

**SAN BERNARDINO VALLEY COLLEGE**  
**ADJUNCT FACULTY ORIENTATION**  
**January 8, 2014**  
**LA100**  
**5:00 P.M. – 10:00 P.M.**

	<b>Department Meeting</b> <i>(Faculty Chairs will notify you if there is a meeting before Opening Session.)</i>	
<b>5:00 pm - 6:00 pm</b>	<b>PIZZA</b> – Time to mingle.	
<b>6:00 pm - 6:50 pm</b>	<b>Opening Session</b>	
	<b>Welcome</b>	Dr. Gloria Fisher, Interim President
	Instruction Update	Dr. Haragewen Kinde, Vice President, Instruction
	Student Services Update	Dr. Ricky Shabbaz, Vice President, Student Services
	Administrative Services Update	Mr. Scott Stark, Vice President, Administrative Services
	Academic Senate Update	Ms. Algie Au, Academic Senate Vice President
	CTA Update	Mr. Ed Gomez, CTA President
	Campus Safety	Sgt. Chris Tamayo, Campus Police
	Professional Development	Ms. Rania Hamdy, Professional Development Coordinator
<b>7:00pm – 7:50 pm</b>	<b>Student Success Discussions</b>	Dr. Haragewen Kinde, Vice President, Instruction Dr. Celia Huston, Professor, Library & Learning Support Services Ms. Rania Hamdy, Professional Development Coordinator
<b>8:00 pm – 10:00 pm</b>	<b>Division Meetings</b>	
	<u>Division</u>	<u>Dean</u>
		<u>Meeting Location</u>
	Applied Technology, Transportation & Culinary Arts	Mr. Albert Maniaol
	Arts & Humanities	Dr. Kay Weiss
	Mathematics, Business & Computer Technology	Mr. Henry Hua
	Science	Dr. Susan Bangasser
	Social Sciences, Human Development & Physical Ed	Dr. Ed Millican
		T 101
		NH 215
		BUS 130
		PS 228
		NH 221

## ADJUNCT ORIENTATION

### Teaching methodologies, learning styles and student success

January 8, 2014

<p>Discuss the relationship between teaching methodologies and student performance.</p> <ul style="list-style-type: none"><li>• What efforts can be made to match teaching methodologies with particular needs of students' <i>learning styles</i>?</li></ul>	
<p>Think about the teaching methodologies you commonly use then,</p> <ul style="list-style-type: none"><li>• Discuss the relationship between teaching methodologies and <i>student success</i>?</li></ul>	
<p>Think about techniques to match course assessment to student learning styles.</p> <ul style="list-style-type: none"><li>• Discuss how courses can include multiple ways of assessing <i>student learning</i>?</li></ul>	



# Departments

PD website: <http://depts.valleycollege.edu/Professional>

PD calendar: <http://calendar.valleycollege.edu/monthlyView.php?Dept=VPDEV>

Supporting student success by creating and promoting opportunities for staff, faculty, and managers to build competencies that positively impact the diverse needs of our students and community.

## Mission

The Professional Development Committee provides resources and leadership that actively engage all members of San Bernardino Valley College (SBVC) in continuous personal and professional growth.

## Vision

The Professional Development Committee will prepare and promote opportunities to improve knowledge, instruction, performance and services that support the success of SBVC's diverse community of learners for a changing educational environment.

Updated 5/6/13 - by vote of the committee



[Professional & Organizational Development Home](#)

[News](#)

[Calendar](#)

[Activities](#)

[Resources](#)

[Forms](#)

[Need Funds](#)

[Flex Activities Guidelines](#)

[About Committee](#)

[Committee Members](#)

[Agendas](#)

[Minutes](#)

[Contact](#)

[Blog](#)





# Faculty Handbook

[Home](#) / [About SBVC](#) / [Offices](#) / [Office of the Vice President of Instruction](#) / Faculty Handbook

## Faculty Handbook

[http://www.valleycollege.edu/about-sbvc/offices/office-vp-instruction/faculty\\_handbook](http://www.valleycollege.edu/about-sbvc/offices/office-vp-instruction/faculty_handbook)

San Bernardino Valley College  
FACULTY HANDBOOK  
JANUARY 2014



THE BOARD OF TRUSTEES OF  
SAN BERNARDINO VALLEY COLLEGE  
JANUARY 2014

SBVC proudly  
celebrates the 50th anniversary of its founding in 1964.  
AND THANKS YOU FOR YOUR SUPPORT AND COMMITMENT TO LEARNING!

**FACULTY HANDBOOK JANUARY 2014**

[Class Schedule](#)

[Contact Us](#)

[▶ Faculty Handbook](#)

[College Catalog](#)

[Curriculum](#)

[Dean's List](#)

[Student Learning Outcomes  
\(SLO\)](#)

[Core Competencies](#)

## **EVENING/WEEKEND COLLEGE SERVICES**

- FACULTY MAILBOXES** – Located in division offices
- LATE ARRIVAL or ABSENCE NOTIFICATION** - if you are calling before 5:30p.m. please contact your Division Office. However, if you reached a voice mail, to ensure receipt of notification, please contact the Evening/Weekend College Office at 909-384-4476 and leave a message. We will make the necessary announcement to your students.
- PRINTSHOP REQUESTS** - please directly contact your division office or submit electronically at [http://printingservices.sbccd.org/Print\\_Shop\\_Pro.aspx](http://printingservices.sbccd.org/Print_Shop_Pro.aspx)
- QUICK COPY LA121** – For those last minute copier needs. Use this instead of your department copiers for larger jobs. Please use only when you do not have enough time to send to Print shop.
- AUDIOVISUAL REQUESTS** - Please directly contact audiovisual department, 7:30am – 7:00pm, @ 909-384-4434 with at least 24 hours in advance notice. For 24/7 technical support please call 909-384-4357
- WIRELESS INTERNET ACCESS** - available in most locations on campus  
SSID: SBVC  
Passkey: ValleyIs#1

### ***EVENING/WEEKEND COLLEGE HOURS***

Monday - Friday, 5:00 p.m. – 10:00 p.m.  
Saturday 7:30 a.m. – 4:30 p.m.

***For assistance please call 909-384-4476***



San Bernardino  
Valley College

# EVENING STUDENT SERVICES

*Monday – Thursday 8 a.m. – 7 p.m. (Last student seen at 6:30 p.m.)  
Spring 2014*

## **ADSS - 100, 102, 103, & 106**

- REGISTRATION ASSISTANCE** - Fee payment, add & drop help, enrollment verification (AD/SS 100)
- COUNSELING SERVICES** - Assistance in the selection of classes, educational planning, and exploring career options (AD/SS 103)
- FINANCIAL AID SERVICES** - BOGW processing, workshop sign up, document drop-off, general questions (AD/SS 106)
- INFORMATION ON OTHER STUDENT SERVICES** – Limited information on other student services (AD/SS 100 & 103)
- STUDENT SERVICES MINI LAB** - Located in ADSS 102



## Admissions & Records

### Everything you need to know about registration Spring 2014

#### How Registration Works:

The basic assumption is that students will register before class begins. Once classes begin, full or not, Instructors will decide who, if any, can be added to the class. Please follow division guidance on adding students.

#### Adding Students:

You may add students to your course with a Web Authorization Code which are created by the Division Secretary. These codes become active on the first day of class and are unique in that they are only good for one-time use. The codes have an expiration date and corresponds to the state mandated deadlines. Fees for courses being added are due the same day of registration.

#### Important Benchmarks (dates are on your roster)

##### For full term:

- End of registration is January 24, 2014
- Drop 'no shows' (census) is February 1, 2014
- Last date to drop classes without a W is January 31, 2014
- Last date to drop classes with a W is April 4, 2014

##### For short term (dates are on roster):

- End of registration - 10%
- Drop 'no-shows' (census) - 30%
- Last date to drop - 60%

#### Reinstating a Dropped Student:

To reinstate a dropped student please send an email to [reinstate@valleycollege.edu](mailto:reinstate@valleycollege.edu) with the student name, ID and class information

#### How to log in to WebAdvisor:

1. Go to <http://www.valleycollege.edu/webadvisor>
2. Find and click on **I'm New to WebAdvisor**—following the prompts will give you a user ID and a temporary WebAdvisor password which will be sent to your email address.
3. Write down your user ID, please check your email for your temporary password
4. Go back to WebAdvisor and Log In with your user ID and temporary password.
5. Call 877-241-1756 for help

#### FriendlyURL's for Students :

- - To apply for admission to SBVC: [www.valleycollege.edu/apply](http://www.valleycollege.edu/apply)
- - To get your SBVC student ID number: [www.valleycollege.edu/whatsmyid](http://www.valleycollege.edu/whatsmyid)
- - To get your SBVC transcript (official or unofficial): [www.valleycollege.edu/transcripts](http://www.valleycollege.edu/transcripts)
- -To make a no-wait appointment for Admissions & Records (FastPass): [www.valleycollege.edu/fastpass](http://www.valleycollege.edu/fastpass)

#### QUESTIONS?

April Dale Carter, Interim Director of Admission and Records, : [acarter@valleycollege.edu](mailto:acarter@valleycollege.edu)

Veada Benjamin, Specialist: [hveada@valleycollege.edu](mailto:hveada@valleycollege.edu)



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# Admissions & Records

## WAITLIST

### How it Works – Before Class Begins

Once a section reaches maximum enrollment, students who attempt to enroll will be given the option of wait listing. When they waitlist, they are informed of their position on the waitlist (#3, #18, etc.) and they can monitor their progress anytime thereafter through WebAdvisor. When a vacancy occurs in the course, the person at the top of the waitlist is sent an email, advising them of the opportunity to enroll. The email is sent at 6:30 a.m., and the student has until midnight of the next day (48 hours) to register for the course. If they do not, they are removed from the waitlist and at 6:30 the next morning an email is sent to the next student on the list, giving them the opportunity to enroll in the available space. Two days (48 hours) before the class begins the waitlist is frozen in place and no new activity will take place.

### How it Works – After Class Begins

Two days (48 hours) before the class begins, the enrollment process ends and the waitlist is frozen in place. At this point, the instructor may choose to use this list to help decide who to add on the first day of class. Faculty may access their wait-list roster by logging into WebAdvisor and selecting the “Faculty Menu”. Select “Class Waitlist Roster”, then select the term and section. This roster reflects the students on the waitlist as it was 48 hours before the class began. Students are listed on the roster in the order in which they attempted to register. Again, the use of the waitlist is optional. Faculty members have no obligation to add the students on the waitlist, nor should they add any student who is not present. Having said that, using the waitlist as a tool to select who to add is inherently and intuitively fair, and can be an effective tool for the instructor who chooses to use it.

While the waitlist will be used for most of our sections, a small number of classes will be excluded – these require special permission for enrollment (Psych Tech, Nursing, Police, etc.) or are structured in a way that makes the waitlist impractical (linked classes & stacked classes).

## California Dream Act

“Students should visit the California Student Aid Commission (CSAC) website and complete a Dream Act application by March 2 for the upcoming academic year. We encourage them to apply early so all necessary steps can be taken to assure their waiver will be in place prior to registration and for Cal Grant consideration.”

Should we leave my title as-is?

### Questions

Contact: Marco Cota, Dean, Counseling & Matriculation or

Sam Trejo, Interim Director of Financial Aid (909) 384-4403



Economic Prosperity for the State of California

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## Counseling and Matriculation

### REQUIRED ORIENTATION/ASSESSMENT PROCESS FOR NEW STUDENTS

All new students are required to participate in Orientation and Assessment unless specifically exempted from this process. For exemption consideration students need to meet with a counselor. When students submit their application for admission and once they have received their ID number, they will need to complete the following:

Student Orientation Session: This can be completed online at: [www.valleycollege.edu/webadvisor](http://www.valleycollege.edu/webadvisor)

Assessment Appointment:

You may schedule online at: [https://esars.sbccd.org/V\\_AssessmentCtr/eSARS.asp?WCI=Init&WCE=Settings](https://esars.sbccd.org/V_AssessmentCtr/eSARS.asp?WCI=Init&WCE=Settings)

Students may access test sample questions through [www.collegeboard.com/student/testing/accuplacer](http://www.collegeboard.com/student/testing/accuplacer)

Student Advisement/First Semester Education Plan: Examples of education plans and assistance in developing the student's first semester education plan is provided in the orientation. Students must meet with counselor to develop their two-year education plan prior to the start of their second semester. Students may make a counselor appointment at the Counseling Department in AD/SS 103.

## Counseling Center

The faculty of the Counseling Center (in the AD/SS Building, Room 103) are available to assist students in making informed decisions about their academic, career and life goals. Additionally, counselors help students select the courses needed to meet the requirements for associate degrees, certificates, and university transfer. Students may be seen on a same-day appointment on a first-come, first-served basis.

A variety of services are available through the Counseling Center that include but are not limited to:

Educational and career planning including the development of a student education plan.

Personal counseling to meet the short-term needs of students with personal concerns.

International student counseling to meet specialized enrollment and counseling needs of F-1 visa students.

For more information contact: (909) 384-4404.

## Puente Project

The mission of the Puente Project is to increase the number of educationally underrepresented students who enroll in four-year colleges and universities to obtain their bachelor's degree, and return to the community as leaders and mentors. Puente has been at SBVC since 1984. Puente is a successful statewide transfer program consisting of counseling, mentoring and writing components. Students take two consecutive writing classes: English 015 (fall) and English 101 (spring). Students build confidence in their writing skills through an exploration of Mexican/American/Latino literature. English classes are linked with a one-unit class, Student Development 015 in the Fall, and Student Development 102 for 2 units in the Spring. Puente is open to all students.

For more information on this program, contact the Puente Office at (909) 384-8255 or (909) 384-4404.

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## Tumaini Program

The Tumaini Program is a learning opportunity designed to increase academic and personal success, and promote transfer to four-year colleges and universities. Tumaini targets students who are interested in learning about African-American history, literature, and culture. Tumaini instructors and counselors use collaborative and other community-building strategies to enhance students' learning potential in and out of the classroom. The Program will combine elements of counseling and other courses (Student Development, Math and African-American History) to assist students with the rigors of college life.

For more information, contact (909) 384-8658.

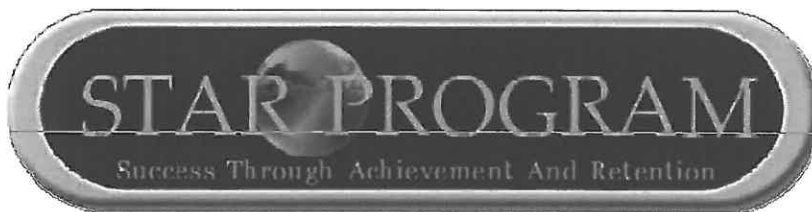
## Outreach and Recruitment

The Outreach and Recruitment Office provides services to SBVC service area middle and high school students, as well as, community organizations. The services are delivered via one-on-one sessions, classroom presentations, college nights, meetings with school and community personnel, etc. The primary focus is to expose students regarding the importance of a college education and the valuable and unique educational opportunities at SBVC. For more information, contact (909) 384-8984.

## STAR Program

The STAR (Success Through Achievement and Retention) program is a federal Student Support Services TRIO program designed to increase the graduation and transfer rate of students who qualify (based on academic need, citizenship status, first-generation college student status, and/or physical or learning disability). The purpose of STAR is to provide a counseling and learning support community that will empower students to complete their educational degree and/or certificate requirements and obtain an AA, AS, Certificate and/or transfer. Participants receive academic and personal counseling, academic workshops, transfer advising, tutoring, financial aid counseling, field trips to four-year universities and an opportunity to attend cultural enrichment activities.

Call (909) 384-4433 for additional information.



## Student Health Services

Student Health Services are made available to students to promote health and well-being so students can fully engage in their studies and achieve academic success. Student Health Services (Student Health Services Building) is open Monday - Friday 8:00 a.m. - 4:30 p.m.

Student Health offers free confidential services for students including health consultations, medical evaluations and treatment, mental health counseling and referrals, men's & women's health including Family PACT services, first aid and symptom management, health screenings such as blood pressure/BMI/percent body fat, and illness care. The Nurse is always IN (no appointment necessary). Health Insurance information and other referrals are also available for when the need is beyond to scope of our services. In addition health promoting events and health education are also offered. Nominal fees are charged for pharmacy services, lab work, immunizations, and employment physicals. All services are available only for students. Staff members need to seek health care through their personal physician. Appointments are required for individual counseling and office visits to the nurse practitioner. Call 384-4495 for additional information and appointments.

Through a campus based mental health grant during the 2013-2014 academic year, services are available to faculty and staff for consultation regarding techniques for maintaining a positive learning environment while providing support to struggling, at risk students. Training opportunities for early identification, support, and referral of students in need of mental health support and treatment are also available and funded through this grant.

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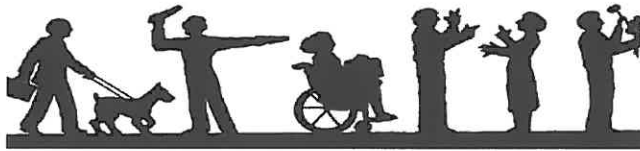


## Library

The SBVC Library houses a collection of over 70,000 volumes which can be searched through OCLC World Share (WMS) catalog system. This system enables students to search for books, articles and over 120,000 eBooks all at the same time. <http://sbccdlibs.worldcat.org> The SBVC Library also offers access to thousands of online newspapers, magazines, journals and other materials supporting research in current events and in topics across the curriculum. Students use passwords to access the electronic resources and which are available on BlackBoard once they login.

The Library Computer Lab houses over 120 computers for use by currently enrolled students, and Computer Technicians are available to provide basic technical support to students. Many online students also take classes on campus and this lab increases the opportunity for those students to participate in their online classes.

Librarians are available during the day and evening to provide one-on-one reference services and orientation tours and to teach library instruction classes and campus-wide workshops. SBVC's library participates in a 24/7 Chat Reference Service that connects students to an academic librarian who can assist them with research needs at any time, day or night. <http://www.questionpoint.org/crs/servlet/org.oclc.admin.BuildForm?&page=frame&institution=13775&type=2&language=1> The Basic Skills Committee funded two new databases this year. The Learning Express database provides Learning Centers which offers the practice tests, exercises, skill-building courses, eBooks, and information students need to succeed at school, and English Language Learner (ELL) that includes 1,000 main articles, written especially for English language learners. The articles provide information about many different topics that are studied in school. ELL has the ability to read the articles out loud and to translate. <http://library.valleycollege.edu/>. Contact the faculty librarians at 909-384-8289 for access information.



## DISABLED STUDENT PROGRAMS & SERVICES

Disabled Student Programs and Services (DSPS) can provide a variety of services to enable students with disabilities to function independently in an educational environment. The objectives of our services are to integrate and mainstream students with disabilities into general campus programs and activities.

Students with either permanent or temporary disabilities may be eligible with verification of a disability.

Decisions regarding the exact accommodations to be provided are made on an individualized basis.

If you would like DSPS to assist you in your educational or vocational goals, please visit DSPS in the Administrative/Student Services Building Room 105 or call (909) 384-4443 to schedule an intake appointment.

### SERVICES

- Priority Registration
- Counseling
- Advocacy
- Orientation
- Adaptive Equipment
- Academic Support
- American Sign Language
- Interpreters
- Special Classes
- Test Proctoring
- Liaison Services
- Alternate Media
- Assistive Technology



## **EOP&S/CARE**

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

The EOPS/CARE Office (AD/SS Building, Room 202) provides students who qualify with specialized assistance. Qualified economically, educationally, or culturally disadvantaged students can receive personal and academic counseling, book services, tutoring, priority registration, transfer assistance, and special activities and workshops. Applications are accepted in April for fall semester and September for spring semester. We encourage students to call (909) 384-4412 for additional information or visit our website at [www.valleycollege.edu/eops](http://www.valleycollege.edu/eops)

## **Transfer and Career Services**

The Transfer Center, located in the Administration/Student Services Building, Room 203, is open to students planning to transfer to any four-year college or university and/or seeking career counseling and information. The center provides the following Transfer services: appointments to see a four-year college or university representative. Transfer Counseling; Honors Counseling; workshops on admissions and on-line application process; financial aid information relative to transfer institutions; transfer workshops; transfer orientation sessions; assistance with major selection; credit evaluations; a monthly calendar of events; transfer agreements.

For additional information or to schedule appointments, contact us at (909) 384-4410.

## **Occupational Advancement Department**

### **CalWORKs**

San Bernardino Valley College CalWORKs 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 us at 909-384-4429 or visit the SBVC CalWORKs office located in the Campus Center Room 208.

### **WorkAbility III**

WorkAbility III (WAIII) is a collaborative program between San Bernardino Community College and the State of California Department of Rehabilitation (DOR). The program's objective is to assist DOR clients/students develop employability skills and confidence. Clients/students 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 us at 909-384-8676 or visit the SBVC WorkAbility Office located in the Campus Center Room 208.

### **Workforce Investment Act (WIA)/Employment Development Department (EDD)**

The Workforce Investment Act and the Employment Development Department in collaboration with San Bernardino Valley College provides educational supportive services and occupational skills to prepare students to enter or reenter the workforce. For more information please contact us at 909-384-4429 or visit the Occupational Advancement Department located in the Campus Center Room 208.

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# *Student Services - Regular Office Hours*

## *Spring 2014*

### **Admissions & Records**

Monday 8 a.m.-5 p.m.	Tuesday 8 a.m.-7 p.m.	Wednesday 8 a.m.-7 p.m.	Thursday 8 a.m.-5 p.m.	Friday 8 a.m.-4:30 p.m.
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### **Counseling**

Monday 8 a.m.-5 p.m.	Tuesday 8 a.m.-7 p.m.	Wednesday 8 a.m.-7 p.m.	Thursday 8 a.m.-5 p.m.	Friday 8 a.m.-4:30 p.m.
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### **DSP&S**

Monday 8 a.m.-5 p.m.	Tuesday 8 a.m.-5 p.m.	Wednesday 8 a.m.-5 p.m.	Thursday 8 a.m.-5 p.m.	Friday 8 a.m.-4:30 p.m.
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### **EOP&S/CARE**

Monday 8 a.m.-5 p.m.	Tuesday 8 a.m.-7 p.m.	Wednesday 8 a.m.-7 p.m.	Thursday 8 a.m.-5 p.m.	Friday 8 a.m.-4:30 p.m.
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### **Financial Aid**

Monday 8 a.m.-5 p.m.	Tuesday 8 a.m.-7 p.m.	Wednesday 8 a.m.-7 p.m.	Thursday 8 a.m.-5 p.m.	Friday 8 a.m.-4:30 p.m.
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### **Library**

Monday 8 a.m.-8 p.m.	Tuesday 8 a.m.-8 p.m.	Wednesday 8 a.m.-8 p.m.	Thursday 8 a.m.-8 p.m.	Friday 8 a.m.-5 p.m.	Saturday 10 a.m. - 2 p.m.
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### **Occupational Advancement Department**

Monday 8 a.m.-5 p.m.	Tuesday 8 a.m.-5 p.m.	Wednesday 8 a.m.-7 p.m.	Thursday 8 a.m.-5 p.m.	Friday 8 a.m.-4:30 p.m.
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### **Office of Student Life**

Monday 8 a.m.-5 p.m.	Tuesday 8 a.m.-7 p.m.	Wednesday 8 a.m.-7 p.m.	Thursday 8 a.m.-5 p.m.	Friday 8 a.m.-4:30 p.m.
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### **STAR**

Monday 8 a.m.-5 p.m.	Tuesday 8 a.m.-5 p.m.	Wednesday 8 a.m.-5 p.m.	Thursday 8 a.m.-5 p.m.	Friday 8 a.m.-4:30 p.m.
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### **Student Health Services**

Monday 8 a.m.-5 p.m.	Tuesday 8 a.m.-5 p.m.	Wednesday 8 a.m.-5 p.m.	Thursday 8 a.m.-5 p.m.	Friday 8 a.m.-4:30 p.m.
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### **Transfer Center**

Monday 8 a.m.-5 p.m.	Tuesday 8 a.m.-5 p.m.	Wednesday 8 a.m.-5 p.m.	Thursday 8 a.m.-5 p.m.	Friday 8 a.m.-4:30 p.m.
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**Student Services**  
**Limited Extended Special Hours**  
**January 6 – 24, 2014**

**Regular Hours to Resume on January 27, 2014**

**Admissions & Records**

<b>Monday</b> 8 am – 7 pm	<b>Tuesday</b> 8 am – 7 pm	<b>Wednesday</b> 8 am – 7 pm	<b>Thursday</b> 8 am – 7 pm	<b>Friday</b> 8 am – 4:30 pm
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Saturday  
January 10, 17 & 24

**Counseling**

<b>Monday</b> 8 am – 7 pm	<b>Tuesday</b> 8 am – 7 pm	<b>Wednesday</b> 8 am – 7 pm	<b>Thursday</b> 8 am – 7 pm	<b>Friday</b> 8 am – 4:30 pm
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Saturday  
January 10, 17 & 24

**Financial Aid**

<b>Monday</b> 8 am – 7 pm	<b>Tuesday</b> 8 am – 7 pm	<b>Wednesday</b> 8 am – 7 pm	<b>Thursday</b> 8 am – 7 pm	<b>Friday</b> 8 am – 4:30 pm
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Saturday  
January 10, 17 & 24

**Occupational Advancement Department**

<b>Monday</b> 8 am – 5 pm	<b>Tuesday</b> 8 am – 5 pm	<b>Wednesday</b> 8 am – 5 pm	<b>Thursday</b> 8 am – 5 pm	<b>Friday</b> 8 am – 4:30 pm
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Wednesday, January 8, 2014; 8am – 6pm  
Wednesday, January 15, 2014; 8am – 6pm  
Wednesday, January 22, 2014; 8am – 6pm  
Wednesday, January 29, 2014; 8am – 6pm  
Wednesday, February 5, 2014; 8am – 6pm  
Wednesday, February 12, 2014; 8am – 6pm

**Office of Student Life**

<b>Monday</b> 8 am – 7 pm	<b>Tuesday</b> 8 am – 7 pm	<b>Wednesday</b> 8 am – 7 pm	<b>Thursday</b> 8 am – 7 pm	<b>Friday</b> 8 am – 5 pm
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