535
Student Development	Cindy Parish	8977
Theatre Arts	Dean – K. Weiss	8535
Transportation	Division Office	8902
Warehouse	Division Office	8902
Water Supply Technology	Dean – S. Bangasser	8650
Welding Technology	Jesse Galaviz	8903
Work Experience	Technical Division	8902



San Bernardino  
**Valley College**

## NEED HELP PAYING YOUR ENROLLMENT FEES?



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

This waiver is available to California residents to cover basic enrollment fees **only**. Students must submit either 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 for 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 Aid Programs**

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

### **State Aid Programs**

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

The primary deadline for Cal Grant is March 2 and there is also a secondary filing deadline of September 2. The application for Cal Grant is a 2 step process: a **FAFSA** and a **GPA Verification Form** must be submitted in order to be considered for the grant.

- **Chafee Grant**

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

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**WEEKEND COLLEGE • SESSION I**  
**August 20, 2010 – October 9, 2010**

REF/SEC	COURSE	ROOM	DAY & TIME	DATE	FACULTY
50	ACCT 010	B 111 B 111	S-9:00a-11:50a S-12:30p-3:50p	8/21/10-10/9/10	Chemkhi
50	ART 103	HLS 134 HLS 134	F-6:00p-7:50p S-8:00a-12:20p	8/20/10-10/9/10	Fisher
50	CD 073	NHR 215 NH 252 NH 252 NH 252	S-9:00a-12:50p S-9:00a-12:50p S-9:00a-12:50p S-9:00a-12:50p	8/28/10-8/28/10 9/11/10-9/11/10 9/25/10-9/25/10 10/9/10-10/9/10	Alvarado
50	CD 168	NHR 218	S-9:00a-12:20p	9/4/10-12/11/10	Spicher
50	ECON 200	B110	F-6:00p-7:50p	8/20/10-10/8/10	Dulgeroff
50	ECON 201	B110	F-8:00p-9:50p	8/20/10-10/8/10	Dulgeroff
50	GIS 131	HLS 231 HLS 231 HLS 231 HLS 231	F-4:00p-5:50p F-6:00-8:50p S-8:00a-9:50a S-10:00a-11:50a	8/20/10-10/9/10	Nimako
73	HIST 100	NHR 352	F-4:00p-5:50p	8/20/10-10/01/10	Calderon
73	HIST 101	HLS 135	F-6:00p-7:50p	8/20/10-10/01/10	Calderon
50	HUMSV 173	NHR 153	S-8:00a-11:50a	9/18/10-12/11/10	Toutant
50	HUMSV 261F	NHR 153	S-1:00p-5:20p	9/25/10-10/16/10	Toutant
50	HUMSV 281A	NHR 152 NHR 152	S-8:00a-11:50a S-1:00p-4:50p	9/11/10-9/18/10	Cima
50	HUMSV 281C	NHR 153	F-6:00p-9:50p	9/10/10-12/10/10	Polonio
50	POLIT 100	NHR 336 NHR 336	F-6:00p-7:50p S-8:00a-12:20p	8/21/10-10/09/10	Staff
50	WST 052A	PS 111	S-8:00a-10:50a	8/21/10-9/25/10	Wiley



San Bernardino  
**Valley College**

WEEKEND COLLEGE PROGRAM

AD/SS 100

909-384-4476

MONDAY – FRIDAY 5:00 P.M. – 10: P.M.

SATURDAY 7:30 A.M. – 4:30 P.M.

**WEEKEND COLLEGE • SESSION II**  
**October 15, 2010 – December 11, 2010**

REF/SEC	COURSE	ROOM	DAY & TIME	DATE	FACULTY
50	ACCT 090	B 111 B 111	S- 9:00a-11:50a S-12:30-3:50p	10/16/10-12/11/10	Chemkhi
50	ART 111	ART 144	F- 6:00p – 7:50p S- 8:00a – 11:50a	10/15/10-12/11/10	Staff
50	GEOG 110	PS 207 PS 207	F-6:00-7:50p S-8:00a-11:50a	10/15/10-12/11/10	Ogbuchiekwe
50	GEOG 111	PS 207 PS 207	F-8:00p-9:50p S-1:00p-4:50p	10/15/10-12/11/10	Ogbuchiekwe
50	GIS 135	HLS 231 HLS 231 HLS 231 HLS 231	F-4:00p-6:50p F-7:00p-8:50p S-8:00a-8:50a S-9:00a-11:50a	10/15/10-12/11/10	Nimako
50	HIST 100	NHR 352 NHR 352	F-6:00p-7:50p S-8:00a-11:50a	10/15/10-12/11/10	Staff
50	HUMSV 261A	NHR 152 NHR 152	S- 8:00a – 11:50a S-1:00p-4:50p	10/23/10-10/30/10	Rivera-Toro
50	HUMSV 281B	NHR 152 NHR 152	S-8:00a-11:50a S-12:30p-4:50p	11/20/10-12/04/10 11/20/10-12/04/10	Britt MacAfee
50	HUMSV 281G	NHR 128 NHR 128	S-8:00a-11:50a S-1:00p-4:50p	10/23/10-10/30/10	Dusick
50	HUMSV 281F	NHR 152 NHR 152	S-8:00a-11:50a S-1:00p-4:50p	11/06/10-11/13/10	Lozano
51	POLIT 100	NHR 336 NHR 336	F-6:00p-7:50p S-8:00a-11:50a	10/15/10-12/11/10	Staff
50	PSYCH 100	NHR 252 NHR 252	F-8:00p-9:50p S-8:00a-11:50a	10/15/10-12/11/10	Merino
50	REALST 901	B 105 B 105	S- 8:30a –11:50a S-12:30p-2:50p	10/16/10-12/11/10	Durrett
50	REALST 902	B 105 B 105	S- 8:30a –11:50a S-12:30p-2:50p	10/16/10-12/11/10	Durrett
50	WST 052B	PS 111	S- 8:00a – 10:50a	10/02/10-11/06/10	Wiley
50	WST 052C	PS 111	S- 8:00a – 12:20p	11/13/10-12/11/10	Wiley
50	SPEECH 111	LA 108	F-6p-7:50p S-8a-11:50a	10/15/10-12/11/10	Staff

## When an emergency occurs on campus, how will YOU know what's happening?

Get emergency text message alerts sent directly to your cell phone. Sign up today at [www.alertu.org/sbvc](http://www.alertu.org/sbvc) or text SBVC to 253788\* and you'll be notified of critical, and possibly, life-saving information.

\*Must have text message-enabled phone to subscribe. AlertU is a free service. However, standard text message rates apply. Contact your cell phone service provider for more details.



## WEEKEND COLLEGE

## FULL TERM SESSION · August 16, 2010 – December 19, 2010

REF/SEC	COURSE	ROOM	DAY & TIME	DATE	FACULTY
50	ARCH 120	PS 143 PS 141 PS 141	S- 9:00a –10:50a S- 11:00a –12:50p S-1:30p-5:20p	8/16/10 – 12/18/10	Sarenana
50	ART 126X4	ART 114	S- 9:00a – 10:50a S-11:00a-1:50p	8/16/10 – 12/18/10	Morin
50	ART 180	ART 137	S- 9:00a – 10:50a S-11:00a-1:50p	8/16/10 – 12/18/10	Finley
50	ART 181	ART 137	S- 9:00a – 10:50a S-11:00a-1:50p	8/16/10 – 12/18/10	Finley
50	ART 212X4	ART 126	S- 9:00a – 10:50a S-11:00a-1:50p	8/16/10 – 12/18/10	Clift
50	BIOL 100	HLS 245 C 130	F-6:00p –8:50p S- 11:00a – 1:50p	8/16/10 – 12/18/10	Ghaffari
51	BIOL 100	C 130 HLS 245	S- 11:00a – 1:50p S- 8:00a – 10:50a	8/16/10 – 12/18/10	Ghaffari
50	CD 105	NHR 221	S- 9:00a – 11:50a	8/16/10 – 12/18/10	Diehl-Hope
50	CHEM 101	C 215 C 215	S- 9:00a -11:50a S-12:30p-3:20p	8/16/10 – 12/18/10	Saad
50	CHEM 104	C 214 C 214	S-9:00a- 11:50a S-12:30p-3:20p	8/16/10 – 12/18/10	Frankini
50	CIT 100	B 207	S-8:30a-11:20a	8/16/10 – 12/18/10	Palacios
50	CIT 101	B 212	F- 6:00p – 8:50p	8/16/10 – 12/18/10	Kellmer
50	ELEC 091	T 107B	S- 9:00a – 11:50a	8/16/10 – 12/18/10	Graham
50	ELECTR 230	T 107A	F-6:00p-8:50p	8/16/10 – 12/18/10	Graham
50	ENGL 015	B 112	S-8:00a-11:50a	8/16/10 – 12/18/10	Perez
51	ENGL 015	B 108	S-8:00a-11:50a	8/16/10 – 12/18/10	Wolcott
52	ENGL 015	B 108	S-1:00p-4:50p	8/16/10 – 12/18/10	Wolcott
50	ENGL 101	B 106	S-1:00p-4:50p	8/16/10 – 12/18/10	Fozouni
50	ENGL 914	B 106	S-8:00a-11:50a	8/16/10 – 12/18/10	Kellogg
50	HEALTH 101	HLS 143	S- 9:00a – 11:50a	8/16/10 – 12/18/10	Staff
50	INSPEC 024D	T 122	F-6:00p-8:50p	8/16/10 – 12/18/10	Houts
50	MACH 090B	T 112A	F-6:00p-8:50p	8/16/10 – 12/18/10	Ratcliff
50	MATH 090	B 102	F-6:00p-9:50p	8/16/10 – 12/18/10	Rahman
51	MATH 090	PS 245	S-8:00a-11:50a	8/16/10 – 12/18/10	Rahman
50	MATH 095	PS 265	S-8:00a-11:50a	8/16/10 – 12/18/10	Nguyen
50	MATH 102	HLS 144	S-8:00a-11:50a	8/16/10 – 12/18/10	George
50	MATH 952	PS 255	S-8:00a-11:50a	8/16/10 – 12/18/10	Matin
50	MUS 123	NHR 216	S-8:00a-9:50a S-10:00a-12:50p	8/16/10 – 12/18/10	Berry
50	MUS 124	NHR 216	S-8:00a-9:50a S-10:00a-12:50p	8/16/10 – 12/18/10	Berry
50	PE/I-148X4	CRTS COURTS	S-9:00a-11:50a	8/16/10 – 12/18/10	Mason
50	PE/I-190X4	WG 13	S-9:00a-11:50a	8/16/10 – 12/18/10	Ding
73	POLIT 100	NHR 351	S-8:00a-9:50a	8/16/10-12/18/10	Scalisi
50	REFRIG 004	T 123 T 126	S-9:00a-11:50a S-12:30p-3:20p	8/16/10 – 12/18/10	Velitis
50	REFRIG 005	T 126 T 123	S-9:00a-11:50a S-12:30p-3:20p	8/16/10 – 12/18/10	Aziz
50	REFRIG 007	T 105 T 112B T 112B	F-6-6:50p F-7-8:50p S-3:30-7:20p	8/16/10 – 12/18/10	Chase
50	TECALC 087	T 101	S-9:00a-12:50p	8/16/10 – 12/18/10	Valle
50	THART 100	AUD 2	S-8:00a-10:50a	8/16/10 – 12/18/10	Fossum
50	WELD 045	T 112B T 112B T 120	S-8:00a-11:20a S-12:00p-2:20p S-2:30p-3:20p	8/16/10 – 12/18/10	Moreno
50	WELD 046	T 112B T 112B T 120	S-8:00a-11:20a S-12:00p-2:20p S-2:30p-3:20p	8/16/10 – 12/18/10	Moreno
50	WELD 047	T 112B T 112B T 120	S-8:00a-11:20a S-12:00p-2:20p S-2:30p-3:20p	8/16/10 – 12/18/10	Moreno
50	WELD 060	T 105 T 121	S-8:00a-9:50a S-10:00a-1:20p`	8/16/10 – 12/18/10	Contreras
50	WELD 070X4	T 112B	S-8:00a-10:50a	8/16/10 – 12/18/10	Moreno
50	WELD 077X4	T 112B	S-8:00a-10:50a	8/16/10 – 12/18/10	Moreno
50	WST 045	T 101 T 101	F-6:00p-8:20pm F-8:30p-9:50p	8/16/10 – 12/18/10	Verholtz

# DISTRIBUTED EDUCATION

(Online & Hybrid Sections)

## General Information

The Office of Distributed Education coordinates all courses which are computer based in their delivery (to include Hybrid courses) and are available to the students of Crafton Hills College in Yucaipa and San Bernardino Valley College in San Bernardino. 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

## Distributed Education 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.

## Technical Support

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

## How to Succeed in a fully Online Course or Hybrid 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 an online or hybrid course, access the instructor's website to get a copy of the syllabus and learn what is expected of you as a student.  
For a hybrid course, attend the first on-campus meeting to meet the instructor, understand the course goals and requirements, and receive the course syllabus and assignments.
2. Read the study materials related to assignments as presented by the instructor. Take notes and highlight important information.
3. Log in to your online server several times a week to keep up with new messages from the instructor and classmates.
4. Be aware of due dates and do not wait until the last hour to send them.
5. For a hybrid course, formulate a list of questions during your study time to present to the instructor at the on-campus meetings or to post to your online class or call the instructor during his or her scheduled office hours.
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 an Online or Hybrid Class?

This assessment is provided to help you decide if 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 a computer?

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

### Technical Aspects for ONLINE and HYBRID

- Do you have a computer system available to you that can access the Internet?
- Could you "go online" multiple times a week?
- 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

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.

### Benefits

The beauty of Distributed Education learning is the flexibility of time available for you, as the student, to access the virtual classroom or to view TV programs. You can set your class time around your work schedule and family or social activities. You will soon realize the savings normally incurred with driving time and vehicle-related costs. If you take only D.E. courses you won't have to deal with parking constraints on a weekly basis. Plus, there may also be a reduction in childcare costs. You could also benefit by combining D.E. courses with traditional classes. Now it's your choice. Check with an Academic Counselor to determine which classes you need, then see if they are listed in this schedule. Distributed Education may not be for everybody. However, for those who are self-motivated, it could prove to be an invaluable experience.

## DEPARTMENTS OFFERING ONLINE and/or HYBRID COURSES

Accounting	History
Administration of Justice	Human Services
Anthropology	Library
Architecture	Mathematics
Art	Philosophy
Astronomy	Political Science
Biology	Psychology
Business Administration	Radio/TV/Film
Chemistry	Reading
Child Development	Real Estate
Computer Information Technology	Religion
Computer Science	Sociology
Economics	Spanish
English	Speech
Geographic Information Systems	Water Supply Technology



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



## Are Online Classes right for me?

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

[http://www.cvc4.org/student\\_prepare/quizaccess.htm](http://www.cvc4.org/student_prepare/quizaccess.htm)

*What are the Minimum Technology requirements?*

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

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

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

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

<http://online.valleycollege.edu>

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

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

## SERVICES AND POLICIES FOR STUDENTS

### Academic Advancement Lab & Tutorial Center

The Academic Advancement Lab and Tutorial Center (AALTC) houses self-paced, open entry basic skills classes at the Tutoring Center. It is located in the Liberal Arts Building, Room 206. The AALTC also serves as an alternative computer lab when the computers in the campus Library are all in use. The AALTC is open Monday, Friday and Saturday, 8 a.m. to 5 p.m.; Tuesday, Wednesday and Thursday, 8 a.m. to 9:30 p.m.

### Address Changes

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

### Associated Student Government

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

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

### ASB Discount Sticker

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

### Attendance

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

### Auditing

Attending classes without formally registering is NOT permitted.

### Bookstore

The Bookstore, located in the Campus Center, Room 123, sells textbooks and a wide variety of supplies, software, sportswear, accessories, bus passes and gift items. The Bookstore has the upcoming session's textbooks available one week prior to the start of classes. Bookstore hours vary throughout the semester. Call (909) 384-4435 or visit

their website at [www.sbvcbkbookstore.com](http://www.sbvcbkbookstore.com) for additional information.

#### Check Acceptance Policy for the Bookstore:

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

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

#### Refund Policy for the Bookstore:

- Textbook refunds are given the first two weeks of the Fall/Spring semesters and the first week of Summer sessions. Students enrolled in short-term classes have exactly one week from the start date of class for textbook return/exchange. After the above refund period, textbooks must be returned within 24 hours from the date of purchase in order to qualify for a refund. Textbooks purchased November 2<sup>nd</sup> through the end of the fall semester are **not returnable**.
- Supplies will be refunded if the items are returned in new, unopened condition within three days from the date of purchase.
- An original register receipt and personal identification are required to exchange/return items. (Note that there will be a seven-day period from the day a check was written to the day a cash refund will be distributed.)
- To receive a full refund, new textbooks must be returned in brand new condition. If they are not, refunds will be at 75% of the new price.
- No refunds will be given on shrink-wrapped textbooks, reference books or special order books.

#### Buyback Policy for the Bookstore:

Textbooks can be sold back to the Bookstore during the first and last week of each semester or session. (Please note that the Bookstore does NOT buy back workbooks.) The Bookstore will buy back textbooks at 50% of the new price and 50% of the used price if:

- The textbook has been assigned by an instructor for the upcoming semester.
- The book is in good condition.
- The book is on the Buyback "Guarantee" Program.
- The book is needed by the Bookstore.

A book wholesaler manages the buybacks and may also buy other books at up to 30% of the original price.

### Bulletin Boards

The Student Life Office must approve all posters, ads and announcements before these items can be posted on public campus bulletin boards. Note: some bulletin boards are for private office use only and are identified with the office name.



## Campus Business Office

The Campus Business Office is located in the Administration/Student Services (AD/SS) 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 services 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 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) 384-4474.

## 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 6 for details regarding refunds.

## Campus Child Development Center

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

## Cheating and Plagiarism

It is the belief at San Bernardino Valley College that students share a responsibility with their instructors for assuring that their education is honestly attained. In keeping with this belief, every instructor has the responsibility and authority to deal with any instances of plagiarism, cheating and/or fabrication that occur in the classroom.

As members of the San Bernardino Valley College learning community, students are not to engage in any form of academic dishonesty. Any act of academic dishonesty will be considered a very serious offense that is subject to disciplinary action.

## Children on Campus and in the Classroom

All children 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 Faculty Chair, then to the Division Dean of that department.

## Counseling Center

The Counseling faculty 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 transfer. Students may be seen on a drop-in basis (first-come, first-served) but are encouraged to make an appointment in advance to spend more time with a counselor. Appointments are not available during "peak" registration times with the exception of Veterans and students on dismissal/probation. A variety of services are available through the Counseling Center, including:

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

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

## Credit Hours (Units)

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

## Disabled Student Programs & Services (DSP&S)

Disabled Student Programs and Services (DSP&S) are designed to meet the individual needs of regularly enrolled, permanently and temporarily disabled students. Upon providing professional verification of a physical, learning, or mental disability, students may obtain a variety of services, including: assessment for learning disabilities, registration assistance, specialized counseling, academic planning, special classes and access to adapted computers. Students who need services related to a disability or who desire further information may either contact DSP&S at (909) 384-4443 or visit the department in AD/SS Building, Room 105, for intake and advisement.

## Distributed Education

The Office of Distributed Education coordinates the computer-based courses available to students of San Bernardino Valley College and Crafton Hills College. 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 (EOP&S) 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** in the Library serving a variety of flavored coffees and assorted pastries. **Info Joe's** is open 8:00 a.m. to 6:00 p.m. Monday – Thursday.

### Honors Program

The Honors Program consists of courses for students who demonstrate above-average academic achievement and motivation. Honors courses focus on critical thinking and communication in the context of introductory and advanced classes in a variety of subject areas. Students selecting one or several courses in the Honors Program enjoy enhanced access to scholarships and to the UC and CSU systems. Call (909) 384-8612 or visit Liberal Arts, Room 229, 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, 8 a.m. to 8 p.m. and Friday, 8 a.m. to 5 p.m.

## Math and Science Student Success Center (MSSSC)

The Math and Science Student Success Center supports students taking mathematics and/or science courses. The MSSSC has tutoring on a drop-in basis for Biology, Chemistry, Mathematics and Physics. There are weekly workshops for transfer level courses in Biology, Chemistry, Mathematics and Physics. In addition, there are regularly scheduled workshops on special Algebra topics. Workshops are constructed, with faculty input and guidance, focused on the concepts and information being presented in class. The facilitators and tutors are trained to help students define their learning styles and to strengthen their study skills. For more information, visit the MSSSC located in the Chemistry Building, Room 208 or call (909) 384-8651.

### 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.

### Non-Discrimination Policy

San Bernardino Community College District and its two colleges, San Bernardino Valley College and Crafton Hills College, are committed to non-discrimination. Federal laws and District policies strictly prohibit all types of discrimination, including sexual harassment and inequities based on race, color, religion, sex, age, marital status, physical disabilities or mental impairments, or sexual orientation. The District's non-discrimination policies are supported by the requirements of Titles VI and VII of the

Civil Rights Act of 1964, as amended; Title IX of the education amendments of 1972; the Age Discrimination in Employment Act of 1975; and sections 503 and 504 of the Rehabilitation Act of 1972, as amended; and the Americans with Disabilities Act. San Bernardino Valley College is further committed to overcoming sex discrimination and sex stereotyping in vocational education programs. In addition, the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

## Parking

The Fall semester parking permit is \$30 and **expires December 31, 2010**. The Annual Permit is \$75.00 (valid Fall 2010 through Summer 2011).

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/SS-206.

Parking permits are purchased from the SBVC Campus Business Office, Room AD/SS-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, call staff in the Counseling Office at (909) 384-4404.

## 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 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 up to two additional times. If necessary, a student receiving a "D," "F" or "NC" may petition to take the class a fourth time. The petition is subject to approval or denial based on the rationale provided.

## San Bernardino Community College District Police Department

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

**FOR NON-EMERGENCIES:** Contact the San Bernardino Community College District Police Department at (909) 384-8667. This number is 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. The 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/)

## Scholarships and Awards Office

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

## Sexual Harassment Policy

Sexual harassment of students or employees in the academic and work environments violates both federal and state law and District policy and will not be tolerated. It also violates law and policy to retaliate against any individual for filing a complaint of sexual harassment or for participation in the investigation or resolution of a formal or informal, written or oral complaint of sexual harassment

## Standards of Student Conduct

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

1. Respect the instructor;
2. Respect other students;
3. Practice academic honesty;

**Instructor's rights:** An instructor has the right to remove a student from class at any time he or she considers a student's actions to be interfering with a proper collegiate environment.

## STAR Program

The Success Through Achievement and Retention (STAR) Program (AD/SS Building, Room 201) is a Federal Student Support Trio program that is designed to increase the graduation and transfer rate of students who qualify (based on citizenship status, need for academic support, income, first-generation college student status, and physical or learning disability). The purpose of STAR is to provide a learning support community that will empower students to complete the college-level classes required to obtain a degree and/or transfer. Participants receive tutoring, academic workshops, personal and academic counseling, financial aid counseling, and an opportunity to attend cultural enrichment activities. Students may enroll in the program during the fall and spring semesters. Call (909) 384-4433 for additional information. Applications are also available online at [www.valleycollege.edu/star](http://www.valleycollege.edu/star).

## Student Grievance Policy

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

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

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

The San Bernardino Community College District maintains a Police 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 **(909) 384-4491** or in person at the District Police Department, Campus Center, Room 100.

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; SBVC Vice President of Student Services; SBVC District Police Department.

**CAMPUS ACTIVITIES!**  
WHAT'S HAPPENING ON CAMPUS?

Tuesday	Wednesday	Thursday	Friday
<b>Apr. 06</b> Campus Crusade for Christ Meeting 7:00 PM - 8:00 PM	<b>Apr. 07</b> Environmental Club Yard Sale 10:00 AM - 12:00 PM	<b>Apr. 08</b> BASEBALL: SBVC vs. College of the Desert 2:30 PM - 5:30 PM	<b>Apr. 09</b> Campus Crusade for Christ Meeting 7:00 PM - 8:00 PM

**CHECK OUT THE SBVC MASTER CALENDAR ON THE FRONT PAGE OF WWW.VALLEYCOLLEGE.EDU**

## Student Assistance Program

The Student Assistance Program (SAP) is designed to help students deal with problems and circumstances that they may encounter. It is operated by students that are trained in areas of listening, assessing and referral. The motto is "For Students, By Students." The office is located in Campus Center, Room 213, and can be reached by calling (909) 384-8233.

## Student Health Services

Student Health Services (SHS Building, Lot 8) is available to assist you in staying well so you can accomplish your educational goals. It offers health counseling; education; medical referrals; insurance information; first aid; immunizations; and vision, hearing and blood pressure screening. Mental health counseling is also available by appointment. Nurse practitioners are available for consultation, treatment, and referral. There is no charge for office visits; however, a nominal fee is charged for medication, lab tests, and immunizations. Call (909) 384-4495 for information or check our website for hours of operation:

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

## Substance Abuse

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

- The use, sale or possession of illegal drugs.
- The presence on campus of anyone under the influence of drugs or alcohol.
- The use or possession of alcoholic beverages on college property or at any college-sponsored event.

## Transcript Request

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

## Transfer and Career Center

The Transfer and Career Center (AD/SS Building, Room 203) provides the following services: appointments to see a four-year college or university representative, Transfer Counseling, Honors counseling, workshops on admissions and on-line application processes, financial aid information relative to transfer institutions, transfer workshops, HACU Internship workshops, transfer orientation sessions, assistance with major selection, credit evaluations, a monthly calendar of events, a library of college catalogs and CD-ROMs, and articulation agreements with nearby universities. Several times a year, Transfer/College Fairs are held as well. Stop by the Center to learn more about special programs such as UCLA TAP (Transfer Alliance Program), TAG (Transfer Admissions Guarantee) and Cross Enrollment.

Transfer materials can be requested from the Transfer Center. Online transfer counseling is available at: [transfercenter@valleycollege.edu](mailto:transfercenter@valleycollege.edu).

The Transfer Center provides career counseling and career exploration tools. The Eureka system is a career assessment and information program that is designed to assist students with finding the best career for them. This program is available on the computer. Other career testing instruments are available. In addition, the Center has a number of resources to assist students with career choices.

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 and Career Center or call (909) 384-4407 or (909) 384-4410 for additional information.

## Tutorial Center

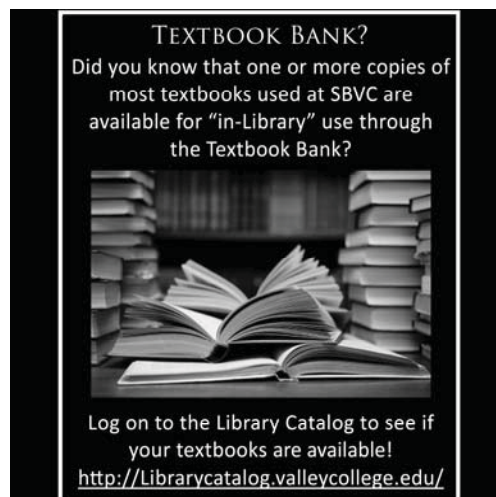
The Tutorial Center (Liberal Arts, Room 206) provides individual and small group tutoring sessions free of cost for enrolled students. Tutoring is available in accounting, art history, biology, business administration, chemistry, computer systems, economics, English, ESL, geography, history, math, music,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

## Veterans Services


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

## Writing Center

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



**TEXTBOOK BANK?**  
Did you know that one or more copies of most textbooks used at SBVC are available for "in-Library" use through the Textbook Bank?



Log on to the Library Catalog to see if your textbooks are available!  
<http://Librarycatalog.valleycollege.edu/>

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

laws and Policies Related to Students	Where to find it
Academic Accommodations for Individuals with Disabilities	Director, Disabled Students, Programs and Services
Academic Policies and Procedures	Dean, CalWorks
Americans with Disabilities Act	Director, Disabled Students, Programs and Services
Bulletin Board Policies	Director, Student Life
Campaign and Election Policies	Director, Student Life
Compliance with Handicapped Regulations	Disabled Students, Programs 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 Act	Vice President, Student Services
Sexual Harassment Policy	Vice President, Student Services
Student Code of Conduct	Dean, CalWorks
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 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 transfer to the UC and CSU systems. Honors courses range from one to three units. Most courses are accepted by the University of California and California State University systems, and most can be used to satisfy general education requirements. Call (909) 384-8612 or visit LA-229 for additional information.

### *Look what's being offered in the Fall:*

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

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

Name \_\_\_\_\_ Student Identification Number \_\_\_\_\_

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

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

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

- GPA of 3.0 in 12 units of transfer level coursework (courses numbered 100 or above)
- Minimum high school GPA of 3.5

# Schedule Planner

## FALL 2010

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 a.m.						
7:30 a.m.						
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.						
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4:30 p.m.						
5:00 p.m.						
5:30 p.m.						
6:00 p.m.						
6:30 p.m.						
7:00 p.m.						
7:30 p.m.						
8:00 p.m.						
8:30 p.m.						
9:00 p.m.						
9:30 p.m.						

## Students Right to Know

### Crime Reporting/Crime Statistics REPORTING CRIMES AND EMERGENCIES

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



### CRIME STATISTICS

Annual crime statistics can be found on the San Bernardino Community College District website at [www.sbccd.or/index.php?CurrentDir=District Police Department/](http://www.sbccd.or/index.php?CurrentDir=District%20Police%20Department/). 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
- SBVC Vice President of Student Services
- SBVC District Police Department

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

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

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

- Textbooks available for ONLINE sales: June 21
- Online sales for Fall ship: July 26
- Online pick-up for Fall: August 2
- Fall 2010 textbooks available to purchase in Bookstore: August 9



**LAST DAY TO RETURN  
FALL 2010 TEXTBOOKS:  
AUGUST 27, 2010**

**DON'T FORGET!  
FALL 2010 BOOK BUY BACK:  
AUGUST 4-6; AUGUST 16-19**



## **SEMESTER IN SALAMANCA – SPRING 2011 OR SEMESTER IN LONDON – FALL 2011**



The semester in Salamanca during Spring 2011 and semester in London during Fall 2011 provide a very enriching experience. With either trip you choose, you will enjoy historical surroundings, grow intellectually and enhance your overall knowledge of the world while making normal progress toward your degree objectives. You will earn 12 units in courses taught by faculty from community colleges in the Southern California Foothills Consortium, which includes San Bernardino Valley College. You will receive credit through Citrus College.

Either study abroad semester will enable you to:

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

### **Information Meetings for Salamanca – Spring 2011**

**Monday, September 13 – 9:00 a.m. or**

**Tuesday, September 14 – 2:00 p.m.**

**LA 201**

### **Financial aid available for qualified students**

For more information about the Semester in Salamanca or London, contact Julie Tilton in the English Department 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, 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.

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

# Student Health Services



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

**Health Counseling/Education**

**Medical Referrals**

**Vision, Hearing Checks**

**Blood Pressure Screening**

**First Aid**

**Immunization**

**Insurance Information**

Call (909) 384-4495 for additional information or check our website for hours of operation:  
[www.valleycollege.edu/Student\\_Services/Health\\_Services](http://www.valleycollege.edu/Student_Services/Health_Services)

## FINAL EXAMS – FALL 2010

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

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

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

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

### Full Semester Day Classes

Final Exam Time	<u>MONDAY</u> DEC 13	<u>TUESDAY</u> DEC 14	<u>WEDNESDAY</u> DEC 15	<u>THURSDAY</u> DEC 16	<u>FRIDAY</u> DEC 17
8:00 a.m. - 10:30 a.m.	All English Composition classes	8 or 8:30 a.m. TTh classes	7 a.m. MWF classes		8 or 8:30 a.m. MW, MWF and daily classes  8, 9 or 9:30 a.m. F classes
10:30 a.m. - 1:00 p.m.	9 or 9:30 a.m. MW, MWF and daily classes	11 or 11:30 a.m. TTh classes	10 or 10:30 a.m. MW, MWF and daily classes	9 or 9:30 a.m. TTH classes  10 or 10:30 a.m. TTh classes	11 or 11:30 a.m. MW, MWF and daily classes
1:00 p.m. - 3:00 p.m.	1 or 1:30 p.m. MW, MWF and daily classes	1 or 1:30 p.m. TTh classes  2 or 2:30 p.m. TTH and daily classes	12 or 12:30 p.m. MW, MWF and daily classes	12 or 12:30 p.m. TTh classes	2 p.m. F classes
3:30 p.m. - 6:00 p.m.	2 or 2:30 p.m. MW, MWF and daily classes	3 or 3:30 p.m. TTh classes	3 or 3:30 p.m. MW, MWF and daily classes	Conflicts and Makeups	

### Evening and Weekend Classes

If your class meets once a week on...	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
Your final exam will be at your regular class time on...	Dec 13	Dec 14	Dec 15	Dec 16	Dec 17	Dec 18
If your class meets twice a week on...	<u>Monday / Wednesday</u>	<u>Tuesday / Thursday</u>				
Your final exam will be at your regular class time on...	Dec 13	Dec 15				

### Short-Term Classes

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

## CAMPUS ADMINISTRATION

President Debra Daniels, Ed.D. (AD/SS- 208)	Arts & Humanities Kathryn Weiss, Ed.D. (LA-217)	Interim Director, Child Care Center Mark Merjil, M.S. (CDC)
Vice President, Instruction Larry Buckley, Ph.D. (AD/SS-200)	Dean, Library, Learning Resources & Communication Media Marie Mestas, M.L.S. (LIB-207)	Director, Resource Development Donna Hoffmann, M.A. (CC-204)
Vice President, Student Services Damon A. Bell, M.Ed. (AD/SS-200)	Dean, Mathematics, Business & Computer Technology Haragewen Kinde, Ed.D. (B-100)	Director, DSP&S Kathleen Pryor, M.A. (AD/SS-105)
Vice President, Administrative Services James Hansen, M.B.A. (AD/SS-206)	Dean, Science Susan Bangasser, Ph.D. (C-121)	Director, EOPS & CARE Herbert English, M.A., (AD/SS-202)
Dean, Applied Technology, Transportation & Culinary Arts To Be Announced (T-100)	Dean, Social Sciences, Human Development & Physical Education Corene Schwartz, Ed.D. (LA-122)	Director, Facilities, Operations & Maintenance To Be Announced (M&O – Grant Avenue)
Dean, Career College, CalWORKs, & Workforce Development Zelma Russ, Ed.D (CC-219)	Associate Dean, Enrollment Management Dan Angelo, M.A. (AD/SS-100)	Director, Financial Aid To Be Announced (AD/SS-106)
Dean, Counseling & Matriculation Marco Cota, M.A. (AD/SS-103M)	Director, Athletics David Rubio, M.A. (WG-6)	Director, Marketing & Public Relations Craig Petinak, B.A. (AD/SS-200)
Dean, Criminal Justice Gloria Fisher, J.D., (Planetarium, 2nd Floor)	Director, Campus Technology Services Rick Hrdlicka, M.A. (C-110)	Director, Student Life To Be Announced, (CC-137)
	Director, Grant Development and Management Kathleen Rowley, Ed.D. (CC-210)	

## DISTRICT ADMINISTRATION

Chancellor, Acting Bruce Baron, M.S.	Director, Computing Services Everett Garnick, M.B.A.	President and General Manager, KVCR Radio and TV Stations Larry Ciecalone, M.B.A.
Vice Chancellor, Fiscal Services Bruce Baron, M.S.	Director, Fiscal Services Crispina Ongoco, B.S.	Business Manager Steven Sutorus, M.B.A.
Vice Chancellor, Human Resources & Employee Relations Renee Brunelle, M.A.	Director, Human Resources Diogenes Shipp, M.A	Police Chief, District Police Patrick C. McCurry
Executive Director, Distributed Education & Technology Services Glen Kuck, Ed.D.	Executive Director, Economic Development & Corporate Training Matthew Isaac, Ph.D.	

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## APPOINTMENTS

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***(909) 384-8960***