

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

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

STEP 6. COUNSELING

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

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

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

FALL DATES TO REMEMBER

Registration

July 7, 8 & 9
July 10-23
July 24

EOPS/CARE & DSPS and Veterans Priority Registration
Priority Registration
Open Registration Begins

Instruction

August 18
August 18
September 3
September 8
September 15
September 22
October 13

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

Holidays

September 1
November 11
November 27-29

Labor Day – Campus Closed
Veteran's Day – Campus Closed
Thanksgiving Recess – Campus Closed

SAN BERNARDINO VALLEY COLLEGE REGISTRATION STATEMENT							
Student Information				Address			
Student ID.....: 000000	Email.....: john.doe@student.sbccd.net	Term.....: 2008SP From 01/14/08 to 05/22/08	Date.....: 03/11/08	Operator.....: brenda	Academic Program(s) ...: V.AA.ADJUS	John Doe	714 S. Mt. Vernon Ave.
Ref# Instructor	Days	Meeting Times	Site Bldg/Room/Meth	Inst Start Date	Drop Date*	Withdraw Date*	Cred Stat
3394 BIOL-050-03	TTH	04:00PM 05:50P	SBVC HLS 134 LEC	01/14/08	02/07/08	04/25/08	4.00 Add
Anat & Physio F. Caracol							
* Drop Date - Last day to withdraw without a "W" * Withdraw Date - Last day to withdraw							

**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".

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

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

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

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

Cover Design: Craig Petinak

Cover Production: Gloria Piggott

Edit/Format: Corrina Alemán

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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 – 4:30 pm Monday-Friday <i>First two weeks of Instruction:</i> 8:00 am – 6:30 pm Monday – Thursday 8:00 am – 4:30 pm Friday
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 <i>First two weeks of Instruction:</i> 8:00 am – 7:00 pm Friday 8:00 am – 1:00 pm Saturday
Assessment (Testing)	AD 101	384-8959	8:00 am – 4:30 pm Monday, Wednesday and Friday 8:00 am – 7:00 pm Tuesday and Thursday
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 Closed Fridays and on Weekends
Financial Aid	AD 106	384-4403	8:00 am--5:00 pm Monday – Thursday Limited Counter Services – Friday <i>First two weeks of Instruction:</i> 8:00 am – 7:00 pm Friday 8:00 am – 1:00 pm Saturday
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 – 6:00 pm Monday –Fridays



Weekend College in the Fall

Join us!

Weekend College will be offering courses in the following departments:

Academic Advancement	Criminal Justice	Geo. Info Systems	Political Science	Spanish
Accounting	Diesel	Health	Psychology	Speech
Architecture	Economics	Human Services	Real Estate	Welding
Art	Electricity/Tecalc	Library Tech	Refrigeration	Water Supply Tech
Biology	English	Machine Tech	Religious Studies	Work Experience
Child Development	Geography	Math	Student Dev	
Chemistry	Geology	Physical Education	Sociology	

**Contact Information: Helena Johnson, Director
AD/SS 200 (909) 384-4476**

FEES, PAYMENT OPTIONS & YOUR RESPONSIBILITIES

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

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

Cash - Admissions Office (AD/SS 100)

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

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

RESIDENCY

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

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

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

HIGH SCHOOL STUDENTS

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

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

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

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

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

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

AB 540

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

Please visit the Admissions Office for further information.

Priority Registration

Students: If you experience difficulty registering by phone or web and need assistance, please contact the Admissions & Records Office by email at admissions@valleycollege.edu or by fax at (909) 889-4988. Log on to www.valleycollege.edu or call (909) 888-1996 to confirm your registration category beginning **June 1**. Web/Telephone registration begins on **July 10**. **EOPS/CARE, DSPS and Veterans registration is **July 7**.

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 – FALL 2008

Web/Telephone Registration begins **July 10**. The registration system is available Monday-Saturday, 7:00 a.m. – midnight and Sunday, 6:00 a.m. – 7:00 p.m. Please be aware that incomplete applications, prerequisite requirements or Academic and Probationary issues may cause the system to disallow registration. We encourage you to pay with a credit card when you register. Those wishing to pay by cash or check have three business days to do so. Students who do not pay within three business days from the time of registration, may be dropped.

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

July 7-9	EOPS/CARE, DSPS and Veterans	July 17-19	Priority D
July 10-12	Priority A	July 20-21	Priority E
July 13-14	Priority B	July 22-23	Priority F
July 15-16	Priority C	July 24 and following	Open Registration

Categories of Registration

To determine your priority registration date and time, you need to know your category level (A, B, C, D, E, or F) based on your student status. To confirm your category, log on to www.valleycollege.edu or call (909) 888-1996 beginning **June 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 Spring or Summer 2008 terms who have completed 40 to 109 units at SBVC.

Category B

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

Category C

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

Category D

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

Category E

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

Category F

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

Calculate Your Fees

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

A. If you are a resident of California, multiply the number of units you will be taking by \$20 and enter the total here: _____

(Example: If you are taking 6 units, the total will be \$120.)

Note: If you are not a resident of California, multiply the number of units by \$195. Students who are both citizens and residents of a foreign country will also be required to pay a Capital Outlay fee of \$15 in addition to the non-resident fee.

B. Add the required Health Fee of \$17

C. Add the required Student Center fee. To do this, multiply the number of units you will be taking by \$1 per unit. (Example: If you are taking 3 units the fee will be \$3.) The maximum amount paid annually for

the Student Center fee is \$10. The computer will keep track of this for you.

D. Add a \$1 Student Representation fee. (This fee may be waived for moral, financial, political, or religious reasons.) Use the fee payment coupon to note your reason for requesting a waiver for this fee.

Add the totals of items A, B, C and D above:

A) _____ + B) \$17 + C) _____ + D) \$1 = _____.

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

You will also be given the option of purchasing an Associated Student (AS) Discount Sticker for \$5. If you decide to purchase an AS Sticker, you will be able to attend college sporting events, dances and other campus activities for free. In addition, you will receive discounts from many area businesses when you show your AS Sticker. Finally, showing your AS Sticker to the campus Bookstore cashier will enable you to receive a 5% discount on the cost of your textbooks!



Registration Fee Payment Coupon – Fall 2008

(Please return with payment)

Student ID#	Birth Date	Day Telephone #		
Name _____	Last _____	First _____	Initial _____	
Address _____	No. & Street _____	Apt./Sp. # _____	City _____	State _____ Zip Code _____
REQUIRED FEES:				
Enrollment Fee	\$20 per unit _____			
Non-resident/Citizens of U.S. (\$175/unit plus enrollment fee \$20/unit)	\$195 per unit _____			
Non-resident/Citizens of Foreign Countries (\$175/unit plus enrollment fee \$20/unit plus Capital Outlay Fee \$15)	\$195 per unit plus \$15 _____			
Health & Accident Fee	\$17 _____			
Student Center Fee	\$1 per unit; not to exceed \$10 annually _____			
Student Representation Fee	\$1 _____			
(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 _____				
OPTIONAL FEES:				
Associated Students Discount Sticker	\$5 _____			
Parking Fees	\$20 Fall Semester _____			
I have Financial Aid: <input type="checkbox"/> BOG and/or other _____ (Financial Aid/BOG Waiver recipients may still owe fees)				
Send check or money order made payable to <u>SAN BERNARDINO VALLEY COLLEGE</u>	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 _____	Expiration Date _____
	Card Number (Please be accurate) _____	
	Signature of Card Holder _____	

WEB REGISTRATION INSTRUCTIONS

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

Web Registration Instructions:

1. Log on to www.valleycollege.edu
2. Log on to Campus Central.

- a) New Students and Students Returning After an Absence

- i) Your initial login is your San Bernardino Valley College e-mail address.

Example: `firstname.lastnameXXX@student.sbccd.net`

first name is your full, official first name (no nicknames)

last name is your full, official last name

XXX is the last three digits of your student ID

- ii) Your initial PIN/password is your date of birth.

The computer system will not allow you to use your e-mail address and date of birth more than once when you log onto the system. You must create a password immediately. If your e-mail address and password need to be reset for any reason, please contact the HELP Desk at (877) 241-1756 and give them your student identification number **AND** social security number.

- b) Continuing Students

- i) Enter your SBVC e-mail address and password to gain entry.

3. Click on the "Valley" online registration link. [Note: Remember that you may not access the registration link until on or after your priority date.]
4. Click on the semester you wish to register. You may speed up the process by having prepared a list of reference numbers.
5. Click on "Add a New Section" to register for your classes.
 - a) Use the four-digit reference number found in the printed Schedule of Classes or click on the "Browse the Schedule of Classes" link to see this information online.
 - b) Confirm your selection.
 - c) Repeat for all desired classes.
6. Click on "Drop a Section" if you wish to cancel registration for a class.
 - a) Click on the four-digit reference number of the class you want to drop.
 - b) Confirm your selection.
 - c) Repeat for all desired classes.
7. If desired, click on "Purchase an AS Discount Sticker." (Note: Once this purchase is made, the sale cannot be cancelled through Web Registration.)
8. If desired, click on "Purchase a Parking Permit." (Note: Once this purchase is made, the sale cannot be cancelled through Web Registration.)
9. If desired, click "Pay now with your credit card." Visa and MasterCard are accepted.
 - a) Enter your card number and expiration date, click "Continue."
 - b) Confirm that the information submitted is correct, click "Pay."
 - c) If your payment is successful, your account balance will be adjusted accordingly.
 - d) Click "Return to Registration."
10. 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

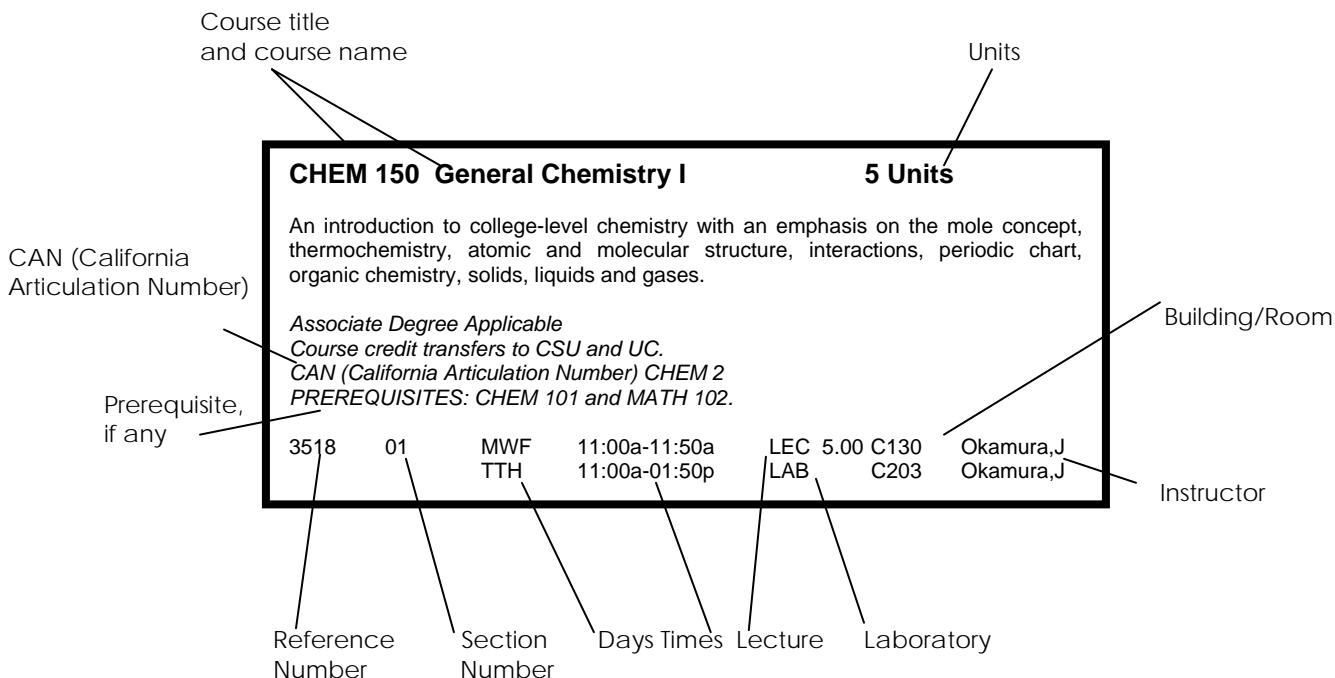
Get a printout of your schedule immediately!

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



HOW TO ADD OR DROP AFTER THE START OF CLASSES

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

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

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

To pay:

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

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

DROPPING CLASSES: An instructor's signature is *NOT required to DROP a class*. All classes may be dropped using the web, telephone or a campus drop-box. If you'd like to drop using the web, log on to www.valleycollege.edu. If you have questions, call (909) 384-4401 for assistance. **It is the student's responsibility to drop classes he/she is no longer attending. Be aware 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 Fall 2008 classes.

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

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

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

Career College at San Bernardino Valley College

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

Training is available in these high-demand fields:

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

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

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

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

California

a

Work
Opportunity

Responsibilit

Kids

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
- Job Placement/Work Study/ Work Experience

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

**"Helping You Today To Build
A Better Tomorrow!"**



NEED HELP PAYING YOUR ENROLLMENT FEES?

Board of Governors Fee Waiver (BOG)

This waiver is available to California residents to cover basic enrollment fees 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).

F I N A C I A L A I D D ID YOU KNOW YOU MIGHT BE ELIGIBLE FOR ADDITIONAL FUNDS TO HELP PAY FOR BOOKS, TRANSPORTATION AND LIVING EXPENSES?

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

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

Federal Pell Grant

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

Federal Work-Study

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

Federal Stafford Loan

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

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 Students/Student Life

The Associated Students (AS) is the official Student Government Organization. The AS represents all SBVC students. The primary responsibility of AS members is to represent student interests on college, district and statewide committees. In addition, they plan and manage various AS 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 AS 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 AS President. All students interested in participating in student government should visit the AS Office in the Campus Center or should call (909) 387-1612.

The Student Life Department (SLD) supports and advises the student governing groups. The SLD may be contacted for assistance in the Campus Center or by calling (909) 384-4474.

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.

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.sbccbookstore.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 the Student Life Department in the Campus Center or call (909) 384-4400, extension 8692.

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%20Police%20Department/)

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 6:00 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%20Aid/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.

Health Center

The Health Center (Women's Gym, Room 9) 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 four hours per week. Physicians are available for consultation, treatment, and referral. Family nurse practitioner clinic services 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 Health Center is open Monday-Thursday 8:00 a.m. - 6:00 p.m., and Friday, 8:00 a.m. - 12:00 p.m. during the regular semester. Call (909) 384-4495 for additional information.

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 orientation to the college's programs and services.
- An assessment of the student's study skills, English language proficiency, computational skills, goals, career aspirations, academic performance and need for special services.
- 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 orientación a los programas y servicios que ofrece SBVC.*
- *Una evaluación de sus habilidades, metas, aspiraciones profesionales, éxito académico y su necesidad de servicios especiales.*
- *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 graduarse 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.

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 Fall Semester hours.

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 6:00 p.m. during the Summer. 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), Federal Work Study, the Eureka and SGI career exploration programs, and WorkAbility III for placement of students with disabilities. Eureka and SGI career exploration programs are 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.



www.assist.org

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.



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 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:

- Book refunds will be given during the first three weeks of the Fall and Spring semesters and during the first week of Summer and short-term classes. (After this general refund period, books must be returned within 24 hours from the date of purchase in order to qualify for a refund.)
- 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 Student Life Department in the Campus Center 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.

Cancelling 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/No Credit

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

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 Fall semester parking permit is \$20 **and expires December 31, 2008**. Annual permits are \$45.

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.

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:

1. If you drop a class after the first 10% of the class.
2. If you are dropped by the instructor.

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, 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. 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).

Policies Relating to Students	Where to Find It
Academic Accommodations Policy	Disabled Students Program and Services
Academic Policies and Procedures	Dean, Student Development
AIDS Policies and Resources for Community Colleges	Student Health Center
Bulletin Board Policies	Student Life Department
Campaign and Election Policies	Associated Students, SBVC
Compliance with Handicapped Regulations	Disabled Students Program and Services
District Drug Policy	Dean, Student Development
Family Education Rights and Privacy Act of 1974	Associate Dean, Enrollment Management
Matriculation Appeal Process	Dean, Counseling and Matriculation
Matriculation Plan	Dean, Counseling and Matriculation
Policy on Life Threatening Illnesses	Student Health Center
Policy on Sexual Harassment	Dean, Student Development
Section 504 of the 1973 Rehabilitation Act	Vice President, Administrative Services
Student Code of Conduct	Director, Student Life
Student Grievance and Due Process	Director, Student Life
Title IX Prohibiting Sex Discrimination in Education	Director, Student Life

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 Fall:

ANTHRO 106H	CHEM 212H	ENGL 102H	PSYCH 100H
BIOL 109H	CD 105H	MATH 285	SOC 100H
CHEM 150H	ECON 200H	PHIL 101H	SPAN 103H
CHEM 151H	ENGL 101H	POLIT 110H	SPEECH 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 extracurricular 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).

