

SBVC 2016-2017 GUIDE TO STUDENT SERVICES

SBVC Guide to Student Services developed by: Deana Silagy, M.A.
Descriptions are excerpted from SBVC Official Website and SBVC Catalog

ADMINISTRATION/STUDENT SERVICES BUILDING:

Admissions and Registration Transcripts and Veteran Services	Provides assistance with assessment, registration, verification of enrollment, add/drop process and scholastic standards petition. Houses the following documents: official transcripts, education verifications, diplomas, credit by exam forms, and change of grade forms. Fast Pass appointments available; make your appointments online at valleycollege.edu/fastpass http://www.valleycollege.edu/admissions-financial-aid/admissions-records	AD/SS 100	384-4401
The Welcome Center	The Welcome Center is a one-stop location where new and prospective students can find information about the colleges academic programs, access to computers, and directions to various student support services on campus. Students can also obtain class schedules, registration information and a variety of campus publications. In addition, The Welcome Center operates campus tours and presentation for prospective students.	AD/SS 102	
The Counseling Center	The faculty of the Counseling Center is available to assist students in making informed decisions about their academic, career, and life goals. In addition, they provide assistance with personal counseling and referral, articulation agreements with four-year universities, educational planning and career exploration, degree/certificate advising, international student (F-1VISA) services, and study abroad information. Students are seen on same-day appointment on a first-come, first-served basis. Appointments for a comprehensive educational plan are scheduled during non-registration periods in September, October, February and March. http://valleycollege.edu/student-services/counseling	AD/SS 103	384-4404
Dean of Counseling & Matriculation	Dean Cota is responsible for Admissions and Records, Assessment, Cal Work's/Workability, Workforce Investment Act, Employment Development Department, Counseling, Matriculation, Financial Aid, First Year Experience, Outreach and Recruitment, Puente, Student Development, Transfer & Career Services, Tumaini, the STAR Program, and Veterans.	AD/SS 103	384-8969

Administrative Services & Campus Business Office (includes parking) (CBO)	<p>This office processes deposits for ASB and Club and Trust accounts; distributes financial aid, scholarship, care and loan checks to students; sells parking permits and receives payment for parking citations. Parking permits may be purchased annually, or each semester. Daily parking permits may be purchased from dispensers for \$1.00 from Lot # 1 (LA BLDG parking lot); Lot # 5 (Behind Health Life Science Building); Lot # 7(Esperanza & “K” St.); Lots # 8 and # 9 (Grant St. between “K” St. & Mt. Vernon Ave.); Permits are required Monday-Thursday 8:00 a.m.-10:00 p.m. and Friday 8:00 a.m.-4:30 p.m. and are also required to park at the Swap Meet on Mt. Vernon Ave. Individuals with disabilities must display a valid DMV Handicap Permit placard and a valid college parking permit. Also note, free parking at the Pro Swap Meet, 632 S. Mt. Vernon on Monday, Tuesday and Thursday from 7:00a.m. Until 10:00 p.m. and Wednesday and Friday until 2:00 p.m. only. (across from SBVC Auditorium)</p> <p>Pay your citation on-line at www.paymycite.com</p> <p>http://www.valleycollege.edu/about-sbvc/offices/office-vp-admin-services/business-office</p>	AD/SS 206	384-4453
DSP&S	<p>This program is designed to meet the individual needs of students with a professional verification of a physical, learning, or mental disability. Students may, at that time, be assessed for learning disabilities, receive registration assistance and specialized counseling as well as academic planning and have the ability to enroll in special classes and access to adapted computers. There is no charge for this service.</p> <p>www.valleycollege.edu/dsps</p>	AD/SS 105	384-4443
EOP&S Extended Opportunity Programs and Services CARE Cooperative Agencies Resources for Education	<p>This state-funded program provides support services to eligible financially, educationally, or socially disadvantaged students. Services include: career/personal/academic counseling; transfer assistance; priority registration; tutoring; book vouchers; and more. Referrals to other campus resources and community agencies are also available. Applications are available in April for the fall semester and September for the spring semester. Participation in this program is limited to California residents who are eligible to receive the Board of Governor’s Fee Waiver (BOGFW)</p> <p>A or B, are in good academic standing. and are enrolled as a full-time student (12 units per semester). In addition, the CARE program provides child care grants and field trips. All support services are contingent upon funding.</p> <p>www.valleycollege.edu/eops.</p>	AD/SS 202	384-4412

Financial Aid Office	This office assists students who qualify for federal and/or state programs, and provides assistance with fee waivers; grants; and the Federal Work Study program. www.valleycollege.edu/Financial_Aid/ .	AD/SS 106	384-4403
Honors Program	The mission of the Honors Program is to provide students with a learning experience that enhances students critical reading, writing, and thinking abilities to prepare them for transfer to four-year universities. Admissions to the Honors Program is open to all students. Students must complete a minimum of 15 units of honors classes; and maintain and graduate with an overall 3.5 GPA in all college course work. Students who complete the Honors Program will receive a special seal on their transcripts and diploma, a gold tassel and sash for graduation and an Honors Program medallion.	AD/SS 203	384-8658
Mountain Centers	Off-Campus classes at Big Bear High School 351 Maple Lane, Big Bear City. Big Bear High School Site Coordinator: Tony Vecchio For questions on Admissions, Records, and Registration Monday-Friday 8:00 a.m.-5:00 p.m.		557-3508 384-4401
STAR Program (Success Through Achievement and Retention Program)	The STAR (Success Through Achievement and Retention) program is designed to increase the graduation and transfer rate of students (based on academic need, citizenship status, first-generation college student status, and /or physical or learning disability). It provides, students who qualify for the program, academic and personal Counseling, transfer advising, tutorial assistance, workshop and forums, career guidance, financial assistance, scholarships, four-year university field trips, and more.	AD/SS 201	384-4433
Transfer & Career Center Services	This is open to students planning to transfer to any four-year college or university and/or seeking career exploration. Service include: Honors counseling; scholarship & financial aid information; various college workshops; transfer orientation sessions; career testing; workshops on admissions and on-line application process a library of college catalogs; college applications; articulation agreements; referral. Stop by the Center to learn more about special programs such as UCLA TAP (Transfer Alliance Program), TAG (Transfer Admissions Guarantee), and Cross Enrollment. Online transfer counseling available at: (transfercenter@valleycollege.edu .) The Career Services provides career counseling and career exploration tools. A Dual Admission Program (DAP) has been established between San Bernardino Valley College and California State University San Bernardino University. The Career Center provides a variety of services that offer students the opportunity to know themselves, the global market place. The following career assessments are available to students: Eureka, Career Cruising, Myers Briggs Type Indicator, and Strong Interest	AD/SS 203	384-4410

	www.valleycollege.edu/student-services/transfer-prep-services		
Weekend/Evening College	<p>The Weekend/Evening College Program offers a variety of courses beginning Friday evening & all day Saturday. These courses can qualify for a degree or for transfer to a four-year university.</p> <p>Monday-Friday 5:30 p.m.-10:00 p.m.; Saturday 7:30 a.m.-4:30 p.m.</p> <p>www.valleycollege.edu/academic-career-programs/evening-weekend-classes.aspx</p>		384-4476

CAMPUS CENTER:

Campus Store	<p>Official campus vendor of books; supplies; sportswear; snacks, and gift items. The Bookstore has the upcoming session's textbooks available one week prior to the start of classes. Hours vary throughout the semester.</p> <p>https://bookstore.valleycollege.edu</p>	CC-123	384-4435
San Bernardino Community College District Police Department	<p>The San Bernardino Community College District maintains a Police Department 24 hours a day, 7 days a week. You may report criminal action or any other emergency. Emergency phones are located in all buildings to reach college police. Also the location of lost and found.</p> <p>EMERGENCY PHONES: Located in parking lots 3, 7, 8, and in campus buildings.</p>	CC-100	384-4491 For Emer. 384-1222 Or 911
Executive Office of Associated Student Government (ASG Office)	<p>The Associated Students (ASG) is the official Student Government Organization of SBVC, and represents all SBVC students on college, district, and statewide committees. Students can become active in ASG either by running for office during the spring semester, or by requesting an appointment during the fall semester.</p> <p>www.valleycollege.edu/current-students/student-government</p>	CC-215	384-1611
Office of Student Life (OSL)	<p>This office assumes a leadership role in creating a campus environment that integrates the learning experience with academic curriculum; provides structured activities, programs, services, and resources. A complete list of active clubs and organizations are available upon request.</p> <p>Obtain your Student Identification card in this office. This card can be used as a free bus pass when riding Omnitrans of SBX.</p> <p>www.valleycollege.edu/current-students/student-life</p>	CC-128	384-4474
Scholarships/Awards Office	<p>This office assists students in learning about and applying for campus and community scholarships and filing periods. Scholarships are funded through businesses,</p>	CC-212	384-8677

	associations, individual donations and college organizations. Recipients for <i>Inside Scholarships and Outside Scholarships</i> are selected on the basis of academic achievement, financial need, community service, character and other criteria. Students are advised to check the website monthly for workshop schedules, updates and new scholarship postings. www.valleycollege.edu/scholarships		
Food Services/Snack Bar	During the fall and spring semesters, the campus cafeteria, located on the main floor of the Campus Center is available for food and drink purchases. Our snack bar is located outside the Physical Science's building and provides a selection of sandwiches, salads, snack, hot and cold beverages. Food and drink items can also be obtained from the vending machines located throughout the campus.	CC-171	384-8671
The Sunroom	During fall and spring semesters, the college's award winning Culinary Arts program operates an on-campus restaurant. The Sunroom offers a variety of sandwiches, salads and daily specials at a nominal cost. Hour of operation are: Monday, Tuesday and Wednesday 11 a.m. to 1:15 p.m.	CC-169 And 170	384-8695
Veterans Services and Resource Center	Veterans Services provides assistance with paperwork and academic support to any Veteran. Veterans and/or dependents seeking to use VA Educational Benefits should apply online at www.gibill.va.gov Veteran students may be eligible for priority registration at SBVC. Dependent students must complete the admissions process, but are not eligible for priority registration. The VRC has computers available for use. San Bernardino Valley College offers courses approved for Veterans Administration benefits under Title 38, Chapters 30,31,32,33, 35, 1606, of the US Code.	CC-133	384-4411 384-8948
CalWORKs & Workforce Investment Act (WIA/Employment Development Department (EDD))	San Bernardino Valley College CalWORKSs Program is designed to assist students receiving County CalWORKs enhance and achieve educational goals and employment self-sufficiency. Qualified students are eligible to receive the following services: book vouchers, book loans, access to computer lab, parking permit decal, child care assistance, educational counseling, and employment assistance. For more information or to enroll in the CalWORKs Program, contact the CalWORKs Office.	CC-208	384-4429
WorkAbilityIII	WorkAbilityIII (WAI) is a collaborative program between San Bernardino Community College and the State of California Department of Rehabilitation (DOR). The programs objective is to assist DOR clients/students develop employability skill and confidence. Clients/student will receive guidance in securing meaningful employment opportunities. The overall goal is "Self-Sufficiency". For more information or to enroll in the WorkAbility III Program contact the WorkAbility office.	CC-208	384-8676
Workforce Investment Act (WIA) Employment	The Workforce Investment Act and the Employment Development Department in collaboration with San Bernardino Valley College provides educational supportive	CC-208	384-4429

Development Department (EDD)	services and occupational skills to prepare student to enter or reenter the workforce. For more information please contact or visit the Occupational Advancement Department.		
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LIBERAL ARTS & PHYSICAL SCIENCES BUILDINGS:

Dreamers and Dreamers Resource Center (DRC)	The DRC is designed to improve student success and help AB 540 students transition into college. The center provides academic advising counseling, referrals to student services and community resources. Dream Act Application: http://www.cs.ac.ca.gov/dream_act.asp (By March 2 nd)	LA-121	384-8988
First Year Experience (FYE)	Than San Bernardino Valley College First Year Experience program is designed to successfully transition first year students into college. The FYE program offers guaranteed courses, no competing for classes, book assistance and supplies, academic counseling that focuses on educational and career goals, study group and learning communities, supplemental instruction and career goals, mandatory workshops, tutoring, fieldtrips, mentoring and service projects to successfully transition first year students into college.	LA-150	384-8988
Guardian Scholars (Foster Youth Services)	This Program is designed to assist students between the ages of 18 to 24 years of age, who are currently or were formally in foster care with the pursuit of a Post-Secondary Education. You will receive assistance with obtaining documentation to verify if you were or are in foster care; direction in completion of all college admission paperwork; assistance with financial aid forms; and purchase of school supplies; referral to the foster liaison to develop an educational goal plan.	LA-128	384-8282
"OPEN USE" COMPUTER LAB	This student open use computer lab is available for independent computer users. Hours of operation are Monday through Friday 8:00 a.m. to 4:30 p.m. And Saturday 10:00 a.m.-3:00 p.m. Students must have student ID card.	LA-203	384-4439
Reading Lab Studies Skills Lab	Students enrolled in reading courses may use the Reading Lab for additional assistance. Hours vary. Must be enrolled in a Reading class to use Studies Skills Lab.	LA-206	384-8258
Student Success Center	The mission of the Student Success Center is to empower students to benefit from their educational experience. Peer tutors help students to become comfortable with course material and help develop the learning strategies, confidence, and skills needed to become independent learners. Peer tutors provide individual one-on-one and small group tutoring sessions. Complete lists of staff and subjects are posted. Office hours are Monday through Thursday 8:00a.m.-8:00 p.m. Friday and Saturday 9:00 a.m.-2:00 p.m, check postings for specific information. Students must provide their student ID number. There is no charge for this service.	PS-121	384-4463

Valley-Bound	The Valley-Bound Commitment program was created for low income students and is designed to strengthen the academic achievement of its participants through the learning community within the First Year experience program. Those who qualify, including AB-540 students, will have their enrollment fees and textbooks covered for the first year of attendance at SBVC. The following high schools are eligible for the Valley-Bound Commitment for 2015-2016: Colton, Bloomington, Eisenhower, Rialto, Carter, Arroyo Valley, San Geronio, Pacific, Cajon, San Bernardino, Big Bear, and Rim of the World, Grand Terrace and Indian Springs.	LA-150	384-8988
Writing Center	Writing consultants are available to help students prepare their written assignments in ALL disciplines. Weekly workshops cover a variety of topics related to preparing written documents, informal grammar workshops, and English pronunciations workshops for ESL students. For more information or to schedule appointments contact the Writing Center. Bring your student ID number. There is no charge for these services.	LA-201	384-8244

ADDITIONAL LEARNING CENTERS ACROSS CAMPUS:

Health Science/Nursing Skills Lab	Students enrolled in the Nursing, Psychiatric Technology, or Pharmacy Technology programs can participate in tutoring services provided by this resource center. The hours of availability are posted in the lobby.	Health/ Life Science 129/130	384-8675
Library	A collection of most textbooks in current use at SBVC are available through the "Textbook Bank" for two-hour checkout located at the library's circulation desk. In Addition, the SBVC Library houses a collection of over 70,000 volumes, searchable by author, title and/or subject-along with more than 200,000 eBooks and articles in the OCLC WorldShare online catalog (http://sbccdlbcs.worldcat.org). Librarians are available to help students find materials for research assignments. For research assistance, at any time, day or night, the Library participates in the Ask-A-Librarian online chat reference service. A 16-workstation database network provides access to newspapers, magazines, journals, and other materials supporting research. Over 120 personal computers, audio, video and multi-media equipment are available. There is no charge for use of the equipment; however there is a charge for printing and scanning. Library cards are free to currently enrolled students; just bring a print out of schedule of classes each semester. The hours of operation are: Monday. -Thursday. 8:00 a.m.-8:00 p.m. Friday. 8:00 a.m.-5:00 p.m. Saturday from 10:00 to 2:00 p.m. Summer hours vary.	Library	384-4448

	.http://library.valleycollege.edu		
Library Learning Center/Lab	This service provides free access to personal computers, audio and video cassette players, and other multi-media equipment for use on assignments and self-paced instruction. There is no charge for the use of equipment; however, there is a charge for printing and scanning. The Textbook Bank is located at the circulation desk. Hours vary.	Library	384-4447
Technical Learning Center	The resources in this learning center are designed to support students enrolled in the Technical Division courses. Computers available for students.	T-100	384-4451

ADDITIONAL STUDENT SERVICES ACROSS CAMPUS:

Art Gallery	The Clara and Allen Gresham Art Gallery showcases the work of national, regional, and local student artists. 10-16 exhibits each year. The hours of operation are from Monday-Friday 10 a.m.-2:00 p.m. during the fall and spring semesters.	Art Gallery	384-8939
Articulation	Articulation is the process of evaluating courses, or a sequence of courses, to determine whether a particular class offered at San Bernardino Valley College will meet the requirements for admission, transfer credit, general education, or major preparation at a university. This process ensures that classes taken at SBVC will be credited toward bachelor's degree requirements when entering a university.	AD/SS 103	384-4404
Counselor for Athletes	Athletic Counselors guide student-athletes according to their academic, career, and athletic goals. They educate, counsel student-athletes according to the NCAA/NAIA/COA eligibility and transfer rules. They also provide study skills, college applications, and career/major and time management workshops for the student athlete population.	AD/SS 103	384-4404
Athletics	Students interested in competing on an inter-collegiate team should contact the Athletic Director.	Athletics	384-8640
Campus Child Development Center Located on the corner of Grant & K Street	This is a licensed facility designed to meet the developmental needs of children from birth through pre-Kindergarten. Our environment nurtures the child and embraces the family. We have an open door policy and encourage all families to participate. The center is open from 7:00 a.m. to 4:00 p.m., Monday through Friday. Fees are assessed on a sliding scale (according to state guidelines), and can range from \$0 to \$34 per day, depending on the income of the parent(s). For a tour of the Center and further eligibility and enrollment information, call the Center.	701 S. Mt. Vernon Ave	384-4440

Campus Technology Services (CTS)	<p>The Campus Technology Services Department manages the technology systems and provides technology support services for the campus community. Technical support is available 24/7 by contacting the SBCCD Technical Assistance Center (STAC): http://stac.valleycollege.edu or toll free at 1-877-241-1756</p> <p>Wireless Internet services are available by using the following information: SSID: SBVC Password:ValleyIs#1</p> <p>Copiers are available for student use in the Library, Student Success Center, AD/SS 102 and the technical building. Printers are available for student use in the Library and Cyber Lounge.</p>		
Clubs/Organizations	<p>Students are invited to join one of the various campus clubs or to start on of their own! For more information on campus clubs, please visit the Office of Student Life (Campus Center). A list of currently registered clubs and club information may be obtained at www.valleycollege.edu/current-students/student-life.</p>		384-4474
Distributed Education	<p>This program coordinates all programs which are computer based including the Hybrid courses. Look for the computer symbol next to the course listing throughout the schedule of classes to locate online, hybrid and television courses. Fees and academic credits are the same as equivalent traditional classroom courses.</p> <p>http://dets.sbccd.org</p>		384-4325
Dual Admission Program/ Transfer Agreements	<p>This program is established between SBVC and CSUSB. This program is for students who have successfully completed the four general education basic skills courses required at CSU and have an overall grade point average of 2.0 and higher. TAG agreements with UC Davis and San Diego are available for students who qualify as well as other priority admission transfer programs to public and/or private colleges and universities. Contact Transfer & Career Center.</p>	AD/SS 203	384-4407 or 384-4410
English as Second Language Program (ESL)	<p>The series of classes in this program are designed to teach English language learners the fundamental skills of grammar and composition that are necessary to achieve success in mainstream English courses.</p>	LA-201	387-1617
International Student Services	<p>San Bernardino Valley College is approved by the U.S. Citizenship and Immigration Services (USCIS) to admit non-immigrant international students for the purposes of earning an AA/AS Degree or who are preparing to transfer to a four-year institution. Please refer to the 2016-2017 San Bernardino Valley College Catalog, page 6, and page 7 for additional information.</p>	AD/SS 103	384-4404

	www.valleycollege.edu/student-services/specializedservices/international-students		
Nursing & Health Science	Nursing & Health Science Counselors are responsible for advising students in matters dealing with academic and career goals. Students meet with the counselor to develop a Student Education Plan.	AD/SS 103	384-4404
Personal Issues	Contact a Counselor in AD/SS 103 or Health Services in the new SHS Building in Parking Lot # 8		384-4404 384-4495
Puente Project	The UC Puente Project is a national award-winning program that helps educationally disadvantages students, earn degrees, and return to the community as leaders and mentors for future generations. Puente consisting of three components: Writing Counseling and Mentoring. Students take two consecutive writing classes: English 015 (fall) and English 101 (spring). These English classes are linked to Student Development 015 in fall and Student Development 102 in spring The project offers leadership development, enrichment, opportunities, and support, and is open to all students.	LA-222	384-8255 384-4404
RE: Complaints or Grievance	A student may submit a grievance to any manager or employee or any employee in any area for delivery to the Vice President of Student Services who will assess which manager or vice president is to oversee the grievance process.	SBVC Catalog page 33-34	2016-2017 Catalog
RE: Grade or Emer. Absences	Contact instructor through division secretary in prospective department.		
Register On-line	Login to http://valleycollege.edu/webadvisor		
Sexual Harassment Policy	Complaints of sexual harassment may be registered by calling the Vice President of Student Services.		384-4473
Student Health Services Located south of the track and football field	Student Health Services provides services to keep students healthy. A variety of skilled clinicians are available to students through our integrated services providing both mental and physical health services. Educational experiences are also provided to support students in developing and maintaining optimal levels of health and quality of life. There is no charge for office visits, however a nominal fee is charged for medication, lab tests, and immunizations.	SHS Building in Parking Lot # 8	384-4495
Tumaini Program	The Tumaini Program targets students who are interested in learning about African American history, literature, and culture. The Tumaini Program consists of many components: English, math, African American history, and a student development course as well as counseling and was designed to increase academic and personal	AD/SS 203	384-8988

	success, and promote transfer to four-year colleges and universities. Tuminai is open to all students.		
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