



2016-2017

Student Handbook

18422 Bear Valley Road, Victorville, CA 92395
(760) 245-4271

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Informacion Para Estudiantes de Ingles ComoSegundo Idioma (ESL)

Los estudiantes que no tengan un ingles fluido pueden pedir ayuda sobre preguntas respecto a los cursos ofrecidos en el Colegio Victor Valley y para inscribirse en las clases, esta disponible por cita el consejera bilingue. Para informacion general del Colegio de Victor Valley, llame al (760)245-4271 x2789.

Estudiantes deberan inscribirse en las clases pare ingles como Segundo idioma hasta que esten preparados para seguir un programas de ingles de segunda idioma y ostros curos.

Welcome to Victor Valley College



Welcome to Victor Valley College! The administration, faculty, staff, and The Board of Trustees are committed to providing you an affordable high quality educational opportunity. We believe your education is vital, not just for your future, but for the future of our communities and their economies.

Whether you are a first year student in one of our transfer degree programs or enrolled in one of our many career and vocational programs, we are here to assist you in your journey. We believe that education is the foundation to building strong families, resilient communities, and a skilled workforce. We want you to appreciate our quality academic programs but we also encourage you to become involved in one or more of our student clubs, each intended to expose you to formal and informal forums for areas of special interest. You are also encouraged to be active in your student government which is an integral part of the College's participatory governance process.

Our staff is committed to making your time at Victor Valley College as productive as we possibly can. Our distinguished faculty holds credentials from many of the country's leading colleges and universities. Our faculty comes to us from many diverse backgrounds and experiences yet they share one very important trait – a commitment to excellence in teaching.

Our continued commitment to student success comes in many forms and a broad range of support programs and services in addition to our rigorous academic courses and programs. At Victor Valley College all the tools you need to be successful are within your arms reach. All we ask from you is that you be personally accountable for completing your assigned work, attend class regularly, and above all seek help at the first sign you need it.

From my own past experiences I understand the sacrifices and hard work required to obtain a college education. Whichever program you have decided to pursue at Victor Valley College you have taken the first step to a bright future and a world of opportunities.

Rest assured that we are here to offer you the best in academic and support services and we expect your best efforts in and out of the classroom. Working together we can make your dream of a college education come true.

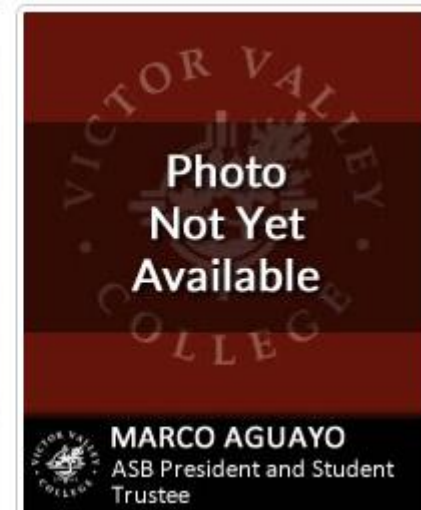
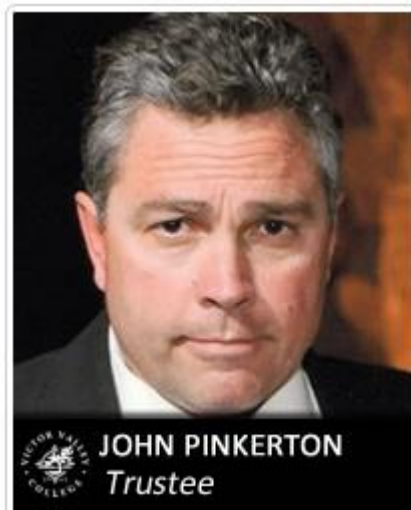
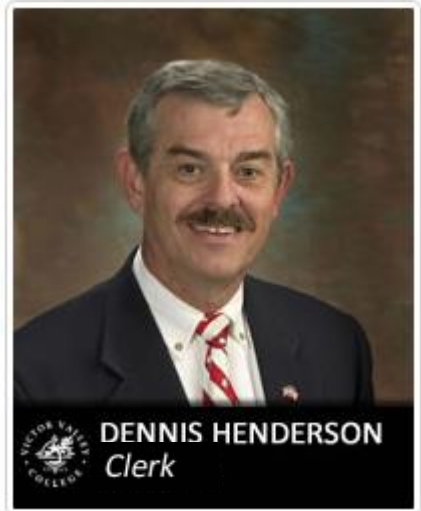
It is truly an honor and privilege to serve as the Superintendent/President of Victor Valley College, your community college!

Sincerely, *Roger W. Wagner, Ph.D.*
VVCCD Superintendent/President



Board of Trustees

Victor Valley College is governed by a five-member Board of Trustees elected by vote of the citizens of the District. A Student Trustee is elected by the student body and is the official representative of the students to the Board.



Board meetings are held on the **second Tuesday** of each month, and **you can watch them via a live video stream** at <http://www.vvc.edu/offices/president/trustees.shtml> . You can also view video recordings of past meetings on-demand.

All meetings are held in the Board Room of the **Administration Building** (Building # 10) at 6:00 p.m., unless noted differently on the agenda.

Board meetings are open to the public. For information regarding board meeting agendas, contact Victoria Martinelli at victoria.martinelli@vvc.edu, or click on AGENDAS & MINUTES from the menu on the left of this page.



Associated Student Body – Advisor: Robert A Sewell

We, the Associated Student Body of Victor Valley College, pledge to increase supportive roles in our efforts to bring the students, the college and the community together in order to promote educational, cultural and social activities.

Position	Name	Email
President	Marco Aguayo	asb.president@vvc.edu
Vice President	Josiah Salazar	asb.vpresident@vvc.edu
Treasurer	Manuel Rodriguez	asb.treasurer@vvc.edu
Secretary	Carissa Bravo	asb.secretary@vvc.edu
Executive Senator	Chantel Picon	asb.execsen@vvc.edu
Activities Senator	Ezekiel Tropila	asb.activities@vvc.edu
Athletics Senator	Kirsten Jacobs	asb.athletics@vvc.edu
Business & Math Senator	Hayden Bartz	asb.busmath@vvc.edu
Fine Arts Senator	Taylor Scott	asb.finearts@vvc.edu
Health Sciences & Public Safety Senator	Sowmya Ganapavarapu	asb.healthsafety@vvc.edu
Industrial Sciences & Logistics Senator	Johnathan Solorio	asb.industrial@vvc.edu
Inter Club Council Senator	Miguel Magallon	asb.clubs@vvc.edu
Public Relations Senator	David Quintero	asb.pubrelations@vvc.edu
Sciences Senator	Maryem Mohammed Ali	asb.sciences@vvc.edu
Social Sciences Senator	Celeste Amezquita	asb.socialsci@vvc.edu
Student Advocate	Ejon Mannil	asb.advocate@vvc.edu
Student Development & Language Senator	D'vonte Johnson	asb.studevland@vvc.edu
Student Services Senator	Owen McClure	asb.stuservices@vvc.edu
Foundation Representative	Kevin Yousef	asb.foundation@vvc.edu
Student-At-Large	Abigail Ledesma	none at this time

Victor Valley Community College – Administration

Roger W. Wagner, Ph.D.	Superintendent/President
Peter Maphumulo, Ph.D.	Executive Vice President, Instruction & Student Services
Tracey L. Richardson, M.B.A., M.S.A.	Vice President, Administrative Services
Virginia Moran, M.A.	Executive Dean, Institutional Effectiveness
Kevin B. Leahy, Ph.D.	Executive Dean, Technology & Information Resources
Mark Clair, M.A.	Interim Instructional Dean, Instruction
Patricia Ellerson, Ph.D.	Instructional Dean, Humanities & Social Sciences
Ronald Graham, Ph.D.	Dean, Health Sciences & Public Safety
Hamid Eydgahi, Ph.D.	Instructional Dean, Science, Technology, Engineering & Mathematics
Arthur Lopez, M.S.	Dean, Student Services
Herbert L. English, Jr.	Dean, Student Equity & Success
Raymond Quan, M.B.S., M.A.	Director, Human Resources
Leonard Knight, D.P.A.	Chief of Police



The Victor Valley College Student Handbook is intended to provide information about the campus and serves as a resource during your educational journey at VVC. This handbook is a guide and does not replace the Victor Valley Community College Catalog, which is the official document that contains college policies and procedures.

Vision, Values, Mission and Goals

Vision

Victor Valley College uplifts the diverse communities we teach and serve by promoting educational excellence, enhancing local prosperity, and ensuring environmental leadership.



Values

As a student-centered learning organization, we will uphold the following core values:

- Excellence - providing superior service and educational learning opportunities.
- Integrity - guiding the college's actions with an internally consistent framework of principles.
- Accessibility - facilitating access to the college's programs from other locations.
- Diversity - valuing different points of view and contributions of all.
- Collaboration - encouraging recursive interaction of knowledge experience and mutual learning of people who are working together toward a common creative goal.
- Innovation - providing creative approaches to learning problem solving and growth.

Mission

The mission of Victor Valley College is to:

- Cultivate - intellectual growth, social responsibility, environmental stewardship, cultural enrichment, and economic development.
- Create - exceptional and accessible lifelong learning opportunities that afford students within our expanding communities the attainment of knowledge and skills necessary for success in the global economy.
- Embrace - difference in our communities by integrating their wealth of multicultural knowledge and wisdom into a cohesive and resourceful learning environment for all.
- Inspire - innovative teaching and service with imaginative uses of collaboration and technology, fostering vibrant programs that are measurably effective in addressing student learning and community needs.
- Empower each student to learn by modeling academic integrity, democratic citizenship, and meaningful contribution to society.

Goals

The goals of Victor Valley Community College are as follows:

- Fiscal Stability. The College's financial resources will remain sufficient to support quality programs and services, and the ongoing improvement of all college operations.
- Student Success. The College's courses, programs, and support services advance student success.
- Accreditation Recommendations. All recommendations from the ACCJC will be fully addressed to reaffirm and maintain the College's accreditation status.
- Image. The College's reputation among High Desert residents will be that of a quality institution of higher education.

VVC's Rich History

Clean air, sunny days, and clear, star-studded nights complement the unusual natural beauty of the High Desert which is the home of Victor Valley College. Around the campus is a landscape ringed with nearby mountains and Joshua trees, featuring spectacular explosions of beautiful desert wild flowers in the spring.

Victor Valley College serves one of the largest geographical areas in the state and was first settled more than a hundred years ago by California gold miners, trappers, ranchers, merchants, and railroad men. For more than 50 years, the history of the college has been entwined with the rich heritage and history of the High Desert and its people.

Victorville, site of the college and the commercial hub of the High Desert area, was originally a trading post. Victorville's first inhabitants were merchants who provided a stream of railroaders, farmers, and miners with the necessities of life such as ammunition, postal service, and provisions.

The Victor Valley Community College District was created by a vote of the public in 1960, when residents enthusiastically approved the creation of a new community college district to educate local students.

The first classes at the college were held in 1961 on the campus of Victor Valley High School and included a small student body of only 500 students and a 15-member faculty and staff. Construction began on the present campus in 1963, on the site of what was once a sprawling 230-acre ranch. The campus now encompasses 253 acres and consists of 42 buildings, many of which surround a beautiful five-acre, man-made lake.

The District also owns three additional properties. The first is 160 acres of unimproved land in the Baldy Mesa area eight miles west of Highway 395. A second undeveloped property is a 55 acre parcel located in Hesperia on the corner of Main Street and Highway 395.

The third developed property, located in the town of Apple Valley approximately 15 miles northeast of the main campus, is 9 acres of land obtained through a lease agreement between the District and Apple Valley Fire Protection District. In 2011 the District completed construction of the Regional Public Safety Training Center, which includes 41,500 square feet of administrative space, classrooms, labs, shower facilities and restrooms, student and faculty lounges, tactical indoor 9-lane shooting range with virtual and live-fire training simulations, a fire technology/EMT 4-bay apparatus building, CERT city, fire training tower and prop yards.

The college draws students from Adelanto, Apple Valley, Victorville, Helendale, Hesperia, Las Flores, Lucerne Valley, Oro Grande, Phelan, Piñon Hills, Wrightwood and nationally and internationally via online courses.

Student Services

Student Services is the umbrella name for a variety of departments that provide all the necessary services for a student while attending Victor Valley Community College. Below is a list of many of the departments that fall within the Student Service umbrella and their location on campus.

<u>Department</u>	<u>Building</u>
Admissions & Records	Building 52
Advanced Technology Center	Building 21
Assessment	Building 55
Bursar's Office	Building 52, Windows 13-17
CalWORKs	Building 50
Career & Transfer Center	Building 55
Community Education	Building 55
Counseling	Building 55
D.S.P.S.	Building 50
E.O.P.S./CARE	Building 50
Financial Aid	Building 52
Upward Bound	Building 42
Veteran's Resource Center	Building 80, Rooms 1 & 2



Victor Valley Community College Degrees and Certificates



The college offers the Associate of Science Degrees (A.S.), Associate of Arts Degrees (A.A.) and Associates Degrees for Transfer (AA-T, AS-T), and two kinds of certificates:

Certificates of Achievement (CA) are awarded for completion of programs that consist of 18 or more units, and are approved by the California Community Colleges Chancellor's Office. CAs are noted on students' official college transcripts. **Certificates of Career Preparation (CP)** recognize completion of a sequence of fewer than 18 units, approved by the VVC Board of Trustees. Students are presented a paper award, but the certificate does not appear on the college transcript.

Administration of Justice, A.S., AS-T	
Administration of Justice Certificate (CA)	Campus Law Enforcement Course PC 832.3 Certificate (CP)
Corrections Officer Core Course Certificate (CP)	Fingerprint Recognition and Classification Certificate (CP)
Forensic Specialist Certificate (CP)	Law Enforcement Modulated Course Level II Certificate (CP)
Law Enforcement Modulated Course Level III Certificate (CP)	PC 832 Firearms Only Certificate (CP)
PC 832 Law Enforcement Course Certificate (CP)	Police Technician Specialist Certificate (CP)
Agriculture and Natural Resources Horticulture, A.S.	
Animal Science Specialist Certificate (CP)	Animal Science Technician Certificate (CP)
Ecological Restoration Technician Certificate (CP)	Environmental Field Studies Certificate (CP)
Equine Science Specialist Certificate (CP)	Floral Design Technician Certificate (CP)
Geospatial Technician Certificate (CP)	Irrigation Design Technician Certificate (CP)
Horticulture Specialist Certificate (CA)	Landscape Irrigation Certificate (CP)
Landscape Specialist Certificate (CA)	Natural Resource Management Technician Certificate (CP)
Mojave Desert Master Gardener Certificate (CP)	
Water Resource Management Certificate (CP)	
Allied Health*	
Nursing Assistant/Home Health Aide Certificate (CP)	
Automotive Technology, A.S	
4 X 4 Suspension Modifications Certificate (CP)	Automotive Brake & Suspension Specialist Certificate (CP)
Automotive Detailer/Porter Certificate (CP)	Automotive Drivability Specialist Certificate (CP)
Automotive Inspection and Maintenance Technician Cert. (CP)	Automotive Repair Shop Manager Certificate (CP)
Automotive Specialist I Certificate (CA)	Automotive Specialist II Certificate (CA)
Automotive Technician Certificate (CA)	Automotive Transmission Specialist Certificate (CP)
Engine Machinist Specialist Certificate (CP)	Heavy Duty Diesel Truck Lubrication and Inspection Specialist Certificate (CP)
Heavy Duty Truck Hydraulic Technician Certificate (CP)	Heavy Duty Truck Brake Repair Specialist Certificate (CP)
Motorcycle Repair Technician (CP)	New Model Technology Repair Technician Certificate (CP)
Recreational Vehicle Service and Repair Technician Cert. (CP)	Small Engine Repair Specialist Certificate (CP)
Smog Inspection Technician Certificate (CP)	
Aviation, A.S.	
Aviation Airframe Technician Certificate (CA)	Aviation Power Plant Technician Certificate (CA)
General Aviation Technician Certificate (CP)	
Business, A.S.	
Business Administration, A.S.	
Bookkeeping I Certificate (CP)	Management Certificate (CA)

Business Education Technologies, A.S.	
Administrative Assistant Certificate (CA)	Computer Systems I Certificate (CP)
Computer Systems II Certificate (CA)	Data Typist Certificate (CP)
Legal Office Certificate (CA)	Medical Office Certificate (CA)
Office Services Certificate (CP)	Spreadsheet Processor Certificate (CP)
Word Processor Certificate (CP)	
Business Real Estate and Escrow, A.S.	
Basic Business Real Estate Certificate (CA)	Business Real Estate Apprentice Certificate (CP)
Child Development, A.S.	
Early Childhood Education, AS-T	Level I: Associate Teacher (Pre-school) (CA)
Level II: Teacher (Pre-school) (CA)	Level III: Site Supervisor (CA)
Communication Studies, AA-T	
Computer Information Science, A.S.	
Database Administration Certificate (CA)	MySQL Database Developer Certificate (CP)
Network Specialist Certificate (CP)	Programming I Certificate (CA)
Programming II Certificate (CA)	Productivity Software Specialist Certificate (CA)
UNIX Administrator Certificate (CP)	
Web Authoring Certificate (CP)	
Computer Integrated Design and Graphics A.S.	
Architectural CADD Technician I Certificate (CP)	CADD Technician I Certificate (CP)
Digital Animation Technician I-Maya Certificate (CP)	Digital Animation Artist Certificate (CP)
Drafting Technician I Certificate (CP)	Digital Animation Technician I-3ds Max Certificate (CP)
Expanded Animation Technician Maya Certificate (CP)	Expanded Animation Technician 3ds Max Certificate (CP)
Geographic Information Systems for Emergency Response and Management Certificate (CP)	Visual Communications Graphic Design Certificate (CP)
	Visual Communications Print Production Certificate (CP)
Construction and Manufacturing Technology, A.S.	
Basic Electrical Technician Certificate (CP)	Basic HVAC/R Certificate (CP)
Basic Residential Maintenance Technician Certificate (CP)	Basic Woodworking Certificate (CP)
Building Construction Certificate (CA)	Building Inspection Certificate (CA)
Construction Management Certificate (CA)	Construction Technology Certificate (CA)
Plumbing Technician Certificate (CP)	Public Works Certificate (CA)
Renewable Energy Certificate (CP)	
Education Technology*	
Collegial Education I/II Certificates (CP)	Education Technology Certificate (CP)
Electronics Engineering Technology, A.S.	
Electronics and Computer Technology, A.S.	
Associate Degree Electronics Engineering Technology Certificate (CA)	MSCSE Examination Preparation Certificate Level I, II (CP) CISCO Networking Academy I, II, III, IV, V, VI, VII Certificates (CP)
A+ Certification Examination Preparation Certificate (CP)	Digital Electronics Certificate (CA)
Computer Technology Certificate (CA)	Fiber Optic Cabling Technician Certificate (CP)
Electronic Technology Certificate (CA)	Network Cabling Technician Certificate (CP)
N+ Certification Examination Preparation Certificate (CP)	Wireless Communication Technology Certificate (CA)

Emergency Medical Technician*	
Emergency Medical Technician (Refresher) Certificate (CP)	
English, AA-T	
Fine Arts, A.A	
<i>This major is recommended for students interested in areas such as the following: Art, Music, Photography, Theatre Arts</i>	
Fire Technology, A.S.	
Fire Company Officer Certificate (CA)	Fire Fighter Certificate (CA)
Fire Prevention Officer Certificate (CA)	
Geography, AA-T	
History, AA-T	
Liberal Arts, A.A.	
<i>This is usually the major for students who are undecided but who wish to transfer to a university, and/or for those who are interested in areas such as the following: Anthropology, Economics, English, French, Geography, History, Journalism, Liberal Studies, Philosophy, Political Science, Psychology, Religious Studies, Sociology, Spanish</i>	
Mathematics, AS-T	
Math/Science, A.S.	
<i>This is usually the major for students interested in areas such as the following: Anatomy, Astronomy, Biology, Chemistry, Geography, Geology, Mathematics, Microbiology, Oceanography, Physical Education, Physical Science, Physiology, Physics</i>	
Media Arts*	
Digital Animation Artist Certificate (CP)	Digital Animation Technician I - MAYA Certificate (CP)
Digital Animation Technician I - 3DS Max Certificate (CP)	Expanded Animation Technician 3DS Max Certificate (CP)
Expanded Animation Technician MAYA Certificate (CP)	Digital Filmmaker (CP)
Medical Assistant, A.S.	
Medical Assistant Certificate (CA)	
Nursing, A.S.	
Associate Degree Nursing Certificate (CA)	Nursing Licensure Certificate (CA)
Paralegal*	Paramedic, A.S.
Paralegal Studies Certificate (CA)	Paramedic Certificate (CA)
Photography*	Psychology, AA-T
Photography Certificate (CP)	Political Science*
	International Studies Certificate (CP)
Respiratory Therapy, A.S.	
Respiratory Therapy Certificate (CA)	Restaurant Management, A.S.
	Restaurant Management Certificate (CA)
Sociology, AA-T	
	Welding, A.S.
	Welding Certificate (CA)
<i>*No Associate Degree is awarded in this field.</i>	

IMPORTANT UPDATES AND PROCESSES

College Information is available at www.vvc.edu

Accessing Grades

Grades will be available thru WebAdvisor, at www.vvc.edu, approximately two weeks after the end of the semester. Grades are not mailed to students.

College Catalog

Schedule of Classes and the Catalog are available online at www.vvc.edu.

Registration Dates

See the academic calendar in the class schedule, located online at www.vvc.edu.

Student Identification

The Student Identification Card is now required for VVC students and must be presented to access certain classes, computer labs, the weight room, the library and to ride the Victor Valley Transit Authority (VVTA) bus.

The Student Identification Card can be obtained in the Student Activities Center, 2nd floor. A current class printout and valid picture ID (driver's license, CA ID, military ID, or passport) must be presented at the time card is issued.

- 1) FREE ID CARD: Available by taking your paid registration statement and a valid picture ID (driver's license, CA ID, Military ID, or passport) to the ASB office which is located on the 2nd floor of the Student Activities Center Building, or
- 2) ASB ID CARD: If you wish to purchase an ASB ID Card, all fees must be paid and your registration statement must show a zero balance, before you go to the ASB office as stated above.

Late Add Petition Procedure

Late adds are generally not accepted. However, there is a petition process for students who have serious extenuating circumstances. The late add petition, which is available in the Admissions and Records Office, must be signed by both the instructor and the division dean. Missing the add deadline due to inability to pay fees, misunderstanding of the add deadlines, confusion about enrollment expectations, transfer or graduation requirements, hold or online enrollment mistakes are not acceptable reasons for petitioning. See Calendar of Important Dates and Deadlines for late add petition dates.

Web-based Services Available for Students Through WebAdvisor

Click here to go
to WebAdvisor NOW



Victor Valley College transitioned to WebAdvisor, an internet-based system that allows current and prospective students to access academic information and to complete most registration tasks. Students can use WebAdvisor for the following services: search the class schedule, register for classes, pay registration fees, add classes, drop classes, access individual class schedule, access an unofficial transcript, access assessment scores, purchase parking permit, access grade point average, access financial aid information and complete VVC orientation. Click on WebAdvisor from the VVC home page or go to <http://www.vvc.edu/offices/mis-ar>. On this page you will find a link to WebAdvisor along with information on hours of availability and support services.

Important Change in Fee Payment



You will have **five (5)** working days from the date of enrollment to pay your fees. Failure to pay fees within **five (5)** working days will result in your being dropped from your class(es). For students who register toward the end of the registration period, fees must be paid within 24 hours after registration. Failure to pay fees as indicated will result in your being dropped from your class(es).

Students are encouraged to apply for financial aid. The application is free and can be accessed at www.fafsa.ed.gov. Failure to pay fees as indicated will result in your being dropped from your class(es). Students are encouraged to apply for financial aid. The application is free and can be accessed at www.fafsa.ed.gov.

Admissions and Registration

STEPS TO REGISTRATION



YOU MAY GO TO THE “HOW-TO SECTION” AT THE BACK OF THIS HANDBOOK FOR DETAILED INSTRUCTIONS on REGISTRATION AND FINANCIAL AID.

1. COMPLETE THE ADMISSIONS & APPLICATION PROCESS

Complete the Admissions Application online at www.vvc.edu (processed in 24 hours)

WHEN: See the Semester Schedule for application dates

2. ATTEND “NEW STUDENT” ORIENTATION

WHERE: Online or in-person, SEE STEPS TO ENROLLMENT.

WHEN: After you have submitted your admissions application

3. COMPLETE THE ASSESSMENT TEST

WHERE: Assessment Center in Building 55

WHEN: After completing “New Student” orientation
Assessment cannot be completed online at this time.

4. SCHEDULE ADVISEMENT/COUNSELING

WHERE: ONLINE UNDER STEPS TO ENROLLMENT

WHEN: After you have attended an in-person or online orientation and completed assessment.

5. REGISTER FOR CLASS(ES) USING

WHERE: WebAdvisor <https://webadvisor.vvc.edu>

WHEN: On or after your assigned registration date.

6. PAY FEES AT THE BURSAR’S OFFICE WITHIN 5 BUSINESS DAYS OF REGISTERING

WHERE: In Student Services 1, Building 52,

- cash, check or credit card in person- Windows 13-17
- BOGG Fee waiver thru FAFSA
- Online thru WebAdvisor www.vvc.edu
- Or set-up payment plan in your WebAdvisor

WHEN: Within 5 Business Days of Registering

REGISTRATION REQUIREMENTS

Admission to Victor Valley College is open to the following individuals:

- California residents and nonresidents possessing a high school diploma or equivalent

- Non-high school graduates 18 years of age or older
- K-12 students may be considered for concurrent enrollment provided they meet course prerequisites, have parental approval, and the recommendation of their high school principal and/or counselor, and satisfy the criteria for concurrent enrollment. VVC is an open, unsupervised, and adult-oriented learning environment. Materials and experiences in some classes may be unsuitable for certain age groups. K-12 students must register in person and have picture ID.

DEFINITIONS

New Student

You are a **new student** if you have never attended classes at Victor Valley College or any other college. Complete the “VVC Steps to Enrollment” shown in this booklet.

Returning Student

You are a **returning student** if you previously enrolled in credit classes at Victor Valley College, but have a break in enrollment of one or more semesters. Complete Step 1 and all other steps that apply (see the “VVC Steps to Enrollment” shown in this booklet).

Continuing Student

You are a **continuing student** if you were enrolled in credit classes at Victor Valley College during the previous semester. See the “Registration Dates” page in the class schedule for your priority registration date.

Inter-College Transfer Student

You are an **inter-college transfer student** if you completed courses at other colleges or universities. Follow the “VVC Steps to Enrollment” show on the next pages. If you successfully completed (C or better grade) college level English or math courses at another institution, order a copy of the transcript(s) showing completion. Then contact the VVC Counseling department for an appointment by visiting the Counseling desk in Building #55, or by calling 245-4271, x2296. You will need to bring a photocopy of your transcripts to the counseling session during your appointment, ask your counselor for registration instructions.

Concurrent Student

You are a **concurrent student** if you are enrolled in K-12. Follow the “VVC Steps to Enrollment for Concurrent Students (K-12 Grade)” in this booklet.

FEES, EXPENSES & REFUNDS

All required fees must be paid in full by the payment deadline.

*ALL FEES ARE SUBJECT TO CHANGE. PLEASE UTILIZE THIS COLLEGE WEBSITE FOR UP-TO-DATE INFORMATION

<http://www.vvc.edu/offices/admissions-records/fees-refund.shtml>

1) Enrollment Fee (**Subject to Change*)

\$46 PER UNIT FOR EACH UNIT ENROLLED IN.

For example: 3 unit class: 3 x \$46 = \$138

12 units 12 x \$46 = \$552

2) Nonresident Tuition (**Subject to Change*)

(For students who are NOT California residents)

\$190 PER UNIT FOR EACH UNIT ENROLLED IN.

For example : 3 unit class: 3 X \$190 = \$570

12 units: 12 x \$190 = \$2280

***Fees for all California Community Colleges are set by the California Legislature and are subject to change.**

3) Nonresident Fee Waiver AB540

Any student other than a nonimmigrant alien, who meets all of the following requirements shall be exempt from paying nonresident tuition at the California Community Colleges, the California State University and the University of California.

- The student must have attended a high school (public or private) in California for three or more years.
- The student must have graduated from a California high school or attained the equivalent prior to the start of the term.
- An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.
- Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
- Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they WILL NOT be classified as California residents.

Therefore, students WILL NOT be eligible for any state supported financial aid such as the Board of Governors Waiver, CalGrant, etc.

- This exemption IS NOT available to students who are absent from California and taking distance education classes from California Community Colleges.

Please see Admissions and Records for the exemption request form.

4) Student Center Fee (Fall/Spring Only)

Maximum is \$10 per academic year. (\$5 for fall term, \$5 for spring term.) Fees are mandatory and are used to maintain the Student Activities Center.

5) ASB Card Fee (Fall/Spring Only)

All students registering for credit classes are automatically assessed a \$10 fee for Fall/Spring session (\$5 Winter/Summer session) for the ASB card. Replacement cost is \$5 for lost cards. Monies are to be paid at the Bursar's Office.

ASB Card Fee Waiver (Fall/Spring Only)

Students who do not want a card when registering and who are paying fees either in person or online; must "[OPT-OUT OF OPTIONAL FEES FOR UPCOMING TERM](#)" by accessing your WebAdvisor and the \$10 ASB fee will then be waived. This must be done BEFORE paying your fees. The student will not have access to privileges associated with the ASB card.

6) Student Representation Fee (Fall/Spring Only)

The fee is \$1.00 per student, per semester. The student representation fee is authorized by Education Code Section 76060.5 and implements Title 5 regulations commencing with Section 54801. Section 54805 requires a notice to be provided to students stating that: "The money collected pursuant to this article shall be expended to provide support for students or representatives who may be stating their positions and viewpoints before city, county, and district government, and before offices and agencies of the state and federal government."

Students who are paying fees either in person or online; may "[OPT-OUT OF OPTIONAL FEES FOR UPCOMING TERM](#)" by accessing your WebAdvisor and the \$1 Student Representation Fee will be waived. This must be done BEFORE paying your fees.

FEES, EXPENSES & REFUNDS, continued

7) Parking Permits

Parking permits are required and must be displayed to park on campus; Monday-Saturday. Parking rules and regulations can be found at www.vvc.edu/offices/campus-police/. Parking rules and regulations are also printed on the front of the parking permits.

Parking Permit fee:

Students may purchase permits through WebAdvisor from a third party vendor (Credentials Order Processing Services). Permits will be mailed directly to the student by the vendor.

- \$40.00 plus a \$3.65 processing fee - Fall and Spring Semesters
- \$20.00 plus a \$3.15 processing fee - Fall and Spring Semesters (for BOGG eligible students)
- \$20.00 plus a \$3.65 processing fee or \$3.15 processing fee (BOGG eligible students) - Winter and Summer Sessions

Parking violations may include:

- not displaying a valid parking permit
- improper display of permit
- backed into stalls/head-in parking only
- unauthorized parking in faculty/staff parking stalls
- not parked in marked parking stall
- exceeded time at a parking meter
- possession of a lost/stolen permit
- unauthorized parking in Red, Green or Yellow zones
- unauthorized parking in Disabled parking stalls
- parking in unauthorized dirt areas

Citations:

The VVC Campus Police Department receives its authority to enforce traffic and parking regulations from the California Penal Code, the California Vehicle Code, and provisions established by the California State Legislature. Ignoring a citation will result in immediate legal action in the form of substantial additional penalties and a hold placed on your vehicle registration with the DMV, and a transcript hold at VVC.

Motorcycles:

A motorcycle parked at VVC must display a student parking permit which must be affixed to the motorcycle and clearly visible. A staff permit is required on all motorcycles parked in staff stalls.

Disabled Persons Parking:

Vehicles parked in the blue-lined disabled persons parking stalls are required to properly display a state-issued disabled person's license placard and a VVC student parking permit.

8) Books and Supplies

Students may purchase books and supplies for their courses at the Rams Bookstore. Expenses for full-time students may range from \$200-\$600 or more per semester. Scholarships and Financial Aid may be available for assistance. Order online at www.vvcRams.com.



RENT YOUR BOOKS!

You can also go to the same website and Rent your books for a savings, sometimes up to 50%.

Got Financial Aid? You might be eligible for a book voucher to pay for your books if you qualify for Financial Aid. Call us for more details. (760) 245 -4271 Ext 2707.

9) Auditing

Auditing is allowed by instructor permission on a space-available basis (Education Code 72252.3). This is to ensure that students taking courses for credit toward degree or certificate completion have the opportunity to do so.

Students can obtain a course audit form from the Admissions Office the first day of classes.

The cost is \$15 per unit per semester. **Auditing fees are non-refundable and non-transferable.**

10) Credit by Exam

Credit by Exam is allowed by a student after successfully completing 12 semester units of credit at Victor Valley College. The student must request a form from the Admissions Office to initiate the process. Keep in mind that Credit by Exam is not a right, it is the department's discretion to offer the exam.

Upon approval, with the required signatures, California resident students will pay the current enrollment fees and non-residents must pay out-of-state resident tuition plus enrollment fees. The fees are non-refundable.

A request for credit by examination must be submitted by the fourth week of the term (second week for summer courses).

11) Fee Deadline

All required fees must be paid in full.

WebAdvisor Registration will give you the fee payment or deadline date. Presently fees must be paid within 5 days of registration, however, if you register late your fees must be paid within 24 hours.

Students are encouraged to pay by check, money order, or credit card. Payment arrangements can also be made online through your WebAdvisor.

Fee Refund Policy

Resident Refund

DROP DEADLINE FOR 16-week classes (Spring and Fall Semesters). See current class schedule.

<http://www.vvc.edu/offices/admissions-records/fees-refund.shtml>

The drop deadline for short-term classes is before 10% of the class meetings have been held.

The following apply:

- **Parking Fee, Student Representation Fee (Fall/Spring), ASB Card Fee (Fall/Spring)** Full refunds are given to students withdrawing from all of their classes prior to the first day of the Term. Refund Applications are available from the Bursar's Office in Building 52.
- **Enrollment Fees** Refunds are given for withdrawals up to the last day to drop classes with refund. (Title V, sec. 58508.) For details on the Board of Governors Grant, click here.
- **Non-resident Tuition** Refunds are given for withdrawals up to the refund deadline. Refunds will also be made for any erroneous determinations of non-resident status.
- **Military Withdrawals** Members of an active or reserve U.S. military service who withdraw from classes because of military orders receive a full refund of enrollment fees upon filing a Refund Application form and submitting documentation of military orders.
- **Refund Processing** A \$10 processing fee will be charged to students requesting a refund. This fee will be deducted from the amount of the refund due to the student. The Bursar will begin processing refunds after the last day to pay registration fees (varies by semester). Please allow 4-8 weeks after that date for delivery of checks.

Application for refunds can be printed up from the online website: <http://www.vvc.edu/offices/admissions-records/fees-refund.shtml>

Full refunds—without penalty—are automatically processed for program changes resulting from college action to cancel or reschedule a class.

Students not requesting refunds may apply their credit balance toward their student fees during the next term.

Fee Exchange

Fee exchange applies to 16-week classes only.

Enrollment fees for dropped classes will be exchanged for added classes through the last day to drop classes with refund. After that, additional fees will be due for ANY classes, even if classes are dropped at the same time.

If you have any questions, please call (760) 245-4271 ext. 2370

Financial Aid: Funding Your Education

Money may be available to you. Check it out!

The Financial Aid Office assists students who are seeking financial assistance to pay for the costs of attending Victor Valley College. Money may be provided to cover the cost of registration/enrollment fees; books; transportation; and room and board. Students may be working and still qualify to receive financial aid. We in the Financial Aid Office like to think of financial aid as a partnership between you and our department. Our motto is "Financial Aid and You: Working Together for Student Success."

In addition to administering the financial aid programs, the financial aid office offers workshops throughout the academic year on financial aid literacy and money management. Brochures, newsletters, and other publications are also available at our office, located in Building 52, Student Services 1.

The Financial Aid webpage on the VVC website should be a first stop in learning about and applying for aid. Our webpage is located at:

<http://www.vvc.edu/offices/financial-aid/>, or you may access the page from www.vvc.edu and click on the "Financial Aid" link.

To apply, for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov or mail the application to the Department of Education (DOE). It is important to list the school(s) you plan to attend when completing the FAFSA. This will allow the college/university you listed to receive your information electronically. DOE will process your application and mail you a Student Aid Report (SAR) for you to retain for your records.

The Financial Aid Office will email students a tracking letter with a Web link to print additional forms that must be submitted to the Financial Aid Office. Additional documentation may be required to support the information reported on your FAFSA. It is important that all requested documents be turned in as soon as possible. Financial Aid awards are not processed until a student's file is complete, and some sources of assistance are limited and awarded on a first-come, first-served basis.

Students can now submit their FAFSA as early as October 1. For up-to-date information on these important dates visit: <http://www.vvc.edu/offices/financial-aid/2017-18-fafsa-process-changes.pdf>.

For Cal Grant consideration, the FAFSA and the Cal Grant GPA verification must be processed by the deadlines established by the State of California; March 2nd and September 2nd.

The Financial Aid Office has detailed information on the following financial aid programs: Federal Pell Grant (Pell); Federal Supplemental Educational Opportunity Grant

FINANCIAL AID, continued

(FSEOG); Federal Work Study (FWS); Bureau of Indian Affairs Grant (BIA); Extended Opportunity Program and Services (EOPS); Board of Governor's Grant Waiver
The Financial Aid Office is available to assist you. Those needing help or advice are encouraged to contact the office at (760) 245-4271, extension 2277. We are eager to assist you and wish you success in your personal and educational goals!

There is a federal law about paying back money if you leave school. If you receive a GRANT and then WITHDRAW from all of your classes, you will owe money back to the federal program. Here's how it works: According to the day you withdraw, the Financial Aid Office will calculate the part of the grant that you have "earned."

IMPORTANT INFORMATION

In addition to financial need, to be eligible for financial aid, students must have completed the matriculation process: assessment, orientation and academic advising. They must have an education goal which results in either a degree or certificate (minimum of one year). They also must have an educational plan on file in Financial Aid Office, follow the plan and make satisfactory progress toward degree/certificate completion.

BOARD OF GOVERNORS FEE WAIVER (Also referred to as the BOGG or BOGFW)

You may be eligible for a Board of Governors Grant to pay your enrollment fees. There are two ways to qualify.

- 1) You may fill out the Free Application for Student financial Aid (FAFSA) and it will automatically award you a BOGFW if eligible.
- 2) You could go to the Financial Aid Office and ask to fill out the BOGFW application. Alternatively, students may access and print the form on our website at: <http://www.vvc.edu/offices/financial-aid/bgfwa.htm>. Financial Aid staff will determine your eligibility at that time.

If you pay your fees before and file a FAFSA later, you may be eligible for a refund. Check with the Bursar's Office located in Building 52, for more details.

Short Term Courses

Short term courses are available each semester for students who wish to complete a course in less than the usual 16 week semester. Courses are listed in the schedule of classes and are offered on 8, 10, and 12 week basis. Short term courses are accelerated classes that meet as above; the requirements for short term are identical to 16 week courses.





VICTOR VALLEY COLLEGE STEPS TO ENROLLMENT for CONCURRENT STUDENTS (K-12 GRADE)

All students, are expected to complete the following matriculation steps. Detailed information regarding matriculation policies and provisions can be found in the College catalog and Schedule of Classes at www.vvc.edu.

CONCURRENT STUDENT ENROLLMENT is limited to K-12 students who have been certified by their school that they are prepared to undertake credit coursework at VVC. Some courses have age and/or grade level restrictions. These courses are listed on the back of this form.

****Student MUST be present with a photo ID for all transactions with Admissions and Records.****

STEP 1: APPLY FOR ADMISSION ONLINE

- Students **13 years of age or older** complete the Admissions Application online at www.vvc.edu. Allow 2-3 business days for your application to process and receive a welcome to VVC email with your student identification number.

Students **under 13 years of age** must complete the Application for Admission in person at the Admissions & Records office in Building #52.

Name _____

ID# _____

STEP 2: SET UP WebAdvisor account

- After you receive your Welcome email with your VVC student ID# go to www.vvc.edu, click WebAdvisor. Select, "Are you new to WebAdvisor?" and follow steps.
- For questions or resetting User ID/password for WebAdvisor contact the Help Desk at (760) 245-4271 ext. 2740, via email at helpdesk@vvc.edu or go to building 21.

STEP 3: STUDENT ORIENTATION

ALL NEW AND RETURNING STUDENTS MUST COMPLETE ORIENTATION IN ORDER TO REGISTER.

- **ONLINE ORIENTATION:** Log on to your WebAdvisor and click on "Link to Online Orientation".
- **IN-PERSON ORIENTATION:** Schedule appointment Online at www.vvc.edu, click on STEPS TO ENROLLMENT. In step 4, click on NEW: Schedule an "In-Person" New Student Orientation HERE" or go to Counseling Office in bldg. 55.

STEP 4: COMPLETE ASSESSMENT TEST

Testing is scheduled by appointment only - no walk-ins. *Please wait 24 hours after receiving your VVC ID# to schedule your assessment appointment online, at <https://appointments.vvc.edu/>*

- On your appointment day go to building 55, Assessment center. Late arrivals will not be admitted and will need to schedule a new appointment.
- ALL students must bring a current and valid photo identification card. Examples of a Valid ID: Driver's License, Federal/Military ID, Passport, personal ID card from the DMV, school or other institution, or a Naturalization Card or a Certificate of Citizenship.

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STEP 5: HIGH SCHOOL AUTHORIZATION

Discuss assessment test results and courses you wish to take with your counselor or school official. Complete a *Concurrent Student Enrollment Form* and obtain appropriate signatures and authorization for courses to be taken.

Note: Home schooled students must provide a copy of their affidavit that has been filed with the Superintendent of Public Instruction through the California Department of Education or obtain the signature of the appropriate administrator from their local school district on the *Concurrent Student Enrollment Form*.

STEP 5: SUBMIT DOCUMENTATION TO ADMISSIONS AND RECORDS OFFICE

THIS STEP MUST BE DONE FOR EACH SEMESTER UNTIL YOU GRADUATE FROM HIGH SCHOOL

STUDENT must be present with a PHOTO ID for all transactions with Admissions and Records

Before the registration date of each semester you wish to attend, you must bring *in person* the following:

1. Completed and signed *Parent & Student Information and Requirements*
2. Completed and signed *Concurrent Student Enrollment Form*
3. Assessment test results
4. Photo Identification

STEP 6: REGISTER FOR CLASSES

- Your registration date can be found in your WebAdvisor under "My Registration dates". Registration dates may not be available if you have applied early for a term. Continue to check the VVC website for updates.
- View the Schedule of Classes on WebAdvisor or go to www.vvc.edu click on VIEW COURSE OFFERINGS.
- *Authorization Codes:* If you are given an authorization code by the instructor to add a class you must use your code immediately in WebAdvisor. Steps to use the authorization code can be found at <http://www.vvc.edu/offices/admissions-records/authorization-codes.shtml>

****Authorization codes are only valid until the deadline to add classes.****

STEP 8: PAY FEES

Enrollment/tuition fees must be paid within 5 business days or you will be dropped for nonpayment.

- **Pay Online:** Log on to WebAdvisor click on Pay Fees.
- **Pay In person** at the VVC Bursar's Office in Building 52 after you register for classes.

Students on Waitlist: If you are added to a class (auto enrolled), and do not pay within 5 business days from the date you are auto enrolled, you will be dropped.

IT IS THE STUDENT'S RESPONSIBILITY TO CONFIRM REGISTRATION OF CLASSES, MONITOR WAITLIST, WITHDRAW, AND PAY ANY ADDITIONAL FEES.

VVC IDENTIFICATION CARD is required for VVC students and must be presented to access certain classes, computer labs, the weight room, and the library. After you have registered for classes, take a valid ID and Registration Statement (can be printed from WebAdvisor) to the ASB Office in Bldg 44 to receive your VVC ASB/ID card.

AGE/GRADE LEVEL RESTRICTIONS BY COURSE
(Other courses may have been added to this list after printing.)

<u>COURSE</u>	<u>AGE/GRADE RESTRICTION</u>
ADPE 60 – PHYSICAL FITNESS	at least 16 years of age
ADPE 61 – ADVANCED PHYSICAL FITNESS	at least 16 years of age
ASL 121 – FINGERSPELLING/NUMBERS I	at least 16 years of age or HS Junior
ASL 122 – AMERICAN SIGN LANGUAGE I	at least 16 years of age or HS Junior
ASL 123 – AMERICAN SIGN LANGUAGE II	at least 16 years of age or HS Junior
ASL 124 – AMERICAN SIGN LANGUAGE III	at least 16 years of age or HS Junior
ASL 125 – AMERICAN SIGN LANGUAGE IV	at least 16 years of age or HS Junior
ASL 126 – INTRODUCTION TO INTERPRETING	at least 16 years of age or HS Junior
ATHL – ALL VARSITY SPORTS TEAMS *Prep classes ok. Example: ATHL-121P	cannot be concurrently enrolled in HS
AENG – ALL AENG COURSES (ESL)	at least 16 years of age and HS Junior
BIOL – ALL BIOLOGY COURSES	at least 16 years of age
BSKL – ALL BASIC SKILLS COURSES	at least 18 years of age
CMST 105 – INTERCULTURAL COMMUNICATION	at least 16 years of age or HS Junior
CMST 106 – HUMAN COMMUNICATION	at least 16 years of age or HS Junior
CMST 107 – FAMILY COMMUNICATION	at least 16 years of age or HS Junior
CMST 108 – GROUP DISCUSSION	at least 16 years of age or HS Junior
CMST 109 – PUBLIC SPEAKING	at least 16 years of age or HS Junior
EMS 60 – EMERGENCY MEDICAL TECHNICIAN	at least 18 years of age (before first day of class)
ENGL – ALL COURSES	at least 16 years of age
ESL – ALL ESL COURSES	at least 16 years of age and HS Junior
GUID 50 – COLLEGE SUCCESS	at least 16 years of age
GUID 56 – SELF ESTEEM	at least 16 years of age
GUID 100 – CAREER AND LIFE PLANNING	at least 16 years of age
GUID 101 – FIRST YEAR EXPERIENCE	at least 16 years of age
GUID 105 – PERSONAL AND CAREER SUCCESS	at least 16 years of age
GUID 107 – LEARNING STRATEGIES & STUDY SKILLS	at least 16 years of age
HIST – ALL COURSES	at least 16 years of age
HLTH 102 – CONTEMPORARY PROBLEMS IN PERSONAL AND COMMUNITY HEALTH	at least 16 years of age
KIN – ALL COURSES (EXCEPT PE 168-SELF DEFENSE)	at least 16 years of age
KIND – ALL COURSES	at least 16 years of age
PE / PEDA – See KIN/KIND	at least 16 years of age
RGMT 4 – FOOD SERVICE TRAINING: BUSSER	at least 18 years of age
RMGT 6 – FOOD SERVICE TRAINING: DISHWASHER	at least 18 years of age
RMGT 81 – PREP/LINE COOK	at least 18 years of age
RMGT 82 – CUSTOMER SERVICE	at least 18 years of age
RMGT 83 – KITCHEN/DINING ROOM TRAINING	at least 18 years of age
RMGT 84 – KITCHEN/DINING ROOM MANAGEMENT	at least 18 years of age
RMGT 85 – ADVANCED RESTAURANT MANAGEMENT	at least 18 years of age
SPAN – ALL SPANISH COURSES	at least 14 years of age
TA 101 – INTRODUCTION TO THEATRE	at least 16 years of age or HS Junior
TA 102 – HISTORY OF THE THEATRE	at least 16 years of age or HS Junior
TA 104 – ORAL INTERPRETATION OF LITERATURE	at least 16 years of age or HS Junior
TA 106 – BEGINNING ACTING	at least 16 years of age or HS Junior
TA 107 – INTERMEDIATE ACTING	at least 16 years of age or HS Junior
TA 110 – PRINCIPLES OF DESIGN FOR THEATRE	at least 16 years of age or HS Junior
TA 111 – TECHNICAL STAGE PRODUCTION	at least 16 years of age or HS Junior
TA 113 – STAGE MAKE-UP	at least 16 years of age or HS Junior
TA 115 – STAGECRAFT	at least 16 years of age or HS Junior
TA 116 – AUTHORS OF THE THEATRE	at least 16 years of age or HS Junior
TA 117 – TECHNICAL THEATRE I: LIGHTING AND SOUND	at least 16 years of age or HS Junior
TA 120 – COSTUMING FOR THE THEATRE	at least 16 years of age or HS Junior

Tips for Early Registration

1. **Choose a *major*.** If you're not sure, use the resources in the Career Center to help you explore. Several Computer programs can help you make career/major choices. Once you have a career in mind, it's easier to choose your classes!

2. **Decide how many *units* you want to take.** Each unit represents about one hour per week in class. And don't forget: for each in class, plan to spend about two hours studying, doing homework, writing papers, etc. For example, if you're taking 6 units: 6 x 2 = 12 hours *out* of class, plus 6 hours *in* class for a total of 18 hours per week spent on school.)

3. **Identify several classes you could take.**

- **Start with your *Assessment* results** for deciding which math and English classes to take.
- **Unsure about your CAREER?** Take Guidance 100, "Career and Life Planning."
- **Want to know more about COMPUTERS?** Take Computer Information Systems 101, "Computer Literacy" or Business Education Technologies (BET) classes.
- **Want to learn to TYPE?** (EVERYONE should know how to type!) Take BET101, "Beginning Keyboarding/Typing."
- **Planning to earn a CERTIFICATE?** Look up your chosen certificate in the VVC Catalog and take those courses.
- **Want an AA or AS DEGREE?** Take courses in your major and also look in the catalog under "Requirements for Graduation" for your General Education (GE) course options.
- **Want to TRANSFER to a 4-year college or university?** See in the VVC Catalog the CSU or UC General Education requirements. Then, sometime during your first semester, make a counseling appointment to receive help with your long-term planning.

4. **Prerequisites.** Look at the course descriptions carefully. Are there any prerequisites (classes that prepare you for success in your chosen class)? Some examples are English 50 for English 101 or Math 50 for Math 90. You don't want to take a class if you're not ready for it.!

5. **Draft a schedule of classes you want.** When you register, you'll need to provide the 4-digit section number found in the current Schedule of Classes) for the specific course and time you want. Be sure to have some "backups" planned, in case your first choices are already taken.

6. **Remember: Registration gets easier every semester!** Often people get frustrated because so many of their preferred classes are full before they get to register. But guess what? It won't be long before you build up your seniority--the more units you've completed, the earlier your registration date.



Units, Credits & Grades

How many units per semester?

- Unlike the formal structure of a high school schedule, a college schedule can be very unstructured. You are in charge of your own schedule. Many sections of the same class are offered at various times of the day. It is up to you to select the time which best meets your needs.
- It is important to consider all aspects of your life when planning your class schedule. Work, family commitments, recreational activities and other areas must be included in your daily schedule. Planning for study time is one of the most important ingredients of academic success. Most college classes require far more study time than high school classes. Most students have to balance work, family and school at the same time. Please refer to the following recommended guidelines to determine your schedule:
- If you work the following is recommended considering hours per work of work versus units taken per semester:
40 hours per week 6 units, 30 hours per week 9 units, 20 hours per week 12 units 5-15 hours per week 14-16 units

Units and Credits

- One “unit” of credit represents one lecture hour per week, or three hours in a laboratory.
- Students are considered full-time students if they take 12 or more units per normal 16-week semester, 6 units during an 8-week term, or 4 units during winter or summer sessions.
- A common schedule is 12 college units per semester. With a normal course load, students may expect to devote 2 hours study time for every unit to support academic success equating approximately 24 hours per week.
- Students are limited to a maximum of 18 units per fall or spring semester. Concurrent students are limited to 11 units, and cannot petition. All students are limited to a maximum of 8 units summer session.
- An exception is sometimes granted if a student has achieved a grade point average of 3.0 (a “B” average) or better and a request to take additional units is approved by the college Petitions Committee.

Grade Points

- Final grades are issued after the close of each term. The determination of a student’s grade by the instructor of record is final in the absence of instructor error, fraud, bad faith, or incompetence. College procedures for corrections of grades given in error include expunging the incorrect grades from the record.
- The student has 2 years following the semester in which the grade was recorded to request a change of grade or to request any corrections to the academic record in which a grade was never awarded. After the 2-year limit, the grade, or any other corrections of the academic record are no longer subject to change.
- Cumulative grade point averages are calculated by dividing the total number of **grade points** by the total number of **units attempted**. For the academic record,

calculations are made on a semester and on a cumulative basis.

Grade Evaluation System and Symbols

and grade points currently in effect:

Grade Symbol	Explanation	Grade	Points
A	Excellent		4.0
B	Good		3.0
C	Satisfactory		2.0
D	Passing		1.0
F	Failing		0.0

Other Symbols: (NOT CALCULATED INTO GPA)

- CR Credit (not counted in GPA, equivalent to “C” or better)
- NC No Credit (not counted in GPA, less than “C”)
- I Incomplete
- W Withdrawal from class
- IP In Progress—Class extends beyond the end of the academic term. Remains on the permanent record to satisfy enrollment documentation but is replaced by the grade and unit credit when the course is completed. Not used in calculating GPA.
- RD Report Delayed—Assigned by the Registrar when the assignment of a grade is delayed due to circumstances beyond the control of the student. This is a temporary symbol, not to be used in calculating GPA, and to be replaced by a permanent grade as soon as possible.
- MW Military Withdrawal—The “MW” is to be assigned for students who are members of an active or reserve military service and who receive verified orders compelling a withdrawal from courses. The “MW” symbol is not counted in Progress Probation and Dismissal calculations.

Satisfactory Standing

Each student’s work is considered to be satisfactory if an average of 2.0, or “C” or better, is maintained.

WebAdvisor – Registration System

In order to use **WebAdvisor** (online registration: www.vvc.edu), you first must complete the Admissions process before you can register for classes. If you have not been continuously enrolled, you are considered a new or returning student.

Registration Tips

Before you begin or connect to the registration system:

- Have clearance (prior to enrollment) for campus related debts or holds, student loans, parking and library fines.
- Have a copy of the Schedule of Classes and college catalog to assist with course requirements and restrictions.
- Prepare the Registration worksheet that follows this page.

WebAdvisor Fee Payment

With **WebAdvisor** you may confirm your account balance online. If you fail to pay your registration fees by the deadline (within 5 days of registration or within 24 hours if registering late), **you will be dropped from your classes.**

Write down your total fees. *See the Student Fee Worksheet:* <http://www.vvc.edu/offices/admissions-records/fees-refund.shtml>. Fees must be accurate. If your worksheet and payment are not correct, there may be a delay in your registration. For your convenience, you may pay your fees by credit card, mail/drop box, online, or in person after you register. Payments must be received no later than 4:30 p.m. on the deadline date.

How to Pay Fees?

For your convenience, you may pay your fees by:

- Mail
- Online
- In person at the VVC Bursar's Office after you register.

Payments must be received no later than 4:30 pm on the fee payment deadline date.

CREDIT CARD

Please have credit card number and expiration date READY. Pay by credit card in the following ways:

- **Mail:** Print and fill out the [Student Fee Worksheet](#) and either MAIL or bring in person to VVC Bursar's Office. Be sure to include Student ID# on check. Receipt and parking permit will be mailed.
- **Online:** Go to www.vvc.edu, select '**WebAdvisor/Pay Fees Online**'. Receipt and parking permit will be mailed. (WebAdvisor help line (760) 245-4271 Ext 2740)

MAIL

Fill out the Student Fee Worksheet for both.

- U.S. Postal Service: Must be received no later than the deadline date.
 - **Mail to:** VVC Bursar's Office - 18422 Bear Valley Road - Victorville, CA 92395-5849

IN PERSON

You may pay in person at the Bursar's Office in the Student Services Building before the fee payment deadline date. See Student Services Office Hours. Monday - Thursday: 8:30 am - 4:30 pm Friday: 8:30 am - 12:00 pm

VOUCHERS

Students are responsible for processing their own vouchers such as those for rehabilitation, EOPS, financial aid, and veterans.

Payments must be received no later than 4:30 pm on the fee payment deadline date.

TIPS FOR ACADEMIC SUCCESS

ACTIVE CLASSROOM LEARNING

1. Be prepared. Have your textbook, paper, pencil, and highlighter ready.
2. Write notes in the textbook and highlight important topics with your highlighter if the instructor refers to information in the textbook.
3. When taking notes from the instructor's lecture, write down the main points. Avoid writing every word; rather, be concise and to the point.
4. List your questions in the margin.
5. Listen carefully and do not be afraid to ask questions if you do not understand the material.
6. Actively participate in classroom discussions.

STUDYING

1. Select the best time for you to study. Set up a study schedule and follow it. Remember 1 unit of class = 2 hours of study.
2. Keep up with your assignments daily or weekly at the very least. This will help you avoid having to "cram" at the last minute.
3. Select a quiet place to study. Be aware of proper lighting and ventilation. Sit upright at a desk.
4. Avoid interruptions (TV, phone, radio, conversations).
5. Be prepared. Have all materials (textbook, notes, pencils, paper, dictionary) ready.
6. Keep a list of things you have to do with corresponding deadlines in a calendar. Refer to the course syllabus periodically during the semester to make sure you're understanding and doing what the instructor requires.
7. Review class notes the day you write them. Rewrite your notes so they are complete and easily understandable. Underline important information.
8. Read your assignments before the next class meets. Survey the chapter you are about to read in order to get an overview of the content and where the author is headed.
9. Outline the chapter by looking at headings, subheadings, and captions. Separate key points from minor points.
10. Be strict with your study time. It takes discipline and determination to stick to your study time.
11. Reread information you do not understand until it becomes clear. If you still have problems comprehending the information, ask your instructor or make an appointment to see a tutor.
12. Form study groups with other students, in which you meet regularly to go over class materials.

PREPARING FOR A TEST

1. Find out as much information about the test as possible from the instructor:
 - a. Type of test (objective, essay, true/false, etc.)
 - b. The number of questions and amount of points assigned to each.
 - c. The material to be covered.
 - d. The value of the test toward the final grade.
2. Set up an exam study schedule so that you will not be overwhelmed at testing time.
3. Know your own best time to study. Most people learn best during the daylight hours.
4. Review as actively as possible. Write down information you need to remember and highlight key concepts
5. in your textbook. Make flash cards to assist in memorization of test material.
6. Make up an exam as if you were the instructor and then take the exam.
7. Avoid "cramming" for tests. This is only a temporary measure and is seldom effective.

TAKING THE TEST

1. Get to class early.
2. Be prepared with pen and materials requested by the instructor (example: bluebook, scantron answer sheet, etc.).
3. Understand the test instructions. Ask questions for clarification before the test begins.
4. Be aware of how much time you have to complete the test.
5. Skim the entire test first. Note the point value and the types of questions.
6. Answer the easier questions first, leaving appropriate time for the rest.
7. Look for key words on true/false questions such as "always," "sometimes," "never," "usually."
8. On multiple choice questions eliminate the obviously incorrect answer first.
9. On matching questions, answer those items which you are sure of first.
10. On essay questions, outline in your mind how to organize your answer before you begin writing.
11. If you have time at the end of the test, reread all of your answers.
12. Be confident and think positively. Do not let anxiety determine the outcome.

Prerequisite Questions & Answers

Students wanting to enroll in a course with a prerequisite must satisfactorily complete that prerequisite before they are allowed to register. A course has a prerequisite to ensure that a student has the appropriate body of knowledge to successfully take the course. Courses with a co-requisite ensure that the student has taken the co-requisite before or is taking it at the same time as the course. Usually, a prerequisite is a course for a lower sequence of courses. For example: You may **not**

enroll in Math 90, (Intermediate Algebra) without first passing Math 50 with a grade of “C” or better, or an adequate assessment score.

Refer to the individual course offerings in the catalog or our web site at www.vvc.edu for prerequisites and/or co-requisite courses. Victor Valley College will enforce these prerequisites during the registration process. For more information, read the college schedule or catalog.

MATRICULATION INFORMATION

Matriculation Policies

DEFINITION - *Matriculation* is the process that brings the college and student who enrolls for credit into agreement for the purpose of realizing the student’s educational objective through the college’s programs, policies and services.

Matriculated students, who must follow matriculation requirements, are those who are enrolled in credit programs and indicate on their VVC Admissions Application that they wish to transfer to another institution for further study, or to obtain a certificate or AA/AS degree or are “undecided.” *In addition*, all students enrolling in an English, reading, or math course or enrolling in a course for which English, math or reading is a prerequisite must complete assessment.

Matriculation Steps

The STEPS that a student must follow, unless exempted, for proper matriculation are application, assessment, orientation, counseling/advisement, and registration. Matriculation exemptions are listed in the Admissions “Steps To Register” sheets.

Other Assessment Measures

Other assessment measures used by the counseling staff include study habits, certainty of educational goals, specific skills, emotional well-being, employment, family or other commitments, family support, health, maturity and motivation, self-assessment, educational history, etc.

Open Class Policy

It is the policy of Victor Valley Community College District that, unless specifically exempted by statute, every course shall be fully open to enrollment and participation by any person who has been admitted to the college, and who meets such prerequisites as may be established pursuant to Chapter 11, Division 2, part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

Student Rights and Responsibilities

VVC Agrees To:

- Provide admission and registration services
- Provide assessment services
- Orient you to College programs, services and policies
- Provide assistance in selecting courses and defining an Education Plan and Major
- Provide support services
- Provide quality instruction
- Provide appropriate follow-up and referral services

VVC Students Agree To:

- Declare a broad educational goal on initial enrollment (transfer, AA. . .)
- Participate in assessment and orientation and have all prior transcripts sent to VVC
- Read the Catalog, Class Schedule and other college materials
- Meet all course prerequisites, co-requisites and limitations
- Attend the first class session of each class and regularly attend all classes
- Properly add and drop all classes
- Complete class assignments
- Develop an Educational Plan and choose a specific Educational Major by the completion of 15 units
- Seek support services as needed
- Make progress toward your goals by successfully completing classes
- Follow all campus rules and regulations

Prerequisites, Corequisites, Advisories

Victor Valley College enforces the prerequisites, corequisites, and limitations on enrollment which have been formally established and are listed in the class schedule and college catalog. In some cases students will be responsible for submitting at the time of admission, documentation that they have met all prerequisites. If you attempt to enroll in a course but do not meet the enrollment conditions, you may be dropped from the course.

1. A “Prerequisite” is a course or other condition of enrollment which a student must meet with a grade of “C” or better before enrolling in a course or program.
2. A “Corequisite” is a course which a student must take simultaneously in order to enroll in another course.
3. An “Advisory” or recommended preparation, is a course or other condition of enrollment which a student is advised, but not required to meet, before or concurrent with enrollment in a course or program.
4. “Limitations on Enrollment” are conditions for enrollment in honors courses or courses which include public performance or intercollegiate competition.

Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to a limitation on enrollment, may seek entry into the class through initiating a challenge based on one or more of the following reasons:

1. The prerequisite, corequisite, or limitation on enrollment violates VVCC District Policy 5109.
2. The prerequisite, corequisite, or limitation on enrollment violates Article 2.5 of Title 5 of the California Administrative Code.
3. The prerequisite or corequisite is unlawfully discriminatory or is being applied in such a manner.
4. The student has the knowledge or ability to succeed without meeting the prerequisite, corequisite, or limitation on enrollment.
5. The prerequisite or corequisite has not been made reasonably available and the student as a result will be subject to undue delay.
6. A limitation on enrollment will delay by at least one semester the attainment of a degree or goal specified in the student’s Education Plan.
7. Enrollment will not pose a threat to the student or others in a course with a health and safety prerequisite.

The Challenge Process

The Challenge Process requires the approval of a fully completed Challenge Form available from the Dean of Students Office. Challenges involving academic qualifications, health and safety, or non-course prerequisites such as interview or current validity of class requires approval of the chair of the department in which the course is offered. Challenges based on unlawful discrimination require approval by the VVC Affirmative Action Officer.

Complete and documented Challenge Forms must be submitted by June 30 for the fall semester, October 15 for the spring semester, and April 15 for the summer term. Late challenges will be considered but enrollment will not be guaranteed pending their resolution. For

more details contact the Office of Admissions and Records or Dean of Student Services.

A prerequisite, corequisite, or limitation on enrollment challenge requires the submission of a Prerequisite Challenge Form. This form can be obtained from the Office of the Dean, Student Services or from the Office of the Vice President of Student Services located in the Counseling/Administration Building. A student may file a Prerequisite Challenge Form for one or more of the following reasons:

1. A prerequisite or corequisite is not reasonably available;
2. The student believes the prerequisite was established in violation of regulation or in violation of the District-approved processes;
3. The student believes the prerequisite is discriminatory or being applied in a discriminatory manner and has documentation for such a claim; OR...
4. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite.
5. The student can document that he/she does not pose a health or safety threat to himself/herself or others.

Upon completing this challenge form the student may enroll in the challenge course by presenting this form at the office of the Vice President of Student Services during registration. If this challenge is not upheld, the student will be dropped from the course. If no space is available in the course when the challenge is filed and, if the challenge is upheld, the student will be permitted to enroll in the subsequent term provided that space is available at the time the student registers.

Challenge To Matriculation Policies

Students may appeal any portion of the Matriculation Policies (other than Prerequisites, etc.) by contacting the office of the Dean of Student Services. This includes claims that the process is unlawfully discriminatory or is being applied in such a manner. The Dean will conduct a timely review and make such adjustments as are appropriate. A record of all complaints will be maintained in the office of the Dean of Student Services for 3 years.

Dropping Classes

To drop students may use **College web site (WebAdvisor)** or submit an **Add/Drop form to the Admissions & Records Office**. Students who drop must do so before the withdrawal deadline in order to receive a “W” (see your Important Dates and Deadlines page). After that date a grade must be given. If a class is dropped and a refund is due, you must apply for a refund. See Refund Policy and drop deadline date. **IT IS THE STUDENT’S RESPONSIBILITY TO DROP YOUR CLASSES!!!!**

Nonattendance First Day

If you do not attend the first class, you **MIGHT** be dropped by the instructor. If you miss the first class meeting and do not plan to attend, you must drop the course to avoid receiving an **‘F’ grade**. In addition, if you do not drop in a timely manner you will **OWE FEES** for the course.

Maximum Units

MAXIMUM UNITS ALLOWED FOR FALL OR SPRING SEMESTERS (16-week session): 18 units

MAXIMUM UNITS ALLOWED FOR CONCURRENT STUDENTS FOR FALL OR SPRING SEMESTERS (16-week session): 11 units

MAXIMUM UNITS ALLOWED FOR ALL STUDENTS FOR SUMMER/WINTER SESSIONS: 8 units

For larger loads you must petition prior to enrolling. Concurrent students cannot petition for overloads.

Withdrawals

Each student is responsible for either completing or officially withdrawing from each class in which he/she enrolls. No notation is entered on the student's transcript for semester length courses dropped during the first three weeks of the semester. A 'W' is assigned if the student **Officially** withdraws before the withdrawal deadline. Failure to **officially** process a withdrawal may result in an 'F' grade and liability for payment of fees.

Residency Determination

Each person applying for admission or enrolled in a California Community College is classified in one of the following categories for purposes of admission and/or tuition.

Resident: Has resided in California for at least one year and one day before classes begin. Any person who has lived in California for less than two (2) years must clearly demonstrate the following:

- Intent to make California his/her residence (Title 5, Section 54024)
- Physical presence in California for at least one year immediately prior to enrollment (Title 5, Section 54022)
- Financial independence (Title 5, Section 54032)

Non-Resident:

(a) a citizen or permanent resident of the United States but a resident of California for less than one year on the day before classes begin;

(b) a person who is neither a citizen nor permanent resident of the United States.

Persons who are not citizens or permanent residents of the United States who wish to enroll at Victor Valley College should contact the Admissions and Records Office for further information. Note: Residency laws also apply to high school students.

Member of military: An active duty military student must provide the Registrar with a statement from the student's

commanding officer or personnel officer that the assignment to active duty in the state is not for educational purposes. The student must also produce evidence of the assignment date to California.

Military dependents: A dependent natural or adopted child, stepchild or spouse of a member of the armed forces of the U.S. should provide the Registrar with a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date or is outside the continental U.S. on active duty after having been transferred immediately and directly from a California duty station. A statement that the student is a dependent of the military person for an exemption on federal taxes should also be provided.

Students Seeking Reclassification of Residence:

Students who have been classified as non-residents are not automatically reclassified as residents. It is the responsibility of the student to request reclassification to residency status. The petition for reclassification to residency status must be submitted to the Admissions and Records Office prior to registration for the term in which the student is seeking reclassification. Retroactive reclassifications are not considered. The petition must be accompanied by documentation which verifies the student's intent to become a California resident, evidence of physical presence in California, and evidence of financial independence. The law clearly states that the burden of proof of residence rests with the applicant or student.

Authority to Determine Residency
The Director of Admissions is the college official responsible for making residence decisions. Students who need clarification on their residence status may contact the office of Admissions and Records



Educational Options

Victor Valley College recognizes the educational achievements of its students by granting the associate in arts degree, associate in science degree and occupational certificates. For more information, refer to your VVC Catalog.

Associate Degrees

For those interested in pursuing the associate in arts or associate in science degree, Victor Valley College offers degrees in liberal arts; fine arts; science and mathematics, and vocational/technical fields.

Occupational Certificates

Victor Valley College offers a variety of occupational certificate opportunities. The awarding of a certificate acknowledges to a potential employer that the student has completed all courses in an approved occupational program.

Nursing Program Applications

Applications can be obtained through the Nursing or VVC Nursing webpage. Return your completed application Submission Materials along with one copy of each college transcript(s) to the Nursing Department. Contact the Nursing Department or check the VVC Nursing webpage for application dates. <http://www.vvc.edu/academic/nursing/>

Paramedic Program

Applications for following academies will be made available approximately six (6) months prior to academy start date. Applications are due at the specified times below for each Track.

Applications for Track A beginning in January of the Winter session will be made available **the first week of June** via the internet ONLY (Paramedic Home Page). Applications and attachments are due by the end of the **second week of July. Closing date / time will be clearly published on the application button.**

Applications for Track B beginning in June of the Summer session will be made available **the first week of January** via the internet ONLY (Paramedic Home Page). Applications and attachments are due by the **end of the second week of February. Closing date / time will be clearly published on the application button.**

Visit the Paramedic Academy website for more information at:
<http://www.vvc.edu/academic/paramedic/admission-description.shtml> .

Respiratory Therapy Program

Respiratory Therapy applications are accepted January 2 – March 15th of each year. Applications are available in Allied Health Department. Return your completed application along with one copy of each college transcript(s) to the Allied Health Department.

Graduation Requirements

Graduation from VVC usually requires the equivalent of two years of full-time study and leads to an associate in Arts or an Associate in Science degree. Requirements for graduation with an associate degree are:

1. Complete 60 degree-applicable units, not to include more than 4 units of physical education activity.
2. Earn a cumulative GPA of 2.0 or higher in all degree-applicable units including all units from other colleges attended if applicable.
3. Complete at least 12 units at Victor Valley College.
4. Active duty military need to complete a minimum of 12 units at VVC. Complete an application for graduation before deadline. Deadlines are published each year in the VVC catalog. Applications for degrees and certificates are available in Admissions and Records and in Counseling.
5. Have official transcripts of other colleges attended and/or Advanced Placement scores sent to VVC. Students are responsible for furnishing official transcripts. Final evaluation and acceptance of transfer courses taken at other accredited colleges will be determined by the Registrar's Office at the time the student's graduation application is evaluated. VVC does not accept credits from all institutions of higher education.
6. Minimum proficiencies in English, Reading and Math are met by completing the general education requirements in Categories IV and V.

General Information

Probation and Dismissal Policies

VVC specific policies governing probation, dismissal and readmission which apply to all enrolled students.

Probation

Academic. Students who have attempted 12 or more units at VVC are placed on **academic probation** if the cumulative G.P.A. (grade point average) falls below 2.0. Students are removed from academic probation at the end of the next semester in attendance at VVC (excluding summer session), if their cumulative G.P.A. is 2.0 or higher.

Progress. Students who have attempted twelve or more units at VVC are placed on **progress probation** when half or more of the units attempted consist of “W,” “I” and/or “NC”. Students are removed from progress probation at the end of the next semester in attendance at VVC (excluding summer session) when fewer than half of their cumulative units attempted consist of “W,” “I” and/or “NC”.

VVC notifies students of their probation status by email or a letter encouraging students to see a counselor and/or to seek other support services. (Please keep your email information up-to-date)

Dismissal

Academic. Students who have been on academic probation are **subject to academic dismissal** at the end of the second consecutive semester of enrollment (excluding summer session) when their cumulative G.P.A. continues to be below 2.0.

VVC notifies students of their **subject to academic dismissal** status by email or a letter requiring the student to see a counselor during the current term.

Students subject to academic dismissal at the end of the spring semester may be prohibited from registering for fall semester unless they file a **Petition for Readmission**. As part of this petition process students **must** meet with a counselor and may be limited to a certain number of units, may be required to take specific classes, and/or may be required to seek specific support services.

Continued enrollment at VVC will depend on whether students have followed the conditions specified in the **Petition for Readmission** and whether they have made progress academically.

Students are responsible for satisfactorily completing the terms of their **Petition for**

Readmission, and failure to do so may result in immediate dismissal from VVC. In general, academic dismissal shall be for a minimum of one semester and a **Petition for Readmission** must be filed to recover enrollment privileges..

Progress. Students who have been on progress probation are **subject to progress dismissal** at the end of the second consecutive semester of enrollment (excluding summer session) when half or more of the units attempted consist of “W,” “I” and/or “NC”.

*VVC notifies students of their **subject to progress dismissal** by email or a letter strongly urging the student to see a counselor.*

Students who do not meet progress standards for three consecutive semesters of enrollment may be prohibited from registering for the following semester unless they file a **Petition for Readmission**. As part of this petition process students **must** meet with a counselor and may be limited to a certain number of units, may be required to take specific classes, and/or may be required to seek specific support services.

Continued enrollment at VVC will depend on whether students have followed the conditions specified in the **Petition for Readmission** and whether they have made progress in reducing the percentage of “W,” “I” and/or “NC.” Students are responsible for satisfactorily completing the terms of the Petition for Readmission and failure to do so may result in immediate dismissal from VVC.

In general, progress dismissal shall be for a minimum of one semester and a Petition for Readmission must be completed if reentry is desired.

Academic Freedom

Teachers must be free to think and to express ideas, free to select and employ materials and methods of instruction, free from undue pressures of authority, and free to act within their professional group. Such freedom should be used judiciously and prudently to the end that it promotes the free exercise of intelligence and student learning.

Academic freedom is not an absolute. It must be exercised within the basic ethical responsibilities of the teaching profession.

Authority of Instructors

According to Education Code Section 76032, faculty members have the authority to manage their classes and classrooms and to maintain an acceptable level of conduct within each class. Faculty may suspend students from class for up to two consecutive class meetings for misconduct which disrupts the class.

Students suspended from class may not return to class during the time they are suspended unless permission to return is granted by the instructor.

Instructors must complete an incident report on all suspensions and forward the form to the Vice President of Student Services.

Please refer to the Victor Valley College Proscribed Student Conduct found in the following pages.

Apply for Graduation

Graduating with your associate's degree or with a certificate is not automatic. You will need to file an application for graduation in the Admissions and Records Office at the beginning of the term in which you expect to complete the requirements. If you do not complete requirements for that term you will need to **REAPPLY** for graduation for the term in which you will complete requirements.

It is important to apply for graduation prior to each graduation deadline. There is one commencement ceremony held annually in June.

Course Repetition

A grade once entered on the official transcript remains a permanent part of the student's record.

Course Repeat adjustments to your transcripts will be automatic with the completion of class and entered grade, please check your "unofficial transcripts" through WebAdvisor for confirmation of course repeat upgrade. Direct questions to the office of Admissions and Records.

Course Repetition Situations

There are three situations in which students may repeat courses.

1) Courses with Repeatability

Some courses are designated as repeatable in the course description in the Catalog, which indicates repetition is allowed for increased skill development. Credit awarded for these courses may be applied to graduation and/or transfer each time they are successfully completed, within repeatability limitations (check with the Admissions and Records Office or a counselor for the latest list).

2) Substandard Grades

College policy states that students who have earned substandard grades of "D," "F," or "NC" in a particular course may repeat that course one time to improve the grade.

The grade received for the course repeat will be counted in the student's GPA.

Students should note that their permanent records and transcripts are annotated to reflect every course they take at Victor Valley College. This ensures a complete and accurate transcript reflecting the student's academic history while at VVC.

3) Grades of "C" or Better

A course in which a grade of "C" or better is achieved may not be repeated by a student unless special circumstances exist for its repetition. The student must petition and the petition be approved **prior** to enrolling in a class to be repeated. Special circumstances for which a student may be approved for a petition include:

- 1) The lapse of time—a significant number of years since the course was previously completed.
- 2) Changes in course content since the courses were completed,
- 3) Need to acquire knowledge or skills in order to be able to progress to the next higher level course work.
- 4) Enrollment in the course for credit is required for recertification in a technical or medical field.

Grades and credits awarded for courses repeated under this policy are not counted in calculating a student's grade point average or cumulative credits. The student's academic record (transcript) remains legible so as to ensure a true and complete academic history.

When students are allowed to repeat courses in which a "C" or better was achieved the first time, only the units and grades earned for the first course count toward graduation.

Debts Owed to the College

Debts pending with Victor Valley College for loans, tuition, returned checks, athletic equipment, ASB fees, library books and/or book fees, failure to adjudicate outstanding vehicle parking citations, or failure to pay for other services will result in a student not being able to register until all debts are cleared. In addition, the student's academic records will not be released until the debt is cleared.

Full-time/part-time

A full-time student is one enrolled in 12 or more semester units (Fall/Spring). Four (4) units is considered full-time in the Summer Session. A part-time student is one taking fewer than 12 semester units (Fall/Spring) and fewer than 4 semester units (Summer Session).

Transcripts

UNOFFICIAL TRANSCRIPT:

Current students can access their unofficial transcript which can be printed directly from your computer by accessing *WebAdvisor*, under Student Menu within the subheading “Academic Profile”.

OFFICIAL TRANSCRIPT

Transcripts can be ordered in three ways:

1) ORDERING ONLINE:

<http://www.vvc.edu/offices/admissions-records/>

Victor Valley College has partnered with Credentials, Inc. to accept transcript orders over the internet through a secure website. TranscriptsPlus® will facilitate your request 24 hours per day, 365 days per year for a minimal service charge. If you are not comfortable placing an order over the internet, you can call Credentials, Inc. at (847) 716-3005 to place your transcript request. There is an additional operator surcharge for placing orders over the telephone.

Online ordering:

REGULAR SERVICE - \$5.00 each - 4 to 7 business days to process. **

RUSH SERVICE - \$10.00 each - 1 to 3 business days to process. **

FEDEX SERVICE - Domestic orders (48 states) - \$26.50 - only available when ordered online through TranscriptsPlus®.

** A service fee of \$2.00 will be added to the above mentioned College fees for each internet transcript ordered through TranscriptsPlus®.

There is no free transcript request option if you are ordering your transcripts online using TranscriptsPlus®. Please utilize the In-Person or Mail Options for free transcript.

2) IN-PERSON -

Transcripts can be ordered in-person during regular office hours in the Admissions and Records Office in Building 52, Windows 1-4. Student must be present with a photo ID.

3) MAILED IN (SEND A LETTER WITH THE FOLLOWING INFORMATION) -

1. First, Middle and Last Name (Include all former names you have used)
2. Date of Birth

3. Victor Valley College Student ID Number or Social Security Number
4. Dates of Attendance at Victor Valley College
5. Current Mailing Address where transcripts are to be mailed
6. Number of transcripts to be mailed (up to two free)
7. Your Signature on the letter

Class Cancellations

Keep your address current in the Admissions and Records Office. In the event a class is canceled before the first day of classes, letters will be sent to the students enrolled in that class. If a class has to be canceled after classes begin, the instructor will inform the students and signs will be posted on the wall. Refunds for classes canceled will be automatically processed two weeks after the last day to pay.

Please Note...

It is the **student's responsibility** to keep all information such as name, address, telephone number, major, and email current and accurate with Victor Valley College.

If a change is needed please fill-out the “Student Update Form” found on the Admissions and Records page <http://www.vvc.edu/offices/admissions-records/> and return to Admissions and Records Bldg 52.

Victor Valley College has made every effort to determine that everything stated in the class schedule is accurate. Class sections offered, together with other matters contained herein, are subject to change without notice by the administration of Victor Valley College for reasons related to student enrollment, level of financial support, or for any reason, at the discretion of the College.

The College further reserves the right to add, amend, or repeal any of the rules, regulations, policies and procedures consistent with applicable laws. Some programs and portions of some classes may be assigned to instructors other than those identified in this schedule. Additions, changes and deletions to the class schedule will be made available at registration.



Notification to Students

Student Conduct

Each student has the right to pursue his or her education free of any undue infringement on his or her lawful rights.

Victor Valley College follows a “zero” tolerance philosophy when it comes to any behavior or incident that disrupts the learning environment. Student conduct issues are handled in a fair, just manner. In general, student misconduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student. All students are expected to read and review this important information. Copies are available in the Dean of Student Services office and the Vice President of Student Services office at no charge upon request.

In addition, a copy is available on the VVC web site, the VVC Catalog, and the Student Handbook.

Victor Valley College: Proscribed Student Conduct

Generally, Victor Valley College jurisdiction and discipline shall be limited to conduct which occurs on Victor Valley College premises or at official VVC off-campus activities except as noted.

Victor Valley College: Proscribed Student Conduct Definition:

The following samples of student conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

A. Student Conduct Code - Rules and Regulations

Any student found to have committed the following misconduct is subject to disciplinary sanctions. The Discipline Procedures are described in the following section of this publication and they are available in the Office of the Dean of Student Services or can be found online on the Campus Police website at http://www.vvc.edu/offices/campus_police/student_discipline.shtml. Normally, any student found guilty of misconduct or more specifically, violence or threats of violence against another will be suspended from the College for a least one semester.

1a. Open contempt for any of the following safety rules and regulations.

1b. Acts of dishonesty, including, but not limited to the following:

- a)** Cheating, plagiarism, or other forms of academic dishonesty.
- b)** Furnishing false information to any Victor Valley College official, faculty member or office.

- c)** Forgery, alteration, or misuse of any Victor Valley College document, record or instrument of identification.
- d)** Tampering with the election of any Victor Valley College recognized student organization.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Victor Valley activities, including its public-service functions on or off campus, or other authorized non-Victor Valley College activities, when the act occurs on Victor Valley College premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health and safety of any person.

4. Committing sexual harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.

5. Attempted or actual theft of and/or damage to property of Victor Valley College or property of a member of the Victor Valley College community or other personal or public property.

6. Any fighting or challenging a fight, which threatens or endangers the health or safety of any person is immediate grounds for dismissal or removal from campus.

7. Hazing, defined as an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

8. Failure to comply with directions of Victor Valley College officials (including faculty) or law enforcement officers acting in performance of their duties and/or failure to identify oneself to one of these persons when requested to do so.

9. Unauthorized possession, duplication or use of keys to any Victor Valley College premises or unauthorized entry to or use of Victor Valley College premises.

10. Violation of published Victor Valley College policies, rules or regulations, including those concerning student organization and the use of college facilities or the time, place and manner of public expression or distribution of materials.

11. Violation of federal, state or local law on Victor Valley College premises or at Victor Valley College sponsored or supervised activities.

12. Use, possession or distribution of narcotic or other controlled substances or poison classified as such by Schedule D (Section 4160 of the Business and Professions Code) except as expressly permitted by law.

13. Use, possession or distribution of alcoholic beverages except as expressly permitted by law and Victor Valley College regulations, or public intoxication.

14. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on Victor Valley College premises.

15. Possession of any article, not usually designated as a weapon, when used to threaten bodily harm on Victor Valley College premises.

16. Participation in a campus demonstration which disrupts the normal operations of Victor Valley College and infringes on the rights of other members of the Victor Valley College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular on campus. Obstruction of the free flow of pedestrian or vehicular traffic on Victor Valley College premises or at Victor Valley College sponsored or supervised functions.

17. Conduct which is disorderly, lewd, indecent, or obscene or expression which interferes with the college's primary educational responsibility or which adversely affects a student's standing as a member of the college community, breach of peace, or aiding, abetting, or procuring another person to breach the peace on Victor Valley College premises or at functions sponsored by, or participated in by, Victor Valley College.

18. Theft or other abuse of phones, electronic devices or computer time, including but not limited to:

- a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- b) Unauthorized transfer of a file (not educational related).
- c) Unauthorized use of another individual's identification and password.
- d) Unauthorized use of electronic devices in the classroom including but not limited to head phones, cellular phones and pagers.
- e) Use of computing facilities to interfere with the work of another student, faculty member or Victor Valley College staff official.
- f) Use of computing facilities to download or view material deemed to be lewd, indecent and/or obscene matter that is not educational related.
- g) Use of computing facilities to send obscene or abusive threatening messages.

- h) Use of computing facilities to interfere with the normal operation of Victor Valley College computing systems.

19. Abuse of the Student Conduct System, including but not limited to:

- a) Failure to obey the summons of the Student Conduct Hearing Committee or Victor Valley College official.
- b) Falsification, distortion, or misrepresentation of information.
- c) Disruption or interference with the orderly conduct of a judicial proceeding or Student Conduct Hearing committee.
- d) Institution of a judicial proceeding or Student Conduct Hearing Committee knowingly without cause.
- e) Attempting to discourage an individual's proper participation in, or use of, the Victor Valley College judicial system.
- f) Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the Judicial proceeding or Student Conduct Hearing Committee.
- g) Failure to comply with the sanctions imposed under the Student Code of Conduct and/or Education Code.
- h) Influencing or attempting to influence another person to commit an abuse of the judicial system.

B. Other Campus Regulations

1. Only officially registered students are allowed to attend classes. Minors or other students who are not registered or do not have permission to be in the class may not remain in the classroom.
2. Students are not permitted to eat or drink in classrooms.
3. Smoking is prohibited in all college buildings or within 20 feet of building entrance.
4. Card playing on Victor Valley College premises is prohibited except in a designated game or recreation area.
5. Animals, dogs (except trained service animals such as guide dogs for the visually impaired or previously authorized animals) and other pets are not allowed on Victor Valley College premises.
6. Printed materials that are not class-related to be distributed must be approved for distribution by the Office of Student Activities.
7. Students must be fully attired, including shoes, while in the classroom or on Victor Valley College premises.
8. Library books and materials must be returned promptly.
9. Use of audio equipment on Victor Valley College premises is restricted to personal headphones or preapproved authorized activities.
10. Children must be under the supervision of parents at all times.

C. Violation of Law and Victor Valley College Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrated flagrant disregard for the Victor Valley College community. In such cases, no sanctions may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or “nolo contendere”).
2. Victor Valley College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged with a violation of law, Victor Valley College will not request or agree to special consideration for that individual because of his or her status as a student. Victor Valley College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

D. Cheating and Plagiarism Defined

The term “cheating” includes, but is not limited to:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations;
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments or Acquisition, without permission, of tests or other academic material belonging to a member of the VVC faculty or staff.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined below.

The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Student Grievances

A student may use the following process to file a grievance if they feel they have been unjustly treated academically or administratively:

Step 1: Initial Level - Meet and confer with the person with whom you have a grievance.

Step 2: Chairperson/Dean Level - If the grievance is not resolved in Step 1, you may then take the matter, in writing, to the appropriate department or program Chairperson, Director, Coordinator or Dean, if there is no chairman, within 10 working days. The Chairman or Dean will render a decision in writing within 10 working days.

Step 3: Dean/Vice President Level - If the problem is not resolved at Step 2, you may appeal in writing to the appropriate Dean (if the Dean was not involved in Step 2) or Vice President within 10 working days. The Dean/Vice President will render a decision in writing within 10 working days.

Step 4: Final Review - If the problem is not resolved at Step 3, you may appeal in writing to the appropriate Vice President (if the Vice President was not involved in Step 3) or the President within 10 working days, but only on the following grounds:

- a. There was a significant lack of due process that deprived you of a fair and equitable result
- b. The Step 3 decision is clearly unreasonable or arbitrary
- c. There is significant newly discovered information which, in spite of reasonable diligence on your part, could not have been produced earlier

The decision will be rendered in writing within 10 working days and will be final.

Petitions Committee

The Petitions Committee, which meets as needed when classes are in session, considers special requests from students for exemptions from certain academic student and college policies.

*Release of Student Information

- 1) **Directory Information:** The Federal Family Education Rights and Privacy Act of 1974, as implemented by the California Education Code (76200...) and Title V (54600...), protects the privacy of student records. The college is authorized to release “Directory Information” which at VVC includes a student’s name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and

awards received, and any other information authorized in writing by the student.

**A student may prohibit the release of this information by marking the appropriate box on the application for admission.*

- 2) **Record Notice:** The college may also release records. Student records primarily include those found in the Admission and Records Office (admission application, transcripts, petitions. . .) and the Office of the Dean of Student Services (discipline). The required log of access to these records is kept in the respective offices. Officials and employees may have access to these records if they are operating within the scope of their assigned duties.

These access logs are kept for a minimum of five years. Students may have access to their records with appropriate notice and on payment of appropriate cost and may challenge the content as defined by campus policy. Students may also file a complaint with the U.S. Dept. of Education concerning any alleged failure by the institution to comply with Section 43 of the General Education Provisions Act.

Nondiscrimination Policy

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the district, shall provide access to its services, classes, and programs without regard to race, religion, creed, color, national origin, ancestry, disability, sex (i.e., gender), marital status, or sexual orientation.

The Superintendent/President shall establish administrative procedures to assure equal opportunity.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of race, creed, color, sex (i.e., gender), religion, or national origin.

Inquiries regarding the application of this policy may be directed to the appropriate compliance officer. For employment or staff related discrimination concerns contact

the Director of Human Resources, for disabilities related concerns contact the ADA Coordinator at Victor Valley College, 18422 Bear Valley Road, Victorville, CA 92395 (760) 245-4271, extension 2386.

Sexual Harassment

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The district shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, color, religion, ancestry, national origin, disability, sex (i.e., gender), sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

Harassment based on any of the following statuses is prohibited and will not be tolerated: race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

Sexual harassment violates state and federal laws, as well as this policy, and will not be tolerated. It is also illegal to retaliate against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investigation, and retaliation constitutes a violation of this policy.

Sexual harassment is further defined as unwelcome sexual advances, requests for sexual favor and other conduct of a sexual nature when:

- submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or education environment; or
- submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grade, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education activities to counter

discrimination and minimize and eliminate a hostile environment that impairs access to equal education opportunity. [E.C. 66252]

The Superintendent/President shall establish procedures that define sexual harassment and other forms of harassment on campus. The Superintendent/President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment and discrimination, and procedures for students to resolve complaints of sexual and other harassment and discrimination. All participants are protected from retaliatory acts by the district, its employees, students, and agents.

This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employee who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

Discrimination Complaint Procedure

Any student who feels he/she has been discriminated against has the right to file a complaint of unlawful discrimination with the Affirmative Action Officer, Victor Valley College, 18422 Bear Valley Rd., Victorville, CA 92395 (760) 245-4271, extension 2386.

Equal Opportunity Policy

Victor Valley College is an equal educational opportunity college. It follows all federal guidelines including Title IX of the Educational Amendments of 1972 relating to the recruitment, employment and retention of employees.

VVC does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, or disability in any of its policies, procedures or practices. This nondiscrimination policy covers admission and access to, treatment and employment in, college employment programs and activities. The Section 504/508 Disabled Counselor/Enabler at Victor Valley College may be reached reached at (760) 245-4271, extension 2212.

Americans With Disabilities Compliance

Victor Valley College does not unlawfully discriminate based on disabling conditions. Any complaint from students, college employees or the public concerning equal access, academic accommodation, faculty/staff

access or accommodation, or access to technology as it relates to disabling conditions should contact:

❖ **The ADA 504/508 Coordinator, is the Director of Human Resources or designee who can be reached at (760) 245-4271 Ext 2455.**

❖ **The Victor Valley College Compliance Officer is the Director of Human Resources and can be reached at (760) 245-4271 Ext 2455.**

A copy of the complaint procedures may be obtained from the following offices: Vice President, Administrative Services; Executive Vice President, Student Services and Instruction and the Director of Human Resources.

ADA 504/508 Complaint Procedures

Any complaint from students, college employees or the public, may use the following process to file a complaint if the individual feels he or she has been unjustly treated concerning equal access, academic accommodation, faculty/staff access or accommodation, or access to technology as it relates to disabling conditions.

Step1: Initial level - Meet and confer with ADA 504/508 coordinator, who is the Director of Human Resources and or designee within ten (10) working days of the incident.

Step 2: If the complaint is not resolved in Step 1, he or she may then *make a written complaint* to the ADA 504/508 Coordinator (Director of Human Resources) within ten (10) working days of the Step 1 meeting. The ADA 504/508 Coordinator will investigate the complaint and render a decision.

Step 3: If the complaint is not resolved to the satisfaction of the complainant in Step 2, the complaint may appeal in writing to request a hearing to resolve the complaint within ten (10) working days of the receipt of the ADA 504/508 Coordinator's decision.

ADA 504/508 Hearing Procedures

Request for Hearing: Within ten (10) working days after receipt of the ADA 504/508 coordinator's decision, if the complainant is not satisfied with the results regarding the complaint, he or she may request a formal hearing. The request must be made in writing to the ADA 504/508 Coordinator (Director of Student Services), the Director of Human Resources or Superintendent/President or designee. In addition, students requesting specific accommodations as part of the complaint must list such accommodations requested for the ADA hearing (i.e., interpreter, adaptive furniture or media technology).

Schedule of Hearing: The formal hearing shall be held within fifteen (15) working days after a formal written request for a hearing is received by the ADA 504/508 coordinator, Director of Human Resources, or Superintendent/President or designee.

Hearing Panel: The ADA 504/508 Hearing panel for any action shall be composed of the following Representatives:

- (1) Administrator/Manager,
- (1) Faculty member,
- (1) DSP&S staff member and
- (1) Student.

The College Superintendent/President, the President of the Academic Senate, and the ASB President shall each, at the beginning of the academic year, establish a list of at least three persons who will serve on the ADA 504/508 Hearing panel and/or the Student Disciplinary hearing panels. The College Superintendent/President shall appoint the ADA 504/508 hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

Hearing Panel Chair: The College Superintendent/President (or designee) shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final in all matters relating to the conduct of the hearing unless there is a vote by all remaining member of the panel to the contrary.

Conduct of the ADA 504/508 Hearing:

Note: The hearing must comply with principles of due process, including the right to confront and cross-examine witnesses. The following procedure is legally advised.

- The members of the hearing panel shall be provided with a copy of the ADA complaint against the college and any written response provided by the student before the hearing begins.
- The facts supporting the complaint and applicable profiles shall be presented by a college representative, who shall be the ADA 504/508 Coordinator or designee.
 - The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
 - Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
 - Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by substantial evidence that the facts alleged are true.
 - The student may represent himself or herself, and may also have the right to have an advocate present

of his or her choice. The advocate must be an officially enrolled student or college staff member.

- Hearings shall be closed and confidential unless the student makes a written request that the hearing be open to the public. Any such written request must be made no less than 7 working days prior to the date of the hearing.
- In a closed ADA 504/508 hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
- The ADA 504/508 hearing shall be recorded by the District, either by tape recording, or stenographic recording, or other appropriate method and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording, transcript or preferred alternative format.
- All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.

- Within five (5) working days following the close of the ADA 504/508 hearing, the ADA 504/508 hearing panel shall prepare and send to the College Superintendent/President a written decision. The decision shall include specific factual findings regarding the complaint, and shall include specific conclusions regarding whether any specific section of the ADA 504/508 were violated. The decision shall also include a specific recommendation regarding the complaint action to be taken, if any. The decision shall be based only on the record of the ADA 504/508 hearing, and not on the matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral or signed and written evidence produced at the hearing.

College Superintendent/President's Decision:

Within five (5) working days following receipt of the ADA 504/508 hearing panel's recommended decision, the College Superintendent/President shall render a final written decision. The College Superintendent/President or designee may accept, modify or reject the findings, decisions and recommendations of the ADA 504/508 hearing panel. If the

College Superintendent/President or designee modifies or rejects the ADA 504/508 hearing panel's decision, the College Superintendent/President or designee shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decisions of the College Superintendent/President or designee shall be final.

Board of Trustees Decision:

The Board of Trustees shall consider any recommendation from the College Superintendent/President for accommodation at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an ADA 504/508 recommendation in a closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)

The student shall be notified in writing, by registered or certified mail or by personal service, at least five days prior to the meeting, of the date, time, and place of the Board's meeting. (Alternative media services available upon request)

The student may, within forty-eight hours after receipt of the notice, make a written request that the hearing be held as a public meeting.

Even if a student has requested that the board consider an ADA 504/508 recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student, other than the student requesting the public meeting, in closed session.

The Board may accept, modify or reject the findings, decisions and recommendations of the College Superintendent/President and/or the ADA 504/508 Hearing Panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the Board shall be final. The final action of the Board on the complaint shall be taken at a public meeting, and the result of the action shall be a public record of the District.

Parking and Traffic Regulations

Parking permits are required to park on campus Monday-Saturday. Parking lots are provided for student vehicles displaying valid parking permits. Parking rules and regulations are explained in the Victor Valley College Parking Rules and Regulations found on our website at http://www.vvc.edu/offices/campus_police/parking-rules-and-regulations.shtml *It is the responsibility of each student to read it thoroughly.*

All vehicles parking on the Campus must abide by the parking rules & regulations. Semester permits are available online. Additional parking is available at the meters. Daily permits can be purchased at the dispensers. Permits are not valid in metered stalls. Meters take **QUARTERS ONLY**. Dispensers will take coins, dollar bills and credit-debit cards. Permits must be displayed in plain view.

Purchasing a parking permit does not guarantee a parking space to individual students, nor does it guarantee a parking space close to classroom buildings. Disabled parking is enforced Monday-Sunday.

Limited 1 hour "Visitor Only" (non-student) parking is available in lot 10.

Parking lots are closely monitored by VVC Campus Police and Public Safety personnel to ensure safe parking conditions. Fines for violating VVC Parking Regulations are similar in cost to those of the city of Victorville. Violations not resolved are forwarded for civil action. Vehicles with excessive unpaid parking citations are subject to tow-away at the owner's expense.

Questions regarding parking information should be directed to the Campus Police Office at 245-4271, Ext 2329/2516 between the hours of 7:30am and 4:00pm. For assistance after 4:00pm, dial x2555.

Traffic regulations are enforced by Campus Police Monday through Sunday. Violations are processed by the Victorville Court.

Disabled Persons Parking

Visitors or Persons transporting Disabled Persons may park in the designated Visitor Parking Disabled Stalls (Lot 6) while they are conducting their campus business provided they display an authorized license plate or disabled placard.

Disabled Persons may also park in the metered parking stalls without paying the meter fee while conducting campus business provided they display an authorized license plate or disabled placard. If you are enrolled as a student, you must display a valid license plate or Disabled Placard and a current Student Parking Permit to park in a Disabled Parking Stall.

Vehicles parking in the blue-lined disabled persons parking stalls are required to properly display a state issued disabled persons license or placard and MUST display a current VVC campus parking permit.

Drug and Alcohol-Free Campus

Victor Valley College is a drug and alcohol-free campus. This means that use, possession, or distribution of either illicit drugs or alcohol by students or their guests is prohibited on college property or at any college-sponsored activity. Students or their guests who violate these requirements may be suspended or expelled from Victor

Valley College. Counseling and referral services are available through the Counseling Department for students who have concerns about alcohol or drugs.

Smoke-Free Campus

Victor Valley College has been designated as a smoke-free campus. That means that smoking is prohibited in all buildings and enclosures at the college and at any activities sponsored by the college. This policy is to protect the well-being of students, faculty, staff and guests. Student violators are subject to procedures found in the Student Code of Conduct.

Right to Know, Crimes on Campus

As expected on a campus with more than 14,000 students and with open access to the public, students need to understand that unlawful activities may occur at Victor Valley College and at activities which the college sponsors. Although the college provides security and takes reasonable preventive measures, it is important that students also take reasonable preventive steps to prevent or avoid criminal behavior. For example, students should keep their automobiles locked and their possessions secured at all times to discourage and prevent thefts. Victor Valley college's annual security report includes statistics for the

previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Victor Valley College and on public property within, or immediately adjacent to and accessible from campus. The report also includes institutional policies concerning campus security; policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You may obtain a copy of this report by contacting the Campus Police Department at (760) 245-4271, extension 2329.

Reporting Criminal Offenses to VVC Other Than to the Campus Police

Students are encouraged to report any problems with the campus environment to the Campus Police Department, but we encourage reporting anywhere on campus you feel comfortable, such as Student Services staff or any administrator. The Campus Police and Public Safety Department and Counseling Department will accept confidential and anonymous reports of crimes for inclusion in the annual statistical report. It is our goal to provide assistance wherever the report is made to make sure we include the crime in our annual security report.



Emergency Alert Text Messaging System | RAVE

To sign up to receive emergency text message alerts from VVC, you must go to your WebAdvisor to enter your mobile phone number.



College Services

Many programs and services are available to students. This is just a brief overview. For a more complete listing and description, look in the catalog. To telephone, dial the main number for the college (760) 245-4271 and listen to the prompt.

Advanced Technology Center Extension 2154 Building 21

The Advanced Technology Center houses, Basic Skills Lab, The Writing Center, and Peer Tutoring. In addition there are 7 smart classrooms, faculty offices, and approximately 140 computers for student usage.
Monday-Friday 9:00am-5:00pm

Admissions, extension 2272 Student Services 1, Building 52

The Admissions and Records Office in addition to admitting students to the college, provides various services for the student. This office handles transcripts of academic records, applications for graduation, evaluation of transfer credit, associate degrees, and certificates of proficiency. This office also handles verification and certification of enrollment status, certifying good student insurance discount forms, processing of student petitions, name and address changes, mailing of final grade reports and registration for credit, noncredit and community service classes.

A&R office hours:

Mon - Thur 8:30am to 4:30 pm
Friday, 8:30am to 12:00pm
Hours extended during peak times, see website.

Assessment, Ext 2367 Administration & Counseling Building 55

The completion and processing of an admissions application to Victor Valley College is required prior to assessment testing. At the time of testing, students are required to have photo identification, their Social Security number and proof of application. The student will need to schedule an appointment online to test as there are no walk-ins.

An assessment of a student's existing academic skills is required to assure a reasonable match between existing skills and the academic demands of certain courses. For example, all students enrolling in an English, mathematics or reading course or enrolling in a course for which English, mathematics or reading is a prerequisite must have completed the required assessment test. These individual assessment tests provide the placement recommendations which can guide students to the class that will assure success.

**For recorded Assessment
information and current test
hours, please call (760) 245-4271,
extension 2367**

Associated Student Body Ext 2278 or 2378 or 2331 Student Activities Center, Building 44, 2nd floor

The ASB Council meets on a regular basis and determines social policies and program activities for students at Victor Valley College. Students on campus are encouraged to bring matters of interest before the council or to sit in on student council meetings.

The student council's executive board consists of a President, Vice President, Treasurer, Secretary and Executive Senator. A number of student senators sit on the student council as representatives of various departments on campus.

According to the ASB Constitution, ASB students who are taking six or more units with a cumulative grade point average of 2.0 are eligible to run for office or be appointed to student government positions.

As members of the VVC Associated Student Body, all students are

eligible to vote for student representative to student government and to participate in the government of their campus.

Elections for the ASB Council are held in the spring of each year. ASB election information is available at the ASB office, 2nd floor, Student Activities Center.

Athletics, extension 2444 Gymnasium, Building 71

There are many sports available to VVC students. If you are a student athlete or you are interested in the Athletic Programs, call the Athletic Office at 245-4271, ext. 2444.

RAMS Bookstore, Ext 2259 Student Activities Center, Bldg 44

The Rams Bookstore is owned and operated by the Victor Valley Community College District. Victor Valley College students, staff and faculty trust the **Rams Bookstore** for new and used textbooks. **Rams Bookstore** is your official High Desert College Bookstore. It is located in the Student Activities/Community Conference Center at the east end of the lake and adjacent to the elevator complex.

Textbooks, trade-books, supplies, general merchandise and computer software are available through the Rams Bookstore. Other academic supplies such as graduation announcements, graduation regalia and college rings may also be purchased.

The Rams Bookstore is generally open Monday-Tuesday 8am to 7pm; Wednesday-Thursday 8am-5pm; and on Friday 8am-2pm. The hours of operation are extended during the beginning of the Fall and Spring

semesters. Please call to verify these hours at (760) 245-4271, Ext 2259 or 2563, or check out the bookstore website at: www.vvcRams.com

The Rams Online Bookstore is now open 24-hours, 7-days a week. Books can be ordered and/or reserved online at <http://www.vvcRams.com>

Victor Valley College students, staff and faculty trust **Rams Bookstore** for new and used textbooks. **Rams Bookstore** is your official High Desert College Bookstore. For your convenience, we are located in the Student Activities Center (Building 44) on the VVC campus.

At **Rams Bookstore** you'll get the exact textbooks selected by your instructor at the most competitive prices! We are happy to ship your books (We cannot ship to APO addresses or PO Boxes). You can also buy your books online and pick them up at the **Rams Bookstore!**

Textbook rental saves you truckloads.

Think textbooks are expensive? So do we. We help you rent your textbooks online and quickly deliver them right to your door for a fraction of the cost of purchasing them new. After all, you have better things to do with your money.

VVC Bookstore Policies:

1. Please leave all drinks, food, textbooks, notebooks, backpacks, and briefcases outside the bookstore.

ASB Card holders can use the lockers in the SAC for only \$10 per semester!

2. There is a limited supply of used books available at lower prices for most courses. Used books are on the same shelves as the new textbooks.

3. REFUND POLICY - CHECK YOUR BOOKSTORE RECEIPT FOR SPECIFIC REFUND DEADLINES.

SAVE YOUR RECEIPT!

Your receipt is required for all refunds and exchanges. No exceptions

• RUSH HOURS: Check online for current bookstore hours or call 245-4271 EXT 2259 or 2563. Also you will find **BUY BACK DATES.**

• <http://www.vvcRams.com>

• Buy *Back of Textbooks* . . .

✓ *Books must be returned in the same condition as when purchased. Shrink-wrapped books must be returned with the plastic wrapping unopened.*

✓ *No book returns are allowed during the last two weeks of the semester.*

✓ *No returns on study aids, software, disks or CDs.*

4. SHELF TAGS: Each book has a shelf tag that indicates COURSE #, SECTION #, INSTRUCTOR'S NAME and TITLE under a required or optional heading. Match the COURSE # and SECTION # to your registration printout to select the correct book(s).

A required book is a textbook that every student is expected to have. An optional book is a textbook recommended by the instructor.

5. PURCHASING POLICIES: We accept American Express, Discover, Master Card, Visa and ATM cards for the amount of purchase. **The credit card holder must be present to sign the charge draft. ALL RETURNED CHECKS are subject to a \$20 collection fee.** Checks without imprinted information or are out-of-state are NOT accepted. A current student I.D. is required for all checks.

6. There is a 10-business day waiting period on all checks before a cash refund will be issued. We do not accept 3rd party checks.

**Bursar's Office, Ext 2370
Student Services 1, Building 52**

Pay fees, get class schedule printouts, student refunds, payment plans and much more.

Office Hours:

Monday-Thursday 8:30am - 4:30pm
Friday – 8:30 a.m. – Noon

CalWORKs, Ext 2592 Student Services II Building 50

Eligible CalWORKs recipients must be receiving adult cash aid. There are no minimum units required. We offer counseling, career planning, paid employment to meet activity hours, gas card, book/supply voucher and childcare. We have an in-house county liaison in our office and work in partnership with San Bernardino County Dept. of Social Services

We are located in Student Service II building 50. For program details and office hours call 760 245-4271 ext. 2592 .

Career and Transfer Center Ext 2906 Counseling and Administration, Building 55

Students interested in obtaining career information or transfer options should visit this unique multifaceted center.

Career Center

Students interested in career exploration should visit the Career Center (co-located with the Transfer Center) to take advantage of the wealth of information available there. Trained staff, utilizing computerized guidance programs and professional publications, will assist you with career research.

A library of career related materials such as reference books and career websites can be used to discover career alternatives. Online assessments are also available to help students identify career interests and educational goals. The Career Center also hosts various workshops throughout the year to help students learn about internships, career preparation and exploration.

Tuesday - Friday 9:00 a.m.-5:00 p.m. For further information, visit <http://www.vvc.edu/offices/career-center/>.

Transfer Center

Students who plan to transfer to a four year university to earn a bachelor's degree after attending VVC should visit the Transfer Center. At the Transfer Center, students can meet with the transfer counselor, may schedule appointments to meet one-on-one with university representatives, research institutions and majors for potential transfer, borrow college/university catalogs, request university general education certifications, and attend trips to university campuses. In addition, the Transfer Center provides a variety of transfer-related workshops, and staff will help students to fill out transfer admissions applications and complete all the steps necessary for a smooth transition.

Monday-Friday 9:00 a.m. to 5:00 p.m. For further information, visit <http://www.vvc.edu/offices/transfer-center/>.

Child Development Center (CDC), Ext 2618, Building 12

The Victor Valley College Child Development Lab Classroom (CDLC) was established in January 1974. Child Development (CHDV) is an integral part of the Division of Science, Technology, Engineering, and Mathematics (S.T.E.M.) at Victor Valley College and functions as a lab for the Child Development Department. We are located on the upper campus just north of Excelsior in Building 12 (red roof).

The CDLC is licensed by the State of California, Community Care Licensing # 360906573 and provides for the care and education of preschool aged children.

For additional enrollment information or to schedule a visit to the CDLC, please call (760) 245 -

4271, extension 2618 or e-mail: kelley.johnson@vvc.edu.

If you are interested in the Preschool Services Department~**Head Start** Program which is located at the same facility, please call 760.952.1215 directly for assistance.

Visit the Family Handbook at: <http://www.vvc.edu/offices/CDC/VVC-CDLC-FAMILY-HANDBOOK-2016.pdf>

Cooperative Agencies Resources for Education (CARE), Ext 2291/ 2208 Student Services 2, Building 50

The CARE Program is designed specifically for single parents on welfare. Through grants, services and vouchers, CARE provides grants for child care, transportation, books and/or supplies. Eligibility includes the following:

- being EOPS eligible
- being single head of household and primary earner
- being on TANF
- having at least one child under the age of 14
- having applied for financial aid

Cooperative Work Experience Education, extension 2281 Academic Commons, Bldg 42 (Northeast Corner of the Building)

Cooperative Education (Co-op) is a key element of Victor Valley College's comprehensive approach to career development.

Co-op is a 16-, 12-, or 8-week course that enables the student to receive college credit for on-the-job training that will make him/her a more efficient and valuable employee, while providing a practical education that supplements and enhances classroom theory. It relates education to real work environments through learning while earning. Students are required to set new learning objectives at their worksites. It also provides the opportunity for work improvement by improving skills.

Victor Valley College recognizes job experience as a valuable learning resource. It has the uniqueness of turning community business, industry, and public agencies into an expanded education training laboratory. Co-op also allows credit for volunteer training. College elective credit is awarded on the basis of objectives completed and the number of hours a student works/trains. Students may utilize their present work sites.

For program details and office hours call (760) 245-4271, Ext 2281. You can visit our website www.vvc.edu/office/coopedu.

Counseling Services, Ext 2296/2531 Counseling/Administration, Building 55

The Victor Valley College Counseling staff is committed to helping you achieve your educational and career goals. Whether your goal is to take one course, earn an certificate or an associate degree, or transfer to a four-year college or university, Victor Valley counselors are available to assist you.

We can also help you clarify your goals and discuss personal issues in confidence. Call (760) 245-4271, ext. 2296/2531 or stop by for assistance.

Disabled Student Programs and Services (DSPS), Ext 2212 Student Services 2, Building 50

The DSPS office provides a variety of support services and selected classes for students with documented physical, psychological, or learning disabilities. Support services include, but are not limited to, counseling services, use of adaptive computer equipment and software through the ACT Independent Lab Center, academic accommodations, texts in alternate forms, Sign Language interpreting (ASL & PSE), note taking services, equipment loans, and

agency referrals. Services provided are based on the student's documented disability(ies) and functional limitations. Students are encouraged to complete a DSPS application as early as possible in the admission and registration process, but must be enrolled in a course to receive services. Contact the DSPS office for additional information at extension 2212 or on the web at www.vvc.edu/ student services link.

Disabled Persons Parking - Vehicles parking in the blue -lined disabled persons parking stalls are required to properly display a state issued disabled persons license or placard and the VVC campus parking permit.

Extended Opportunity Program and Services (EOPS), Ext 2422/2389 Student Services 2, Building 50

Extended Opportunity Program and Services (EOPS) provides book service, extra tutoring in the Learning Center, career counseling, work/study programs, student assistants, priority registration, ASB cards, graduation regalia and other support services to educationally and Economically disadvantaged students.

To be eligible for EOPS:

- a student must be a resident of California and be enrolled in at least 12 units of classes, but not have received an associate's degree (AA/AS) or completed more than 70 degree applicable units from any college, including Victor Valley College.
- Students must also be qualified for the Board of Governors
- Waiver A or B (economically disadvantaged) and be
- educationally disadvantaged.

To become eligible for EOPS, students must submit an EOPS application to the EOPS Office located in Student Services 2, Building 50.

Financial Aid, Ext 2277 Student Services 1, Building 52

Financial Aid is a sharing concept in which funds for your education are provided by you, your parents (if applicable), and state, private and federal agencies. This assistance comes in the form of grants, scholarships, employment and scholarships. These programs assist eligible students to pursue their educational goal(s), a transfer degree program or a degree/certificate program. This combination of funds is typically referred to as a financial aid package and is intended to help you meet the difference between your resources and the cost of attending college. Applications are available at www.fafsa.ed.gov.

Food Services, Ext 2567 Student Activities Center, Bldg 44

Hot food, sandwiches, snacks and beverages are available in the Food Court located in the Student Activities Center. The convenience store also located in the Student Activities Center provides students the opportunity to purchase food and beverages.

Vending machines are located throughout campus.

VVC LABS

Adapted Computer Independent Lab, (DSPS) Ext 2212 Student Services 2, Bldg 50

The primary purpose of the ACT Lab is allow DSPS students with disabilities to use adaptive hardware and software, independently. ACT Lab services enable students to reach academic independence and subsequently, use these skills in the instructional labs and library on campus. Computer tutorials in math, memory skills, and critical thinking are also available. Current and active DSPS student may access the independent lab. Contact DSPS for additional information at extension 2212.

Basic Skills Lab, Ext 2595 Advanced Technology Center, Building 21

Ten basic skills courses offer instruction in reading, writing and arithmetic. The courses are one-unit, open- entry/exit courses held in the Basic Skills Lab located in the Humanities Center. Success in these classes provides a foundation for other introductory college level courses. Thirty-six (36) hours of lab work are required.

Communication Center Lab Ext 2820 Building 54, Second Floor

A resource committed to assisting students with the development and delivery of effective and dynamic presentations and speeches. The staff is committed to helping students overcome the anxiety and uncertainty that can often accompany the act of public speaking. Our mission is to help students develop their public speaking skills that will assist them as they move forward in school and in their professional lives.

The Communication Center offers a number of learning environments that include private group work areas, 14 computer work stations, access to smart classroom technology, assistance with speech composition and delivery, development of visual aids, practice sessions with feedback for improvement, taping, testing, scanning and limited printing available. Additionally many of the Communication Studies textbooks are kept on file for student use in the center.

While the center works primarily with the Communication Studies department the services offered in the center are available to all registered students at Victor Valley college. Students will need their student ID number when signing in and will need to bring a USB drive to save any work done on the computers.

English as a Second Language (ESL) Lab, Ext 2597
ATC Building 21, Room 132

Open to all students enrolled in ESL classes.

The lab is designed to accommodate classroom lab hour requirements.

An open lab is available to students who need practice with language skills. The lab houses a variety of resources, including dictionaries, textbooks, and computerized programs designed to help students at all levels improve their reading, writing, speaking, and listening skills.

Lab hours:
Mon-Fri 8:30am – 4:45pm

Math Lab, Ext 2788
Academic Commons
Building 42

The Math Lab will be open for walk-in students from 8:30am - 5:00pm, Monday-Friday. A variety of math software will be available to help students at all levels of mathematics. A full time instructional Assistant and tutors will often be available to help students. Regularly scheduled hours of tutors in the lab will be available inside academic commons. We hope our warm and friendly atmosphere will help students feel free to come for help with homework for both online and on campus classes, test preparation and tutorials.

Student Services Lab
Ext 2447
Building 53

The Student Services Lab consists of 8 computers that are available to students to process basic online requirements such as: Admissions Applications, Financial Aid, Registration WebAdvisor, College required forms etc. This lab is for short-term use only. Please go to ATC Building 21 for homework or long-term use of computers.

Writing Center Lab
Ext 2607 or 2783
Building 21

The Writing Center faculty and student tutors are trained to work with students in a variety of writing tasks including:

- Generating ideas
- Focusing on topics
- Adding support
- Organizing ideas
- Revising essays
- Explaining grammar and punctuation rules
- Researching ideas
- Documenting research

Software programs, word processing, and other resources are available to help students. Students from ALL disciplines are welcome.

For those students not regularly on campus, visit our web site for writing information and online tutoring:
www.vvc.edu/offices/writing_center/index.htm

Library (Learning Resources Center) Ext 2262/2427
Library, Building 41

The library offers a diverse collection that includes printed and electronic books, periodicals, databases, CDs and DVDs. The library's web site provides current hours of operation and access to the online catalog, instructional handouts, and online periodical and reference databases. Currently enrolled students may apply for passwords to access subscription databases from off campus.

Professional librarians are on duty at all times to assist students with research needs. Students must have a current semester ID card (or a picture ID along with registration printout) to checkout materials. Internet accessible computers, photocopiers, group study rooms, typewriters, video players for instructional tapes and microfiche/film reader printers are also available in the library. Visit

<http://www.vvc.edu/library> for online access and current hours of operation.

PERFORMING ARTS CENTER "VVC Presents" Ext 849

Victor Valley College Associated Student Body card holders are allowed one ticket without cost to all "VVC Presents" events, redeemable only at the Box Office prior to the performance.

Advance tickets to Victor Valley College sponsored events are available online at www.vvc.edu/tix, or at the Box Office on the east end of the Performing Arts Center (Building 54) one hour before curtain. Call (760) 245-4271, ext. 849 (TIX) for more information.

24 hour message line = (760) 245-A.R.T.S. (2787) for even schedules.

Online information
www.vvc.edu/offices/performing_art-events.shtml

STUDENT LIFE

Student Activities

Many activities and services are available to students who attend Victor Valley College. College services help facilitate each student's educational career and should make college life pleasant and productive while students pursue their educational goals.

Student Body Privileges

Every student at Victor Valley College is a member of the student body and is entitled to participate in academic and extracurricular activities at the college. The Associated Student Body (ASB) is the organization which constitutes official membership in the community of students of Victor Valley College. (Please refer to catalog or contact the Associated Student Body.)

Student Clubs

extension 2278

Clubs for students with a variety of special interests are an on-going part of campus life at Victor Valley College. A complete listing of clubs is available from the Office of the Associated Student Body (ASB). Also refer to the college catalog.

Student Government

As members of the Associated Student body of Victor Valley College, all students are eligible to vote for student representatives to student government and to participate in the government of their campus.

Student Employment

extension 2244

Financial Aid, Building 52,

The Victor Valley Community College Student Employment Office is established for the purpose of assisting students in securing employment.

The Student Employment Office staff is sensitive to the needs of the students and employers, and is committed to a program of personal attention to both participants.

The Student Employment Office focus is one of matching interests, training, and work history of the student to the job qualifications listed by the employer.

Information on student employment opportunities can be found by visiting <http://www.vvc.edu/offices/student-emp/>.

Veterans Services

extension 2202

Student Services 1, Bldg 52, Window 12

Victor Valley College welcomes all student veterans, active duty military members, and VA dependents with varying educational goals. Whether you are refining your skills, seeking to transfer, planning to earn an

Associate Degree, or completing an Occupational Certificate, we will do our best to assist you as you embark on an exciting educational journey at our institution.

Veterans are eligible for priority registration for four years after being discharged from active duty. Bring your DD214 (Discharge Documents) to Admissions and Records (Windows 1-4) located in building 52 to determine your eligibility to get started!

If you are called to active duty after enrolling in classes, you will be allowed to drop your course(s), get a refund for fees paid, and receive MW (Military Withdrawal) on your transcript. The notation of MW is not counted in calculating your overall grade point average.



Veterans Resource Center

extension 2245/2235

Building 80, Room 2

Services for Veteran Students and their Dependents include:

- Academic Counseling
- Computer Lab
- GI Bill Applications/Process
- Quiet Study Environment
- VVC Enrollment Assistance
- Lounge

Office Hours

Monday-Thursday 9:00am-4:30pm

Friday 9:00am – 1:00pm

Closed weekends and all major holidays

Visit the website at:

<http://www.vvc.edu/veterans/veteran-s-resource-center.shtml>

Victor Valley College District Foundation, Inc.

Ext 2523/2251

The Victor Valley College District Foundation makes friends and raises funds to help Victor Valley College serve its students and community. Through the generosity of its donors and partners, the Foundation provides scholarships, purchases equipment for instructional programs, helps fund life-changing educational experience and finds resources to help the college expand the capacity of its classes and programs.

Gifts of all types are accepted by the Foundation and put to good work at Victor Valley College. These include charitable gifts of cash, investment holdings, real estate, equipment and personal property given as either as immediate contributions or as deferred gifts made through pledges, payroll deductions and beneficiary designations in trusts, bequests, annuities, or insurance policies.

The Foundation also facilitates Alumni Outreach for the college to both celebrate the success of past students and to serve as a conduit for alumni giving. Current students may connect with alumni through social media groups.

A 33-member board of directors consisting of both community and college leaders governs the Foundation. For more information visit the Foundation website at www.vvcfoundation.com or contact Cathy Abbott, Executive Director, (760) 245-4271, Ext 2523.



Academic Calendar 2016-2017

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Key

- First/Last day of term
- Holiday
- College closed - no classes
- Grade Submission Deadline
- Recess - College open /no classes
- Commencement
- 8 week classes end/begin

Victor Valley College 2016-2017 Academic Calendar

- June 2016**
- 20 Six and Eight-week Summer Session begins
 - 23 Grade submission deadline for Spring semester
- July 2016**
- 4 Independence Day Holiday (observed)
 - 30 Six-week Summer Session ends
- August 2016**
- 11 Grade Submission Deadline (6-wk Summer Session)
 - 13 Eight Week Summer Session ends
 - 24 Grade Submission Deadline (8-wk Summer Session)
 - 29 Fall Semester Begins
- September 2016**
- 5 Labor Day Holiday
- November 2016**
- 11 Veteran's Day Holiday
 - 12 No Classes - College closed
 - 24-25 Thanksgiving Day Holidays
 - 26 No Classes - College closed
- December 2016**
- 17 Fall Semester Ends
 - 22 In Lieu of Admissions Day
 - 23 & 26 Christmas Eve and Christmas Day (observed)
 - 27-28 Board Given Holidays
 - 29 Winter Break Holiday
 - 30 New Year's Eve (Observed)
- January 2017**
- 2 New Year's Day (Observed)
 - 3 Winter session begins
 - 9 Grade Submission Deadline for Fall
 - 16 Martin Luther King, Jr. Holiday
- February 2017**
- 11 Winter session ends
 - 13 Spring Semester Begins
 - 17 Lincoln Day Holiday
 - 18 No classes - College closed
 - 20 Washington Day Holiday
 - 24 Grade Submission Deadline for Winter
- April 2017**
- 10-13 Spring Break
 - 14 Spring Break Day
 - 15 No Classes - College Closed
- May 2017**
- 29 Memorial Day Holiday
- June 2017**
- 9 Commencement
 - 10 Spring Semester ends
 - 19 Six and Eight-week Summer Sessions begins
 - 22 Grade Submission Deadline for Spring
- July 2017**
- 4 Independence Day Holiday
- August 2017**
- 10 Grade Submission Deadline for 6-wk Summer Session
 - 12 Eight Week Summer Session ends
 - 23 Grade Submission Deadline for 8-wk Summer Session
 - 28 Fall Semester begins

JANUARY 2017						
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Board Approved 11-10-15

Academic Calendar 2017-2018

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Victor Valley College 2017-2018 Academic Calendar

- June 2017
- 10 Spring Semester ends
 - 19 Six and Eight-week Summer Session begins
 - 22 Grade submission deadline for Spring semester
- July 2017
- 4 Independence Day Holiday
 - 29 Six-week Summer Session ends
- August 2017
- 10 Grade Submission Deadline (6-wk Summer Session)
 - 12 Eight Week Summer Session ends
 - 23 Grade Submission Deadline (8-wk Summer Session)
 - 28 Fall Semester Begins
- September 2017
- 4 Labor Day Holiday
- November 2017
- 10 Veteran's Day Holiday
 - 11 No Classes ~ College closed
 - 23-24 Thanksgiving Day Holidays
 - 25 No Classes ~ College closed
- December 2017
- 16 Fall Semester Ends
 - 21 In Lieu of Admissions Day
 - 22 & 25 Christmas Eve (observed) and Christmas Day
 - 28-27 Board Given Holidays
 - 28 Winter Break Holiday
 - 29 New Year's Eve (Observed)
- January 2018
- 1 New Year's Day (Observed)
 - 2 Winter session begins
 - 8 Grade Submission Deadline for Fall
 - 15 Martin Luther King, Jr. Holiday
- February 2018
- 10 Winter session ends
 - 12 Spring Semester Begins
 - 16 Lincoln Day Holiday
 - 17 No classes ~ College closed
 - 19 Washington Day Holiday
 - 23 Grade Submission Deadline for Winter
- March 2018
- 30 Spring Break Day
 - 31 No classes ~ College closed
- April 2018
- 9-13 Spring Break
 - 14 No Classes ~ College Closed
- May 2018
- 28 Memorial Day Holiday
- June 2018
- 8 Commencement
 - 9 Spring Semester ends
 - 18 Six and Eight-week Summer Sessions begins
 - 21 Grade Submission Deadline for Spring
- July 2018
- 4 Independence Day Holiday
 - 28 Six week Summer Session ends
- August 2018
- 9 Grade Submission Deadline for 6-wk Summer Session
 - 11 Eight Week Summer Session ends
 - 22 Grade Submission Deadline for 8-wk Summer Session
 - 27 Fall Semester begins

JANUARY 2018						
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APPROVED BY BOT 11/8/16

Campus Map



SPRING VALLEY PKWY.
 To access the west side of Upper Campus use this entrance.

JACARANDA AVE. - To access the east side of Upper Campus use this entrance. Exit at Spring Valley Pkwy. or Fish Hatchery Rd.

FISH HATCHERY RD.
 To access all of Lower Campus use this entrance.

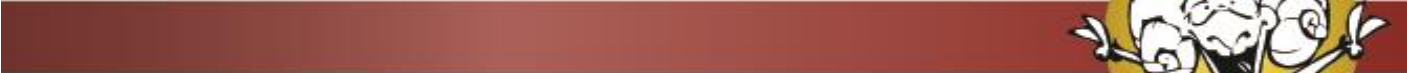
EASY ACCESS

Appendix



WELCOME TO YOUR EDUCATIONAL JOURNEY AT
VICTOR VALLEY COMMUNITY COLLEGE.
WE KNOW YOU WILL ENJOY YOUR EXPERIENCE HERE.

Detailed, Step-by-Step Guide to Starting Your Education at Victor Valley College



18422 Bear Valley Road
Victorville, CA 92395 (760) 245-4271



So, What Type of Student Are You?

NEW

You are a **new student** if you have never attended Victor Valley College.

Complete the **Steps to Enrollment for New Students** found on the homepage of our website

<http://www.vvc.edu>

NOTE: If you have taken courses at Victor Valley College while in high school (concurrent enrollment) and have since graduated, you are considered a new student and must complete an application for admission.

RETURNING

You are a **returning student** if you previously completed credit course work at Victor Valley College and are returning after a lapse of time of at least one or more primary semesters (Fall or Spring).

- Refer to Steps 1-6 of the **Steps to Enrollment** found on the homepage of our website <http://www.vvc.edu>
- Assessment test results are valid for three years and orientation is valid for one year.

TRANSFER

You are a **transfer student** if you have completed credit coursework at a community college or university other than Victor Valley College.

Send your official transcripts from all previously attended colleges to:

Victor Valley College, ADMISSIONS AND RECORDS, 18422 Bear Valley Road, Victorville, CA 92395

- Refer to the **Prerequisite Equivalency/Challenge form** found on the Admissions and Records page of our website <http://www.vvc.edu> under forms.
- Complete appropriate steps from the **Steps to Enrollment** found on the homepage of our website <http://www.vvc.edu>

CONTINUING

You are a **continuing student** if you are enrolled in college-credit classes in the current primary semester (Fall or Spring).

- *NOTE: If you have recently graduated from Victor Valley College with a degree or certificate, and you plan to continue taking classes at VVC, **you must change your Academic Program by completing a Student Update Form** and submit it to the Admissions and Records office in Bldg. 52 found on the Admissions and Records page of our website <http://www.vvc.edu> under forms.*

CONCURRENT ENROLLMENT

- You are a **Concurrent Enrollment student** if you are still attending high school and wish to take degree applicable credit course work at Victor Valley College. Refer to the **Criteria for Concurrent Enrollment Students** found on the Admissions and Records page of our website <http://www.vvc.edu> .

Please know that most of our processes now involve online and having computer access.

There are three places on campus you can go to utilize computers.

- 1) Student Services Lab Building 53, located between Student Services 1 and 2.
- 2) The ATC lab, Building 21 or
- 3) If you already have an ASB card you can utilize the ASB lab in the Student Activity Center Building 44.

(location of computer labs marked by  on map, next page)

Academic Centers - 42
 Adapted PE Center - 75
 Administration of Justice - 46A
 Admin. Services - 18
 Admin. Annex - 10A
 Advanced Technology Center - 21
 Agriculture & Natural Resources - 80
 Agriculture Labs - 60 A,B,C
 Allied Health - 32
 Allied Health Portables - 52 A,B,C
 Art - 22
 Automotive - 64
 Cafeterias - 50
 Child Development Center - 12
 CLD.G. - 65
 Construction Technology - 63
 Counseling & Administration - 88
 Digital Animation - 67
 Electrical/Powertech - 40
 Electronics - 62
 Elevator - 45
 Executive Education Center - 80
 Faculty Offices - 75
 Fine Technology - 54
 Gymsnasiums - 71
 Health & Public Safety - 52

Liberal Arts - 38
 Library, Learning Resources Center - 41
 Music - 20
 Performing Arts Center - 54
 Planetarium - 31
 Printshop - 48
 Science - 31

Student Activities Center - 44
 Student Services 1 - 52
 Student Services 2 - 80
 Switchboard - Operator - 55
 VVC Presents - 54
 Warehouse - 31
 Welding - 61

-  BUS STOP
-  TELEPHONE
-  RESTROOM WASH BAS
-  PARKING PERMIT & SPACES
-  EMERGENCY CONVEYORATION



SPRING VALLEY PKWY.
To access the west side of Upper Campus use this entrance.

JACARANDA AVE. - To access the east side of Upper Campus use this entrance. Exit at Spring Valley Pkwy. or Fish Hatchery Rd.

FISH HATCHERY RD.
To access all of Lower Campus use this entrance.

EASY ACCESS

REV. 6/11

STEPS TO ENROLLMENT FOR NEW STUDENTS

There are six steps you must complete to enroll in classes at VVC as a new student.

The steps, in brief, are listed below followed by in depth explanation of each step

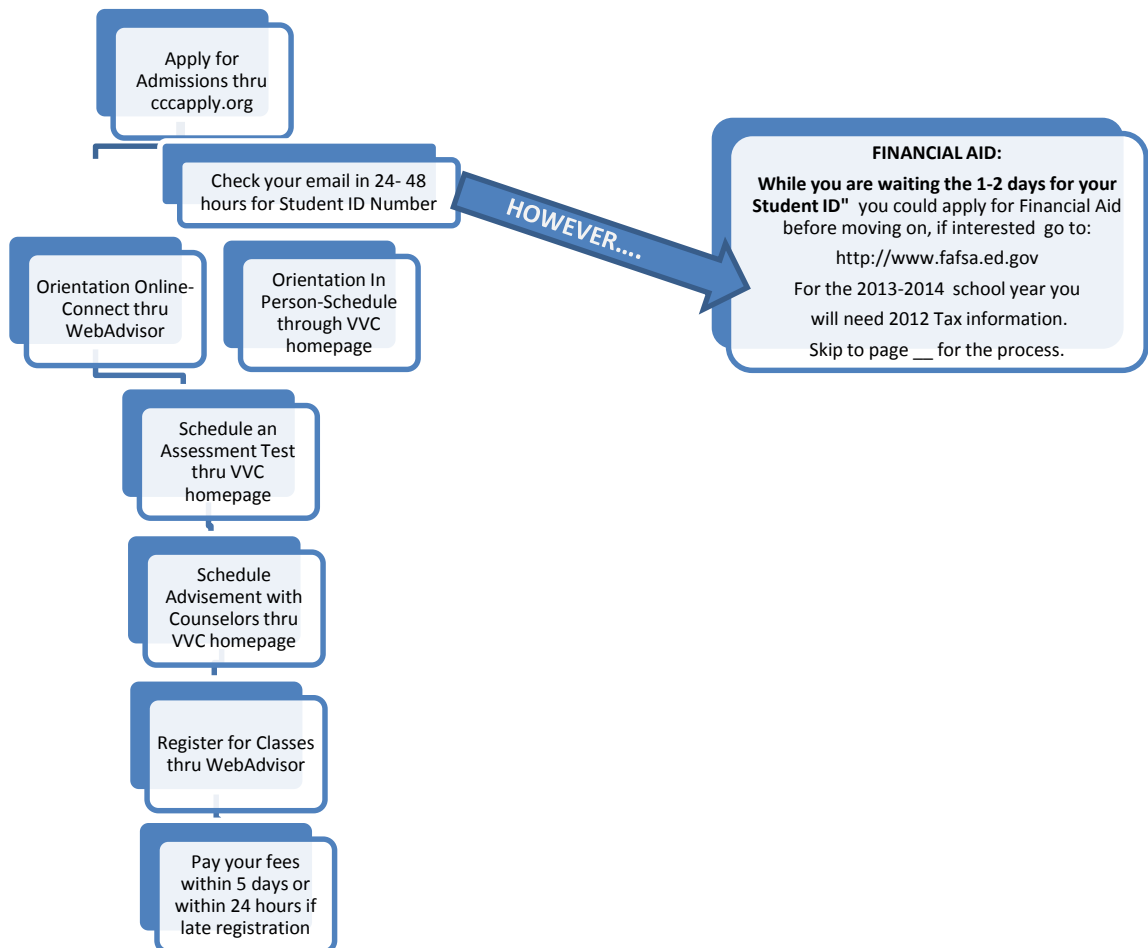
OR

You can go to <http://www.vvc.edu> and click on the icon



you will find on the right of our homepage.

- 1) APPLY FOR ADMISSION ONLINE
- 2) ATTEND "NEW STUDENT" ORIENTATION
- 3) COMPLETE ASSESSMENT TEST (see page __ for exemptions)
- 4) ADVISEMENT
- 5) REGISTER FOR CLASSES
- 6) PAY FEES



STEP ONE: APPLY FOR ADMISSION ONLINE

(If you are a *returning* Victor Valley College Student, you must reapply if you have not been in attendance during the preceding Fall or Spring semester.)



It is necessary to understand that ‘applying’ to the college is different than ‘registering’. Applying is basically requesting admittance. Applying to the college is informing the college who you are and what year and semester you plan on attending the college. [Fall (Aug-Dec) Spring (Feb – May) or Summer (Jun-Jul)]. This information is utilized by Admissions and Records to assign and email YOUR personal Student Identification number which will be referred to as your “Student ID”. This number is crucial to access any and all other parts of your journey here at Victor Valley College, remember it and don’t share it!

HELPFUL HINT:

During the filling out of the application you will need to create user names, passwords, answer security questions, so have paper and pens ready. Also you will need an email! STOP right here!

Just a little side note about emails:

If you have an already established email you can enter that, but understand this is the email the college and all other programs (CCCAPPLY, Financial Aid, counseling, etc) connected to the College will use to contact you throughout your journey here at VVC. So make sure you use the same one consistently.

OR.

If you don’t have an email, you can either establish one at this time at websites like Yahoo.com, Gmail.com, Hotmail.com and others

OR

CCCAPPLY, the site you are on for applying, will create one within their system for you!

Personally, I would take the time to create your own in the sites mentioned above.

You begin by going to our homepage <http://www.vvc.edu> and click on the icon found on the right side of the page that reads, “Apply for Admission”

Click on this tab found on the right side

APPLY FOR ADMISSION

This will take you to the website we use for applications which is the CCCAPPLY. There will be information for you to read and when you scroll all the way down to the bottom of the page you will see “Begin Application for Victor Valley College” icon, click it... congratulations you’re beginning the process!

If you are feeling a little nervous at this point, know this is very normal and when you get frustrated, know that is normal too! Hoops to jump through, steps to take, what do I put here or there??? Just relax!

Log in as a new user. NOTE: This is key to everything here online at Victor Valley College...

LOG IN AND LOG OUT! DON’T FORGET TO LOG OUT AFTER COMPLETING EVERY PROCESS!


Enter all information required and when you are finished it will tell you that you have completed the application and to print the page. It is advisable that you do print it and keep it safe. After this point you can take the survey if you like.

NEXT YOU HAVE TO WAIT 1 – 2 DAYS!!! Check your email, the one you put in the application, and VVC will send you a Student Identification Number... once received you can proceed!

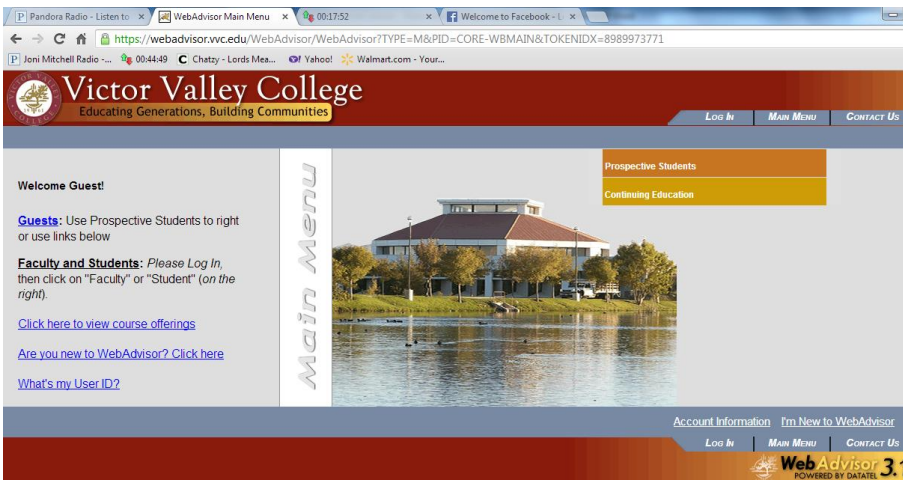
WebAdvisor

Let's set-up your WebAdvisor. On the college homepage <http://www.vvc.edu> you will see WebAdvisor on the left side of the page. It is alphabetical so it is almost the last one on the column. Click it!

Now scroll down the page until you see this icon:

Click here to go
to WebAdvisor NOW 

Next you will see this page:



LOOK FOR THE
'WHAT'S MY USER ID?'
LOCATED ON THE BOTTOM
LEFT (SEE ARROW).

ONCE YOU CLICK ON THAT YOU WILL BE TAKEN TO THE PAGE SHOWN HERE. YOU WILL ENTER YOUR LAST NAME AND YOUR STUDENT ID THAT YOU JUST RECEIVED IN YOUR EMAIL FROM ADMISSIONS AND RECORDS! ONCE YOU SUBMIT YOU WILL SEE YOUR USER ID.

What's my User ID?

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

* = Required

Last Name*

SSN

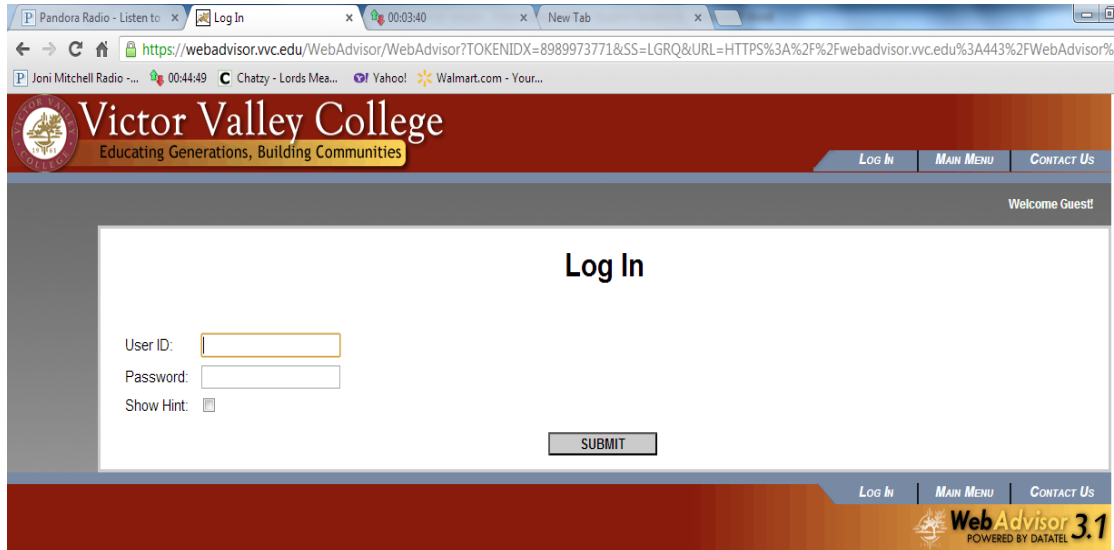
OR

Student ID

HELPFUL HINT: WRITE IT DOWN. IT IS ALWAYS YOUR LAST NAME AND FIRST INITIAL BUT SOMETIMES THERE WILL BE ADDED NUMBERS TO IT.

NOW CLICK AT THE TOP OR THE BOTTOM RIGHT SIDE ON THE 'LOG IN' TAB...

WebAdvisor (Continued)



When logging in for the first time enter your User ID. Your password will be your 6 digit birthdate in a month, day, year format (mmddyy). Once you submit then the system will take you to a new screen where you will be asked to create a new password.

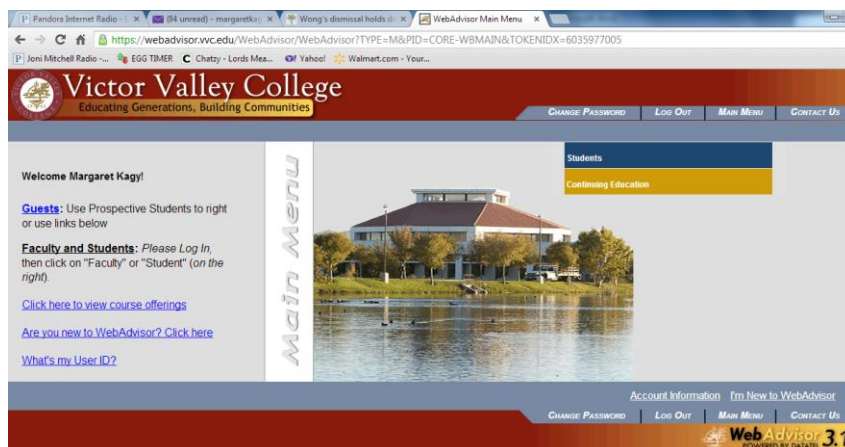
Enter your User ID again, then your 6 digit birthdate, create a password and make sure it is between 5 – 9 characters with letters and numbers. Then repeat the new password.



HELPFUL HINT: Make sure you give yourself a password hint that only you understand. This comes in handy when you forget your password. Otherwise you take the chance of needing to have your account re-set by calling the college's help desk at 2740. In that instance you will issued a **NEW** user ID and your password will be your birthdate again and you will reset a new password again.

NOTE: There are **USER ID'S** and **STUDENT ID's** two different ID's you will use here on campus. Student ID's are **always** 7 numbers, User ID's are usually last names and first initials and maybe numbers.

Once you have established your WebAdvisor user name and password you can log in!



Once logged in you can click on Students tab and now welcome to one of the most important tools you will use here on campus...WebAdvisor

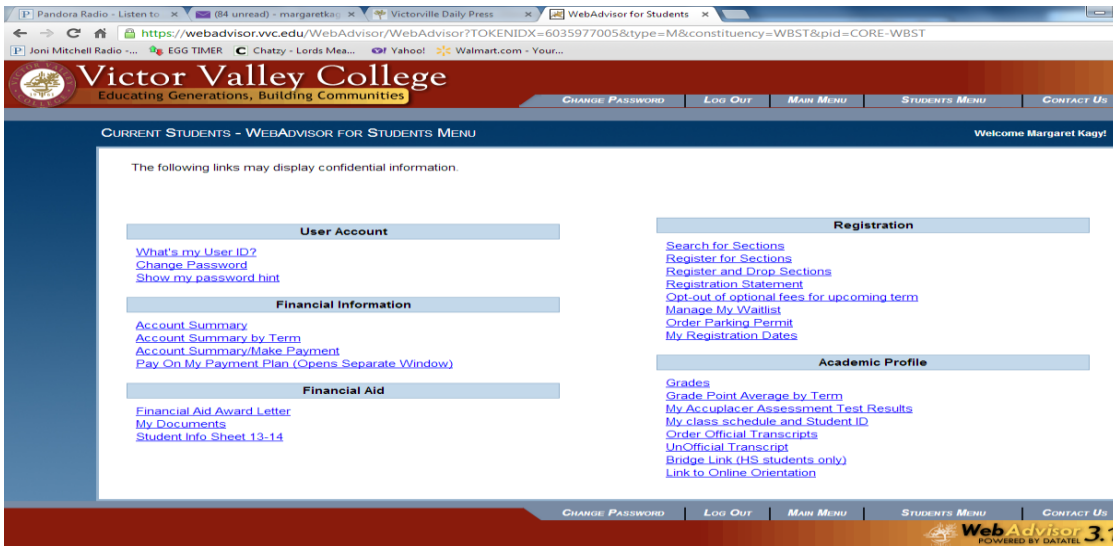
STEP TWO: ATTEND A 'NEW STUDENT' ORIENTATION

After you have completed your Admissions Application, you must complete your orientation. Orientation prepares you to register for your first semester classes.

You may complete your orientation online or in-person.

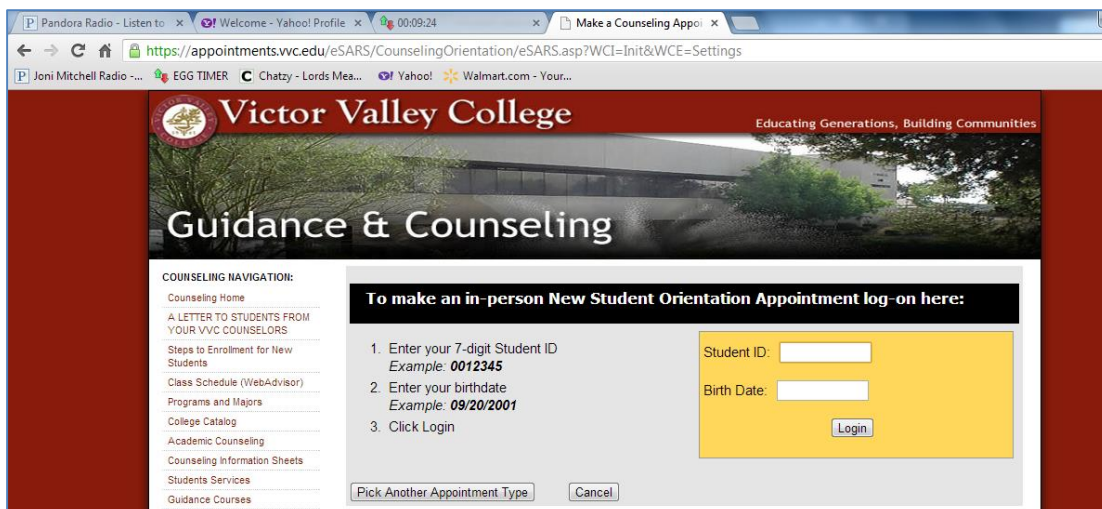
ONLINE ORIENTATION

- **Attend a New Student Orientation ONLINE** by signing into your WebAdvisor and clicking the link on the bottom right (see below)
- *16 minutes of video (with captions) - six short quizzes - and you're done!*
- *This orientation can be done from home or here on campus.*



IN-PERSON ORIENTATION (BUILDING 21)

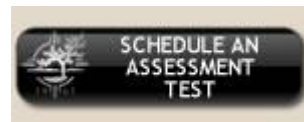
- **NEW: Schedule an "In-Person" New Student Orientation** by going to the homepage, click on Steps to Enrollment and scroll to step two – In Person Orientation and click.
- *A separate window will open. Please select "Make Appointment" and then "Find Appointments" for available in-person orientation workshops for General Orientation, ESL-Spanish and ESL-Other than Spanish.*



STEP THREE: COMPLETE ASSESSMENT TEST(BUILDING 55)

NOTE: You must complete this step unless you meet one of the following exemptions:

- Completed an Associate (AA/AS) or higher degree from an accredited college.
 - Completed the equivalent of at least Math 50 and English 101 at another higher education institution. (See Counseling for evaluation)
 - Have placement recommendations from an ASSESSMENT taken within 3 years at another California Community College. (See Counseling for evaluation)
 - Enroll only in non-credit classes.
 - Planning to only take classes for personal development or enrichment.
 - Taking classes for recertification or licensing.
 - Currently enrolled in a four-year college or university.
- Assessment consists of placement exams in reading, sentence skills, and mathematics. A copy of the results will be immediately available.
 - ALL students must bring a current and valid photo identification card. Examples of a valid ID: Driver's License, Federal/Military ID, Passport, personal ID card from the DMV, School or other Institution, or a Naturalization Card or a Certificate of Citizenship.
 - Testing is scheduled by appointment (see below) only-no walk ins. **Schedule your Assessment Test Appointment by clicking on this icon on the homepage** on the <http://www.vvc.edu> website.



This is what you will see when once you have clicked on the icon: You will notice below there are links in **red** where you can study and prepare. Take this seriously! Do the best you can!

Did you know that...

...preparing for your assessment test can save you **time** and **money**?



Prepare and Save Time: If you place in *Math 10*, it will take up to **two years** to complete a transfer level math course. Each course takes up to 16 weeks to complete.



Prepare and Save Money: The average cost of one Math textbook is between \$110 and \$120. If you don't need the class, you save the money!

- [Click here to prepare – Accuplacer Practice Test - PDF](#) (opens in a separate tab/window)

- [Click here to prepare – Self-Assessment Test](#) (opens in a separate tab/window)



Yes! I am well-prepared. I am ready to take my Assessment Test at Victor Valley College.

STEP THREE: COMPLETE ASSESSMENT TEST (Continued-1)

Here is your next 'log-in'. Again put in your Student ID number (7 numbers) and your birthdate, and be careful when you enter the format of your birthdate and use a four digit year on this one. (mm/dd/yyyy)

Then simply click the "log-in". (Notice on the bottom left "pick another appointment" you can also use this same site to schedule counseling etc, but let's stick with assessment for now)

To schedule your Assessment Test Appointment log-on here:

1. Enter your 7-digit Student ID
Example: 0012345
2. Enter your birthdate
Example: 09/20/2001
3. Click Login

Student ID:

Birth Date:

VVC Assessment Center | Appointment Menu

Please select the desired option

No appointments have been scheduled

Once logged in you will see this screen that will give you options to "make appointment", but before you click that notice this is also a place you can go to see your appointment history by clicking "View Appt. History", this is good to know for future references.

Go ahead and click "make appointment".

Assessment Type Selection

ATB (Ability to Benefit)-ACCUPLACER Test Only those students who were enrolled in an eligible educational program prior to July 1, 2012 have met the eligibility requirement to demonstrate Ability to Benefit. To show proof of this, students will need to request a "Letter of Verification-ATB" through the Admissions & Records Office and bring to the Assessment Center on the day of the appointment. **Students will not be allowed to test without bringing the "Letter of Verification-ATB."** These qualified students must score at or above the cut scores for the reading, sentence skills and arithmetic sections of the assessment. **ATB STUDENTS WILL NOT BE ALLOWED TO TEST AFTER 3 PM** You must also bring a current photo identification card in order to take your test (birth certificate & social security card are no longer valid forms of ID) you will not be allowed to take the test without your ID. Copies of IDs will not be accepted. For more information regarding the ATB Policy, please click on the following link to view the policy. [Please read the Victor Valley College ATB Policy here]. ATB testing sessions are NOT open to other students.

ACCUPLACER-English and Math Assessment : Concurrent Enrolled students and those who do have a high school diploma or a GED.

ESL-English as a Second Language Assessment Ingles como Segundo Idioma : Students who wish to learn English as a second language.

Please select an Assessment type then Click on Continue

Accuplacer - English & Math Assessment
ATB ACCUPLACER Test
ESL - English as a Second Language Assessment

Next you will need to click the appropriate assessment type... The majority of students click on "ACCUPLACER- English and Math Assessment", however please read the description in the box to make sure you are assessing correctly.

Click Continue.

Search for Assessment Appointments

Please select the day of the week and time you prefer.

Day of week	Start Time	End Time
All	7:45:00 AM	4:00:00 PM
Monday	8:00:00 AM	4:15:00 PM
Tuesday	8:15:00 AM	4:30:00 PM
Wednesday	8:30:00 AM	4:45:00 PM
Thursday	8:45:00 AM	5:00:00 PM
Friday	9:00:00 AM	5:15:00 PM

Now you will "Search for Assessment Appointments". Unless you absolutely have only a specific time and day you can take the assessment, you can go ahead and click the "Find Appointments" and it will give all appointments available. (Note: You will have up to 2 hours to complete the Assessment)

STEP THREE: COMPLETE ASSESSMENT TEST (Continued-2)

This is an example of what you will see. You will notice several appointments on the same day, for the same time, but it is the computer number that is different. Click on the day and time that best suits your availability and again remember they allow up to 2 hours to complete the assessment, however, more time is allowed but you must speak with the Assessment personnel before you begin.

Make sure you show up at least 15 minutes prior to your scheduled time and just relax... this is only to “Assess” your placement level of Math and English.

Appointment Search Results

Select your Assessment appointment 

Select	Date	Day	Time	Duration	Counselor Name
*	8/19/2013	Monday	09:00 AM	2 Hours	Computer 24
*	8/19/2013	Monday	09:00 AM	2 Hours	Computer 5
*	8/19/2013	Monday	09:00 AM	2 Hours	Computer 6
*	8/19/2013	Monday	09:00 AM	2 Hours	Computer 7
*	8/19/2013	Monday	09:00 AM	2 Hours	Computer 8
*	8/19/2013	Monday	09:00 AM	2 Hours	Computer 9
*	8/19/2013	Monday	11:15 AM	2 Hours	Computer 13
*	8/19/2013	Monday	11:15 AM	2 Hours	Computer 14
*	8/19/2013	Monday	11:15 AM	2 Hours	Computer 16
*	8/19/2013	Monday	11:15 AM	2 Hours	Computer 17
*	8/19/2013	Monday	11:15 AM	2 Hours	Computer 18
*	8/19/2013	Monday	11:15 AM	2 Hours	Computer 19
*	8/19/2013	Monday	11:15 AM	2 Hours	Computer 22
*	8/19/2013	Monday	11:15 AM	2 Hours	Computer 3
*	8/19/2013	Monday	11:15 AM	2 Hours	Computer 4
*	8/19/2013	Monday	11:15 AM	2 Hours	Computer 5
*	8/19/2013	Monday	11:15 AM	2 Hours	Computer 7
*	8/19/2013	Monday	11:15 AM	2 Hours	Computer 8
*	8/19/2013	Monday	11:15 AM	2 Hours	Computer 9
*	8/19/2013	Monday	02:30 PM	2 Hours	Computer 16
*	8/19/2013	Monday	02:30 PM	2 Hours	Computer 18

Appointment Confirmation

Please verify your phone number, change as needed.

Phone Number Extension

eMail Address

Confirm eMail Address

Once you have selected your appointment you will be taken to this screen.

Fill in the information, especially your email address and then just click “Continue”.

Next, Print this page up by clicking on the bottom of the page on "Print this page" and then you are done.

Make sure you show up at least 15 minutes prior to your appointment time, plan on being there possibly 2 hours. Bring your photo ID and don't be late... you will not be allowed in.

This is a very quiet environment so turn your cell phones off.

Try and relax and stay focused... You CAN do this 😊.



NOW, LETS TAKE A BREAK: A WORD FROM YOUR INSTRUCTORS

BEFORE WE MOVE ON TO STEP FOUR, HERE ARE SOME WORDS OF ENCOURAGEMENT AND WISDOM FROM YOUR INSTRUCTORS AT VVC...
YOU KNOW WE HAVE THE BEST!



- Please make note of your appointment and print this for your records.
- Por favor anote su cita del examen. Imprima esta pagina para sus archivos.
- Arrive on time.
- Llegue a tiempo.
- Students can check in 10 minutes prior to the appointment time. Late arrivals will not be accepted and will need to reschedule their appointment.
- Puede llegar 10 minutos antes del comienzo de su cita. Nadie sera permitido entrar tarde y tendria que hacer una cita de nuevo.
- All students must bring a current and valid photo identification card. Examples of a valid ID: Driver's License, Federal/Military ID, Passport, personal ID card from the DMV, School or other institution, or a Naturalization Card or a Certificate of Citizenship. Copies of IDs will not be accepted. You will not be allowed to take the test without your ID.
- No olvide de traer su tarjeta de identificacion (Licencia de manejo, pasaporte, identificacion otorgado del estado o una institucion del gobierno). No sera permitido a tomar a su examen sin su identificacion. Necesitara su numero de identificacion de el Colegio de Victor Valley.
- The Assessment Center is located in the Counseling/Administration Building (#55), first door to your right.
- La Oficina de Evaluacion esta localizada en el edificio de Consejera y Administracion (numero 55), primera puerta a la derecha.

You have scheduled the following Assessment appointment:

Assessment Type: ATB ACCUPLACER Test

Date: Monday, August 19, 2013

Time: 9:00 AM

[Visit the Assessment Center web page here for more information](#)

Print this page

Go Back

Exit this survey

As an update to the Student Handbook, we would like to add a section called "Faculty Expectations." Your input is valuable to us in determining what you believe should be included in such a section. Your responses to this survey will be kept confidential. Thank you!

Referring to the Student Handbook section called "Faculty Expectations", please rank the following items that you would like to see placed in this section.

- Be on time to class
- Be open to new material
- Be respectful to others
- Schedule classes with enough time to get from one class to another
- Read the syllabus carefully
- Keep up with the work and don't fall behind
- Be ready for class
- Pay attention during class
- Attend class regularly, be willing to learn and do the reading
- When writing papers use proper grammar and make sure you spell check your work
- Ask questions
- Meet with instructors from time to time to discuss your progress in class
- Take notes during class, even if the material is available from another source
- Follow directions carefully

9:39 AM
8/6/2013

STEP FOUR: ADVISEMENT (COUNSELING-BUILDING 55)

DID YOU KNOW: You may register for classes before meeting with a counselor? **ALSO**, you are not required to submit an Education Plan to the Financial Aid Office unless you have to petition for Financial Aid, or are a G.I. Bill student. **HOWEVER, COUNSELING IS HIGHLY RECOMMENDED!**

ONLY after you complete your Admissions Application (Step One), New Student Orientation (Step Two), and Assessment Test (Step Three), unless exempted, may you schedule an appointment with a counselor. **In-person Counseling is available by appointment only, HOWEVER,**

Summer appointments with individual counselors are ONLY available for Veterans, students new to the college, returning students who were not enrolled during the Spring 2014 semester, and students who are required to appeal for their financial aid. Also summer appointments are same day walk-in only. Counseling opens at 8:30 am. YOU CANNOT SCHEDULE SUMMER APPOINTMENTS ONLINE FOR COUNSELING/ADVISEMENT.

Schedule an in-person Counseling appointment by going to VVC homepage. Click on then scroll down and click on the “Step Four: Advisement” link in red.



You will then fill in the information and notice here is where you will need your WebAdvisor User ID you developed in Step 2 (usually last name, first initial and possibly some numbers assigned to you without any spaces) Note: The box lines are very light, just click next to the words and the box will appear. “Submit Form”

This screen will appear... this should look familiar to you as it is the same format used to schedule your assessment, however, NOTE this is for counseling. NOW fill in your Student ID number (7 numbers assigned to you at Step 1) and your birthdate in a mm/dd/yyyy (Example: 01/01/1987) format, be sure you put your Birth year with four digits. “Log in”

Again this screen should look familiar as it is the same as when you scheduled your assessment but this one is for COUNSELING.

Click on “Make Appointment”.

(You can also “View your Appt. History 😊)

STEP FOUR: ADVISEMENT (COUNSELING) – Continued 1

Well you at the Counseling Reason Screen, now you have to pick a reason why. Scroll down within the box noted, as there are about 15 different reasons you could be seeking counseling. However, as this is your first time, you will more than likely click on “new student” and then “continue”.

Counseling Reason Selection

Please select a reason then Click on Continue

You may select more than one reason.

Academic Dismissal

Academic Probation

Athlete

Certificate Program

Concurrent Enrollment Student

Now you need to find your appointment day, time and counselor.



Helpful Hint: You have options whereas you can pick a particular day, time and/or counselor, however it is recommended to just click “Find Appointments” and it will show you all available appointments. **BUT REMEMBER,**

Summer time is walk-in same day appointments only!

Search for Counseling Appointments

Please select the Counselor, day of the week and time of day you prefer.

Day of week	Start Time	End Time	Counselor Name
All	7:00:00 AM	5:30:00 PM	All
Monday	7:30:00 AM	6:00:00 PM	Chris Cole
Tuesday	8:00:00 AM	6:30:00 PM	David Miller
Wednesday	8:30:00 AM	7:00:00 PM	Diane Wollan
Thursday	9:00:00 AM	7:30:00 PM	Eartha Johnson
Friday	9:30:00 AM	8:00:00 PM	Fernando Contreras

UNFORTUNATELY, THIS MAY BE THE NEXT SCREEN YOU SEE ☹!

Appointment Search Results

Select your Counseling appointment

No more appointments are available at this time - Please check back later as additional appointments are added.

This indicates one of two things: It's either summer of ALL APPOINTMENTS ARE FULL. Then you have two choices;

- 1) Try to get a same day walk-in on any given day.
- 2) Try again after midnight: new appointments are available in the system every week or two.

ONCE YOU ARE ABLE TO SECURE AN COUNSELING APPOINTMENT DON'T MISS IT AND ARRIVE AT LEAST 15 MINUTES EARLY. CHECK-IN WITH THE DESK!

NOW WHAT SHOULD YOU BRING?

STEP FIVE: REGISTER FOR CLASSES

The schedule of classes and registration is only available online so you do need to be on a computer to view them and register.
Again if you don't have a computer you can go to Building 53, 21 or 44. Map is on Page ___ of this Handbook)

Now you are ready, willing and able to register for your classes and become a Victor Valley College Student ☺



HOWEVER, you will have to find out your registration date!

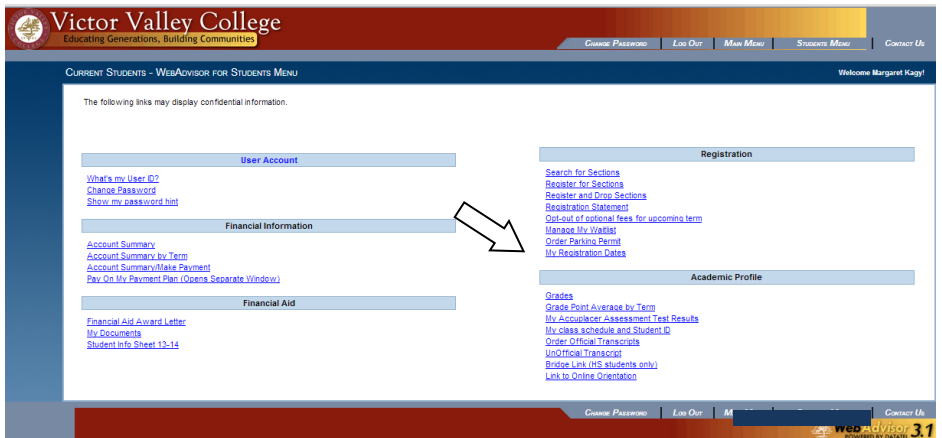
A registration date will automatically be assigned to you allowing you to use WebAdvisor for registration,. You can check what your date is in the WebAdvisor System.

SO LETS BEGIN and find out if it is your day to register?!

- 1) To determine your registration date, you can either go to the main <http://www.vvc.edu> and look under “Admissions” for the registration date information for the term in which you have applied. (Registration dates may not be available if you have applied early for a term. Continue to check the VVC website for updates.)
OR
- 2) You can to go to your WebAdvisor – Remember Step Two where you set-up your “User ID and Password”. To check in WebAdvisor follow the below instructions:

WEBADVISOR:

- Click on  that can be found on the right side of the homepage about ½ way down.
- Once you click this you will be re-directed to a page where you will have to scroll down and click on the  click on the “Log in” tab and when the next screen comes up enter your “User ID and Password” then submit.
- **USER ID** can be found by clicking on the “What’s my user ID” before you sign-in on the main WebAdvisor page. Just click the “main menu” tab and it will take you back to the beginning.
- **PASSWORD** can be found by entering your “USER ID” and click the ‘show hint’ box and hopefully you put in a hint that will help you recall your password. If still no luck you will have to call ext. 22740 or go to the Help Desk to have your ID and PASSWORD reset. WRITE IT DOWN ☺
- Once you have managed to log-in, click the “students” tab and then you will see this screen again!
- (This screen is the access to most everything, registration, financial aid, grades, unofficial transcripts, parking etc.)
CLICK ON “MY REGISTRATION DATE

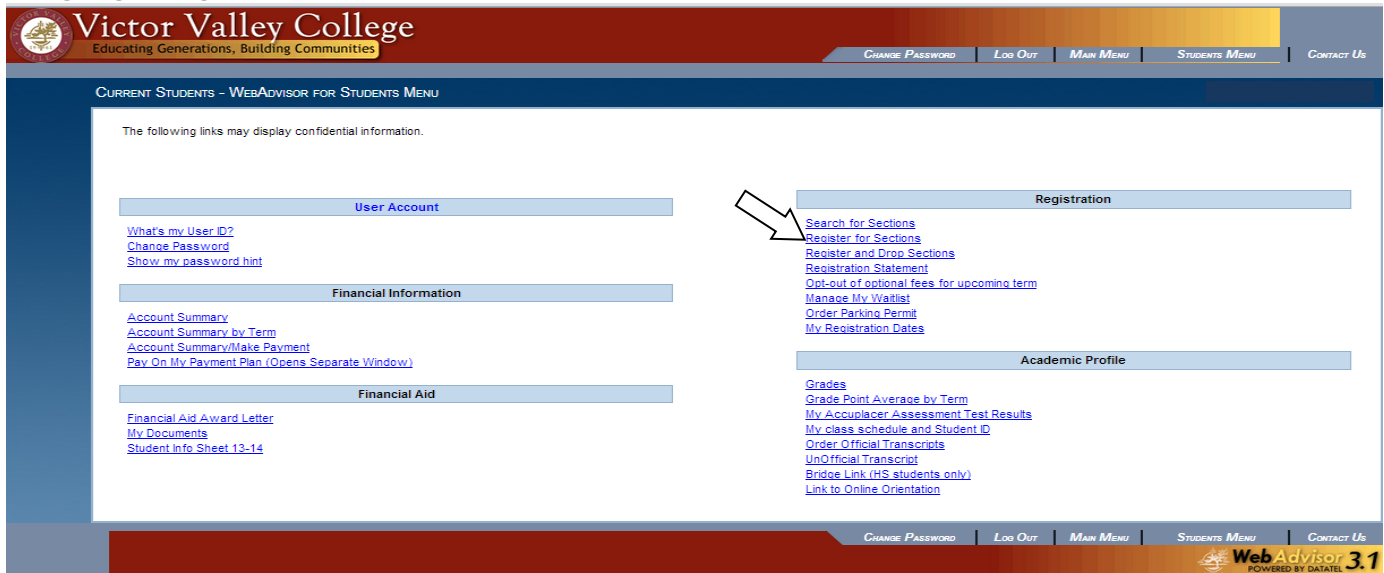


STEP FIVE: REGISTER FOR CLASSES (Continued-1)

IT'S YOUR REGISTRATION DATE? YOU ARE ABLE TO REGISTER? LET'S GO!

- ❖ You should have your educational plan with you or at the very least your assessment recommendations.
- ❖ Paper and Pencil/Pen to take notes AND
- ❖ The handy-dandy “Planning your Schedule” sheet found on the next page. This is extremely helpful to make sure you have not overlapped or left too big of gaps between classes.

Now that you just viewed your registration date, click back on the students menu to go back to this screen. Now you are going to Register for Sections”!



Victor Valley College
Educating Generations, Building Communities

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | CONTACT US

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

The following links may display confidential information.

User Account

- [What's my User ID?](#)
- [Change Password](#)
- [Show my password hint](#)

Financial Information

- [Account Summary](#)
- [Account Summary by Term](#)
- [Account Summary/Make Payment](#)
- [Pay On My Payment Plan \(Opens Separate Window\)](#)

Financial Aid

- [Financial Aid Award Letter](#)
- [My Documents](#)
- [Student Info Sheet 13-14](#)

Registration

- [Search for Sections](#)
- [Register for Sections](#)
- [Register and Drop Sections](#)
- [Registration Statement](#)
- [Opt-out of optional fees for upcoming term](#)
- [Manage My Waitlist](#)
- [Order Parking Permit](#)
- [My Registration Dates](#)

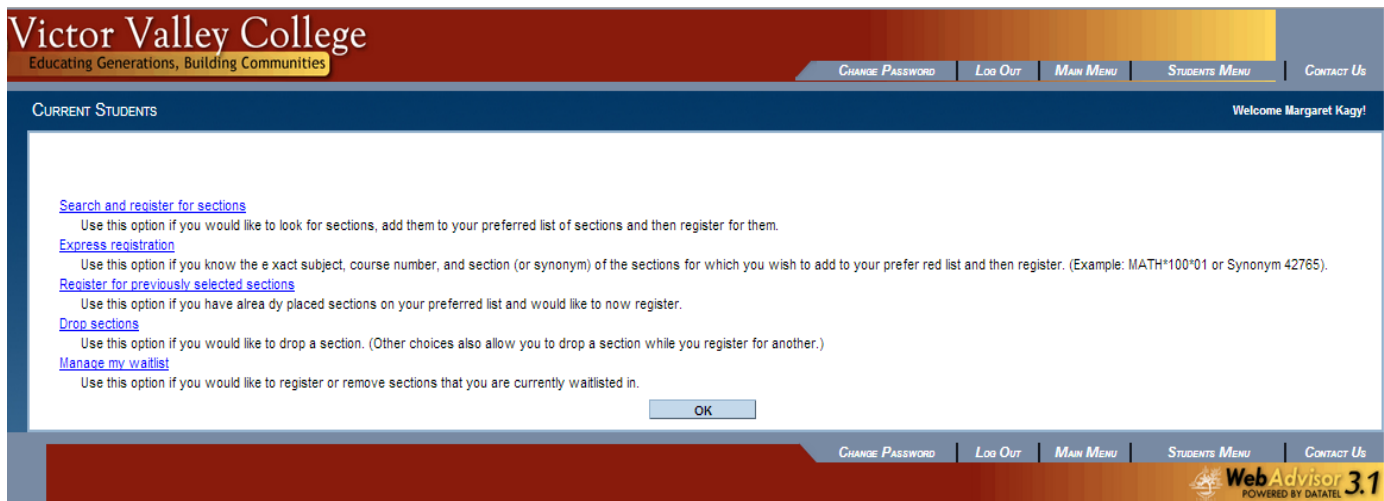
Academic Profile

- [Grades](#)
- [Grade Point Average by Term](#)
- [My Accuplacer Assessment Test Results](#)
- [My class schedule and Student ID](#)
- [Order Official Transcripts](#)
- [UnOfficial Transcript](#)
- [Bridge Link \(HS students only\)](#)
- [Link to Online Orientation](#)

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Now, if you know the section number you can click on “Express Registration”, If not click on “Search and register” for



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CURRENT STUDENTS Welcome Margaret Kagy!

[Search and register for sections](#)
Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

[Express registration](#)
Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MATH*100*01 or Synonym 42765).

[Register for previously selected sections](#)
Use this option if you have already placed sections on your preferred list and would like to now register.

[Drop sections](#)
Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

[Manage my waitlist](#)
Use this option if you would like to register or remove sections that you are currently waitlisted in.

OK

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sections then click “OK”.

STEP FIVE: REGISTER FOR CLASSES (Continued-2)

Next this screen comes up, this is the main screen for registration where you select your semester, the subject, and can filter your selection several ways.

For instance

- ✓ if you can only take classes in the evening, you would enter a start time in “sections starting after” and an end time in “sections ending before”
- ✓ if you only want online classes you take online you would click into the “location” and highlight “online”
- ✓ if you only wanted classes on Tuesday and Thursday, you can click the “Tue” and “Thu” box
- ✓ If you have a particular instructor you would like to take, you can put that name in Instructor’s Last Name box.

There are many possibilities you could explore to “FILTER” you class search, utilize them for quicker access!

Search/Register for Sections

Term **1**

Starting On/After Date End By Date **3**

Subject Course Level **2**

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sunday

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

4

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WebAdvisor 3.1

1. Click on the arrow on the box, highlight the current semester you are registering, for example Fall 2013.
2. Click on the arrow and a drop down menu will show, scroll and highlight Subject, for example Math.
3. Click into the Course number box and enter the course number, for example 50.
4. Click “Submit”
5. You will see a lot or a little amount of classes depending on how you’ve filtered your selection.

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="checkbox"/>	Fall 2013 Term	Waitlisted	MATH-50-45155 (45155) Elementary Algebra	Main Campus	08/26/2013-12/11/2013 Lecture Monday, Wednesday 05:30PM - 07:35PM, Bldg 30, Room 10	S. Abeysekera	0 / 40 / 6	4.00	
<input type="checkbox"/>	Fall 2013 Term	Open	MATH-50-45157 (45157) Elementary Algebra	Webenhanced	08/26/2013-12/11/2013 Lecture Monday, Wednesday 05:30PM - 07:35PM, Bldg 30, Room 9	J. Ratliff	24 / 40 / 0	4.00	
<input type="checkbox"/>	Fall 2013 Term	Open	MATH-50-45158 (45158) Elementary Algebra	Hesperia High School	09/16/2013-12/11/2013 Lecture Monday, Wednesday 06:00PM - 08:50PM, Hesperia High School, Room W-22	D. Petersen	15 / 40 / 0	4.00	
<input type="checkbox"/>	Fall 2013 Term	Waitlisted	MATH-50-45162 (45162) Elementary Algebra	Main Campus	08/26/2013-12/11/2013 Lecture Monday, Wednesday 07:45PM - 09:50PM, Bldg 30, Room 10	S. Abeysekera	0 / 40 / 4	4.00	
<input type="checkbox"/>	Fall 2013 Term	Waitlisted	MATH-50-45163 (45163) Elementary Algebra	Main Campus	08/27/2013-12/12/2013 Lecture Tuesday, Thursday 08:00AM - 10:05AM, Bldg 30, Room 7	M. Cole	0 / 40 / 14	4.00	
<input type="checkbox"/>	Fall 2013 Term	Waitlisted	MATH-50-45166 (45166) Elementary Algebra	Main Campus	08/27/2013-12/12/2013 Lecture Tuesday, Thursday 08:00AM - 10:05AM, Bldg 30, Room 10	W. Mauch	0 / 40 / 17	4.00	
<input type="checkbox"/>	Fall 2013 Term	Closed	MATH-50-45168 (45168) Elementary Algebra	Cobalt Middle School	09/17/2013-12/12/2013 Lecture Tuesday, Thursday 08:30AM - 10:55AM, Cobalt Middle School, Room M-1	M. Mendoza	0 / 37 / 0	4.00	
<input type="checkbox"/>	Fall 2013 Term	Waitlisted	MATH-50-45170 (45170) Elementary Algebra	Main Campus	08/27/2013-12/12/2013 Lecture Tuesday, Thursday 10:15AM - 12:20PM, Bldg 30, Room 7	M. Cole	0 / 40 / 15	4.00	
<input type="checkbox"/>	Fall 2013 Term	Waitlist Full	MATH-50-45173 (45173) Elementary Algebra	Main Campus	08/27/2013-12/12/2013 Lecture Tuesday, Thursday 10:15AM - 12:20PM, Bldg 30, Room 10	W. Mauch	0 / 40 / 20	4.00	

STEP FIVE: REGISTER FOR CLASSES (Continued-3)

Here is where it is critical to pay attention to several things, especially THESE THREE:

1. STATUS = whether or not the class is open, waitlisted, waitlist full or closed
 - a. OPEN = CLASS IS STILL ACCEPTING STUDENTS
 - b. WAITLISED = CLASS IS FULL, BUT IS CONSIDERING ADDING THOSE ON WAITLIST, BUT NO GUARANTEES.
 - c. WAITLIST FULL AND CLOSED = BASICALLY NO CHANCE, BUT NOT IMPOSSIBLE, TO GET IN THE CLASS.
2. MEETING INFORMATION= Be sure the day, time would fit into your schedule, and check if you have other classes that they do not overlap, although when you try to register the system SHOULD stop that from happening. Pay attention to the START DATE AND ENDING DATE.
3. LOCATION= Not all classes are on main campus or may be even online. Locations are

<ol style="list-style-type: none"> a. Cobalt Middle School b. Downtown Center c. Hesperia High School d. Main Campus e. Off Campus f. Regional Public Safety Training Center in Apple Valley 	<ol style="list-style-type: none"> g. So. Cal Logistical Airport h. Silverado High School i. OTHERS <ol style="list-style-type: none"> ii. Online iii. Hybrid
--	---

NOW IF YOU ARE COMFORTABLE WITH THE CHOICE YOU CAN CLICK UNDER SECTION AND A CHECK WILL APPEAR IN YOUR SELECTION, THEN SIMPLY SCROLL AND SUBMIT!

Next you will see this screen, you will click the “ACTION” arrow and highlighted the intended action, in this case “Register” would be highlighted. Click “SUBMIT”

Register and Drop Sections

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits	CEUs	AuthCode
▼	Fall 2013	MATH-50-45191-45191 Elementary Algebra	Main Campus	08/27/2013-12/12/2013 Lecture Tuesday, Thursday 07:45PM - 09:50PM, Bldg 30, Room 9	B. Egiebor	14 / 40 / 0	4.00		
Register	Fall 2012	POLS-130-40955-40955 Intro to Paralegal Studies	Main Campus	08/30/2012-11/15/2012 Lecture Thursday 05:30PM - 09:45PM, Bldg 50 Student Services #2, Room 5	L. Glickstein	6 / 30 / 0	3.00		
Remove from List									
Waitlist									

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
☐			You are not currently registered for any sections.					

If one of my choices is not available
 ALL Allow me to adjust all

Manage Waitlist My Schedule
 CHANGE PASSWORD | Log Out | Main Menu | Students Menu | HELP | CONTACT US
Web Advisor 3.1
 POWERED BY DATATEL

ONCE ACCEPTED AND BARRING ANY PROBLEMS YOU ARE NOW REGISTERED FOR THIS CLASS 😊. *Congratulations!*

Repeat this process for each class and when you have completed the process, simply click on Student Menu.

Make sure your print up both a Registration Statement and a Class Schedule.


Check for accuracy!

ALSO know at this point you can “opt out of” certain fees like ASB card and Student Rep Fee: In your WebAdvisor under Registration click on the “Opt out of additional fees for upcoming term”.

When satisfied, now you must go to Step 6 and Pay for your classes!

Registration

[Search for Sections](#)
[Register for Sections](#)
[Register and Drop Sections](#)
[Registration Statement](#)
[Opt-out of optional fees for upcoming term](#)
[Manage My Waitlist](#)
[Order Parking Permit](#)
[My Registration Dates](#)



PLANNING YOUR SCHEDULE

Refer to the previous page before filling out your semester weekly time schedule. Mark off the days and hours already committed to work and other obligations. Then note the remaining time available for your educational goal. Keep in mind the study time and work formulas outlined on the previous page when selecting the number of units you take.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00am							
8:30							
9:00							
9:30							
10:00							
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9:00							
9:30							

STEP SIX: PAY FEES



Payments must be received no later than 4:30 pm (12:00 pm on Fridays) on the fee payment deadline which is 5 DAYS AFTER YOU REGISTER or your classes will be dropped! ☹

However, for you conveniences there are several ways to pay.

More in depth information can be found on our homepage <http://www.vv.edu> and click on “Fees and Refunds”



Federal Student Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION



Financial Aid

or Credit Card

or Cash/Check

or Payment Plan

To apply for financial Aid follow the instructions on the following pages or by going to the Financial Aid website at:

<http://www.vvc.edu/offices/financial-aid/>

Do this as soon as possible, ideally right after you “APPLY” to Victor Valley College, *however please note* that you can apply for FAFSA as soon as October.

(If eligible the BOGG fee waiver will pay for tuition/enrollment fees).

You can pay your fees by Credit Card either online through your WebAdvisor or in person at the Bursar’s office found in Building 52, windows 13 – 17.

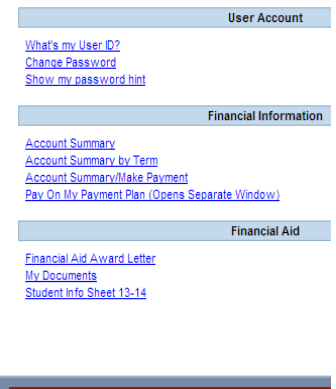
If you choose WebAdvisor, go to your WebAdvisor, Log-in and on the left side you will see under Financial Information



“Account Summary By Term” This will tell you what you owe and where to pay!

You can pay in cash by printing up your registration statement and paying by cash or check at the Bursar’s Office located in Building 52 Windows 13-17.

To begin a Payment Plan go to your WebAdvisor, Log-In, and then go to the Financial Information section and click on “Pay on My Payment Plan (Which Opens in a Separate Window)”





NOW YOU'VE COMPLETED YOUR APPLICATION (1), ORIENTATION (2), ASSESSMENT (3), COUNSELING (4), REGISTRATION (5) AND PAID YOUR FEES (6) AND APPLIED FOR FINANCIAL AID.... WHAT'S NEXT??

1) **PARKING PERMIT**: All vehicles parking on the Campus must abide by the parking rules & regulations. Semester permits are available on-line. Additional parking is available at the meters. Daily permits can be purchased at the dispensers. Permits are not valid in metered stalls. Meters take **QUARTERS ONLY**. Dispensers will take coins, dollar bills and credit/debit cards. Permits must be displayed in plain view. Parking permits are required Monday thru Saturday.

- a. *Day Parking Permit: Purchase at any dispenser on campus for \$2.00*
- b. *Semester Parking Permits are \$20 for financial aid students and \$40.00 if you do not.*
 - i. *To purchase a parking permit you go to your WebAdvisor, Log-in and you will see on the right side under registration "Order Parking Permit". **YOU MUST HAVE A CREDIT CARD TO DO THIS, IF YOU DO NOT HAVE A CREDIT CARD YOU WILL NEED TO PURCHASE A PRE-PAID CREDIT CARD AT YOUR LOCAL STORE.***
 - ii. *Once you click on the "Order Parking Permit" just follow the screens and a parking permit will be sent to your house.*
- c. ***MAKE SURE YOU ALWAYS HAVE A PROPERLY DISPLAYED PARKING PERMIT OR A DAY PASS OR YOU WILL RECEIVE A TICKET. THEY ARE VERY EXPENSIVE AND IF NOT PAID WILL HOLD ALL FUTURE PROCESSES WITH VVC.** Please locate more detail on the home page of our website under "Campus Police" located on the left side of the screen.*



2) **STUDENT ID CARD** Print up or get from the Bursar a "Zero Balanced" REGISTRATION STATEMENT. Student ID Cards must be presented to access certain classes, computer labs, the weight room and the library.

- a. *Bring your photo ID and registration statement to the ASB Office (Upstairs in Building #44) to get your photo taken and get your ASB / Student ID card.*
- b. *The Card will continue all your information on the magnetic strip on back and will have your ID #, current eligible semester and your picture on the front. Only good for one semester.*
- c. *You can get a free ID or and ASB card.*
 - i. *Free ID: Simply present your zero balanced statement to the ASB*
 - ii. *ASB ID CARD:*
 1. *Must pay the \$11 for ASB and Student Rep fee.*
 2. *Take Registration Statement to ASB*
 3. *NOTE: DUE to a Foundation Grant, For the FALL 2013 SEMESTER the ASB ID CARD will also serve as a free bus pass with the VVTA!*
- d. *You must have your Student ID card ready and accessible **AT ALL TIMES**, while on Victor Valley College Campus and **MUST BE PRESENTED UPON DEMAND BY CAMPUS POLICE.***



3) **BOOKS and SUPPLIES** The RAMS Bookstore is a valuable resource on campus or online.

- a. *On Campus the bookstore is locate in the Student Activities Center Building 44. (See Map)*
- b. *Rams Online Bookstore is your place for used and new textbooks, find official Victor Valley College gear, and purchase software and gifts - all online. Learn more about our store and our promise of high quality and excellent service. VVC homepage, click RAMS Bookstore.*
- c. *At the Bookstore or Online you can also "RENT" your books which saves money.*
 - i. *In store you can go to the Rental counter for more information.*
 - ii. *Online simply click the RamsBookstore on homepage and you will see "Rent Me" in the upper right corner of the online bookstore page. Click for more information.*



HOW TO APPLY FOR FINANCIAL AID

TO BEGIN THIS PROCESS YOU WILL NEED TAX INFORMATION FOR THE PREVIOUS YEAR

- ONLY YOUR TAX INFORMATION IF YOU ARE CONSIDERED INDEPENDENT
- BOTH YOUR PARENT'S TAX AND YOUR INFORMATION IF YOU ARE DEPENDENT

IF YOU ANSWER YES TO ANY OF THE FOLLOWING QUESTIONS YOU ARE CONSIDERED INDEPENDENT.
(THIS A COPY DIRECTLY FROM THE FAFSA WEBSITE, PLEASE DISREGARD THE 'SEE NOTES' AREA,.)

Were you born before January 1, 1990?	Yes	<input type="radio"/>	1	No	<input type="radio"/>	2
As of today, are you married? (Also answer "Yes" if you are separated but not divorced.)	Yes	<input type="radio"/>	1	No	<input type="radio"/>	2
At the beginning of the 2013-2014 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?	Yes	<input type="radio"/>	1	No	<input type="radio"/>	2
Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training? See Notes page 2.	Yes	<input type="radio"/>	1	No	<input type="radio"/>	2
Are you a veteran of the U.S. Armed Forces? See Notes page 2.	Yes	<input type="radio"/>	1	No	<input type="radio"/>	2
Do you have children who will receive more than half of their support from you between July 1, 2013 and June 30, 2014? ...	Yes	<input type="radio"/>	1	No	<input type="radio"/>	2
Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2014?	Yes	<input type="radio"/>	1	No	<input type="radio"/>	2
At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court? See Notes page 9.	Yes	<input type="radio"/>	1	No	<input type="radio"/>	2
As determined by a court in your state of legal residence, are you or were you an emancipated minor? See Notes page 9.	Yes	<input type="radio"/>	1	No	<input type="radio"/>	2
As determined by a court in your state of legal residence, are you or were you in legal guardianship? See Notes page 9.	Yes	<input type="radio"/>	1	No	<input type="radio"/>	2
At any time on or after July 1, 2012, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless? See Notes page 9.	Yes	<input type="radio"/>	1	No	<input type="radio"/>	2
At any time on or after July 1, 2012, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless? See Notes page 9.	Yes	<input type="radio"/>	1	No	<input type="radio"/>	2
At any time on or after July 1, 2012, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless? See Notes page 9.	Yes	<input type="radio"/>	1	No	<input type="radio"/>	2

STEPS TO APPLY FOR FINANCIAL AID,

1. Complete the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov>

Start A New
FAFSA

HELPFUL HINT: Every time you click into a box in the FAFSA application a helpful hint box will come up on the right side of the screen to explain the question. This is extremely helpful if you are not sure what they are asking for in any screen.

2. You will be asked to enter a school code: Victor Valley College code is 001335 (you can list up to four different colleges)
3. Once you complete be sure to "Print" your paperwork and Log out. FAFSA will send you confirmation to the email you provided.
4. **Wait 5-7 days for VVC to receive your FAFSA information.**
5. Log on to your Webadvisor account at: <http://webadvisor.vvc.edu> and look under the "My Documents" link to see if the Financial Aid Office requires any additional forms.
6. If additional forms are required, select the **Financial Aid Forms** link (on the left side of this website) complete the required forms and submit them to the Financial Aid Window.
7. **Continue to monitor your 'My Documents' screen on WebAdvisor during the 45 business days while your file is being processed.**

Don't forget your current VVC ID Card or your valid (non-expired) government-issued photo ID when visiting the Financial Aid Office in order for us to be able to serve you.

**PLEASE NOTE THAT IN DEPTH DETAILS ON
ANY AND ALL PROGRAMS, SERVICES, AND
POLICIES CAN BE FOUND ON OUR
WEBSITE HOMEPAGE**

**[HTTP://WWW.VVC.EDU](http://www.vvc.edu) BY SIMPLY
CLICKING ON THE AREA YOU ARE
INTERESTED IN OR BY TYPING A KEY
WORD INTO THE SEARCH ENGINE....**

SEE YOU AT GRADUATION!

